

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:00 p.m.

Date: December 21, 2016



- | | <u>Item</u> | |
|----------------|-------------|--|
| 7:00 PM | 1.0 | Call to Order |
| 7:01 PM | 2.0 | Pledge of Allegiance |
| 7:02 PM | 3.0 | Adopt Agenda |
| 7:02 PM | 4.0 | Presentations and Public Hearings |
| | p. 3 | A. 2016 Economic Development Authority Annual Report – Dan Butler |
| | p. 4-8 | B. Public Hearing, Off-Sale 3.2 Liquor License – Corner Express, 4852 Viking Blvd NE |
| | p. 9-13 | C. Anoka County Sheriff’s Monthly Report |
| | p. 14-19 | D. East Bethel Fire Department Monthly Report |
| 7:25 PM | 5.0 | Public Forum |
| 7:30 PM | 6.0 | Consent Agenda |

Any item on the consent agenda may be removed for consideration by request of any one Council Member and put on the regular agenda for discussion and consideration

- | | | |
|--|----------|--|
| | p. 23-26 | A. Approve Bills |
| | p. 27-38 | B. Meeting Minutes, December 7, 2016 City Council Meeting |
| | p. 39-46 | C. James Metzen Mighty Ducks Grant Agreement |
| | p. 47-49 | D. Pay Estimate #3 for the 2016 Street Improvement Project |
| | p. 50 | E. Approve 2016 Garbage Haulers |
| | p. 51 | F. Approve 2016 Tobacco Licenses |
| | p. 52 | G. TimeSaver Contract |
| | p. 53-55 | H. Recording Secretary Contract |
| | p. 56-57 | I. Dirtworks Final Payment |
| | | J. Rehire of Firefighter |

- | | | |
|----------------|------------|---|
| 7:31 PM | 7.0 | New Business |
| | | Commission, Association and Task Force Reports |
| | | A. Planning Commission |
| | | B. Economic Development Authority |
| | | C. Park Commission |
| | | D. Road Commission |
| | p. 58-62 | 1. December Roads Commission Report |
| 7:35 PM | 8.0 | Department Reports |
| | | A. Community Development |
| | | B. Engineer |
| | p. 63-67 | 1. Phase I Service Road – Wetlands Credits |
| | | C. City Attorney |
| | | D. Finance |

- p. 68-79
 - 1. 2017 Fee Schedule
- E. Public Works
- F. Fire Department
- G. City Administrator
- p. 80
 - 1. December Work Meeting

- 7:45 PM** **9.0** **Other**
- p. 81-82
 - A. Staff Report
 - 1. Sandhill Crane Natural Area
 - 2. Comp Plan Meeting
 - 3. Commission Appointments
 - B. Council Reports
 - C. Other

8:00 PM **10.0** **Adjourn**



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 4.0 A

Agenda Item:

2016 Economic Development Authority Annual Report

Requested Action:

Information only

Background Information:

Dan Butler, President of the East Bethel Economic Development Authority (EDA), will present a report of the 2016 activities of the Authority.

Attachments:

None

Fiscal Impact:

As noted in the Powerpoint

Recommendation(s):

None at this time. Information only.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 4.0 B

Agenda Item:

Public Hearing for an Off Sale Liquor License for Viking Express Inc. dba: Corner Express and consideration of approval of licenses.

Requested Action:

Conduct a Public Hearing and consider approval of an Off Sale Liquor License for Viking Express Inc. dba: Corner Express located at 4852 Viking Blvd. NE, East Bethel, MN 55092.

Background Information:

Staff is recommending that Council conduct a public hearing to take comments from the public regarding an Off Sale Liquor License for Viking Express Inc. as required by East Bethel City Code, Article III, Intoxicating Liquors, Section 6-55. Per notification requirements, the public hearing for this date was published in the Anoka County Union.

The Mayor will open the Public Hearing and invite comments on license application. When there are no additional comments, a motion to close the hearing should be offered followed by a second and a vote on the motion.

At the conclusion of the public hearing Council will consider the approval of an Off Sale Liquor License for Viking Express Inc., dba: Corner Express located at 4852 Viking Blvd. NE.

The Anoka County Sheriff's Office (ACSO) has completed a background check on the owners and there are no issues. The Building Official will inspect the building and provide a compliance report prior the Council meeting. All application materials and fees have been submitted for the Off Sale Liquor License.

Final approval of the license would be contingent on the approval of State Commissioner of Public Safety. Approval of Council is required prior to action by the State.

Attachments:

1. Off Sale Liquor License Application
2. Off Sale License Form
3. Public Notice

Fiscal Impact:

None at this time

Recommendation(s):

Staff recommends conducting the public hearing to receive comments on the Off Sale Liquor License for Viking Express Inc dba: Corner Express. Once the public hearing is closed and there are no reasons to deny the license, staff recommends Council consider approval of an Off Sale Liquor license for Viking Express Inc dba: Corner Express located at 4852 Viking Blvd. NE, East Bethel, MN 55092.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License East Bethel License Period From: 12/21/2016 To: 6/30/2017

Circle One: **(New License)** License Transfer _____ Suspension _____ Revocation _____ Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale **(3.2% Off Sale)**

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$150.00

Licensee Name: Viking Express, LLC DOB _____ Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name Corner Express Business Address 4852 Viking Blvd NE City East Bethel

Zip Code 55092 County Anoka Business Phone 763-413-3337 Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # _____
 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # [REDACTED]
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Navpreet Singh	[REDACTED]	[REDACTED]	1002 114th Ct. NE Blaine, MN
Amarjit Singh	[REDACTED]	[REDACTED]	3407 Harriet Ave #10 Mpls, MN

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes **(No)**) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: West Bend Mutual Insurance Policy # BOV 2188456 00

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
 City Clerk or County Auditor Signature _____ (title) Date _____

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

No. 2016-23

Fee \$ \$150.00



City **EAST BETHEL**

County **ANOKA**

OFF SALE LIQUOR LICENSE

THIS CERTIFIES THAT:

LICENSEE Viking Express, LLC

TRADE NAME Corner Express

STREET ADDRESS OR LOT AND BLOCK NO 4852 Viking Blvd NE, East Bethel, MN 55092

Is authorized to sell intoxicating liquor at off sale subject to the laws and regulations of the State of Minnesota and municipal ordinances for the period beginning December 22, 2016 to June 30, 2017.

THIS LICENSE IS APPROVED

Mayor or President
Given under my hand and the Municipal Corporate Seal
City of **EAST BETHEL** Date _____

Alcohol & Gambling Enforcement Director Date
PS9008-03 (3-05)

CLERK or Recorder



**CITY OF EAST BETHEL
ANOKA COUNTY, MN**

NOTICE OF PUBLIC HEARING

OFF-SALE LIQUOR LICENSE

NOTICE IS HEREBY GIVEN of a public hearing to be held on Wednesday, December 21, 2016, at 7:00 P.M. at City of East Bethel City Hall, 2241 221st Avenue NE, East Bethel, MN 55011, before the East Bethel City Council as required by City Code for Viking Express, Inc. dba Corner Express in conjunction with an Off-Sale Liquor License for the facility located at 4852 Viking Blvd. NE, East Bethel, MN 55092. At said hearing all persons shall be heard who wish to speak for or against the proposed license.

Contact City Hall at 763-367-7840 if you have any questions about the public hearing.

Jack Davis
City Administrator/Clerk/Treasurer

Dated: December 7, 2016
Published: December 9 & 16, 2016, Anoka County UnionHerald



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 4.0 C.

Agenda Item:

Sheriff's Department Report

Requested Action:

Informational only

Background Information:

Commander Shelly Orlando will present the Anoka County Sheriff's Office monthly report of activities to the Council

Fiscal Impact:

None

Recommendation(s):

Informational only.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

Anoka County Sheriff's Office Report November 2016

Custodial Arrests / Significant Events

DWI's – There were 3 DWI arrests in November. One was the result of a property damage accident. The other two stops were the result of driving conduct.

1st Degree Assault / 2nd Degree Assault / Fleeing in a Motor Vehicle – Deputies were called to Hwy 65 and 237th Ave on a male who had been shot in the leg by another male. The suspect had fled the scene in a black Audi. Sgt. Herschberger arrived on scene and found the male victim with a gunshot wound to his thigh. The male was being complaining of pain and laying on the ground. The male was further concerned that the suspect would head over to his residence and “shoot it up”. Deputies did respond to the residence and determined that the suspect had not come back there. Other responding deputies began looking for the suspect vehicle. The suspect vehicle was located on Viking Blvd, traveling west. A pursuit began in which the suspect was driving recklessly and at dangerous speeds. The pursuit continued into Oak Grove, Andover and while approaching Anoka, the suspect veered towards Anoka Officers who were outside their squads after placing stop sticks in the road. The officers were able to jump out of the way and the pursuit continued. The suspect ended up going onto Hwy 10 in Anoka, where his car became disabled. The suspect then fled the vehicle on foot and was captured nearby. The suspect did sustain a gunshot wound from an arresting officer. In a subsequent interview with the victim, he advised that he was going to sell the suspect some methamphetamine when he was shot. The suspect would not give any statements to the detectives.

2nd Degree Assault – Deputies were called to a storage unit business on an assault that had just occurred. Upon arriving, deputies were informed that the ex-boyfriend of a female had arrived at the storage unit while she was there with another male. The ex-boyfriend had questioned the male as to what he was doing with the female and if he was having relations with her. The ex-boyfriend then came at the male victim and attempted to punch him. The male victim was able to move away and was not struck. The ex-boyfriend then took out what was believed to be a knife and pointed it at the victim. The victim, believing he was going to be stabbed located a stick to

defend himself. The suspect then threw the knife over the fence and left the area. A K9 search turned up a screwdriver which is believed to have been the weapon that the suspect had. The suspect was arrested by Ramsey County after an attempt to locate and pickup had been placed.

Criminal Vehicular Operation – A passerby called in a reported drunk driver traveling eastbound on Viking Blvd from Lake George Blvd. Deputy Redman was traveling westbound on Viking Blvd and came across a vehicle which fit the suspect description. By the time Deputy Redman was able to turn around, the suspect vehicle was stopped for the red light at Hwy 65. The vehicle then began to cross through the intersection against the red light and struck a vehicle which had been traveling north on Hwy 65, turning to travel west on Viking Blvd. The driver of the other vehicle sustained some minor injuries. The suspect driver smelled of alcohol and failed field sobriety tests. When asked how much he had to drink, he said “a lot”. A search warrant for a blood test was conducted at Mercy Hospital. The suspect driver did not appear to have any injuries.

Counterfeit Currency – Deputy Barrett was called to a business regarding two counterfeit \$50 bills which had been passed during the prior week. The business did know who the suspect was that had passed these bills. The bills were taken into evidence and the case is being investigated.

CITY OF EAST BETHEL

NOVEMBER 2016

ITEM	November-16	October-16	YTD 2016	YTD 2015
Radio Calls *	409	464	4,516	NA**
Burglaries	4	3	25	35
Thefts	11	19	116	151
Crim Sex Conduct	1	4	15	11
Assault	2	6	14	22
Damage to Property	2	8	39	41
Harass Comm	4	3	16	31
Felony Arrests	10	9	38	55
Gross Misd Arrests	4	0	6	6
Misd Arrests	5	14	76	108
DUI Arrests	3	2	28	48
Domestic Arrests	2	1	16	33
Warrant Arrests	5	7	63	41
Traffic Arrests	70	63	732	754

** Radio Calls is the actual data received from Central Communications*

*** Radio Calls from 2015 are not available*

CITY OF EAST BETHEL – COMMUNITY SERVICE OFFICERS

NOVEMBER 2016

ITEM	November-16	October-16	YTD 2016	YTD 2015
Calls For Service	12	23	284	490
Accident Assist	2	6	26	23
Vehicle Lock Out	1	2	3	38
Extra Patrol	2	15	292	336
House Check	0	0	0	0
Business Check	0	0	3	3
Animal Complaints	4	6	81	87
Traffic Assist	0	1	23	28
Aids: Agency	14	31	417	466
Aids: Public	4	6	98	186
Paper Service	0	0	7	3
Inspections	0	0	0	1
Ordinance Violations	1	0	14	11



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 4.0 D

Agenda Item:

Fire Department Report

Requested Action:

Informational only

Background Information:

Fire Chief Mark DuCharme will provide a report of November activities to the Council.

Fiscal Impact:

Recommendation(s):

Informational only.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

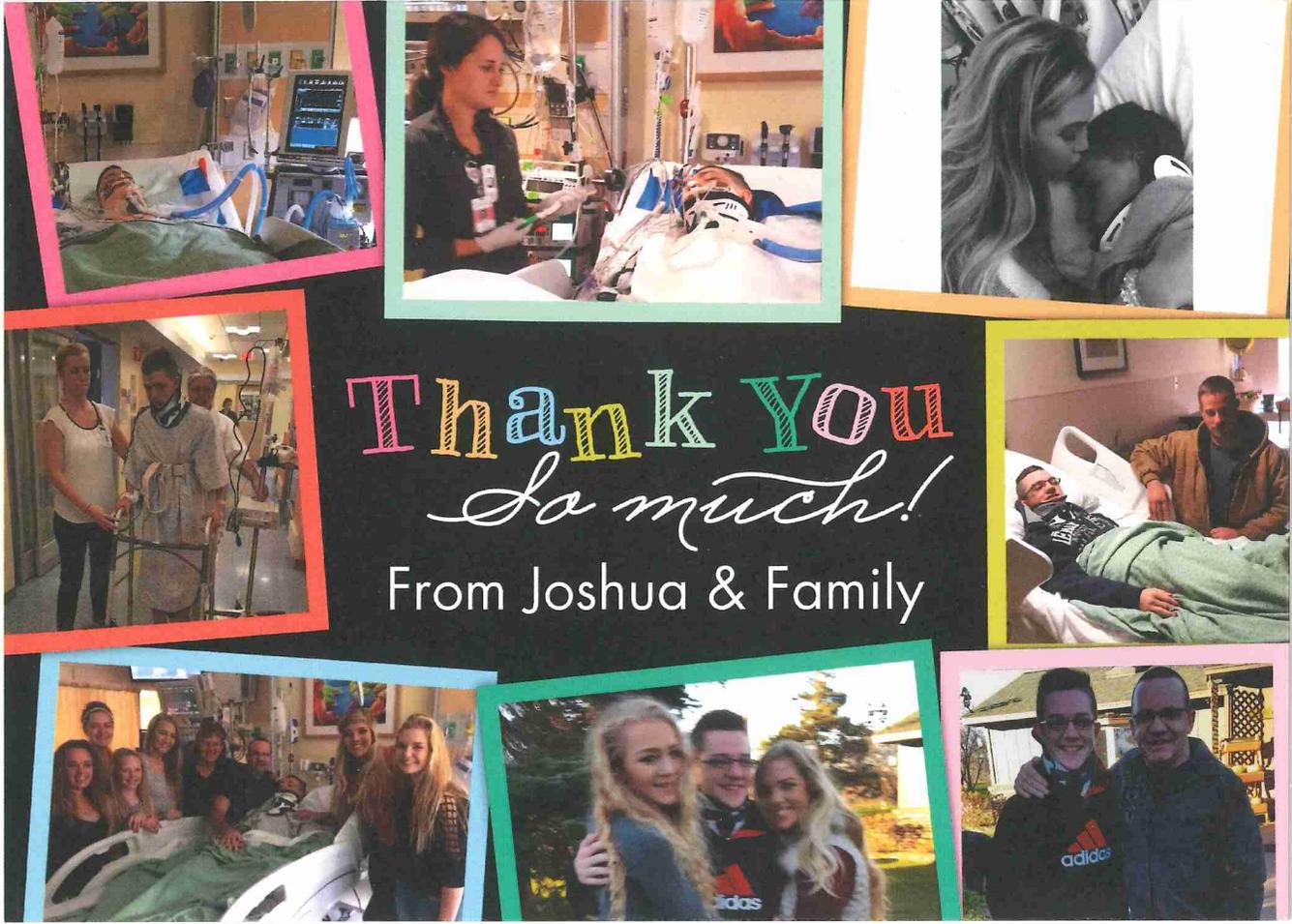
Vote No:_____

No Action Required:_____



East Bethel Fire Department November, 2016 Response Calls

Incident Number	Incident Date	Alarm Time	Location	Incident Type
486	11/27/2016	09:19	18164 65 HWY NE	EMS call
485	11/27/2016	03:38	515 193rd AVE NE	EMS call
484	11/26/2016	20:41	23514 Highway 65	Unauthorized burning
483	11/26/2016	13:38	20675 Highway 65	EMS call
482	11/26/2016	10:02	23656 7th ST NE	EMS call
481	11/25/2016	17:59	2415 225 AVE	Lift Assist
479	11/23/2016	14:06	21108 Polk ST	EMS call
478	11/23/2016	05:43	20926 Beaver DM	Power line down
477	11/23/2016	02:46	200 Grove RD	Power line down
480	11/22/2016	19:23	21210 Polk ST	Unauthorized burning
476	11/22/2016	12:04	1055 229 AVE	EMS call
475	11/22/2016	08:15	24355 Hwy 65	Lift Assist
474	11/22/2016	08:07	3806 Edmar LN	EMS call
473	11/20/2016	14:15	19704 Rochester ST NE	EMS call
472	11/19/2016	17:17	1055 229th AVE	EMS call
471	11/19/2016	00:30	20036 Hwy 65	EMS call
470	11/19/2016	23:57	20036 65 HWY NE	EMS call
469	11/18/2016	20:25	19455 Highway 65	Vehicle accident
468	11/18/2016	19:17	2717 183rd AVE	Power Lines Down
467	11/18/2016	14:55	Wild Rice DR & Marmon St	Vehicle accident
466	11/17/2016	22:44	21242 Rendova ST NE	EMS call
465	11/17/2016	16:30	21383 Ulysses ST NE	EMS call
464	11/17/2016	12:24	23705 Highway 65	EMS call
463	11/17/2016	10:14	18335 Everglade DR NE	Building fire
462	11/16/2016	21:44	Highway 65 & Viking Blvd	Vehicle accident
461	11/16/2016	16:51	22435 Palisade ST NE	EMS call
460	11/16/2016	13:55	24355 Hwy 65	EMS call
459	11/15/2016	03:36	18335 Everglade DR NE	Building fire
459	11/15/2016	03:36	18340 Lakeview Point DR	Building fire
459	11/15/2016	03:36	18325 Everglade DR NE	Building fire
458	11/12/2016	01:13	237th Ave NE	Vehicle accident
457	11/12/2016	00:03	24355 Highway 65	EMS call
456	11/11/2016	13:37	22824 Taylor ST NE	EMS call
455	11/09/2016	12:46	24355 Hwy 65	EMS call
454	11/08/2016	20:00	2751 Viking BLVD	Election Assistance
453	11/08/2016	05:50	2751 Viking BLVD	Election Assistance
452	11/08/2016	03:47	24355 65 HWY NE	EMS call
451	11/05/2016	19:40	19765 Stutz ST NE	Unauthorized burning
450	11/05/2016	13:34	Viking BLVD & North Coon Lake Blvd	Vehicle accident
449	11/05/2016	10:17	20136 Erskine ST NE	Gas leak
448	11/03/2016	20:24	20885 Austin ST NE	EMS call
447	11/03/2016	17:54	Wild Rice & Viking Blvd	Vehicle accident
446	11/03/2016	16:45	Hwy 65 & Klondike	Vehicle Accident
445	11/02/2016	19:57	1945 229 AVE	Vehicle accident
444	11/02/2016	16:58	Viking BLVD NE & Vickers	Vehicle accident
443	11/02/2016	16:47	218 Ivy RD NE	EMS call
442	11/01/2016	18:19	19444 5th ST NE	EMS call
441	11/01/2016	14:03	2415 225 AVE	Lift Assist
Total				



Thank You
So much!
From Joshua & Family

East Bethel Fire Department,

On October 14th, our son, Joshua Bouley, was in a very serious ATV accident along Highway 65, near Northway Sports & Moonshine Whiskey. There were many heroes that night as Joshua was rescued from his accident. All the right people, were in the right places at the right time. Joshua didn't have much time left (his hemoglobin dropped to 3 with internal bleeding!). The emergency personnel that were on that night are a part of Joshua's miraculous story of recovery. Joshua will celebrate his 15th birthday this week on December 14th. Joshua is healed and whole. God is good! We are so grateful to all those who are a part of his story. +
Thank You! Brian + Cheryl Bouley family

City of East Bethel

Subject: Fire Inspector Report

November 1 – 30, 2016

City of East Bethel Fire Inspection List

Name	Address	Comments
Quality Woodworking	425 189th Ave	No Violations
Top A Truck	22418 Hwy 65	No Violations
Transworks	18607 Hwy 65	No Violations
Hunters Inn	20454 Hwy 65	Closed
Road Warrior Tattoo	18505 Hwy 65	No Violations
PEI	3158 Viking Blvd	No Violations
Preferred Tool	3140 Viking Blvd	No Violations
Steve's Heating	21345 Aberdeen St.	No Violations
Two Times Inc	21217 Hwy 65	No Violations
Grace Counseling	21471 Ulysses St 300	Open Flame
Boss Control Systems	21471 Ulysses St 200	No Violations
Route 65 Liquors	18453 Hwy 65	Electrical Panel Clearance
Northway Sports	21429 Ulysses St	2 nd Inspection: No Violations
Builders By Design	21058 Davenport St.	2 nd Inspection: No Violations

NOTE: First Inspections Unless Noted

00 Businesses Inspected

Reported by: Mark Duchene
Fire Inspectors



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 6.0 A-J

Agenda Item:

Consent Agenda

Requested Action:

Consider approval of the Consent Agenda

Background Information:

Item A

Approve Bills

Item B

December 7, 2016 City Council Meeting Minutes

Meeting minutes from the December 7, 2016 City Council Meeting are attached for your review and approval.

Item C

James Metzen Mighty Ducks Grant Agreement

The City of East Bethel applied for a grant with the Minnesota Amateur Sports Commission for an electric Zamboni and Edger on August 17, 2016.

On November 17, 2016 the City received notification from Board of Directors of the Minnesota Amateur Sports Commission that the City's application for grant funds in the amount of \$72,000 was approved. This is a 50/50 matching grant with the City's share being paid from the Ice Arena Fund. Staff recommends the City Council consider approving the attached grant agreement.

Item D

Pay Estimate #3 for the 2016 Street Improvement Project

This item includes Pay Estimate #3 to Knife River Corporation for the 2016 Street Improvement Project. This pay estimate includes payment for restoration and a reduction in the retainage from 5% to 3%. With the exception of some minor punch list items all work has been completed for this project. Turf establishment will be verified in the spring and any deficient areas will be addressed with the contractor. Staff recommends partial payment of \$40,357.62. A summary of the recommended payment is as follows:

Total Work Completed to Date	\$ 699,283.28
Less 3% Retainage	\$ 20,978.50
Less Previous Payments	<u>\$ 637,947.16</u>
Total payment	\$ 40,357.62

Payment for this project will be financed from the Street Capital Fund. Funds are available and appropriate for this project. A copy of Pay Estimate #3 is attached.

Item E

Approve 2017 Garbage Haulers

The licensees on the attached list have submitted applications for garbage/rubbish hauler license renewal effective January 1, 2017. All current license holders were sent notice of the renewal on November 23, 2016. We are still waiting for payment from two license holders (LePage & Sons and Walter's Recycling & Refuse). The rest have completed the application form, paid the fees, and submitted the proof of insurance. An updated list will be provided at the City Council meeting on Wednesday, December 21st.

Item F

Approve 2017 Tobacco Licenses

The licensees on the attached list have submitted applications for tobacco license renewal effective January 1, 2017. All current license holders were sent notice of the renewal on November 22, 2016. All but one of the listed license holders (Above and Beyond Vapor) have completed the application form, paid the required fees (\$200), and submitted proof of insurance as required by statute.

Item G

2017 TimeSaver Contract

TimeSaver Off Site Secretarial, Inc. (TOSS) has been providing recording secretarial services for City Council Meetings since May 2014. Costs for their service through November 2015 were \$17,490. 2016 costs for the same time period have been \$9,619. Projected costs for 2017 are estimated to be \$8,500.

Their proposed contract for 2017 is attached. The cost of preparing the meeting minutes is based on the length of the meeting and the number of pages required.

Prior to contracting with TOSS, City Staff costs for minute recording averaged approximately \$15,000 per year. Funds for this service are included in the 2017 Budget.

Item H

Recording Secretary Contract

Gail Gessner has been providing recording secretary services for the Parks, Planning, and Road Commissions and the EDA since December 2015. A copy of the proposed contract for 2017 is included in an attachment to the Consent Agenda. Funds for this position are included in the 2017 Budget.

Item I

Dirtworks, Inc Final Payment for Site Restoration for the Castle Towers Wastewater Treatment Plant Decommissioning Project

On November 16, 2016 Dirtworks, Inc was selected as the contractor for the restoration work at the Castle Towers Wastewater Treatment Plant with a low quote of \$9,500. Dirtworks has completed the restoration on the site per the contract requirements. Staff recommends payment to Dirtworks in the amount of \$9,500 for the restoration work for the Castle Towers Wastewater Treatment Plant Decommissioning Project. A copy of the Dirtworks invoice is attached.

All work is now complete for the Castle Towers Wastewater Treatment Plant Decommissioning Project. The original bid for this project was \$500,007.00 as previously discussed at past council meetings. The final actual construction cost for this work was \$109,050.00. A comparison of the original bid costs to the actual final construction cost is attached.

Item J

Rehire of Firefighter

Paul Bermudez resigned as a firefighter one year ago. At that time, work and life commitments had prevented him from meeting minimum requirements. Mr. Bermudez has over ten years of experience with the East Bethel Fire Department. Mr. Bermudez has changed his work schedule and, he believes, that he is now able to commit making the minimum requirements of call response, training requirements and other Fire Department activities.

Mr. Bermudez will be required to meet Firefighter II Minnesota State recertification and to meet EMR (Emergency Medical Responder) Minnesota State requirements. Mr. Bermudez is in the process of meeting these requirements through remedial education and testing.

Mr. Bermudez will be a welcome addition and asset to the East Bethel Fire Department. Mr. Bermudez will be assigned to Station 2.

Staff recommends Council approves the rehire of Paul Bermudez as of January 1, 2017 with a one year probationary period.

Recommendation(s):

Staff recommends approval of the Consent Agenda as presented.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel
December 21, 2016
Payment Summary

Payments for Council Approval	
Bills to be approved for payment	\$66,829.70
Electronic Payroll Payments	\$46,348.59
Payroll - City Council, December 15, 2016	\$1,775.35
Payroll - Fire Department, December 15, 2016	\$8,268.88
Payroll - City Staff, December 15, 2016	\$41,179.59
Total to be Approved for Payment	\$164,402.11

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint	112916	Wright-Hennepin Coop Electric	615	49851	\$29.95
Arena Operations	Cleaning Supplies	214294	Class C Components	615	49851	\$383.11
Arena Operations	Information Systems	B161201J	Anoka County Treasury Dept	615	49851	\$75.00
Arena Operations	Refuse Removal	2330805	Ace Solid Waste, Inc.	615	49851	\$150.48
Arena Operations	Professional Services Fees	100028	Gibson Management	615	49851	\$9,000.00
Building Inspection	Conferences/Meetings	2110002186	Regents of University of MN	101	42410	\$110.00
Building Inspection	Conferences/Meetings	2110002187	Regents of University of MN	101	42410	\$420.00
Building Inspection	Conferences/Meetings	2110002188	Regents of University of MN	101	42410	\$220.00
Building Inspection	Electrical Permits	120116	Brian Nelson Inspection Svcs	101		\$588.75
Building Inspection	Full-Time Employees Regular	2110002189	Regents of University of MN	101	42410	\$420.00
Building Inspection	Tires	1-67740	Steve's Tire Inc.	101	42410	\$552.36
Central Services/Supplies	Cleaning Supplies	IN1415304	Innovative Office Solutions	101	48150	\$90.34
Central Services/Supplies	Information Systems	B161201J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Information Systems	B161201J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Office Equipment Rental	INV678293	Metro Sales Inc.	101	48150	\$611.19
Central Services/Supplies	Office Equipment Rental	3100791908	Pitney Bowes	101	48150	\$151.32
Central Services/Supplies	Office Supplies	IN1415304	Innovative Office Solutions	101	48150	\$79.10
Central Services/Supplies	Office Supplies	IN1428179	Innovative Office Solutions	101	48150	\$38.66
Central Services/Supplies	Printing and Duplicating	16649	Catalyst Graphics, Inc.	101	48150	\$585.94
Central Services/Supplies	Telephone	120116	CenturyLink	101	48150	\$100.28
Central Services/Supplies	Office Supplies	9596-01	Do Good Biz	101	48150	\$1,113.18
City Administration	Professional Services Fees	M22531	TimeSaver Off Site Secretarial	101	41320	\$428.00
Economic Development Authority	Professional Services Fees	120316	Gail E. Gessner	232	23200	\$100.00
Economic Development Authority	Professional Services Fees		WSB & Associates, Inc.	232	23200	\$1,777.00
Elections	General Operating Supplies	2016-73	Anoka County Treasury Dept	101	41410	\$233.03
Elections	Travel Expenses	120216	Karen White	101	41410	\$10.04
Fire Department	Conferences/Meetings	631612	Century College	101	42210	\$1,512.50
Fire Department	Conferences/Meetings	200001588	MN State Fire Chiefs Assoc.	101	42210	\$275.00
Fire Department	Conferences/Meetings	200001594	MN State Fire Chiefs Assoc.	101	42210	\$275.00
Fire Department	Conferences/Meetings	127850	Viking Trophies	101	42210	\$743.26
Fire Department	Equipment Parts	1216-578	Advanced First Aid	101	42210	\$128.40
Fire Department	General Operating Supplies	40442	Menards - Forest Lake	101	42210	\$220.59
Fire Department	General Operating Supplies	336248	Ohlin Sales, Inc.	101	42210	\$176.93
Fire Department	General Operating Supplies	82345342	Bound Tree Medical	101	42210	\$1,977.92
Fire Department	Motor Vehicles Parts	610479	Ham Lake Hardware	101	42210	\$116.99



City of East Bethel
December 21, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Fire Department	Refuse Removal	2330805	Ace Solid Waste, Inc.	101	42210	\$94.96
Fire Department	Small Tools and Minor Equip	31299	Alex Air Apparatus, Inc.	101	42210	\$1,903.00
Fire Department	Software Licensing	2017	Active911 Inc.	101	42210	\$411.25
Fire Department	Telephone	120116	CenturyLink	101	42210	\$63.98
Fire Department	Telephone	120116	CenturyLink	101	42210	\$92.86
Fire Department	Monthly Cleaning of Fire Station	1055	Bill's Quality Cleaning	101	42210	\$84.00
Fire Department	General Operating Supplies	169326	Clareys	101	42210	\$580.00
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	36363	Menards Cambridge	101	41940	\$70.43
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	398870000	E.H. Renner & Sons, Inc.	101	41940	\$194.77
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-11-16	Premium Waters, Inc.	101	41940	\$26.30
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	112916	Wright-Hennepin Coop Electric	101	41940	\$210.90
General Govt Buildings/Plant	Refuse Removal	2330805	Ace Solid Waste, Inc.	101	41940	\$56.05
General Govt Buildings/Plant	Water Softner Rental	3161	Robert B Hill	101	41940	\$18.00
General Govt Buildings/Plant	Weekly Cleaning of City Hall	1053	Bill's Quality Cleaning	101	41940	\$380.00
Legal	Legal Fees	11 2016	Eckberg, Lammers, P.C.	101	41610	\$8,552.35
Legal	Legal Fees	3798	Eckberg, Lammers, P.C.	101	41610	\$800.00
Legal	Legal Fees	3798	Eckberg, Lammers, P.C.	101	41610	\$96.00
Legal	Legal Fees	3798	Eckberg, Lammers, P.C.	101	41610	\$84.00
Mayor/City Council	Conferences/Meetings	IN1415304	Innovative Office Solutions	101	41110	\$14.00
Mayor/City Council	Dues and Subscriptions	238465	League of MN Cities	101	41110	\$10,919.00
Mayor/City Council	Other Advertising	89015	The Courier	101	41110	\$50.00
MSA Street Construction	Legal Fees	3798	Eckberg, Lammers, P.C.	402	40200	\$1,169.50
Park Maintenance	Clothing & Personal Equipment	1182215645	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Office Supplies	IN1428179	Innovative Office Solutions	101	43201	\$17.79
Park Maintenance	Sign/Striping Repair Materials	29098	Advantage Signs & Graphics Inc	101	43201	\$2,395.00
Park Maintenance	Small Tools and Minor Equip	4043037830	BlueTarp Financial, Inc.	101	43201	\$145.93
Payroll	Union Dues	12 2016	MN Public Employees Assn	101		\$429.00
Planning and Zoning	Escrow Reimbursement	120716	Blue Ribbon	101		\$1,000.00
Planning and Zoning	Escrow Reimbursement	121316	Dependable Electric	101		\$73.00
Planning and Zoning	Escrow Reimbursement	120716	Jim Malvin	101		\$1,000.00
Planning and Zoning	Escrow Reimbursement	120716	Robert Spielman	101		\$1,000.00
Planning and Zoning	Escrow Reimbursement	121416	Steve and Tricia Quale	101		\$300.00
Planning and Zoning	Escrow Reimbursement	121416	Stacey Persons	101		\$300.00
Planning and Zoning	Escrow Reimbursement	121416	Nick and Rachael Nelson	101		\$300.00
Planning and Zoning	Filing Fees	2153633	Anoka County	101	41910	\$92.00
Planning and Zoning	Professional Services Fees	112016	Gail E. Gessner	101	41910	\$100.00
Planning and Zoning	Professional Services Fees	120316	Gail E. Gessner	101	41910	\$100.00
Police	Professional Services Fees	11 2016	Gratitude Farms	101	42110	\$600.00
Recycling Operations	Printing and Duplicating	16649	Catalyst Graphics, Inc.	226	43235	\$39.06
Recycling Operations	Refuse Removal	2330805	Ace Solid Waste, Inc.	226	43235	\$182.75
Recycling Operations	Repairs/Maint Machinery/Equip	84518	Gerdin Auto Service Inc	226	43235	\$42.95
Recycling Operations	Small Tools and Minor Equip	37106	Menards Cambridge	226	43235	\$89.20
Recycling Operations	Travel Expenses	120216	Karen White	226	43235	\$14.80
Recycling Operations	Supplies	9596-01	Do Good Biz	226	43235	\$74.21
Sewer Operations	Professional Services Fees	1059172	Metropolitan Council Env Svcs	602	49451	\$1,727.92
Sewer Operations	Small Tools and Minor Equip	39931	Menards - Forest Lake	602	49451	\$137.29



City of East Bethel
December 21, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Bldg/Facility Repair Supplies	39588	Menards - Forest Lake	101	43220	\$48.48
Street Maintenance	Bldgs/Facilities Repair/Maint	1182215645	G&K Services - St. Paul	101	43220	\$9.44
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-11-16	Premium Waters, Inc.	101	43220	\$26.30
Street Maintenance	Cleaning Supplies	3110776	Dalco	101	43220	\$82.20
Street Maintenance	Clothing & Personal Equipment	1182215645	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	General Operating Supplies	609636	Ham Lake Hardware	101	43220	\$17.42
Street Maintenance	General Operating Supplies	288171	S & S Industrial Supply	101	43220	\$22.95
Street Maintenance	Motor Vehicle Services (Lic d)	65099	Ancom Communications	101	43220	\$363.75
Street Maintenance	Motor Vehicle Services (Lic d)	1719	Central Truck Service, Inc	101	43220	\$288.88
Street Maintenance	Motor Vehicles Parts	F-263400096	Allstate Peterbilt North	101	43220	\$22.44
Street Maintenance	Motor Vehicles Parts	3642777	Auto Nation SSC	101	43220	\$266.42
Street Maintenance	Motor Vehicles Parts	3647737	Auto Nation SSC	101	43220	\$32.26
Street Maintenance	Motor Vehicles Parts	C241213986:01	I State Truck Inc.	101	43220	\$199.30
Street Maintenance	Professional Services Fees	6110328	Gopher State One-Call	101	43220	\$33.75
Street Maintenance	Refuse Removal	2330805	Ace Solid Waste, Inc.	101	43220	\$187.52
Street Maintenance	Shop Supplies	288004	S & S Industrial Supply	101	43220	\$22.27
Street Maintenance	Small Tools and Minor Equip	4588128	Acme Tools - Plymouth	101	43220	\$129.00
Street Maintenance	Snowplow Cutting Edges	97081	H&L Mesabi	101	43220	\$3,163.66
Street Maintenance	Street Maint Materials	25173	Bjorklund Companies, LLC	101	43220	\$569.94
Street Maintenance	Street Maint Materials	25195	Bjorklund Companies, LLC	101	43220	\$236.78
Street Maintenance	Street Maint Materials	36354	Menards Cambridge	101	43220	\$76.27
Street Maintenance	Telephone	120116	CenturyLink	101	43220	\$72.85
Water Utility Operations	Bldgs/Facilities Repair/Maint	112916	Wright-Hennepin Coop Electric	601	49401	\$129.88
Water Utility Operations	Chemicals and Chem Products	3986999 RI	Hawkins, Inc	601	49401	\$35.00
Water Utility Operations	Chemicals and Chem Products	3990978 RI	Hawkins, Inc	601	49401	\$1,430.44
Water Utility Operations	Telephone	120116	CenturyLink	601	49401	\$74.94
Water Utility Operations	Telephone	120116	CenturyLink	601	49401	\$129.67
Water Utility Operations	Telephone	120116	CenturyLink	601	49401	\$187.54
Water Utility Operations	Utility Maint Supplies	9298467060	Grainger	601	49401	\$57.25
						\$66,829.70



City of East Bethel
December 21, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Electronic Payroll Payments						
Payroll	PERA					\$6,685.24
Payroll	Federal Withholding					\$6,209.61
Payroll	Medicare Withholding					\$2,031.36
Payroll	FICA Tax Withholding					\$8,014.74
Payroll	State Withholding					\$2,518.95
Payroll	MSRS/HCSP					\$20,888.69
						\$46,348.59

EAST BETHEL CITY COUNCIL MEETING

DECEMBER 7, 2016

The East Bethel City Council met on December 7, 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
Mike Jeziorski, Finance Director
Craig Jochum, City Engineer

1.0 Call to Order The December 7, 2016, City Council meeting was called to order by Mayor Voss at 7:00 p.m.

2.0 Pledge of Allegiance The Pledge of Allegiance was recited.

3.0 Adopt Agenda **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? That motion passes. **Motion passes unanimously.**

4.0 Presentation
4.0A
2017 Budget Davis presented the staff report, noting Minnesota Statute 275.065 requires cities to conduct a public comment period to offer residents the opportunity to provide input to City Council on proposed budgets and tax levies. The Council directed December 7, 2016, as the regular meeting for this opportunity. As part of this agenda item, Council will be requested to consider tax levies and the budget for 2017.

Jeziorski provided a brief presentation of the proposed 2017 budget and levy including the year-long timeline that included meetings with the Finance Committee and department heads: financial highlights with revenues at 104% of the budget and expenditures at 98% of the budget; General Fund balance projection of \$2.6 million (51%) of the 2017 budget, Capital Cash balance projected at \$2.3 million; strong AA bond rating; union contract approved through 2019; 2010C bond defeased in 2017; 2008A bond callable on February 1, 2018; Reserve Capacity Loan amendment capping it at \$2 million; General Fund total revenues and expenditures increasing by 3% in 2017 (mainly attributable to increases in salary/benefits and the Sheriff's contract); Debt Service Fund Budget expenditures, EDA/HR Budgets; and, total 2017 levy change of 1.5% from \$5,251,300 in 2016 to \$5,329,900 in 2017. Jeziorski reviewed the goals of the EDA and HRA and presented those levies, noting the EDA levy is proposed to decrease 21% and the HRA levy is proposed to increase from \$0 to \$36,000 in 2017.

Jeziorski then presented a levy comparison with Anoka County municipalities, noting East Bethel generally ranks in the middle but in 2017, is projected to have the fifth lowest increase in Anoka County. The Anoka County levy is projected to increase 2.5%, the St. Francis School District is projected to increase by 3.7%, and the Forest Lake School district is projected to increase by 19.1%. Residents had received their 2017 proposed tax statements in the mail and reviewed the factors that impact the levy increase/decrease.

Public Comment Voss opened the public hearing at 7:11 p.m. There being no comment, Voss closed the public hearing at 7:12 p.m.

4.0A.1 Res. 2016-59 Adopting 2017 Budget and Levy Davis presented the budget resolution for the Council’s consideration. **Mundle stated I’ll make a motion to approve Resolution 2016-59, Setting the Final Property Tax Levy and Budget for 2017. Harrington stated I’ll second.** Voss asked any discussion? Hearing none, to the motion, all in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

4.0A.2 Res. 2016-60 Adopting 2017 EDA Budget and Levy Davis presented the budget resolution for the Council’s consideration. **Koller stated I’ll make a motion to approve Resolution 2016-60, Approving the Final Economic Development Authority Property Tax Levy and Budget for 2017. Harrington stated I’ll second.** Voss asked any discussion? Hearing none, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

4.0A.3 Res. 2016-61 Adopting 2017 HRA Budget and Levy Davis presented the budget resolution for the Council’s consideration. **Ronning stated move to approve Resolution 2016-61, Approving the Final Housing and Redevelopment Authority Property Tax Levy and Budget for 2017. Mundle stated I’ll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

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

- 6.0 Consent Agenda**
- Item A Approve Bills
 - Item B November 16, 2016 City Council Meeting Minutes
 - Item C November 17, 2016 Town Hall Meeting Minutes
 - Item D Demolition Bids for 1015 189th Ave NE
 - Item E Castle Towers Lift Station Meter Purchase
 - Item F Permanent Fund Transfer—TIF 1-1 for Administration Costs
 - Item G Comp Time/Vacation/Sick Leave Payments

Harrington stated I’ll make a motion to adopt tonight’s consent agenda. Koller stated I’ll second. Voss asked any discussion? All in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 New Business Commission, Association and Task Force Reports

7.0A Planning Commission 7.0A.1 Sign Permit Variance Hoffman Bros. Sod Davis presented the staff report and request of Hoffman Brothers Sod for a variance for the installation of a changeable electronic sign for their business at 19455 Highway 65 NE, PIN 29-33-23-30-0001. This request was presented to the Planning Commission at their November 29, 2016 meeting. Davis stated the proposed sign would be 96 square feet and 20 feet in height. The sign is proposed as a standard 4’ x 12’ non-changeable business sign in an illuminated cabinet and a changeable 6’ x 8’ electronic sign below the fixed sign as depicted in Attachment 2. He advised that the zoning of this business location is City Center District and within this designation, no changeable electronic signs are permitted.

7.0A.1
Sign Permit
Variance
Hoffman
Bros. Sod

However, Hoffman Bros. Sod is a legal nonconforming use and is therefore allowed one 100 square foot sign that does not exceed the height of the lowest point of the roof of which the sign is associated. The variance request is for the changeable electronic sign. The City's current Sign Ordinance only allows for a 32-square-foot display and the Hoffman's proposal requests a 48-square-foot reader board display.

Davis presented the practical difficulties (reasonableness, uniqueness, and essential character) that must be considered by cities when deliberating applications for variances as fully detailed in the Council meeting packet. It was noted that at their meeting on November 29, 2016, the Planning Commission concluded that the request for the variance was valid and by unanimous vote recommended that City Council consider approval of the request by Hoffman Brothers Sod to approve a variance to allow a changeable electronic sign with a display area of 48 square foot at 19455 Highway 65 NE.

Mundle stated make a motion to approve variance for Hoffman Brothers Sod to allow a changeable electronic sign with a display area of 48 square feet at 19455 Highway 65 NE. Koller stated I'll second. Voss asked discussion?

Mundle stated the City will be talking about the Sign Ordinance, electronic signs being part of that. He asked about the status of this variance should the Sign Ordinance change and the sign then fall into conformance. Vierling advised the variance would be rendered moot. If, on the other hand, the ordinance does not change, then it remains nonconforming and a right that retains on the property.

Voss asked about the square footage of the City's reader board sign. Davis answered approximately 80 square feet in display area. The proposed sign would be 48 square feet and considered permanent (not moveable). The current moveable sign would be removed once the new sign becomes operational.

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

7.0A.2
IUP
Farm Animals
22350
Bataan Street

Davis presented the staff report and request of Nick and Rachael Nelson for an Interim Use Permit (IUP) to keep farm animals including: 4 dwarf goats, 2 horses, and 4 chickens on their property. The lot is fenced and there is a stable on site with an additional fenced pen for the dwarf goats. The property is located at 22350 Bataan Street NE and is 4.75 acres with a total pasture area of 3.0 acres. The chickens will be housed in a coop, which will be located 125 feet away from the nearest property line. The Nelsons purchased the property in June 2016 and the original owners of the property had four horses. The property is zoned Rural Residential. Davis reported there were no objections voiced at the Public Hearing conducted for this IUP at the November 15, 2016, Planning Commission Meeting. At that meeting, the Planning Commission recommended, by a vote of 6 – 1, that City Council consider approval of an IUP for Nick and Rachael Nelson, 22350 Bataan Street NE, PIN 03-33-23-32-0002, subject to seven conditions as detailed in the meeting packet.

Ronning stated I'll make a motion to approve an IUP for keeping of 2 horses, up to 4 dwarf goats, and 4 chickens for Nick and Rachael Nelson, 22350 Bataan Street NE, PIN 03-33-23-32-0002. Koller stated I'll second. Voss asked discussion? Voss noted the IUP agreement has more conditions than included in the motion. Ronning amended the motion to include the conditions identified by the Planning Commission and listed as 1-7. Harrington supported the amendment. Voss asked discussion?

7.0A.2
IUP
Farm Animals
22350
Bataan Street

Voss noted at the public hearing, a question was raised about the definition of ‘pen.’ He asked staff to assure that is addressed when this ordinance is reviewed to include the State’s definition. Voss asked any other discussion? To the motion, all in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

7.0A.3
Site Plan
Review
Northway
Sports

Davis presented the staff report, indicating per City Code, Appendix A, Zoning, Section 4 and 28, a Site Plan Review is required prior to issuing a building permit for new construction or additions to commercial buildings greater than 10% of the existing building area.

Davis presented the proposal of Northway Sports to construct a 6,800-square-foot addition to their business at 21429 Ulysses Street. The proposed addition will be on both the south and north side of the building. The existing parking and storm water retention facilities meet the standards required by City Code. He explained that upon application for a building permit, those other requirements of the Site Review Plan, including but not limited to lighting, signage, landscaping, and architectural and grading plans, will be reviewed and any additional requirements will be made part of the permit. Davis reported that at their meeting on November 15, 2016, the Planning Commission reviewed the Site Plan for Northway Sports Expansion Project and unanimously recommended that the City Council consider approval of the Site Plan, as presented, subject to three conditions as detailed in the meeting packet.

Mundle stated make a motion to approve Site Plan for Northway Sports Expansion Project with the conditions set forth by the City and included in the meeting packet. Harrington stated I’ll second. Voss asked any discussion?

Harrington asked about the timetable. Davis explained he has not had contact with him as to a start date but with the weather, thinks it may not be until spring. Voss asked about the driveway accesses and if the southern access is being widened. Davis responded in the affirmative. Voss stated that would be good as both accesses are currently narrow for a business. He noted it appears the southern access will be the main access and with the building expansion, it may be shifting to the north. On the north side, with the building addition, it appears the sight lines will be reduced and it may be difficult to get two cars, side-by-side, on that driveway. Curt Strandland, the contractor, explained the north driveway will be widened slightly and a one-way with entry on the south and exit on the north.

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

7.0A.4
Site Plan
Review
Ponds of
Hidden
Prairie

Davis presented the staff report, indicating per City Code, Appendix A, Zoning, Section 4 and 28, a Site Plan Review is required prior to the issuance of a building permit for new construction or additions to commercial buildings greater than 10% of their existing building area. He presented the request of Lisa Palm for a Conditional Use Permit (CUP) to build a wedding and event center at 1700 221st Avenue NE. This will be a 10,000-square-foot facility with the capacity to accommodate up 350 persons. Future improvements propose an outdoor wedding area and up to six cabins for overnight guests.

Davis noted the CUP was approved by the City Council on February 17, 2016. As one of

7.0A.4
Site Plan
Review
Ponds of
Hidden
Prairie

the conditions of the CUP, a Site Plan was required to be submitted and approved by the City Council. The site plan addresses City Code requirements regarding access, lighting, parking, exterior storage, screening, signage, building design, utilities, grading, environmental issues, and landscaping. In addition to the City Code requirements, Ms. Palm entered into an Easement Agreement with the City of East Bethel regarding the placement and construction a private entrance drive on City right-of-way to access her building. Per the Agreement, the drive would remain private until extension of the street would be required to access property to the west and south of her address. At that time, the drive with additional construction would be converted to a public street.

Davis reported the Planning Commission, at their November 29, 2016, meeting, voted unanimously to recommend that the City Council consider approval of the Site Plan for Hidden Prairie Wedding and Events as presented in the packet attachments subject to three conditions as detailed in the staff report.

Ronning stated move to approve the Site Plan for Hidden Prairie Wedding and Events as presented in the attachments as identified as:

- **Continued compliance with all applicable City Ordinances**
- **Final approval of Building and Fire Codes**
- **Addressing City Engineer's comments**

Harrington stated I'll second. Voss asked discussion?

Harrington asked about the timetable. Lisa Palm, applicant, stated they plan to start the beginning of March, open the first part of August, and are working on scheduling the first wedding. Voss asked any further discussion? To the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

7.0A.5
Nov. Planning
Commission
Minutes

Davis noted the Planning Commission meeting minutes were included in the meeting packet for the City Council's review.

Informational; no action required.

7.0B
Economic
Development
Authority
7.0B.1
Booster Day
Report

Davis presented the staff report, indicating the EDA, at their November 21, 2016, meeting, received a presentation from Denise Lachinski, Booster Day Coordinator, who announced she would be stepping down as the Coordinator at the conclusion of the 2017 Booster Day. Lachinski, who has been the Event Coordinator for the past six years, introduced Stephanie Dorn as her replacement with Stephanie assuming the Coordinator role for the 2018 event. Davis reviewed the items Lachinski had presented as detailed in the meeting packet and invited all interested in participating with Booster Days to contact the Lachinski or City Hall. Mundle stated if residents have ideas for Booster Day, the Committee would love to hear them.

Informational; no action required at this time

7.0C
Park
Commission

None.

7.0D
Road
Commission

8.0
Department
Reports

8.0A
Community
Development

8.0B
Engineer
8.0B.1
Easement
Exchange

None.

None.

Davis presented the staff report, indicating staff is requesting Council approval to exchange property on Lot 1, Block 1, Classic Commercial Park 3rd Addition, for the West Trunk Highway 65 Phase I Service Road Project. He explained when Lot 1, Block 1, of the Classic Commercial Park 3rd Addition was platted, the southwest corner was planned for a 30-mph curve for the anticipated West Trunk Highway 65 Service Road. With the current plan of a service road connection continuing to 181st Avenue in the future and the amount of truck traffic south of 187th Lane, the West Trunk Highway 65 Phase I Service Road Project design is proposing a 'T' intersection at 187th Lane and Buchanan Street. Since the intersection of 187th Lane and Buchanan Street is proposed to be a 'T' intersection, the existing right-of-way on the south end of this lot is not needed as shown on the exhibit included in the meeting packet.

Davis explained this property could be used for storm water ponding for the service road; however, it would be more efficient to expand the existing storm water pond which exists on the north end of this lot. This exchange would also permit better utilization of the frontage of Lot 1, Block 1. The existing City property and the proposed exchange property is 9,629 square feet as shown on the exhibit contained in the meeting packet. Davis stated staff is recommending that Council authorize staff to begin the process to exchange property on Lot 1, Block 1, Classic Commercial Park 3rd Addition, as discussed.

Ronning stated move to authorize staff to begin the process to exchange property on Lot 1, Block 1, Classic Commercial Park 3rd Addition, as discussed previously. Mundle stated I'll second. Voss asked any discussion?

Harrington asked if this will be a three-way stop or no stop signs at the 'T' intersection. Jochum indicated the stop sign will be at 187th Lane and the north/south will be through.

Voss stated his concern is to be careful when giving up a piece of property. In terms of future traffic in that intersection, he asked if there would still be adequate right-of-way for turn lanes, if needed in the future. Jochum stated likely it will be widened but the 'T' would stay, noting the City had acquired that wider easement a while ago. Voss stated with traffic control, he could see, until the frontage road to the south is built, most traffic is going to make right turns in that location. Jochum stated during the interim, the City may not want that traffic to be stopped. If that's the case, it would be a 15-mph corner. Voss noted the other curves are 30 mph. Jochum confirmed that was correct.

Voss asked any other discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0B.1
Service Road

Jochum presented the staff report, indicating the final plans and specifications for the Phase 1 Service Road Project from 187th Lane to Viking Boulevard are progressing. The draft

Plan Approval Project Schedule plans have been submitted to Anoka County and the Minnesota Department of Transportation for review and comment. Previously, a project schedule assumed the utility construction in the muck area between Ulysses Street and Buchanan Street would begin in January of 2017.

8.0B.1 Service Road Plan Approval Project Schedule Jochum explained since that time, there has been an issue with the right-of-way acquisition on a parcel that required multiply signatures. All but one of the needed signatures were obtained so the condemnation process needs to be followed to acquire the final signature. Because it is anticipated the condemnation process will not be completed until April of 2017, staff recommends not to award a contract until the condemnation process is complete.

Jochum referenced the proposed project schedule included in the meeting packet. If bids are received in March, they will be good for 60 days, which allows time in case the condemnation is delayed. Staff is requesting Council input and concurrence on the proposed schedule and to allow flexibility in the contract for the contractor to complete the 500-foot utility connection during the winter of 2018. Staff is requesting Council's input and concurrence on the proposed schedule, which will be used to set the contract times in the project specifications.

Voss asked whether they may not be able to complete the road until the spring of 2018 because of the muck issues to the north. Jochum advised they would complete everything except for one section of sewer, and stub the utilities. Voss asked if the whole project would be complete by October of 2017 except for this section of utilities outside of the road. Jochum indicated that is the case and they would have water to the north but not sewer. Davis stated the City will be well within the timeframe for anything that would happen there, even with this slight delay, and it will not affect the housing development to the north as they will not be serviced by this.

Davis asked about the timing for the condemnation action. Vierling advised he received a commitment from Anoka County Court on a Quick Take for February 24, 2017. If that goes through, the City will have possession of the land on February 24th.

Voss asked how much the schedule was shifted because of this property issue. Davis explained the original schedule was to have it completed by the fall of 2017 but with this delay, the completion for the utilities will be spring of 2018. The completion date for the road has not been impacted.

Voss asked if there is also a muck condition on the north. Jochum stated that is possible but, essentially, the deepest is 7 feet and then it goes up to 5 feet and 3 feet. Ronning asked if this is by the Creek and drainage ditch on the County Road 22 side. Jochum answered in the affirmative. Voss asked if it is a bridge or culvert. Jochum answered it is a culvert.

Mundle stated make a motion to proceed with the proposed schedule. Harrington stated I'll second. 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.**

8.0C City Attorney None.

8.0D Finance 8.0D.1 2017 Fee Davis presented the staff report, indicating the City Council reviews the fee schedule annually in order to ensure sufficient revenues are secured to cover the expense of providing the service. Staff updated the fee schedule for 2017 as detailed in the staff report. The first City Council meeting for 2017 is January 4th and in order to have the 2017 Fee

Schedule Schedule in place effective January 2, 2017, staff is requesting Council consider approval of the fee schedule prior to the end of December 2016. Davis called the Council's attention to one correction made to the fee schedule to include rental fees at \$25 per item.

8.0D **Ronning stated move to approve the 2017 fee schedule as listed in Resolution 2016-63,**
Finance **2017 fee schedule adoption. Harrington stated I'll second. Voss asked any discussion?**

8.0D.1
2017 Fee
Schedule

Mundle referenced Page 1, Sewer System Trunk Charge, \$11,500, as a new added charge and asked when it would come into effect in a development situation. Davis explained this charge has been in place since enacted by the Council in 2013 to provide a trunk service charge for commercial lots served by the existing sewer. The City is now just placing it on the fee schedule.

Mundle asked whether clarifying language could be added to state, 'commercial sewer system trunk charge.' Davis stated that can be added. Mundle supported making the language clearer.

Mundle asked how much longer the \$10 Radium Remediation Fee for Whispering Aspens will be charged. Davis stated the PFA loan has about four more years and is not a callable bond. Mundle asked if there was a grant to pay for most of it. Davis explained the grant paid for a large portion, but not for all of it.

Mundle reviewed the commercial water charges between \$3.18/1,000 gallons and \$3.80 if over 10,000 gallons, noting if you look at the tiered residential charges, 0-2,000 gallons cost \$10.60/1,000 gallons and \$18.32/10,000 gallons. He asked why there is that much of a difference between commercial and residential water rates. Davis explained the commercial rate is for new water and that fee schedule was adopted to encourage business growth within the area. The residential water is for Whispering Aspens only and still does not cover all of the City's costs because administrative and meter reading fees are not charged. He explained the rate is high because there are so few customers on that system.

Voss referenced the second group of water use charges for commercial (non-Whispering Aspens) and asked if it is meant for commercial properties within the current water district or just to indicate it is not Whispering Aspens. Davis replied it is meant to indicate it is not Whispering Aspens. Voss noted it includes 48 residential homes but there is no residential water use rate on the fee schedule. Davis stated staff will look at that once it is ready to go.

Voss asked if it should be included since people may be using that water before the end of 2017. He also asked if the schedule should state the two different water costs because it is either the water rates between the two systems or residential/commercial. Davis explained the numbers are based on the cost to operate the system and staff should look to integrate both of those into a single rate. Voss stated that may be another issue and worthy of discussion but instead of labeling it as 'water use charges residential' just call it 'Whispering Aspen.' Then for the second one, instead of calling it 'commercial (non-Whispering Aspens)' just call it 'south water district.' Voss noted these fees reflect the different operating costs between the two systems so it does not matter whether it is commercial or residential.

Mundle stated it solves some of the issue but the residents in Whispering Aspens are still getting charged an 'arm and a leg' for water so it results in a lot of dry lawns in the summer since it is very expensive. Voss stated that is because it is a more expensive system to operate than the new system. Davis agreed and explained those costs were set up to

generate and amortize all the debt on that system.

Davis suggested tabling this consideration to the next Council meeting to allow staff to make these corrections.

8.0D
Finance
8.0D.1
2017 Fee
Schedule

Ronning stated with the trunk charge, there was discussion over two meetings and the reason for the scale was for a number that was very little to huge costs. After discussing the different merits, \$11,500 was approved as a standard charge. Voss agreed that has been the standard charge for the past three years but it is new to the fee schedule table.

Voss stated for the water charges listed as 'non-Whispering Aspen' and for the sewer treatment charges, there is a 3% increase over last year. Davis stated that is correct. Voss asked what is that increase based on. Davis answered it is based on the City's cost of operation and to build up a little money in the sewer fund.

Ronning asked how many lift stations were put in to accommodate that system. Davis answered one was installed directly into the sewer plant and the rest is a gravity system.

Voss stated the City's operating costs on the sewer treatment system is just the lift stations. Davis clarified it is the lift stations and payment to Met Council each month for flow charges, interceptor and collector lines. The big cost is what is paid to Met Council. Voss asked if it is going up next year. Davis stated he thinks it will be the same at \$1,700 a month plus the City pays another \$1,700 as a surcharge. That is what the fees are trying to cover.

Voss stated he is trying to equate a 3% increase to a 3% increase in costs. Davis stated the City also wants to build up a little bit in the Sewer Fund to cover additional expenses, such as the flow meter approved for replacement at Whispering Aspens for the connections to Greystone that failed and will cost \$6,000. Davis stated staff can provide the Council with the balances in those accounts. Currently it is negative but, hopefully in 2017, it will have a positive balance if there is an incremental increase in charges for service.

Voss stated on page 5, Fence Permit, it used to state it was needed if over 7 feet and the proposal is to change it to 6 feet. Davis explained that 6 feet is in the ordinance, noting the reservation fee for parks have also now been included to be consistent.

Voss asked for an explanation of the three added rental licensing fees: late fee, transfer fee, and reinstatement fee. Davis stated the late fee is if a two-year rental license is not renewed when it expires. In that case, the property owner is charged a \$25 late fee in addition to the \$25 renewal fee. The \$25 transfer fee is if you sell the property, you can transfer the license. The \$25 reinstatement fee is if the rental license is suspended or revoked.

Voss asked whether the City sends out notices when the rental license is going to expire. Davis stated if the license expires and they haven't renewed, the City sends a notice. Voss asked about the parks field fee, noting a tournament fee has been added. Davis stated it has been on the reservation schedule for years, listed as a fee, but now included on the fee schedule.

Davis stated staff can update and bring back the fee schedule in final form. Mundle stated he would prefer tabling the fee schedule so the Council can see the revisions at the next meeting.

8.0D
Finance
8.0D.1
2017 Fee
Schedule

Ronning stated I'll move to amend my original motion to table to the next meeting. Voss stated a motion to table needs to be a separate motion. Vierling advised the Council can either have a motion to table or the original makers can withdraw and make a new motion. **Ronning stated I'll withdraw the original motion. Harrington withdrew his second to the original motion.**

8.0E
Public Works

None.

8.0F
Fire
Department

None.

8.0G
City
Administrator
8.0G.1
Personnel
Policy
Revision

Davis presented the staff report, indicating the City last updated the Personnel Policy on February 4, 2015. Since that time, approval of the 2017-2019 Labor Agreement with the Minnesota Public Employees Association (MnPEA) has necessitated an update of the Policy. Davis reviewed the sections proposed for amendment as detailed in the meeting packet and stated staff is requesting Council amend the Personnel Policy to include the changes as presented in Attachment 1.

Ronning stated move to adopt the Personnel Policy changes identified in the packet, Sections 6.5, 7.1, 7.5, 7.11, and 8. Mundle stated I'll second. Voss asked discussion?

Voss asked for clarification to Section 7.11, which provides for the purchase of an additional week of vacation time and whether language is needed to state the rate. Davis stated it is not in the policy now but can be included. He explained that rate is on a sheet that employees sign each year when they decide how much they want to purchase. It would be prorated out of each pay check for the entire year or they could pay it in one lump sum. Voss stated support to add language indicating it is based on their salary.

Ronning asked if it is part of the collective bargaining agreement or part of policy. Davis answered the collective bargaining agreement just said they could purchase one week of vacation but did not specify any of the mechanics. That is why staff developed an application sheet the employee has to submit by December 15 to notify they want to do this. This is for all employees.

Voss referenced Section 8, Employee Recognition Program, and noted for each increment (5-year step) it says: 'b. One day off per anniversary increment.' He asked if it means to say that every five years, you'll get one day off as recognition. Davis confirmed that is correct. Voss stated his concern is someone misinterpreting and suggested this verbiage be refined.

Ronning asked what the actual language says. Voss stated it is: 'The recognition award shall be: a. certificate recognizing years of service. b. One day off per anniversary increment.' Voss suggested removing the words 'per anniversary increment' to avoid future confusion.

Voss asked any other discussion? To the motion, all in favor say aye? **All in favor.** Voss asked ay opposed? Hearing none, that motion passes. **Motion passes unanimously.**

9.0 Other

9.0A

Staff Reports

9.0A.1

Winter

Parking

Restrictions

Davis presented the staff report and specific winter parking restrictions on City streets during the period of November 1 through March 31 as detailed in the meeting packet. He explained the biggest problem during snow plowing is parked cars on streets and garbage cans so if residents can observe these restrictions, it will make snow plowing much easier and get the streets cleaned much faster.

Mundle asked if the City has ever towed a vehicle. Davis explained staff contacts the Sheriff's Department who contacts the vehicle owner. The first warning contact is to let them know they need to remove their vehicle. If not moved within 24 hours, then there is the possibility of it being towed. But, to his knowledge, the City has never towed any vehicle as staff tries to be very flexible and realizes there can be extenuating circumstances.

Informational; no action required at this time

9.0A.2

Zamboni

Grant

Davis presented the staff report, indicating the City was informed the Minnesota Amateur Sports Commission (MASC) 50/50 matching grant of \$72,000 for an electric Zamboni was approved. The City's share would be paid from the Ice Arena Depreciation and Capital Fund. Davis noted that user fees generate the income for all Ice Arena costs and no City monies will be used for the purchase of this equipment. Staff anticipates receiving additional information within the next few days and hope to present the final grant application for the Council's consideration at the next meeting. Hopefully the unit can be acquired prior to the 2017-2018 ice hockey season. Those details will be presented at the next Council meeting.

Harrington asked whether this grant includes the new edger. Davis answered in the affirmative.

Informational; no action required at this time

9.0A.3

Comp Plan

Update

Davis presented the staff report, indicating the next 2018 Comprehensive Plan meeting is scheduled for 6:30 p.m., January 12, 2017, at the Senior/Community Center. This is the first Visioning Session and designed as an interactive meeting with various stations set up to solicit public input. This will be a "drop in" type meeting with introductions every 30 minutes and enable the program to be rotated throughout the evening and provide more flexibility for the public in terms of participation and the times for arrival.

Davis explained that in addition to the Visioning Session, City Staff is in the process of setting up meetings with the East Bethel Chamber of Commerce and area businesses in the first quarter of 2017. These dates are to be arranged and will be posted on the City website.

Informational; no action required at this time

9.0A.4

2017 City

Commission

Positions

Davis announced openings on the City's Parks, Roads, Planning and EDA Commissions and encouraged anyone interested to submit an application to City Hall or call with questions. In addition, the application is posted to the City website. Voss stated a citizen member to the Upper Rum River Water Management Organization (URRWMO) also needs to be appointed. Mundle asked if there has been any interest so far. Davis stated three

people submitted formal applications (one new applicant and two seeking reappointment) and several additional have inquired about the Planning Commission vacancy.

Informational; no action required at this time

- 9.0B Council Report – Member Harrington
Council Member Ronning
Council Member Koller
Council Member Mundle
EDA
URRWMO 10-Year Plan
Newsletter
Pearl Harbor Anniversary
Mayor Voss
9.0C Other
10.0 Adjourn
- Harrington stated he attended the Fire Department’s cold water rescue at Coon Lake on Monday and hopes no one goes through the Lake. He stated this was a good learning experience and if something does happen, the fire fighters are training and will know what to do.
- No report.
- No report.
- Mundle stated at the November EDA meeting, they discussed Booster Day and also had a presentation from the Anoka Technical College and Anoka Ramsey Community College about their professional development and work force training to benefit local businesses. Also, they discussed the possibility of creating and tailoring new programs for a specific need of area businesses. Mundle stated this information will also be presented at an upcoming Chamber of Commerce meeting.
- Mundle stated at the URRWMO meeting, they discussed the final draft of the 10-Year Plan and agreed to remove two items from projects: conducting a landlocked basin inventory; and, conducting a culvert inventory.
- Mundle stated the City’s newsletter came out today and encouraged residents to look for it, noting it contains good articles about the Comp Plan, becoming a fire fighter, how to join the East Bethel Seniors, and details on an upcoming Belgian Waffle event at Fire Station #1 in January.
- Mundle stated today is the 75th anniversary of the Pearl Harbor bombing, a day that President Franklin Roosevelt called a ‘date that will live in infamy.’ He thanked the veterans and members of the community who currently serve our country.
- No report.
- None.
- Harrington stated I’ll make a motion to adjourn. Mundle stated I’ll second. Voss asked any discussion? All in favor say aye? All in favor. Voss asked any opposed? That motion passes. Motion passes unanimously.**

Meeting adjourned at 8:17 p.m.

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



December 1, 2016

TO: James Metzen Mighty Ducks Grant Program Recipients

FR: Lynda Lynch
Fiscal Coordinator
Minnesota Amateur Sports Commission

You were recently informed of the Minnesota Amateur Sports Commission's (MASC) decision to approve funding of your project's grant request as part of the James Metzen Mighty Ducks Grant Program.

On behalf of the MASC, we would like to congratulate you on your grant award. As an official grant recipient, enclosed you will find the following documentation for your review and completion.

1. Grant Agreement & Invoice Processing Guidelines (Review)
2. James Metzen Mighty Ducks Grant Agreement (Signature)

Thank you again for your participation in the James Metzen Mighty Ducks Grant Program and we look forward to working with you. If you have any questions or need additional information, please feel free to contact:

Steve Olson	763-785-3639	solson@nscsports.org
Lynda Lynch	763-785-5631	llynch@mnsports.org
Todd Johnson	763-785-5632	tjohnson@mnsports.org



MINNESOTA AMATEUR SPORTS COMMISSION
James Metzen Mighty Ducks Grant & Invoice Processing Guidelines

GRANT PROCESSING

- Obtain official signature on two (2) copies of grant agreement and forward to:
Lynda Lynch
Minnesota Amateur Sports Commission
1700 – 105th Avenue NE
Blaine MN 55449

Note: Agreement should be signed and forwarded within **30 days** of receipt of agreement.

- School Districts must obtain the signature of the superintendent on grant agreements. Local government units must obtain the appropriate officials with signature authority.
- Contract work **cannot** begin until final execution of the grant agreement (all of the appropriate signatures have been obtained and grant funds have been encumbered).
- A final copy of the executed grant agreement will be mailed to grant recipient.
- Any changes or significant issues relating to the grant project (i.e. scope, timeline, funding, etc.) should be communicated in writing and sent to Steve Olson and Lynda Lynch as soon as possible and at least **30 days** prior to the contract Term date.

INVOICE PROCESSING

- Applicant must expend funds for the total grant award amount before submitting for grant reimbursement amount and must certify that the project has been completed. Grant recipient must provide a copy of the project's official Certificate of Occupancy or an Affidavit of Project Completion (**Attachment A – Contract**).
- Grant recipient must submit formal written grant reimbursement request on appropriate official letterhead and signed by the appropriate official(s). (**Attachment B – Contract**)
- Grant recipient will submit, along with the above referenced formal letter of request, copies of **PAID** invoices that equal or exceed the match requirement for the grant award.
- If in-kind contributions constitute a portion of the match requirement; submit evidence of the current market value of the contribution.
- Grant invoicing requests should be mailed to: Lynda Lynch at above address.
- Approved payment requests will be processed within 30 days of receipt of request.



JAMES METZEN MIGHTY DUCKS GRANT PROGRAM

Grant Agreement – End Grant

THIS grant contract, and amendments and supplements thereto, is between the State of Minnesota, acting through its Minnesota Amateur Sports Commission (hereinafter STATE) and the City of East Bethel (hereinafter GRANTEE), witnesseth that:

WHEREAS, the STATE pursuant to Minnesota Statutes 2016, Chapter 240A, Section 9 is empowered to promote the development of proposals and award grants to communities for the purpose of improving indoor air quality in ice arenas and eliminating the use of R-22 systems in ice arena refrigeration and purchase of ice resurfacer; and

WHEREAS, on July 11, 2016, the STATE issued a Request for Proposals (RFP) in the State Register seeking proposals from eligible GRANTEEs interested in eliminating R-22 refrigerant use or improving air quality in public ice arenas; and

WHEREAS, the STATE approved the Mighty Ducks Task Force grant award recommendations at its November 16, 2016 Commission Meeting; and

WHEREAS, GRANTEE's proposal was among those selected to receive grant funds to finance the improvement of arena indoor air quality or the elimination of R22 refrigerant; and

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

- I. GRANTEE'S DUTIES. GRANTEE shall construct a new public ice arena or renovate an existing public arena in accordance with the terms, conditions and specifications set forth in the STATE's RFP and GRANTEE's grant application, which shall be read together, attached hereto, and incorporated by reference as Exhibit A.
- II. CONSIDERATION AND TERMS OF PAYMENT
 - a. The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall be and shall not exceed seventy two thousand dollars (\$72,000).
 - b. Terms of Payment. Payment shall be made by the STATE promptly after GRANTEE's presentation of evidence documenting that the project has been completed and paid for with funds other than this grant award.

- i. All funds shall be paid to GRANTEE after STATE has agreed that the Project is complete, demonstrated by a Certificate of Occupancy when applicable or an Affidavit of Project Completion (Attachment A).
 - ii. In addition, the GRANTEE shall submit copies of paid invoices for Project expenses along with a letter on GRANTEE's official letterhead (Attachment B) that will serve as GRANTEE's official invoice.
 - iii. Payment shall be made directly to the GRANTEE following review and approval of required documents. Payment shall be made within thirty (30) days from receipt of invoice.

- III. CONDITIONS OF PAYMENT. All services provided by GRANTEE pursuant to this grant contract shall be performed to the satisfaction of the STATE, as determined by the sole discretion of its authorized representative, and in accord with all applicable federal, state and local laws, ordinances, rules and regulations. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local laws, ordinances, rules or regulations.

- IV. TERMS OF CONTRACT. This grant contract shall be effective on December 1, 2016 or upon the date the final required signature is obtained by the STATE, pursuant to Minn. Stat. 16B.06, subd.2, whichever occurs later, and shall remain in effect until June 30, 2017, or until all obligations set forth in this grant contract has been satisfactorily fulfilled, whichever occurs first.

- V. CANCELLATION. Prior to disbursements of funds, this grant contract may be canceled by the STATE or GRANTEE at any time, with or without cause, upon thirty (30) days written notice to the other party. If the STATE finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled, the STATE may take action to protect its interests, including requiring the return of all or part of the funds already disbursed.

- VI. STATE'S AUTHORIZED REPRESENTATIVE. The STATE's authorized representative for the purpose of administration of this grant is Todd M. Johnson or his successor in office. The GRANTEE's authorized representative for purposes of administration of this grant contract is _____. The GRANTEE's authorized representative shall have full authority to represent GRANTEE in its fulfillment of the terms, conditions and requirements of this grant contract.

- VII. ASSIGNMENT. GRANTEE shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the STATE.

- VIII. AMENDMENTS. Any amendments to this grant contract shall be in writing, and shall be executed by the same parties who executed the original grant contract, or their successors in office.

- IX. LIABILITY. GRANTEE agrees to indemnify and save and hold the STATE, its representatives and employees harmless from any all claims or causes of action, including all attorney's fees incurred by the STATE, arising from the performance of this grant contract by GRANTEE or GRANTEE's agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE's failure to fulfill its obligations pursuant to this grant contract.
- X. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the GRANTEE relevant to this grant contract shall be subject to examination by the STATE and the Legislative Auditor.
- XI. DATA PRACTICES ACT. The GRANTEE agrees to comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this grant contract and as it applies to all data created, gathered, generated or acquired in accordance with this grant contract.
- XII. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this grant contract, including, but not limited to, noticed, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE or its employees individually or jointly with others, or any sub-grantees shall identify the STATE as a sponsoring agency and shall not be released without prior approval by the STATE's authorized representative.
- XIII. ANTITRUST. GRANTEE hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.
- XIV. PREVAILING WAGE. GRANTEE hereby acknowledges that acceptance of this grant expressly subjects its construction or renovation to prevailing wage rate statutes (Minn. Stat. 177.41, et. seq.).
- XV. JURISDICTION AND VENUE. This grant contract and amendments and supplements hereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XVI. GRANTEE SIGNATURES. GRANTEE certifies that authorized person(s) have executed the grant contract on behalf of the GRANTEE as required by applicable articles, by-laws or resolutions.
- XVII. OTHER PROVISIONS. (Attach additional pages as necessary).

IN WITNESS WHEREOF, the parties have caused this grant contract to be duly executed.

APPROVED:

GRANTEE:

City of East Bethel

By: _____

Its: _____

Date: _____

And: _____

Its: _____

Date: _____

STATE AGENCY:

Minnesota Amateur Sports Commission

By: _____

Its: Executive Director

Date: _____

Attachment A

Affidavit of Project Completion

This document is to be completed for projects receiving James Metzen Mighty Ducks Grant funds where a Certificate of Occupancy, per Minnesota Rules 1300.0220, is not required to be issued.

I hereby certify that:

1. The facility/structure listed below is not subject to the conditions of Minnesota Rules 1300.0220.
2. This document shall serve in lieu of a Certificate of Occupancy.
3. The construction of the facility is completed as outlined in the grant agreement with the Minnesota Amateur Sports Commission.
4. The facility is safe to be occupied by the public.

Facility Address:
 PIN (if applicable):
 Legal Description:
 Zoning District:

Owner Name:
 Address:
 City State Zip:
 Phone:
 Comments:

Name of Grant Recipient:

Name of Authorized Official (print)

Title

Signature

Date

This document is to be **included with the grant invoice processing documents** and mailed to:

Lynda Lynch
 Minnesota Amateur Sports Commission
 1700 105th Avenue NE
 Blaine, MN 55449

ATTACHMENT B

JAMES METZEN MIGHTY DUCKS GRANT PROGRAM

SAMPLE REIMBURSEMENT REQUEST LETTER (Invoice)
(Submitted on Grant Recipient's Official Letterhead)

(Date)

Minnesota Amateur Sports Commission
Attn: Lynda Lynch
1700 105th Avenue NE
Blaine MN 55449

Dear Ms. Lynch:

Please accept this letter as our formal request to receive the James Metzen Mighty Ducks Grant funds in the amount of \$ _____ for _____
(Project Name/Name of Grant Recipient). This letter also serves as the official notification of our acknowledgement and adherence of the language and provisions of the referenced in the executed James Metzen Mighty Ducks grant agreement.

Per your request and attached for your review are copies of paid invoices totaling \$ _____. These paid invoices equal or exceed our project's grant award amount and serves as our match requirement.

In addition, to demonstrate the project has been completed and documented as such, a copy of the Certificate of Occupancy (or Affidavit of Project Completion) is enclosed for your records.

I trust the documentation provided is sufficient for your purposes. Please feel free to contact me if you need additional information or have any questions.

Sincerely,

(Authorized/Official Signature)

**PAY ESTIMATE #3
CITY OF EAST BETHEL
2016 Street Improvement Project**

December 1, 2016

Honorable Mayor & City Council
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: 2016 Street Improvement Project
Contractor: Knife River Corporation - North Central
Award Date: June 15, 2016
Completion Date: October 14, 2016

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Knife River Corporation - North Central:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$15,000.00	1.00	\$ 15,000.00
2	REMOVE CURB AND GUTTER	300	LIN FT	\$5.00	403	\$ 2,015.00
3	REMOVE CONCRETE PAVEMENT	112	SQ FT	\$6.00	48	\$ 288.00
4	REMOVE BITUMINOUS PAVEMENT	177	SQ YD	\$5.00	349	\$ 1,745.00
5	SUBGRADE PREPARATION	67.1	ROAD STATION	\$200.00	67.1	\$ 13,420.00
6	AGGREGATE BASE CLASS 5	10	TON	\$30.00	12.71	\$ 381.30
7	HAUL AND DISPOSE FULL DEPTH RECLAMATION, LV	922	CU YD	\$8.00	1,189	\$ 9,512.00
8	FULL DEPTH RECLAMATION	20,578	SQ YD	\$1.00	20,578	\$ 20,578.00
9	MILL BITUMINOUS SURFACE (1.5")	146	SQ YD	\$11.50	138	\$ 1,587.00
10	MILL BITUMINOUS SURFACE (2.0")	62	SQ YD	\$11.50	44	\$ 506.00
11	BITUMINOUS MATERIAL FOR TACK COAT	4,484	GALLON	\$2.00	2,750	\$ 5,500.00
12	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	5,673	TON	\$47.00	5,289.75	\$ 248,618.25
13	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	1,953	TON	\$47.50	2,088.84	\$ 99,219.90
14	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	228	SQ YD	\$31.00	49	\$ 1,519.00
15	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 2" THICK	178	SQ YD	\$31.00	101	\$ 3,131.00
16	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	182	SQ YD	\$31.00	367	\$ 11,377.00
17	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	29	TON	\$130.00	98	\$ 12,740.00
18	ROUT AND SEAL CRACKS IN CONCRETE CURB	34	EACH	\$35.00	75	\$ 2,625.00
19	CASTING ASSEMBLY	3	EACH	\$700.00	3	\$ 2,100.00
20	ADJUST FRAME AND RING CASTING (SPECIAL)	14	EACH	\$1,275.00	19	\$ 24,225.00
21	4" CONCRETE WALK	80	SQ FT	\$13.00	48	\$ 624.00
22	CONCRETE CURB AND GUTTER DESIGN D412	300	LIN FT	\$39.50	639	\$ 25,240.50
23	6" CONCRETE DRIVEWAY PAVEMENT	107	SQ YD	\$85.50	115	\$ 9,832.50
24	BITUMINOUS CURB	130	LIN FT	\$15.00	130	\$ 1,950.00
25	TRAFFIC CONTROL	1	LUMP SUM	\$1,800.00	1.00	\$ 1,800.00
26	FERTILIZER TYPE 3	178	POUND	\$4.25	137	\$ 582.25
27	COMMON TOPSOIL BORROW	143	CU YD	\$20.00	40	\$ 800.00
28	SEEDING	0.45	ACRE	\$19,500.00	0.39	\$ 7,605.00
29	SEED MIXTURE 25-131	98	POUND	\$14.95	76	\$ 1,136.20
30	HYDRAULIC MULCH MATRIX	2,178	SQ YD	\$3.60	1,867	\$ 6,721.20

Total Base Bid \$ 532,379.10

**PAY ESTIMATE #3
CITY OF EAST BETHEL
2016 Street Improvement Project**

Alternate Bid No. 1 - City Hall Parking Lot

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$3,500.00	1.00	\$ 3,500.00
2	REMOVE CURB AND GUTTER	83	LIN FT	\$10.00	49	\$ 490.00
3	COMMON EXCAVATION, EV	40	CU YD	\$25.00	40	\$ 1,000.00
4	MILL BITUMINOUS SURFACE (1.5")	318	SQ YD	\$9.00	245	\$ 2,205.00
5	BITUMINOUS MATERIAL FOR TACK COAT	412	GALLON	\$2.00	250	\$ 500.00
6	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	434	TON	\$40.00	434.15	\$ 17,366.00
7	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	5	TON	\$300.00	19.5	\$ 5,850.00
8	15" CS PIPE APRON	1	EACH	\$500.00	1	\$ 500.00
9	15" CP PIPE SEWER	70	LIN FT	\$35.00	70	\$ 2,450.00
10	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$900.00	1	\$ 900.00
11	CASTING ASSEMBLY	1	EACH	\$700.00	1	\$ 700.00
12	RANDOM RIPRAP CLASS II	6	CU YD	\$200.00	6	\$ 1,200.00
13	GEOTEXTILE FILTER TYPE IV	20	SQ YD	\$5.00	20	\$ 100.00
14	CONCRETE CURB AND GUTTER DESIGN B612	19	LIN FT	\$39.50	25	\$ 987.50
15	CONCRETE CURB AND GUTTER DESIGN B618	69	LIN FT	\$45.00	67	\$ 3,015.00
16	8" CONCRETE DRIVEWAY PAVEMENT	7	SQ YD	\$135.00	7	\$ 945.00
17	TRAFFIC CONTROL	1	LUMP SUM	\$500.00	1.00	\$ 500.00
18	FERTILIZER TYPE 3	64	POUND	\$1.35	53	\$ 71.55
19	COMMON TOPSOIL BORROW	13	CU YD	\$50.00	10	\$ 500.00
20	SEEDING	0.16	ACRE	\$1,250.00	0.15	\$ 187.50
21	SEED MIXTURE 25-131	11	POUND	\$11.85	29	\$ 343.65
22	SEED MIXTURE 33-261	4	POUND	\$93.45		\$ -
23	EROSION CONTROL BLANKETS CATEGORY 3	90	SQ YD	\$3.30	80	\$ 264.00
24	HYDRAULIC MULCH MATRIX	774	SQ YD	\$1.80	658	\$ 1,184.40
25	PAVEMENT MESSAGE PAINT - HANDICAPPED SYMBOL	3	SQ FT	\$50.00	3	\$ 150.00
26	4" SOLID LINE PAINT	2,096	LIN FT	\$0.43	1,950	\$ 838.50

Total Alternate Bid No. 1 \$ 45,748.10

Alternate Bid No. 2 - Public Works Parking Lot

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$4,000.00	1.00	\$ 4,000.00
2	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	75	LIN FT	\$5.00	75	\$ 375.00
3	SALVAGE RANDOM RIPRAP	5	CU YD	\$100.00	5	\$ 500.00
4	COMMON EXCAVATION, EV	880	CU YD	\$15.00	1,047	\$ 15,705.00
5	AGGREGATE BASE CLASS 5	45	TON	\$30.00	45	\$ 1,350.00
6	FULL DEPTH RECLAMATION	3,408	SQ YD	\$2.80	3,408	\$ 9,542.40
7	SALVAGE FULL DEPTH RECLAMATION	3,408	SQ YD	\$2.00	3,408	\$ 6,816.00
8	MILL BITUMINOUS SURFACE (1.5")	58	SQ YD	\$11.00	36	\$ 396.00
9	BITUMINOUS MATERIAL FOR TACK COAT	242	GALLON	\$2.00	200	\$ 400.00
10	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	481	TON	\$54.50	467.21	\$ 25,462.95
11	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	423	TON	\$57.00	441.69	\$ 25,176.33
12	15" CS PIPE APRON	1	EACH	\$500.00	1	\$ 500.00
13	15" CP PIPE SEWER	22	LIN FT	\$40.00	22	\$ 880.00
14	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$900.00	1	\$ 900.00
15	CASTING ASSEMBLY	1	EACH	\$700.00	1	\$ 700.00
16	GEOTEXTILE FILTER TYPE IV	20	SQ YD	\$5.00	20	\$ 100.00
17	INSTALL RANDOM RIPRAP	5	CU YD	\$10.00	5	\$ 50.00
18	4" CONCRETE WALK	1,627	SQ FT	\$7.00	1,490	\$ 10,430.00

**PAY ESTIMATE #3
CITY OF EAST BETHEL
2016 Street Improvement Project**

Alternate Bid No. 2 (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
19	CONCRETE CURB AND GUTTER DESIGN B612	741	LIN FT	\$19.25	740	\$ 14,245.00
20	TRAFFIC CONTROL	1	LUMP SUM	\$500.00	1	\$ 500.00
21	FERTILIZER TYPE 3	100	POUND	\$1.35	74	\$ 99.90
22	COMMON TOPSOIL BORROW	80	CU YD	\$25.00	20	\$ 500.00
23	SEEDING	0.24	ACRE	\$1,250.00	0.21	\$ 262.50
24	SEED MIXTURE 25-131	55	POUND	\$3.70	40	\$ 148.00
25	EROSION CONTROL BLANKETS CATEGORY 3	300	SQ YD	\$2.75	220	\$ 605.00
26	HYDRAULIC MULCH MATRIX	1,160	SQ YD	\$1.80	840	\$ 1,512.00

Total Alternate Bid No. 2 \$ **121,156.08**

Total Base Bid	\$ 532,379.10
Total Alternate Bid No. 1	\$ 45,748.10
Total Alternate Bid No. 2	\$ 121,156.08
Total Work Completed to Date	\$ 699,283.28
Less 3% Retainage	\$ 20,978.50
Less Pay Estimate #1	\$ 77,161.85
Less Pay Estimate #2	\$ 560,785.31
WE RECOMMEND PAYMENT OF:	\$ 40,357.62

APPROVALS:

CONTRACTOR: KNIFE RIVER CORPORATION - NORTH CENTRAL

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: _____ Date: _____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: City Engineer _____ Date: _____

OWNER: CITY OF EAST BETHEL

Signed: _____

Title: _____ Date: _____

APPLICATIONS COMPLETED FOR GARBAGE HAULERS LICENSE - 2017

Company	Cert. of Ins.	Pymt Rec'd	License #	Type of License: Commercial, Residential, or Both
Ace Solid Waste (Waste Connections, Inc)	X	X	G2017-001	Both
East Central Sanitation	X	X	G2017-002	Both
LePage & Sons, Inc.			G2017-003	Both
SRC, Inc. (Town & Country Disposal)	X	X	G2017-004	Both
Walters Recycling & Refuse			G2017-005	Commercial
Waste Management of MN, Inc. Blaine	X	X	G2017-006	Commercial

APPLICATIONS COMPLETED FOR TOBACCO LICENSE - 2017

Company	Address	Pymt Rec'd	License #
Above and Beyond Vapor	18447 Hwy. 65 NE, Ste C		T2017-001
Coon Lake Market	515 Lincoln Drive NE	X	T2017-002
Cooper's Corner Store	23705 Hwy. 65 NE	X	T2017-003
Cooper's Corner Liquor	23733 Hwy. 65 NE	X	T2017-004
Corner Express	4825 Viking Blvd. NE	X	T2017-005
Go For It (MN Corp) Convenience Store	3255 Viking Blvd NE	X	T2017-006
Go For It (MN Corp) Liquor Store	3255 Viking Blvd NE	X	T2017-007
Hidden Haven Country Club	20520 Polk St. NE	X	T2017-008
River Country Coop (Super America)	1341 187th Lane NE	X	T2017-009
Route 65 Discount Liquor	18453 Highway 65 NE	X	T2017-010
Route 65 Pub & Grub	18407 Highway 65 NE	X	T2017-011
Wayne's Liquor	21340 Aberdeen Street NE	X	T2017-012

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2016

By and between TimeSaver Off Site Secretarial, Inc. and the City of East Bethel, 2241 – 221st Avenue NE, Cedar, MN 55011.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2015, shall be extended under the same terms and conditions to December 31, 2017.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
 - a. Base Rate of One Hundred Thirty-Nine and 00/100 dollars (\$139.00) for any meeting up to one (1) hour (billable time) plus Thirty-Four and 00/100 dollars (\$34.00) for each thirty (30) minutes following the first one (1) hours; or
 - b. Thirty and 50/100 dollars (\$30.50) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Fourteen and 25/100 dollars (\$14.25) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to and the review and comment of the City of East Bethel for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January __, 2017

CITY OF EAST BETHEL

By _____
Jack Davis
Its _____
City Administrator

November 16, 2016

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth
Carla Wirth
Its _____
President & CEO

Recording Secretary Agreement

This Agreement is between the City of East Bethel, hereinafter the “City”, a municipal corporation under the laws of the State of Minnesota and Gail Gessner, Recording Secretary, hereinafter the “Recording Secretary.”

Section 1. Scope of Services and Responsibilities.

For the purpose of this Agreement, basic services shall include those services generally understood within the field of a recording secretary. The following is a summary and it is not intended to represent the entire scope of work involved, but rather characterize a list of tasks required and not necessarily limited to the following:

1. The Recording Secretary shall attend all Parks Commission, Planning Commission, Roads Commission, and Economic Development Authority meetings and record, transcribe, and submit the minutes of those meetings to the appropriate departments as designated by the City Administrator.
2. The Recording Secretary shall have the ability to produce minutes in Microsoft Word. Minutes shall be delivered electronically to the appropriate Department Head with a turnaround time of six (6) calendar days following the receipt of the meeting video.
3. Minutes shall be prepared within the City’s existing format and style, of minutes unless otherwise directed by the City Administrator.
4. The Recording Secretary shall maintain internet and email service in order to facilitate the timetable and needs of the City Commissions.
5. The City shall provide to the Recording Secretary hard copy meeting materials in advance of the meetings and video recordings of the meetings (if available) within two (2) days following such meeting.
6. If the Recording Secretary is unable to attend a scheduled meeting due to a vacation, a two (2) week notice is required. In the case of illness or an emergency, the Recording Secretary is to notify the Department Head or City Administrator, as soon as possible.

Section 2. Time of Performance.

The Recording Secretary Agreement shall commence January 1, 2017 and end December 31, 2017, unless terminated by 30 days' notice by either party.

Section 3. Compensation.

1. The City shall pay the Recording Secretary the sum of: \$115.00 for Economic Development Authority, Parks Commission, and Roads Commission meetings and the sum of \$130.00 for Planning Commission meetings.
2. Except as otherwise provided for in this Agreement, the City shall not provide any additional compensation, payment, service or other thing of value to the Recording Secretary in connection with performance of Agreement duties.

Section 4. Method and Time of Payment.

1. Normal billing cycle is 30 calendar days from receipt of an invoice.
2. No payment will be disbursed until a copy of the minutes in draft form has been submitted to the Administrative Coordinator.
3. All invoices shall must be submitted via email to the City Administrator or other designated personnel for approval.

Section 5. Termination. This Agreement may be terminated by either party upon 30 days written notice to the other party for any reason.

Section 6. Modifications. The parties may mutually agree to modify the terms of this Agreement. Modifications to this Agreement shall be incorporated into this Agreement by written amendments.

Section 7. Conflict of Interest. The Recording Secretary covenants that she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Recording Secretary further covenants that in the performance of this Agreement no person having any such interest shall be employed.

Section 8. Findings Confidential. To the extent permitted, or required by law, any reports, information, data, etc. given to or prepared or assembled by the Recording Secretary under this Agreement which the City requests or is required by law to be kept confidential shall not be made available to any individual or organization by the Recording Secretary without the prior written approval of the City Administrator in his/her capacity as the City's Information Officer.

Section 9. Relationship to the City. The services to be rendered under this Agreement are those of an independent contractor (Recording Secretary). The Recording Secretary will not at any time directly or indirectly act as an agent or employee of the City or make any commitments or incur any liabilities on behalf of the City.

For the City of East Bethel:

Mayor

City Administrator

Date

For Recording Secretary:

Recording Secretary

Date

CASTLE TOWERS WASTEWATER TREATMENT PLANT COST SUMMARY

ITEM NO.	ITEM DESCRIPTION	ORIGINAL BID	ACTUAL COST TO DATE
1	MOBILIZATION	\$44,000.00	\$33,000.00
2	REMOVE BIO SOLIDS, (EV)	\$285,558.00	
3	CLEARING	\$3,150.00	\$11,000.00
4	GRUBBING	\$3,150.00	
5	REMOVE PIPING, VALVES, CLEANOUTS AND FITTINGS	\$17,000.00	
6	REMOVE CONTROL STRUCTURE	\$2,700.00	
7	REMOVE MANHOLE	\$3,600.00	
8	REMOVE POND OUTLET STRUCTURE	\$1,500.00	
9	REMOVE PUMP STATION	\$2,200.00	
10	REMOVE DRYING BEDS	\$3,400.00	
11	SALVAGED COVER SOILS, (SV)	\$24,108.00	
12	SALVAGED TOPSOIL, (SV)	\$1,563.00	
13	SITE GRADING	\$24,000.00	\$28,000.00
14	REMOVE LINERS, (P)	\$28,358.00	
15	WASTE DISPOSAL	\$0.00	\$8,400.00
16	REMOVE TREATMENT BUILDING	\$12,250.00	\$19,150
17	REMOVE CHEMICAL BUILDING	\$2,000.00	
18	REMOVE CHLORINE CONTACT CHAMBER	\$5,500.00	
19	REMOVE SLUDGE BUNKER	\$5,500.00	
20	TURF ESTABLISHMENT	\$30,470.00	\$9,500.00

eb609 Actual Costs

BT - 1 OF 1 TOTALS

\$500,007.00

\$109,050.00

Dirtworks, Inc.

PO Box 169
Cedar, MN 55011

Phone: 763-434-4771



Invoice

Date	Invoice #
12/9/2016	5987

Bill To
City of East Bethel 2241 - 221st Avenue NE East Bethel, MN 55011

Description	Amount
Castle Tower Wastewater Treatment Plant Project: Prep, Seed, Mulch & Disc Anchor the Approximately 3 Acre Site:	9,500.00
Total	\$9,500.00

www.dirtworksmn.com
Fax: 763-444-0174



City of East Bethel City Council Meeting Agenda Information

Date:

December 21 2016

Agenda Item Number:

7.0 D.1

Agenda Item:

December 13, 2016 Roads Commission Report

Requested Action:

Information Item

Background Information:

At their December 13, 2016 Meeting, the East Bethel Roads Commission discussed amending the assessment policy for the resurfacing of unpaved streets in the City. This discussion was initiated by City Staff to determine if there was interest on the Commission’s part to consider applying the costs of City maintenance expenses as a means to reduce a portion of the assessments for these types of projects.

City costs to maintain unpaved roads include grading, resurfacing with a Class V material, dust control, culvert replacement, shoulder repair and reclamation, ditch cleaning and drainage maintenance and improvements.

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 total cost of the project. The Roads Commission and Staff are in agreement on proposing an amendment to our existing policy for consideration that would enable life cycle maintenance costs associated with gravel roads to be used to lessen the costs of paving projects.

These cost reductions could incentivize residents who live on gravel roads to petition for pavement of their street. As maintenance costs for unpaved roads are significantly higher than those for paved streets, there are opportunities for long range cost savings, more efficient snow plowing and improved access and less vehicle maintenance for residents with the conversion of unpaved to paved streets.

The Roads Commission recommended that City Council consider this matter and provide direction as to the amendment of the current City Policy for paving gravel roads. Upon Council’s direction, this topic could be scheduled as topic of discussion at the next Council Work Meeting.

Attachments:

- Attachment 1 – Unpaved Roads Map
- Attachment 2 – Paving Petition and Policy

Fiscal Impact:

To be determined

Recommendation(s):

No Action Required.

City Council Action:

Motion by: _____

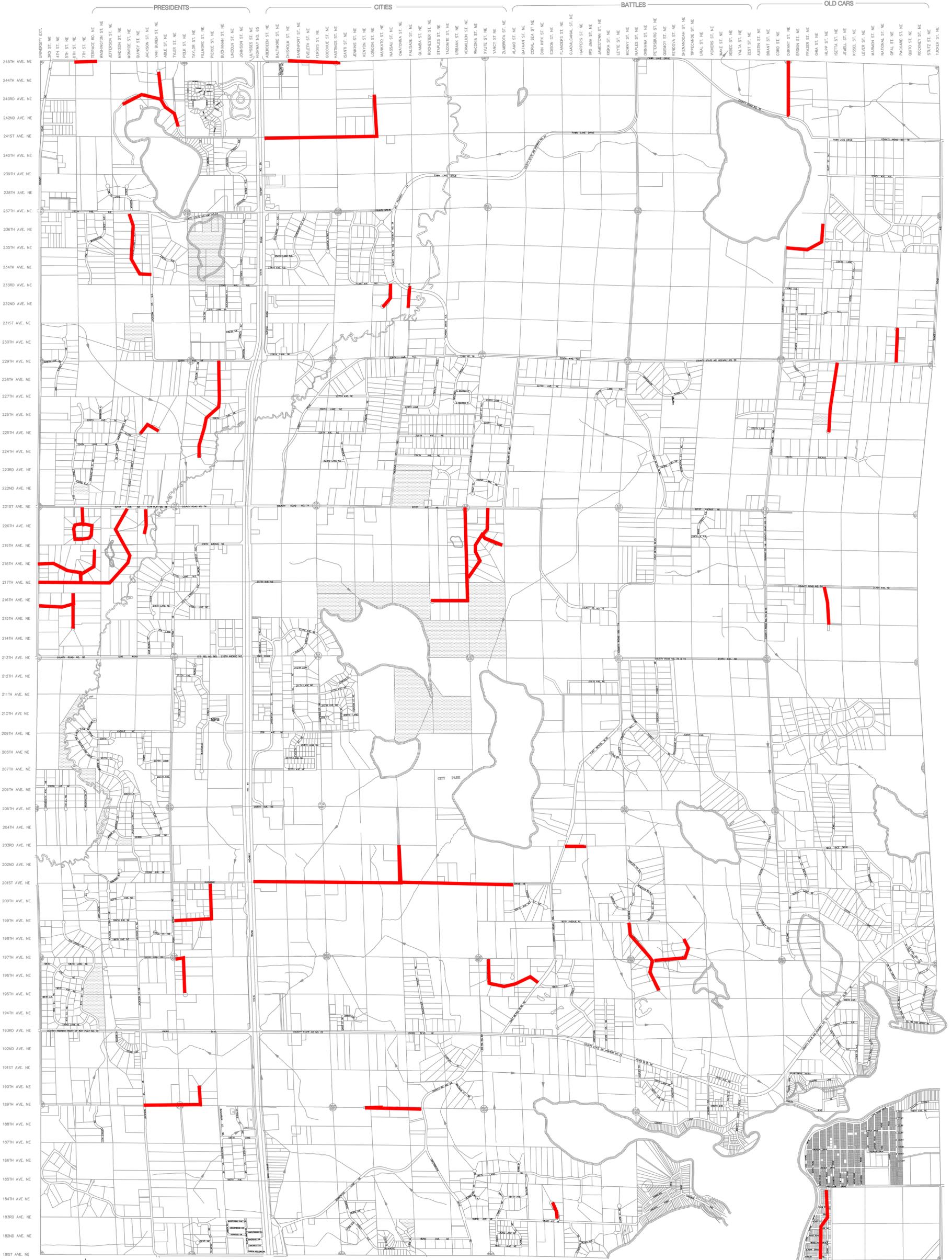
Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Gravel Roads 2016





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

attachment 6

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.



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 8.0 B.1

Agenda Item:

Phase I Service Road Wetland Purchase Agreement

Requested Action:

Staff is requesting Council Approval of the Wetland Purchase Agreement for the Phase 1 Service Road Project.

Background Information:

The Phase 1 Service Road Project from 187th Lane to Viking Boulevard will require filling 43,013 square feet of wetland. The wetland conservation act requires that the filled wetland be replaced at a ratio of 2:1 which results in replacement of 86,026 square feet. At the September 7, 2016 Council meeting a purchase agreement was approved to purchase credits from the Jim Nelson bank contingent on final approval of the wetland permit by the US Army Corp of Engineers.

The US Army Corp of Engineers has issued the wetland permit for this project based on one stipulation which requires changing wetland banks. The state of Minnesota is split up into three regions as they are classified for pre-statehood wetlands remaining. East Bethel is in the 50-80% region. The pre-statehood map is attached. When purchasing wetland credits there is a priority list that needs to be followed per the wetland conservation act rules. The first priority used is the major watershed. The City of East Bethel is in Watershed 21 which also includes the Jim Nelson wetland bank. However due to a rule change several years ago you are not allowed to buy credits from a bank from a greater than 80% area if the project is in a 50-80% area. In short the rule change over rides the priority list for bank selection therefore the original bank selected for this project is not acceptable.

Staff has obtained prices per foot from four other banks that meet the requirements. The prices ranged from \$0.95 to \$3.25 per square foot. Staff recommends that wetland credits be purchased from the Strandlund bank at \$0.95 per square foot. The attached agreement outlines the terms and condition for the purchase of 86,026 square feet of wetland credits from the Strandlund bank in the amount of \$87,036.81.

Attachments:

Attachment 1 – Pre-Statehood Wetland Areas

Attachment 2 – Wetland Purchase Agreement

Fiscal Impact:

The purchase of wetland credits will be financed by the City's Municipal State Aid account. The original budget for this project for the right of way acquisition and the wetland credit purchase was \$567,500. The purchase of these credits would put the total cost of right of way acquisition and wetland credit purchase at \$477,258.

Recommendation(s):

Staff recommends Council consider approval of the Purchase Agreement for Wetland Banking Credits from the Strandlund bank for the Phase 1 Service Road Project.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

The following is a sample of a possible Purchase Agreement for the sale of Wetland Banking Credits. This Purchase Agreement does not necessarily cover all of the issues that would be important to Sellers and Buyers, nor does it address the terms that would be appropriate for any particular transaction. Sellers and Buyers should obtain the services of qualified legal counsel to adapt this Purchase Agreement to meet their specific needs.

**PURCHASE AGREEMENT
FOR
WETLAND BANKING CREDITS**

THIS AGREEMENT is made this 21st day of December, 2016 between Steve Strandlund (Seller) and The City of East Bethel (Buyer).

1. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the wetland banking credits (Credits) listed below:

CREDITS TO BE SOLD						
Credit Sub-Group ¹	Acres or Sq. Ft.	Wetland Circ. 39 Type ²	Plant Community Type ³	Cost per Acre or Sq. Foot	State Fee 6.5%	Fee Estimate
A.	86,026	2	Fresh Wet Meadow	0.95	0.065	\$5,312.11
B.					0.065	
C.					0.065	
D.					0.065	
E.					0.065	
Totals	86,026			\$81,724.70		\$5,312.11

Check here if additional credit sub-groups are part of this account and are listed on an attachment to this document.

¹A separate credit sub-group shall be established for each wetland or wetland area that has different wetland characteristics.
²Circular 39 types: 1, 1L, 2, 3, 4, 5, 6, 7, 8, B, U.
³**Wetland plant community type:** shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/alder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin. **See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.**

2. Seller represents and warrants as follows:

- a) The Credits are deposited in an account in the Minnesota Wetland Bank administered by the Minnesota Board of Water and Soil Resources (BWSR) pursuant to Minn. Rules Chapter 8420.0700-.0760.
- b) Seller owns the Credits and has the right to sell the Credits to Buyer.

3. Buyer will pay Seller a total of \$81,724.70 for the Credits, as follows:
 - a) \$0.00 as earnest money, to be paid when this Agreement is signed; and
 - b) The balance of \$81,724.70 to be paid on the Closing Date listed below.

4. Buyer, Seller agrees to pay to a withdrawal fee of \$5,312.11 to the State of Minnesota based on 6.5% of the agreed to purchase price. At the Closing Date, Buyer, Seller will execute a check made out for this amount, payable to the Board of Water and Soil Resources.

5. The closing of the purchase and sale shall occur on March 1st, 2017 (Closing Date) at 4:00pm. The Closing Date and location may be changed by written consent of both parties. Upon payment of the balance of the purchase price, Seller will sign a fully executed Application for Withdrawal of the Credits in the form specified BWSR, provide a copy of the Application for Withdrawal to the Buyer and forward the same to the BWSR along with the check for the withdrawal fee.

6. Buyer has applied to the Local Government Unit (LGU) and other regulatory authorities for approval of a replacement plan utilizing the Credits as the means of replacing impacted wetlands. If the LGU has not approved the Buyer's application for a replacement plan utilizing the Credits by the Closing Date, and no postponement of the Closing Date has been agreed to by Buyer and Seller in writing, then either Buyer or Seller may cancel this Agreement by giving written notice to the other. In this case, Seller shall return Buyer's earnest money, and neither Buyer nor Seller shall have any further obligations under this Agreement. If the LGU has approved the replacement plan and the Seller is ready to proceed with the sale on the Closing Date, but Buyer fails to proceed, then the Seller may retain the earnest money as liquidated damages.

 (Signature of Seller) (Date)

 (Signature of Buyer) (Date)



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 8.0 D.1

Agenda Item:

2017 Fee Schedule Adoption

Requested Action:

Consider the approval of the 2017 Fee Schedule

Background Information:

City Council annually reviews the Fee Schedule in order to ensure sufficient revenues are generated in order to cover the expense of providing services. Staff has reviewed and updated the attached fee schedule for 2017. The first City Council meeting for 2017 is January 4th and in order to have the 2017 Fee Schedule in place effective January 2, 2017, Staff is requesting Council consider approval of the schedule prior to the end of December 2016.

The 2017 Fee Schedule was discussed at the December 7, 2016 City Council Meeting and there were several questions relating to our utility fees. The consideration of this item was tabled to permit Staff to clarify and modify this portion of the schedule. The following is an explanation of our Utility Operation Fees with recommendations for those issues brought forth by City Council:

Water Rates

The City of East Bethel utilizes an enterprise fund accounting system for water service operations. The water fund is supported through user fees to cover operation expenses and address a portion of the depreciation costs of the system.

Water customers have been classified as either residential or commercial. There are currently 53 residential and 14 commercial customers serviced by the City's water system.

The 53 residential customers are located in the Whispering Aspens Subdivision and served by a system that was financed for the primary purpose of providing utility service to this development.

The 14 commercial customers are located in the Phase I Water Service District. This system was financed with bond issuances to initially provide water service along Hwy. 65 west and east Viking Boulevard.

These two systems are physically and financially separate. As a result, fees for service were developed to address the debt requirements for each system.

Water use fees for the Whispering Aspen System are proposed to remain unchanged for 2017. Rates for this system have not been increased since 2010. The radium remediation fee, a charge designed to amortize a Public Facilities Loan for a new well for this system, has remained constant since 2010. Even though these rates are higher than those normally associated with residential water service, they are the minimum necessary to cover the operating expenses of the system.

The commercial water customers are all located in the Phase 1 Water Service Area. Fees for this service were adopted from the 2010 Facilities Plan and with the limited customer base on this system it is recommended that the rate structure be increased by 3% for 2017 to meet operating costs and continue the generation of funds to address a portion of the depreciation needs of the system.

Water rates are projected to produce \$37,600 in residential water fee revenue for the Whispering Aspen System and \$26,700 in commercial fee revenue in the Phase 1 Water Service Area. Total projected income for both systems is \$64,300 and operating expenditures for this fund are anticipated to be \$56,400. The projected \$7,900 balance would be applied to the annual depreciation costs of \$272,000.

For 2017 that water fees for the Phase 1 Water Service Area are proposed to increase by 3% and will apply to both commercial and residential connections within this portion of the system.

Sewer Rates

The City of East Bethel utilizes an enterprise fund accounting system for sewer service operations. The sewer fund is supported through user fees to cover operation expenses and address a portion depreciation of costs of the system.

Sewer customers are classified into three different usage categories, residential, mobile home park and commercial, each with a different rate structure.

There are currently 53 residential, 1 mobile home park and 14 commercial customers serviced by the City's/MCES's sewer system. The 2017 residential and mobile home park rates are proposed to remain unchanged for 2017.

The 2017 commercial rates are proposed to increase by 3% over 2016 charges. This increase is necessary to cover operation costs, a 19.5% increase in MCES flow charges and continue the generation of funds to apply to the depreciation costs of the system. The proposed sewer rate would apply to both commercial and residential connections within the Phase 1 Sewer Service Area.

Even though the City Sewer System is a shared facility, each customer group, Whispering Aspens, Greystone Mobile Home Park and the Phase 1 Sewer Service District had differing debt considerations when the system was combined in 2015. Therefore, they have a different a rate structure to satisfy their own individual situations.

The sewer rates are projected to produce \$17,900 in residential, \$64,300 in mobile home park and \$21,800 in commercial fee revenue for a total of \$104,000 in 2017. Operating expenditures for this fund are anticipated to be \$81,200 and the remainder of the balance of fees collected, \$23,200, would be applied to the \$292,500 in annual depreciation of the system.

Sewer System Trunk Charges, in the amount of \$11,500 per lot, are applicable only in the Phase 1 Sewer Service Area and are required of any connections that involve more than one ERU or are of a non-residential use. This fee was approved by City Council in 2012 and has not changed since its adoption.

Attachments:

- 1.) 2017 Fee Schedule – With noted changes
- 2.) Resolution 2016-63, 2017 Fee Schedule Adoption
- 3.) Utility Service Area Map

Fiscal Impact:

As noted in the attachment.

Recommendation(s):

Staff requests Council consider the approval of the 2017 Fee Schedule.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**City of East Bethel
2017 Fee Schedule (Proposed)**

		Change
T T E AT N FEE		
Water and Sewer - Access Charges		
WATER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$500	
SEWER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$3,350	
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	Per MCES
WATER SYSTEM ACCESS CHARGE-PHASE I WATER SYSTEM SERVICE AREA	\$3,600	
SEWER SYSTEM ACCESS CHARGE-PHASE I SEWER SYSTEM SERVICE AREA	\$2,000	
SEWER TRUNK CHARGE - PHASE 1 SEWER SYSTEM SERVICE AREA (USERS WITH ERU >1 or NON-RESIDENTIAL CONNECTIONS)	\$11,500	*Added
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	Per MCES
Water - Operational Charges		
1 ater use Char es esidential hisperin Aspen		
BASE CHARGE	\$18.77 PER MONTH	
USAGE CHARGES:		
0 - 2,000 GALLONS PER MONTH	\$10.60 PER 1,000 GALLONS	
2,001 - 5,000 GALLONS PER MONTH	\$12.72 PER 1,000 GALLONS	
5,001 - 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$18.32 PER 1,000 GALLONS	
2 ater se Char es hase ater ystem ervice Area		
BASE CHARGE	\$15.90 PER ERU PER MONTH	3% increase
USAGE CHARGES:		3% increase
0 - 10,000 GALLONS PER MONTH	\$3.18 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 GALLONS	
Sewer - Operational Charges		
1 e er Treatment esidential hisperin Aspen		
BASE CHARGE	\$6.13 PER MONTH	
USAGE CHARGE	\$6.30 PER 1,000 GALLONS	
(Residential based on water use during January)		*Eliminated tiers
2 e er Treatment hase e er ystem ervice Area		
BASE CHARGE	\$5.30 PER MONTH PER ERU	3% increase
USAGE CHARGE	\$5.05 PER 1,000 GALLONS	3% increase
e er Treatment Mobile ar reystone		
BASE CHARGE	\$912.44 PER MONTH	
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	
Other Charges		
RADIUM REMEDIATION FEE-WHISPERING ASPEN	\$10.00 PER MONTH	
STREET LIGHTING CHARGE - WHISPERING ASPEN	\$500 PER MONTH	
WATER TURN ON/OFF FEE	\$75	
CONNECTION INSPECTION (NEW OR REPAIR) - SEWER	\$80	

**City of East Bethel
2017 Fee Schedule (Proposed)**

CONNECTION INSPECTION (NEW OR REPAIR) - WATER	\$80	
PENALTY CHARGES	Bills are due within 25 days from the date of billing. Bills not paid in full by the due date will pay a service charge of 10% of the current charges. Beginning 30 days after the due date, all unpaid balances will accrue interest at the rate of 1.5% per period. All amounts that are more than 30 days past due on the last day of November each year may be certified to the County Auditor as unpaid and delinquent. The certified amount, plus a service charge to pay for the assessment process, shall be extended as a tax lien on the respective property. This amount will be added to the following year's property tax assessment	
TAX CERTIFICATION OF DELINQUENT ACCOUNTS	\$70.00	
ENE A FEE		
DATA/INFORMATION RETRIEVAL FEE - STAFF TIME (REQUESTS MUST BE IN WRITING, NO CHARGE IF LESS THAN 30 MINUTES STAFF TIME)	2.5 TIMES HOURLY RATE	
NOTARY FEE	\$1	
ASSESSMENT SEARCH (ALL REQUESTS MUST BE IN WRITING, NO CHARGE TO HOMEOWNERS)	\$20	
BLACK AND WHITE COPY CHARGE	\$.25 PER PAGE	
COLOR COPY CHARGE	\$.50 PER PAGE	.25 increase
FAX CHARGE (SEND OR RECEIVE)	\$1.00 PER PAGE	
RESEARCH FEE	\$50.00 MINIMUM FEE PLUS ANY ADDITIONAL COSTS BILLED TO CITY OVER MINIMUM	
CITY MAPS-COUNTY PROVIDED (IF CURRENT)	\$2	
CITY MAPS - 11 X 17	\$5	
CITY MAPS - 36 X 36	\$10	
VIDEOTAPE COPY OF MEETING	\$10	
RETURNED CHECK CHARGE	\$30	
ELECTION FILING FEE	\$5	
GARBAGE HAULER'S LICENSE	\$300	
CIGARETTE VENDOR LICENSE	\$200	
STRAY ANIMAL PICKUP FEE: 8:00 A.M. - 7:00 P.M.	contracted	
STRAY ANIMAL PICKUP FEE: 7:00 P.M. - 8:00 A.M.	contracted	
ANIMAL BOARDING FEE	contracted	
POTENTIALLY DANGEROUS DOG REGISTRATION	\$250	
DANGEROUS DOG REGISTRATION	\$500	
KENNEL LICENSE APPLICATION FEE	\$150	
KENNEL LICENSE ANNUAL FEE	\$50	
LIQUOR LICENSES:		
3.2 LIQUOR ON SALE	\$250	
3.2 LIQUOR OFF SALE	\$150	
LIQUOR ON SALE	\$3,500	
LIQUOR OFF SALE***	\$380	
SUNDAY LIQUOR SALE	\$200	
WINE	\$500	
LICENSEE INVESTIGATION FEE	\$300	
BREWERY/TAPROOM ON-SALE	\$250	

**City of East Bethel
2017 Fee Schedule (Proposed)**

OFF-SALE GROWLER	\$150	
MICRODISTILLERY OFF-SALE	\$380	
CATERER'S PERMIT FEE	\$20	
MASSAGE ESTABLISHMENT LICENSE		
INITIAL FEE	\$200	
ANNUAL RENEWAL FEE	\$100	
LICENSEE INVESTIGATION FEE	\$300	
MASSAGE THERAPIST LICENSE		
INITIAL FEE	\$100	
ANNUAL RENEWAL FEE	\$100	
LICENSEE INVESTIGATION FEE	\$300	
PAWNBROKER/SECONDHAND GOODS DEALER	\$5,000 ANNUAL FEE	
DEALER INVESTIGATION FEE	\$3,000	
TRANSACTION FEE	\$5 PER TRANSACTION	
TRANSIENT MERCHANT LICENSE	\$500 ANNUAL/\$250 60 DAYS	
PEDDLER/SOLICITOR LICENSE	\$1,000 ANNUAL/IF CITED FOR OPERATING WITHOUT A LICENSE \$1,000 ADDITIONAL/ \$85 30 day permit	
APPLICATION INVESTIGATION FEE	\$50	
SEXUALLY ORIENTED BUSINESS LICENSE	\$10,000	
LICENSEE INVESTIGATION FEE	\$3,000	
VEHICLE DEALER LICENSE	\$350 ANNUAL FEE	
RIGHT OF WAY ACCESS FEE	\$300	
NUISANCE ABATEMENT	\$150 OR 25% OF ACTUAL COSTS, WHICHEVER IS GREATER + ACTUAL COSTS	
TAX CERTIFICATION OF NUISANCE ABATEMENT	\$70	

(c) The fee set by the jurisdiction issuing the license shall be reduced by \$100 if the following conditions are met:		
(1) the licensee agrees to have a private vendor train all employees within 60 days of hire and annually thereafter in laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;		
(2) the licensee agrees to post a policy requiring identification checks for all persons appearing to be 30 years old or less; and		
(3) a cash award and incentive program is established by the licensee, to award employees who catch underage drinkers, and a penalty program is established to punish employees in the event of a failed compliance check.		
CEMETE FEE		
CEMETERY PLOTS	\$800	
SUMMER PLOT DIGGING	\$600	
WINTER PLOT DIGGING (NOVEMBER 1 THRU MAY 1)	\$800	
SUMMER CREMATION PLOT DIGGING	\$300	
WINTER CREMATION PLOT DIGGING (NOVEMBER 1 THRU MAY 1)	\$400	
SUMMER INFANT PLOT DIGGING	\$450	
WINTER INFANT PLOT DIGGING	\$550	
ADDITIONAL DIGGING FEE, IF AFTER HOURS (AFTER 3:00 MONDAY - FRIDAY, ALL SATURDAYS, SUNDAYS & HOLIDAYS)	\$100	
MARKER SETTING FEE	\$50	
ANN N AND N N FEE		
City Council Packet - Page 73		
ADMINISTRATIVE SUBDIVISION	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	

**City of East Bethel
2017 Fee Schedule (Proposed)**

ADVISORY SIGNAGE RENTAL	USAGE FEE - \$125; DEPOSIT OF \$650 REQUIRED	
CERTIFICATE OF COMPLIANCE - TEMP/SEASONAL SALES	\$150	
COMPREHENSIVE PLAN AMENDMENT	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
COMPREHENSIVE PLAN DOCUMENT	\$40	
CONCEPT PLAN REVIEW	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
CONDITIONAL USE PERMIT	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONDITIONAL USE PERMIT AMENDMENT	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONSULTING FEES	ACTUAL COSTS BILLED TO THE CITY; ENGINEERING, LEGAL, ETC.	
COUNTY FILING FEE REIMBURSEMENT	\$55	
DRIVEWAY ESCROW	\$1,800	
ENVIRONMENTAL REVIEW	\$350; \$650 ESCROW REQUIRED	
FINAL PLAT	\$300 + CONSULTING FEES + \$1,000 Escrow + \$50/LOT IF NEW ROAD	
FLOODPLAIN REVIEW	\$150 + CONSULTING COSTS	
GRADING PERMIT	\$50 + CONSULTING FEES + \$500 Escrow Required	
INTERIM USE PERMIT	\$150 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT AMENDMENT	\$150 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT FOR 6 OR LESS CHICKENS	\$100	*Added
INTERIM USE PERMIT RENEWAL	\$50	*Added
LANDSCAPE PLAN ESCROW	125% OF THE APPROVED ESTIMATED LANDSCAPING COSTS	
MAJOR MINING (GREATER THAN 5,000 CUBIC YARDS)	\$1,000 + CONSULTING FEES; \$1,500 ESCROW REQUIRED	
METES AND BOUNDS SPLIT	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
MINOR MINING (BETWEEN 1,000 AND 5,000 CUBIC YARDS)	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
OUTDOOR ENTERTAINMENT PERMIT	\$150	
PARK DEDICATION		
RESIDENTIAL	10% OF LAND OR CASH NOT TO EXCEED \$2,000 PER LOT (SEE CITY ORDINANCE FOR FURTHER DETAILS)	
COMMERCIAL	5% OF LAND OR CASH NOT TO EXCEED \$2,000 PER ACRE (SEE CITY ORDINANCE FOR FURTHER DETAILS)	
PERMANENT SIGN PERMIT	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
PLANNED UNIT DEVELOPMENT	\$700 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
PLANNED UNIT DEVELOPMENT AMENDMENT	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
PRELIMINARY PLAT	\$500 + \$25.00/lot + CONSULTING FEES; \$5,000 ESCROW REQUIRED	
REZONING	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
SIDEWALK ESCROW (WHISPERING ASPEN)	\$150	
SITE PLAN REVIEW	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
STREET SIGN	\$150	
TAX INCREMENT FINANCING APPLICATION FEE	\$3,000 + CONSULTING FEES; \$12,000 ESCROW REQUIRED	
TEMP/SEASONAL OUTDOOR SALES PERMIT	\$150	
TEMPORARY SIGN PERMIT - AFTER SIGN PLACEMENT	\$80	
TEMPORARY SIGN PERMIT - BEFORE SIGN PLACEMENT	\$40	
VACATION	\$200 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
VARIANCE	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
WETLAND REVIEW	\$150 + CONSULTING COSTS	
ZONING ORDINANCE DOCUMENT	\$40	
ZONING TEXT AMENDMENT	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
B D N N E C T N F E E	City Council Packet - Page 74	
ACCESSORY BUILDING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	

**City of East Bethel
2017 Fee Schedule (Proposed)**

ADDITION PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
ALL COMMERCIAL BUILDING PERMIT FEES	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	MOVED
ALTERATION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
BASEMENT FINISH PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
BUILDING DEMOLITION / BLDG OR PARTIAL		\$50 RE-WORDED, ALPHABETIZED
COMMERCIAL MECHANICAL HVAC PERMIT	\$80 OR 1.5% OF VALUATION, WHICHEVER IS GREATER	MOVED TO COMMERCIAL
DECK		\$150
DECK PERMIT – PORCH OR 3 SEASON	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	DUPLICATE
DEMOLITION / BLDG OR PARTIAL		\$50 MOVED HERE
DRIVEWAY PERMIT		\$50
FENCE OVER 7# 6FT PERMIT or FENCE CERTIFICATE		\$50
FINE FOR FAILING TO OBTAIN REQUIRED PERMIT	EQUAL TO THE CALCULATED PERMIT FEE AMOUNT	MOVED TO MISC
FIRE ALARM SYSTEM	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIRE SPRINKLER INSTALLATIONS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIREPLACE PERMIT	\$75/RESIDENTIAL PROPERTY	CHANGED WORDING
FUEL TANK PERMIT – ADDING OR REMOVING	\$50/RESIDENTIAL PROPERTY	CHANGED FEE
FUEL TANK REMOVAL PERMIT		\$50 DELETED
GARAGE PERMIT – ATTACHED/DETACHED	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
GAS LINE INSTALLATION PERMIT		\$15
MANUFACTURED HOME INSTALLATION PERMIT		\$100
MECHANICAL HVAC PERMIT		\$80 ALPHABETIZED HERE
NEW CONSTRUCTION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
NEW CONSTRUCTION – WHISPERING ASPENS	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A WITH SAC, WAS, WATER METER AND CONNECTION, AND STREET IMPROVEMENT CHARGES.	
PLAN CHECK	65% OF BUILDING PERMIT FEE	MOVED TO MISC
PLUMBING PERMIT	\$30 + \$10 PER OPENING	
POOL PERMIT – ABOVE GROUND		\$50
POOL PERMIT – BELOW GROUND		\$100
RE-INSPECTION/ADMINISTRATIVE FEE	\$65 PER INSPECTION	MOVED TO MISC
REMODEL PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
RENTAL INSPECTION FEE	\$50.00 PER UNIT	MOVED TO RENTAL
RENTAL LICENSE FEE	\$25 PER APPLICATION	MOVED TO RENTAL
REPAIR PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
RESIDENTIAL MECHANICAL HVAC PERMIT		\$80 MOVED, ALPHABETIZED
ROOFING PERMIT		\$100
SEPTIC - REPAIR		\$100
SEPTIC PERMIT – ALTERNATIVE (TYPE IV) SYSTEM	\$200.00 plus actual cost of plan review / inspections or \$300.00 minimum	
SEPTIC PERMIT - NEW CONSTRUCTION/REPLACEMENT		\$300
SEPTIC PUMPING PERMIT		\$5
SEPTIC TANK/HOLDING TANK PERMIT		\$100
SIDING PERMIT		\$80
SPECIAL INSPECTIONS – HOURLY RATE		\$50 MOVED TO MISC
THREE SEASON OR PORCH	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	ADD 'OR'
VERIFICATION OF STATE CONTRACTOR LICENSE		\$5 MOVED TO MISC
WATER HEATER PERMIT		\$50
WATERPROOFING PERMIT		\$50
WINDOWS/DOORS – NO CHANGE TO OPENING SIZE PERMIT		\$50 ADD
WINDOWS/DOORS – CHANGE TO OPENING SIZE PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
M C E A N E B D N F E E		

**City of East Bethel
2017 Fee Schedule (Proposed)**

CELL TOWER PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
FINE FOR FAILING TO OBTAIN REQUIRED PERMIT	EQUAL TO THE CALCULATED PERMIT FEE AMOUNT	MOVED HERE
MISC FEE		\$1
MISC PERMITS THAT DO NOT REQUIRE PLAN REVIEW		\$50
MISC PERMITS THAT DO REQUIRE PLAN REVIEW	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
PLAN CHECK	65% OF BUILDING PERMIT FEE	MOVED HERE
RE-INSPECTION/ADMINISTRATIVE FEE	\$65 PER INSPECTION	MOVED HERE
RIGHT OF WAY PERMIT		\$300
SPECIAL INSPECTIONS - HOURLY RATE		\$50
VERIFICATION OF STATE CONTRACTOR LICENSE		\$5
C M M E C A B D N F E E		
COMMERCIAL CONSTRUCTION PERMIT FEES	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	RE-WORD
COMMERCIAL FIREPLACE PERMIT--COMMERCIAL	\$75/FIREPLACE	RE-WORD
COMMERCIAL FUEL TANK PERMIT -- ADDING OR REMOVING	\$50/TANK	CHANGED FEE
COMMERCIAL MECHANICAL HVAC PERMIT	\$80 OR 1.5% OF VALUATION, WHICHEVER IS GREATER	MOVED HERE
COMMERCIAL PLUMBING PERMIT--COMMERCIAL	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	RE-WORD
COMMERCIAL SEPTIC PERMIT--COMMERCIAL	\$200.00 PLUS ACTUAL COST OF PLAN REVIEW / INSPECTIONS OR \$300.00 MINIMUM	RE-WORD
ENTA FEE		NEW CATEGORY
RENTAL INSPECTION FEE	\$50.00 PER UNIT	MOVED HERE
RENTAL LICENSE FEE	\$25 PER APPLICATION	MOVED HERE
RENTAL LATE FEE	\$25 PER APPLICATION	ADD
RENTAL TRANSFER FEE	\$25 PER APPLICATION	ADD
RENTAL REINSTATEMENT FEE	\$25 PER APPLICATION	ADD
E E C T C e r m i t F e e s		
MINIMUM INSPECTION FEES	\$35 PER TRIP	
SINGLE FAMILY RESIDENTIAL (UP TO 200 AMP's & 30 CIRCUITS) (NEW OR REMODEL)	\$150 MAXIMUM (FOR 3 INSPECTIONS); NO MAXIMUM IF OVER 200 AMPs; ADDITIONAL TRIPS - \$35	
MULTI FAMILY UNITS (SERVICE & HOUSE WIRING SEPARATE)	\$70/UNIT	
SWIMMING POOL (TRIP FEE PLUS CIRCUITS)	\$35 PER TRIP; PLUS CIRCUITS	
CHANGE OUT, UPGRADE SERVICE OR REPAIR		\$50
0-400 AMP	\$14/EACH	
EACH ADDITIONAL 100 AMPS	PLUS \$3 PER RECONNECTED CB	
EACH CIRCUIT OR FEEDER 0-30 AMP	\$8/EACH	
EACH CIRCUIT OR FEEDER 31 TO 100 AMP	\$10/EACH	
EACH ADDITIONAL 100 AMP	ADD \$5 PER 100 AMP	
STREET LIGHTS	\$4/EACH	
STANDARD TRAFFIC SIGNAL	\$7/EACH	
TRANSFORMER 0-10 KILOVOLT-AMPERES		\$10
11-76 KILOVOLT-AMPERES		\$40
OVER 76 KILOVOLT-AMPERES		\$80
FIRE ALARM & ENERGY MANAGEMENT DEVICE	\$10 FIRST 10 OPENINGS OR FIXTURES, \$6.50 EACH ADDITIONAL 10	
LIGHTING RETROFIT/REMOTE CONTROL/SIGNALS		
INVESTIGATION FEE	\$100 MINIMUM OR DOUBLE THE PERMIT FEE	
CANCELED PERMIT HANDLING FEE		\$35
REINSPECTION FEE		\$35
CIRCUITS & FEEDERS: THE INSPECTION FEE FOR THE INSTALLATION, ADDITION, ALTERATION, OR REPAIR OF EACH CIRCUIT, FEEDER, FEEDER TAP, OR SET OF TRANSFORMER SECONDARY CONDUCTORS.		
FIREPLACE PERMIT		
RESIDENTIAL	\$75/HOME	DUPLICATE
COMMERCIAL	\$75/FIREPLACE	DUPLICATE

**City of East Bethel
2017 Fee Schedule (Proposed)**

F E D E A T M E N T F E E		
FIRE RESPONSE REIMBURSEMENTS:		
MOTOR VEHICLE ACCIDENTS	\$300	
PUBLIC UTILITY EMERGENCY SERVICE AND HAZARDOUS MATERIAL SPILL OR LEAK:		
LABOR CHARGE	\$15/HOUR	
TRUCK CHARGE	\$150/HOUR	
COMMERCIAL INSPECTIONS:		
INITIAL & 1ST RE-INSPECTION	NO CHARGE	
EACH ADDITIONAL RE-INSPECTION	\$65	
FALSE ALARMS - EACH OCCURRENCE		
AFTER 2 FALSE ALARMS WITHIN A CALENDAR YEAR	\$200	
TAX CERTIFICATION OF UNPAID FIRE CHARGES	\$70	
E C E A T N A F E E		
C E A E N A		
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	
LOCKER ROOM RENTAL	\$7,500	
ADVERTISING	NEGOTIABLE	
DRY FLOOR EVENTS	NEGOTIABLE	
A		
PAVILIONS/SHELTERS - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
PAVILIONS/SHELTERS - RESIDENT	\$100 DEPOSIT	
IRRIGATED BALLFIELDS - NON RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS - RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS; TOURNAMENT	\$350/TOURNAMENT; \$200 DEPOSIT	
NON IRRIGATED BALLFIELDS - NON RESIDENT	\$10/DAY; \$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - RESIDENT	\$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - TOURNAMENT	\$50/FIELD; \$100 DEPOSIT	Added
IRRIGATED SOCCER FIELD	\$10/DAY; \$100 DEPOSIT	Deleted
IRRIGATED SOCCER FIELD - TOURNAMENT	\$200/TOURNAMENT; \$200 DEPOSIT	Deleted
NON IRRIGATED SOCCER FIELD	\$0/WEEK; \$100 DEPOSIT	
NON IRRIGATED SOCCER FIELD - TOURNAMENT	\$0/TOURNAMENT; \$100 DEPOSIT	
HORSESHOE PITS - LEAGUE SEASON	\$100/SEASON; \$100 DEPOSIT	Deleted
HORSESHOE PITS - TOURNAMENT	\$50/TOURNAMENT; \$100 DEPOSIT	Deleted
CONCESSION STAND; SAA SEASON, MONDAY-FRIDAY	\$1,000/SEASON	
CONCESSION STAND; WEEKEND TOURNAMENTS	\$300/WEEKEND; \$300 DEPOSIT	
CONCESSION STAND; ONE DAY FEE NON TOURNAMENT	\$50/DAY	Added
WHISPERING ASPEN COMMUNITY CTR - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
WHISPERING ASPEN COMMUNITY CTR - RESIDENT	\$100 DEPOSIT	

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2016-63

**A RESOLUTION MODIFYING FEES TO BE COLLECTED BY THE CITY OF
EAST BETHEL IN 2017**

WHEREAS, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

WHEREAS, The City Council reviews and revises the Fees in which are charged for various items on an annual basis; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: this resolution establishes that the Fee Schedule is hereby modified to the attached starting January 1, 2017.

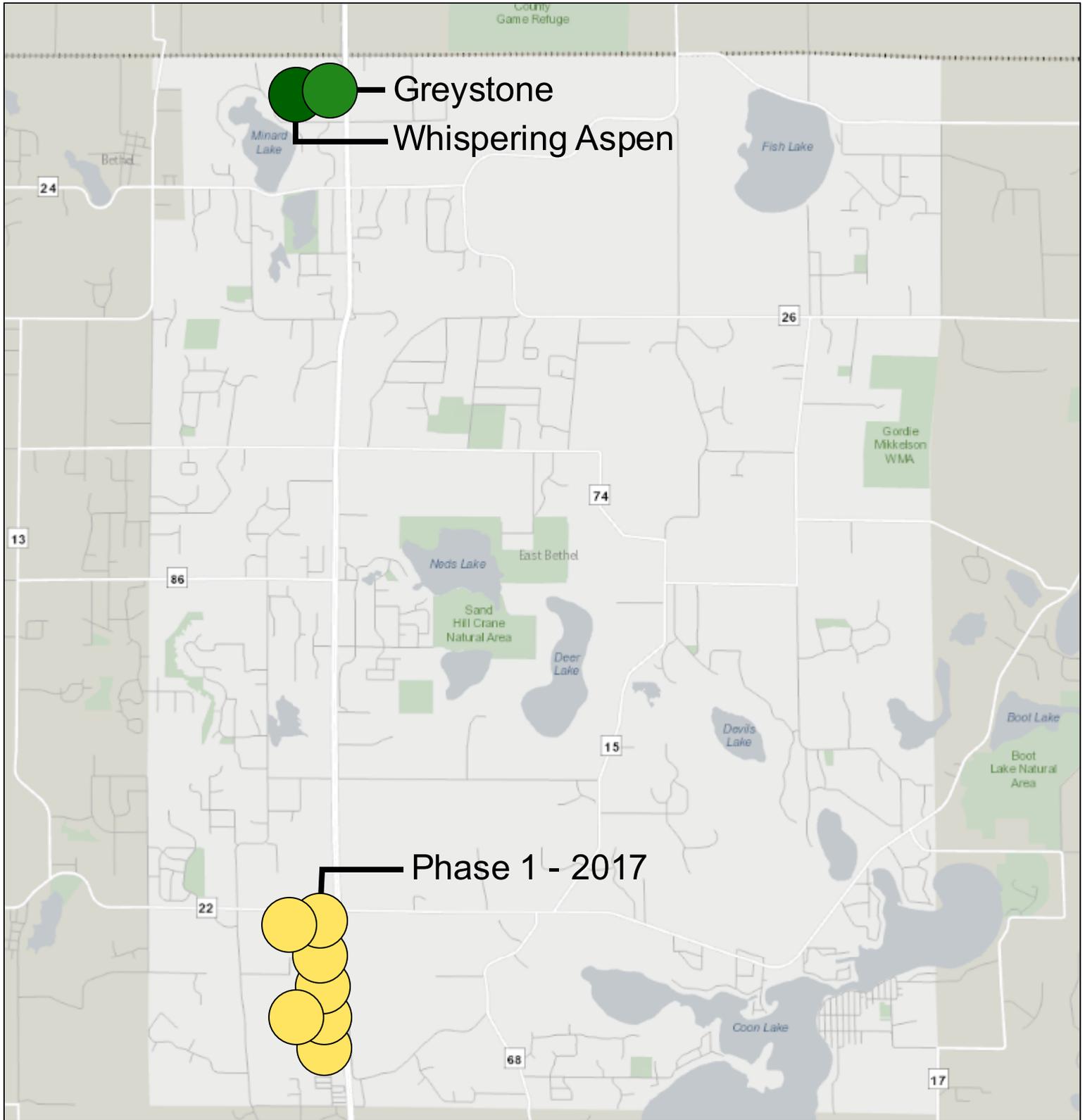
Adopted this 21st day of December, 2016 by the City Council of the City of East Bethel.

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

Water/Sewer Service Areas



1 in = 5,400 ft





City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 8.0 G.1

Agenda Item:

December 28, 2016 Work Meeting

Requested Action:

Consider an agenda for or cancellation of the December 28, 2016 Work Meeting.

Should the meeting be scheduled, topics of discussion would include the ongoing negotiations with the DNR regarding the Sandhill Crane Natural Area and a revision to the City policy for the petitioning of and the cost allocations for paving non asphalt surfaced City streets or other topics as requested by Council.

Background Information:

Fiscal Impact:

Recommendation(s):

Staff is seeking direction as to setting the agenda for this meeting or postponement until January.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel City Council Meeting Agenda Information

Date:

December 21, 2016

Agenda Item Number:

Item 9.0 A.1

Agenda Item:

Staff Report

Requested Action:

Informational Only

Background Information:

I. Sandhill Crane Natural Area

City Staff and the Anoka County Parks Department met with the DNR on December 8, 2016 to continue the discussion of the transfer of the School Trust Land Designation from the Sandhill Crane Natural Area (SCNA) to another DNR forest unit. The transfer has been stalled due to resistance the DNR has received from those areas proposed for this reassignment.

The issue with the School Trust Land Designation is that these lands, by state statute, are required to produce revenue. Many times the generation of revenue is the result of logging and unfortunately this is normally in the form of clear cutting. Clear cutting was proposed for the SCNA in 2013 but through efforts of the City and County this was postponed as an option through the end of this year. Both the City and County have been working with the DNR during this period to find a way to eliminate clear cutting as an option for land management within the SCNA.

Anoka County is in the process of extending the lease through 2017 to allow the City, County and the DNR to enable a permanent solution to this issue to be finalized. Additional discussions will be scheduled to address this issue.

II. Comp Plan Update

The next 2018 Comprehensive Plan meeting is scheduled for 6:30 PM January 12, 2017 at the Senior/Community Center. This is the first Visioning Session and is designed as interactive meeting with various stations set up to solicit public input. This will be a “drop in” type meeting with introductions every 30 minutes. This will enable the program to be rotated throughout the evening and provide more flexibility for the public in terms of participation and the times for arrival.

In addition to the Visioning meeting, City Staff is in the process of setting up meetings with East Bethel Chamber of Commerce and area businesses in the first

quarter of 2017. The dates of these are to be arranged and will be posted on the City Website.

III. 2017 City Commission Positions

The City has six Commissions/Organizations that serve in advisory capacity to the City Council. These Commissions/Organizations review issues and develop recommendations for the Council that deal with land use, various permits, City Ordinances, transportation and street improvements, park development and water quality concerns.

These positions are voluntary and are by appointment of City Council. 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.

Council will consider and approve appointments in January. We are now taking applications for any vacancies that may occur on the Commissions. If you decide to submit an application, send or drop off your information to Karen White at the East Bethel City Hall. **The original application deadline was December 23, 2016. Staff is recommending that time be extended to December 30, 2016.**

Fiscal Impact:

Recommendation(s):

Information Only
