

City of East Bethel
City Council Agenda
 Regular Council Meeting – 7:00 p.m.
 Date: August 17, 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
7:02 PM	4.0	Presentations
p. 3-7		A. East Bethel Royalty Recognition
p. 8		B. Anoka County Sheriff's Office July Report
p. 9-13		C. East Bethel Fire Department July Report
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>
p. 15-17		A. Approve Bills
p. 18-25		B. Meeting Minutes, August 3, 2016 City Council Meeting
p. 26		C. Resolution 2016-42, Constitution Week
p. 27-34		D. 2017 Anoka County Law Enforcement Contract
		New Business
7:25 PM	7.0	Commission, Association and Task Force Reports
		A. Planning Commission
		B. Economic Development Authority
		C. Park Commission
		D. Road Commission
7:25 PM	8.0	Department Reports
		A. Community Development
		1. Prairie Ridge Preliminary Plat
		B. City Engineer
		C. City Attorney
		D. Finance
		E. Public Works
		F. Fire Department
		G. City Administrator
		1. Comprehensive Plan Consultant Selection
		2. Set Date for Fall Town Hall Meeting
		3. Minnesota Amateur Sports Commission Grant
p. 35-48		
p. 49-52		
p. 53-54		
p. 55-62		

7:50 PM

9.0 Other

- A. Staff Report
- B. Council Reports
- C. Other
- D. Closed session, Minn. Stat. § 13D.05, subds. 3 (b)
Minn. Stat. § 13D.05, subd. 3 (c),
PIN 29-33-23-34-0001

8:30 PM

10.0 Adjourn



City of East Bethel City Council Meeting Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 4.0 A

Agenda Item:

Presentation of the 2016-2017 East Bethel Royalty

Requested Action:

Recognize the East Bethel Royalty for 2016-2017.

Background Information:

The East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant where individuals compete to represent the City of East Bethel as an Ambassador for a twelve month period with appearances at numerous City festivals, celebrations and other official functions.

The East Bethel City Council, deeply appreciative of the time and effort these pageant winners will devote to representing the City, wish to recognize:

- Sarah Farrier as Miss East Bethel 2016-2017
- Britany Cich as 2016-2017 Princess
- Mackenzie Norling as 2016-2017 Little Miss
- Cindy Jane Tembreull as 2016-2017 Little Miss

Attachment(s):

1. Resolution 2016-38: A Resolution Recognizing East Bethel Royalty for 2016-2017 Miss East Bethel Sarah Farrier
2. Resolution 2016-39: A Resolution Recognizing East Bethel Royalty for 2016-2017 Princess Britany Cich
3. Resolution 2016-40: A Resolution Recognizing East Bethel Royalty for 2016-2017 Little Miss Mackenzie Norling
4. Resolution 2016-41: A Resolution Recognizing East Bethel Royalty for 2016-2017 Little Miss Cindy Jane Tembreull

Fiscal Impact:

Recommendation(s):

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

RESOLUTION NO. 2016-38

RESOLUTION RECOGNIZING THE 2016-2017 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Sarah Farrier is hereby recognized as Miss East Bethel and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Sarah Farrier will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

Tim Harrington, Council Member

Ron Koller, Council Member

Brian Mundle, Council Member

Tom Ronning, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2016-39

RESOLUTION RECOGNIZING THE 2016-2017 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Britany Cich is hereby recognized as Princess and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Britany Cich will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

Tim Harrington, Council Member

Ron Koller, Council Member

Brian Mundle, Council Member

Tom Ronning, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2016-40

RESOLUTION RECOGNIZING THE 2016-2017 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Mackenzie Norling is hereby recognized as Little Miss and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Mackenzie Norling will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

Tim Harrington, Council Member

Ron Koller, Council Member

Brian Mundle, Council Member

Tom Ronning, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2016-41

RESOLUTION RECOGNIZING THE 2016-2017 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Cindy Jane Tembreull is hereby recognized as Little Miss and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Cindy Jane Tembreull will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

Tim Harrington, Council Member

Ron Koller, Council Member

Brian Mundle, Council Member

Tom Ronning, Council Member

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 4.0 B

Agenda Item:

Sheriff's Department Report

Requested Action:

Informational only

Background Information:

An officer from the Anoka County Sheriff's Office will present the monthly report of activities to the Council

Fiscal Impact:

None

Recommendation(s):

Informational only.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 4.0 C

Agenda Item:

Fire Department Report

Requested Action:

Informational only

Background Information:

The Fire Chief will report on the activities of the Fire Department for the month of July 2016.

Fiscal Impact:

None

Recommendation(s):

Informational only.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



**East Bethel Fire Department
July, 2016
Response Calls**

Incident Number	Incident Date	Alarm Time	Location	Incident Type
300	07/31/2016	22:48	23416 NE Baltimore ST NE	EMS call
299	07/31/2016	21:11	HWY 65 & 187 th	Motor vehicle accident
298	07/31/2016	12:07	333 217th AVE NE	Authorized burning
297	07/30/2016	13:57	4200 Thielen BLVD NE	EMS call
296	07/28/2016	19:24	1532 229 LN NE	EMS call
295	07/28/2016	18:19	19410 Leyte ST NE	EMS call
294	07/28/2016	11:33	21975 7th ST	EMS call
293	07/25/2016	18:32	2714 219th AVE NE	EMS call
292	07/24/2016	18:34	18726 Greenbrook DR	Power line down
291	07/22/2016	12:59	18360 Lyete ST NE	False alarm
290	07/21/2016	16:40	22435 Pallisade ST NE	EMS call
289	07/21/2016	07:47	18916 Vickers ST NE	Power line down
288	07/21/2016	05:32	277 Cedar RD NE	EMS call
287	07/21/2016	04:46	167 Juniper RD NE	Power line down
286	07/21/2016	04:16	4200 Thielen BLVD NE	Grass Fire
285	07/20/2016	18:09	18164 Hwy 65 NE	EMS call
284	07/20/2016	15:43	20675 Highway 65 NE	Good intent call
283	07/20/2016	05:46	20457 7th ST	EMS call
282	07/19/2016	13:08	18164 Hwy 65	EMS call
280	07/18/2016	12:56	2637 NE 185th Ln. Ne	EMS call
281	07/17/2016	22:12	21730 Quincy ST	EMS call
279	07/16/2016	17:10	Booster Park West	EMS call
275	07/16/2016	13:05	727 229 LN NE	EMS call
276	07/16/2016	11:35	22713 Palisade ST NE	EMS call
277	07/16/2016	11:16	22450 Palisade ST NE	EMS call
278	07/16/2016	10:20	18411 Vermillion ST NE	EMS call
274	07/14/2016	08:54	1836 209 CT NE	EMS call
273	07/12/2016	16:48	727 229th LN	EMS call
272	07/12/2016	13:53	19458 Leyte ST NE	EMS call
271	07/12/2016	08:27	506 193rd LN NE	EMS call
270	07/11/2016	22:01	18453 Highway 65 NE	Power line down
269	07/11/2016	21:08	18164 65 HWY NE	EMS call
268	07/10/2016	21:14	20741 Durant	False alarm
267	07/10/2016	12:47	20114 Madison WAY	Gas leak
266	07/09/2016	10:46	1008 Viking BLVD	Unauthorized burning
265	07/08/2016	22:15	3479 228th AVE	EMS call
264	07/08/2016	10:58	18232 Hwy 65	EMS call
263	07/08/2016	08:29	727 229th LN	EMS call
262	07/07/2016	16:24	Hwy 65 & Sims Road	Motor vehicle accident
261	07/07/2016	10:04	19909 Polk ST	EMS call
260	07/07/2016	08:16	19138 Staples ST	EMS call
259	07/06/2016	21:42	24186 Pierce ST NE	EMS call
258	07/06/2016	09:48	19919 East Bethel BLVD NE	EMS call
257	07/05/2016	17:21	Highway 65 & Viking Blvd	Motor vehicle accident

256	07/05/2016	08:02	20628 East Bethel BLVD	EMS call
255	07/04/2016	16:00	23146 Bridgestone RD	Building fire-Mutual Aid
254	07/04/2016	12:45	20465 Monroe ST NE	EMS call
253	07/04/2016	11:30	19977 Rendova ST NE	EMS call
252	07/04/2016	02:46	524 Sims RD	EMS call
251	07/03/2016	14:58	19321 East Front BLVD NE	EMS call
250	07/03/2016	08:17	313 Dogwood RD NE	EMS call
249	07/01/2016	14:15	24355 Hwy 65	EMS call
Total				2



City of East Bethel City Council Meeting Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 6.0 A-D

Agenda Item:

Consent Agenda

Requested Action:

Consider approval of the Consent Agenda

Background Information:

Item A

Approve Bills

Item B

August 3, 2016 City Council Meeting Minutes

Meeting minutes from the August 3, 2016 City Council Meeting are attached for your review.

Item C

Resolution 2016-42, Constitution Week

The Daughters of the American Revolution, Anoka Chapter, requested that Council adopt a resolution proclaiming September 17-23, 2016 as Constitution Week.

Staff recommends adoption of Resolution 2016-42 proclaiming September 17-23, 2016 as Constitution Week.

Item D

2017 Anoka County Law Enforcement Contract

The 2017 Anoka County Law Enforcement Contract was reviewed and presented by Sheriff Jim Stuart at the July 6, 2016 City Council Work Meeting. City Council directed staff to have the contract prepared for consideration and adoption. The 2016 Anoka County Law Enforcement Contract cost was \$1,026,000 and the 2017 Anoka County Law Enforcement Contract proposed contract cost is \$1,033,213. Again, both contracts are based on the same 36 hour patrol coverage and 20 hour per week CSO coverage. The increase of the 2017 Contract over the 2016 Contract would be \$7,213 or 0.7 %.



City of East Bethel

August 17, 2016

Payment Summary

Payments for Council Approval	
Bills to be approved for payment	\$81,196.20
Electronic Payroll Payments	\$30,234.61
Payroll - City Staff, August 11, 2016	\$34,822.31
Payroll - City Council, August 15, 2016	\$1,775.35
Payroll - Fire Dept, August 15, 2016	\$6,912.53
Total to be Approved for Payment	\$154,941.00

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint	36951558	Trane U.S. Inc.	615	49851	\$1,023.50
Arena Operations	Bldgs/Facilities Repair/Maint	072716	Wright-Hennepin Coop Electric	615	49851	\$29.95
Arena Operations	Information Systems	B160802J	Anoka County Treasury Dept	615	49851	\$75.00
Arena Operations	Refuse Removal	2001278	Ace Solid Waste, Inc.	615	49851	\$114.97
Building Inspection	Electrical Inspections	073016	Brian Nelson Inspection Svcs	101		\$1,066.50
Building Inspection	General Operating Supplies	78993984	Uline	101	42410	\$158.12
Building Inspection	Motor Fuels	610285	Mansfield Oil Company	101	42410	\$279.55
Building Inspection	Printing and Duplicating	32990	Do All Printing.Com	101	42410	\$225.00
Building Inspection	Professional Services Fees	1071389	STS Staffing	101	42410	\$326.88
Building Inspection	Professional Services Fees	1073572	STS Staffing	101	42410	\$326.88
Building Inspection	Small Tools and Minor Equip	78993984	Uline	101	42410	\$92.12
Central Services/Supplies	Information Systems	B160802J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Information Systems	B160802J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Office Supplies	IN1274249	Innovative Office Solutions	101	48150	\$55.21
Central Services/Supplies	Small Tools and Minor Equip	57462849	HP INC.	101	48150	\$1,316.74
Central Services/Supplies	Telephone	072816	CenturyLink	101	48150	\$100.75
City Administration	Professional Services Fees	M22275	TimeSaver Off Site Secretarial	101	41320	\$206.50
Elections	Legal Notices	385382	ECM Publishers, Inc.	101	41410	\$43.00
Fire Department	Bldg/Facility Repair Supplies	12099	Betz Mechanical, Inc.	101	42210	\$413.73
Fire Department	Bldgs/Facilities Repair/Maint	2162042	American Test Center	101	42210	\$427.00
Fire Department	Bldgs/Facilities Repair/Maint	1038	Bill's Quality Cleaning	101	42210	\$84.00
Fire Department	Conferences/Meetings	1897	F.I.R.E.	101	42210	\$800.00
Fire Department	Motor Fuels	610285	Mansfield Oil Company	101	42210	\$444.71
Fire Department	Motor Fuels	610286	Mansfield Oil Company	101	42210	\$207.13
Fire Department	Refuse Removal	2001278	Ace Solid Waste, Inc.	101	42210	\$90.79
Fire Department	Telephone	072816	CenturyLink	101	42210	\$93.08
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	3026296	Maintenance Engineering	101	41940	\$595.51
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	1038	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-07-16	Premium Waters, Inc.	101	41940	\$38.60
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	720	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	989	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Refuse Removal	2001278	Ace Solid Waste, Inc.	101	41940	\$199.14
Legal	Legal Fees	07 2016	Eckberg, Lammers, P.C.	101	41610	\$8,493.46
Legal	Legal Fees	2396	Eckberg, Lammers, P.C.	101	41610	\$6,040.00
Mayor/City Council	Small Tools and Minor Equip	080816	Tim Harrington	101	41110	\$609.54



City of East Bethel
August 17, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Park Maintenance	Bldg/Facility Repair Supplies	591009	Ham Lake Hardware	101	43201	\$13.48
Park Maintenance	Bldgs/Facilities Repair/Maint	18463	Blaine Lock & Safe, Inc.	101	43201	\$168.00
Park Maintenance	Chemicals and Chem Products	24983	Menards Cambridge	101	43201	\$27.39
Park Maintenance	Cleaning Supplies	3055930	Dalco	101	43201	\$152.94
Park Maintenance	Clothing & Personal Equipment	1182700331	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182711692	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182813809	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Equipment Parts	1056	Central Trailer Sales, Inc.	101	43201	\$25.59
Park Maintenance	Motor Fuels	610285	Mansfield Oil Company	101	43201	\$381.18
Park Maintenance	Motor Fuels	610286	Mansfield Oil Company	101	43201	\$398.34
Park Maintenance	Other Equipment Rentals	105539	Jimmy's Johnnys, Inc.	101	43201	\$1,141.00
Park Maintenance	Park/Landscaping Materials	16455	Hoffman Bros. Sod, Inc	101	43201	\$262.50
Park Maintenance	Park/Landscaping Materials	29330	Menards - Forest Lake	101	43201	\$17.47
Park Maintenance	Personnel/Labor Relations	2535251607	First Advantage LNS	101	43201	\$32.00
Payroll	Insurance Premiums	09 2016	Delta Dental	101		\$725.90
Payroll	Insurance Premiums	09 2016	PreferredOne	101		\$7,382.39
Planning and Zoning	Small Tools and Minor Equip	78993984	Uline	101	41910	\$114.12
Police	Professional Services Fees	07 2016	Gratitude Farms	101	42110	\$455.00
Recycling Operations	Other Equipment Rentals	105539	Jimmy's Johnnys, Inc.	226	43235	\$70.00
Recycling Operations	Refuse Removal	2001278	Ace Solid Waste, Inc.	226	43235	\$172.41
Risk Management	General Liability Ins	53811	League of MN Cities Ins Trust	101	48140	\$250.00
Sewer Operations	Professional Services Fees	1058224	Metropolitan Council Env Svcs	602	49451	\$1,727.92
Street Capital Projects	Street Maint Services	5570138141	American Pavement Solutions	406	40600	\$40,233.90
Street Maintenance	Bldgs/Facilities Repair/Maint	1182700331	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182711692	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	1182813809	G&K Services - St. Paul	101	43220	\$8.83
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-07-16	Premium Waters, Inc.	101	43220	\$38.60
Street Maintenance	Clothing & Personal Equipment	1182700331	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182711692	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182813809	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Equipment Parts	7695	Hydraulic Plus & Consulting	101	43220	\$23.32
Street Maintenance	Equipment Parts	7886	Hydraulic Plus & Consulting	101	43220	\$34.58
Street Maintenance	Motor Fuels	610285	Mansfield Oil Company	101	43220	\$165.18
Street Maintenance	Motor Fuels	610286	Mansfield Oil Company	101	43220	\$987.90
Street Maintenance	Professional Services Fees	6070324	Gopher State One-Call	101	43220	\$32.40
Street Maintenance	Refuse Removal	2001278	Ace Solid Waste, Inc.	101	43220	\$181.75
Street Maintenance	Repairs/Maint Machinery/Equip	V78283	Tri State Bobcat	101	43220	\$445.34
Street Maintenance	Street Maint Materials	IN00016968	City of St. Paul	101	43220	\$217.88
Street Maintenance	Telephone	072816	CenturyLink	101	43220	\$72.96
Water Utility Operations	Bldgs/Facilities Repair/Maint	072716	Wright-Hennepin Coop Electric	601	49401	\$26.67
Water Utility Operations	Chemicals and Chem Products	3926566 RI	Hawkins, Inc	601	49401	\$35.00
Water Utility Operations	Refund Final Bill Overpayment	080316	Gary & Susan Sodren	601		\$112.78
Water Utility Operations	Telephone	072816	CenturyLink	601	49401	\$129.86
Water Utility Operations	Telephone	072816	CenturyLink	601	49401	\$187.65
Water Utility Operations	Telephone	072816	CenturyLink	601	49401	\$74.94
						\$81,196.20



City of East Bethel
August 17, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Electronic Payroll Payments						
Payroll	PERA					\$6,321.47
Payroll	Federal Withholding					\$6,079.47
Payroll	Medicare Withholding					\$2,946.92
Payroll	FICA Tax Withholding					\$6,930.65
Payroll	State Withholding					\$3,460.29
Payroll	MSRS/HCSP					\$4,495.81
						\$30,234.61

EAST BETHEL CITY COUNCIL MEETING

AUGUST 3, 2016

The East Bethel City Council met on August 3, 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
Nate Ayshford, Public Works Manager

1.0 The August 3, 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'll make a motion to adopt tonight's agenda. Ronning stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously. (NOTE: The agenda was revised following Item 4.0A.1 to remove the Closed Session.)**

Adopt

Agenda

4.0 Davis presented the staff report, noting the proposed 2017 Public Works Department Budget consists of the street and parks maintenance departments. The park maintenance budget is proposed to increase from \$409,700 in 2016 to \$425,000 for 2017 or a 3.7% increase. This \$15,300 increase is mainly attributed to an increase in salaries and benefits as it includes a 2% increase for each department employee and a step increase for one eligible employee per the existing union contract. The street maintenance budget is proposed to increase from \$863,500 in 2016 to \$897,500 for 2017 or a 3.9% increase. This \$34,000 increase is mainly attributed to an increase in salaries and benefits as it includes a 2% increase for each department employee per the union contract and \$4,100 for IT related expenses that were previously allocated to the Central Services category. Davis noted at the July 6, 2016, Work Meeting, it was requested that Public Works Manager Ayshford be present tonight to answer questions of the City Council related to this budget.

Presentation

4.0A.1

Public Works 2017 Budget

Ayshford reviewed the parks maintenance department budget, noting it has no major changes proposed and is basically the same as 2016 with a few categories lowered to reflect what was actually spent, such as with fuel. He then reviewed the streets operation budget, noting it now includes line item 307, professional services fees, which increased from \$600 in 2016 to \$4,000 in 2017 for Safe Assured, a safety training program that was moved from the general fund budget into this budget. Ayshford stated line 308, information systems, was also transferred from the general fund budget into the streets operations budget.

Ayshford pointed out that every year, they have been able to stay under budget; however, all it takes is a couple of bad storms and that can change. He explained that as a result of last year's mild winter, the City will start this winter season with a full salt shed and snowplow cutting edges ready to go.

Informational; no action required at this time.

**3.0
Agenda
Revision**

Davis advised that the Closed Session can be removed from tonight’s agenda as there is nothing to discuss. **Harrington stated I’ll make a motion to pull Item 9.0D, Closed Session. Mundle stated I’ll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

**5.0
Public
Forum**

GreenStep
Cities
Program

Sharon Lamay, 22959 Erskin Street NE, encouraged the Council to enter the GreenStep Cities Program, which was considered by the Planning Commission but they decided to take no action. She described this Program as a free voluntary challenge assistance and recognition program to make the City greener in all aspects that will generally result in cost and energy savings. Ms. Lamay stated there are currently 91 cities Statewide that are GreenStep Cities including Isanti, which is an active participant. She explained that like the Tree City Program, this requires a resolution of the Council but there are no legal entanglements or contracts required. Ms. Lamay described the advantages of membership and stated MPCA staff is willing to present this Program information to the Council and staff upon invitation. She provided Program information to the Council and suggested staff contact a GreenStep City to learn more about this Program.

Davis asked Lamay to provide the MPCA staff contact information so he can schedule a presentation before the Planning Commission. He suggested that process as portions of this Program may be included in the Comprehensive Plan update.

The Council thanked Ms. Lamay for presenting this information.

**6.0
Consent
Agenda**

- Item A Approve Bills
- Item B July 20, 2016 City Council Meeting Minutes
- Item C Resolution 2016-32 Accepting Work – 2015 Street Overlay Projects
- Item D Resolution 2016-33 Accepting Work – Lincoln, Laurel, 185th Ave Project
- Item E Resolution 2016-34 Accepting Donation of Audio Equipment from Ben Geving
- Item F Approve 2016 Tobacco License – Above & Beyond Vapor
- Item G Resolution 2016-35, Proclaiming October Domestic Violence Awareness Month
- Item H Resolution 2016-36 Setting Special Meeting Date to Canvass General Election Results

Ronning stated move to adopt the Consent Agenda as printed. Harrington stated I’ll second. Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

**7.0
New Business**

Commission, Association and Task Force Reports

7.0A
Planning
Commission
7.0A.1
July Planning
Commission
Report

Davis presented a report on items considered by the Planning Commission at its August 26, 2016 relating to the request of Steve Strandland, Carrington Development LLC, and property owner George Rogers for a Subdivision Concept/Preliminary Plat for Prairie Ridge Estates. This proposed subdivision is located on a 41.67-acre tract at the southwest corner of 229th Avenue and Bataan Street and would contain 10 lots ranging in size from 2.19 acres to 5.88 acres. Staff is working with Mr. Strandland on matters relating to the proposed private drive entrances on 229th Avenue, comments from the City Engineer, and an

7.0A.1
July Planning
Commission
Report

agreement on the application of park dedication fees. The Planning Commission held a public hearing and following discussion, unanimously recommended approval of the concept plan/preliminary plat base on conditions for City Council consideration. This item could be scheduled for the August 17, 2016, City Council Meeting pending completion of those outstanding items as detailed in the staff report.

Davis stated the Planning Commission also held a public hearing on revisions relating to a re-definition of Light Industrial Use, inclusion of additional and revised performance standards, clarification of prohibited uses and alignment of the City Ordinance with the City Comprehensive Plan were approved for City Council consideration. The proposed revision, as detailed in tonight’s meeting packet, may be presented to the City Council at the August 17, 2016, meeting unless Council desires further discussion of the proposed changes.

Davis indicated the Planning Commission also discussed the Green Step Cities Program, but no action was taken on that item.

Harrington stated staff is holding discussions with Mr. Strandland about the proposed private driveway entrances on 229th Avenue and concerns were expressed at the Planning Commission meeting about the speed of traffic, hill, and points of access. Davis stated that is something the Anoka County Highway Department will have to approve so it is being worked out at this time along with safety requirements, such as sight distance requirements, that must be met.

Informational; no action required at this time.

7.0B
Economic
Development
Authority

None.

7.0C
Park
Commission

None.

7.0D
Road
Commission

None.

**8.0
Department
Reports**

None.

8.0B
Engineer

None.

8.0C
City Attorney

8.0C.1
Resolution
2016-37

Davis presented the staff report, indicating the Council is asked to consider easement acquisition for the Phase I Service Road Project by means other than negotiated purchase or dedication. He stated the City has completed or has tentatively scheduled the signing of all easement/right-of-way deeds for Phase I Service Road Project with the exception of one party. Negotiations with this individual have reached an impasse. Davis reported the City was able to acquire all the other easements for the Phase I Service Road Project through plat dedication, parcel acquisition, and negotiated easement purchases. The final easement deed

has been signed by five of the six owners but one of the owners has refused the City's offer and is not open to continue the discussion.

Attorney Vierling outlined the process of obtaining the final easement as it pertains to this situation to commence an action for eminent domain for acquisition of real estate interest adversely, as provided for under Minnesota Statutes, Chapter 117. The first action is a City Council resolution authorizing the City Attorney and staff to pursue eminent domain of the property. Attorney Vierling advised the statute as well as the other rules that effect these procedures anticipates that a good faith effort has been implemented to resolve the issue prior to that step, which the City believes has occurred. He noted the Council has already authorized and obtained an appraisal of the property. The process going forward, if the Resolution is passed, would be for the City to provide and draft a Summons and Petition to be served upon the individual and filed with the Anoka County District Court from which the Court would appoint three Commissioners to review the property, determine its value, and determine the damages on the taking relative to the individual's interest. Attorney Vierling stated in this instance, the individual has a fractional interest in the property. The other five-sixths of the interest have been accomplished by the other parties so the taking is not as significant as it could be.

Attorney Vierling advised the three commissioners appointed will conduct hearings, hear the evidence relative to appraised values, and then assess the final market value for purposes of the taking, apply it to the fractional interest, and that becomes the amount due to the individual for the taking of the interest. Thereafter, the payment is made, the court certifies the action, and at that point the District Court process is completed.

Davis stated the easement the City is seeking is owned by six brothers and sisters and it is the husband of one of the sisters that has refused to sign. All other family members have been in agreement. Attorney Vierling advised it is a spousal interest and in the State of Minnesota, although anybody can buy property, for purposes of selling property, if an owner is married, the spouse must join in the conveyance. If they do not join, then it is not a marketable title.

Mundle asked if the draft resolution is only for this one property. Attorney Vierling answered in the affirmative. Mundle asked if this piece of property has no structures. Attorney Vierling answered in the affirmative and stated there will be no relocation duty or obligation or damages. Mundle asked if this piece of property is necessary to move forward with the road. Attorney Vierling noted the taking affects both a permanent easement for the right-of-way and road surface and a temporary easement to facilitate the time of construction. He stated the engineer has certified that this parcel is needed.

Voss asked how it would affect the purchase if the commissioners come back with an award that is less than what the City was negotiating. Attorney Vierling advised the commissioners will determine the interest for the one-sixth and can go above or below the City's offer. It will not affect the settlement with the other owners.

Ronning stated move to approve Resolution 2016-37 Approving and Authorizing Acquisition and, if necessary, Condemnation of Easements for Street and Utility Improvements. Mundle stated I'll second. Voss asked any discussion? All in favor? All in favor. Voss asked opposed? Hearing none, that motion passes. Motion passes unanimously.

8.0D None.
Finance

8.0E None.
Public Works

8.0F None.
Fire
Department

8.0G Davis presented the staff report, indicating at the July 27, 2016, Work Meeting, the City Council interviewed four firms that submitted proposals for the City Comprehensive Plan update. He referenced the summary of the firms and their experience as detailed in the staff report. The four firms are: Community Design Group (CDG); Houston Engineering, Inc. (HEI); Northwest Associated Consultants, Inc. (NAC); and, WSB and Associates, Inc. (WSB).
City Administrator
8.0G.1
Comp. Plan
Consultant
Selection

Davis stated estimated costs for consulting services for the Comprehensive Plan update range from \$40,000 to \$73,505. Costs for the City Engineer's service for the Plan update are estimated to be \$9,500. Additional services, while not required for completion of the Comprehensive Plan, could include traffic modeling to improve plans for the City road system and Zoning Ordinance review and update. Costs for these services could range from \$15,000 to \$30,000 depending on the scope of the work, if selected.

Davis reported the City has been approved by the Met Council to receive a grant of \$32,000 to be applied to the Plan update costs. \$28,000 has been included the 2017 Preliminary Budget for this activity. Committed funds available at this time are \$60,000. If additional funding is required, an amount to be determined could be allocated to the project from the EDA budget with Council approval. Davis reviewed a list of basic criteria that should be considered in the evaluation of the proposals and selection of the consultant for this work.

Davis presented options for the Council's consideration to select a consultant and commence negotiation of the terms and responsibilities of the contract as detailed in the staff report. He provided the Council with a rating sheet that could be used when considering the selection of a consultant.

Voss stated he was not in attendance for the interviews or able to watch the DVD of the Work Meeting so if the Council chooses to move forward, he is fine with that but will not be part of the vote. However, if the decision is deferred so he has time to watch the interviews, he will be part of the selection process. Davis indicated the Council does not have to make a selection tonight but it should be done over the next four to six weeks. He estimated it will be at least a yearlong process to complete the Comp Plan update.

Koller supported tabling this decision until Mayor Voss has time to review the meeting video. Mundle agreed and stated this decision should come from the entire Council. Voss stated he appreciates that consideration.

Ronning noted the Comp Plan update is required by State Statute. Davis clarified it is required by the Met Council, which is in the State Statute and if not completed by the City, the City will lose control of the process.

Koller stated I'll make a motion to table this to the next meeting. Mundle stated I'll second. Voss asked any discussion? All in favor? **Harrington, Koller, Ronning, and Mundle-Aye; Voss-Abstain, motion passes 4-0-1 (Voss).**

8.0G.2
Employment
Agreement
City Admin.

Davis presented the staff report, indicating the employment agreement for the City Administrator is set to expire on December 31, 2016. The proposed Agreement would commence on January 1, 2017, and continue thereafter until December 31, 2018, or until otherwise terminated pursuant to the provisions of the contract. This proposed contract would automatically renew for an additional two-year period unless either party provides written notice to the other on or before July 1, 2018, of intent not to renew this contract, in which case this contract would terminate as of December 31, 2018. The employee agrees to remain in the exclusive employ of the City until this contract is terminated. Davis presented the terms of the new contract as detailed in the staff report. The Council is requested to consider the extension of the employment agreement for the term as indicated.

Ronning stated move to approve extension of the employment agreement for the City Administrator for the term as indicated. Koller stated second. Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

8.0G.3
Mn. Amateur
Sports Comm.
Grant

Davis presented the staff report, indicating the Minnesota Amateur Sports Commission is seeking grant proposals from local governments for projects that will improve indoor air quality within Ice Arenas. The City currently utilizes a propane powered Zamboni and would be eligible to apply for funding for an electric powered unit. A new electric Zamboni is estimated to cost up to \$130,000 and this grant, if approved, could provide 50% of the cost. Davis described the repairs made to the City's 1996 model Zamboni, noting the only required upgrade is to replace the conditioner, which is estimated at \$5,800 and needs to be done by next year. Once that is completed the unit should be serviceable for several years.

Davis explained the major issue with a propane powered Zamboni are exhaust emissions and the resultant air quality within an arena. He described the required emissions monitoring and immediate corrective actions taken should carbon monoxide levels exceed 20 ppm and/or nitrogen dioxide levels exceed 0.3 ppm. An electric powered Zamboni would have no emissions issues that would affect air quality standards, minimize liability concerns, and eliminate suspension, postponement or cancellation of events due to incidents related to this matter.

Davis referenced the projected Zamboni cost estimates as detailed in the staff report. He stated based on the projected grant funds of \$65,000, the sale of our Zamboni for \$15,000, and the elimination of an additional expenditure of \$5,800 for a conditioner, these sources could provide \$85,800 towards the purchase of an electric Zamboni.

Davis reviewed the considerations for such a grant application and stated the deadline to submit the grant application is October 3, 2016. Funds for the matching of the grant request would come from the Arena Fund and the re-sale of the propane powered Zamboni. This proposal would not require use of City tax levy funds. All funding for the Arena is derived from user fees from ice, locker room and dry floor rentals, concession leases and ad sales. Funds are available in this account to cover up to \$44,200 of the matching costs for the Zamboni replacement.

8.0G.3
Mn. Amateur
Sports Comm.
Grant

Davis explained that due to the unknowns relating to the life expectancy of our current Zamboni, the potential for more restrictive air quality standards and uncertainty of the future funding opportunities for this type of equipment, staff recommends that Council consider approving the submittal of a grant to the Minnesota Amateur Sports Commission for funding for an electric Zamboni.

Voss asked whether the City acquired the current Zamboni as a new purchase. Davis answered it was used and acquired in 1996. Voss asked whether a used electric Zamboni would be available. Davis answered they could be and if grant funds are used, it may generate 70-80% of the cost but staff would have to determine if there are conditions. Voss asked if the grant would provide 50% of the cost of a used Zamboni. Davis answered in the affirmative. Voss asked if the grant application indicates whether a new or used unit is being purchased. Davis stated the Minnesota Amateur Sports Commission is trying to distribute grant funds equally throughout the State so they would probably discourage applicants from applying for more funds than will be used and then turning some funds back to them.

Ronning asked about the option for ice use if the Arena does not have an operating Zamboni. Davis stated the City would not be able to maintain the ice and it would be unskatable. Ronning asked about the potential income loss for one week. Davis stated it would be \$192 per hour for however many hours are rented, generally about \$16,000 for one week. Voss stated he likes the idea of having an electric Zamboni as it will create a better environment for the Arena and the users have put a nice investment into the Arena over the past few years.

Davis stated the major concern is that at some point, the Zamboni will need to be replaced. Even if it is in ten years, the grant funds may not be available and if that is the case, the City will have to cover 100% of the cost. Voss agreed this grant presents an opportunity. Ronning asked if the City has a repairman for the Zamboni. Davis stated staff can handle the essential maintenance but not major emergency repairs.

Mundle asked if the City has to first purchase the Zamboni and then be reimbursed. Davis stated first the City would be notified it received the grant, the City would enter into a purchase agreement, submit that agreement to Minnesota Amateur Sports Commission, and then the City would receive the 50% reimbursement.

Davis stated part of this program involves helping to replace arena refrigerant systems that had R-2 refrigerant but the City's Arena uses ethyl glycol so it is in compliance with those standards. Davis stated it would be worthwhile to check on the availability of electric Zambonis so he would recommend tabling consideration to the next meeting to allow time for staff to present additional information. **Ronning stated move to table until the information referenced by the City Administrator is available. Koller stated I'll second.** Voss asked any discussion?

Voss asked if there has been discussion with the St. Francis Hockey Association about this consideration. Davis stated they informed the City of this grant program. Voss thanked the St. Francis Hockey Association and stated it would be nice to have their 'buy-in.' Voss asked any other discussion? Hearing none, all to the motion to table say aye. **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

8.0G.4

Aug. 24, 2016
Work
Meeting

Davis presented the staff report, indicating staff is seeking direction on the August 24, 2016, Work Meeting agenda. He suggested the agenda include finalization of the 2017 Budget and discussion of the proposed amendments to City Code Appendix A, Zoning, Section 23 (Screening Regulations), 24 (Exterior Storage) and 48 (Light Industrial). **Ronning stated move to direct staff to set the August 20, 2016, Work Meeting agenda for these two items with a start time of 6 p.m. Mundle stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

9.0 Other

9.0A

Staff Reports

Event Center

Davis stated he has had e-mail discussions with Ms. Lisa Palm who wants to have an Event Center off 221st Avenue about the access road. He stated he will talk with her again tomorrow and, hopefully, be able to resolve the open issues so it can be considered at the August 17, 2016, meeting.

Economic
Roundtable

Davis stated if anyone is interested in attending, he has tickets for the Economic Roundtable discussion on August 5, 2016, in Blaine. Voss asked if the EDA will also be invited. Davis answered in the affirmative.

9.0B

Council

Report –

Member

Harrington

Harrington reported on his attendance at the Joint Powers Fire Department meeting and stated the 2018 budget will be discussed in October. He stated on August 2nd, he attended a Nation Night to Unite gathering on the south end of East Bethel where there was a nice turnout, he met a lot of people, and was asked a lot of questions about a grocery store and the superstreet.

Council

Member

Ronning

Ronning stated it was an interesting process last week to interview the four consultant firms to update the Comprehensive Plan.

Council

Member

Koller

Koller stated the Road Commission meeting was canceled for this month as there was nothing to discuss.

Council

Member

Mundle

Mundle reported the August 4, 2016, Sunrise River Water Management Organization Meeting has been rescheduled to August 18, 2016.

Sunrise WMO

Night to Unite

Mundle stated on August 3, 2016, he attended a couple Night to Unite parties on the north side of East Bethel and it is always a good experience to get out and meet your neighbors and talk with residents. He stated it was an enjoyable evening.

Mayor Voss

Voss stated he missed Night to Unite as he was out of town last night.

9.0C

Other

None.

9.0D

Closed

Session

This item was removed from the agenda.

10.0**Adjourn**

Ronning stated I'll make a motion to adjourn. Mundle stated I'll second. Voss asked any discussion? All in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

Meeting adjourned at 7:51 p.m.

Submitted by:

Carla Wirth, *TimeSaver Off Site Secretarial, Inc.*

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

RESOLUTION NO. 2016-42

**RESOLUTION PROCLAIMING
SEPTEMBER 17 – 23, 2016 AS CONSTITUTION WEEK**

WHEREAS, September 17, 2016 marks the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the week of September 17 - 23, 2016 be proclaimed Constitution Week.

Adopted this 17th day of August, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



Office of the Sheriff

ANOKA COUNTY
SHERIFF JAMES STUART

July 25, 2016

The Honorable Steven Voss and
Council Members of the City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Dear Mayor Steven Voss and Council Members:

Attached for your review are three copies of the 2017 Law Enforcement Contract between the City of East Bethel and the Anoka County Sheriff's Office.

After all necessary signatures are obtained from the City of East Bethel representatives; please forward the contracts to Sergeant Andrew Knotz in our administrative division. He will then return a fully executed copy of the contract for your records.

If you need any additional information or have any questions, please do not hesitate to contact Sergeant Knotz. As always, we strive to provide your city with the finest law enforcement services possible and look forward to continued service to your community.

Sincerely,

James Stuart
Sheriff, Anoka County

BBA:ak
attachments

LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2016, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of East Bethel, Minnesota, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, hereinafter referred to as the "Municipality", for the period of January 1, 2017, through December 31, 2017, hereinafter referred to as the "Contract Term".

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County, through the Office of the Anoka County Sheriff (hereinafter Sheriff), for the performance of the law enforcement functions hereinafter described within the corporate limits of said Municipality; and

WHEREAS, the County is agreeable to rendering such services and law enforcement functions on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minn. Stat. §§ 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants expressed herein, it is agreed as follows:

I. PURPOSE

The County, through its Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth.

II. SERVICES TO BE PROVIDED BY THE COUNTY

A. Except as otherwise hereinafter specifically set forth, such services shall encompass the duties and functions of the type normally coming within the jurisdiction of the Sheriff pursuant to Minnesota Law, and, in addition, the Sheriff and his duly assigned deputies shall, within the Municipality's corporate limits, exercise all the police powers and duties of city police officers as provided by Minn. Stat. § 436.05.

B. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the sole control of the Sheriff.

C. Such services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the Municipality.

D. The County shall furnish and supply all necessary labor, supervision, equipment, and communication facilities for dispatching, jail detention (including the cost of such detention), and daily patrol service as specified in Paragraph II.E. and Attachment A of this Contract, and shall be responsible for the direct payment of any salaries, wages, or other compensation to any County personnel performing services pursuant to this Contract. All County property and equipment used in rendering services under this agreement is, and shall remain, County property.

E. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 36 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided, and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. The County will also provide 20 hours per week of Community Service Officer coverage. Daily patrol service will provide and fulfill those services and duties ordinarily provided and fulfilled by city police officers as provided by state law and municipal ordinances. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the municipality.

F. The County patrol cars used for providing the services pursuant to this Contract shall be stored on premises owned by the Municipality. In the event that a suitable and secure storage location is not provided, in the determination of the Sheriff, the patrol cars will be returned to the Sheriff's Office at the end of each shift.

G. The patrol duties shall be conducted out of office space to be located at a suitable location in the Municipality which is sufficient to provide for the clerical needs of the assigned deputies. In the event that a suitable location is not provided, the deputies shall work out of the Sheriff's Office.

III. DUTIES OF MUNICIPALITY

A. It is agreed that the Sheriff shall have all reasonable and necessary cooperation and assistance from the Municipality, its officers, agents, and employees, so as to facilitate the performance of this Contract.

B. This Contract shall not alter the responsibility for prosecution of offenses occurring within the Municipality as is currently provided by law. Likewise, collection and distribution of fine monies and any proceeds from forfeited property resulting from violations occurring in the municipality shall be controlled in the manner provided by law.

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of One Million Eighty One Thousand Ninety Three and 00/100 Dollars (\$1,081,093.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. In addition, the County will provide 20 hours per week of Community Service Officer coverage in an assigned patrol car. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

The County agrees that the Municipality will receive a credit against its contract price obligation as a result of anticipated Police State Aide. The amount of the credit will be determined by the amount of money received per sworn officer from the State of Minnesota times the number of sworn officers charged for to service this Contract.

V. RENEWAL/AUTOMATIC RENEWAL

This Contract may be renewed for a successive period of one (1) year. Said renewal shall be accomplished in the following manner:

A. Not later than one hundred fifty (150) days prior to the expiration of the current Contract, the County, through its Sheriff, shall notify the Municipality in writing of its intention to renew. Said notification shall include notice of any increase in total contract cost.

B. Not later than ninety (90) days prior to the expiration of the current Contract, the Municipality shall notify the Sheriff in writing if the Municipality does not wish to renew a Contract for a successive one year term. If the Municipality fails to notify the County in

writing that it does not intend to renew the Contract, the Contract shall automatically renew for another one-year period under the terms of this Contract and any increase in costs provided to the Municipality under the notice requirement of section V.A. of this Contract.

VI. COLLABORATION

The County, through its Sheriff or his designee(s), agrees to meet as needed with the governing council of the Municipality. The purpose of said meetings shall be for the Municipality to provide feedback to the County and for the parties to confer and discuss potential improvements in the implementation of services under this Contract. The Sheriff shall make reasonable efforts to consider the Municipality's concerns or requests. The time and place of these meetings shall be determined by the Municipality with reasonable notice to the Sheriff.

VII. DISBURSEMENT OF FUNDS

All funds disbursed by the County or the Municipality pursuant to this Contract shall be disbursed by each entity pursuant to the method provided by law.

VIII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds, and reports of all receipts and disbursements shall be made upon request by either party.

IX. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Contract on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

X. INDEMNIFICATION

The Municipality and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, injuries or sickness resulting from the acts or omissions of the respective offices, agents, or employees, relating to the activities conducted by either party under this Contract.

XI. TERMINATION

This Contract may be terminated by the mutual agreement of the parties. This Contract may be unilaterally terminated by either party at any time with or without cause upon not less than one hundred eighty (180) days written notice delivered by mail or in person to the other party. Notices delivered by mail shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to services rendered prior to such notice of termination.

XII. NOTICE

For purposes of delivering any notices hereunder, notice shall be effective if delivered to the Anoka County Sheriff, 13301 Hanson Blvd NW, Andover, Minnesota 55304, on behalf of the County; and the City Administrator of the City of East Bethel, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, on behalf of the Municipality.

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous contract presently in effect between the parties relating to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, has caused this Contract to be signed by its Mayor and attested by its Clerk, and the County, by resolution of the County Board of Commissioners, has caused this Contract to be signed by the Chairman of the County Board of Commissioners, attested by the County Administrator, and signed by the County Sheriff, all on the day and year first above written.

COUNTY OF ANOKA

CITY OF EAST BETHEL

By: _____
Rhonda Sivarajah, Chair
County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

ATTEST

By: _____
Jerry Soma
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
James Stuart
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Lindberg
Assistant County Attorney

Dated: _____

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



City of East Bethel City Council Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 8.0 A 1

Agenda Item:

Concept Plan and Preliminary Plat for Prairie Ridge Subdivision to subdivide a 41.67 acre parcel into 10 lots in an area zoned Rural Residential.

Requested Action:

Consider approval of a Concept Plan and Preliminary Plat for Prairie Ridge Estates

Background Information:

At the July 26, 2016 Planning Commission Meeting, the Preliminary Plat for Prairie Ridge Estates was presented by Carrington Development. The site is located on a 41.67 acre parcel at the southwest corner of the intersection of Bataan Street and 229th Avenue. The proposed subdivision would contain 10 lots ranging in size from 2.19 acres to 5.88 acres. City code allows for a 2 acre minimum lot size with an overall developed density not to exceed 2 1/2 units/acre. This subdivision would be meet the density requirement and the lots will be designed for walkout style homes. There are no new streets planned for this subdivision.

The site is zoned Rural Residential and the PIN for the property is 03-33-23-22-0001. The Applicant for the Concept Plan/Preliminary Plat is Steve Strandlund with Carrington Development, LLC.

All lots will have driveways either off of Bataan St or 229th (Anoka County Road 26). Lots 1&2 and Lots 3&4 will share a common driveway entrance. Each lot will have its own septic system, and well and gas and electric utilities. Lots 1, 2, 4 & 10 have existing trees located on them and the intent is to not remove existing trees, except on lot 4.

The Preliminary Plat provides a developer dedicated 20 foot easement for a trail along Bataan Street as part of the plat. This proposed trail is consistent with City’s Trail Plan. If the trail is to be constructed it should be considered as part of the initial subdivision grading process. The installation of the trail prior to new home development would be less expensive, less intrusive and avoid future problems with interpretation of or objections to the project.

The Developer’s Park Dedication Fee is \$20,000.00 and is based on 10% of the value of the property (\$200,000) not to exceed \$2,000 per lot. Construction of the trail was proposed to fulfill the cost of the developers Park Dedication Fee.

The Developer prepared a cost estimate for a completed trail along the subdivision’s frontage on Bataan Street based on the City’s design requirements. The overall cost to construct an 8’ paved trail with 4 “of base material and 2.5” of asphalt (not including the portion through the wetland)

is estimated to be \$46,000.00. The Parks Commission endorsed this proposal at their August 10, 2016 meeting and recommended that the cost difference of \$26,000 be paid from the City's Parks Capital Fund and that the trail be extended at City expense an additional 450' to 226th Lane. The extension beyond the Prairie Ridge subdivision proposal would require additional City funding and amending the Parks Capital Improvement Plan to reflect the schedule change.

While consideration for a future trail extension is not required for approval of the preliminary plat, a decision to accept the trail installation in lieu of cash creates an implied commitment to eventually continue the trail to 226 Lane and beyond. This can be a discussion for another time, but keep in mind that unless the trail segment is planned for completion to Booster Park, it's value as an amenity to this development and the surrounding neighborhoods will be diminished and its purpose will be questioned.

The Anoka County Highway Department addressed concerns with those driveways that are proposed to access 229th Avenue (County Road 26). There may be issues with site distance for those access points but the report indicates that due to the vertical and horizontal alignment of the road, this matter is considered to be uncorrectable and that care must be exercised when locating plantings, berms or other potential obstructions to site distances in these areas. The Anoka County Highway Department has required the developer to dedicate an additional 10' of right of way along 229th Ave. for future reconstruction purposes.

Fiscal Impact:

The current taxable market value of the site is \$177,200 and is classified as agriculture, non-homestead. 2016 total taxes (City, County and School District) will be \$2,190. If the subdivision were totally built out and assuming a build out value for the 10 lots was \$250,000 per lot or a total of \$2,500,000, the estimated total tax generated by the parcel would be approximately \$29,750 in 2016 dollars.

Recommendation:

City Staff and the Planning Commission recommend City Council consider approval of the Concept Plan and Preliminary Plat for the Prairie Ridge Subdivision, PIN 03-33-23-22-0001, with the following conditions:

1. All comments from the City Engineer, City Attorney, and City Staff shall be addressed to the satisfaction of the City;
2. The trail easement is to be accepted and a decision made to either construct the trail within the dedicated easement and pay the difference in costs of construction over and above the Park Dedication Fee or accept the \$20,000 Park Dedication Fee in cash to be used for the future construction of the trail or other Park related uses.

Attachments:

1. Preliminary Plat
2. Anoka County Highway Department Comments
3. July Planning Commission Minutes
4. City Engineer's Comments

City Council Action

Motion by:_____

Second by:_____

Vote Yes: _____

Vote No: _____

No Action Required: _____

PRELIMINARY PLAT

~of~ PRAIRIE RIDGE ESTATES
~for~ CARRINGTON DEVELOPMENT, LLC

DEVELOPER

CARRINGTON DEVELOPMENT, LLC
STEVE STRANGLUND
P.O. Box 169
EAST BETHEL, MN 55011
(612) 221-4476

OWNER

GEORGE A. & MARION H. ROBERT TRUST
GEORGE J. ROBERTS, EXECUTOR
3626 ROBLE COURT
ELDORADO, CA 95762

PROPERTY DESCRIPTION

(PER ANOKA COUNTY QUIT CLAIM DEED DOC. NO. 1113035)

The Northwest Quarter of the Northwest Quarter of Section 3, Township 33, Range 23, Anoka County, Minnesota, except that part described as follows:

All that part of the Northwest Quarter of the Northwest Quarter of Section 3, Township 33, Range 23, Anoka County, Minnesota that lies south of the following described line: Beginning at a point on the east line of said Northwest Quarter of the Northwest Quarter distant 24.52 feet north of the southeast corner thereof; thence west to a point on the west line of said Northwest Quarter of the Northwest Quarter distant 21.47 feet north of the southwest corner thereof and there terminating.

DEVELOPMENT DATA

PROPOSED NUMBER OF LOTS = 10 LOTS
TOTAL PROPERTY AREA INCLUDING EXISTING RIGHT-OF-WAY = 41.7± ACRES
RIGHT-OF-WAY DEDICATION = 3.03± ACRES
AVERAGE LOT SIZE = 3.87± ACRES

SETBACKS

COUNTY ROAD = 100 FEET
FRONT ROAD = 40 FEET
SIDE YARD = 25 FEET
REAR YARD = 25 FEET

EXISTING ZONING

RR-RURAL RESIDENTIAL

PROPOSED ZONING INFORMATION

RR-RURAL RESIDENTIAL
MINIMUM LOT WIDTH = 200 FEET
AT BUILDING SETBACK = 2 ACRES
MINIMUM LOT AREA = 23,000 S.F.

NOTES

- Field survey work was completed by E.G. Rud and Sons, Inc. on 06-27-16.
- Bearings shown are on Anoka County Coordinate System.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Contours shown are a combination of MN/GEO Lidar Topography and field work performed by E.G. Rud & Sons, Inc.
- Fee ownership is vested in Roberts G A & M H Trustees
Parcel ID Number: 03-33-23-22-0001.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), according to Flood Insurance Rate Map Community No. 270012 Panel No. 0089 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2016.
- Wetland delineation by Earth Science in June of 2016.

Attachment 1



VICINITY MAP

PART OF SEC. 03, TWP. 33, RNG. 23

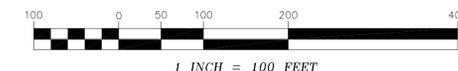


ANOKA COUNTY, MINNESOTA
(NO SCALE)



NORTH

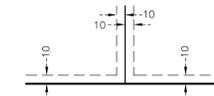
GRAPHIC SCALE



LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES ANOKA COUNTY CAST IRON MONUMENT
- DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES POWER POLE
- DENOTES SIGN
- DENOTES SOIL BORING. (TRADEWELL SOIL TESTING.)
- DENOTES TELEPHONE PEDESTAL
- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- DENOTES OVERHEAD WIRE
- DENOTES BITUMINOUS SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)
- DENOTES POSSIBLE BUILDING SITE
- DENOTES POSSIBLE DRAINFIELD LOCATION
- DENOTES PROPOSED DEDICATED ACCESS TO ANOKA COUNTY
- DENOTES PROPOSED BUILDING SETBACK LINE
- DENOTES BUILDABLE AREA (3 FEET OR GREATER SEPARATION TO MOTTLED SOIL)
- DENOTES PROPOSED TREE PLANTINGS AS PER CITY REQUIREMENTS

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET WIDE ON EACH SIDE OF ALL LOT LINES UNLESS OTHERWISE SHOWN ON THIS PLAT.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON RUD

Date: 8-11-16 License No. 41578

BENCHMARK

ANOKA COUNTY BENCHMARK NO. 3092
AT SE QUADRANT OF C.S.A.H. NO. 26
AND EAST BETHEL BLVD.
ELEV.=927.661 (NAVD88)

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: JEN	JOB NO: 16471PP	DATE: 06/30/16
CHECK BY: JER	SCANNED	
1	08/11/16	Rev Pathway Easement
2		
3		
NO.	DATE	DESCRIPTION

TITLE SHEET

~of~ PRAIRIE RIDGE ESTATES
 ~for~ CARRINGTON DEVELOPMENT, LLC



NORTH

GRAPHIC SCALE



1 INCH = 100 FEET

DEVELOPER

CARRINGTON DEVELOPMENT, LLC
 STEVE STRANGLUND
 P.O. Box 169
 EAST BETHEL, MN 55011
 (612) 221-4476

OWNER

GEORGE A. & MARION H. ROBERT TRUST
 GEORGE J. ROBERTS, EXECUTOR
 3626 ROBLE COURT
 EL DORADO, CA 95762

SHEET INDEX

- T0 TITLE SHEET
- S1 EXISTING CONDITIONS MAP/
CERTIFICATE OF SURVEY
- S2 PRELIMINARY PLAT
- S3 CONCEPT GRADING PLAN



VICINITY MAP

PART OF SEC. 03, TWP. 33, RNG. 23



ANKA COUNTY, MINNESOTA
 (NO SCALE)

Attachment #1

E. G. RUD & SONS, INC.
 EST. 1977 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701
 www.egrud.com

DRAWN BY: JEN	JOB NO: 16471PP	DATE: 06/30/16
CHECK BY: JER	SCANNED <input type="checkbox"/>	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY



Anoka County

TRANSPORTATION DIVISION

Highway

Douglas W. Fischer, PE
County Engineer

August 4, 2016

Coleen Winter
City of East Bethel
2241 221st Ave. NE
East Bethel, MN 55011

Dear Colleen,

We have reviewed the Preliminary Plat for Prairie Ridge Estates, to be located in southwest quadrant of the intersection of CSAH 26 (229th Avenue NE) and Bataan Street NE within the City of East Bethel, and I offer the following comments:

As depicted on the plat, an additional 10 feet of right of way along CSAH 26 will be required for future reconstruction purposes. In addition, the right of access has been dedicated to Anoka County along CSAH 26 with the exceptions of common access points for Lot 1 and Lot 2, and Lot 3 and Lot 4, which is consistent with ACHD practice and acceptable to this department. Prior to sale of any of the parcels, the developer should complete all work relative to the removal of any other existing field entrances, as they should be removed and the adjacent ditch section along the county highway restored to match the adjacent ditch depth, slope, and grades.

It should be noted that it appears there may be issues for the Case I sight distance requirements for the proposed common access points for Lot 1 and Lot 2 due to the vertical and horizontal alignment of CSAH 26, which is considered to be non-correctable, and for the common access points for Lot 3 and Lot 4 due to trees. In addition, it should be noted that it appears that there may be issues for the Case I sight distance requirements at the intersection of CSAH 26/Bataan Street due to trees and the vertical alignment of CSAH 26. The City/Developer should ensure that tree clearing for sight distance requirements is completed in conjunction with this development to the fullest extent possible. Care must be exercised when locating business signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this development.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 26 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule

Our passion is your safe way home!

1440 Bunker Lake Blvd. NW ▲ Andover, MN 55304-4005
Office: 763-862-4200 ▲ Fax: 763-862-4201 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer

7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer should assess the noise situation for this development as it is proposed to be located directly adjacent to CSAH 26, and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

The ACHD Engineering Plan Review process will apply to this development. Calculations must be submitted along with a grading and erosion control plan that delineates the drainage areas for this development. The post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year, critical design storm. Contact Nicholas Dobda, Engineer III, via telephone at 763.862.4261, or via e-mail at NicholasDobda@co.anoka.mn.us for further information and to coordinate the ACHD Engineering Plan Review process. Please submit the drainage calculations, grading and erosion control plans, the ACHD Design Requirements Checklist for County Highway Modifications (copy available via our website), and ACHD Engineering Plan Review fee (currently estimated at \$150.00) to Mr. Dobda for his review and approval.

Following completion of the ACHD Engineering Plan Review process, the ACHD Permit process can begin. A permit for work within the county right of way (permit fee = \$150.00), and two Rural Residential Access permits (access permit fee = \$175.00/each) are required. Culverts with 6:1 safety grates and aprons will be required for the access points to Lots 1 and Lot 2. License Permit Bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact the ACHD Permit Office at 763.892.4224 for further information regarding the permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Jane Rose
Traffic Engineering Manager

xc: File - CSAH 26/Plats+Developments/2016
Larry Hoium, County Surveyor
Randy Bettinger, Traffic Engineering Coordinator
Josie Scott, Traffic Engineering Technician
Nicholas Dobda, Engineer III
Permit Office

Attachment 3

EAST BETHEL PLANNING COMMISSION MEETING
July 26, 2016

The Planning Commission met for a regular meeting at 7:00 pm at East Bethel City Hall.

MEMBERS PRESENT: Randy Plaisance, Chair
Glenn Terry
Eldon Holmes
Lorraine Bonin
Tanner Balfany
Lou Cornicelli

ABSENT: Sherry Allenspach, Vice Chair

ALSO PRESENT: Colleen Winter, Community Development Director
Tim Harrington, City Council Liaison

1. Call to Order Chair Plaisance called the meeting to order at 7:00 pm.
2. Adopt Agenda **Mr. Holmes moved and Mr. Terry seconded to approve the agenda as presented. Motion carried.**
3. Approval of 6/28/16 Minutes **Mr. Balfany moved and Mr. Terry seconded to approve the 6/28/16 minutes as written. Motion carried.**
4. Public Hearing Prairie Ridge Estates Subdivision Concept Plan and Preliminary Plan
Background Information:
Fee Owner: George J Roberts
Property Location: 033323220001
3626 Roble Court
Corner of Bataan St and 229th Ave NE
Eldorado CA

Applicant:
Carrington Development LLC
Steve Strandlund
P O Box 169
Cedar MN 55011

Lot Sizes/Design

The proposed subdivision contains 10 lots ranging in size from 2.19 acres up to 5.88 acres. City code allows for 2 acre minimum lot sizes with an overall 2 /12 acre density. This subdivision is below the density requirement. The lots will be designed for walkout style homes.

Streets/Utilities

There are no new streets planned for this subdivision. All lots will have driveways either off of Bataan St or 229th (Anoka County 26). Lots 1&2 will share a driveway and Lots 3&4 will share a driveway. Each lot will have its own septic system and well. Gas and electric will be provided to each lot.

Landscaping

Each lot will be required to have two trees in the front yard. Lots 1, 2, 4 & 10 have existing trees located on them and the intent is to not remove existing trees, except on lot 4.

Park Dedication/Trail

The Developer and City have been in discussions about putting in a trail along Bataan St per the City’s long range Trail plan.

Wetland Delineation/No impact

The Developer has prepared a wetland delineation report and there will be no impact to the wetlands, except where the trail along Bataan is located.

Additional Information

All required documents as outlined in our Subdivision Ordinance Chapter 66 have been submitted and are in the review and comment period.

Ms. Winter reviewed the following items: Location map, preliminary plat documents, and trail map. The plan is to have shared driveways located on Cty Rd 26.

Public Hearing opened at 7:05 pm.

Kelley Bloom, 2657 226th Lane NE, East Bethel asked if the lots will be completely built with homes before sale or if the empty lots will be for sale, as she is interested in purchase lot #10.

Steve Strandlund said the lots will be for sale, no spec homes are to be built. At this time, he is not sure whether he will use a realtor to sell the lots; he prefers himself and another builder to sell the lots. Also, there will be covenants for this development.

Public Hearing closed at 7:09 pm.

Ms. Winter did not know when Cty Rd 26 is scheduled for upgrading or whether or not upgrading might affect this development. She is unaware of no new driveways being located on Bataan Street, which is a much safer location for driveways than Cty Rd 26.

Mr. Balfany moved and Mr. Holmes seconded to recommend approval of the Concept Plan and Preliminary Plat for the subdivision of lands for the development of Prairie Ridge Estates, a rural ten (10) lot residential subdivision. Motion carried.

This Concept Plan and Preliminary Plat will go before City Council at the second meeting in August.

5. Public Hearing
Proposed
Ordinance
Changes –
Appendix A

The Planning Commission has discussed making changes to sections of Appendix A, Zoning code at previous meetings including May 24, 2016, a Special City Council meeting on June 8, 2016, and June 28, 2016. The revisions presented represent a culmination of those discussions and represent changes to the following sections:
Section 48, Light Industrial District
Section 24, Exterior Storage

Section 23, Screening
Definitions

The proposed changes would not alter the Light Industrial zoning designation, but would align the existing Zoning Ordinance with the Comprehensive Plan. Any changes that are implemented would be interim in nature. At the time discussions related to the Comprehensive Plan update commence, other categories for industrial use, transition industrial, and/or mixed use industrial/commercial may be considered as part of revisions to the Code during the Comprehensive plan process.

Ms. Winter reviewed the proposed ordinance changes. She suggested that during the comprehensive planning process the commission look at other areas in the Code for Trucking Terminals (now listed under 6. Prohibited Uses) and to review the maximum amount of exterior storage allowed and definition of same (4. I District, 2). The Commissioners’ recommendation will be reviewed by the city attorney, and city council members who will then make a final decision on the ordinance changes.

Public Hearing opened at 7:29 pm.

Cole Robertson, 23462 Goodhue Street NE, East Bethel asked that the following be considered in the ordinance – no outside storage if the business is adjacent to residential properties, limit the hours of operation if adjacent to residential properties, and no use of raw materials if adjacent to residential properties.

Public Hearing closed at 7:31 pm.



Building heights do not include roof top units. Mr. Terry thought that the defined height was by the sidewall height. Ms. Winter thought it was split between the eave and peak for maximum height. Mr. Terry asked that this be clarified and defined in the ordinance. Ms. Winter will check the building code.

The City follows the MPCA code for construction times, which is 7 am – 10 pm. Ms. Winter cautioned the Commission on having specific times listed in the Code.

4. I-District A. 4 – “Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and occupying no more than 50 percent of the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.” Mr. Terry believes better/clearer verbiage is needed to clarify exterior storage requirements if the property abuts residential property.

Mr. Terry stated he believes the rules are more to filter out rather than to regulate so that the City does not get into a situation that needs enforcement, but that someone can get a sensible idea of what the City is expecting and then there are tools to back-up and support the decisions made.

The Commissioners asked that the following changes be made:

- 1) 2. PERMITTED USES D. replace the word “maintained” with “*confined*”.
- 2) 5. B-3 District, B. 2 - restore to “...be arranged *in a neat and orderly manner.*”
- 3) 6. B-2 District A. 2 – change the screening height from five to *six*.

Mr. Balfany moved and Ms. Bonin seconded to recommend City Council approve the proposed ordinance changes with the following revisions: 1) 2. PERMITTED USES D. replace the word “maintained” with “*confined*”. 2) 5. B-3 District, B. 2 - restore to “...be arranged *in a neat and orderly manner.*” 3) 6. B-2 District A. 2 – change the screening height from five to *six*. Motion carried.

6. City Council Update

Tim Harrington, City Council Liaison reported:

- Approved a one (1) year contract with Anoka County Sheriff with a 7/10 of a percent raise, saving the City about \$30,000.
- 14 existing and one new IUP’s were approved.
- Quote for Castle Tower demolition has been accepted for \$19,000 to remove the old sewer plant, leaving the City with 10 acres to sell for development which will help bring in revenue.
- Thank you to all who were involved with Booster Days.
- The Planning Commissioners are invited to attend the Wednesday, July 27, 2016 6:00 pm City Council Work meeting where Comp Plan interviews will be conducted.
- Tuesday night is National Night Out

7. Other Business

Ms. Winter reviewed Green Step Cities. As part of the Comprehensive Plan update (Thrive MSP 2040), communities are encouraged to include a section that integrates strategies into local comprehensive plans to be more resilient in the face of a changing climate. As communities adjust to increasingly extreme weather events, stress on public facilities, and higher costs of services, there is growing need to not only plan for these events, but to also reduce the impacts through conscious climate adaptation and resilience planning. Moreover, resiliency also considers reducing greenhouse gas (GHG) emissions so that the extent of climate change does not exceed the capacity to adapt and become resilient. One of the ways to achieve this, is to evaluate the recommended sustainability and resiliency practices adopted by other communities through the GreenStep Cities program. Ms. Winter asked the Commission to consider recommending participation in GreenStep Cities as an implementation strategy in the Comp Plan.

Sharon LeMay, 22959 Erskin Street NE East Bethel also spoke on the basics of the GreenStep City Program and the benefits of being a GreenStep City.

Ms. Winter reviewed the Mid-year Comparison of Permit Tues from January to July ’15 and ’16 and noted that the valuation of projects completed is much

higher this year.

Chair Plaisance thanked the residents in attendance for their involvement with the City of East Bethel.

**Mr. Balfany moved and Mr. Holmes seconded to adjourn at 8:07 pm.
Motion carried.**

8. Adjournment

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 7/31/16

DRAFT

ATTACHMENT 4

July 20, 2016

Colleen Winter, Community Development Director
City of East Bethel
2241 - 221st Avenue N.E.
East Bethel, MN 55011

RE: Preliminary Plat Review – Prairie Ridge Estates

Dear Colleen:

As requested we have reviewed the information submitted for the proposed plat of Prairie Ridge Estates. The items submitted for review included a Title Sheet, Existing Conditions, Map/Certificate of Survey, Preliminary Plat and a Concept Grading Plan dated June 30, 2016 prepared by E.G. Rud and Sons Inc. .

We offer the following comments:

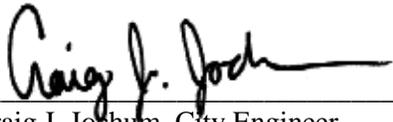
1. Provide drainage calculations and show the normal and 100 year flood elevations on the existing ponds, wetlands and low areas. The Drainage and Utility easements shall be provided to the 100 year flood elevations.
2. Show the required wetland buffers and wetland setbacks on the plat.
3. Per Article III, Section 66-76 of the City Code, the following items need to be submitted:
 - a. A MNRAM form filled out for each wetland located on the property.
 - b. A tree inventory.
 - c. A grading, drainage and erosion control plan prepared by a licensed engineer.
4. Eliminate all cross drainage or provide Drainage and Utility Easements (Example Lot 5 and 6).
5. Submit the plans to Anoka County for review and comment.
6. All low floors need to be 3 feet above mottled soil elevation. Provide a table that summarizes proposed low floor and mottled soil elevation for each lot. Provide the soil borings.
7. All low floors must be 3 feet above the established high water elevations for landlocked basins and 1.5 feet above established high water elevations for non-landlocked basins per the Engineering Manual. Provide documentation that all low floors meet these requirements.
8. An NPDES permit will be required for this project. Provide documentation that all stormwater requirements are met.
9. Provide calculations that the rate control for the 2, 10 and 100 year Storm Events are met.

Colleen Winter
July 20, 2016
Page 2

10. It appears that some existing low areas are being drained (Ex. Rear of Lot 4) and that some drainage may be redirected. Provide calculations to show that the volume and discharge rates are not changing to each wetland.
11. The Engineering Manual requires infiltration of a volume equal to 0.5 inches over the impervious area.
12. Provide erosion control details on the plans.

If you have any questions please call me at 763-852-0485.

Sincerely,
Hakanson Anderson



Craig J. Jochum, City Engineer

cc: Jack Davis, City Administrator
Mark DuCharme, Fire Chief
Nate Ayshford, Public Works Manager
Mark Vierling, City Attorney
Jason Rud, E.G. Rud & Sons



City of East Bethel City Council Meeting Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 8.0 G 1

Agenda Item:

Comp Plan Consultant Interviews

Requested Action:

Consider selecting a consultant for the preparation of the City Comprehensive Plan or provide Staff direction as to further action on this matter

Background Information:

On July 27, 2016, the City Council conducted interviews with the four firms that submitted proposals for the City Comprehensive Plan update. The following is a summary of the firms and their experience:

Community Design Group (CDG) – CDG, with offices in Minneapolis, specializes in community, comprehensive and transportation planning. CDGs comprehensive plan team would be led by Antonio Rosell (Director, CDG), Kelsey Fogt (CDG Urban Planner) and Bill Weber (Weber Community Planning). The firm has completed comprehensive plans for several communities, including Waconia and Wyoming, MN.

Houston Engineering, Inc. (HEI) – HEI is based in Fargo, ND and has an office in Maple Grove, MN. They are a multi-discipline consulting company specializing in environmental engineering, water resource management and planning. HEI’s comprehensive plan efforts would be led by Michael Domitrovich (Project Manager), Bart Schultz (Professional Engineer) and Jeff Lutz (Senior Planner). HEI has completed master, trail system and watershed management plans in Anoka County and the Rice Creek Watershed District.

Northwest Associated Consultants, Inc (NAC) – NAC is a local government planning consulting firm based in Golden Valley. They are a planning firm that specializes in working with local governments on comprehensive plan and zoning updates, land use development review and contract planning services. NAC’s Comprehensive plan efforts would led by Stephen Grittman (NAC Principal), and Bob Kirmis (NAC Senior Planner). HEI has completed comprehensive plans for St. Francis, New Hope, Ham Lake and Elko/New Market.

WSB and Associates, Inc. (WSB) – WSB is a multi-disciplined engineering and planning firm headquartered in Minneapolis, MN. Their Community Planning Department specializes in comprehensive plans, master plans, zoning ordinance updates, economic development plans, along with GIS services. WSB’s Comprehensive plan efforts would led by Eric Zweber (Senior Planner, WSB), Bryan Pittman (GIS Specialist), and Karina Heim (Planner). WSB has completed comprehensive plans for Minnetrista, Medina and Elk River.

Attachments:

Proposals from the firms have been submitted to Council

Attachment 1 – Evaluation Rating Sheet

Fiscal Impact:

Estimated costs for consulting services for the comprehensive plan update range from \$40,000 to \$73,505. Costs for the City Engineer’s service for the plan update are estimated to be \$9,500.

Additional services, while not required for completion of the Comprehensive Plan, could include traffic modeling to improve plans for the City road system and Zoning Ordinance review and update. Costs for these services could range from \$15,000 to \$30,000 depending on the scope of the work.

The City has been approved by the MET Council to receive a grant of \$32,000 to be applied to the plan update costs. \$28,000 has been included in the 2017 Preliminary Budget for this activity. Committed funds available at this time are \$60,000. If additional funding were required, an amount to be determined could be allocated to the project from the EDA budget with Council approval.

In consideration of the selection of the consultant for this work the following basic criteria should be considered in the evaluation of the proposals:

- Planning experience with similar sized Cities that are comparable to East Bethel and the firm’s understanding of the unique qualities of our City
- Experience with MET Council Comprehensive Plan requirements
- Experience with resolution of conflicts between City goals and MET Council Comprehensive Plan requirements
- Ability to involve and engage the public in the development of the Comprehensive Plan
- The firm’s ability to merge the City’s Comprehensive Plan with City’s Economic Development Goals
- The firm’s ability to produce a plan that is grounded in reality
- Insure that firm’s team will be able to compatibly work with City Staff and others in the plan development
- Completion of the plan within an acceptable time frame as determined by the City

The broad components of the Comprehensive Plan that will be the responsibility of the selected consultant are:

- Land Use
- Housing
- Public Engagement
- Implementation

Recommendation(s):

The following options can be considered for the Comprehensive Plan consultant selection:

- Recommend a consultant and commence negotiation of the terms and responsibilities of the contract. Final contract approval would be subject to successful completion of an acceptable agreement and cost between both parties;
- Select the top two choices and request follow up interviews or submission of additional material if additional discussion or information is required; or
- Schedule further discussion of the four proposals for an upcoming City Council Meeting or a Work Meeting at a date to be determined.

City Council Action:

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

Consulting Rating Sheet Comprehensive Plan Professional Services

Firm _____

Evaluation Criteria

- Planning experience with similar sized Cities that are comparable to East Bethel
- Firm's understanding of the unique qualities of our City
- Experience with MET Council Comprehensive Plan requirements
- Experience with resolution of conflicts between City goals and MET Council Comp Plan requirements
- Ability to involve and engage the public in the development of the Comprehensive Plan
- Ability to merge the City's Comprehensive Plan with City's Economic Development Goals
- Ability to produce a plan that is grounded in reality
- Ability to compatibly work with City Staff and others in the plan development
- Completion of the plan within an acceptable time frame as determined by the City
- Ability to blend the need for Corridor development with preservation of the semi-rural character of the City

Points

Total Points

Performance Rating Scale

- 1 – Proposal and presentation did not meet expectations
- 2 – Proposal and presentation met minimum expectations
- 3 – Proposal and presentation exceeded expectations

Firms interviewed

1. Community Design Group
2. Houston Engineering, Inc.
3. Northwest Associated Consultants, Inc.
4. WSB and Associates, Inc.



City of East Bethel City Council Agenda Information

Date:

August 17, 2017

Agenda Item Number:

Item 8.0 G.2

Agenda Item:

Town Hall Meeting Date

Requested Action:

Consider setting a date for the Fall Town Hall Meeting

Background Information:

The Fall Town Hall Meeting has been held since 2005. The meeting has been historically held in November after the General Election and is designed to be scheduled on a date that doesn't conflict with any other municipal or school district meetings.

The following dates do not conflict with the General Election, certification of election results, Holidays, City or ISD # 15 and 831 meetings:

- Thursday, November 17, 2016
- Tuesday, November 22, 2016

We would propose the same format that has been used in the past:

- Council and Staff members available for individual discussions at the Senior Center from 6 PM to 7 PM.
- Question and Answer Session in City Council Chambers from 7 PM to 8 – 8:30 PM for any City topics for Council. Council could also decide to make individual presentations that would address their liaison roles and main topics of their Commission assignments. The Mayor/Staff could present an overview of the proposed budget and discuss EDA activities.
- Concluding Session at the Senior Center for additional individual discussion with Council or Staff members to conclude at 9 PM.

We need to set the date for this meeting so we can place the notice in our Fall Newsletter. The newsletter will be sent to the printer on August 22, 2016 and will be distributed to City residents in the first week of September. An additional Newsletter will be distributed to residents in December which will address the final 2016 Budget and a wrap up of the 2015 City activities.

Attachments:

Fiscal Impact:

Recommendation(s):

Staff requests that Council consider a date to schedule the 2016 Fall Town Hall Meeting.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Meeting Agenda Information

Date:

August 17, 2016

Agenda Item Number:

Item 8.0 G.3

Agenda Item:

Minnesota Amateur Sports Commission Grant

Requested Action:

Consider submittal of Minnesota Amateur Sports Commission Grant for an Electric Zamboni

Background Information:

The Minnesota Amateur Sports Commission is seeking grant proposals from Local Governments for projects that will improve indoor air quality within Ice Arenas. The City currently utilizes a propane powered Zamboni and would be eligible to apply for funding for an electric powered unit. A new electric Zamboni is estimated to cost up to \$130,000 and this grant, if approved, could provide 50% of the cost.

The City's Zamboni is a 1996 model and in 2015 the City spent \$5,500 on repairs to the unit, including replacement of the engine. The unit is in good shape and the only major upgrade required is the replacement of the conditioner. This repair is estimated at \$5,800 and needs to be done by next year. Once that is completed the unit should be serviceable for several years.

The major issue with a propane powered Zamboni are exhaust emissions and the resultant air quality within an arena. Staff is required to monitor emissions twice weekly and report these measurements quarterly to the Minnesota Department of Health. Whenever carbon monoxide levels exceed 20 ppm and/or nitrogen dioxide levels exceed 0.3 ppm immediate corrective action must be taken and the unit cannot be used until subsequent tests confirm acceptable air quality. There has been one incident where the operation of the Zamboni was required to cease, the building vacated and ventilation increased to alleviate excessive emissions. An electric powered Zamboni would have no emissions issues that would affect air quality standards and minimize liability concerns and eliminate suspension, postponement or cancellation of events due to incidents related to this matter.

It is speculative to forecast the remaining life of our propane powered Zamboni. However, the following estimates provide cost information to consider in the decision for application for the grant and potential replacement of the Zamboni currently in use:

Projected Zamboni Cost		\$130,000
Grant Funding for the Replacement	\$ 65,000	
Estimated re-sale value of the propane Zamboni	\$ 15,000	
Elimination of Conditioner costs	\$ 5,800	
Estimated Funds for Zamboni Replacement		\$ 85,800

Based on the projected grant funds of \$65,000, the sale of our Zamboni for \$15,000 and the elimination of an additional expenditure of \$5,800 for a conditioner, these sources could provide \$85,800 towards the purchase of an electric Zamboni.

While there would be a fuel savings of at least \$1,500 annually, battery replacement costs would average \$1,400 per year, assuming a six year battery life. There should be some savings in maintenance costs but we have no basis or history for comparison. For the purposes of this analysis, this will be considered a neutral item.

There are three unknown factors that could influence the decision to authorize the application for the grant:

- How many years of operation can we expect from our Zamboni;
- Will air quality standards become more restrictive for indoor ice arenas in the future; and
- What will be the availability of this grant program beyond 2017.

Should Council desire to pursue the grant funds for the Zamboni replacement, City staff would complete the application and submit the materials to the Minnesota Amateur Sports Commission. The deadline to submit the grant application is October 3, 2016.

This item was discussed at the August 3, 2016 Council meeting and Council requested Staff to investigate the potential for purchasing a used electric Zamboni through this program. Staff found that used electric Zamboni's are available from time to time and the average age of the units are 15 years and those were selling in the \$60,000 to \$70,000 range. Their state of repair and operational worthiness would vary from unit to unit and reconditioned machines useful life expectancy could vary from 5-10 years depending on its age and previous use.

Staff has been informed by Mark Ericson, Program Director for the Ice Arena Grant Program that:

- Grant reviewers would not accept an application requesting a purchase of a used machine due to unknown costs of the machine, availability of a unit within the time frame required for grant expenditure and the anticipate service life of a used unit.
- With an anticipated service life of 20-25 years for a new machine, the life cycle costs (operation-\$27,000, depreciation-\$130,000 and maintenance-\$19,500 of approximately \$176,500) of this unit would be equal to or less expensive than the cost of potentially having to purchase two used machines over this time frame.

Attachments:

Attachment 1- MASC Ice Arena Grant Program

Fiscal Impact:

Funds for the matching of the grant request would come from the Arena Fund and the re-sale of the propane powered Zamboni. This proposal would not require use of City tax levy funds. All funding for the Arena is derived from user fees from ice, locker room and dry floor rentals, concession leases and ad sales. Funds are available in this account to cover up to \$44,200 of the matching costs for the Zamboni replacement.

This is a competitive grant program and submittal of an application does not guarantee that funding will be approved.

Recommendation(s):

Due to the unknowns relating to the life expectancy of our current unit, the potential for more restrictive air quality standards and uncertainty of the future funding opportunities for this type of equipment, Staff recommends that Council consider approving the submittal of a grant to the Minnesota Amateur Sports Commission for funding for a new electric Zamboni.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



JAMES METZEN MIGHTY DUCKS

Ice Arena Grant Program

2016 Application

GENERAL INFORMATION

The State of Minnesota, acting through its agency, the Minnesota Amateur Sports Commission (MASC), is seeking proposals from interested communities to improve ice arenas. Minnesota communities will be eligible to be awarded grants for improving indoor air quality in ice arenas or eliminating R-22 refrigerant.

Grant applications must come from a local government unit (LGU), a political subdivision of the State. The LGU will be the fiscal agent for the grant funds and will execute the application form and resolution. Other entities can be the owner and/or operator of the ice arena, thus the beneficiary of the grant award. The grants are for reimbursement of costs for completed projects.

The MASC reserves the right to cancel or amend this solicitation if it is considered to be in its best interest.

Grant Types

There are three types of grants to assist Minnesota communities in:

1. Improving indoor air quality,
2. Eliminating R-22 refrigerant for direct systems; and
3. Eliminating R-22 refrigerant for indirect systems.

The result of a successful grant shall be to establish and improve ice arenas capable of hosting all ice sports competitions and training as well as maximize the community's ability to generate economic benefits by promoting ice sports programming for females and males.

Goals

The MASC intends for this grant program to accomplish the following goals:

1. Encourage communities and organizations to work in partnership to develop and operate ice arenas.
2. Where possible, to encourage communities and organizations to develop arenas with multiple sheets of ice in order to reduce both construction and operating costs.
3. Provide increased opportunities for female ice sports participation.
4. Encourage the development of ice arenas that serve community sport and non-sport needs and ensure non-hockey groups will also have adequate access to the arenas.

Tasks

Respondents are asked to complete the following tasks:

1. Complete responses to the content sections of the application, including addressing the evaluation criteria.
2. Respondent may submit additional information and documentation if they enhance the goals of the project.
3. Successfully comply with the grant terms and complete the project on a timely basis.

Agency Contacts

Prospective responders who have questions regarding this application may contact:

Mark Erickson
Program Director
763-785-5662
merickson@mnsports.org

Other agency personnel are NOT allowed to discuss the proposal with anyone, including responders, before the proposal submission deadline. Interested applicants can review and complete an application on the agency's website: www.mnsports.org/mighty_ducks.stm or request an application from the above contact.

Deadline

All applications must be received no later than Monday, October 3, 2016. Send three physical copies and one electronic version (to the email above) of the application to:

MASC – Mighty Ducks Grant
1700 105th Avenue NE
Blaine, Minnesota 55449

A complete application will include:

1. Application Form
2. Resolution of LGU
3. Responses to content sections of the three specific types of grants and the evaluation criteria for that type of grant.

Grant Amount

The MASC is authorized by the 2016 Legislature to appropriate up to \$10,000,000 for this program, with limitations on each individual grant amount listed below. Respondents must demonstrate how they intend to augment the state grant with matching funds.

1. Indoor Air Quality Improvement. Communities may apply for up to \$200,000 for new electric ice resurfacing equipment or for the replacement or renovation of HVAC systems to improve indoor air quality with a minimum 1-to-1 dollar match from non-state sources.

2. Direct R-22 Refrigerant Elimination. Communities may apply for up to \$400,000 to replace an existing R-22 direct refrigeration system with a minimum 1-to-1 dollar match from non-state sources.
3. Indirect R-22 Refrigerant Elimination. Communities may apply for up to \$50,000 to replace an existing R-22 indirect refrigeration system with a minimum 1-to-1 dollar match from non-state sources.

Project Completion

For 2016 grant award recipients, the project must be completed by December 31, 2017.

APPLICATION FORM

1. Enter the name of the Local Government Unit (LGU) responsible. This is the agency with whom the grant agreement will be executed.
2. The LGU Application Contact is an official that can legally sign agreements and will receive all official communications.
3. Project name and physical address.
4. The Primary Contact is an individual who will have direct responsibility for the day-to-day activities of the project and to whom project inquiries can be directed (e.g. Director of the Parks and Recreation Department, Mayor, City Manager, County Engineer, President of the Youth Hockey Association, etc.).
5. Minnesota Tax ID Number of the LGU.
6. Federal Employer ID Number. List the federal employer identification number assigned to the LGU by the Internal Revenue Service.
7. Minnesota House of Representative District Number where the facility is located. See gis.leg.mn/OpenLayers/districts/
8. Signature of authorized official of the LGU, such as Chairperson of the County Board, Mayor, or other person as authorized by resolution from the LGU.

RESOLUTION OF LOCAL GOVERNMENT UNIT

The LGU is required to execute a resolution which authorizes filing of the application and the execution of final agreements with the MASC if their project is selected.

GRANT 1: IMPROVING INDOOR AIR QUALITY

Local Financial Commitment. The LGU is required to provide either documentation of funds secured or demonstrate how it intends to fundraise for the local financial commitment. All awards must be matched by non-state funds equal to or greater than the award amount.

Description of Project. Indicate whether the project is purchasing a new electric ice resurfacer or a different mechanism to improve the indoor air quality of the arena. If the latter, describe the project, how it will improve indoor air quality, and by how much it will improve.

Project Budget. Submit a complete budget for the project.

Operating Budget. Describe the annual operating costs of the current system and compare it to the annual operating costs after the improvement.

Response to Evaluation Criteria. Either within the above sections or in a separate section, provide material responsive to the Evaluation Criteria listed here:

1. Replacing non-electric resurfacing equipment with electric-powered units.
2. Expected amount of indoor air quality improvement.
3. Ratio of matching funds. A higher than 1-to-1 ratio will be favored.

GRANT 2: ELIMINATING R-22 REFRIGERANT FOR DIRECT SYSTEMS **GRANT 3: ELIMINATING R-22 REFRIGERANT FOR INDIRECT SYSTEMS**

Local Financial Commitment. The LGU is required to provide either documentation of funds secured or demonstrate how it intends to fundraise for the local financial commitment. All awards must be matched by non-state funds equal to or greater than the award amount.

Description of Project. Indicate whether the project will replace a direct or indirect refrigeration system and what the new refrigerant will be.

Project Budget. Submit a complete budget for the project.

Operating Budget. Describe the annual operating costs of the current refrigeration system and compare it to the annual operating cost for the new system.

Response to Evaluation Criteria. Either within the above sections or in a separate section, provide material responsive to the Evaluation Criteria listed here:

1. Demonstrated financial need.
2. Partnerships between and among local government units and/or private non-profit groups.
3. Increases in operating efficiency, both monetary and environmental.

LEGISLATIVE PRIORITIES

Applicants should note the specific statutory priorities found in [Minnesota Statutes Section 240A.09](#), as amended in 2015. Specifically, priority will be given to:

- Replacement of ice-making systems in existing public facilities that use R-22 as a refrigerant with systems that use an alternative non-ozone-depleting refrigerant.
- Indoor air quality improvements:
 - Acquisition of zero-emission ice resurfacing and ice edging equipment,
 - Renovation or replacement of heating, ventilating, and air conditioning systems in existing indoor ice arenas whose ice resurfacing and ice edging equipment are not powered by electricity in order to reduce concentrations of carbon monoxide and nitrogen dioxide.
- Proposals that come from more than one local government unit.

DISTRIBUTION OF AWARDS

To the extent possible, the MASC Board of Directors will attempt to distribute the awards equitably to the eight U.S. Congressional Districts in Minnesota and balance awards between the Minneapolis-St. Paul metro area and greater Minnesota.

The MASC Board will make final determinations for grant awards. The MASC will prioritize the grant awards based on satisfying the goals of the program as stated above, the legislative requirements expressed in statute, and the specific criteria for each grant type listed above.

STATE CONTRACT RULES

State of Minnesota contract rules will apply to this project.