

EAST BETHEL CITY COUNCIL MEETING

NOVEMBER 2, 2016

The East Bethel City Council met on November 2, 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

1.0 The November 2, 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. Koller stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed?
Adopt Agenda Hearing none, that motion passes. **Motion passes unanimously.**

4.0 Davis presented the staff report, indicating East Bethel Code of Ordinances, Chapter 74,
Public Hearing Sec. 74-126 (b) provides for the collection of delinquent accounts through the property tax system. This ordinance provides the opportunity for property owners that are delinquent in payments to the City for utility services to come before the City Council to state their objections. This Public Hearing meets the requirements of the Ordinance and must be conducted before the final certification of delinquent amounts is forwarded to the County for collection with property taxes.
4.0A
Delinquent Utility Cert. Resolution 2016-55

Davis explained at the October 5, 2016, meeting, the Council set November 2, 2016, as the Public Hearing date for individuals wishing to object to the delinquent charges being collected through the property tax system. All affected property owners have been notified via U.S. mail of the opportunity to appear before the City Council. The final list of properties with delinquent charges must be provided to the County Auditor no later than November 30, 2016. Staff recommends that a Public Hearing be conducted tonight and at its conclusion, the Council consider approval of Resolution 2016-55, Final Certification of Delinquent Charges for Collection with 2016 Property Taxes.

Voss opened the public hearing at 7:02 p.m. As no one appeared to speak, Voss closed the public hearing at 7:03 p.m.

Harrington stated I'll make a motion to approve Resolution 2016-55, Final Certification of Delinquent Charges for Collection with 2016 Property Taxes. 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.**

5.0 No one signed up to speak at the Public Forum.
Public Forum

6.0
Consent
Agenda

Item A

Approve Bills

Item B

Meeting Minutes, October 19, 2016 City Council Meeting

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

7.0
New Business

Commission, Association and Task Force Reports

7.0A
Planning
Commission
7.0A.1
November
Planning
Commission
Meeting

Davis presented the staff report, indicating the Planning Commission's agenda for the November 15, 2016, meeting will include WSB's initial meeting to begin the process of the preparation of the Comprehensive Plan, a Site Plan Review for an addition to Northway Sports, review of the Sign Ordinance and a Variance request for Hoffman Sod for a new sign installation. The November 29, 2016, meeting agenda will include a continuation of recommendations for revisions for the Sign Ordinance (pending direction from City Council) and a Site Plan Review for the Hidden Prairie Event Center.

Davis noted for those interested in 2018-2028 Comprehensive Plan revision, the Planning Commission will schedule discussion and review of work completed for the Plan through the next 12 to 16 months. He reviewed the Commission's meeting dates, noting the outline of the schedule of public meetings devoted to the Comprehensive Plan, outside the Planning Commission's agendas, will be announced at the November 17, 2016, Town Hall Meeting and listed on the City website.

Voss asked staff to create large poster board and handouts of these meeting dates for the upcoming Town Hall Meeting. Davis agreed and stated a progress update of the Comprehensive Plan will also be presented and on the City's website by November 17.

Informational; no action required.

7.0B
Economic
Development
Authority
7.0B.1
UpRiver
Realtors
Meeting

Davis presented the staff report, indicating on October 18, 2016, Community Development Director Winter and City EDA Member Lux attended the annual UpRiver event at the Blaine Sports Center. This event is designed to connect commercial real estate companies with the economic development departments of local government. Attendance at these events is part of the City's economic development marketing strategy as contacts with local and regional realtors and developers are one of the ways the City maintains connection and interaction with those groups who are actively looking for development projects in Anoka County. He indicated staff will attend the Minnesota Commercial Association of Realtors Expo in Minneapolis on November 9, 2016, to continue the City's efforts to promote and advertise the development opportunities in East Bethel.

Voss asked if there was feedback on the UpRiver event. Davis stated Winter indicated 40-50 commercial realtors attended, there was good discussions at the City's booth, staff distributed flash drives with pertinent economic and demographic data, and she will present an update at the next EDA meeting.

Informational; no action required.

7.0C None.

Park
Commission

7.0D None.

Road
Commission

8.0 None.

**Department
Reports**

8.0A
Community
Development

8.0B None.

Engineer

8.0C None.

City Attorney

8.0D None.

Finance

8.0E None.

Public Works

8.0F
Fire
Department
8.0F.1
Personnel
Recognition
Policy

Davis presented the staff report, indicating the City of East Bethel currently sponsors the annual Fire Department awards and Fire Fighter Recognition program that honors the City's Fire Fighters for Firefighter of the Year for Station 1 and Station 2, Sandman of the Year, Rookie of the Year, Officer of the Year, and Fundraiser of the year. Firefighters are awarded with plaques and tabs that keep current their award. This program is paid through the annual Fire Department training budget and the awards are given out at the East Bethel Firefighters' Relief Association Annual Appreciation Dinner.

Davis explained that because of the diverse services the Fire Department performs, additional recognition should be considered such as awarding ribbons or citation bars that are worn on individual Firefighters' uniforms. It would be another way to portray to the public the skill set and experience of our Firefighters. In addition, another new part of the program, will be annual recognition at a schedule Council meeting for all awards given to Firefighters for the past year accomplishments.

Davis stated the City Council has not adopted a recognition program for the Fire Department in the past. The program is proposed for continued funding within the annual Fire Department Budget. Annual costs of the program vary but should not exceed \$1,000. Staff is seeking direction as to continuation and/or modification of this program.

Davis referenced the Fire Chief's outline as contained in the meeting packet that had been endorsed by the Firefighters as their form of recognition. Staff recommends approval with the anticipation the City Council recognition will be scheduled for January of 2017.

Ronning stated move to adopt continuation and/or modification of the program. Koller stated I'll second. Voss asked any discussion?

8.0F.1

Personnel
Recognition
Policy

Mundle asked if the City's recognition would involve ribbons. Davis stated that is correct including tab bars that are awarded after certain incremental service years and can be placed on a plaque.

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

8.0G
City

Administrator

8.0G.1

Town Hall
Meeting

Format

Davis presented the staff report, indicating Town Hall Meetings have previously used the following format:

6-7 p.m. ~ Informal Session in the Senior Center with Council and Staff

7-8 p.m. ~ Question and Answer Session with City Council in Council Chambers

8-9 p.m. ~ Reconvene Informal Session in the Senior Center with Council and Staff.

Davis reported that scheduled to appear at the November 17, 2016, Town Hall Meeting are representatives from MnDOT and WSB, a consulting firm. In addition to their display at the 6-7 p.m. Informal Session held in the Senior Center, MnDOT has been asked to present a comparison of the data evaluated for the Highway 65/Viking Boulevard Intersection Improvement Project and to provide a recommendation based on that information. WSB has been asked for a short presentation and outline of the Comprehensive Plan process and to demonstrate the procedure to access and comment on the Plan through the City website.

Davis stated staff is requesting the City Council approve an agenda for the November 17, 2016, Town Hall Meeting that would provide ample time for presentations and citizen questions as follows:

6-7 p.m. Informal Session in the Senior Center with Council, Guests, and Staff

7:00 p.m. Opening Remarks by Mayor Steve Voss

7:02 p.m. MnDOT Presentation and Question Session

7:45 p.m. WSB Presentation and Question Session

8:05-9:15 p.m. General Question and Answer Session

9:15-9:45 p.m. Wrap up and Informal Session in the Senior Center

Mundle stated make a motion to approve the agenda for the November 17, 2016, Town Hall Meeting as presented. Harrington stated I'll second. Voss asked any discussion?

Voss noted the MnDOT presentation is scheduled for 45 minutes but should be 10 minutes to allow more time for questions. Davis stated he mentioned the City has now seen their presentation four times so he suggested a two-minute background presentation and then present new information with focus primarily on the evaluation of how they compared the four alternatives for the intersection improvement. Then the rest of the time can be used to address questions that have arisen such as rights on reds, turn lanes for merging, and reduced conflict intersection details that had not been addressed before.

Voss asked if they will have the assessment completed by then. Davis stated the assessment is nearly completed and shows the evaluation but some data is still missing. He stated he has requested additional information on traffic counts and sourcing of their information. MnDOT now has a better presentation of their information. Davis stated as soon as he receives their final comments, he will ask them to brief the Council prior to the Town Hall Meeting.

Harrington stated he attended the meeting yesterday morning with emergency services and they have some issues with Highway 22 and a J-Turn on Highway 65. He stated they will

8.0G.1
Town Hall
Meeting
Format

be looking into a few more things and getting back to Davis. Davis stated that meeting was attended by City staff, four MnDOT representatives, Federal Highway Administration staff, Fire Chief DuCharme, Commander Orlando, Anoka County Sheriff's Department representative Podnick, and the Ambulance Services Director. Davis stated a lot of good points were raised that had not yet been taken into consideration so MnDOT will be addressing those issues and potential redesign of that intersection.

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

9.0 Other
9.0A
Staff Reports
9.0A.1
Booster West
Park Sign

Davis reported the south entrance sign to Booster Park was stolen approximately two weeks ago. The City will be ordering a replacement to match the one that was taken. If anyone has information relating to this incident, please contact City Hall or the Anoka County Sheriff's Office.

Informational; no action required.

9.0A.2
ACSO
Digital
Speed
Sign

Davis stated the Anoka County Sheriff's Office portable post mount radar unit has been placed on 221st Avenue just west of Palisade Street for the past two weeks. This unit records and displays speed only in the direction of oncoming traffic. If a vehicle is speeding, the display flashes in addition to showing the speed of the vehicle. Information as to the number of vehicles and their speed is recorded, stored, and can be downloaded for additional information and analysis. These units cost \$3,000 to \$4,000. Davis stated the City may want to look into these units further many complaints are received, especially in residential neighborhoods, about speeding and this would be a valuable tool to serve as a reminder to slow speed.

Mundle asked if the unit on 221st Avenue was paid for by the Sheriff's Office but staff is indicating if the Council wants to, the City could purchase a unit. Davis answered in the affirmative and explained it would offer an option to monitor the speed of traffic in areas of complaint. In that effort, he would like to get more information on how well they operate, hold up, and costs for discussion at a future Council meeting.

Voss asked if the unit could be put up on a County road if the City owned one. Davis stated he does not think that would be a problem once permission is gained from the Sheriff's Department. Mundle asked if there are public safety grants to cover a portion of the costs. Davis stated staff could check whether that is a possibility.

The consensus of the City Council was to ask staff to obtain additional information on a Post Mount Radar Unit for consideration at a future meeting.

9.0A.3
Election
Information

Davis stated the 2016 General Election is Tuesday, November 8, 2016. There are three precincts/polling locations in the City: Precinct 1 is the East Bethel Community/Senior Center at 2241 221st Avenue; Precinct 2 is Our Savior's Lutheran Church at 19001 Jackson Street; and, Precinct 3 is East Bethel Fire Station 1 at 2751 Viking Boulevard. He encouraged residents with questions to call City Hall or locate their polling place by accessing the Secretary of State's website. Davis reviewed election polling information, hours of operation, absentee ballot voting, and how to register to vote.

Davis was noted that in addition to the national and State elections, local offices include those for County Commissioner, School District offices, Soil and Water Conservation

9.0A.3 District offices, City offices of Mayor and two Councilpersons, and judgeships throughout the County. He encouraged anyone with questions relating to any election matters to call City Hall.

Election
Information

Informational; no action required.

9.0A.4 Davis stated the City has six Commissions/Organizations that serve in advisory capacity to the City Council by reviewing issues and developing recommendations that deal with land use, various permits, City Ordinances, transportation and street improvements, park development and water quality concerns. These positions are voluntary and by appointment of City Council. Davis stated for those desiring to serve on either the Economic Development Authority, Parks Commission, Planning Commission, Roads Commission, or the Upper Rum River Watershed Management Organization, all that's needed to apply is the submission of a personal resume including a statement of reasons for seeking the position. It was noted that Council will consider and approve appointments in January. The City is now taking applications for any vacancies that may occur on the Commissions and the application process deadline is December 31, 2016.

2017
Commission/
Organization
Positions

Informational; no action required.

9.0B Mundle stated the Sunrise River Water Management Organization (SRWMO) received the final Performance Review and Assistance Program report from BWSR indicating it was responsive to most of the changes requested. He stated he provided a copy to Davis.

Council
Report –
Member
Mundle

Sunrise River
WMO

Carp Barrier

Mundle reported the carp barriers surrounding Martin Lake by the boat launch were completed and the SRWMO and other individuals/organizations were invited out to view them. He displayed pictures of the carp barriers and explained how they work without impacting other species of fish. Mundle stated the largest game fish netted and released was a 49 inch Northern. Mundle stated the carp barrier project is a good example of what can be done when communities want something important, work together, and get grants.

Mundle stated at a Meet the Candidates night, the subject of a community center came up and if residents felt strongly about that, then he would encourage them to get a group together and play with the idea as it may take a while but could be a possibility in the future. Voss noted the carp barrier project took quite a while to finish, maybe six years. Harrington stated someone caught a 42-inch fish out of Lake Martin last week.

Upper Rum
River WMO

Mundle stated the Upper Rum River Water Management Organization (URRWMO) met last night and was presented with the first draft of the new 10-year Plan. Several sections were reviewed and given to the Board for review and comment. The URRWMO will next meet at the end of the month and review more of the Plan. Following the Board's review, it will be submitted for a 60-day review.

Election
Town Hall
Mtg.

Mundle encouraged residents to get out and vote and attend the Town Hall Meeting.

Council
Member
Koller

None.

Council Member Ronning

None.

Council Member Harrington
Fire Board Senior Sale

Harrington stated he attended the October 20, 2016, Joint Powers Fire Department Meeting during which the 2018 contract was discussed. It will be voted on in January.

Harrington announced the November 12-13, 2016, Senior Holiday Craft and Bake Sale at the Community Center. He encouraged residents to get out and vote next Tuesday.

Mayor Voss
Comp Plan

Voss stated on November 15, 2016, the Planning Commission will start the Comprehensive Plan process and encouraged anyone who wants to be involved to attend that kick-off meeting.

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? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

Meeting adjourned at 7:32 p.m.

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