

EAST BETHEL CITY COUNCIL MEETING

NOVEMBER 16, 2016

The East Bethel City Council met on November 16, 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 November 16, 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., Restoration Quotes for the Castle Towers Wastewater
Agenda Treatment Plant Demolition Project. Koller 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.**

4.0 Davis presented the staff report, noting on October 15, 2016, Ken Langmade received a
Presentation Certification of Special Congressional Recognition from Congressman Tom Emmer at a
4.0A.1 Veteran's Resource Fair in Monticello, Minnesota. The City of East Bethel wishes to
Res. 2016-56 recognize Ken Langmade for his service to our country and his many civic contributions to
Ken the City of East Bethel. He recommended the City approve Resolution 2016-56.
Langmade

**Mundle stated I'll make a motion to approve Resolution 2016-56, Recognition of Ken
Langmade Certificate of Special Congressional Recognition. Koller 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.**

On behalf of the Council and City, Mayor Voss thanked Mr. Langmade for his service to
East Bethel and presented him with a framed and signed Resolution, which he also read in
full. Mr. Langmade introduced his wife and thanked everyone for this recognition. All
responded with a round of applause.

Fire Fighter Troy Lachinski stated he has had the pleasure of working with Mr. Langmade
during Booster Days and to raise funds for the Fire Relief Association, noting Mr.
Langmade had also been invited to the dinner as the #1 fundraiser for the past several years.
He extended the Fire Department's appreciation to Mr. Langmade.

4.0A.2 Lachinski referenced the 95-page presentation that had been included in the meeting packet
Fire Relief and explained the sole purpose of the Fire Department's Fire Relief Association is to
Assoc. provide a benefit/pension to its members that have met the minimum requirements. This
Benefit pension is payable upon retirement when a member has reached ten years of service and age
Increase of 50. Currently the fund is managed by Hartman and Hartman Investments with oversight
4.0A.2 by the Relief Association Board. This benefit is provided to attract and retain well-qualified

Fire Relief volunteer fire fighters. The goal is to maintain a fully funded pension plan and provide Assoc. retirees with accurate timely payment of their benefits.
Benefit
Increase

Lachinski stated the Department currently has 16 vested members, or 51% of the entire Department, totaling 295 years of experience or 81% of the total Department experience, and 100% of the officers. Lachinski described the training required for a recruit to operate independently and importance of keeping the most qualified people.

Lachinski stated an independent audit is performed each year and a multitude of reports are submitted to the State Auditor each year. He referred to this year's maximum benefit worksheet that came out to \$5,300 per year of service. He explained they look at this amount, the stock market, and what would happen if there were an average rate of return for the year of 3.5%. They also consider a scenario if there was a 0% rate of return or a -3.5% rate of return. After looking at those numbers, they determine whether it is time to ask for a benefit increase. Lachinski noted the money in this fund is solely for the purpose of providing pensions. The fund is currently at just over \$1.7 million and after looking at the numbers, it became clear they should request a \$100 benefit increase.

Lachinski explained by increasing the benefit by \$100 per year of service, there will be no fiscal impact on the City and it retains a 110% funded status. He stated in addition to providing fire and rescue services to the citizens of East Bethel, they are also involved with a Fire Safety Program at the local schools, the Heart Safe Program, are the charter organization for Cub Scout Pack #387, formed a Fire Auxiliary, provide First Aid training to local clubs, are part sponsors of the Fire Explorers Program, host a lunch program with past Fire Department retirees, support the East Bethel Royalty Program, and the North Anoka County Emergency Food Shelf. Lachinski clarified the current benefit is \$4,500 per year of service and they are requesting an increase to go to \$4,600 per year of service.

Ronning stated the Fire Relief Fund is the Fire Department's money, they have funded it, and been very responsible with investment management, noting that even with a 0% rate of return it will still be 104% funded. Lachinski stated that is correct and it may even be more than that as the stock market is performing higher than expected this year at 4.7% rate of return as of last Friday. Ronning noted if there is a -3.5% return, the fund would be 101% funded. Lachinski stated that is correct and they are requesting approval to ratify their bylaws to increase the benefit level as reflected in Appendix A.

Ronning stated I'll move for approval of the Relief Fund Request to increase by \$100 from \$4,500 to \$4,600. Koller stated I'll second. Voss asked any discussion? Voss referred to Appendix A that listed the history of amendments to the bylaws. Lachinski stated the top entry reflects the change they are requesting. 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.

Lachinski thanked the City Council for this consideration.

4.0A.3 Commander Shelly Orlando presented the October 2016, Sheriff's Report and response to:
Anoka 2 DWIs; Felony Flee in a Motor Vehicle/2nd Degree Assault/Domestic Assault/Damage to
County Property; Misdemeanor Theft; Controlled Substance Crime/ Tamper with a Motor Vehicle;
Sheriff's Controlled Substance Possession/Warrant Arrest; 2 5th Degree Controlled Substance; and 5th
Oct. Report Degree Controlled Substance/Possess Drug Paraphernalia.

4.0A.3 Orlando announced the Sheriff's Office will be a collection site for Toys for Joy, late Anoka November through mid-December. She described this Anoka County program and County encouraged participation by donating or volunteering. Sheriff's

Oct. Report Voss asked if they responded to more than one 'drug house.' Orlando stated unfortunately there are several different drug houses.

Orlando stated she will not be attending the November 17, 2016, Town Hall Meeting as she will be on vacation but Anoka County Deputy Rollie Sorensen will be in attendance to answer questions.

4.0A.4 Chief DuCharme presented the October Report, noting they responded to 47 fire calls and a Fire Dept. number of accidents. Of the 47 calls, 29 were medical calls with several being lift assists. Report Of the 29 medical calls, 24 were transported by Allina. DuCharme stated there were also several illegal burns. The Fire Department also continued work on the inspection program, reviewed six businesses, and completed a plan review for a sprinkler system.

DuCharme reported on the success of the Fire Department Open House and stated it will be held on a Thursday night next year.

DuCharme stated they responded to a structure fire on Tuesday morning that involved four properties, a garage, a house, a fence, and a shed. He noted it was fortunate the wind was not blowing harder because were many leaves caught fire. This fire is under investigation to determine the cause.

4.0A.5 DuCharme reported on the proposed agreement with Allina Medical Emergency Services to Allina use their Fire Station as an ambulance base and to provide medical direction and education. Rental He noted this information was provided in the City Council's meeting packet. DuCharme Agreement described the history of Allina Medical Emergency Services to provide medical direction and education to the Fire Department, noting the City pays a fee every quarter for this assistance. He explained Allina Medical Emergency Services proposes to have an ambulance inside Fire Station #1 with crew quarters in the existing fitness room. DuCharme stated that room has experienced little use in the past so if approved, the donated workout equipment would be removed and recycled and the space then used by the Allina crew but it will not be used for overnight sleeping quarters.

DuCharme stated the cost, if charged by Allina, for two years of education would be \$5,850. Allina is proposing to pay rent in that same amount so it would be budget neutral. The consideration is to put this agreement into written form.

Voss noted this would be a utilization of space that is currently not being used. DuCharme agreed that is the case and noted Allina is also considering that the call for services in East Bethel is on the rise. He named the location of Allina's other bases in surrounding communities and explained that if approved, Allina would move the Oak Grove base to East Bethel.

DuCharme stated his support for this request as it creates a good triangle from St. Francis to East Bethel to Ham Lake for protection, would enhance the Department's response, and get an ambulance to the scene faster. He clarified that currently, Allina is not deficient in responding but they want to be proactive in making this step.

4.0A.5 In response to the Council's questions, DuCharme explained how the vehicles would be parked.

Allina
Rental
Agreement

Harrington stated I'll make a motion to approve the Allina Facilities and Services Agreement. Mundle stated I'll second. Voss asked any discussion? Voss asked Vierling whether he had reviewed this Agreement. Vierling answered in the affirmative. Voss asked any other discussion? Hearing none, all to the motion say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

DuCharme wished all a safe and wonderful Thanksgiving and warned them to be careful if frying a turkey.

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

6.0 Consent Agenda

Item A	<u>Approve Bills</u>
Item B	<u>November 2, 2016 City Council Work Meeting Minutes</u>
Item C	<u>November 2, 2016 City Council Minutes</u>
Item D	<u>Pay Estimate #2 for the 2016 Street Improvement Project</u>
Item E	<u>IUP Renewal – Carol and Jeff Hintz, 23257 Durant St NE, East Bethel MN 55005</u>
Item F	<u>Restoration Quotes for the Castle Towers Wastewater Treatment Plant Demolition Project</u>

Voss asked to remove Item 6F. Mundle asked to pull Item 6B. **Harrington stated I'll make a motion to approve tonight's consent agenda minus Items 6B and 6F. Koller 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.**

6.0B Nov. 2, 2016 Work Meeting Minutes
Mundle requested a correction on Page 8, 4th Paragraph, indicating: "Mundle asked if the inspectors have worked overtime in ~~2006~~ 2016."

Mundle stated I'll make a motion to approve Item 6.0B, Meeting Minutes from November 2, 2016, as revised above. Koller 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.**

6.0F Restoration Quotes for Castle Towers Wastewater Treatment Plant Demolition Project
Davis explained it has been difficult to obtain quotes for the seeding of the Decommissioning Project at the Castle Towers Wastewater Treatment Plant. Staff talked with five individuals to obtain quotes but received only two, which are included in the meeting packet: Dirt Works at \$9,500 and Peterson Companies at \$14,875. Staff finds it essential to get the dormant seeding mix down at this time to stabilize the disturbed areas and recommends award to Dirt Works.

Ronning stated move to award the recommended contract for restoration work at Castle Towers Wastewater Treatment Plant Demolition Project to Dirt Works, Inc. in the amount of \$9,500. Harrington stated I'll second. Voss asked any discussion?

6.0F Voss referenced the original bid of \$30,470 and asked about the engineer's estimate. Davis stated he does not recall the engineer's estimate for this line item but when the entire project was bid out, only two bids were received for the complete turn-key demolition and this was

Quotes for the line item cost for seeding and final restoration.
 Castle Towers Plant Demolition Project
 Voss asked any other discussion? To the motion, all in favor say aye? **Harrington, Koller, Ronning, and Voss-Aye.** Voss asked any opposed? **Mundle-Abstain. Motion passes (4-0-1 Mundle).**

7.0 Commission, Association and Task Force Reports
New Business

7.0A None.
 Planning Commission

7.0B Davis presented the staff report, noting on November 9, 2016, Mayor Voss, EDA President Dan Butler, and Colleen Winter attended the MnCAR Expo (Minnesota Commercial Association of Realtors) in Minneapolis. This event connects commercial realtors to connect with banks, developers, and local governmental development departments. The City had a display booth at this event to provide promotional materials and to answer questions relating to development opportunities in East Bethel. There were approximately 600 attendees at the event and of this number, over 150 visited the East Bethel booth. Davis reported since this event, two people followed up requesting more information about senior housing opportunities so it appears this event was well worth attending.

7.0B.1
 MnCAR Report

Voss agreed and commented it was ‘eye opening’ as to what commercial realtors do and agreed it was definitely a worthwhile event.

Mundle asked if there are other expos such as this in the State or regional area since the City already has a booth. Voss explained this event was for Minnesota realtors, which is why it was so well attended. Davis stated if staff finds any that would be beneficial, it will be brought before the EDA and City Council. He agreed with Voss that East Bethel should attend the MnCAR Expo again next year.

Informational; no action required.

7.0C None.
 Park Commission

7.0D None.
 Road Commission

8.0 Davis presented the staff report and request of Erryn Magnusen, (dba Loading Dock Specialists) at 22050 Quincy Street NE, for an Interim Use Permit (IUP) to operate his business out of a Detached Accessory Structure. He explained that Mr. Magnusen has been operating this business for a number of years but based on complaints received by the City, Mr. Magnusen was notified by the City that he is required to have an IUP for a home occupation per the City’s Zoning Ordinance. Mr. Magnusen applied for an IUP that was considered by the Planning Commission and recommended for approval on a 4-3 split vote on October 27, 2016.

Department Reports
 8.0A Community Development
 8.0A.1 IUP Renewal
 Magnusen

8.0A.1 Davis noted the City Council granted a one-year IUP for a home occupation to Mr.

IUP Renewal
Magnussen
22050
Quincy Street

Magnusen on November 18, 2015, and it expires on December 1, 2016. However, since the issuance of that IUP, Mr. Magnusen has had compliance issues with the conditions of the IUP as detailed in the meeting packet. Davis explained Mr. Magnusen's employees park vehicles at this address but do not work at this site. In addition to employee and personal use parking, a flatbed, bucket, and plow truck are parked and stored on the property. Previously, there was a dumpster and scissor lift on the property but as of the October 13, 2016 inspection, they were not on site.

Davis advised that the property was inspected in February and March of 2016, and the number of vehicles on site exceeded those permitted. An inspection in August 2016 found the number of vehicles on the site exceeded those allowed per City Code and the IUP. Mr. Magnusen was in compliance with the parking requirements of the IUP on October 13, 2016. On October 9, 2016, City staff inspected the site and observed eight vehicles including the flatbed, bucket, paddle truck along with the contractor van. The site was also inspected today and nine vehicles were found to be parked on the site. Davis advised Mr. Magnusen received notices from the City regarding violations and conditions of his IUP and staff has met with Mr. Magnusen regarding these issues. The violations of the IUP are:

- Continuing pattern of parking more than five vehicles on the property
- Employment of more than three people at the address
- Outdoor storage of equipment
- Generation of traffic over that normally associated with a single-family residence
- Detriment to the residential character neighborhood as a result of the business.

Davis stated staff is seeking direction from City Council as to the renewal of the IUP for Mr. Erryn Magnusen, DBA/Loading Dock Specialists.

Harrington asked if staff was still getting complaints from neighbors because of these violations and issuance of the one-year IUP. Davis answered in the affirmative.

Voss asked about staff follow up when a complaint is received. Davis stated there have been two notices of violations and inspections sent to Mr. Magnusen and staff met with him on one other occasion and attempted to work with him to give him time to come into compliance with the IUP and those conditions.

Ronning stated I move to approve renewal of the IUP for Mr. Erryn Magnusen, DBA/Loading Dock Specialist. Koller stated I'll second. Voss asked any discussion?

Ronning noted this previously came up before the Council and following that, he and Harrington visited the property. He stated this is a corner lot and there are pine or spruce trees on the road side for 221st and Quincy except for the opening to the driveway to his house. He stated the perimeter of the property is pretty well enclosed by trees as well. Ronning stated he drives by occasionally and has not seen these things himself and the property has been in compliance. He noted this man employs people and in a business to support himself and other people who work for him so he has no problem with Mr. Magnusen making a mistake once or twice. He stated he suspects part of the problem is that someone is keeping a close eye on this property.

Voss stated that is why he asked whether staff substantiated the complaint to determine whether the site was in compliance with the IUP. He noted Mr. Magnusen agreed with the conditions of the IUP and it is more than an issue of parked cars.

8.0A.1
IUP Renewal
Magnussen
22050
Quincy Street

Ronning stated the report mentions eight vehicles including the flatbed, bucket, and panel truck along with a contractor van. He asked if the rest were his personal vehicles. Davis explained it does not matter, as by the Zoning Code, only five vehicles can be parked on a residential lot anywhere in the City and those have to be tagged and operational.

Erryn Magnusen, 22050 Quincy Street NE, stated they don't own or have a bucket truck so that should be revisited. Voss referenced photos in the meeting packet showing more than the five allowed vehicles. Magnussen agreed there have been times as he has four personal vehicles but tries to keep two in the garage. He explained that all work vehicles are parked off to the side of the pole shed, out of public view, and those are the four mentioned in the report. Voss stated when this was approved a year ago, the limit was five vehicles. Magnusen said that is maybe where this got off on the 'wrong foot' because they had Building Official/Code Enforcement Nick Schmitz over to the house for an inspection, Colleen Winter did another inspection within a week, and they were told everything was fine the way things were and how they were set up. He stated he did not hear back from them from February until almost September.

Ronning noted part of the issue is excessive traffic but this is a corner lot and the first driveway on the street. He asked if anyone drives through the neighborhood. Magnusen stated excess traffic may be a result of roads becoming busier but from their driveway to 221st is about 100 feet so he does not see how they would be creating congestion. The only thing that's changed in the neighborhood, in the last 14 months, is that another neighbor also running a business from his house. Magnusen noted there was a complaint about cars parked in the street but those are not his cars.

Ronning noted two of the pictures are dated the same day in February and four other pictures are not time stamped. Davis stated they are from March. Voss stated two weeks ago, there were just as many vehicles on the site. Davis stated the bucket truck referred to has a boom. Magnusen stated they have a flatbed and used to have a truck with a crane. He stated he has pictures of his yard showing how it looks every afternoon when everyone is done. They have three vehicles up top, three trucks down below, making six vehicles but the three up top come and go every day.

Magnusen stated his property looks better than some of the neighbor's property. Voss stated there is no dispute the property is kept up but his focus is the agreement that Magnusen signed a year ago stating he would limit it to five vehicles. He asked Magnusen if he intends to comply with that if the renewal is approved. Magnusen answered yes and stated he will have to add onto a shed to get his personal vehicles inside.

Ronning stated when he and Harrington visited the property last year, a neighboring property had junk in the yard including a boat. Voss stated that may be the case but that person is not running a business and asking for an IUP. Ronning stated if someone has a goof, even 20 times in a year, it doesn't seem like a 'killer' to him.

Ronning stated a year ago, it was also mentioned to construct a fence. Voss stated the fence was to screen the dumpster but that was removed from the property. Magnusen stated he would not oppose putting up a fence because the nose of the vehicles is kept in line with the pole shed. Mundle stated when the privacy fence was discussed last year, it was stated it would not be in character with the residential neighborhood and if needed for a business, the business should not be there.

8.0A.1 Harrington asked about his future plans. Magnusen stated they are not that big of a
IUP Renewal company so he would like to stay at this property and if required to rent commercial space,
Magnussen he might as well 'fold the doors.'

22050

Quincy Street Ronning noted the condition restricting employment of more than three people at the address. Magnusen stated he does not understand that condition because there are not more than three, there are only two. Davis stated it was discussed last time and indicated there were three or four employees, a part-time employee, and Mr. Magnusen. That is what the condition was based on but if Mr. Magnusen states that's the case, that's fine and it is not up to the City to verify employment numbers.

Koller noted the condition states no more than three persons and at least one shall reside within the principal dwelling and shall work at the home occupation site. But, they just park their car on the site and don't work at the site. Davis stated this was discussed before that with a home occupation where they don't work at the site, the issue is they still use the site and require parking spaces. This site has about a 4,000 square-foot parking lot in a residential area. Davis clarified he is not against Mr. Magnusen's business but the City was told this was to be inspected and he is reporting what was found relating to excessive vehicles and number of employees. Davis stated when he visited the site today, there appeared to be three employee vehicles, three business trucks, and three personal vehicles parked at the garage.

Ronning stated the ordinance is employment of more than three people at the address. Davis noted the question is whether they park at the address. Ronning agreed that is the complaint. He asked how many work at the address. Magnusen replied none as they park their personal vehicles and take out the trucks. Nothing is produced at this address.

Ronning asked how long employees are at the site, other than their vehicles. Magnusen stated long enough to get directions for the day, so 15 minutes at most in the morning. Then they come back at night and are there for a few minutes. Ronning asked if it causes a lot of traffic in the neighborhood. Magnusen answered no because they live right on the corner next to the main road.

Ronning asked for an explanation of 'outdoor storage.' Davis stated the conditions of the IUP state there should be no storage of materials or equipment on the site. Ronning asked if equipment would include the vehicles. Davis indicated he would say yes, the vehicles are the equipment.

Mundle asked if part of the vehicles would be considered equipment. Ronning said he was just asking for the explanation of equipment, whether it included the vehicles, and the answer was 'yes.' He noted the issue is if the vehicles are being double counted for one event, as that is not the way the system works. Davis noted even with that, six vehicles were parked there today and three pieces of equipment were stored outside.

Voss noted the picture shows nine vehicles and three trailers and all are in agreement there are more than five. Ronning stated it hasn't been there when he drove by and he has taken pictures as well.

8.0A.1 Voss asked Mr. Magnusen if he intended to comply with the IUP that states he can only have five vehicles. Magnusen answered yes. Voss asked when he will come into compliance with that. Magnusen answered right away. Voss asked by December 1, 2016,

IUP Renewal
Magnussen
22050
Quincy Street

which is the next scheduled inspection. Davis clarified that is also when the IUP expires, December 1, 2016. Voss asked how he will come into compliance as he is having a hard time now. Magnussen answered he will put one of his personal vehicles inside and figure it out. Voss thanked Mr. Magnussen.

Voss stated to the motion, all in favor say aye? **Harrington, Koller, Ronning, and Voss-Aye.** Voss asked any opposed? **Mundle-Nay. Motion passes (4-1 Mundle).**

Davis asked about the term for the renewed IUP. **Voss stated I'll make a motion to clarify that this IUP is for a one year period, December 1, 2016, to November 30, 2017. Harrington stated I'll second.** Voss asked any discussion? Hearing none, all in favor say aye? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

8.0B
Engineer

None.

8.0C
City Attorney
8.0C.1
E-Charge
JPA

Davis presented the staff report, indicating the Bureau of Criminal Apprehension (BCA) has developed an electronic charging, or e-Charging, service to facilitate the movement of information between individual data systems in law enforcement, prosecution, courts and the State. He described the process to use this system and resulting benefits as detailed in the staff report. Staff is requesting that Council consider approval of Resolution 2016-57, A Resolution Approving State of Minnesota Joint Powers Agreements with the City of East Bethel on Behalf of Its City Attorney and Law Enforcement Department.

Mundle stated make a motion to approve Resolution 2016-57. Ronning stated 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.**

8.0D
Finance

None.

8.0E
Public Works

None.

8.0F
Fire
Department

None.

8.0G
City
Administrator
8.0G.1
Oak Grove
Bld. Contract

Davis presented the staff report, indicating on November 21, 2012, the East Bethel City Council approved a contract to provide Building Official and Inspection Services to the City of Oak Grove. At that time, the contract fee schedule was structured with Oak Grove charged 95% of their building inspections fees and 100% of the plan review fees for our services. Their previous contractor, Inspectron, Inc. billed for 65% of their fees for inspections and 100% of fees for plan reviews. When the contract was negotiated with Oak Grove, the financial goal was to ensure the City could cover costs for providing this service. Based on the City's experience after the first year of this contract, the fee for building inspections was decreased from 95% to 80% of the schedule for the various permits.

8.0G.1

Davis explained that as part of the understanding between the City of East Bethel and the City of Oak Grove, the contract for services is open for amendment to reflect the needs of both parties. The intent of the consideration of the fee adjustment is to achieve the balance that insures that both cities find it in their mutual interests to continue the agreement. Oak

Oak Grove Bld. Contract Grove has requested that East Bethel consider reducing the charge for services for inspections in 2017 from 80% to 75%. Over the last three years of the contract, East Bethel's current billing arrangement has more than covered the City's expenses. Staff has reviewed this request and feel secure in recommending lowering our charge for the inspection fees to 75%.

Davis presented the 2016 revenues for inspection fees as detailed in the staff report and indicated the current volume of growth in permit issuance is anticipated to continue at a level that will cover the City's costs through extension of the contract through 2017 with the fee reduction. Davis stated staff recommends the amount billed to the City of Oak Grove for inspections services be reduced from 80% to 75% of their permit fees effective January 1, 2017.

Ronning stated I'll move to adopt staff's recommendation that the amount billed to the City of Oak Grove for inspections services be reduced from 80% to 75% of their permit fees effective January 1, 2017, as the City has hired an extra inspector to maintain this level of service and if these fees don't provide for the employment of the additional personnel in the future, the issue will be brought up again to determine what happens with the extra personnel. Davis agreed it is a 'two-way street' with this consideration but the City has sufficient revenue to cover that expense and he sees no change in that for 2017. However, if it does change, it will be a financial decision the City will have to make. Ronning agreed and stated that is why he put it in the motion. **Harrington stated I'll second.** Voss asked any discussion? To the motion, all in favor say aye? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

9.0 Other

9.0A

Staff Reports

9.0A.1

Election Rep.

Davis reported that 5,447 ballots were cast at the polls in the City of East Bethel in the 2016 General Election. As of November 4, 2016, there were 6,876 registered voters in the City. There were 792 new voter registrations on Election Day bringing the total of registered voters for the election to 7,668. He advised 604 absentee ballots were received by the City and 324 absentee ballots were mailed to the County prior to November 8th bringing the total absentee number these ballots to 928. Total persons voting was 6,375 and the voter participation rate was 83%. Absentee ballots represented 12% of the votes cast. Davis stated as a comparison, the State average on voter participation was 74% and the national average was 58% so the City's turnout was exceptional.

Informational; no action required.

9.0A.2

Commission Vacancies

Davis reported on the Commission/Organization vacancies and encouraged anyone interested in serving to make application via the City's website by December 22, 2016, for interview and appointment in January 2017. Mundle asked about resumes previously considered but not appointed and whether letters of interest can be mailed to them. Davis stated staff will do so.

Informational; no action required.

9.0A.3

Sandhill Crane

Update

9.0A.3

Davis indicated the City has been working with the Anoka County and the DNR for the past three years to transfer the School Trust Land Designation (which requires producing revenue from the site) from the Sandhill Crane Natural Area to other DNR forest land. He reviewed the consideration and temporary agreement reached with the DNR to lease the property to Anoka County for a three-year period for \$5,000 annually. That agreement is

Sandhill coming to an end so the City is working with the DNR and contacted Anoka County. A
Crane meeting has been scheduled for December 8, 2016, to update the City and County on the
Update progress of the transfer and Representative Elect Bahr will become involved with this issue beginning in January 2017.

Voss asked if the expectation is to have a new agreement. Davis stated the agreement expires and the DNR is in the process of transferring that designation to their State forest land in Sherburne County. Voss asked if the City should pursue a parallel tract of another lease agreement to assure nothing happens during the interim. Davis stated this was brought up at the May meeting but they did not want to do that as they are in the process of the transfer. Davis stated staff can determine if that should be considered as an interim safety action during the meeting in May. He commented on the assistance of Anoka County Park Department staff who will also attend the May meeting.

Informational; no action required.

9.0B Harrington congratulated Randy Plaisance, Tom Ronning, and Steve Voss on their election.
Council He thanked the candidates that ran for office, saying it is nice to see others get involved and
Report – that they care about what happens in the City.
Member

Harrington Harrington reported on issues addressed at the first Comp Plan meeting. He announced the
Election first public input meeting on the Comp Plan will be January 12, 2017, at City Hall, from
Comp Plan 6:30 – 8:30 p.m., and encouraged those interested to attend and make comment.

Council Ronning echoed Harrington’s comment about people expressing interest in the City and
Member running for election. He thanked all who have participated, noting it important to be
Ronning involved and aware of what is happening.

Council None.
Member
Koller

Council Mundle announced the Town Hall Meeting on November 17, 2016, starting at 6 p.m.
Member
Mundle

Mayor Voss Voss also announced the Town Hall Meeting tomorrow night and stated two of the bigger
Town Hall aspects will be the Highway 65 and Viking Boulevard interchange and talking with WSB
Comp Plan about the Comp Plan. He encouraged residents to get involved in the Comp Plan process, which will be a yearlong, and hopefully end with a product people are happy with.

9.0C Davis thanked Carrie Frost, Karen White, Amy Norling, and Jackie Campbell for their
Other exceptional hard work and long hours put during the election. He noted the high number of absentee ballots put a strain on staff and they performed flawlessly. He also thanked the 31
Thanks to election judges that served, noting all did a fantastic job and there were almost no problems
Staff on with the election. Davis thanked all individuals for their tremendous job.
Election

Election Ronning asked about the City being randomly selected for an election audit. Davis
Audit explained the City was selected randomly for an accuracy test so on Monday, four election judges will do a manual count of the ballots from Precinct #3 to make sure they match the ballots registered on the machine for Precinct #3.

Election

Voss asked how many absentee ballots were received in the past. Davis estimated the last election had just over 100 absentee ballots so this election was eight to nine times that many. Voss stated he voted early and it is quite a process. He stated he hopes an easier process is found for the next election.

**10.0
Adjourn**

Mundle stated I'll make a motion to adjourn. Harrington 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 8:25 p.m.

Submitted by:

Carla Wirth, *TimeSaver Off Site Secretarial, Inc.*