

## EAST BETHEL CITY COUNCIL MEETING

SEPTEMBER 21, 2016

The East Bethel City Council met on September 21, 2016, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

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

**1.0** The September 21, 2016, City Council meeting was called to order by Mayor Voss at 7:00  
**Call to Order** p.m.

**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. Under the Consent  
Adopt Agenda, I'd like to add Item F., Supplemental Payment Summary. Koller stated I'll  
Agenda second. Voss asked any discussion? All in favor? All in favor. Voss asked opposed?  
Hearing none, that motion passes. Motion passes unanimously.**

**4.0** Due to the absence of Sergeant Shrimp, this report was not presented.

### **Presentation**

4.0A  
Anoka  
County  
Sheriff's  
Report

4.0B Firefighter and Heart Safe Lead Troy Lachinski provided a presentation related to the City's  
Heart Safe Program, advising Sudden Cardiac Arrest (SAR) is the #3 killer of Americans, almost equaling deaths related to all types of cancer combined. It is the #1 killer at home and work and the school grounds, killing thousands of Americans daily and 4,000 Minnesotans each year. In addition, the survival rates are low and due to HIPPA laws, it is rare for a first responder to meet a survivor. Lachinski introduced Coon Rapids Police Officer Brian Platz a Heart Safe Champion and inspiration for the City's program, which was patterned after the Coon Rapids Heart Safe Program. He also introduced recently retired paramedic Paul Mendoza and owner/operator of Advanced First Aid and supporter of the City's program.

Lachinski described the June 19, 2016, response to a medical call for Greg Stewart, a 46-year-old male who was under SAC and survived due to his daughter's action of chest compression and the ESM Team's response.

4.0B Allina Health and Emergency Medical Service Ambulance Operation Manager Bruce Hildebrandt, Coon Rapids Officer Platz, and Paul Mendoza distributed Life Saver Awards and Savior Coins, which are awarded to people involved in a SAC save, to the following: Allina Clinicians Don Schulte and Christian Robinette; East Bethel Firefighters Mark Duchene, Adam Arneson, Dan Berry, Doug Doebbert, Andrew Dotseth, Tammy Gimpl,

Heart Safe  
Program

Kyle Howard, Ronnie Lammert (not present), Dan Meinen; Anoka County Deputies Chris Yantos, Tom Kvam (not present), Matt O'Connor (not present); and 911 Dispatchers Tanner Ess (not present); Anoka County Fire Dispatcher Andie Sherek; and, Allina Dispatcher Naz Gurel. Recipients were congratulated by the Mayor and Council and the audience responded with a round of applause. Lachinski introduced Greg Stewart's daughter, Katie Stewart, who was also congratulated by the Mayor and Council and received a round of applause.

Lachinski stated this was a true team effort, as can be seen by all who were involved with this save, noting that not any one person could have done this job themselves. He stated these agencies are working together on a daily basis, take hundreds of calls per year, and at least one call per day. Lachinski noted that a lot of things happened right on June 19, 2016, and everybody played their part in saving Greg's life. He described how the call is routed and dispatched, noting Allina Dispatcher Gurel did something extraordinary determining, by talking on the phone to the family, that this was a serious issue and possible SCA and instructed Katie Stewart to do chest compressions. He stated when Katie was 12 years old, she had training at a babysitting class in how to administer chest compressions, remembered that training, knew what to do, and as a result there was a good outcome. Those compressions kept oxygen flowing through Greg's blood, pumping oxygen to his vital organs and buying time for help to arrive. When the responders arrived, they took over, it was a group effort, and everybody played a part. The firefighters and Sheriff's Deputies did pit crew CPR where many were involved to assure no one became too tired and consistent care is given. Lachinski stated he is very proud of all involved. He then introduced and invited Greg Stewart to step forward.

Greg Stewart stated while not a public speaker he knows words are not enough to express his thanks and gratitude to everyone who had a part in saving his life. He stated this is difficult to talk about, noting SCA does not discriminate and it can happen to anybody, any age, at any time, and anywhere. He stated he had the pleasure of enjoying a motorcycle run last weekend and it happens that one of the responders was also on that run. Stewart stated when talking with these responders, they reply, 'Well Greg, it was just our job.' He noted what a thankless job because after all that training and hard work they say he is the big deal when it is actually the responders who are the big deal. Stewart stated through saving his life, they have given him the opportunity to once again hug his wife and daughter, and hold his grandbaby. He stated words alone cannot express the thanks he has for everyone on this team and his appreciation for the sacrifices they make to be on that winning team. Stewart stated the only way he can repay them is to wake up every day, thank God, and pray for them for giving him another opportunity to live life and be a better person, the best neighbor, husband, father, grandpa, and so on. Stewart stated he is extremely proud to live in a community that has a team like this, of which he is proud and honored and feels safe.

Lachinski announced the October 2, 2016, SCA event at Hidden Haven from 1-6 p.m. Heart Safe East Bethel will be on hand to offer free by-stander CPR and AED use training. Their goal is to train at least 100 people that day. He encouraged everyone to learn CPR, noting you will be surprised at how easy it is to save a life. He stated to-date, the program has trained over 2,000 people and continues that training to all residents and groups.

Voss stated this is why the Council so strongly supports the Heart Safe Program. He and the Council thanked all involved.

4.0C

DuCharme stated that was a moving presentation and thanked all of the firefighters,

East Bethel  
Fire  
Department  
Report

responders, and public safety personnel. He announced the October 6, 2016, Fire Department Open House and encouraged all to attend. He reminded the Council of the Chili Contest and the October 15, 2016, training burn in the Coon Lake Beach area. Due to the density, they will conduct a walk through inspection and put out notifications to the area.

DuCharme presented the August 2016 Fire Department Report, stating they responded to 54 call with 70% being medical related. Of the 38 medical calls, 31 were transported by Allina. He reported some fires did cause limited damage, one involving a gas dryer. He reminded everyone to clean their dryer vent at least once a year to prevent potential of a fire. DuCharme stated other fires involved a well pump, gas leaks, and lightning strike. He also reported on inspections of five businesses and work on plan reviews.

Harrington apologized to residents about his statement that the tanker would be at the Open House, noting delivery has been delayed to mid-October. DuCharme stated it may be possible to pick up the tanker by October 5<sup>th</sup> but the truck will only be at the Open House if it is 100% ready. He explained that it takes about one year to get a fire truck and once received, the old Station #1 tanker will be retired.

Mundle asked if there are any fire hazards during the fall season that citizens should know about. DuCharme responded the fire hazards that coincide with Fall are related to dryness and that will come at some point, closer to freeze up. He asked residents to assure their chimneys are clean, ashes are properly disposed, and CO alarms have fresh batteries and are working, especially if using wood furnaces/fireplaces.

DuCharme stated Fall is also a good time for recreational fires, noting they are to be no larger than three feet wide by three feet high and not for burning trash and yard waste. He encouraged residents to talk to their neighbors before lighting the fire in case smoke bothers them and they want to close their windows.

**5.0**  
**Public**  
**Forum**

CST Update

Troy Strecker, 23673 Baltimore Street NE, stated he was at the last meeting to ask about the CST application and once home he thought of a few more questions. He stated tonight's agenda includes a planning discussion and he wondered if there was any clarification on the City's or Planning Commission's intent to allow CST if they decide to pursue their application. He stated it sounds like the City is considering whether to rezone that property for everything that CST is proposing.

Voss asked about the net effect on an active application, such as CST, should the City change its ordinance. City Attorney Vierling advised the application has already been received by the City earlier in the year so should an ordinance change comes thereafter, from that perspective, the applicant has an opportunity to continue with its application if he wishes to do so. He explained the City has an opportunity to consider an ordinance change but it may not necessarily be controlling.

Strecker stated he understands and realizes that the changes would be going forward but in his opinion, the City, Council, and Planning Commission have the right to deny the application request even if it was received before an ordinance change. Voss stated the Council will have that ability when it comes before the Council for consideration.

CST Update

Strecker asked whether, technically, this application has not come before the Council

because the City has not heard anything from CST. Voss explained the CST application has not been on a Council agenda for consideration. CST is in the application process with staff and it has been discussed at several Planning Commission meetings but it has not come before the Council for deliberation, discussion, and decision. That is yet to happen.

Strecker asked whether, until CST furthers their application to go ahead, the Council does not do anything. Voss stated that is correct, and the outstanding item is the Environmental Assessment Worksheet (EAW) that CST is working on. Until that comes in, there is nothing for the Council to consider.

Harrington asked if the application expires at some point. Davis stated there is no time limit on the application. Vierling advised that the applicant has paid for and is processing the EAW that is required. During that process, while the application is technically suspended, they are entitled to complete that process and bring it back. When the EAW is complete, the applicant will file it with the City and if they wish to proceed, the City will review the EAW and the Council will then determine whether it is sufficient or whether it needs to go to an Environmental Impact Statement.

Strecker stated it sounds like if CST finds out the EAW goes against them, they might drop it and if they find out the EAW is okay with their use, they would probably pursue it. Vierling stated it is entirely up to CST what they do. Striker stated he understood and thanked the Council.

**6.0  
Consent  
Agenda**

- Item A Approve Bills
- Item B August 17, 2016 City Council Special Meeting Minutes
- Item C September 7, 2016 City Council Special Meeting Minutes
- Item D September 7, 2016 City Council Minutes
- Item E September 9, 2016 City Council Special Meeting Minutes
- Item F Supplemental Payment Summary

**Harrington stated I'll make a motion to adopt tonight's Consent Agenda. 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.**

**7.0  
New Business**

Commission, Association and Task Force Reports

7.0A None.  
Planning  
Commission

7.0B None.  
Economic  
Development  
Authority

7.0C None.  
Park  
Commission

7.0D  
Road  
Commission  
7.0D.1  
Fillmore St.  
Paving  
Project

Davis presented the staff report, indicating the City plans to construct a service road from 187<sup>th</sup> Lane and Buchanan Street to Viking Boulevard via 189<sup>th</sup> Avenue and Taylor Street. The service road will upgrade a portion of 189<sup>th</sup> Avenue from a gravel road to paved MSA standards. Fillmore Street is an unpaved cul-de-sac with a length of 700' that connects with the portion of 189<sup>th</sup> Avenue that is scheduled for improvement. A number of residents along Fillmore Street have expressed an interest in having this road paved. Davis stated the residents of this neighborhood were invited to the Roads Commission on September 13, 2016, to comment on including the paving and possibly utility extension of this street with the Service Road Project. Of the six property owners that are served by Fillmore Street, four were present and none had any major objections to the paving and some form of assessment to pay for the work.

Davis noted there is a potential for cost savings of this improvement by combining it with the larger project of the service road and a need to pave this street to compliment the larger project. Per the City's procedure for requesting paving of gravel surfaced roads, residents are required to petition the City to indicate support of the improvement. As this request will involve drainage improvements and the costs will be higher than a "shape and pave" project, the costs of this work will be specially assessed to the benefiting property owners. Davis referenced Attachment 6 that outlined the steps to imitate and complete the petition process. Two thirds of the residents at the Roads Commission signed a petition to request a feasibility study for costs and design of the project and the Roads Commission voted to recommend the petition be presented to City Council.

Davis stated the City Engineer has prepared the costs as reflected in Attachment 3, and the City Council is requested to order a Public Improvement Hearing at the October 5, 2016, City Council Meeting. If there is a good majority, the Council will find the improvement necessary and direct the City Engineer to include Fillmore Street as part of the road construction/paving bids for the Service Road Project. Upon bids being received, the Council would set a Special Improvement Hearing and with the input of the residents to determine if there is still an interest on their part in moving forward, Council would approve the levy of the special assessment, award the bid, and proceed with the improvement. The estimated cost for the street construction/paving portion of Fillmore Street is \$71,371.

Davis review previous City policy to participate in some degree in paving projects for unpaved roads by assuming the costs for the Class V base material, replacement of culverts, ditch work and associated costs with these items as they are essentially maintenance items that would have been performed regardless of the paving consideration. It has also been past policy to base allocation of the assessment on a per lot basis. Davis explained if this policy were continued the estimated costs to the residents would be the paving portion of the project, \$29,280. The balance of the costs, less those amounts that would be covered by the economy of scale of the overall project, should not exceed \$37,120. The City's share of the cost would be paid from the City's Street Capital Fund and would be included in the 2017 Streets Capital Improvement Plan. The City would realize additional savings in reduced maintenance costs of a paved road as compared to a gravel road over the life of the project. Staff recommends that City Council consider the order of a Public Improvement Hearing on October 5, 2016 for the Fillmore Street Paving Project.

Davis stated of the six residents served by this road, four are present tonight. Staff has spoken with the other two residents. Davis read a prepared statement from Wayne Peterson, 1045 189<sup>th</sup> Avenue, stated he was not interested in having Fillmore Street paved but was interested in subdividing his property or selling it to a developer if City utilities are

7.0D.1 extended. Peterson understood that if subdividing or selling his property, he would benefit from the paving of Fillmore Street.

Fillmore St.  
Paving  
Project

Davis stated Jake McCarty, 18915 Fillmore Street NE, exchanged several e-mails with him, he met with him personally, and McCarty submitted a written statement since he could not attend tonight's meeting. Davis read McCarty's statement indicating he would not like to see Fillmore Street paved as the dead-end gravel road was a selling point for him and his wife and he has no issues with dust from the gravel road. McCarty felt to be forced to pay for paving Fillmore Street would be unfair as they don't even use. Instead, he suggested the paving start at his north property line and go to the dead end.

**Ronning stated move to order of a Public Improvement Hearing on October 5, 2016, for the Fillmore Street Paving Project. Harrington stated I'll second.** Voss asked any discussion?

Harrington asked whether the four residents in attendance are on board with this paving project. Davis stated they did indicate an interest during the Road Commission discussions but signing the petition, at this point, does not commit them to anything. The City Engineer will determine the cost, the project will be bid, and then another public hearing will be held to give benefiting property owners the opportunity to decide whether they want to participate. Davis stated from his conversations with these four property owners, they have indicated they are interested in the paving portion of this project.

Voss asked any other discussion? To the motion, all in favor say aye? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

7.0D2  
Fillmore St.  
Utilities  
Extension

Davis presented the staff report, indicating the City plans to construct a service road from the intersection of 187<sup>th</sup> Lane and Buchanan Street to Viking Boulevard via 189<sup>th</sup> Avenue and Taylor Street. The service road will upgrade a portion of 189<sup>th</sup> Avenue from a gravel road to paved MSA standards. Fillmore Street is an unpaved cul-de-sac with a length of 700 feet that connects with the portion of 189<sup>th</sup> Avenue that is scheduled for improvement.

Davis noted that a number of residents along Fillmore Street have expressed an interest in having this road paved. Should the paving of this road be included in the Service Road Project, installation of some form of water and/or sewer service should be paired with the paving project to minimize future impact of damage to the road and decrease the cost of this service. A proposal for the extension of the utility service at the time Fillmore Street is paved was discussed with four of the six residences served by this street at the September 13, 2016, Roads Commission meeting. In addition to the paving, residents expressed an interest in the utilities, pending additional information as to costs and method of assessments. Should the residents petition for provision of water and sewer services along with the paving of Fillmore Street, the procedure is outlined in the City of East Bethel Special Assessment Policies is included in Attachment 5, 7.0 D.1.

Davis explained if there is a petition for water and sewer service, the costs for both are estimated to be \$184,216. Assessments can be assigned in a variety of ways and costs of assessments to owners could range from \$31,000 to \$78,000 depending on the assessment process most appropriate for this situation. Davis described options for the utilities service for Fillmore Street and the costs of each as detailed in Attachments 3-6. It was noted that options for assessments would be determined once a decision is made regarding which service extension plan is selected.

7.0D2  
Fillmore St.  
Utilities  
Extension

Davis displayed slides depicting several options for the proposed utility extension, locations of service connections, extension of the sewer line, and the costs for each. He explained there are a lot of ways to assess these improvements and it will depend on the Council's policy and position for deferred assessments, noting some of the assessments could range from \$18,000 per lot to \$30,000 per lot depending on development potential and whether assessed on a per lot or REU basis. Davis stated if the residents are interested in utility service, he would recommend further Council discussion of the options.

Voss stated this is the first instance with utilities where it is adjacent to a residential area and with the consideration and construction of the road, it is easy to see that utilities should be extended prior to building the road. He noted this is a new consideration for the City so there is need to assure due diligence and evaluating whether this project benefits the City and property owners. He asked whether staff talked with property owners about the utility aspect. Davis answered it was briefly discussed and there was interest in further discussion and information on the assessment method and cost. He recommended including the water and sewer as part of the project specifications.

Voss stated with the utilities (water and sewer), one can be done without the other. Davis stated options have been presented so now the City needs to define the costs, and the Council will need to decide on the assessment method to minimize the impact. Mundle asked if both sewer and water are extended, would the existing property owners be required to connect or would the services be stubbed to the lots. Davis stated the Council will have to make that determination, noting the City does have a policy that residents are not required to connect unless they petitioned for the service. Another option is to defer the assessments.

Voss stated the Council has never been of the opinion that residents would be forced to connect. Mundle stated in other communities, 30% of the landowners on a particular street want it, then everybody on that street is going to get it whether or not they want it. Davis stated in this case, Our Saviors Church will connect because they are a non-residential use and required to do so.

**Ronning stated move to direct staff to prepare assessment options for review regarding the selected service plan along Fillmore Street. Koller stated I'll second. Voss asked any discussion? Hearing none, to the motion all in favor say aye? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.** Davis stated this item will be before the Council for its next meeting and residents will be notified of the Public Hearing on the potential road assessment.

Rick Cournoyer, 19007 Fillmore Street, asked the Council if they're talking about assessing it as it is now or chopping it up into parcels, which would be the best way for him to be assessed. Voss explained the Council will be getting that information and having a discussion before making that decision.

Davis explained there are numerous methods to base the assessment, such as by the front footage, development potential, area, gross area, adjusted area, number of lots. Staff will look at those options and determine what would be best for residents to spread the cost and minimize the impact. Ronning stated the Council just asked for detailed information that would address those questions. Davis asked Mr. Cournoyer to call him if he'd like to talk it over with staff.

**8.0**  
**Department**  
**Reports**  
8.0A  
Community  
Development  
8.0A.1  
Zoning Ord.  
Amendments

Davis presented the staff report, indicating at the September 7, 2016, Special City Council meeting, a discussion took place regarding proposed changes to sections of Appendix A, Zoning Code. He described the discussion of the Planning Commission at their May and June meetings, and at their regular meeting on July 26, 2016, during which it held a public hearing to further discuss proposed changes to Appendix A, Zoning Code. The City Council reviewed and discussed a preliminary proposal for changes at their June 8, 2016, Work Meeting. Davis explained the proposed revisions represent a culmination of those discussions and include changes to the following sections: Section 48, Light Industrial District; Section 24, Exterior Storage; Section 23, Screening; and, Section 9 - Definitions

Davis stated the proposed changes would not alter any Light Industrial zoning designation, but would align the standards of the Zoning Ordinance with the objectives and intent of the 2008 - 2018 Comprehensive Plan. At the time discussions related to the Comprehensive Plan update commence in 2017, other categories for industrial use, transition industrial, and/or mixed use industrial/commercial may be considered as part of revisions to the Code during that process.

Davis indicated the City is of the opinion that amendments are needed to this section of the Zoning Ordinance to remove the existing ambiguities that currently permit many uses that are not consistent with the Comprehensive Plan. The proposed revision is viewed as temporary until a final review could be performed during the 2017 - 2018 preparation of the Comprehensive Plan. This change would provide interim protection from uses which may be inconsistent with the Comprehensive Plan and beyond the intended goal of this portion of the Ordinance.

Davis presented Attachments 1, 2, and 3, as detailed in the staff report, which reflected proposed changes per direction by City Council at its Special Meeting on September 7, 2016. He stated staff recommends that City Council consider approval of the changes to Appendix A, Zoning Ordinance Sections 48, 24, 23, and 9 as detailed in Attachments 1-4.

**Mundle stated make a motion to approve the changes to Appendix A, Zoning Ordinance Sections 48, 24, 23, and 9 as presented in Attachments 1-4. Koller stated I'll second.** Voss asked any discussion?

Ronning stated the Council has seen the definitions including all the additions and asked Davis to explain the effects of these changes. Davis stated they provide better clarification for those uses and in some cases, are added to the section of definitions to clarify inconsistencies. Ronning asked if some are prohibited. Davis answered in the affirmative and stated motor vehicles were prohibited in Light Industrial Districts and the definition of exterior storage was tightened and limited to the rear yard without exceeding the square footage of the physical building within that district. He explained that with the case in point, the applicant previously looking to build a 30,000 sq. ft. structure wanted 15 acres of exterior storage, which is quite excessive.

Ronning stated auto salvage yard was eliminated as well as impound lots and slaughter houses and truck/motor freight are prohibited. He stated he imagines 'municipal facilities' means the City. Davis explained that municipal facilities would be permitted and include uses in certain Industrial Districts such as fire stations.

Voss asked any other discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

8.0B None.  
Engineer

8.0C None.  
City Attorney

8.0D None.  
Finance

8.0E None.  
Public Works

8.0F None.  
Fire  
Department

8.0G Davis presented the staff report, indicating that on July 27, 2016, the City Council conducted interviews with four firms that submitted proposals for the City Comprehensive Plan Update. At the August 17, 2016, City Council meeting, WSB and Associates, Inc. was selected as the firm of choice and staff was directed to commence negotiations on the terms of a contract. He stated staff met with WSB on August 25, 2016, and presented the expectations of the City and discussed the scope of work, responsibilities of the parties, means and schedules of public engagement and fees for service. Then, at a Special Meeting on September 9, 2016, the City Council and Staff met with WSB and concluded the contract negotiations. The contract is presented to Council as Attachment 1 in the meeting packet. The City Attorney has reviewed the contract and his comments were included in the proposal.

8.0G.1  
City  
Administrator  
WSB  
Contract

Davis presented the costs for the WSB contract services at \$46,000. In addition to the contract with WSB, the City will also retain Hakanson Anderson, the City Engineer, to complete portions of the Comprehensive Plan at a cost of \$10,000. Total contracted services for consultants for the Comprehensive Plan are \$56,000. Davis reported the City will receive a grant of \$32,000 from the Metropolitan Council for the Plan update costs and \$30,000 has been included in the 2017 Preliminary Budget for this activity so committed funds available at this time are \$62,000. Staff recommends that City Council consider approval of the contract proposal with WSB and Associates, Inc. for consultant services for the 2018-2028 Comprehensive Plan.

**Harrington stated I'll make a motion for approval of the contract proposal with WSB and Associates, Inc. for consultant services for the 2018-2028 Comprehensive Plan. Mundle stated I'll second. Voss asked any discussion? Hearing none, to the motion all in favor? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.**

8.0G.2  
Stepping  
Stone  
Funding  
Request

Davis presented the staff report, indicating Stepping Stone Emergency Housing (SSEH) is a non-profit organization that serves single homeless persons 18 years and older from Anoka County. They operate a 60 bed facility that is located in Anoka. Julie Jeppson, Development Director for SSEH, made a presentation to City Council on September 2, 2015, that outlined the mission of SSEH and requested funding in an amount to be determined by City Council. Last year, City Council took no action on this request. Davis explained that this funding request was received on September 7, 2016, the date our 2017 Preliminary Budget was

8.0G.2  
Stepping  
Stone  
Funding  
Request

approved. As the 2017 Preliminary Budget was submitted to Anoka County on September 8, 2016, the preliminary levy amount cannot be increased. Approval of this request would result in \$450 deducted in whole or part from other portions of the budget. Staff is seeking direction from Council regarding the \$450 funding request from Stepping Stone Emergency Housing.

**Voss stated I'll move we acquiesce to the proposal for a \$450 donation to Stepping Stone Emergency Housing. Mundle stated I'll second.** Voss asked any discussion?

Mundle asked whether staff can find \$450 somewhere in the budget without having a big issue. Davis answered in the affirmative. Mundle suggested SSEH be given a timeframe should they want to make a funding request for next year's budget. Davis explained they had been informed last year that funding request needed to be received in May and he will make them aware of that again.

Voss asked any other discussion? To the motion, all in favor say aye? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

8.0G.3  
Employee  
Recognition  
Program

Davis presented the staff report, indicating at the September 7, 2016, Council Meeting the Employee Recognition Program was discussed. This program was approved in 2008, but has not been active since 2010. Council directed staff to research other City's employee recognition policies and programs and to seek input from City staff as to modification of the current program. City staff was polled to provide their thoughts and suggestions for an Employee Recognition Program and felt that recognizing employee's years of service was an important way of showing appreciation for their work and an Annual Appreciation Event was a means to incorporate this in the Program. Staff was, also generally, in favor of eliminating the tangible gifts award and in its place grant a day off as part of milestone recognition. Staff believes that the proposed modifications to the Program are improvements as it takes into account employee recommendations, provides a policy that is simpler to administer and track, and is budget neutral.

Davis noted although the proposed modifications in the program address the City's full-time staff, it does not address the Paid on Call (POC) Fire Department staff. Staff recommends that a separate recognition policy is created for the POC staff and work with the Relief Association to draft a recommendation to Council. This has been discussed with Fire Chief DuCharme and he mentioned it at the last Relief Association Meeting so they will be working on that policy.

Davis stated staff is seeking direction from City Council as to continuation and/or modification of this program. Of the cities staff checked with and received responses, Cambridge and Ham Lake currently have a program similar to the City's existing program that recognizes employees at 5-year intervals and provides some type of gift awards.

**Ronning stated I'll move the continuation of this Program. Koller stated I'll second.** Voss asked any discussion? Voss asked Ronning what is meant by 'continuation' of the Program. Harrington noted the Program was never started. Ronning stated staff is seeking direction from City Council as to continuation and/or modification of this Program. The motion is to continue what staff is working on. Davis explained the only recommendation of staff related to certain 5-year intervals when there was a gift award that increased in value as the years went on. Personally, he is uncomfortable with that and preferred a budget neutral recognition. Staff felt that in lieu of a gift, a day off would be much more

8.0G.3  
Employee  
Recognition  
Program

appreciated. Voss asked if that came up through a discussion with staff. Davis answered in the affirmative.

Voss clarified the motion made and seconded is to continue the Program passed by the Council in 2008 and staff is suggesting a change to that Program. Davis stated staff is suggesting to keep the intervals the same but eliminate the gift award from that Program and in lieu, grant that staff person a day off. **Ronning stated move to amend the current motion to direct staff to continue, as mentioned by the Administrator, with five-year increment awards of some sort and possibly a day off on that anniversary.** Voss stated to clarify the amendment, it is **to go along with staff's recommendation and provide one day off at five year increments. Ronning stated that is correct. Koller seconded the amendment motion.** Voss asked any other discussion?

Mundle asked whether, with the hiring dates of staff, there would be any conflict with many staff members taking a day off within the same year. Voss asked that this discussion occur after voting on the amendment. Voss asked any other discussion to the amendment? Hearing none, all in favor of the amendment say aye? **All in favor.** Voss asked any opposed? That amendment motion passes. **Motion to amend passes unanimously.**

Mundle stated it may be a far-reaching scenario but asked if there could be a conflict with too many staff members taking their day off at the same time. Davis stated that is not an issue because time has to be approved for the day off and it would have to be taken within the anniversary year, not the anniversary day, so it could not carry over or accumulate. Also, the City does not have that many staff members so Davis doubted it would be a conflict. Ronning stated his experience is that a fire-year award of some sort, sometimes is a button or pin, and as you accumulate more seniority, larger gifts, such as a clock, are given. Ronning stated in this case, the City is talking about recognition on the anniversary date and at some point an approved day off.

Davis stated the City has a number of employees that have hit several of these milestones so he would like to do a retroactive event for them and come before the Council to receive, perhaps, a certificate of recognition for their previous service.

Voss clarified this is consideration of a day off with pay. Davis answered in the affirmative. Voss asked if there are considerations with the union contract for doing this. Ronning asked if it wouldn't be the equivalent of company policy. Vierling advised that typically recognition programs go across the board without distinction in terms of treating union employees different than non-union. Voss stated he was more concerned whether the union had an issue with it. Vierling advised there shouldn't be an issue with it. Ronning stated it shouldn't be a bargaining issue, it should be a policy matter. Vierling explained the City wouldn't make it part of the contract because then it would become a right. This would be a policy on recognition of employees that is free for future Councils to change as they saw fit.

Voss stated his bigger question, as this is geared toward City Hall and maintenance staff, and asked how it would apply to the Fire Department. He noted the Fire Department is having a separate discussion and it was considered on Monday night that it needs to be a separate type of recognition as it is from within. But his concern is that the Council also makes recognition of firefighters when those anniversary dates are reached. Davis stated that was the intent in having the Fire Department creating their own recognition program as it would reflect their individual differences between paid-on-call firefighters, volunteers,

8.0G.3  
Employee  
Recognition  
Program

and City staff. But, ultimately, all the recognition would come before the City Council. Voss agreed, noting it would do no good to give a volunteer a day off. Davis concurred that would not be a consideration for the Fire Department. Voss asked Davis if he was working with Chief DuCharme to assure the two programs sync in terms of recognition. Davis answered in the affirmative and stated his expectation it will be hammered out within the next 30 days.

Voss asked any other discussion? Hearing none, to the amended motion, all in favor say aye? **All in favor.** Voss asked any opposed? That amended motion passes. **Amended motion passes unanimously.**

**9.0 Other**  
9.0A  
Staff Reports

Davis announced the City of East Bethel will be open for absentee ballots on Friday during normal business hours, the Saturday before the November 8<sup>th</sup> election date, and until 5 p.m. on November 7<sup>th</sup>. Anyone wishing to do absentee balloting can do so during those times. It was noted that Anoka County has already received quite a few requests.

Absentee  
Ballots

Davis reported the Castle Towers Wastewater Treatment Plan Decommissioning is nearly complete and the only thing left is the scrap from the clarifier tank that will be removed and the site cleaned by Friday. The County Road 26/229<sup>th</sup> Avenue overlay project is proceeding and should also be completed by the end of the week.

Castle Towers  
CR 26/229<sup>th</sup>  
Overlay

Voss stated that road is awesome compared to what it used to be. The Council agreed.

Meet the  
Candidates  
Dates

Harrington asked about the dates for Meet the Candidate. Davis stated the Chamber of Commerce and East Bethel Seniors will co-sponsor Meet the Candidates on October 26<sup>th</sup> starting with a social at the Senior Center from 6 to 7 p.m. followed by a question/answer time in the Council Chambers from 7 to 9 p.m. The East Bethel Seniors will conduct their own Meet the Candidates on October 20<sup>th</sup> at their 10 a.m. meeting. The Coon Lake Beach Community Center is still interested in having a Meet the Candidates event and while that date has not yet been set, it will likely be November 1<sup>st</sup>.

Voss stated there will also be a joint Ham Lake/East Bethel Meet the Candidates event that will be open to the public on October 11<sup>th</sup>.

9.0B  
Council  
Report –  
Member  
Harrington

None.

Council  
Member  
Ronning

None.

Council  
Member  
Koller

None.

Council  
Member  
Mundle

Mundle reported on his attendance at the Connect 17 meeting and stated the projects spurred from the Business Retention & Expansion Program are being taken very seriously and will spur good results for the City. He stated two representatives each from Century Link and Mid-Continent were in attendance, showing they have good interest. He noted this improves communication between the companies and the cities, and it was mentioned

Connect 17

Connect 17 that when projects are going through the City, they are notified at such a late date that it is hard for them to install some of their equipment. They mentioned some cities require a one-trench system for utilities to take advantage of and reduce installation costs.

EDA Meeting Potential Project Mundle reported on the EDA meeting and the Greater MSP announcement that a business is looking to locate somewhere in the region, potentially with a \$256 million investment in a structure and over 700 employees. East Bethel has three potential building sites of 30-60 acres and should be able to fulfil the rest of their requirements for water, electric, etc. So, the EDA directed the City Planner to submit a proposal to that request. He noted it may be a long shot that East Bethel could attract this company, but if you don't try, you won't win. In addition, it's a good exercise for future MSP requests.

Upcoming Events Mundle stated East Bethel will be participating in two upcoming events. Anoka County commercial realtors will be hosting an event at the National Sports Center in Blaine and East Bethel will submit three publicity slides for that presentation. Also, East Bethel will participate in the upcoming MNCAR Expo and should get regional exposure to realtors and developers and potential development investors.

Mayor Voss St. Andrews Carnival Voss reiterated his pleasure with the Heart Safe presentation during tonight's meeting and having the community come together. He reminded residents that this Saturday is St. Andrews Carnival from 12 noon to 4 p.m. at Coopers Corner and he will be in the dunk tank at that event.

9.0C Other None.

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

Meeting adjourned at 8:35 p.m.

Submitted by:

Carla Wirth

*TimeSaver Off Site Secretarial, Inc.*