

# City of East Bethel Road Commission Agenda

6:30 PM

Date: December 13, 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 – October 11, 2016 |
| 6:35 PM | 4.0 | Road Financial Information         |
| 6:40 PM | 5.0 | TH 65 Manufacturers Survey         |
| 6:50 PM | 6.0 | Gravel Road Blacktopping Policy    |
| 7:40 PM | 7.0 | Council Report and Other Business  |
| 7:50 PM | 8.0 | Adjourn                            |



presentation materials and an informational video available at the meeting, along with the MN 65 Access Management Plan.

Sheila Kauppi, MnDOT, noted that MnDOT has been working on the 65/Viking intersection for two years. MnDOT has also been focusing on the East Bethel/Ham Lake area on Hwy 65. Ms. Kauppi reviewed the study objectives of safety and mobility, and reviewed problems being addressed. She shared DRAFT site maps of possible frontage road sites.

Tod Sherman spoke on the benefits to non-signalized reduced conflict intersections (RCI). MnDOT is looking at a signalized RCI for Viking Blvd and four other non-signalized intersections along Hwy 65. It was noted that four other alternatives were looked at for this intersection, but data shows that an RCI will operate significantly better. Mr. Sherman reviewed the benefits to RCIs, frontage/backage road benefits, and the next steps to be taken. Ham Lake's Road Committee voted to recommend approval of the Memorandum of Understanding (MOU) with MnDOT to its City Council. Mr. Sherman explained that the MOU with East Bethel is non-binding, however, it does show a commitment to work together; it also helps with finding funding sources.

Mr. Nowack noted most truck drivers prefer one lane U-turns over two lane U-turns. Paul Jung, MnDOT North Area Engineer, noted that trucks turning in U-turns were considered when the template was designed. The U-turns will be located 800'-1,000' north and south of the intersection.

Mr. DeRoche asked if a strip mall is built on the NW corner of this intersection is there a possibility of an entrance being located off the intersection of Viking and Hwy 65 and if so, will a U-turn present a problem. The main entrance to the commercial area will be ¼ mile west of TH65 on Viking Blvd.

Mr. Sherman was asked if there would be right turns permitted on red lights or would they be controlled. Left turns on red would probably not be permitted, however, MnDOT is still in the process of evaluation. Speed limits would remain the same.

Audience member Joe Anderson, Durant Street, clarified the wait times proposed with the RCI. He also questioned how snowplowing can be done in this type of intersection. Ms. Kauppi said this was looked into and that it will take more time to plow the RCI. Mr. Anderson would rather see money go into frontage roads.

It was asked if emergency vehicles would do the U-turns or go straight across with low curbs installed. The intent is to have a signalized intersection with emergency vehicles using the U-turns, as will volunteer responders in non-emergency vehicles. Surmountable curbs are still being considered.

**Mr. Nowack moved and Ms. Pierson-Kolodzienski seconded to**

**recommend City Council enter into a Memorandum of Understanding (MOU) between the Cities of Ham Lake and East Bethel, Anoka County, and the State of Minnesota, Department of Transportation to develop an improvement plan for the TH 65 corridor from Bunker Lake Blvd to the northern border of Anoka County. Motion carried.**

6. Council  
Report and  
Other Business

City Council liaison, Ron Koller reported:

- Election judge roster has been approved.
- Fillmore Street residents agreed to have the street paved, but do not want sewer or water hook-up. A public hearing is needed to approve the paving of Fillmore St.
- The decommissioned sewer at Castle Towers needed to be modified due to a cement pad under the sewage tank.

7. Adjourn

**Mr. DeRoche moved and Mr. Nowack seconded to adjourn at 7:50 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary  
Submitted 10/20/16

**City of East Bethel  
Balance Sheet  
Fiscal Year 2016  
11/30/16**

<b>Fund Name</b>	<b>Street Construction - State Aid (402)</b>	<b>Street Capital Projects (406)</b>
G xxx-10100 Cash	(502,330.68)	495,701.22
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		
<b>Total Assets</b>	<b>(502,330.68)</b>	<b>495,701.22</b>
G xxx-20400 Sales Tax Payable		
G xxx-20810 State Surcharges		
G xxx-20830 MCES Reserve Capacity Loan		
G xxx-20840 Due to Entity		
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		
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>		
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 11/30/16)	(541,914.28)	(288,956.19)
<b>Total Fund Balance</b>	<b>(502,330.68)</b>	<b>495,701.22</b>
<b>Total Liabilities and Fund Balance</b>	<b>(502,330.68)</b>	<b>495,701.22</b>

**City of East Bethel**  
**Revenue / Expense Statement**  
**Fiscal Year 2016**  
**1/1/16 to 11/30/16**

<b>Account Description</b>	<b>2016 Activity 1/1/16 to 11/30/16</b>	<b>2016 Budget</b>	<b>YTD as a % of Budget</b>
<b>Street Project State Aid</b>			
E 402-40200-302 Architect/Engineering Fees	61,658.71	-	N/A
E 402-40200-303 Legal Fees	1,832.00	-	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
	<u>541,991.35</u>	<u>-</u>	<u>N/A</u>
<b>Street Project Non-State Aid</b>			
E 406-40600-226 Sign/Striping Repair Materials	7,703.15	-	N/A
E 406-40600-302 Architect/Engineering Fees	27,956.86	-	N/A
E 406-40600-307 Professional Services Fees	872.12	-	N/A
E 406-40600-342 Legal Notices	123.76	-	N/A
E 406-40600-404 Street Maint Services	680,749.30	-	N/A
	<u>717,405.19</u>	<u>-</u>	<u>N/A</u>

**City of East Bethel**  
**Revenue / Expense Statement**  
**Fiscal Year 2016**  
**1/1/16 to 11/30/16**

Account Description	2016 Activity 1/1/16 to 11/30/16	2016 Budget	YTD as a % of Budget
Public Works - Streets			
E 101-43220-101 Full-Time Employees Regular	263,150.77	306,300.00	86%
E 101-43220-102 Full-Time Employees Overtime	883.14	10,500.00	8%
E 101-43220-103 Part-Time Employees	5,220.00	6,100.00	86%
E 101-43220-105 Employee On Call/Standby Pay	7,555.52	3,200.00	236%
E 101-43220-107 Commissions and Boards	20.00	1,700.00	1%
E 101-43220-122 PERA-Coordinated Plan	20,369.24	23,000.00	89%
E 101-43220-125 FICA/Medicare	22,707.85	29,900.00	76%
E 101-43220-126 Deferred Compensation	7,516.92	8,400.00	89%
E 101-43220-131 Cafeteria Contribution	52,250.00	57,000.00	92%
E 101-43220-151 Worker s Comp Insurance Prem	17,718.57	20,000.00	89%
E 101-43220-201 Office Supplies	183.44	100.00	183%
E 101-43220-211 Cleaning Supplies	452.47	400.00	113%
E 101-43220-212 Motor Fuels	13,739.26	36,000.00	38%
E 101-43220-213 Lubricants and Additives	2,449.81	3,200.00	77%
E 101-43220-214 Clothing & Personal Equipment	1,132.48	3,000.00	38%
E 101-43220-215 Shop Supplies	874.86	1,200.00	73%
E 101-43220-216 Chemicals and Chem Products	332.80	200.00	166%
E 101-43220-217 Safety Supplies	582.23	1,800.00	32%
E 101-43220-218 Welding Supplies	631.27	1,000.00	63%
E 101-43220-219 General Operating Supplies	382.07	500.00	76%
E 101-43220-221 Motor Vehicles Parts	4,223.45	7,200.00	59%
E 101-43220-222 Tires	1,603.64	4,500.00	36%
E 101-43220-223 Bldg/Facility Repair Supplies	845.71	500.00	169%
E 101-43220-224 Street Maint Materials	41,964.64	73,500.00	57%
E 101-43220-226 Sign/Striping Repair Materials	4,552.55	7,000.00	65%
E 101-43220-229 Equipment Parts	4,644.82	14,000.00	33%
E 101-43220-230 Snowplow Cutting Edges	800.00	10,000.00	8%
E 101-43220-231 Small Tools and Minor Equip	6,097.79	2,600.00	235%
E 101-43220-306 Personnel/Labor Relations	241.00	400.00	60%
E 101-43220-307 Professional Services Fees	1,206.50	600.00	201%
E 101-43220-321 Telephone	2,119.31	3,000.00	71%
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	15,229.88	20,000.00	76%
E 101-43220-382 Gas Utilities	2,367.13	7,000.00	34%
E 101-43220-385 Refuse Removal	1,857.50	3,200.00	58%
E 101-43220-388 Hazardous Waste Disposal	-	500.00	0%
E 101-43220-401 Motor Vehicle Services (Lic d)	6,273.62	8,200.00	77%
E 101-43220-402 Repairs/Maint Machinery/Equip	9,432.54	6,400.00	147%
E 101-43220-403 Bldgs/Facilities Repair/Maint	4,304.22	4,000.00	108%
E 101-43220-404 Street Maint Services	36,247.06	52,000.00	70%
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	425.00	-	N/A
	<b>688,313.09</b>	<b>863,500.00</b>	<b>80%</b>



# City of East Bethel Road Commission Agenda Information

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**Date:**

December 13, 2016

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**Agenda Item Number:**

Item 5.0

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**Agenda Item:**

TH 65 Manufacturers Survey

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**Requested Action:**

Informational Item

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**Background:**

The North Trunk Highway 65 Corridor Coalition sponsored a survey of manufacturers with regards to traffic and signal concerns along TH 65. Respondents included businesses in Blaine, East Bethel, Isanti, Cambridge, and Mora.

The attached survey summary is being provided as a possible tool for decision making as development occurs along the corridor. Also, with recent discussions and concerns regarding truck traffic and the intersection improvements along the TH 65 corridor in East Bethel, the survey may be helpful as well.

**Attachments:**

1) TH 65 Manufacturers Survey Summary

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**Fiscal Impact:** None at this time

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**Recommendation(s):** N/A

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**Road Commission Action**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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



## 2016 North Trunk Highway 65 Corridor Coalition Manufacturers Survey

### Purpose

The North TH 65 Corridor Coalition is focused on improving transportation access and safety and supporting development along the TH 65 corridor in Anoka, Isanti and Kanabec Counties.

In response to concerns about traffic signals and congestion on TH 65 expressed by manufacturers, business and economic development groups, the Coalition sponsored a survey of manufacturers.

### Survey Distribution

The survey was distributed to manufacturers and in some cases, other tenants of business and industrial parks along the TH 65 corridor from Blaine to Mora in March and April 2016.

Survey links were distributed by city and township officials to businesses in Blaine, Cambridge, East Bethel, Isanti and Mora.

### Who Responded?

Twenty-five businesses that employ 644 people responded to the survey from throughout the corridor.

Survey Respondents		
Blaine	36%	9
Cambridge	12%	3
East Bethel	20%	5
Isanti	20%	5
Mora	12%	3
<b>Total</b>	<b>100%</b>	<b>25</b>



Twenty of the twenty-five respondents were manufacturers with a heavy concentration of businesses involved with precision machining of metal products. Manufactured products include medical device companies, precision-machined components, factory automation machines, conveyor components, valves and pressure regulators, pumps, heavy steel products including precision machined products, plastic injection molding, biodiesel, cabinets/finished wood products and plastic products (bags, films, sheeting). Five were involved in other businesses typically located in business and industrial parks including concrete-related construction, repair-related businesses, storage and maintenance of construction equipment and boat sales.

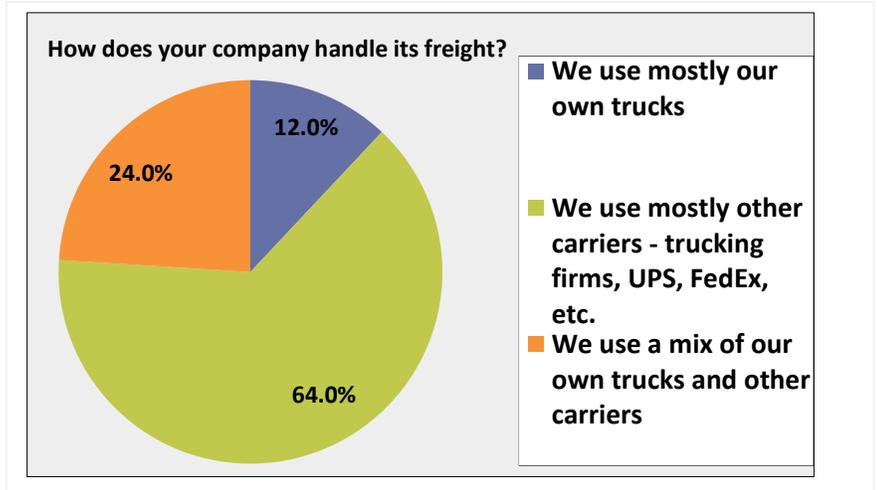


In addition, manufacturers that do not operate their own trucks identified contract carriers that haul freight for them; three contract carriers responded and participated in an interview or survey.

### How much truck traffic do they represent?

The firms, not including contract carriers, estimated that they have 483 inbound semis and 487 outbound semis each week; 49 inbound box trucks and 26 outbound box trucks weekly. They use couriers and other vehicles (UPS, FedEx, delivery vans, customer vehicles) extensively.

**Sixty-four percent of the businesses use mostly other carriers** – trucking firms, UPS, FedEx, etc. Twelve percent use mostly their own trucks and twenty-four percent use a combination of their own trucks and other carriers.



### Quantifying the cost of congestion

Respondents had difficulty quantifying the costs of congestion. No one offered an hourly estimate of operating a truck. Four indicated that the American Trucking Research Institute's most recent calculation of \$67.00 per hour is about right; two indicated "not sure" and nineteen skipped the question. Other cost related comments include:

- Not sure, it is hard to estimate (5 additional variations of this response)
- We get calls many times that trucks are running late due to traffic, resulting in personnel staying later to wait for the trucks to arrive
- We typically avoid the busy times
- Cambridge manufacturer - about five hours per week + delays for contract carriers with 50 semis and 10 box trucks
- Blaine manufacturer - about \$175 per week
- East Bethel respondent - 60 minutes



## What operating challenges do businesses experience?

Businesses were asked to identify operating challenges due to traffic signals and congestion. Sixty percent (60%) identified **longer alternate routes** and 56% identified **safety concerns**. Twenty percent identified **additional costs** with contract carriers and couriers, while sixteen percent identified **increased maintenance** due to more stops and starts. Other concerns included load limits on alternate routes (8%) and the need for more vehicles and drivers (4%).

One large contract carrier does not experience problems because semis arrive in the Cambridge/Isanti area before traffic at 4 am and depart after traffic at 9 pm. A smaller contract carrier indicated that stoplights and congestion cause them to run more trucks and drivers, consume more fuel and pay increased maintenance costs due to more stops and starts.

Comments included:

- Congestion on Hwy 65 causes additional driver time and potential delays
- Higher employment costs due to longer drive times
- Wasted time
- Safety is the biggest concern, I drive that Hwy every day, several times. With 2 lanes going to 3 & 4 I see close calls every day (Mora/Braham area)
- Problem is rush hour traffic on 99th lane as people avoid use of 65 - can't get out of parking lot without risking life and limb.
- Current use of Davenport vs 65 by many drivers really congests our inbound and outbound usage as our facility is on it
- Extended lunch breaks
- I don't have any issues with Hwy 65

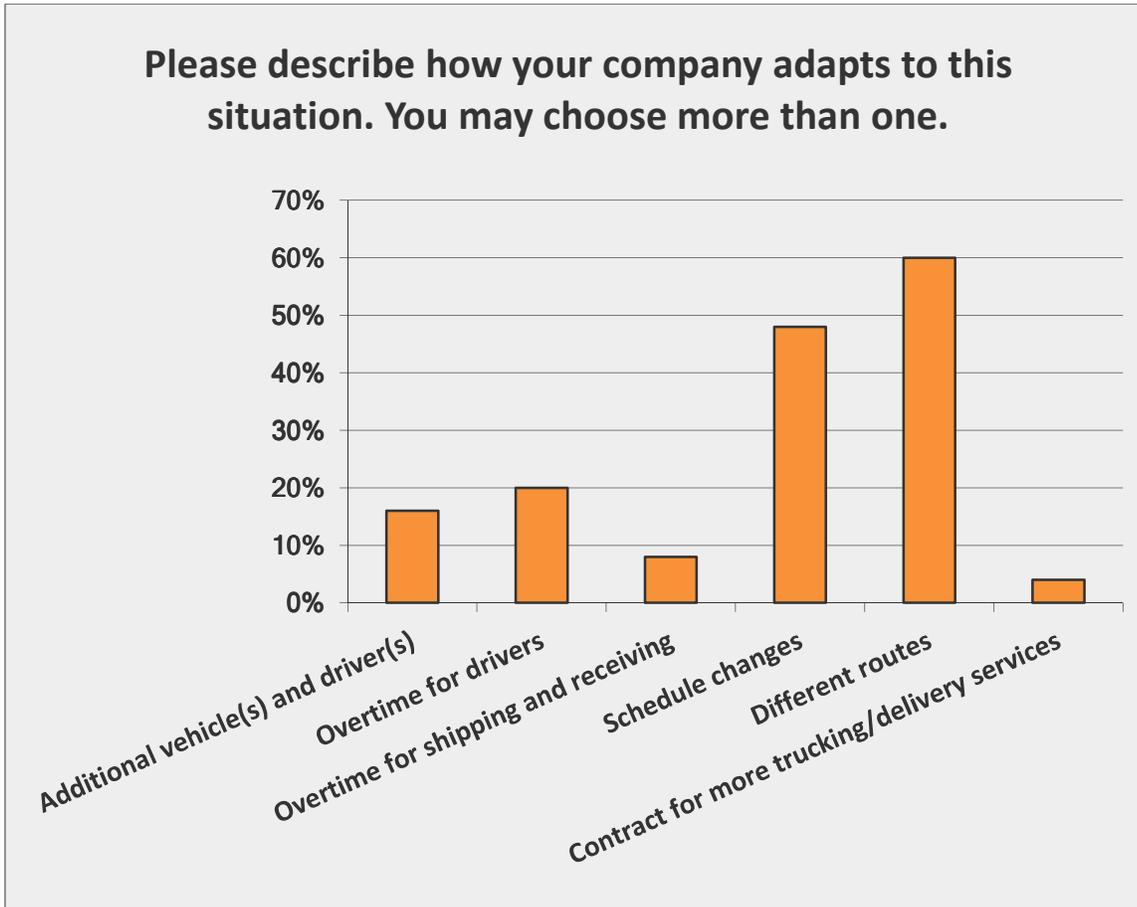
## How do businesses adapt to stoplights and congestion?

A contract carrier responds to congestion and stoplights by taking different routes, adding vehicles and drivers and passing along higher transportation costs to the manufacturers.

Sixty-percent of businesses (15) said they use alternate routes. Forty-eight percent (12) made schedule changes; twenty-percent pay overtime for drivers; sixteen-percent (4) use additional vehicles and drivers; eight-percent (2) pay overtime for shipping and receiving and four-percent (1) indicated that they contract for more trucking and delivery services. In the comments section two identified safety concerns and one identified that it increases courier



expenses due to time in transit. Time wasted for business travelers was also identified as an increased expense.



### **What areas were identified as the most troublesome?**

Businesses and contract carriers identified the following as “most troublesome to you or your transportation providers”. Most respondents focused on intersections in Blaine south of 117<sup>th</sup> and north of US 10 or I-694, but some respondents identified other areas and signal characteristics as problematic.

- No flashing lights on approach to stop lights, which causes traffic at 65-70 mph to suddenly brake when the light changes.
- Inconsistent yellow times, so “making a light” or slamming on the brakes, or gradually slowing down are all equally likely to happen, causing accidents.
- Constant stoplights, even when there is no cross traffic waiting.
- 98<sup>th</sup> to US Highway 10



- Traffic signals
- Every stoplight along the corridor
- Lights in Blaine, Bunker Lake, Constance, Crosstown and Viking Blvd
- About 3 pm it backs up from 93<sup>rd</sup> to 109<sup>th</sup> and we have a ton of people using side roads
- I-694 to 117th
- Co Rd 10 north through 117th Ave
- Intersections at 93<sup>rd</sup> Lane and Hwy 65 and 109<sup>th</sup> and Hwy 65
- Hwy 65 and 93<sup>rd</sup>
- Hwy 65 and 99<sup>th</sup> lights are horrible
- 65 and 99<sup>th</sup>
- 109<sup>th</sup>
- Hwy 65 and 5
- The biggest back-up and concern for safety is at Hwy 65 and 187<sup>th</sup> Ave as well as Hwy 65 and 181 Avenue. It is very dangerous and backed up during morning and afternoon rush. This gets worse if the weather is bad with cars and trucks waiting on tur lanes for the traffic to clear. When the turn lanes back up there is inadequate visibility as well as reduced deceleration for those turning off of the highway.
- TH 65 from Blaine to Isanti
- None; none except during soccer season
- Isanti, Mora
- Perhaps a "local" Isanti thing? Westbound Cajima at Hwy 65 has the stop line about ten feet from the Hwy 65 northbound lanes. EXCEPT that across the intersection at eastbound Cajima at 65, the stop line is about 25 feet from the southbound Hwy 65 lanes, which inhibits cross traffic visibility with the pine trees to the north lining the west side of Hwy 65. Poor design with no apparent reason. Makes crossing the intersection an adventure, and dangerous.

### **Suggested Improvements**

Respondents shared the following suggestions for specific improvements on Highway 65.

- Flashing yellow caution lights prior to intersection when signal will turn red soon
- Longer deceleration/turn lanes. Acceleration lanes for north and south bound access to Hwy 65
- Eliminate stop lights where possible
- No stoplights, add turn arounds and off ramps
- Remove traffic signals
- More overpasses



- More roundabouts
- Continue to minimize cross streets, long term continue to work on to make into controlled access especially on the southern end
- No, short of turning it into a freeway. I like the rotary system but there are too many lanes for it to work well.
- Continue to take out stoplights like you have done a little further north of 109th
- More lanes
- Reduce access points
- Stop the "nuisance" lights that only turn red when you're approaching and stay red for 5 seconds. No reason for this except to slow down traffic.
- So they have to decide whether Hwy 65 is a "highway" or simply a rural road needlessly punctuated with stoplights. Speed up to 65, slow down to zero, repeat constantly. Schizophrenic highway design.
- Off ramps should have been installed on the Paul Parkway bridge
- 4 lanes north of Cambridge



# City of East Bethel Road Commission Agenda Information

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**Date:**

December 13, 2016

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**Agenda Item Number:**

Item 6.0

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**Agenda Item:**

Gravel Road Blacktopping Policy

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**Requested Action:**

Consider recommending an update to the Gravel Road Blacktopping Procedure

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**Background:**

The City of East Bethel’s policy for paving gravel roads is similar to most city’s policies where the benefitting properties are assessed the cost of the project. With 31 gravel roads totaling over 15 miles, the city still has numerous roads that could be upgraded at some point.

With the recent service road project near 189<sup>th</sup> Ave and Viking Blvd, the residents of Fillmore St have successfully petitioned to have their gravel road upgraded to asphalt. This was the first successful petition in many years within the city and because of this, staff has been looking at ways to make the blacktopping procedure and petition process more attractive to residents. With the Fillmore St project, the City has offered to cover the costs of the project that would have normally occurred under gravel road maintenance, specifically the class 5 base work and stormwater improvements that would have taken place regardless of any upgrade project.

City staff are also recommending making the process more streamlined and less confusing by removing the “shape and pave” option from the policy. The payment process involved is cumbersome and almost all roads would no longer fall under this category. The Statute 429 assessment procedure is a much more efficient way to have the project paid for and would provide a uniform policy for all gravel roads.

Staff is asking the Road Commission to consider a recommendation to the City Council to update the Blacktopping Procedure to include these changes and any other updates they seem fit.

**Attachments:**

- 1) City of East Bethel Blacktopping Procedure
- 2) Gravel Road Map

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**Fiscal Impact:** None at this time and will vary by project

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**Recommendation(s):**

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**Road Commission Action**

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

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

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

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

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



2241 221<sup>ST</sup> Avenue NE, East Bethel, MN 55011  
(763) 367-7840 Fax (763) 434-9578  
<http://ci.east-bethel.mn.us>

## Procedure to Get Your Road Blacktopped

These are the steps to follow if you would like to have your street (city owned) blacktopped or resurfaced. If it is a private road and not a city maintained street, additional steps will be needed prior to the city doing the improvement.

1. Check to see if your neighbors want to have your street blacktopped and are willing to pay for it. (You may generate a mailing list to send to the residents from city hall records, but usually the residents will be more supportive for the project if you meet with them.) The residents and benefiting property owners will be responsible for paying for the improvement, and if there is not overwhelming support for the improvement, the city council generally will not move forward with the expense to start the process. If there are not already dedicated easements for street, utility and drainage purposes, generally easements must be dedicated by the property owners.
2. Usually people will not sign a petition or support an improvement if they have no idea what the costs may be so it is a good idea to have an estimate of the cost of the improvement to have it brought to city standards. The project usually includes both the base and bituminous. Nate Ayshford, Public Works Manager, may be able to give you a rough estimate and inform you if it could possibly be done as a shape and pave project. If there is an interest in your neighborhood to get your street blacktopped, then bring your written petition requesting to have a Shape and Pave project to the Roads Committee. If the Roads Committee and the City Council agree with the Public Works Manager that the project is viable as a **shape and pave with no engineering and may not be to current city standards**, the Public Works Manager shall advertise for bids, and upon receipt of bids for the project, the costs will be relayed to the person heading the petition. The costs are substantially less if it can be a shape and pave project without drainage improvements and engineering costs, but to do it as a shape and pave project, the entire estimated cost of the project must be prepaid prior to awarding any bid. The *residents* must collect their entire amount of the cost of the project without city assistance and prepay to the city prior to the bid being awarded. Usually bids are held no more than 30 days.
3. If the city engineer is involved, there are drainage improvements necessary, benefiting property owners do not want to prepay it or there are other complications, it will then **be a special assessment project and the costs will be higher than a shape and pave project. The following steps are for a Statute 429 process or special assessment project.** The costs would be put on the property owner's tax statement unless prepaid. Property owners will have a choice to prepay the cost as well as to have input into how many years they would like the special assessment (cost) spread on the tax rolls. Most street improvement projects are done under the special assessment method (429 process) below.

-over-

4. If there is an interest in your neighborhood to get your street improved with bituminous surfacing as a **Special Assessment project**, bring your written petition to the Roads Committee requesting to have the city engineer do a feasibility study for closer costs and preliminary design. The petition may state, “We, the benefiting property owners (names and addresses) are requesting the city to consider a bituminous improvement to (street name from where to where) and understand all costs will likely be borne by the benefiting property owners. We are asking that the city do a feasibility report to provide us with more information on the improvement and cost of the proposed improvement.” The petition is used only as a tool to show viable interest, and the City Council determines whether to move forward with the feasibility report. Usually if the support is shown on the petition, the Roads Committee will generally recommend to the city council to order a Feasibility Report (by the City Engineer). The cost of the Feasibility Report is borne by the project either currently or with a future improvement.
5. Upon receipt of the Feasibility Report from the City Engineer with estimated costs for the special assessment improvement project, the City Council would order the Public Improvement Hearing. Benefiting property owners would be given mailed and published notice (by the city) inviting them to come to the Public Hearing. Upon explanation of the feasibility report by the city engineer and providing estimated costs at the hearing, residents are provided with a question/answer period and generally asked if they are in favor of moving forward with the project. If there is a good majority, usually the city council will find the improvement necessary and direct the city engineer to do plans and specs and go out for bids.
6. Upon bids being received, the city would calculate the costs for benefiting property owners, provide a spreadsheet of estimated payments, and the Council would set the Special Assessment Improvement Hearing. Benefiting property owners would again be given mailed and published notice with the spreadsheet of proposed payments and interest rate included in the mailed notice. The Hearing would be held with input from the property owners, and if the residents are still in favor of moving forward with the project, Council would approve the levy of the special assessments, award the bids and proceed with the improvement.

The above is generally the procedure that is followed for a residential improvement and does not include all the details of a 429 procedure. However, the city council may initiate the improvement project (without a petition of interest) if there is a substantial need (whether a reconstruction, service road or other circumstances such as an MSA or other partially funded improvement). An example is the commercial project such as the Aberdeen project by Sims Road off Hwy. 65.

## Petition for Local Improvement (Sample)

\_\_\_\_\_  
Name of Petition Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone where you may be reached on normal workday

To the Roads Committee and City Council of East Bethel, Minnesota:

We, the undersigned, owners of the real property abutting on \_\_\_\_\_  
Street/Ave.

Within \_\_\_\_\_ or between the \_\_\_\_\_  
Subdivision Name Street or Ave.

to \_\_\_\_\_ are hereby requesting to have our street improved by Class 5 and bituminous upgrade. We recognize all costs will be borne by the benefiting and/or abutting property owners. If we can have the city complete this project as a "Shape and Pave" project with all costs to be collected prior to an award of bids, this would be our preference. The estimated cost of the improvement by the Director of Public Works without benefit of borings or any other engineering is approximately \$\_\_\_\_\_; each owner's estimated share of the cost is assumed to be approximately \$\_\_\_\_\_. Following receipt of bids, affected property owners shall be informed of the amount that must be collected prior to bid award. This is subject to change based on estimated quantities in bid and an additional amount may need to be provided by the affected property owners.

If this project cannot reasonably be completed as a Shape and Pave project with no engineering as described under 1 and 2 above, we are requesting that the City Engineer provide a Feasibility Study to determine if the project is feasible and to provide estimated costs pursuant to Minnesota Statutes, Chapter 429 as a Special Assessment project (primarily summarized above from 3. to the bottom of second page).

The City Engineer shall include any necessary drainage improvements, organic soils removal or other improvements necessary to the project. We realize the cost will be higher than a Shape and Pave project, and a public hearing shall be held as required by law for the affected property owners to provide estimated costs prior to the bids being awarded and improvement moving forward. These preliminary costs shall be part of the improvement project.

Name of Benefiting Property Owner	Address or Property Description (PIN#)

Additional names and addresses on reverse side.





# City of East Bethel Road Commission Agenda Information

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**Date:**

December 13, 2016

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**Agenda Item Number:**

Item 7.0

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**Agenda Item:**

Council Report and Other Business

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**Requested Action:**

Informational Item

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**Background:**

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

**Attachments:**

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**Fiscal Impact:**

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**Recommendation(s):**

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**Road Commission Action**

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

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

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

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

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