

# City of East Bethel Park Commission Agenda

6:30 PM

Date: October 12, 2016

Location: City Hall



## Item

- |         |     |   |
|---------|-----|---|
| 6:30 PM | 1.0 | Call to Order   |
| 6:31 PM | 2.0 | Adopt Agenda  |
| 6:32 PM | 3.0 | Approve – August 10, 2016 Minutes                             |
| 6:33 PM | 4.0 | Parks Financial Information & Parks Capital Funds Summary     |
| 6:35 PM | 5.0 | Sandhill Crane Nature Area Property Acquisition               |
| 6:50 PM | 6.0 | Expansion of the Coon Lake Beach Community Center Parking Lot |
| 7:00 PM | 7.0 | Warming House Rental for 2016-17                              |
| 7:10 PM | 8.0 | Council Report and Other Business                             |
| 7:20 PM | 9.0 | Adjourn   |



6. Prairie Ridge Estates Park Dedication At the regular Planning Commission meeting on July 26, 2016 the Preliminary Plat for Prairie Ridge Estates was presented by Carrington Development. The plan is to subdivide a 41.67 acre parcel into 10 lots in an area zoned Rural Residential. 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 1/2 acre density. This subdivision is below the density requirement. The lots will be designed for walkout style homes. 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. 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.

As part of the City's overall Trail Plan, a trail was proposed to be located on the east side of Bataan St. At this time consideration needs to be given to this development and whether or not a trail should still be required along Bataan St NE. It is currently shown on the Preliminary Plat as a potential pathway easement.

Staff is seeking a recommendation from the Park Commission about the installation of the trail segment with the development of the subdivision in lieu of park dedication fees. There is a possibility of the trail costs exceeding the estimated park dedication fees at which time the Commission would have to consider using additional Park Capital funds to complete the project.

The estimate received from the developer for grading, seeding, erosion control, and paving for a 6' trail was \$40,000. An 8' trail would cost about \$6,000 more. An 8' trail would be ideal for plowing in winter, compared to a 6' trail. The developer may or may not pave the trail at the same time as the driveways. Park dedication fees would be around \$17,600 to \$20,000. City funding would be used to push the trail through. Mr. Ayshford reviewed on a map where the proposed future trails are to be located and other possible locations for trails. It would be most cost effective to put the trail in during construction rather than at a later date. It was suggested to extend the trail across lot #2755 226<sup>th</sup> Lane NE.

The NE trail out of Booster Park is a high priority, it was asked how soon the trail could be fully connected. Mr. Ayshford said it would be easy to do on City owned property, with more work needed on Bataan St. NE, due to the lack of three easements on Bataan.

Trail grants available.

**Mr. Hoffman moved and Ms. Voelker seconded to recommend the dedication and improvement of an 8' trail along Bataan St. NE to both the Planning Commission and City Council. Motion carried.**

7. Viking Preserve Update      This is an informational item.  
Mr. Don Shaw is considering moving forward with plans to develop 48 residential lots on the north side of Viking Blvd., south of the City water tower. This subdivision (Viking Preserve) would include plans for a trail along Tyler St NE and through city owned property to Able St NE. The rest of the development would include sidewalks that would connect to the proposed trail. The east side of the property is primarily wetlands and it is not practical to put a trail through this property due to the mitigation that would be required on the wetlands.

This single family homes development will have sidewalks. A trail (that will run along the water tower side) will connect the two different segments of sidewalks. It is expected there will be some park dedication fees remaining after a trail is installed.

Mr. Ayshford showed where there is a County owned lot on the northwest side of Jackson Street that connects to Norseland Manor Community Park. Staff is looking at acquiring this lot from the County, which will make an ideal trail connection from this new residential development to that park.

8. Council Report and Other Business      Tom Ronning, City Council Liaison reported the following Council actions:

- Council closed on a property acquisition for a service road that would be on the east side of Our Savior’s Church that would merge into 189<sup>th</sup>. This portion of the service road will be funded by the City as part of its City service road plan. All but one acquisition are completed. The Council voted to start an eminent domain process on the remaining property.
- A work meeting was held on July 27; four businesses interviewed to work on the City’s Comprehensive Plan.
- The City Administrator’s contract renewal was unanimously approved.

Mr. Ayshford reported that he was contacted by St. Francis Youth Baseball for field use. SFYB is looking to purchase a portable mound to be used on fields, and also expressed an interest in funding full-size baseball fields.

9. Adjourn      **Mr. Hoffman moved and Ms. Voelker seconded to adjourn at 8:11 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary  
Submitted 8/20/16

**PARK CAPITAL FUNDS SUMMARY  
SEPTEMBER 2016**

<b>PARK ACQUISITION AND DEVELOPMENT FUND</b>			
Account #	Description	2016 YTD	Remaining Balance
<b>REVENUES:</b>			
R 404-34791	Park Dedication Fees	9,140.00	
R 404-36210	Interest Earnings	<u>91.59</u>	
Total Revenues		<u>9,231.59</u>	
<b>EXPENSES:</b>			
E 404-40400-201	Office Supplies	-	
E 404-40400-223	Bldg/Facility Repair Supplies	-	
E 404-40400-224	Street Maint Materials	-	
E 404-40400-225	Park/Landscaping Materials	-	
E 404-40400-302	Architect/Engineering Fees	-	
E 404-40400-303	Legal Fees	-	
E 404-40400-307	Professional Services Fees	-	
E 404-40400-322	Postage/Delivery	-	
E 404-40400-342	Legal Notices	-	
E 404-40400-351	Printing and Duplicating	-	
E 404-40400-403	Bldg/Facilities Repair/Maint	-	
E 404-40400-405	Park & Landscape Services	-	
E 404-40400-416	Machinery Rentals	-	
E 404-40400-422	Auto/Misc Licensing Fees/Taxes	-	
E 404-40400-530	Improvements Other Than Bldgs	-	
Total Expenses		<u>-</u>	
December 31, 2015 Balance		30,121.11	
<b>Current Balance</b>			<b>39,352.70</b>

<b>PARK CAPITAL FUND</b>			
<b>REVENUES:</b>			
R 407-36210	Interest Earning	463.74	
R 407-39201	Transfer from General Fund	<u>55,000.00</u>	
Total Revenues		<u>55,463.74</u>	
<b>EXPENSES:</b>			
E 407-40700-219	General Operating Supplies	-	
E 407-40700-223	Bldg/Facility Repair Supplies	1,667.96	
E 407-40700-225	Park/Landscaping Materials	-	
E 407-40700-226	Street & Lot Restriping	-	
E 407-40700-231	Small Tools and Minor Equip	-	
E 407-40700-302	Architect/Engineering Fees	-	
E 407-40700-303	Legal Fees	-	
E 407-40700-403	Bldgs/Facilities Repair/Maint	5,630.00	
E 407-40700-405	Park & Landscape Services	-	
E 407-40700-530	Improvements Other Than Bldgs	-	
E 407-40700-550	Motor Vehicles	-	
E 407-40700-935	Street Capital Transfers	-	
E 407-45202-225	Park/Landscaping CCNH	-	
E 407-45202-302	Architect/Engineering Fees	-	
E 407-45202-342	Legal Notices	-	
E 407-45202-409	Other Repair/Maintenance	-	
E 407-45202-520	Buildings and Structures	-	
Total Expenses		<u>7,297.96</u>	
December 31, 2015 Balance		125,001.03	
<b>Current Balance</b>			<b>173,166.81</b>

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

Public Works - Park Maintenance

Account Description	2016 Activity 1/1/16 to 9/30/16	2016 Budget	YTD as a % of Budget
E 101-43201-101 Full-Time Employees Regular	135,300.37	211,600.00	64%
E 101-43201-102 Full-Time Employees Overtime	908.15	1,000.00	91%
E 101-43201-103 Part-Time Employees	4,525.00	6,100.00	74%
E 101-43201-105 Employee On Call/Standby Pay	3,732.12	3,200.00	117%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	10,503.72	15,900.00	66%
E 101-43201-125 FICA/Medicare	13,693.70	21,000.00	65%
E 101-43201-126 Deferred Compensation	4,321.92	6,300.00	69%
E 101-43201-131 Cafeteria Contribution	34,200.00	45,600.00	75%
E 101-43201-151 Worker s Comp Insurance Prem	8,938.04	9,300.00	96%
E 101-43201-201 Office Supplies	32.04	100.00	32%
E 101-43201-211 Cleaning Supplies	1,377.44	500.00	275%
E 101-43201-212 Motor Fuels	6,511.24	18,000.00	36%
E 101-43201-213 Lubricants and Additives	201.84	500.00	40%
E 101-43201-214 Clothing & Personal Equipment	723.73	2,000.00	36%
E 101-43201-215 Shop Supplies	336.04	400.00	84%
E 101-43201-216 Chemicals and Chem Products	412.44	2,000.00	21%
E 101-43201-217 Safety Supplies	209.91	700.00	30%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	276.84	1,200.00	23%
E 101-43201-221 Motor Vehicles Parts	175.91	2,100.00	8%
E 101-43201-222 Tires	434.89	1,000.00	43%
E 101-43201-223 Bldg/Facility Repair Supplies	2,462.15	2,500.00	98%
E 101-43201-225 Park/Landscaping Materials	4,019.09	7,000.00	57%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	3,192.68	2,000.00	160%
E 101-43201-231 Small Tools and Minor Equip	1,340.76	1,500.00	89%
E 101-43201-306 Personnel/Labor Relations	332.80	300.00	111%
E 101-43201-307 Professional Services Fees	600.00	600.00	100%
E 101-43201-321 Telephone	434.51	1,500.00	29%
E 101-43201-341 Personnel Advertising	144.00	200.00	72%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	2,787.24	5,000.00	56%
E 101-43201-384 Sewer Utilities	-	300.00	0%
E 101-43201-385 Refuse Removal	133.07	1,000.00	13%
E 101-43201-387 Heating Fuels/Propane	-	300.00	0%
E 101-43201-401 Motor Vehicle Services (Lic d)	2,378.16	2,000.00	119%
E 101-43201-402 Repairs/Maint Machinery/Equip	1,858.68	2,500.00	74%
E 101-43201-403 Bldgs/Facilities Repair/Maint	3,289.78	3,500.00	94%
E 101-43201-405 Park & Landscape Services	2,250.00	1,500.00	150%
E 101-43201-415 Other Equipment Rentals	7,707.14	8,000.00	96%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	528.35	1,000.00	53%
E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	100%
E 101-43201-434 Conferences/Meetings	245.00	400.00	61%
	<u>277,218.75</u>	<u>409,700.00</u>	<u>68%</u>



# City of East Bethel Park Commission Agenda Information

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**Date:**

October 12, 2016

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**Agenda Item Number:**

Item 5.0

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**Agenda Item:**

Sandhill Crane Nature Area Property Acquisition

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**Requested Action:**

Consider pursuing the acquisition of property near the Sandhill Crane Nature Area (SCNA)

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**Background Information:**

The Minnesota DNR and Anoka County Parks Department have been informed of 83 acres of land that has been offered up for sale adjacent to the SCNA. The agencies are exploring interest and options to obtain the property and are seeking input from the City of East Bethel as to their level of interest in purchasing the property and what resources the city would have available to do so.

Grant monies may be available to pay for all or a portion of the property and maintenance could be the reasonability of one agency or some combination of agencies.

**Attachments:**

- 1) SCNA Map
- 2) Property Location Map

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**Fiscal Impact: Unknown at this time**

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**Recommendation(s):**

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**Park Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_

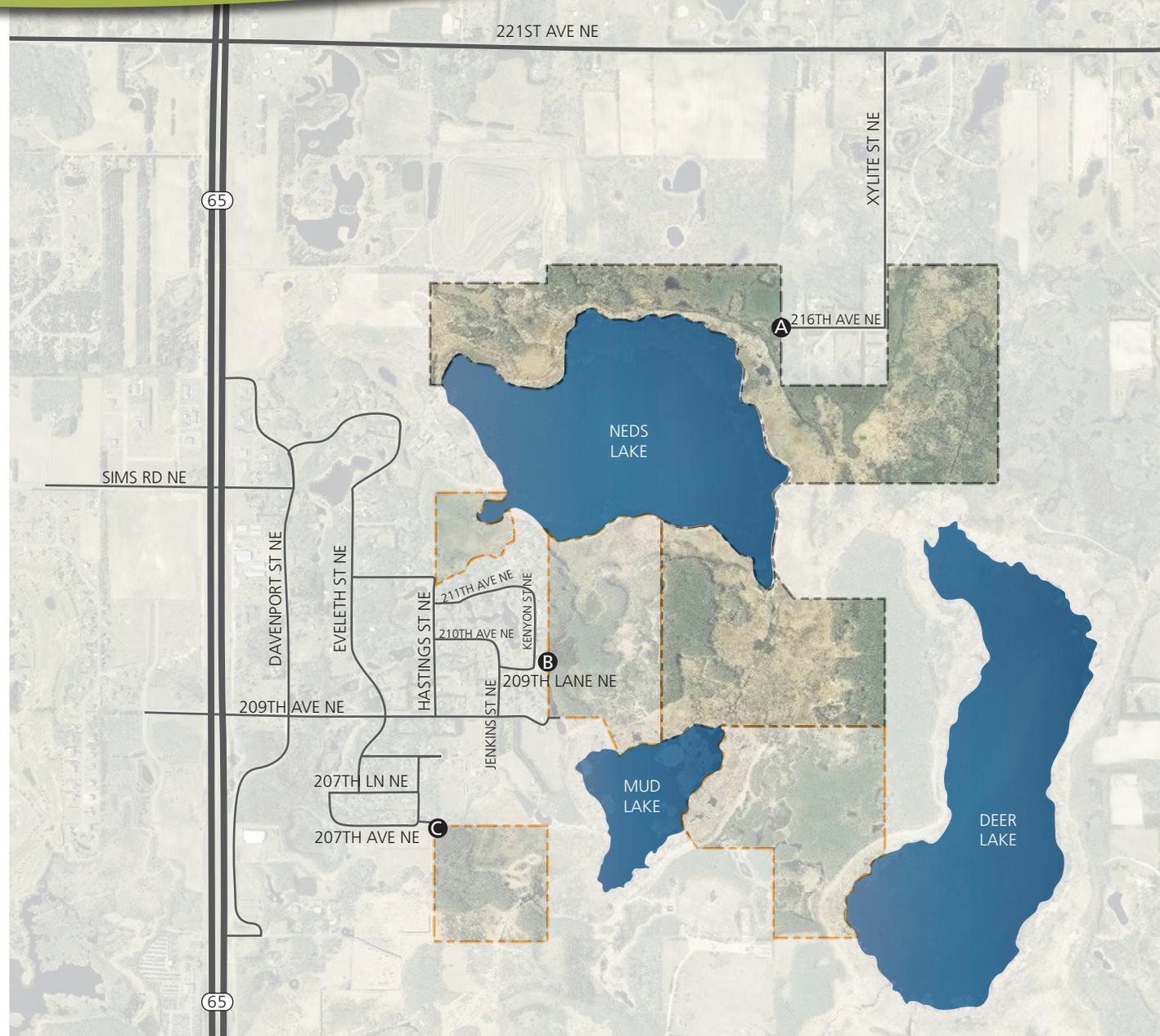
# SANDHILL CRANE NATURE AREA SUMMER MAP

## LEGEND

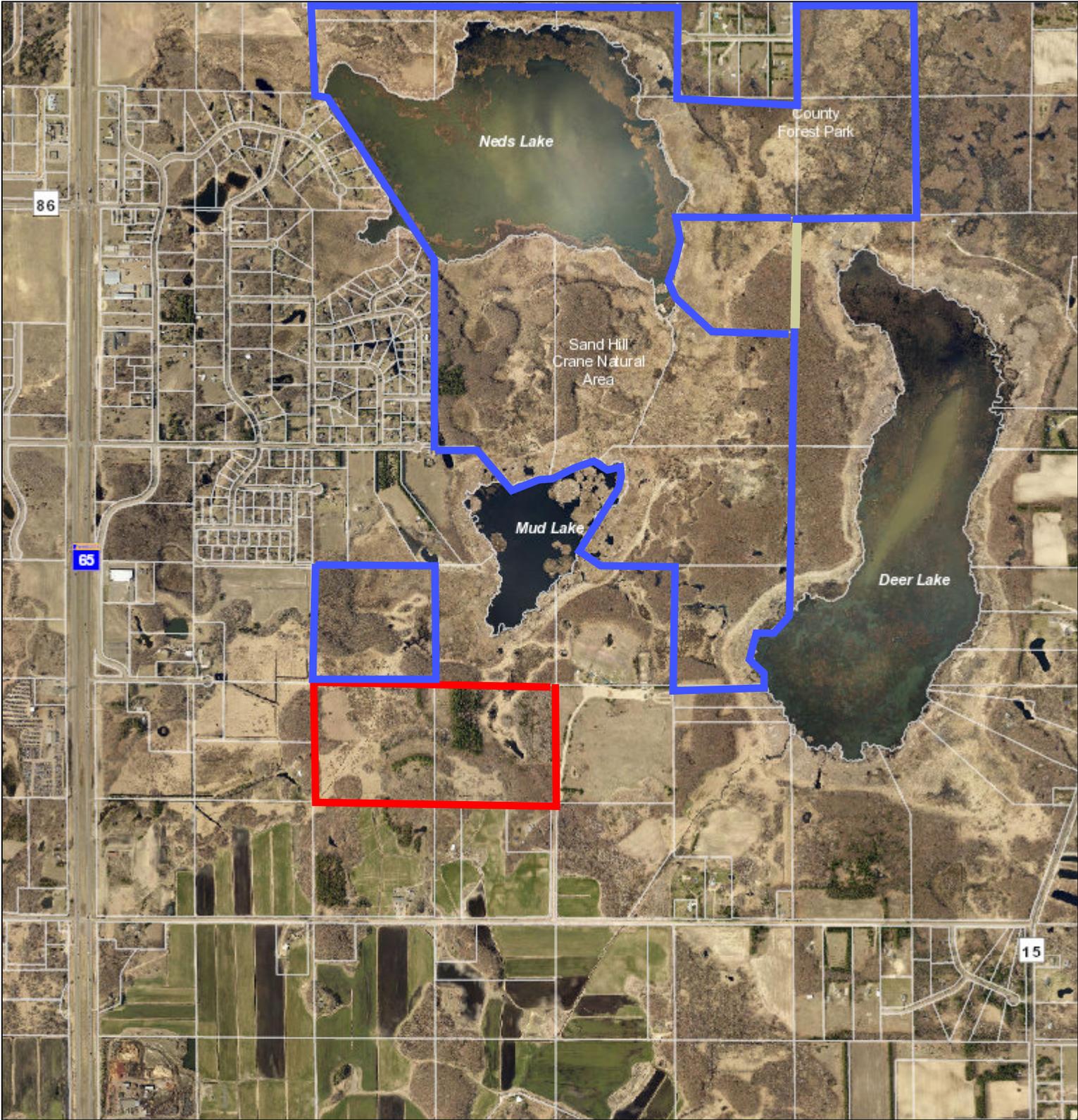
- ANOKA COUNTY PARK BOUNDARY
- OTHER AFFILIATES BOUNDARY

Currently public access to the Sandhill Crane Natural Area (SCNA) is extremely limited. There are no designated parking areas or trails at this time. However, please refer to the below "limited" public access points for on-street parking and walking directions to access the Sandhill Crane Natural Area.

- A** Access point A - 216th Avenue NE (Cul-de-sac). City street parking is authorized at the cul-de-sac / dead end. From the cul-de-sac, walk due west to enter county owned parcels.
- B** Access point B - 209th Lane NE (Dead End). City street parking is authorized at the dead end. From there, walk due east to enter state DNR owned parcel.
- C** Access point C - 207th Avenue NE. City street parking is authorized along 207th Ave NE. From there, walk due southeast to enter state DNR owned parcel.



# Sandhill Crane Nature Area



1 in = 1,505 ft

 Sandhill Crane Nature Area

 Possible Property Aquisition



© WSB & Associates  
October 4, 2016

Map Powered by DataLink  
from WSB & Associates



# City of East Bethel Park Commission Agenda Information

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**Date:**

October 12, 2016

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**Agenda Item Number:**

Item 6.0

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**Agenda Item:**

Expansion of the Coon Lake Beach Community Center Parking Lot

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**Requested Action:**

Consider a request from the Coon Lake Beach Community Center to expand their parking lot

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**Background Information:**

The Coon Lake Beach Community Center (CLBCC) has approached the City about expanding their parking lot to accommodate more vehicles and to reduce the number of on street parking spaces required. The proposed expansion would require removing a portion of the maintained grass area in the Coon Lake Beach Park.

The portion of maintained parkland that would be removed is owned by the CLBCC but has been used as parkland since the development of the park. It also contains a cement picnic table pad, irrigation, flagpole, and an area with donation bricks. The CLBCC has stated they would cover the cost of moving the irrigation, flagpole and donation bricks as well as all parking lot upgrades. The cement picnic table pad could be left out due to lack of use.

Staff is seeking direction from the Park Commission to allow the CLBCC to begin the process of their parking lot expansion.

**Attachments:**

- 1) Project Location Map

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**Fiscal Impact:**

None

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**Recommendation(s):**

Staff recommends the approval of the parking lot expansion with the CLBCC responsible for the moving of the irrigation system, flagpole, and donation bricks.

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**Park Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_

# Coon Lake Beach Park



 Proposed Parking Lot Expansion



# City of East Bethel Park Commission Agenda Information

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**Date:**

October 12, 2016

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**Agenda Item Number:**

Item 7.0

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**Agenda Item:**

Warming House Rental for 2016-17

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**Requested Action:**

Consider approving the rental of a warming house for the outdoor rink at the East Bethel Ice Arena for the 2016-17 season

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**Background Information:**

For the 2015-16 ice skating season, the City of East Bethel rented a temporary warming house to be used at the outdoor rink. The warming house worked well and cost the City of East Bethel \$1,375. The proposed 2016-17 rentals costs would remain the same, approximately \$1,300-\$1,400. The rental units are removed at the end of the hockey season and do not require anything for the remaining nine months.

Other options include buying a temporary warming house, building a permanent warming house, or not providing a warming house besides the use of the indoor arena when available.

**Attachments:**

None

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**Fiscal Impact:**

As Noted

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**Recommendation(s):**

Staff recommends renting a warming house for the 2016-17 ice skating season

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**Park Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



# City of East Bethel Park Commission Agenda Information

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**Date:**

October 12, 2016

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**Agenda Item Number:**

Item 8.0

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**Agenda Item:**

Council Report and Other Business

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**Requested Action:** Informational

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**Background Information:**

Staff and the Parks Commission will continue discussions on the future direction of the City's Parks and projects with the City Council liaison Tom Ronning. The purpose of this discussion will be to formulate goals and objectives for the park development program and to update the commission on issues currently before the City Council.

**Attachments:**

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**Fiscal Impact:**

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**Recommendation(s):**

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**Park Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_