

City of East Bethel Road Commission Agenda

6:30 PM

Date: October 11, 2016

Location: City Hall

Room: City Council Chambers



Item

- | | | |
|---------|-----|---|
| 6:30 PM | 1.0 | Call to Order |
| 6:31 PM | 2.0 | Adopt Agenda |
| 6:32 PM | 3.0 | Approve Minutes – September 13, 2016 |
| 6:35 PM | 4.0 | Road Financial Information |
| 6:40 PM | 5.0 | MnDOT Presentation on MN 65 Management Plan |
| 7:40 PM | 6.0 | Council Report and Other Business |
| 7:50 PM | 7.0 | Adjourn |

EAST BETHEL ROAD COMMISSION MEETING

September 13, 2016

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

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

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

2. Adopt Agenda **Ms. Pierson-Kolodzienski moved and Ms. Paavola seconded to approve the agenda as presented. Motion carried.**
3. Approve 7/12/16 Minutes **Mr. DeRoche moved and Ms. Pierson-Kolodzienski seconded to approve the July 12, 2016 minutes as written. Motion carried.**
4. Roads Financial Information Mr. Ayshford reported that operations are on track and the overlay project will be starting.
5. Fillmore St. Paving Discussion The City of East Bethel plans to construct a new service road from 187th LN and Buchanan St. to Viking Blvd via 189th Ave and Taylor St. The new service road will upgrade a portion of 189th Ave from a gravel road to paved MSA standards. Fillmore St. is currently a gravel surfaced road, but may be a candidate to upgrade to asphalt in conjunction with the service road project if there is support from the residents.
- The benefitting property owners have been invited to attend the meeting and provide input. The City of East Bethel's gravel road paving procedure requires a good majority of support from the six benefitting properties.
- The City Engineer has provided an estimate of \$29,268 for the project with the costs assessed to the benefitting properties.
- Paving Fillmore St. and the attached cul de sac at the same time the other roads are paved will provide a great savings to the owners of the six (6) properties on Fillmore St. This action is both resident and City driven. Four out of the six property owners were present at tonight's meeting. Rick and Linda Cournoyer, 19007 Fillmore St. NE, Michelle and John Miller, 18962 Fillmore St. NE, and Meg McLean, 18943 Fillmore St. NE. Residents voiced concerns about trucks hauling and an increase in traffic. A dead end sign will be placed at the beginning of this street.
- Ms. McLean asked if there will be any other assessments.

Mr. Ayshford stated that City sewer and water will be available on 189th, so if residents want to hook-up, they are to let the City know. The guestimate cost to property owners for blacktopping Fillmore St. would be approx. \$5,000 each. A final cost will be provided after the City Council meeting and feasibility study are completed. The western part of 189th will remain gravel.

Most property values will be higher after the street is paved; an increase in property value usually causes taxes to increase.

Engineering costs were reviewed.

The majority of property owners would like to see the street blacktopped. The timeline on this project is to request a bid in winter with the road work to begin in spring 2017. There will be access for homeowners during this project. Mr. Ayshford noted that a public hearing will be needed before a decision is made by City Council. City Council also decides how costs are accessed, which is usually done by lot, however, it could be done by traditional footage or other means.

Michelle Miller asked what the process would be to move forward with paving Fillmore. Mr. Davis reviewed the Procedure to Get Your Road Blacktopped and the need for a Petition for Local Improvement.

Mr. DeRoche moved and Ms. Pierson-Kolodzienski seconded to direct Staff to get more information on the request process to the property owners. Mr. DeRoche amended his motion and Ms. Pierson-Kolodzienski her second based on the support from the majority of property owners to move forward with the petition signatures, feasibility study, assessment determination, and public hearing to pave Fillmore St. Motion carried unanimously.

More conversation is needed for sewer and water hook-ups and costs involved. Before a final determination on paving the road, the residents will receive the actual assessment costs and a public hearing will be held. An active hydrant will be located near Fillmore St.

6. Request to
Chipseal
Madison St.
and 192nd Ave
in 2017

Each year the City of East Bethel schedules road maintenance activities through the Capital Improvement Plan. These activities include overlays, reconstructions, chipsealing, crack filling, and striping. For 2017, the City of East Bethel plans to chipseal the Sunny View and DeGardners Additions with an estimated budget of \$128,000.

A resident has requested that Madison St. and 192nd Ave. be added to the 2017 list of projects. Based on 2016 bid prices with a 3% increase, the cost to add Madison St. and 192nd Ave. to the 2017 project list would be approximately \$4,500.

Madison St. and 192nd Ave. were paved in 1990 and had their last chipseal in

2003. A chipseal would be in line with past pavement maintenance practices.

Mr. Ayshford noted that chipsealing does help, however, there have been problems on some types of blacktop in other cities. Chipseal will help prolong road decline by five years. The additional cost is reasonable and Staff believes this request to be reasonable also.

Ms. Pierson-Kolodzienski moved and Mr. DeRoche seconded to approve adding chipsealing Madison St. and 192nd Ave. to the 2017 list of projects at a cost of approximately \$4,500.00. Motion carried.

7. Council
Report and
Other Business

City Council liaison, Ron Koller reported:

- A final 2017 budget and levy were approved.
- Viking Meadows Preserve Plat was approved.
- Prairie Ridge Plat was approved.
- Ponds of Hidden Prairie easement was approved.

8. Adjourn

Mr. DeRoche moved and Ms. Pierson-Kolodzienski seconded to adjourn at 7:29 pm. Motion carried.

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 9/25/16

**City of East Bethel
Balance Sheet
Fiscal Year 2016
9/30/16**

Fund Name	Street Construction - State Aid (402)	Street Capital Projects (406)
G xxx-10100 Cash	(479,788.97)	1,141,921.75
G xxx-10200 Petty Cash		
G xxx-10400 Interest Receivable		
G xxx-10700 Taxes Receivable-Delinquent		
G xxx-12300 Special Assess Rec-Deferred		
G xxx-13300 Due from Other Entities (Loan Payable)		
G xxx-xxxxx Pension (Deferred Outflows)		
G xxx-xxxxx Fixed Assets		
G xxx-xxxxx Accumulated Depreciation		
Total Assets	(479,788.97)	1,141,921.75
G xxx-20400 Sales Tax Payable		
G xxx-20810 State Surcharges		
G xxx-20820 SAC		
G xxx-20830 MCES Reserve Capacity Loan		
G xxx-21706 Medical Insurance		
G xxx-21707 Dental Insurance		
G xxx-21708 Life Insurance		
G xxx-21710 Medical Cafeteria Exp		
G xxx-21711 Dependent Care Cafe Exp		
G xxx-21712 Medical Care Reimbursement		
G xxx-21714 Dependent Care Reimbursement		
G xxx-21716 Disability/Life		
G xxx-21719 Union Dues		
G xxx-21721 COBRA		
G xxx-21722 COBRA		
G xxx-22200 Deferred Revenues		
G xxx-23110 Bonds Principle Payable		
G xxx-21500 Accrued Interest Payable		
G xxx-23200 Bond Premium		
G xxx-23900 Compensated Absences Payable		
G xxx-23999 Pension Liability		
G xxx-24500 Escrow		
Total Liabilities	-	-
Fund Balance		
G xxx-25300 Unreserved Fund Balance at 12/31/15	39,583.60	784,657.41
Excess of Revenues over Expenses (1/1/16 to 9/30/16)	(519,372.57)	357,264.34
Total Fund Balance	(479,788.97)	1,141,921.75
Total Liabilities and Fund Balance	(479,788.97)	1,141,921.75

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2016
1/1/16 to 9/30/16

Account Description	2016 Activity 1/1/16 to 9/30/16	2016 Budget	YTD as a % of Budget
Street Project State Aid			
E 402-40200-302 Architect/Engineering Fees	39,965.00	-	N/A
E 402-40200-303 Legal Fees	984.00	-	N/A
E 402-40200-404 Street Maint Services	110,798.20	-	N/A
E 402-40200-510 Land	365,754.00	-	N/A
E 402-43125-302 Architect/Engineering Fees	1,948.44	-	N/A
	519,449.64	-	N/A
Street Project Non-State Aid			
E 406-40600-226 Sign/Striping Repair Materials	7,703.15	-	N/A
E 406-40600-302 Architect/Engineering Fees	20,245.56	-	N/A
E 406-40600-342 Legal Notices	91.51	-	N/A
E 406-40600-404 Street Maint Services	42,802.14	-	N/A
	70,842.36	-	N/A

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2016
1/1/16 to 9/30/16

Account Description	2016 Activity 1/1/16 to 9/30/16	2016 Budget	YTD as a % of Budget
Public Works - Streets			
E 101-43220-101 Full-Time Employees Regular	216,213.17	306,300.00	71%
E 101-43220-102 Full-Time Employees Overtime	807.18	10,500.00	8%
E 101-43220-103 Part-Time Employees	4,525.00	6,100.00	74%
E 101-43220-105 Employee On Call/Standby Pay	6,327.50	3,200.00	198%
E 101-43220-107 Commissions and Boards	20.00	1,700.00	1%
E 101-43220-122 PERA-Coordinated Plan	16,751.11	23,000.00	73%
E 101-43220-125 FICA/Medicare	18,682.95	29,900.00	62%
E 101-43220-126 Deferred Compensation	6,188.18	8,400.00	74%
E 101-43220-131 Cafeteria Contribution	42,750.00	57,000.00	75%
E 101-43220-151 Worker s Comp Insurance Prem	17,718.57	20,000.00	89%
E 101-43220-201 Office Supplies	151.40	100.00	151%
E 101-43220-211 Cleaning Supplies	452.47	400.00	113%
E 101-43220-212 Motor Fuels	10,805.39	36,000.00	30%
E 101-43220-213 Lubricants and Additives	2,428.25	3,200.00	76%
E 101-43220-214 Clothing & Personal Equipment	785.75	3,000.00	26%
E 101-43220-215 Shop Supplies	754.14	1,200.00	63%
E 101-43220-216 Chemicals and Chem Products	332.80	200.00	166%
E 101-43220-217 Safety Supplies	429.94	1,800.00	24%
E 101-43220-218 Welding Supplies	543.77	1,000.00	54%
E 101-43220-219 General Operating Supplies	382.07	500.00	76%
E 101-43220-221 Motor Vehicles Parts	1,941.20	7,200.00	27%
E 101-43220-222 Tires	1,603.64	4,500.00	36%
E 101-43220-223 Bldg/Facility Repair Supplies	805.79	500.00	161%
E 101-43220-224 Street Maint Materials	38,493.70	73,500.00	52%
E 101-43220-226 Sign/Striping Repair Materials	2,843.84	7,000.00	41%
E 101-43220-229 Equipment Parts	4,363.32	14,000.00	31%
E 101-43220-230 Snowplow Cutting Edges	800.00	10,000.00	8%
E 101-43220-231 Small Tools and Minor Equip	5,965.78	2,600.00	229%
E 101-43220-306 Personnel/Labor Relations	241.00	400.00	60%
E 101-43220-307 Professional Services Fees	917.40	600.00	153%
E 101-43220-321 Telephone	1,695.39	3,000.00	57%
E 101-43220-341 Personnel Advertising	-	100.00	0%
E 101-43220-342 Legal Notices	166.63	100.00	167%
E 101-43220-381 Electric Utilities	11,981.71	20,000.00	60%
E 101-43220-382 Gas Utilities	2,326.34	7,000.00	33%
E 101-43220-385 Refuse Removal	1,503.70	3,200.00	47%
E 101-43220-388 Hazardous Waste Disposal	-	500.00	0%
E 101-43220-401 Motor Vehicle Services (Lic d)	4,490.70	8,200.00	55%
E 101-43220-402 Repairs/Maint Machinery/Equip	8,692.80	6,400.00	136%
E 101-43220-403 Bldgs/Facilities Repair/Maint	3,815.06	4,000.00	95%
E 101-43220-404 Street Maint Services	-	52,000.00	0%
E 101-43220-415 Other Equipment Rentals	165.00	-	N/A
E 101-43220-422 Auto/Misc Licensing Fees/Taxes	392.40	100.00	392%
E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	100%
E 101-43220-433 Dues and Subscriptions	-	100.00	0%
E 101-43220-434 Conferences/Meetings	200.00	-	N/A
	565,455.04	863,500.00	65%



City of East Bethel Road Commission Agenda Information

Date:

October 11, 2016

Agenda Item Number:

Item 5.0

Agenda Item:

MnDOT Presentation on MN 65 Access Management Plan

Requested Action:

Consider a recommendation to City Council about entering into a Memorandum of Understanding (MOU) for the MN 65 Access Management Plan

Background:

The Minnesota Department of Transportation, Anoka County, Metropolitan Council, City of East Bethel, and City of Ham Lake have been working together to develop an improvement plan for the TH 65 corridor from Bunker Lake Blvd to the northern border of Anoka County. The plan looks to address numerous issues including, frontage/backage roads, improved traffic signal progression and efficiency including the Viking Blvd traffic signal, Superstreet concepts, turn lane lengthening, median closures, shared driveways, sight distance and lighting, pedestrian crossings, and signage.

Representatives from MnDOT will be attending the meeting and presenting information about the possible improvements and to update the commission on results from their research. Additional information from consulting engineers may not be available for the meeting which could delay the MOU.

MnDOT is also conducting a Principal Arterial Intersection to Interchange Conversion Study for Hwy 65. While this study will not be completed until February 2017, preliminary information confirms that separated grade interchanges north of Bunker Lake Boulevard will be considered as low to medium priorities in MnDOT plans. Since even the highest rated intersections, based on traffic volumes and crash data, will unlikely see funding within the next 10 -20 years, it is vital that phased improvements to those East Bethel Hwy 65 intersections, 181st Ave., 187th Lane, Viking Boulevard and Klondike Drive, be included as locations for progression upgrades as MnDOT attempts to convert Hwy 65 from an expressway to a hybrid freeway.

MnDOT will have presentation material and an informational video available at the meeting along with the MN 65 Access Management Plan.

Attachments:

- 1) MOU for MN 65 Access Management Plan

Fiscal Impact: None at this time

Recommendation(s): N/A

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**MN 65 From North of Bunker Lake Blvd. to 245th Ave. N.
Access Management Plan
MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU is made and entered into by and between the Cities of Ham Lake and East Bethel hereinafter referred to as the “Cities”, Anoka County hereinafter referred to as the “County”, and the State of Minnesota, Department of Transportation hereinafter referred to as “MnDOT”;

WHEREAS, the MN 65 Corridor from just north of Bunker Lake Blvd. to 245th Ave. N., hereinafter referred to as “MN 65” is classified as a principal arterial; and

WHEREAS, significant safety and mobility issues exist along MN 65; and

WHEREAS, the Cities are responsible for establishing local land use and local roadway system planning within the community; and

WHEREAS, Anoka County is responsible for the planning and engineering of the County roadway system; and

WHEREAS, several factors influence the spacing and design of public intersections and private driveways including: the existing roadway system, environmental constraints, topography, future land use, existing structures; and

WHEREAS, faced with the realistic expectation that the corridor will experience continued growth, the Cities, the County, the Metropolitan Council, and MnDOT partnered to develop a concept plan that will guide future access locations;

NOW, THEREFORE, the parties hereto state as follows:

- 1) Representatives of the Cities, the County, the Metropolitan Council, and MnDOT have met several times to identify and address the corridor’s issues. In consideration of those issues, a MN 65 Access Management Plan has been developed and is attached. This concept plan was developed to guide future access locations so that as development occurs there is a corridor guide to help plan for improvements and logical access spacing.
- 2) Implementation of this Corridor Access Management Plan shall occur over time:

Short Term:

- Adopt this Access Management Plan to guide the location of public street and private driveway connections within the MN 65 corridor.

Ongoing:

- Review development, redevelopment or expansion proposals for conformance with the MN 65 Access Management Plan.

- Private Access (Residential and Commercial to MN 65):
 - Existing private access would remain in use however the access may be subject to modification or closure at the time of development, redevelopment or a highway improvement project.
 - New direct private access to MN 65 should be strongly discouraged. Access to private property should be provided by the local road network where ever possible. Only when reasonably convenient and suitable access cannot be provided from the local road network, should direct access onto MN 65 be considered.
- 3) As regional priorities change, consideration should be given to updating the MN 65 Access Management Plan.

This Memorandum of Understanding (“MOU”) is not a binding agreement and any binding obligations of the parties to this MOU will be made pursuant to written, and properly executed and approved agreements. This MOU merely depicts a proposed plan of action for the mutual convenience of the parties.

Signatures signify agency concurrence with this Memorandum of Understanding

CITY OF HAM LAKE:

CITY OF EAST BETHEL:

By: _____

By: _____

Date: _____

Date: _____

ANOKA COUNTY:

DEPARTMENT OF TRANSPORTATION:

By: _____

By: _____

Date: _____

Date: _____

Attachments to MOU:

- MN 65 From North of Bunker Lake Blvd. to 245th Ave. N. Access Management Plan



City of East Bethel Road Commission Agenda Information

Date:

October 11, 2016

Agenda Item Number:

Item 6.0

Agenda Item:

Council Report and Other Business

Requested Action:

Informational Item

Background:

Staff and the Roads Commission will discuss current issues facing the City Council with the City Council liaison, Ron Koller.

Attachments:

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____