

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:00 p.m.

Date: January 4, 2017



- | | <u>Item</u> | |
|----------|-------------|--|
| 7:00 PM | 1.0 | Call to Order |
| 7:01 PM | 2.0 | Pledge of Allegiance |
| 7:01 PM | 3.0 | Adopt Agenda |
| 7:02 PM | 4.0 | Council Actions/Presentations |
| p. 3-6 | A. | Oath of Office for Mayor Elect Steve Voss, and Councilpersons Elect Tom Ronning and Randy Plaisance |
| p. 7-12 | B. | Anoka County Union Herald and Anoka Recorder Presentation Request for Designation as the City's Official Newspaper and Consideration of Resolution 2017-01, Approval of the Official Newspaper for the City of East Bethel |
| 7:15 PM | 5.0 | Public Forum |
| 7:25 PM | 6.0 | Consent Agenda |
| | | <i>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</i> |
| p. 15-20 | A. | Approve Bills |
| p. 21-33 | B. | Meeting Minutes, December 21, 2016 City Council Meeting |
| p. 34-35 | C. | Resolution 2017-02 Setting Meeting Dates for 2017 |
| p. 36 | D. | Resolution 2017-03 Establishing Bank Depositories |
| p. 37 | E. | Resolution 2017-04 Check Signatory Approval |
| p. 38-39 | F. | Resolution 2017-05 Setting Local Board of Appeals & Equalization Date |
| p. 40 | G. | Resolution 2017-06 Accepting Donation from Jim Fink |
| p. 41-42 | H. | 2017-2019 Union Contract Addendum |
| | | New Business |
| 7:30 PM | 7.0 | Commission, Association and Task Force Reports |
| | A. | Planning Commission |
| | B. | Economic Development Authority |
| | C. | Park Commission |
| | D. | Road Commission |
| 7:30 PM | 8.0 | Department Reports |
| p. 43-44 | A. | Community Development |
| | 1. | Viking Preserve – Final Plat Extension Request |
| p. 45-53 | B. | Engineer |
| | 1. | Resolution 2017-07, Approving Plans and Specifications for the Phase 1 Service Road and Ordering Advertisement for Bids |
| p. 54-62 | 2. | Resolution 2017-08 Assessment Hearing |
| p. 63-64 | 3. | Resolution 2017-09, Parking Restrictions for S.A.P. 203-111-004 |
| | C. | City Attorney |
| | D. | Finance |

- E. Public Works
 - F. Fire Department
 - G. City Administrator
 - 1. Commission/Committee Assignments for 2017
- p. 65-68

- 7:45 PM** **9.0** **Other**
- p. 69-82
- A. Staff Report
 - 1. Comp Plan Visioning Meeting
 - 2. Code Enforcement Report
 - 3. January 18, 2017 HRA Meeting
 - B. Council Reports
 - C. Other

7:55 PM **10.0** **Adjourn**



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 4.0 A

Agenda Item:

Installation of Mayor and Council Members

Requested Action:

Administer the Oath of Office to the re-elected and newly elected City officials

Background Information:

At the November 8, 2016 General Election, Steve Voss was re-elected Mayor. Tom Ronning was re-elected to the City Council and Randy Plaisance was newly elected to the City Council.

State Statute 358.05 requires that each re-elected and newly elected official be installed by taking the Oath of Office (358.06). A Certificate of Election is provided as evidence of their election to office. A copy of the Oath of Office is included with your agenda materials.

The City Clerk will administer the Oath. Council members elect taking the Oath must sign a copy of the Oath in the presence of the administering official.

Fiscal Impact:

None

Recommendation(s):

Install elected City officials.

City Council Action:

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



Oath of Office

I, **Randy Plaisance**, do hereby solemnly swear that I support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of Council Member for the City of East Bethel, County of Anoka, State of Minnesota, to the best of my knowledge and ability. So help me God.

Randy Plaisance, Council Member

ATTEST:

Jack Davis, City Administrator

Subscribed and sworn before me,
this 4th day of January, 2017.

Notary Public



Oath of Office

I, **Steven Voss**, do hereby solemnly swear that I support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of Mayor for the City of East Bethel, County of Anoka, State of Minnesota, to the best of my knowledge and ability. So help me God.

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

Subscribed and sworn before me,
this 4th day of January, 2017.

Notary Public



Oath of Office

I, **Tom Ronning**, do hereby solemnly swear that I support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully, justly, and impartially discharge the duties of Council Member for the City of East Bethel, County of Anoka, State of Minnesota, to the best of my knowledge and ability. So help me God.

Tom Ronning, Council Member

ATTEST:

Jack Davis, City Administrator

Subscribed and sworn before me,
this 4th day of January, 2017.

Notary Public



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 4.0 B

Agenda Item:

Designation of the Official Newspaper for the City of East Bethel

Requested Action:

Consider approval of Resolution 2017-01, Designation of the City Official Newspaper for 2017

Background Information:

The Anoka County Union Herald and the Anoka Record have requested designation as the official newspaper for the City for 2017.

The Anoka County Union Herald is a locally owned, weekly community news source. Total paid circulation for the Anoka County Union was 4,430 in 2015. This does not include counter sales at local businesses. Public notices are also available free online at their website, which averages over 65,000 visitors each month. The Anoka County Union is published every Friday. The rate for public notices per column inch is \$10.75, and has remained unchanged for many years.

The Anoka Record is a weekly free publication of government news from Anoka County, Minnesota and the State of Minnesota Legislature. The editor of the Anoka County Record has stated that all legally required notices will be published free of charge, regardless of length. Duplications of these notices would also be published for free. Other items, such as display ads for community events, would be offered at their lowest rate.

The Anoka Record is published weekly and the primary distribution of this newspaper is online with printed distribution throughout Anoka County. U.S. Mail subscriptions are available at \$100 per year, or per copy at \$2 each. There are 517 non-paid individual subscriptions and 73 bulk distributions of the hard copy of this paper as of September 30, 2016.

While there would be a savings with the designation of the Anoka County Record, the Anoka County Union is more familiar to our residents, includes features and photographs of local events and news stories, has a larger circulation than the Anoka County Record and may be more readily accessible due to its print availability at retail outlets and its online daily newsletter.

Attachments:

Attachment 1 – Letters of Request

Attachment 2 – Resolution 2017-01, Designating Official Newspaper

Fiscal Impact:

Costs for legal notices in the Anoka Union Herald for 2016 were \$2,670. Costs for the same service from the Anoka Record are estimated to have been in the range of \$0 to 1,000.

Recommendation(s):

Absent any new information that will be presented at the January 4, 2017 Council Meeting, Staff recommends that Council consider Resolution 2017-01, designating the Anoka County Union Herald as the official newspaper for the City for 2017.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

PLEASE PLACE IN JANUARY CITY COUNCIL PACKET

Anoka County **RECORD**

PO Box 21014 • Columbia Heights MN 55421-0014 • (763) 220-0411
 E-Mail: editor@anokacountyrecord.com Website: www.anokacountyrecord.com

December 20, 2016

City of East Bethel: Mayor and Councilmembers,

For first time customers, *Anoka County Record* is pleased to present you with an offer to publish all of your public notices for FREE in exchange for being named as your official newspaper for 2017. If you own a computer or smartphone, our e-subscription is also FREE. All affidavits of publication are posted online for FREE. Print subscriptions to city hall are also FREE.

The *Record* is currently the official newspaper for Anoka County, City of Ham Lake, and City of Oak Grove. The *Record* is the low bidder to publish all Anoka County notices in 2017.

With the recent sale of the *Anoka County UnionHerald*, *Blaine-Spring Lake Park Life*, *Columbia Heights-Fridley Sun Focus*, and the *Forest Lake Times*, we would like to highlight some ownership differences.

Anoka County Record, LLC vs. Other Paper

	Anoka County Record, LLC	Owners of <i>Anoka County UnionHerald</i>, <i>Blaine-Spring Lake Park Life</i>, <i>Columbia Heights-Fridley Sun Focus</i>, <i>Forest Lake Times</i>
Company Registration	Minnesota	Delaware
Ownership Makeup	One Owner	Unknown Investors
Owner Residence	Minnesota	France, California, Montana, Connecticut
Price Per Notice for 2017	FREE	\$50 - \$350 for many notices
e-Subscription (PDF)	FREE	\$26/yr or not available
Campaign Law Violations	NO	YES, \$115,000 fine
Political Expenditures	NO	Over \$2,000,000
FDIC Bank Seizures	NO	YES, Affinity Bank \$254 million loss to taxpayers

Please feel free to contact me with any questions.

Sincerely,



John M. Kysylyczyn
 Owner & Publisher

December 1, 2016

Jack Davis
City Administrator
City of East Bethel
2241 221st Avenue NE
Cedar, MN 55011

Dear Jack:

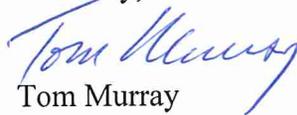
It is with great pleasure that we ask to serve as the official newspaper for the City of East Bethel in 2017. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2017, will remain unchanged at \$10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper.

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com – which averages over 65,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2017 as a credible community news source. Your direct contacts with our Public Notice department are: publicnotice@ecm-inc.com or call Tonya Orbeck at (763) 689-6001. Deadline: 10am Wednesday to publish Friday. If you have any questions, please feel free to call me at (763) 712-3533 or email me at tom.murray@ecm-inc.com. Thank you for your consideration.

Sincerely,



Tom Murray
General Manager
ECM Publishers, Inc.
ABC Newspapers

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

RESOLUTION NO. 2017-01

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNION HERALD
AS THE OFFICIAL NEWSPAPER FOR 2017**

WHEREAS, State Statute requires that the City publish its official notices in a newspaper that has general distribution throughout the City; and

WHEREAS, Minnesota State Statute requires the City to designate an official newspaper where legal notices will be published; and

WHEREAS, State Statute requires that the official newspaper have a publication at least weekly; and

WHEREAS, the Anoka County Union Herald has requested designation as the official newspaper for the City as it meets the publication and circulation requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City Council hereby designates the Anoka County Union Herald as the official newspaper for the City for 2017.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2017-01

**RESOLUTION DESIGNATING THE ANOKA COUNTY RECORD
AS THE OFFICIAL NEWSPAPER FOR 2017**

WHEREAS, State Statute requires that the City publish its official notices in a newspaper that has general distribution throughout the City; and

WHEREAS, Minnesota State Statute requires the City to designate an official newspaper where legal notices will be published; and

WHEREAS, State Statute requires that the official newspaper have a publication at least weekly; and

WHEREAS, the Anoka County Record has requested designation as the official newspaper for the City as it meets the publication and circulation requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City Council hereby designates the Anoka County Record as the official newspaper for the City for 2017.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 6.0 A-H

Agenda Item:

Consent Agenda

Requested Action:

Consider approving Consent Agenda as presented

Background Information:

Item A

Approve Bills

Item B

December 21, 2016 Council Meeting Minutes

Meeting minutes from the December 21, 2016 City Council Meeting are attached for your review.

Item C

Resolution 2017-02 Setting Meeting Dates for 2017

City Council adopts a resolution annually setting the meeting dates for City Council, EDA, Planning, Road and Park Commission meetings. Resolution 2017-02 establishes those dates.

Item D

Resolution 2017-03 Establishing Bank Depositories

Resolution 2017-03 identifies official depositories for City funds. These agencies or institutions are the approved depositories for City funds to include checking, money market or investments.

Item E

Resolution 2017-04 Establishing Check Signatory Authority

Resolution 2017-04 provides for the City Administrator, Mayor and one Council Member to be the official check signers for the City. The City Administrator and Mayor will primarily sign checks with the one Council member acting as a backup in case of an absence.

Item F

Resolution 2017-05 Setting Local Board of Appeals and Equalization Meeting Date

Anoka County has advised the City that the Local Board of Appeals and Equalization (Board of Review) must meet between April 11, 2017 and May 10, 2017 to consider property valuation for taxes payable in 2018. Staff proposes that the Board of Review be scheduled on April 19, 2017

at 6:00 PM. Resolution 2017-05 establishes this date. The County requires an alternate date be submitted and Staff proposes that the alternate date be April 26, 2017 at 6:00 PM.

Item G

Resolution 2017-06

Acknowledge donation of Jim Fink to the East Bethel Fire Department.

Item H

Union Contract Addendum

Section 19.1: The 2017-2019 Labor Agreement approved by MNPEA and the City provided for President’s Day to be deleted as an observed holiday and a floating holiday would be added in its place. As per State Statute 645.44, President’s Day is a legal Holiday that must be observed. This legal requirement was unknown to City Staff and the Union at the time of approval of the contract. To comply with State Statute 645.44, the union contract will be amended to include President’s Day as an observed holiday and eliminate the floating holiday that was designed to replace it.

Section 20.6: The 2017-2019 Labor Agreement provides for the opportunity for a full time employee to purchase an extra week’s vacation. This benefit was approved by Council and MNPEA on June 6, 2016 and the addendum provides only the language to clarify the implementation of the vacation purchase.

Proposed changes and additions in the attachment for Item H are provided in red.

Fiscal Impact:

As noted above.

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
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Payments for Council Approval	
Bills to be approved for payment	\$1,331,516.52
Electronic Payroll Payments	\$20,752.86
Payroll - City Staff, December 29, 2016	\$33,586.31
Total to be Approved for Payment	\$1,385,855.69

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
2005A Public Safety Bonds	Bond Interest	32607	Bond Trust Services Corp.	301	30100	\$16,275.00
2005A Public Safety Bonds	Debt Srv Bond Principal	32607	Bond Trust Services Corp.	301	30100	\$90,000.00
2008A GO SEWER REV BONDS	Bond Interest	020117	US Bank	308	30800	\$17,180.00
2008A GO SEWER REV BONDS	Debt Srv Bond Principal	020117	US Bank	308	30800	\$140,000.00
2010A GO Water Utility Rev Bnd	Bond Interest	32609	Bond Trust Services Corp.	310	31000	\$197,450.00
2010A GO Water Utility Rev Bnd	Debt Srv Bond Principal	32609	Bond Trust Services Corp.	310	31000	\$105,000.00
2010B GO Utility Revenue Bond	Bond Interest	32608	Bond Trust Services Corp.	311	31100	\$93,837.50
2010C GO Bond	Bond Interest	020117	US Bank	312	31200	\$9,746.25
2010C GO Bond	Debt Srv Bond Principal	020117	US Bank	312	31200	\$565,000.00
Arena Operations	Bldgs/Facilities Repair/Maint	10416CEB	Hass Septic Cleaning	615	49851	\$775.00
Arena Operations	Bldgs/Facilities Repair/Maint	7816COEB	Hass Septic Cleaning	615	49851	\$275.00
Arena Operations	Electric Utilities	122116	Connexus Energy	615	49851	\$4,471.11
Arena Operations	Gas Utilities	528503026	Xcel Energy	615	49851	\$1,471.28
Arena Operations	General Operating Supplies	61335-IN	R & R Specialities, Inc.	615	49851	\$62.75
Arena Operations	Motor Fuels	1094475872	Ferrellgas	615	49851	\$340.14
Arena Operations	Repairs/Maint Machinery/Equip	469194	Jorson & Carlson Co., Inc	615	49851	\$132.03
Arena Operations	Telephone	332373310-181	Sprint Nextel Communications	615	49851	\$42.39
Assessing	Professional Services Fees	4thQtr17	Kenneth A. Tolzmann	101	41550	\$13,623.00
Building Inspection	General Operating Supplies	376424	St. Paul Stamp Works Inc.,	101	42410	\$294.31
Building Inspection	Motor Fuels	20146598	Mansfield Oil Company	101	42410	\$191.82
Central Services/Supplies	Information Systems	222310	City of Roseville	101	48150	\$2,827.67
Central Services/Supplies	Office Equipment Rental	319790317	US Bank Equipment Finance	101	48150	\$269.50
Central Services/Supplies	Office Supplies	IN1439399	Innovative Office Solutions	101	48150	\$45.01
Central Services/Supplies	Office Supplies	IN1442874	Innovative Office Solutions	101	48150	\$7.01
Central Services/Supplies	Telephone	222360	City of Roseville	101	48150	\$249.73
Central Services/Supplies	Telephone	332373310-181	Sprint Nextel Communications	101	48150	\$116.63
City Administration	Professional Services Fees	M22570	TimeSaver Off Site Secretarial	101	41320	\$220.50
City Administration	Travel Expenses	122916	Jack Davis	101	41320	\$160.38
Economic Development Authority	Commissions and Boards	121916	Brian Bezanson	232	23200	\$200.00
Economic Development Authority	Commissions and Boards	121916	Dan Butler	232	23200	\$200.00
Economic Development Authority	Commissions and Boards	122016	Julie Lux	232	23200	\$180.00
Economic Development Authority	Commissions and Boards	122116	Oskar Granquist	232	23200	\$120.00
Economic Development Authority	Dues and Subscriptions	4532	Volledge, Inc.	232	23200	\$35.00
Economic Development Authority	Professional Services Fees	121916	Doug Welter	232	23200	\$180.00
Economic Development Authority	Professional Services Fees	122816	Gail E. Gessner	232	23200	\$100.00
Finance	Auditing and Acct g Services	375363	Abdo, Eick & Meyers, LLP	101	41520	\$5,000.00
Fire Department	Bldgs/Facilities Repair/Maint	79908	Aker Doors, Inc.	101	42210	\$139.00



City of East Bethel
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Fire Department	Bldgs/Facilities Repair/Maint	12916CEB	Hass Septic Cleaning	101	42210	\$150.00
Fire Department	Bldgs/Facilities Repair/Maint	21016CEB	Hass Septic Cleaning	101	42210	\$145.00
Fire Department	Electric Utilities	122116	Connexus Energy	101	42210	\$103.22
Fire Department	Electric Utilities	122116	Connexus Energy	101	42210	\$491.41
Fire Department	Electric Utilities	122116	Connexus Energy	101	42210	\$9.96
Fire Department	Electric Utilities	122116	Connexus Energy	101	42210	\$107.15
Fire Department	Gas Utilities	528503026	Xcel Energy	101	42210	\$731.36
Fire Department	Motor Fuels	20146597	Mansfield Oil Company	101	42210	\$303.78
Fire Department	Motor Fuels	20146598	Mansfield Oil Company	101	42210	\$305.14
Fire Department	Motor Vehicles Parts	1539-100131	O'Reilly Auto Stores Inc.	101	42210	\$19.18
Fire Department	Motor Vehicles Parts	22723	Rosenbauer Minnesota LLC	101	42210	\$35.00
Fire Department	Repairs/Maint Machinery/Equip	12263	Betz Mechanical, Inc.	101	42210	\$676.29
Fire Department	Repairs/Maint Machinery/Equip	7711	Emergency Response Solutions	101	42210	\$287.21
Fire Department	Repairs/Maint Machinery/Equip	612649	Ham Lake Hardware	101	42210	\$42.70
Fire Department	Telephone	222360	City of Roseville	101	42210	\$46.84
Fire Department	Telephone	332373310-181	Sprint Nextel Communications	101	42210	\$7.04
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	7716COEB-2	Hass Septic Cleaning	101	41940	\$300.00
General Govt Buildings/Plant	Electric Utilities	122116	Connexus Energy	101	41940	\$798.98
General Govt Buildings/Plant	Electric Utilities	122116	Connexus Energy	101	41940	\$16.53
General Govt Buildings/Plant	Electric Utilities	122116	Connexus Energy	101	41940	\$129.77
General Govt Buildings/Plant	Gas Utilities	528503026	Xcel Energy	101	41940	\$413.42
General Govt Buildings/Plant	Repairs/Maint Machinery/Equip	65155	Assured Htg, A/C & Refg., Inc.	101	41940	\$130.00
Grants & Donations	General Operating Supplies	169483	Clarey's Safety Equipment Inc.	227	22700	\$575.00
Housing & Redevelopment Author	Conferences/Meetings	2017	Ehlers	230	23000	\$285.00
Mayor/City Council	Commissions and Boards	2017-01	Sunrise River WMO	101	41110	\$5,137.07
Mayor/City Council	Commissions and Boards	112216	Upper Rum River Watershed	101	41110	\$2,649.16
Mayor/City Council	Dues and Subscriptions	2016/2017	MN Mayors Association	101	41110	\$30.00
Mayor/City Council	Dues and Subscriptions	120516	North TH65 Corridor Coalition	101	41110	\$250.00
Mayor/City Council	Office Supplies	122716	Randy Plaisance	101	41110	\$800.00
Park Maintenance	Auto/Misc Licensing Fees/Taxes	2012-0088	MN DNR Eco-Water-Res	101	43201	\$161.90
Park Maintenance	Auto/Misc Licensing Fees/Taxes	2012-0089	MN DNR Eco-Water-Res	101	43201	\$155.48
Park Maintenance	Bldgs/Facilities Repair/Maint	7716COEB	Hass Septic Cleaning	101	43201	\$275.00
Park Maintenance	Chemicals and Chem Products	30152690	Federated Co-ops	101	43201	\$1,497.00
Park Maintenance	Chemicals and Chem Products	78822329	SiteOne Landscape Supply	101	43201	\$1,367.38
Park Maintenance	Clothing & Personal Equipment	1182226892	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182238108	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Commissions and Boards	121616	Bonnie Harvey	101	43201	\$120.00
Park Maintenance	Commissions and Boards	121816	Denise Lachinski	101	43201	\$100.00
Park Maintenance	Commissions and Boards	121116	Kenneth Langmade	101	43201	\$140.00
Park Maintenance	Commissions and Boards	121016	Stacy Voelker	101	43201	\$80.00
Park Maintenance	Commissions and Boards	121216	Sue Jefferson	101	43201	\$140.00
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$32.01
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$37.51
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$13.50



City of East Bethel
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$37.86
Park Maintenance	Electric Utilities	122116	Connexus Energy	101	43201	\$15.48
Park Maintenance	General Operating Supplies	611955	Ham Lake Hardware	101	43201	\$2.27
Park Maintenance	General Operating Supplies	612415	Ham Lake Hardware	101	43201	\$15.19
Park Maintenance	General Operating Supplies	40030	Menards - Forest Lake	101	43201	\$8.78
Park Maintenance	Motor Fuels	20146597	Mansfield Oil Company	101	43201	\$584.20
Park Maintenance	Motor Fuels	20146598	Mansfield Oil Company	101	43201	\$261.55
Park Maintenance	Other Equipment Rentals	112036	Jimmy's Johnnys, Inc.	101	43201	\$70.00
Park Maintenance	Other Equipment Rentals	9001448455	Mobile Mini	101	43201	\$615.00
Park Maintenance	Safety Supplies	251918-IN	Locators & Supplies, Inc.	101	43201	\$366.79
Park Maintenance	Small Tools and Minor Equip	78748552	SiteOne Landscape Supply	101	43201	\$107.98
Park Maintenance	Telephone	222360	City of Roseville	101	43201	\$46.82
Payroll	Insurance Premiums	01 2017	Dearborn National Life Ins Co.	101		\$1,493.70
Payroll	Insurance Premiums	6737596	Delta Dental	101		\$722.30
Payroll	Insurance Premiums	01 2017	NCPERS Minnesota	101		\$144.00
Payroll	Insurance Premiums	01 2017	PreferredOne	101		\$7,910.15
Planning and Zoning	Commissions and Boards	121916	Eldon Holmes	101	41910	\$200.00
Planning and Zoning	Commissions and Boards	121916	Glenn Terry	101	41910	\$200.00
Planning and Zoning	Commissions and Boards	121716	Lorraine Bonin	101	41910	\$160.00
Planning and Zoning	Commissions and Boards	121616	Lou Cornicelli	101	41910	\$180.00
Planning and Zoning	Commissions and Boards	121716	Randy Plaisance	101	41910	\$200.00
Planning and Zoning	Commissions and Boards	122016	Sherry Allenspach	101	41910	\$180.00
Planning and Zoning	Commissions and Boards	122116	Tanner Balfany	101	41910	\$200.00
Planning and Zoning	Office Supplies	IN1439399	Innovative Office Solutions	101	41910	\$26.47
Planning and Zoning	Office Supplies	376424	St. Paul Stamp Works Inc.,	101	41910	\$87.40
Planning and Zoning	Small Tools and Minor Equip	886123066001	Office Depot	101	41910	\$583.19
Recycling Operations	Bldg/Facility Repair Supplies	9304693022	Grainger	226	43235	\$3,947.40
Recycling Operations	Bldg/Facility Repair Supplies	9304693030	Grainger	226	43235	\$395.89
Recycling Operations	Electric Utilities	122116	Connexus Energy	226	43235	\$128.28
Recycling Operations	Gas Utilities	528503026	Xcel Energy	226	43235	\$79.23
Recycling Operations	Other Equipment Rentals	112036	Jimmy's Johnnys, Inc.	226	43235	\$70.00
Recycling Operations	Professional Services Fees	122216	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	122216	Cedar East Bethel Lions	226	43235	\$416.84
Recycling Operations	Travel Expenses	122216	Karen White	226	43235	\$7.40
Sewer Operations	Electric Utilities	122116	Connexus Energy	602	49451	\$148.30
Sewer Operations	Electric Utilities	122116	Connexus Energy	602	49451	\$50.42
Sewer Operations	Professional Services Fees	1061865	Metropolitan Council Env Svcs	602	49451	\$2,064.38
Street Maintenance	Auto/Misc Licensing Fees/Taxes	0105CTB	DVS Renewal	101	43220	\$20.00
Street Maintenance	Bldg/Facility Repair Supplies	828520213	Grainger	101	43220	\$139.50
Street Maintenance	Bldg/Facility Repair Supplies	1427	Hose Pros, Inc.	101	43220	\$10.77
Street Maintenance	Bldg/Facility Repair Supplies	40589	Menards - Forest Lake	101	43220	\$422.52
Street Maintenance	Bldgs/Facilities Repair/Maint	1182226892	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	1182238108	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Cleaning Supplies	38102	Menards Cambridge	101	43220	\$15.21
Street Maintenance	Cleaning Supplies	288355	S & S Industrial Supply	101	43220	\$39.86
Street Maintenance	Clothing & Personal Equipment	1182226892	G&K Services - St. Paul	101	43220	\$18.32



City of East Bethel
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Clothing & Personal Equipment	1182238108	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Commissions and Boards	121516	Al Thunberg	101	43220	\$180.00
Street Maintenance	Commissions and Boards	121516	Daniel Nowack	101	43220	\$160.00
Street Maintenance	Commissions and Boards	122016	Dennis Murphy	101	43220	\$140.00
Street Maintenance	Commissions and Boards	121616	Kathy Paavola	101	43220	\$140.00
Street Maintenance	Commissions and Boards	121516	Lori Pierson-Kolodzienski	101	43220	\$160.00
Street Maintenance	Commissions and Boards	122716	Robert DeRoche	101	43220	\$140.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$16.59
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$122.94
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$158.57
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$428.62
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$126.13
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$180.12
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$80.54
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$351.83
Street Maintenance	Electric Utilities	122116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Equipment Parts	F39348	Crysteel Truck Equipment	101	43220	\$28.03
Street Maintenance	Equipment Parts	8410	Hydraulic Plus & Consulting	101	43220	\$36.65
Street Maintenance	Equipment Parts	1539-101488	O'Reilly Auto Stores Inc.	101	43220	\$92.93
Street Maintenance	Equipment Parts	A29018	Tri State Bobcat	101	43220	\$411.62
Street Maintenance	Gas Utilities	528503026	Xcel Energy	101	43220	\$374.62
Street Maintenance	General Operating Supplies	41047	Menards - Forest Lake	101	43220	\$7.99
Street Maintenance	General Operating Supplies	122744	Metro Products, Inc.	101	43220	\$59.49
Street Maintenance	General Operating Supplies	288475	S & S Industrial Supply	101	43220	\$39.42
Street Maintenance	Lubricants and Additives	1539-101842	O'Reilly Auto Stores Inc.	101	43220	\$99.71
Street Maintenance	Motor Fuels	20146597	Mansfield Oil Company	101	43220	\$1,448.85
Street Maintenance	Motor Fuels	20146598	Mansfield Oil Company	101	43220	\$113.33
Street Maintenance	Motor Vehicle Services (Lic d)	R241055618	I State Truck Inc.	101	43220	\$2,507.19
Street Maintenance	Motor Vehicles Parts	C241214124:01	I State Truck Inc.	101	43220	\$189.96
Street Maintenance	Motor Vehicles Parts	C241214759:01	I State Truck Inc.	101	43220	\$69.26
Street Maintenance	Motor Vehicles Parts	C241214911:01	I State Truck Inc.	101	43220	(\$189.96)
Street Maintenance	Motor Vehicles Parts	1539-100352	O'Reilly Auto Stores Inc.	101	43220	\$228.91
Street Maintenance	Motor Vehicles Parts	1539-100712	O'Reilly Auto Stores Inc.	101	43220	(\$35.00)



City of East Bethel
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Motor Vehicles Parts	1539-101716	O'Reilly Auto Stores Inc.	101	43220	\$15.98
Street Maintenance	Motor Vehicles Parts	1539-101916	O'Reilly Auto Stores Inc.	101	43220	\$47.44
Street Maintenance	Professional Services Fees	121716	Gail E. Gessner	101	43220	\$100.00
Street Maintenance	Safety Supplies	9305863863	Grainger	101	43220	\$109.44
Street Maintenance	Shop Supplies	41239	Menards - Forest Lake	101	43220	\$49.98
Street Maintenance	Snowplow Cutting Edges	H97253	H&L Mesabi	101	43220	\$382.00
Street Maintenance	Street Maint Materials	IN00019397	City of St. Paul	101	43220	\$111.56
Street Maintenance	Street Maint Materials	71566897	Compass Minerals	101	43220	\$5,154.05
Street Maintenance	Street Maint Materials	71567889	Compass Minerals	101	43220	\$5,212.03
Street Maintenance	Telephone	222360	City of Roseville	101	43220	\$46.82
Street Maintenance	Telephone	332373310-181	Sprint Nextel Communications	101	43220	\$97.05
Street Maintenance	Worker s Comp Insurance Prem	122616	Berkley Risk Administrators Co	101	43220	\$1.46
Water Utility Operations	Auto/Misc Licensing Fees/Taxes	2014-1049	MN DNR Eco-Water-Res	601	49401	\$150.00
Water Utility Operations	Bldg/Facility Repair Supplies	38102	Menards Cambridge	601	49401	\$59.20
Water Utility Operations	Electric Utilities	122116	Connexus Energy	601	49401	\$248.89
Water Utility Operations	Electric Utilities	122116	Connexus Energy	601	49401	\$66.97
Water Utility Operations	Electric Utilities	122116	Connexus Energy	601	49401	\$799.15
Water Utility Operations	Gas Utilities	121516	CenterPoint Energy	601	49401	\$76.98
Water Utility Operations	Gas Utilities	121516	CenterPoint Energy	601	49401	\$92.29
Water Utility Operations	Utility Maint Supplies	227999	Ferguson Waterworks #2516	601	49401	\$329.00
Water Utility Operations	Utility Maint Supplies	228000	Ferguson Waterworks #2516	601	49401	\$39.38
Water Utility Operations	Utility Maint Supplies	228681	Ferguson Waterworks #2516	601	49401	\$75.81
Water Utility Operations	Utility Maint Supplies	228683	Ferguson Waterworks #2516	601	49401	\$651.00
Water Utility Operations	Utility Maint Supplies	136714	USA BlueBook	601	49401	\$658.01
						\$1,331,516.52



City of East Bethel
January 4, 2017
Payment Summary

Item 6.0 A, Attachment #1

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Electronic Payroll Payments						
Payroll	PERA					\$6,574.84
Payroll	Federal Withholding					\$4,959.74
Payroll	Medicare Withholding					\$1,481.20
Payroll	FICA Tax Withholding					\$5,717.80
Payroll	State Withholding					\$2,019.28
Payroll	MSRS/HCSP					\$0.00
						\$20,752.86

EAST BETHEL CITY COUNCIL MEETING

DECEMBER 21, 2016

The East Bethel City Council met on December 21, 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
Colleen Winter, Community Development Director
Mark DuCharme, Fire Chief
Craig Jochum, City Engineer

1.0 Call to Order The December 21, 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 say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

4.0 Presentation and Public Hearings Davis introduced Dan Butler, President of the East Bethel Economic Development Authority (EDA) who was in attendance to present the 2016 EDA annual report.

4.0A 2016 EDA Annual Report Butler stated he thought it a good idea for the EDA to present, at least once a year or perhaps more often, before the Council. He presented 2016 highlights including the Business Retention and Expansion effort to interview 40 businesses with support from the University of Minnesota to develop initiatives to help business retention and expansion. He described the three initiatives developed:

- The website EastBethelJobs.com was developed in conjunction with the East Bethel Chamber of Commerce and allows business to post job openings;
- Connect 17 project to bring awareness to and partnership with the City's internet providers; and,
- Communications through the Chamber of Commerce with businesses to keep them abreast of activities at City Hall.

Butler described marketing efforts through attendance at the UpRiver Real Estate Event (Anoka County area) and Minnesota Commercial Association of Realtors (MnCAR) (State event). He displayed a slide depicting the EDA's booth and stated flash drives were given to realtors and developers that contained a presentation on the City and development opportunities. As a result, three contractors/developers contacted the City with senior housing initiatives. Butler stated the EDA will follow up with those potential developers via drip snail mail to keep them updated.

Butler stated with regard to commercial activity in 2016, 11 businesses have invested about \$1.4 million and created an additional 51 jobs. He congratulated Community Development

4.0A
2016 EDA
Annual
Report

Director Winter and staff for that accomplishment. Butler then presented a slide depicting the location of new commercial businesses and provided a description of several. He commented on the importance of cellular towers and availability of wireless service.

Winter stated Shaw Trucking added 7,000 square feet onto their building and several others, such as Satellite Experts and Ultimate Repair Shop remodeled an existing building for their use.

Butler displayed a chart showing residential building activity representing \$7.8 million in new home construction along with accessory additions of \$1 million, basement finishes of \$248,000, five additions at \$228,000, and 12 remodels at \$174,214. In addition, the Viking Preserve (potential \$13.2 million value), Prairie Ridge Estates (potential \$2 million value), and Hidden Prairie Event Center (potential value \$3.2 million) were just approved. Butler stated another opportunity is senior housing. He complimented City staff for their efforts in this regard.

Butler reminded all of the upcoming Comprehensive Plan meetings and explained the MySidewalk.com website allows an opportunity to provide input. He encouraged all to become involved as this process will create a new Comprehensive Plan through 2040.

Koller stated the most common question he is asked is when the City will get a grocery store. Butler stated two years ago, he contacted the person who owns that property to try and get a feel for it and City staff has also been in contact with that person. He stated he is not sure what it will take other than somebody else coming in that forces the issue in a different location.

Voss invited residents to attend the Community Visioning Meeting on January 12, 2017, at the Community Center, which will be the public kick-off meeting to become involved. The Council thanked Mr. Butler for providing this information.

Informational; no action at this time.

4.0B
Corner
Express
Off Sale 3.2
Liq. License

Davis presented the staff report and request of Viking Express Inc. dba: Corner Express located at 4852 Viking Boulevard NE, East Bethel, MN 55092, for an Off-Sale Liquor License. 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*.

Davis described the Public Hearing process and consideration before the City Council as detailed in the staff report. He noted the Anoka County Sheriff's Office completed a background check on the owners and found no issues. The Building Official inspected the building yesterday and found two minor issues: the blockage of a rear exit door with a freezer; and, exit light batteries need to be installed. Davis stated following the Public Hearing, if there are no reasons to deny the license and the Council does consider approval, he would recommend it be contingent upon completion of those two factors and approval of State Commissioner of Public Safety.

Public
Hearing

Voss opened the Public Hearing at 7:15 p.m. As no one stepped forward to provide comment, Voss closed the Public Hearing at 7:16 p.m.

4.0B
Corner
Express
Off Sale 3.2
Liq. License

Harrington asked if this consideration is for six or seven days a week. Davis replied six days a week.

Mundle stated some cities limit the number of liquor licenses and asked if that is the case in East Bethel. Davis stated there is a limit of 11 for On-Sale but this is an Off-Sale consideration so there is no restriction on the number. He advised there are 7 outstanding licenses for On-Sale so the City is able to issue 4 more. Once the City issues 11 On-Sale licenses, an additional license can be approved by referendum.

Mundle stated I'll make a motion to approve an Off-Sale Liquor License for Viking Express Inc dba: Corner Express, 4852 Viking Blvd. NE, East Bethel, MN 55092, contingent on correcting the two conditions found by the Building Inspector:

- 1. Correcting blocked exit**
- 2. Replacing batteries in exit lights;**

And approval by the State Commissioner of Public Safety.

Koller stated I'll second.

Ronning asked if the Public Hearing had to be closed by a motion of the Council. Vierling advised the Mayor opened and closed the Public Hearing, which is fine as it is on the record. Voss asked any further discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

4.0C
Sheriff's
Report

Commander Shelly Orlando presented the November 2016 Sheriff's Report of significant events, describing the 3 DWI arrests; 1st Degree Assault / 2nd Degree Assault / Fleeing in a Motor Vehicle; 2nd Degree Assault; Criminal Vehicular Operation; and, Counterfeit Currency incident. With regard to the 1st Degree Assault / 2nd Degree Assault / Fleeing in a Motor Vehicle incident, Commander Orlando explained there was a vast number of squad cars from Anoka County agencies including the Sheriff's office and the cities of Anoka and Coon Rapids. She thanked them for their support.

Orlando reminded all that the holiday season comes with increases in people who are driving under the influence of alcohol. She stated extra patrols are provided during the holiday time to stop those drivers and asked all to be mindful of other options such as sober taxicabs and designated drivers.

Mundle stated the holidays are meant to be a good time for family and friends but he knows it can be tough for some financially or with food or gifts or emotionally. He asked about available resources to these people. Orlando stated there are resources throughout Anoka County that will help with all of those subjects. If after business hours, she recommended contacting the Anoka County Dispatch (911 or 763-427-1212) for resource numbers. During business hours, the Anoka County website lists numbers that can be called as well as hotlines through Anoka County Mental Health that are answered all night long for those having problems.

Harrington asked if there has been a turnover in new Deputies as he noticed some new faces at the Fire Station. Orlando stated there are some new Deputies that are working in East Bethel on a short-term basis as one Deputy was transferred to the Crime Scene Unit and another is working out of Andover. Orlando stated at the start of the year, there will be a

'Meet the Deputy Night' and the City will notice some new Deputies working the East Bethel contract in 2017.

4.0C
Sheriff's
Report

Orlando wished all a happy holiday season and to be safe or call 911 if they need anything. The Council thanked Commander Orlando for the report.

4.0D
Fire Dept.
Report

DuCharme announced the retirement of Lenny Inderlee who has served the Fire Department for 32 years. He stated Inderlee will be missed and he appreciates his service to the Fire Department and City's citizens. He also announced the January 28, 2017, Fire Department Auxiliary Waffle Breakfast at Fire Station #1.

DuCharme presented the November Fire Department report, indicating they responded to 48 calls, 1 being a major building fire on Everglade by Coon Lake. He noted the report reflects there were 3 building fires but in reality, those were exposure fires. One was a detached garage, which is believed to be the origin of fire, that then started the house behind it on fire that spread to the neighbor's fence and other property. The insurance investigators are still working on the exact cause of that fire. DuCharme stated the Fire Department Auxiliary sent a care package to the gentleman who lost his house. DuCharme stated of the 48 calls, 26 were medical related and of those, 21 were transported to area hospitals for various reasons. DuCharme stated the inspection program is winding up a robust year with 14 business inspections made in November.

DuCharme stated the annual Holiday Relief Association Dinner and award recognition were held the first Saturday of December and those recipients will be formally recognized at a January Council meeting. He complimented the work of Fire Fighter Troy Lachinski for his fundraising efforts for the Relief Association. The Firefighter of the Year was Richard Williams who has 35 years on the Department. 2016 Firefighter of Year for Station #2 was Tammy Gimpl who is an officer and helps with animal control. Rookie of the Year was Kyle Howard. Officer of the Year for 2016 was Adam Arneson. Sandman of the Year, which recognizes the Duty Officer who answers the most calls in the middle of the night so others can sleep, went to Ardie Anderson. He congratulated all award recipients.

DuCharme read a thank-you note sent by the parents of a young teenaged boy involved in a serious ATV accident on October 14, 2016, who was critically injured and airlifted, thanking all who responded and describing their son's miraculous recovery. DuCharme thanked the Deputies, Allina EMS, and North Air Care who also assisted.

DuCharme urged citizens to be safe and careful on the lakes, noting they are not completely frozen. He stated the last he heard, the ice on Coon Lake was between 6-8 inches but he does not know the structural integrity of the ice.

At the request of Harrington, DuCharme reported on the December 5, 2017, fire at Coon Lake Beach (Ivy Road and South Lakeshore Drive), during which the occupant severely burned his hands and feet while exiting the house and attempting to put out the fire. He reported the cause of that fire is under investigation. DuCharme cautioned citizens to be careful while cleaning fireplaces and described how to safely do so.

Mundle asked about two November 8, 2016, calls for election assistance. DuCharme explained the Fire Station is a polling place so the Duty Officer helps to open the lock up the building. Mundle asked about the fire danger. DuCharme stated 10-day burning

permits are being issued since there is more than three inches of snow but that could change with the expected heavy rains and thunderstorms. DuCharme wished all a happy holiday. The Council thanked DuCharme for his report.

No one signed to speak at the Public Forum.

**5.0
Public
Forum**

**6.0
Consent
Agenda**

- Item A Approve Bills
- Item B December 7, 2016 City Council Meeting Minutes
- Item C James Metzen Mighty Ducks Grant Agreement
- Item D Pay Estimate #3 for the 2016 Street Improvement Project
- ~~Item E Approve 2017 Garbage Haulers~~
- ~~Item F Approve 2017 Tobacco Licenses~~
- Item G 2017 TimeSaver Contract
- Item H Recording Secretary Contract
- ~~Item I Dirtworks, Inc. Final Payment for Site Restoration for the Castle Towers
Wastewater Treatment Plant Decommissioning Project~~
- Item J Rehire of Firefighter

Harrington stated I'd like to make a motion to adopt tonight's Consent Agenda pulling items E and F. Mundle requested to pull Item I. Koller stated I'll second. Voss asked any discussion? To the motion, all in favor say aye? All in favor. Voss asked any opposed? That motion passes. Motion passes unanimously.

6.0E
Approve 2017
Garbage
Haulers

Davis stated this action will approve the garbage hauler's licenses. He licenses for LePage & Sons and Walter's Recycling & Refuse expire on December 31st but their payment and certificate of insurance has not yet been received. Davis stated he would like to recommend approval for the other haulers with LePage and Walter's contingent upon submission of their payment and certificate of insurance by December 31st. When asked, Vierling indicated support for staff's recommendation.

Harrington stated I'll make a motion to approve the corrections to the 2017 Garbage Haulers contracts. Ronning stated second. Voss asked any discussion? Voss supported adding the contingency to the motion. Voss stated I'll make an amendment to the motion to add if payment and certificate of insurance is not received from LePage & Sons, Inc. and Walter's Recycling & Refuse by close of business on December 31st to the satisfaction of staff, those licenses will expire on December 31st and not be considered until the first meeting in January. Mundle stated I'll second. Voss asked any other discussion to the amendment? Hearing none, all in favor say aye? All in favor. Voss asked any opposed? That amendment passes. Amendment passes unanimously.

Voss stated to the original motion, any further discussion? All in favor of the original motion (as amended) say aye? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

6.0F
Approve 2017
Tobacco
Licenses

Davis recommended the Council make a motion that all applications be approved with the exception of Above & Beyond Vapor and that license be contingent upon receipt of their license fee by December 31, 2016.

Harrington stated I'll make a motion to approve the 2017 Tobacco Licenses with the changes that Davis has made for the Above & Beyond Vapor license to be contingent

upon receipt of their license fee by close of business on December 31, 2016. Koller stated I'll second. Voss asked any discussion? To that motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

6.0I
Dirtworks,
Inc. Final
Payment

Mundle stated he would like to abstain from voting on this item. **Ronning stated move to approve Item I, Dirtworks, Inc. Final Payment for Site Restoration for the Castle Towers Wastewater Treatment Plant Decommissioning Project. Harrington stated second.** Voss asked any discussion? To the motion, all in favor say aye? **Harrington, Koller, Ronning, and Voss-Aye; Mundle-Abstain.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

7.0
New Business

Commission, Association and Task Force Reports

7.0A
Planning
Commission

None.

7.0B
Economic
Development
Authority

None.

7.0C
Park
Commission

None.

7.0D
Road
Commission

7.0D.1
Dec. Report

Assessment
Policy
Amendment

Davis presented the staff report, stating at their December 13, 2016 Meeting, the Roads Commission discussed amending the assessment policy for the resurfacing of unpaved streets in the City. This discussion was initiated by 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.

Davis explained 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 the 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. He explained how these cost reductions could incentivize residents who live on gravel roads to petition for pavement of their street as detailed in the staff report.

Davis stated the Roads Commission recommend that City Council consider this matter and provide direction as to the amendment of the current City Policy for paving gravel roads. He proposed that this topic be added to the Council's next Work Meeting to review the details discussed by the Roads Commission at their last meeting.

Mundle asked about the process. Davis explained that residents who live on an unimproved road and wish it to be paved would submit a petition of property owners. If a good majority of owners sign, as determined by the Council, the Council would then order a feasibility

Assessment
Policy
Amendment

study report by the City Engineer for review and consideration at a future meeting. At that point, residents would have a chance to provide comment. The project would then be bid and the amount of assessment determined. Currently, the life of a paved street is 25 years and during that time, there will be two to three applications of Class V, culvert replacement/repairs, ditch drainage improvements, and dust control under certain circumstances. Those costs would be determined and deducted from the estimated cost to arrive at the number that would be divided into benefited properties to arrive at the amount of assessment. This is being considered because the City would incur those costs anyway if the road was not paved and this may be a means to lower the cost and make it more feasible for people to consider improving their road. Davis noted it will depend on the number of benefiting properties on the street.

The consensus of the Council was to schedule discussion of the City’s Assessment Policy for a Work Session.

8.0
Department
Reports
8.0A
Community
Development
8.0B
Engineer
8.0B.1
Phase I
Service Rd.
Wetland
Credits

None.

Davis presented the staff report, indicating 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 (WCA) 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.

Davis indicated 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. Davis explained that when purchasing wetland credits there is a priority list that needs to be followed per the WCA 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.

Davis stated staff 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, noting the 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.

Davis stated 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. Staff recommends Council consider approval of the purchase agreement for Wetland Banking

Credits from the Strandlund bank for the Phase 1 Service Road Project.

Harrington stated I'll make a motion to approve the Purchase Agreement for Wetland Banking Credits from the Strandlund bank for the Phase 1 Service Road Project for \$87,036.81. Mundle stated I'll second. Voss asked discussion?

8.0B.1
Phase I
Service Rd.
Wetland
Credits

Mundle asked if this actually saves the City money. Davis explained it actually cost more but because of the rule change as enumerated by the Corps of Engineers, the City cannot use the original bank. Jochum clarified it is actually a WCA rule but the Corp caught the rule that didn't meet the WCA. He noted that in addition, the Board of Water and Soil Resources gets a State fee. Mundle asked if this project is coming in under budget. Davis stated the original estimate for the whole project was at \$567,000 and with this, it essentially completes all of the right-of-way acquisition at \$477,000, or \$90,000 under the project budget even with this increase.

Ronning offered a friendly amendment to the motion to add "purchased from the Strandlund bank at \$0.95 per square foot." Jochum stated that total is \$81,724. Ronning stated in a technical sense, if one foot short, it would legally have to come back. Davis stated it would be fine to add the price in the motion. **Harrington accepted the friendly amendment to add \$0.95 per square foot in the motion.** Mundle asked if the motion should include a maximum not-to-exceed amount. Vierling advised that the motion is intended to allow a unit charge at \$0.95 per foot. Voss asked any discussion on the amended motion?

Mundle asked Ronning if he wanted to add \$0.95 per square foot in case they needed more land. Ronning stated he wanted to make it more efficient for the City so they don't have to come back to purchase more land at \$0.95 per square foot. Mundle asked if the purchase can go above the number listed.

Voss asked whether the quantity (acreage) would change. Jochum stated the only way it would change is if the County or State Aid comments change the project. Ronning stated if not done at \$0.95 per square foot and it comes in different, it will require a change order. Voss stated it will have to come back to redo the agreement.

Voss stated if the motion is for \$0.95 per square foot then it does not have to come back unless the quantity doubles and then more money is spent that Council didn't authorize. Mundle stated that is why he wondered if the Council wanted to include a not to exceed number on it. Voss stated you do one or the other and there is no need to do both. But, you are more protected by including a top number. Then it doesn't matter what the unit price is.

Ronning stated the project itself will come up for approval with identification of the entire parameters of the project. Davis explained this is a separate action and will be done before project bids are taken. Ronning stated it was clear that 86,026 square feet are being purchased. Voss stated with the way the motion is structured, it doesn't matter what that number is because the motion includes what is being paid per square foot.

Mundle asked if the motion is to purchase the wetland banking credits from Strandlund at \$0.95 per square foot. Ronning and Voss answered in the affirmative. Ronning stated expenses have to come before the Council anyhow and this not approval for future expense so if there is a question about it, then it has to come before the Council.

Voss stated it is far more protective of the City to say what the total price will be, which is calculated using the \$0.95 per square foot and net quantity. He noted once submitted, if the Corp says they come up with a higher number, the City approved \$0.95 per square foot and will be paying more.

8.0B.1
Phase I
Service Rd.
Wetland
Credits

Ronning asked if the first motion included a cost. Vierling advised the first motion was to adopt the staff report, which was basically authorizing the \$87,036.81. Then an amendment was made to change that to a unit charge allowance at \$0.95 per square foot regardless of how many square feet there would be. Vierling stated there was discussion about adding a not to exceed but there cannot be two amendments considered at the same time. He suggested withdrawing the motion in its entirety and starting over or voting on the first amendment and then add a second amendment, if desired, with a not to exceed. Ronning stated what is humorous is that this was intended to make it easier for staff in the future.

Ronning asked if 86,026 square feet is right on the money, high, or low. Jochum stated right now, all of the wetland permitting is complete once these credits are purchased. However, if the County or Mn/DOT require a change in alignment in some way, that number could go up or down. But, as of right now, the wetland permitting is done and this would close after the commission's hearing that assures the right-of-way is secure. The City wouldn't purchase these until right after that date. Ronning asked so the 86,026 square feet is not a concrete number. Jochum clarified it is a concrete number unless there's a change in the design.

Mundle asked if they were to come back and change that, would the alignment of the Council meetings, if it needs approval, hinder any schedule or construction. Jochum answered no. Mundle stated then the Council would be safe in approving a specific number and if more is needed, then it can come back to the Council with no scheduling or constructing issues. Jochum answered in the affirmative.

Ronning and Harrington withdrew the friendly amendment. Voss stated the consideration before the Council is the original motion with a final sum of \$87,036.81. He asked is there any further discussion to the motion? Hearing none, 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
Schedule

Davis presented the staff report, indicating 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 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. Davis noted the 2017 fee schedule was discussed and tabled at the December 7, 2016, City Council Meeting as there were several questions relating to utility fees and to allow time for staff to clarify and modify that portion of the schedule.

Davis presented an explanation of the City's Utility Operation Fees (water and sewer rates) and staff recommendations as detailed in the meeting packet for those issues brought forth by City Council. Staff recommends that the commercial water rate structure be increased by 3% for 2017 to meet operating costs and continue the generation of funds to address a

8.0D.1
2017 Fee
Schedule

portion of the depreciation needs of the system. For 2017, 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.

Davis stated for sewer rates, 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 to generate 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.

Davis noted that 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.

Davis stated 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. Davis explained that Sewer System Trunk Charges, in the amount of \$11,500 per lot, are applicable only in the Phase 1 Sewer Service Area and 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.

As a recap, Davis stated to address the Council's questions, the Sewer System Trunk Charge of \$11,500 per lot is only for the Phase 1 Sewer Service Area as identified on the map in the meeting packet. In addition, it only applies to users with ERUs of greater than one or of a non-residential use. In other words, if a single-family home connected, they are not subject to this charge. In the Phase 1 Water and Sewer Service District, staff recommends that the water rates, at this time, be the same for commercial and residential for the adoption of this fee schedule. Davis recommended the fees for the Whispering Aspens Service Area remain unchanged.

Harrington stated I'll make a motion to approve the 2017 Fee Schedule. Koller stated I'll second. Voss asked discussion?

Ronning asked if there are multiple rates or tiered rates. Davis explained there are tiers for water use in Whispering Aspens' rate structure. There are no tiers in the sewer rates or water rates for the Phase 1. For the Water and Sewer District, there are two tiers and four tiers for Whispering Aspens. Davis stated he would be open to taking a more in-depth look at these rates at a Council Work Meeting. But to start the fee schedule for the beginning of the 2017, he would recommend adopting what is proposed.

Ronning asked if the rates are based on the City's cost to provide the service. Davis responded the Whispering Aspens rates are. The fees for the Phase 1 Water and Sewer District are based on recommended fees from the 2010 Facilities Plan. There is no historical data on that and only 14 customers so there are no means to do a rate study. The City is generating funds to cover operational expenses but essentially, that is all the City is covering. Ronning asked if there is a number the Council is trying to spread out over cost

8.0D.1
2017 Fee
Schedule

and if it goes away once the cost is covered and is no longer paid. Davis stated the City has two widely separated water rates and at some point in the future, we hope to have the same rate throughout the City. He suggested a Work Meeting would be a good place to address this further, if desired.

Davis noted the sewer rates are being narrowed between the two systems, leaving about a one dollar difference. The projected cost in the Commercial Phase 1 Area is projected to increase 3% this year and the City will look at what needs to be done to get those rates on par into the future. However, the water rates are distinctly different with quite a separation gap. At some point, the City may want to consider a residential rate for the Phase 1 area but for the purposes of simplicity at this time, staff recommends they be the same as the rates for the commercial.

Ronning stated so everyone is aware, there is a system financed with bond issues, Phase 1, and asked how that bond started. Davis stated these bonds were approved in 2010 and used to finance the construction of both the water and sewer system in the area between 185th Avenue and Viking Boulevard. They include the construction and City's share of the interceptor lines, which Met Council participated in the financing of also. And, also the sewer collector lines within that area. The City was responsible for payment of all the water system including the water treatment plant, wells, and storage tank in that area.

Voss stated these are operating costs, not related to payment of the bonds. Davis stated that is correct and actually, there is a little money projected that will be in excess of the operating costs that will be used for the depreciation of the system.

Ronning stated the cost of providing will come from the bond. Davis stated that is not correct. The cost of providing this will come from the fees charged for the service. The bonds have been expended, essentially, and there is a balance of approximately \$100,000 from the Castle Towers Forcemain Extension Project that will be utilized on the Service Road utilities.

Voss stated in terms of the sewer rates, the City does not have any strength charges, the Met Council does that. Davis stated that is correct. The annual flow charge paid in 2016 is \$1,700 a month. That is the cost paid by the City to the Met Council treat the sewage. Those fees will increase to \$2,100 in 2017. In addition, the City pays the same identical costs, or double, to help amortize Met Council's cost. Voss stated he knows Met Council has been in discussion with at least one commercial business about adding strength charges to their discharge because it is not normal sewage and requires additional treatment. Davis stated that would be through Met Council and addressed to that particular operation.

Ronning stated on the sewer charge, there is a fee the rest of the peer group, communities, pay and the City had a different higher rate. Davis stated the City still pays the urban rate for the flow charges. The only difference is the City pays, essentially, double that. The second part of that payment is for Met Council's cost for payment of the Sewer Treatment Plant to pay back a bit. The City also pays a connection fee at \$700 higher than the urban rate. That is capped and part of the deal negotiated with the Met Council so at 2022, if the City has not met their goals, then that difference goes away and the City's connection charges go back to the overall urban rate that everyone else pays.

Voss asked any other discussion? To the motion, all in favor say aye? **Harrington, Koller,**

Ronning, and Voss-Aye. Voss asked opposed? **Mundle-Nay.** That motion passes. **Motion passes.**

8.0E
Public Works

None.

8.0F
Fire
Department

None.

8.0G
City
Administrator
8.0G.1
December
Work
Meeting

Davis stated the Council is being asked to consider an agenda for or cancellation of the December 28, 2016, Work Meeting. He noted there are several issues for discussion but none are pressing so if desired, they can wait for January. Staff is seeking direction as to setting the agenda for this meeting or postponement until January.

The consensus of the Council was to cancel the December 28, 2016, Work Meeting.

9.0 Other
9.0A
Staff Reports
9.0A.1
Sandhill
Crane
Natural
Area

Davis presented the staff report, indicating 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. Davis explained the issue with the School Trust Land Designation is that these lands, by State Statute, are required to produce revenue, many times as a 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 2016. 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. Davis reported that Anoka County has been a great asset on this matter and 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.

Informational; no action required.

9.0A.2
Comp Plan
Meeting

Davis indicated the next 2018 Comprehensive Plan meeting is scheduled for 6:30 p.m., January 12, 2017, at the Senior/Community Center and encouraged all to attend.

Informational; no action required at this time.

9.0A.3
Commission
Appointments

Davis announced the City has vacancies on its commissions/organizations that serve in advisory capacity to the City Council and invited anyone interested to submit an application. These interviews will be held in January, 2017. He noted the original application deadline was December 23, 2016, and staff is recommending that time be extended to December 30, 2016, to allow more time due to the holiday season.

Mundle stated make a motion to extend the deadline for Commission application submission to the close of business on December 30, 2016. Harrington stated I'll second. Voss asked any discussion? To the motion all in favor say aye? All in favor.

Voss asked any opposed? That motion passes. **Motion passes unanimously.**

9.0B
Council
Report –
Member
Koller

Koller stated he did not run for re-election so this is his last meeting. He thanked the Council and staff for making it four interesting years. Those present offered a round of applause in appreciation of Koller's service to the City of East Bethel.

Council
Member
Mundle

Mundle stated at the EDA meeting, the presentation made tonight was given. He stated these are good numbers and he thinks 2017 is shaping up to be even more than was accomplished in 2016. The EDA also reviewed the 2016 vision, goals, what was accomplished this year, what they will focus on next year.

Council
Member
Mundle

Mundle thanked Koller for his time on the Council, noting it takes a lot of time to do this job beyond attending Council meetings twice a month. He wished all Happy Holidays and a Happy New Year.

Council
Member
Ronning

Ronning stated he and Koller were elected and came onto the Council at the same time. He thinks most would agree there is a learning curve but Koller investigated, read, and reviewed everything diligently and even when on vacation the first year north of Crosby, came down for a meeting and then drove back to Crosby. That is the kind of dedication Koller has put into the City and been concerned with doing the right thing for the community. Ronning stated Koller has been a valuable member and he will miss Koller's input. Ronning stated he is sorry to see Koller go.

Council
Member
Harrington

Harrington stated he also wants to thank Koller. He stated he has been on the Council 2.5 years and learned a lot from Koller, knows he came to the Council at a tough time in 2012, had to make some tough decisions, and residents were not happy with some of them. Harrington stated he is looking forward to Koller attending future meetings. Harrington wished all Happy Holidays and a Safe and Happy New Year.

Mayor Voss

Voss stated he has been involved with the City a long time and definitely knows the dedication it takes. If measured in terms of hours, he noted Koller has everyone beat because he always arrives early for meetings. Voss stated he appreciates Koller's contribution and hopes he enjoys retirement. Voss urged drivers to be careful as deer are still crossing the roads and wished all a Merry Christmas.

9.0C
Other

None.

**10.0
Adjourn**

Harrington stated I'll make a motion to adjourn. 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.**

Meeting adjourned at 8:27 p.m.

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

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

RESOLUTION NO. 2017-02

RESOLUTION SETTING CITY MEETING DATES FOR 2017

WHEREAS, the City Council meets for regular meetings on the 1st and 3rd Wednesdays of the month at 7:00 P.M.; and

WHEREAS, the City Council meets for work meetings on the 4th Wednesday of the month at 7:00 P.M.; and

WHEREAS, the Road Commission meets on the 2nd Tuesday of the month at 6:30 P.M.; and

WHEREAS, the Park Commission meets on the 2nd Wednesday of the month at 6:30 P.M.; and

WHEREAS, the Planning Commission meets on the 4th Tuesday of the month at 7:00 P.M.; and

WHEREAS, the EDA Commission meets on the 3rd Monday of the month at 7:00 P.M.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2017 Meeting Schedule for the regular City Council, City Council Work Meetings, Road Commission, Park Commission and Planning Commission and EDA meetings to be held at City Hall at 2241 221st Ave. NE is as follows:

City Council

January 4	July 5
January 18	July 19
February 1	August 2
February 15	August 16
March 1	September 6
March 15	September 20
April 5	October 4
April 19	October 18
May 3	November 1
May 17	November 15
June 7	December 6
June 21	December 20

City Council Work Meetings

January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 22
June 28	December 27

Road Commission

January 10
February 14
March 14
April 11
May 9
June 13

July 11
August 8
September 12
October 10
November 14
December 12

Park Commission

January 11
February 8
March 8
April 12
May 10
June 14

July 12
August 9
September 13
October 11
November 8
December 13

EDA

January 23
February 27
March 20
April 17
May 15
June 19

July 17
August 21
September 18
October 16
November 20
December 18

Planning Commission

January 24
February 28
March 28
April 25
May 23
June 27

July 25
August 22
September 26
October 24
November 28
December 19

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2017-03

RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2017

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the following entities are designated official depositories for the City of East Bethel for 2017.

- Peoples Bank of Commerce
- 4M Fund
- Village Bank

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2017-04

RESOLUTION DESIGNATING CHECK SIGNATORY APPROVAL

WHEREAS, the City of East Bethel must approve those City officials designated to sign checks for the City's Peoples Bank of Commerce Checking Account;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the following persons are designated official signatories for the City of East Bethel's Peoples Bank of Commerce Checking Account:

Mayor: Steven R. Voss
Council Member: Brian Mundle
City Administrator: Charles Davis

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2017-05

**RESOLUTION SETTING THE DATE FOR THE MEETING OF THE LOCAL BOARD
OF APPEAL AND EQUALIZATION**

WHEREAS, the integrity of an ad valorem system rests upon an equitable and reliable process for establishing values and a formal mechanism for taxpayers to engage in an appeals process if they disagree with values established; and

WHEREAS, the Local Board of Appeal and Equalization provides a forum for taxpayers who do not concur with the City Assessor as to the valuation of their property; and

WHEREAS, Anoka County has established April 11 through May 10, 2017 as the time-frame in which the Local Board of Appeal and Equalization must meet.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2017 Local Board of Appeal and Equalization meeting for the City of East Bethel is hereby scheduled for 6:00 p.m. on Wednesday, April 19, 2017.

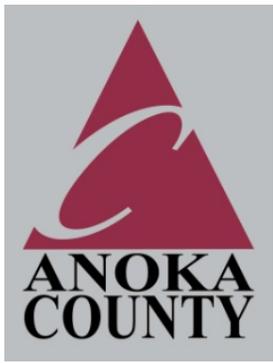
Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



Board of Appeal and Equalization Date Request Form

City or Town:

City of East Bethel

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	April 19, 2017
Time:	6:00 PM
Location: (Please provide name and address)	East Bethel City Hall 2241 221 st Ave NE East Bethel, MN 55011

Proposed Date, Time, and Location of Local Board of Appeals and Equalization Meeting:

Date:	April 26, 2017
Time:	6:00 PM
Location: (Please provide name and address)	East Bethel City Hall 2241 221 st Ave NE East Bethel, MN 55011

Name of person completing this form:

Carrie Frost

Title:

Administrative Coordinator

Phone Number:

763-367-7853

Email:

carrie.frost@ci.east-bethel.mn.us

PLEASE SEND COMPLETED FORMS BY EMAIL TO:

hilary.dischinger@co.anoka.mn.us

BY MONDAY, JANUARY 9, 2017

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

RESOLUTION NO. 2017-06

**RESOLUTION ACCEPTING DONATION
FROM JIM FINK, AN EAST BETHEL RESIDENT**

WHEREAS, Jim Fink has worked with the City's Fire Department and provided stuffed animals that are given to children at emergency incidents; and

WHEREAS, the City's Fire Department has identified the benefit of these gifts that are given to children at emergency incidents; and

WHEREAS, Jim Fink has previously and recently donated stuffed animals for this purpose.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City hereby acknowledges receiving three large containers of over 100 stuffed animals from Jim Fink

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City hereby expresses its thanks and appreciation to Jim Fink for the donation of three large containers of stuffed animals to be given to children at emergency incidents.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

January 4, 2017

Amendment to the Labor Agreement between the City of East Bethel and the Minnesota Public Employees Association, January 1, 2017 to December 31, 2019

ARTICLE XIX. HOLIDAYS

19.1 Full-time employees shall be entitled to the following holidays with pay: employees or those working twenty (20) hours or more per week shall be entitled to the following holidays with pay pro-rated on the basis of hours worked:

19.2	New Year's Day	January 1
	Martin Luther King's Birthday	3 rd Monday in January
	President's Day	3rd Monday in February
	Memorial Day	Last Monday in May
	Independence Day	July 4 th
	Labor Day	1 st Monday in September
	Veteran's Day	November 11 th
	Thanksgiving Day	4 th Thursday in November
	Friday after Thanksgiving	4 th Friday in November
	Christmas Eve Day	December 24 th
	Christmas Day	December 25 th
	1 Floating Holiday	Employee Discretion

ARTICLE XX. VACATIONS

20.6 Employees may purchase up to one week of additional vacation time per year. Requests to purchase additional vacation time must be approved by the employee's supervisor and submitted to the City Administrator prior to December 15th of each year. Notification of this request is the sole responsibility of the employee.

Once the request is approved, the employee will be granted the amount of time purchased in their vacation bank. This vacation will be utilized prior to any regular vacation.

The employee will have a pro-rated amount equal to the value of the purchase deducted from their check each pay period over the course of the year in which the vacation was purchased or done at a one-time cost.

Should the employee leave their employment with the City in the year the vacation was purchased, any outstanding amount owed for purchased vacation shall be deducted from the employee's final pay check. Should there be a balance or none of the purchased vacation used at the time of severance of employment, any balance owed will be refunded to the employee.

Should the employee be unable to use the purchased vacation within the year purchased, any unused amount shall be refunded to the employee. Purchased vacation must be used in the year for which it is purchased and cannot be carried over. Purchase of vacation will impact an employee's PERA and Social Security retirement calculation.

This amendment replaces Sections 19.2 and 20.6 as approved by City Council on June 15, 2016.

City of East Bethel

By: _____ Date: _____
Mayor

By: _____ Date: _____
City Administrator

MN Public Employees Association

By: _____ Date: _____
Business Agent

By: _____ Date: _____
Union Steward



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 8.0 A 1

Agenda Item:

Final Plat Extension Request –Viking Preserve

Requested Action:

Consider Approval of Final Plat Extension Request for Viking Preserve

Background Information:

On October 19, 2016 the Final Plat for Viking Preserve was approved by the City Council. Per Section 66-101 of the City of East Bethel Code of Ordinances, the Final Plat and developer’s contract must be recorded by the Developer within 90 days of the date of approval. If this condition is not met, the approval of the final plat shall be considered void, unless the developer requests and receives an extension from City Council.

The Developer, Don and Brenda Shaw/dba Shaw Trucking Inc., is requesting that City Council consider an extension for the Final Plat filing. The extension request is for additional six months. Approval of the request would extend the deadline for the filing to July 19, 2017.

The Developer has retained the services of Edina Realty to handle the details of those outstanding items required by the City and County, develop a marketing plan and coordinate the various details necessary to move this project forward. Approval of the extension would enable those remaining items to be completed and expedite the implementation of the construction phase of this project.

Attachments:

- 1. Extension Request Letter

Fiscal Impact:

None at this time

Recommendation(s):

Staff recommends Council consider approval of the request by Shaw Trucking for the six month extension of the Final Plat for Viking Preserve.

City Council Action:

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



18530 Buchanan Street NE • East Bethel, MN 55011 • Phone (763) 434-3300 • Fax (763) 434-3100

December 28, 2016

City of East Bethel
Attn: Colleen Winter

Re: Viking Preserve

Please find this request for a 6 month extension regarding the Final Plat for Viking Preserve.

Thank you,

A handwritten signature in blue ink, appearing to read "Don Shaw".

Don Shaw



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 8.0 B.1

Agenda Item:

Resolution No. 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

Requested Action:

Approve Resolution No. 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

Background Information:

Per Resolution 2016-53 passed by the council on October 19, 2016, the City Engineer has prepared plans and specifications for the improvements on Fillmore Street NE within the Tolzmann's Whispering Pines Plat.

The proposed improvements include reconstructing Fillmore Street to a 24-foot wide paved surface with 4 foot top-soiled shoulders. The proposed street section will consist of 4 inches of Class 5 aggregate base with 3.5 inches of bituminous per the city standard. This project will also include some minor ditch grading and replacement of the existing cross culvert. A set of construction plans are attached for review.

This project is proposed to be bid with the West Trunk Highway 65 Phase 1 Service Road project. The proposed bid opening is at 10:00 am on March 21, 2017 in the City Council Chambers.

Attachments:

1. Construction Plans
2. Resolution No. 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

Fiscal Impact:

The total project cost is estimated to be \$82,077. A total of \$29,268 is proposed to be assessed to the benefitting property owners. This project will be financed with the Street Capital Fund.

Recommendation(s):

Staff recommends Council approve Resolution No. 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

FILLMORE STREET IMPROVEMENT PROJECT

CONSTRUCTION PLANS FOR AGGREGATE BASE, AGGREGATE SHOULDER, BITUMINOUS SURFACING, CURB & GUTTER, GRADING, STORM SEWER AND EROSION CONTROL

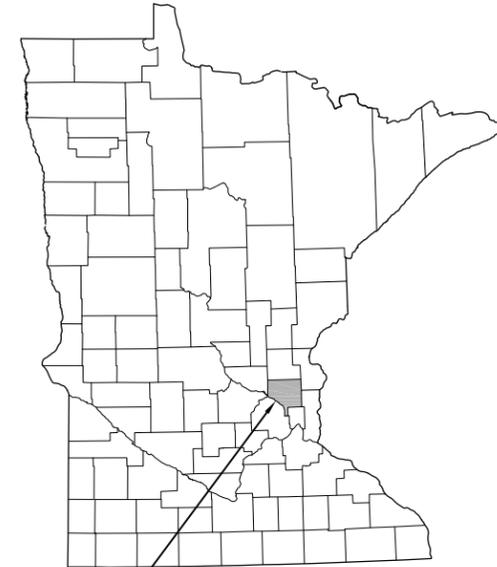
CITY OF EAST BETHEL

GOVERNING SPECIFICATIONS

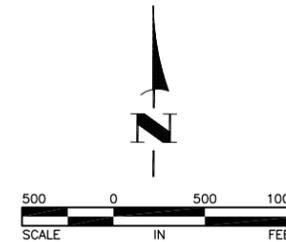
THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.



CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA

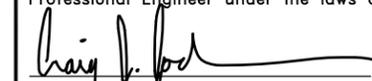


SHEET INDEX
THIS PLAN CONTAINS 7 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	CONSTRUCTION NOTES, DETAILS AND ESTIMATED QUANTITIES
3	EXISTING TOPOGRAPHY AND REMOVALS PLAN
4-5	STREET CONSTRUCTION PLAN
X1-X2	CROSS SECTIONS

ITEM 8.0 B.1, Attachment #1

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.


 _____ DATE 12/27/16
 CRAIG J. JOCHUM, P.E. LIC. NO. 23461
 HAKANSON ANDERSON
 CITY ENGINEER

DATE	REVISION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

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**Hakanson
Anderson**
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

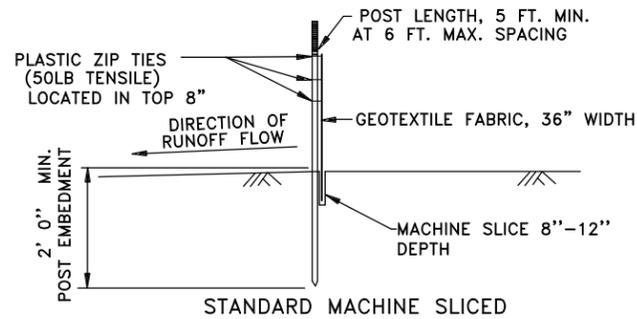
BENCHMARKS:
1.5 MILES NORTH OF THE JUNCTION OF TRUNK HIGHWAY 65 AND COUNTY ROAD 18 (CROSTOWN BLVD), 70 FEET EAST OF TRUNK HIGHWAY 65 AND 61.1 FEET NORTHWEST OF WESTERNMOST LEG OF ANTIQUES SIGN.
MN/DOT BENCHMARK NAME: DENN MNDT
ELEV=899.19
DATUM:
NAVD 88

GENERAL CONSTRUCTION AND SOILS NOTES:

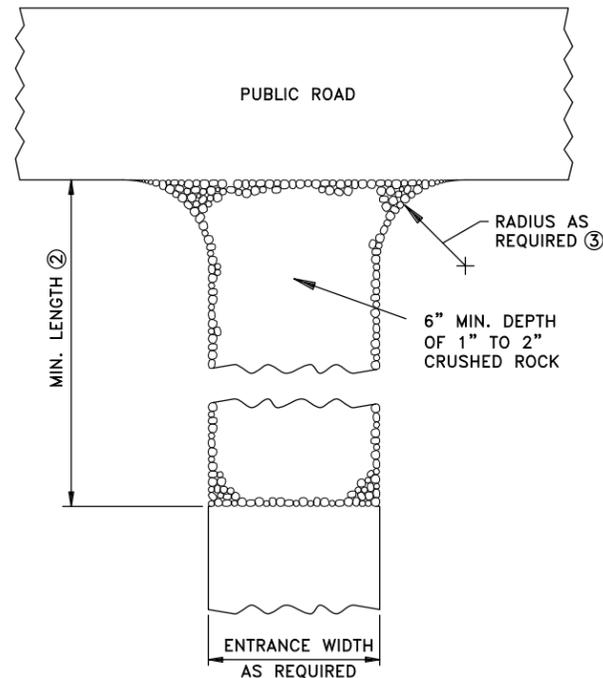
- TOP OF THE GRADING SUBGRADE IS DEFINED AS THE BOTTOM OF THE CLASS 5 AGGREGATE BASE. ALL UNSTABLE MATERIAL SUCH AS TOPSOIL, SILTS, ORGANIC MATERIALS, MUCK, ETC. ENCOUNTERED DURING EXCAVATION WHICH IS NOT ACCOUNTED FOR IN THE ESTIMATED QUANTITIES WILL BE PAID AS "COMMON EXCAVATION".
- STRIP AND STOCKPILE ALL INPLACE TOPSOIL AND SLOPE DRESSING IN AREAS TO BE DISTURBED BY CONSTRUCTION AND REUSE AS SLOPE DRESSING. IN AREAS OF STREET, SHOULDER, AND INTERSECTION CONSTRUCTION, THE EXPOSED SAND SHALL BE SURFACE COMPACTED TO AT LEAST 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY, ASTM D698, IN AT LEAST THE UPPER 1 FT.
- UNLESS OTHERWISE RECOMMENDED IN THESE PLANS, THE GRADING SUBGRADE SHALL BE CONSTRUCTED OF SUITABLE GRADING MATERIAL. THE FILL SHALL BE PLACED IN 8" TO 10" LOOSE LIFTS, AND COMPACTED TO 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY.
- SUITABLE GRADING MATERIAL FOR THIS PROJECT SHALL CONSIST OF GRANULAR BORROW AND ALL ONSITE SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, SILT, DEBRIS, ORGANIC MATERIAL AND OTHER UNSTABLE MATERIAL. THE MATERIAL SHALL HAVE A CLASSIFICATION OF SP, SM OR SP-SM (USCS CLASSIFICATIONS).
- IN ANY PAVEMENT WIDENING THE CONTRACTOR SHALL STRIVE TO SUBSTANTIALLY MATCH BACKFILL MATERIAL WITH IN PLACE SOILS TO FORESTALL ABRUPT FROST DIFFERENTIAL. GRANULAR FILL SHALL NOT BE PLACED BESIDE NON GRANULAR SOILS AND VICE VERSA.
- WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT CUT VERTICALLY TO THE BOTTOM OF INPLACE SURFACING OR TOP OF GRADING SUBGRADE WHICHEVER IS DEEPER AT A 1(V):2(H) TO THE BOTTOM OF EXCAVATION.
- PROVIDE A SAW CUT WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.
- BITUMINOUS AND CONCRETE ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH MN/DOT SPEC. 2104.
- USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.05 GAL/SY TO 0.07 GAL/SY BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS.
- PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58-28, SPEC. 3151, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THIS PROJECT. SPECIFIC PG GRADES SHALL BE STATED IN THE SPECIAL PROVISIONS AND AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.
- THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2360 AND 3139.
- IF NECESSARY, THE UTILITY COMPANIES WILL RELOCATE THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS UNDER THIS CONTRACT. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION.
- CATEGORY 3 EROSION CONTROL BLANKET SHALL BE PLACED AS SHOWN ON THE PLANS AND IN AREAS OF POSSIBLE EROSION AS DIRECTED BY THE ENGINEER.
- USE CLASS C BEDDING FOR ALL STORM SEWER.
- ALL TRENCH AND OTHER EXCAVATIONS GREATER THAN 24 INCHES DEEP SHALL BE BACKFILLED AT THE END OF EACH WORK DAY. EXTRA WORK REQUIRED TO BACKFILL AND CORRESPONDINGLY REMOVE MATERIAL THE NEXT WORK DAY SHALL BE INCIDENTAL.
- ALL LABOR, MATERIAL, EQUIPMENT AND WORK REQUIRED TO PROTECT CONCRETE CURB AGAINST COLD WEATHER SHALL BE INCIDENTAL.
- THE CONTRACTOR SHALL POST THE SWPPP, PREVAILING WAGE RATES AND OTHER REQUIRED DOCUMENTS ON SITE. THE METHOD OF POSTING SHALL BE APPROVED BY THE ENGINEER.

REFERENCE NOTES:

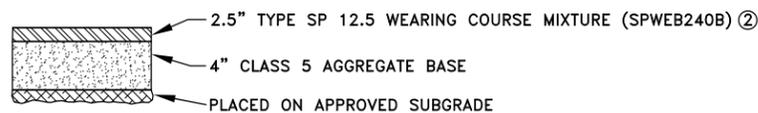
- MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.
- DRIVEWAY PAVEMENT SHALL BE PAID PER ITEM 2360-TYPE SP 12.5 WEARING COURSE MIXTURE (2.B) 2.5" THICK.



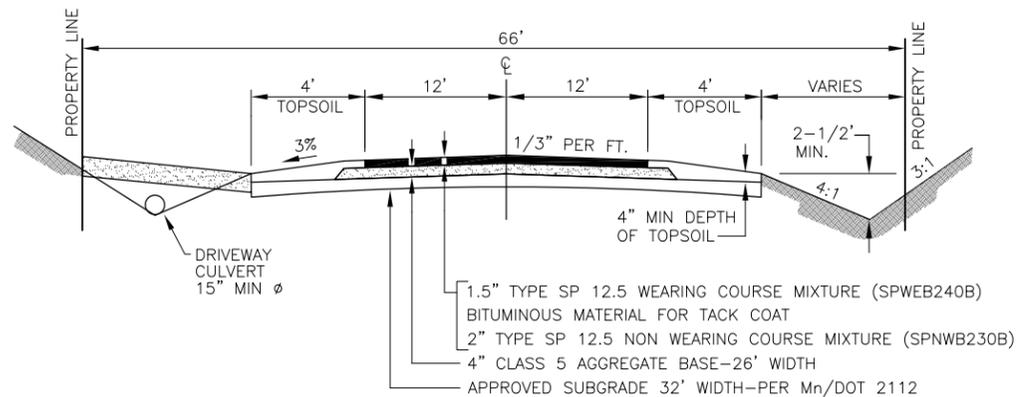
2
2
SILT FENCE DETAILS



3
2
CRUSHED ROCK CONSTRUCTION EXIT ①



4
2
TYPICAL DRIVEWAY SECTION



1
2
TYPICAL SECTION
FILLMORE STREET
N.T.S.

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Craig J. Jochem
CRAIG J. JOCHEM
Date 12/27/16 Lic. No. 23461

DESIGNED BY:
TAE
DRAWN BY:
TAE
CHECKED BY:
CJJ

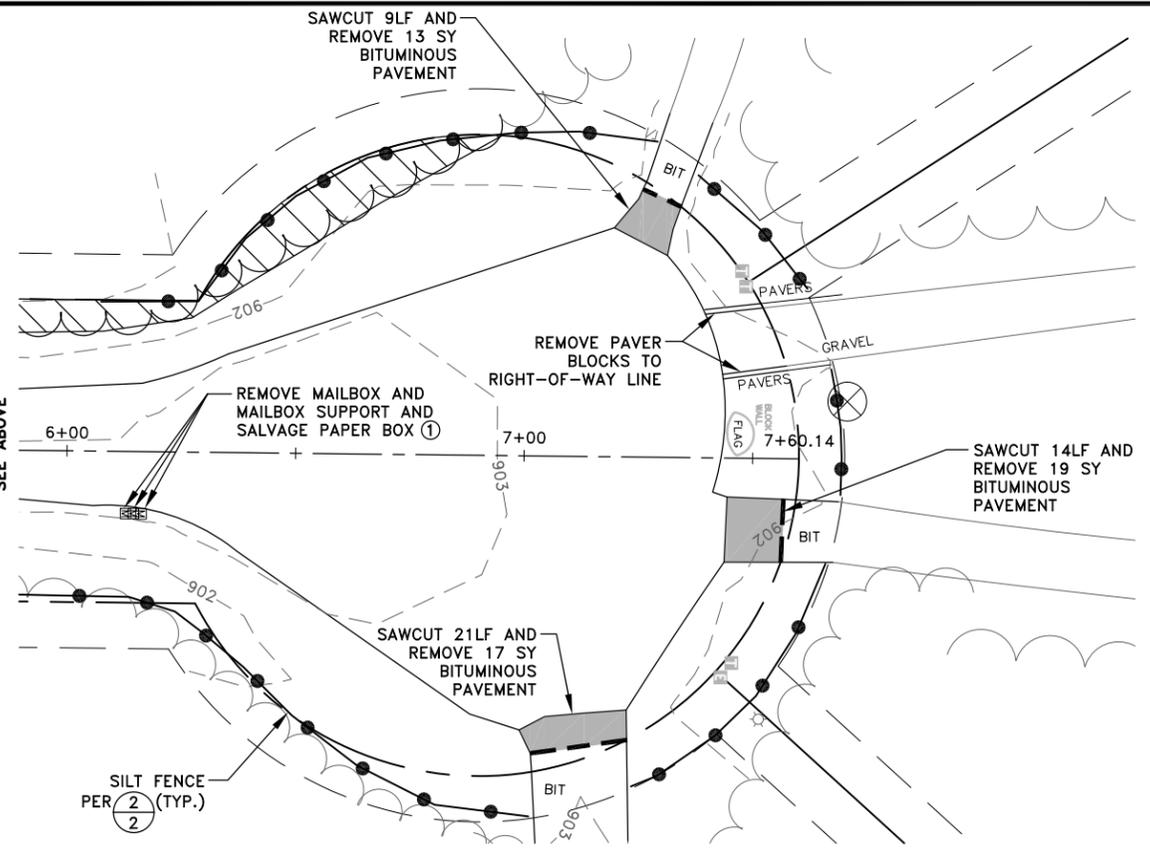
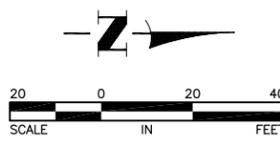
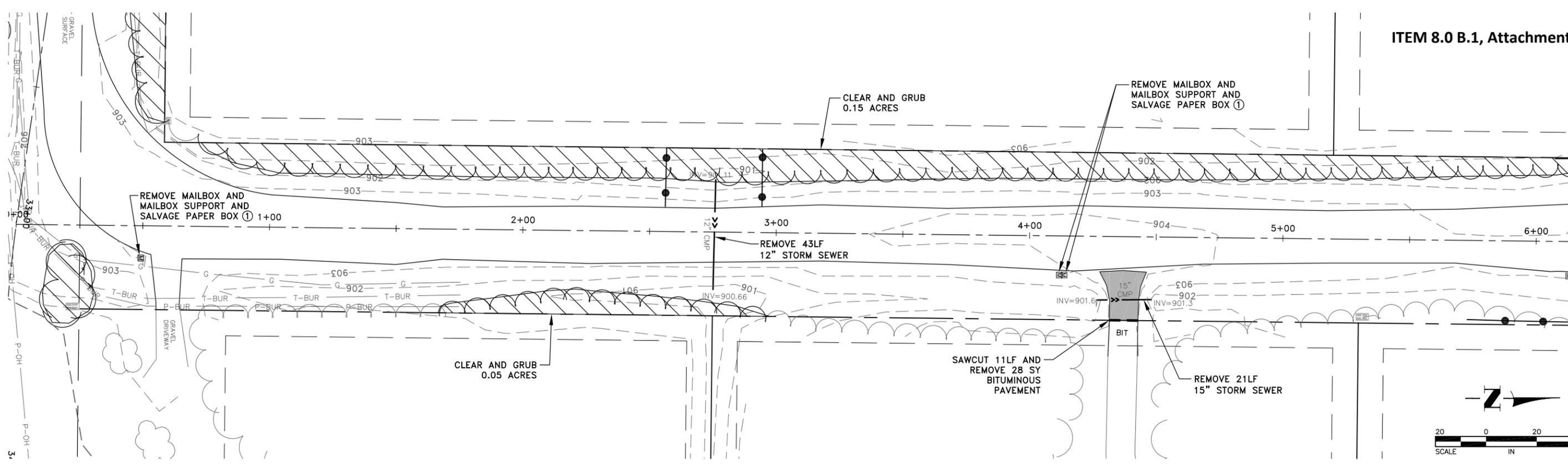


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FILLMORE STREET IMPROVEMENT PROJECT

CONSTRUCTION NOTES, DETAILS
AND ESTIMATED QUANTITIES
CITY OF EAST BETHEL, MINNESOTA

SHEET
2
OF
5
SHEETS



REFERENCE NOTES:
 ① THIS WORK SHALL BE PAID PER ITEM 2104-REMOVE MAILBOX SUPPORT.

Dec 28, 2016 - 11:08am K:\oad_eng\PROJECTS\MUNICIPAL\EB346\dwg\EB346 REMOVALS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date 12/27/16 **CRIG J. JOCHUM, P.E.** Lic. No. 23461

DESIGNED BY: TAE
 DRAWN BY: TAE
 CHECKED BY: CJJ



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FILLMORE STREET IMPROVEMENT PROJECT

EXISTING TOPOGRAPHY AND REMOVALS PLAN
 CITY OF EAST BETHEL, MINNESOTA

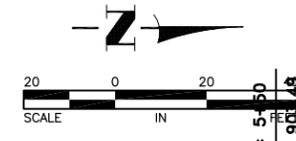
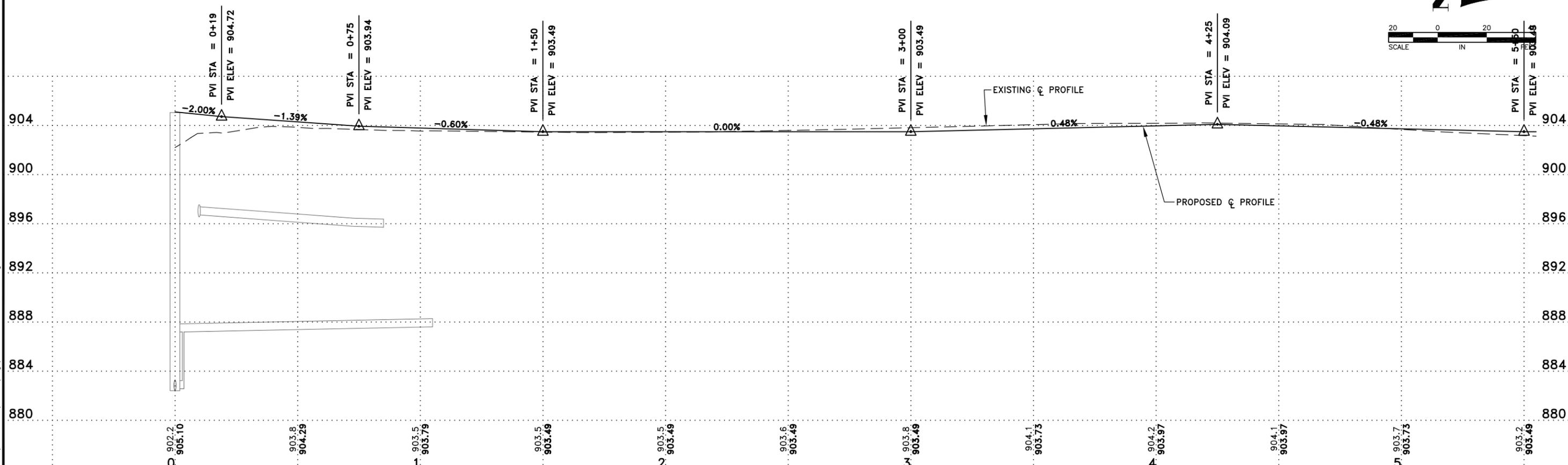
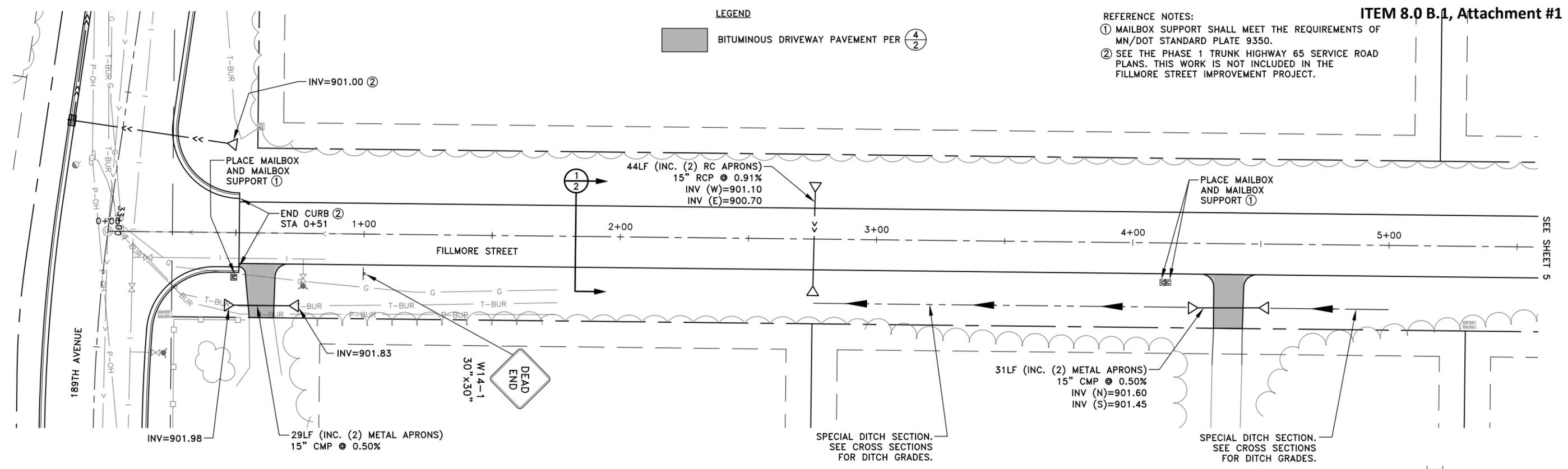
SHEET 3 OF 5 SHEETS

LEGEND

BITUMINOUS DRIVEWAY PAVEMENT PER $\frac{4}{2}$

REFERENCE NOTES:

- ① MAILBOX SUPPORT SHALL MEET THE REQUIREMENTS OF MN/DOT STANDARD PLATE 9350.
- ② SEE THE PHASE 1 TRUNK HIGHWAY 65 SERVICE ROAD PLANS. THIS WORK IS NOT INCLUDED IN THE FILLMORE STREET IMPROVEMENT PROJECT.



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DATE	REVISION

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Craig J. Jochum
 CRAIG J. JOCHUM, P.E.
 Date 12/27/16 Lic. No. 23461

DESIGNED BY: TAE
 DRAWN BY: TAE
 CHECKED BY: CJJ



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FILLMORE STREET IMPROVEMENT PROJECT

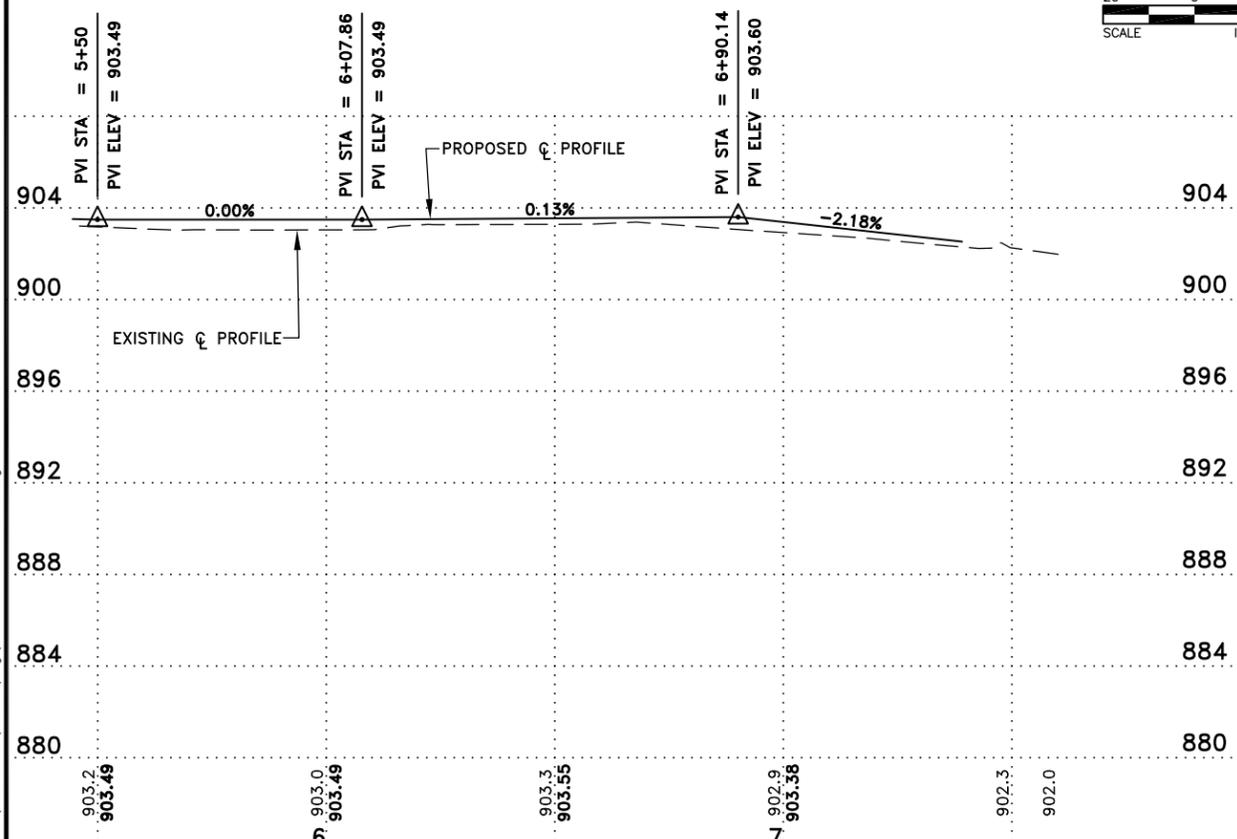
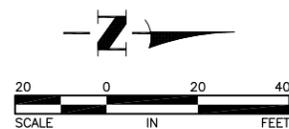
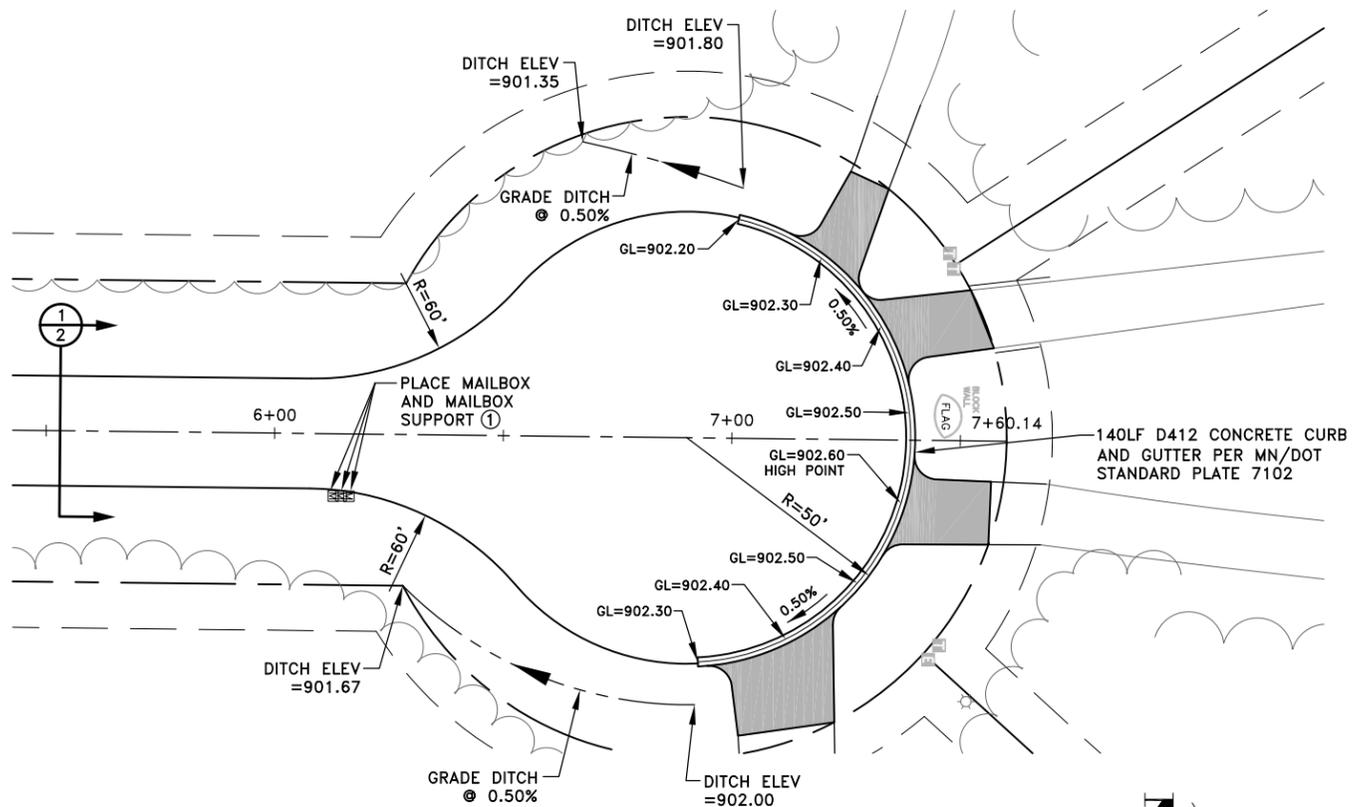
STREET CONSTRUCTION PLAN
FILLMORE STREET
CITY OF EAST BETHEL, MINNESOTA

SHEET 4 OF 5 SHEETS

REFERENCE NOTES:
 ① MAILBOX SUPPORT SHALL MEET THE REQUIREMENTS OF MN/DOT STANDARD PLATE 9350.

LEGEND

 BITUMINOUS DRIVEWAY PAVEMENT PER $\frac{4}{2}$



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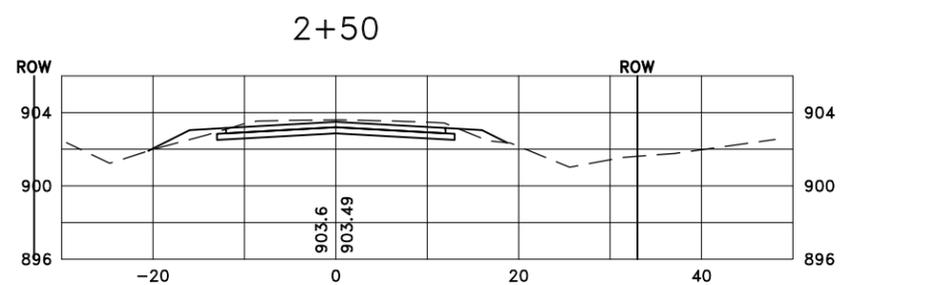
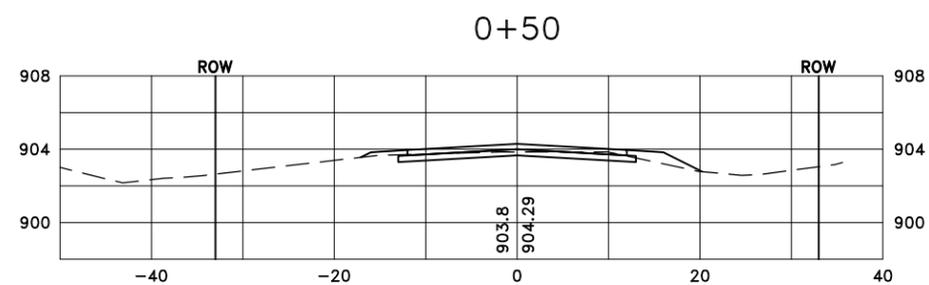
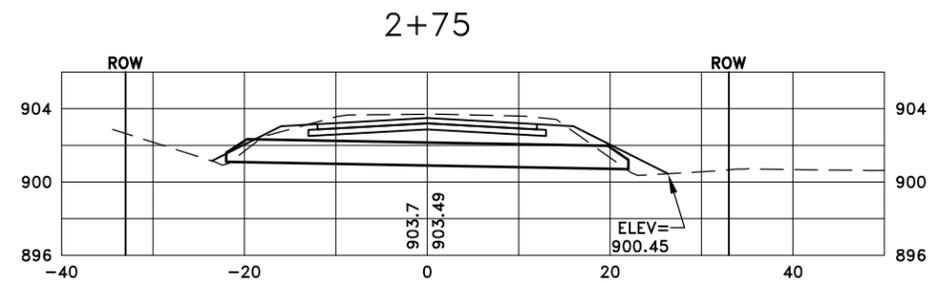
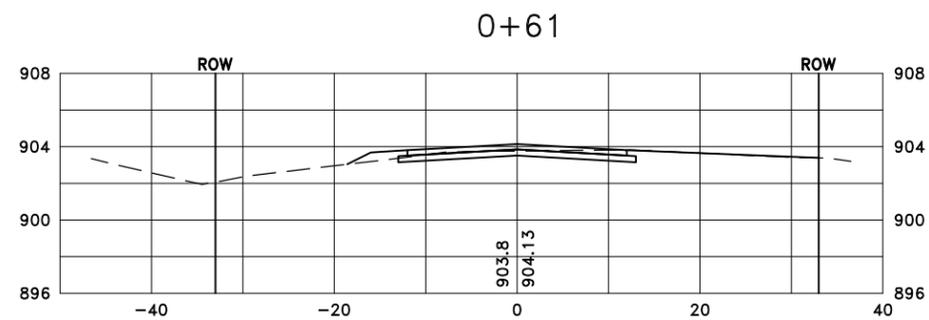
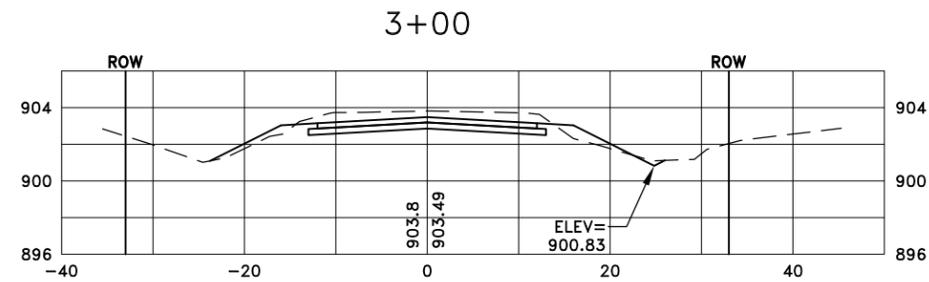
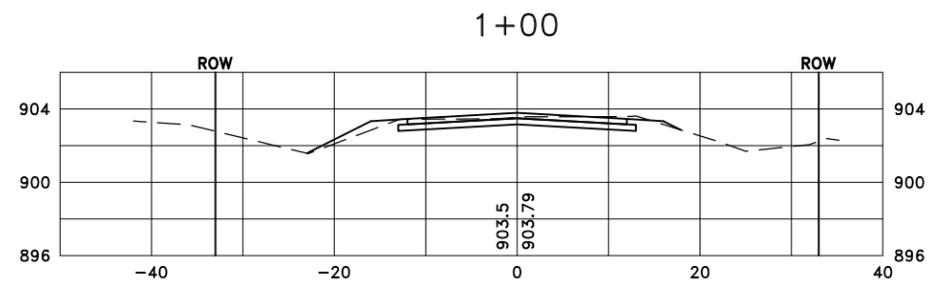
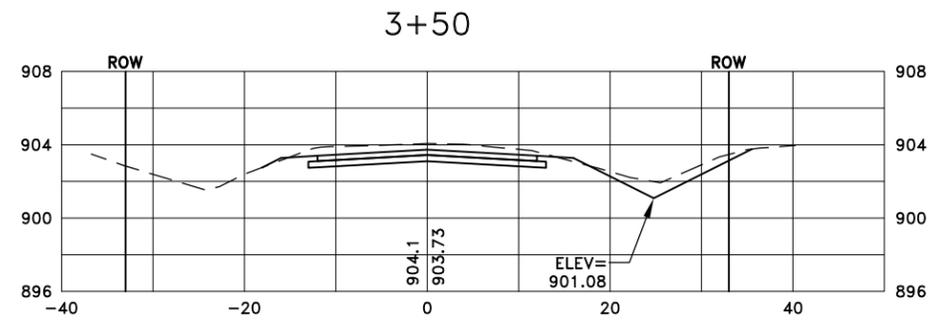
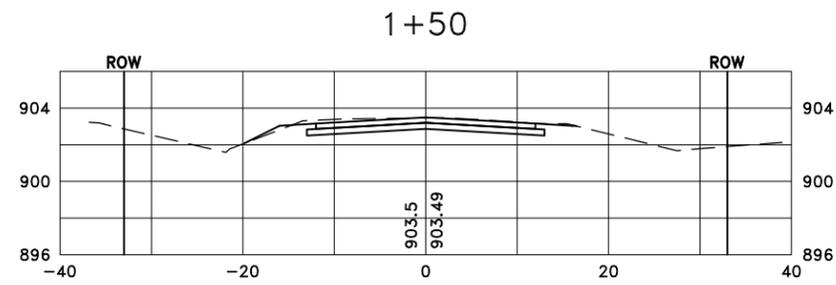
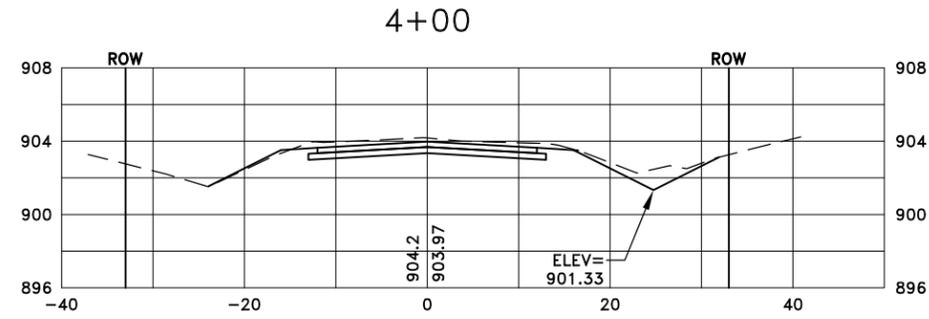
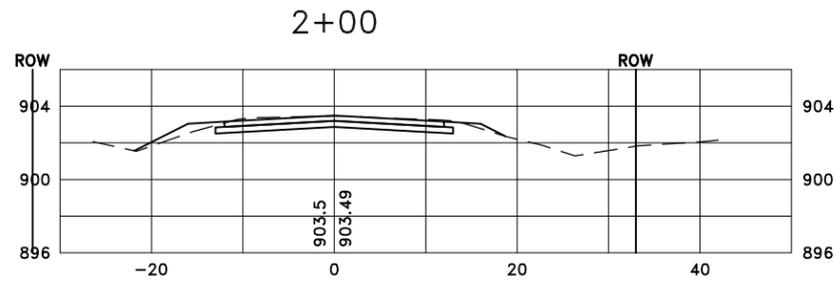


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FILLMORE STREET IMPROVEMENT PROJECT

STREET CONSTRUCTION PLAN
 FILLMORE STREET
 CITY OF EAST BETHEL, MINNESOTA

SHEET 5 OF 5 SHEETS



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DATE	REVISION

DESIGNED BY:
TAE
DRAWN BY:
TAE
CHECKED BY:
CJJ

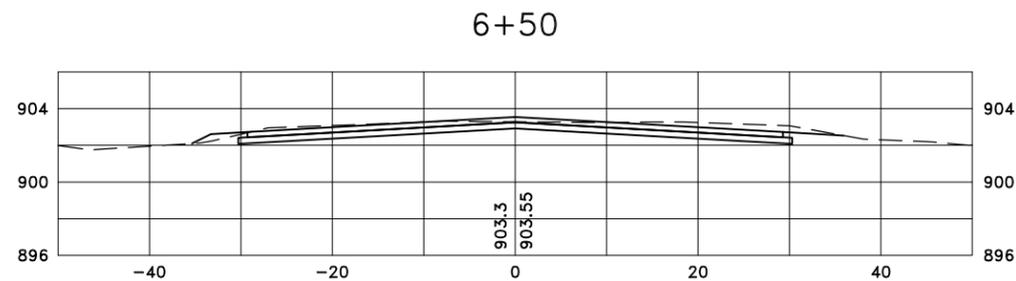
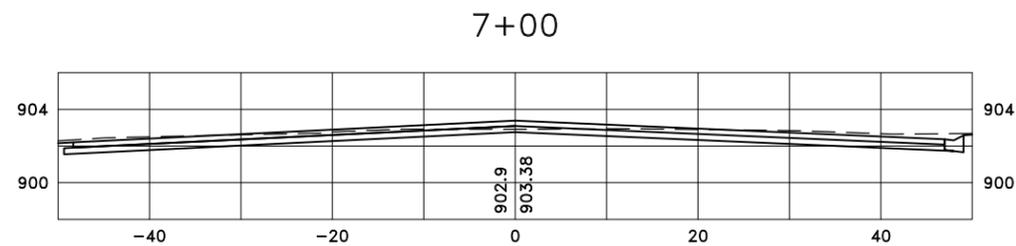
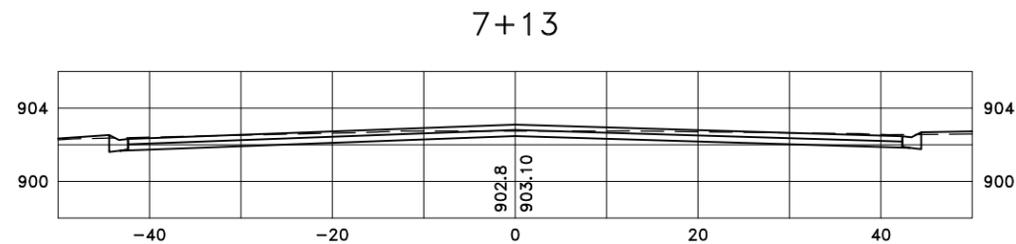
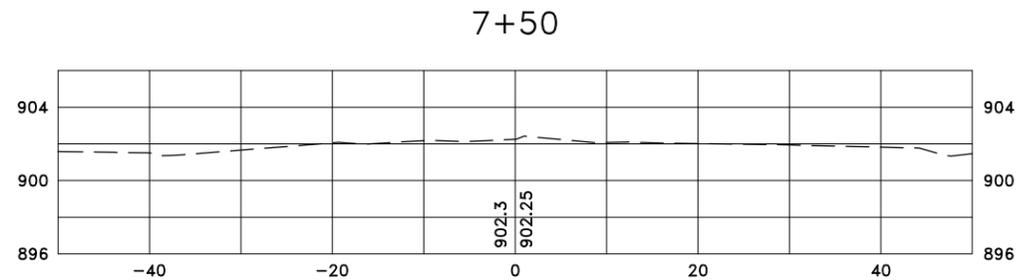
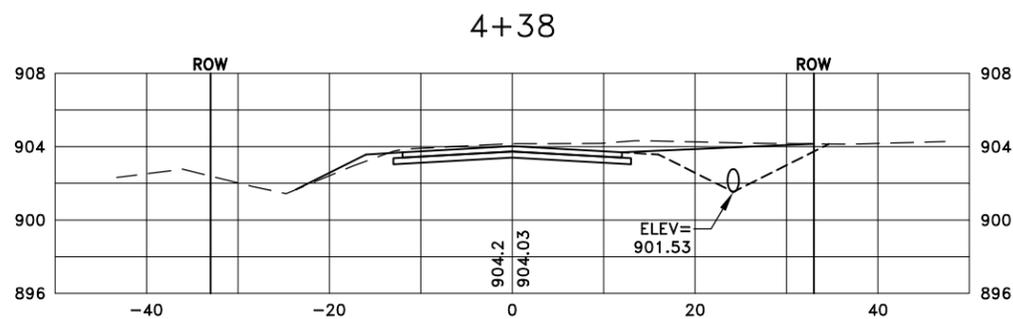
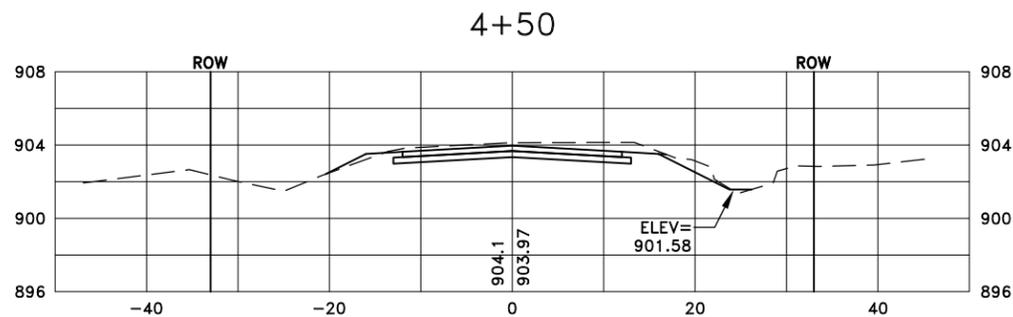
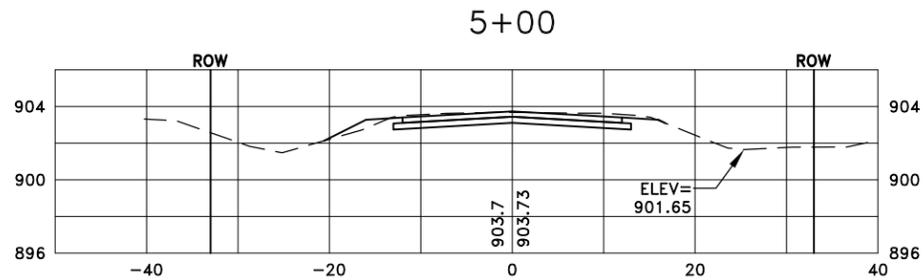
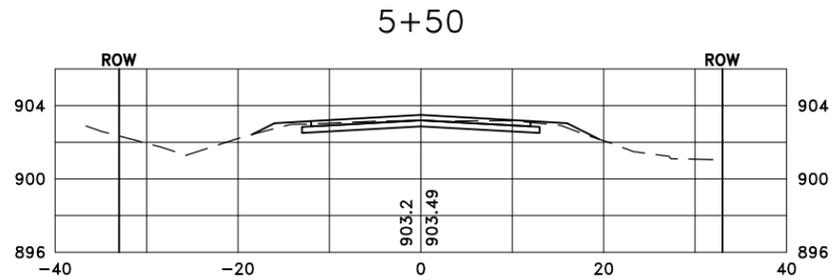
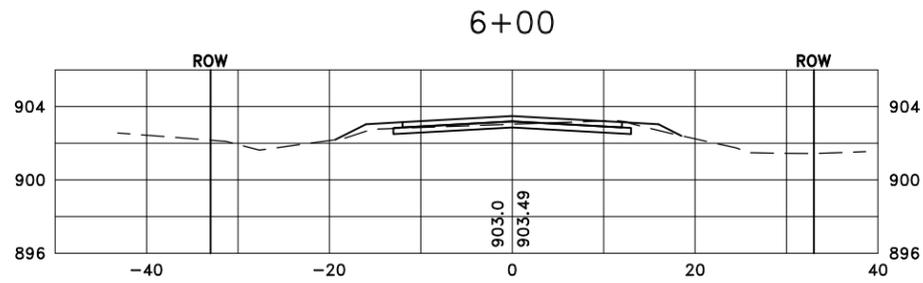


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FILLMORE STREET IMPROVEMENT PROJECT

CROSS SECTIONS
FILLMORE STREET
CITY OF EAST BETHEL, MINNESOTA

SHEET X1 OF X2 SHEETS



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DATE	REVISION

DESIGNED BY:
TAE
DRAWN BY:
TAE
CHECKED BY:
CJJ



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FILLMORE STREET IMPROVEMENT PROJECT

CROSS SECTIONS
FILLMORE STREET
CITY OF EAST BETHEL, MINNESOTA

SHEET X2 OF X2 SHEETS

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

RESOLUTION NO. 2017-07

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND
ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to Resolution 2016-53 passed by the council on October 19, 2016, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the improvements on Fillmore Street NE within the Tolzmann's Whispering Pines Plat and has presented such plans and specifications to the council for approval;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
EAST BETHEL MINNESOTA THAT:**

1. Such plans and specifications, dated December 27, 2016, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The city clerk shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened at 10:00 a.m. on Tuesday, March 21, 2017, in the council chambers of the city hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5.0 per cent of the amount of such bid.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 8.0 B.2

Agenda Item:

Resolution No. 2017-08, Resolution for Hearing on Proposed Assessment

Requested Action:

Approve Resolution No. 2017-08, Resolution for Hearing on Proposed Assessment

Background Information:

Based on a petition from 66.7 percent of the property owners of the Tolzmann’s Whispering Pines Plat the City Council directed staff to prepare a feasibility report. The report was presented to council and approved at the October 19, 2016 council meeting. Staff also presented the proposed assessments for this project. Project costs would be assessed on a per unit basis with one-unit assessment for each lot. There are 6 lots within the subdivision that are adjacent to Fillmore Street. Based on a total assessment amount of \$29,268 the per-unit assessment would be \$4,878.00. A copy of the assessment roll as previously presented is attached.

Per Minnesota Statutes 429 the council must conduct an assessment hearing to pass on the proposed project assessments to the benefiting property owners. The purpose of the assessment hearing is to give property owners an opportunity to express their comments and concerns about the actual assessment. The assessment hearing is proposed to be February 1, 2017 at 7:00 pm in the council chambers.

Attachments:

- 1. Assessment Roll
- 2. Resolution No. 2017-08, Resolution For Hearing on Proposed Assessment

Fiscal Impact:

The total project cost is estimated to be \$82,077. A total of \$29,268 is proposed to be assessed to the benefiting property owners. This project will be financed with the Street Capital Fund.

Recommendation(s):

Staff recommends Council approve Resolution No. 2017-08, Resolution for Hearing on Proposed Assessment.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

ASSESSMENT ROLL

Property Owner	Lot	Block	Unit	Unit Cost	Total Assessment
Wayne A. Peterson	1	1	1	\$4,878.00	\$4,878.00
John F. & Michelle M. Miller	2	1	1	\$4,878.00	\$4,878.00
Bridgette Fields	3	1	1	\$4,878.00	\$4,878.00
Linda Cournoyer	4	1	1	\$4,878.00	\$4,878.00
Dewaine & Margaret McLean	5	1	1	\$4,878.00	\$4,878.00
Jacob McCarty	6	1	1	\$4,878.00	\$4,878.00
				Total	\$29,268.00

ITEM 8.0 B.2, Attachment #1

City of East Bethel
Fillmore Street NE

Property Owner Wayne Peterson
PIN # 29-33-23-22-0003
Address 1045 189th Avenue NE
East Bethel, MN 55011

Loan Summary

Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
2	1/1/19	4,535.88	428.61	181.44	610.04	4,107.27
3	1/1/20	4,107.27	445.75	164.29	610.04	3,661.51
4	1/1/21	3,661.51	463.58	146.46	610.04	3,197.93
5	1/1/22	3,197.93	482.13	127.92	610.04	2,715.81
6	1/1/23	2,715.81	501.41	108.63	610.04	2,214.39
7	1/1/24	2,214.39	521.47	88.58	610.04	1,692.93
8	1/1/25	1,692.93	542.33	67.72	610.04	1,150.60
9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

City of East Bethel
Fillmore Street NE

Property Owner Jacob L. & Lindsey A. McCarty
PIN # 29-33-23-33-0008
Address 18915 Fillmore Street NE
 East Bethel, MN 55011

Loan Summary

Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
2	1/1/19	4,535.88	428.61	181.44	610.04	4,107.27
3	1/1/20	4,107.27	445.75	164.29	610.04	3,661.51
4	1/1/21	3,661.51	463.58	146.46	610.04	3,197.93
5	1/1/22	3,197.93	482.13	127.92	610.04	2,715.81
6	1/1/23	2,715.81	501.41	108.63	610.04	2,214.39
7	1/1/24	2,214.39	521.47	88.58	610.04	1,692.93
8	1/1/25	1,692.93	542.33	67.72	610.04	1,150.60
9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

City of East Bethel
Fillmore Street NE

Property Owner Dewaine & Margaret McLean
PIN # 29-33-23-33-0007
Address 18943 Fillmore Street NE
East Bethel, MN 55011

Loan Summary

Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
2	1/1/19	4,535.88	428.61	181.44	610.04	4,107.27
3	1/1/20	4,107.27	445.75	164.29	610.04	3,661.51
4	1/1/21	3,661.51	463.58	146.46	610.04	3,197.93
5	1/1/22	3,197.93	482.13	127.92	610.04	2,715.81
6	1/1/23	2,715.81	501.41	108.63	610.04	2,214.39
7	1/1/24	2,214.39	521.47	88.58	610.04	1,692.93
8	1/1/25	1,692.93	542.33	67.72	610.04	1,150.60
9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

City of East Bethel
Fillmore Street NE

Property Owner John F. & Michelle M. Miller
PIN # 29-33-23-33-0004
Address 18962 Fillmore Street NE
East Bethel, MN 55011

Loan Summary

Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
2	1/1/19	4,535.88	428.61	181.44	610.04	4,107.27
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6	1/1/23	2,715.81	501.41	108.63	610.04	2,214.39
7	1/1/24	2,214.39	521.47	88.58	610.04	1,692.93
8	1/1/25	1,692.93	542.33	67.72	610.04	1,150.60
9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

City of East Bethel
Fillmore Street NE

Property Owner Richard A. & Linda J. Cournoyer
PIN # 29-33-23-33-0006
Address 19007 Fillmore Street NE
East Bethel, MN 55011

Loan Summary

Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
2	1/1/19	4,535.88	428.61	181.44	610.04	4,107.27
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8	1/1/25	1,692.93	542.33	67.72	610.04	1,150.60
9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

City of East Bethel
Fillmore Street NE

Property Owner Eric John and Bridgette Ranae Fields
PIN # 29-33-23-33-0005
Address 19035 Fillmore Street NE
East Bethel, MN 55011

Loan Summary
Payment Type Annual
Loan Amount 4,878.00
Certification Charge 70.00
Certification Amount 4,948.00
Interest Rate 4.00%
Term 10
Annual Payment 610.04

#	Date	Loan Balance	Principal	Interest	Payment	Balance @ 12/31
1	1/1/18	4,948.00	412.12	197.92	610.04	4,535.88
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9	1/1/26	1,150.60	564.02	46.02	610.04	586.58
10	1/1/27	586.58	586.58	23.46	610.04	-
			<u>4,948.00</u>	<u>1,152.44</u>		

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

RESOLUTION NO. 2017-08

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, pursuant to Resolution 2016-52 passed by the council on October 19, 2016, the council approved the feasibility report for the Fillmore Street Improvements;

AND WHEREAS, the City Engineer has presented the council with such proposed assessments for the Fillmore Street Improvements;

AND WHEREAS, such proposed assessments have been filed in the office of the City Clerk for public inspection.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA.

1. A hearing shall be held on the 1st day of February, 2017 in the city hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property benefited by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.

3. The owner of any property so assessed may, at any time prior to certifications of the assessment to the county auditor, pay to the city clerk the whole of the assessment on such property, with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid within 30 days from the date of the adoption of the assessment. The owner may at any time thereafter, pay to the city clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 8.0 B.3

Agenda Item:

Resolution No. 2017-09, A Resolution Providing for Parking Restrictions on S.A.P. 203-111-004, Buchanan Street NE, 189th Avenue NE and Taylor Street NE

Requested Action:

Consider Adoption of Resolution 2017-09, Restricting Parking on Buchanan Street NE, 189th Avenue NE, and Taylor Street NE

Background Information:

The City plans to construct a service road from 187th Lane NE to Viking Boulevard along the route of Buchanan Street NE, 189th Avenue NE, and Taylor Street NE. The intended use of these improvements does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

The Mn/DOT State Aid office will require City Council approval of the attached no parking resolution which bans the parking of motor vehicles on Buchanan Street NE, 189th Avenue NE, and Taylor Street NE as a condition of the release of MSA funds.

Attachments:

1.) Resolution 2017-09, Resolution Providing for Parking Restrictions on S.A.P. 203-111-004, Buchanan Street NE, 189th Avenue NE and Taylor Street NE

Fiscal Impact:

Recommendation(s):

Staff recommends Council approve Resolution No. 2017-09, Resolution Providing for Parking Restrictions on S.A.P. 203-111-004, Buchanan Street NE, 189th Avenue NE and Taylor Street NE

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

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

RESOLUTION NO. 2017-09

**RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 203-111-004
BUCHANAN STREET NE, 189TH AVENUE NE, AND TAYLOR STREET NE**

WHEREAS, this resolution passed this 4th day of January, 2017, by the City of East Bethel in Anoka County, Minnesota. The Municipal Corporation shall hereinafter be called the City;

AND WHEREAS, the City has planned the improvement of Buchanan Street NE from 187th Lane NE to 189th Avenue NE in the City of East Bethel, Minnesota;

AND WHEREAS, the City has planned the improvement of 189th Avenue NE from Buchanan Street NE to Taylor Street NE in the City of East Bethel, Minnesota;

AND WHEREAS, the City has planned the improvement of Taylor Street NE from 189th Avenue NE to Viking Boulevard in the City of East Bethel, Minnesota;

AND WHEREAS, the City will be expending Municipal State Aid and other funds on the improvement of this street known as route SAP 203-111-004;

AND WHEREAS, the intended use of these improvements does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City shall ban the parking of motor vehicles on Buchanan Street NE, 189th Avenue NE, and Taylor Street NE.

Adopted this 4th day of January, 2017 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

January 4, 2017

Agenda Item Number:

Item 8.0 G.1

Agenda Item:

Commission/Committee Assignments 2017

Requested Action:

Consider appointments by the Mayor with the approval of City Council for Council Liaison Commission/Committee assignments for 2017

Background Information:

Appointments to Commissions, Committees, Authorities and WMO's are recommended by the Mayor and approved by the City Council. The following are the Commission, Authority, Committee and appointed positions for consideration:

Acting Mayor

The Acting Mayor performs the duties of the Mayor in his absence.

Commission Assignments

The Planning, Parks and Roads Commissions have traditionally had a Council Member assigned as a liaison non-voting member. The purpose is to provide guidance and historical perspective to issues and items that come before these Commissions. The Commissions meet monthly.

Fire Department

A member of the City Council is assigned as the liaison to the Fire Department and attends at a minimum the quarterly informational meetings.

Police Department

A Council Member is assigned as the liaison to the Anoka County Sheriff's Department.

Economic Development Authority

Per EDA By-Laws, two Council members are appointed to this Commission. The EDA meets monthly.

Water Management Organizations (WMO's)

Sunrise River and Upper Rum River WMO: The City is statutorily required to participate in the watershed management organizations (WMO's) to review, develop and approve water management plans and budgets for the basin area. These organizations have authority to review surface water discharge plans as proposed by developers to ensure

they comply with WMO plans. These organizations are contractually managed by the Anoka Conservation District (ACD). The City belongs to both the Upper Rum River WMO and the Sunrise River WMO. The City can appoint two members to the WMO and there is a vacancy for a citizen member on the URRWMO.

The WMO's meet bi-monthly with notices provided in advance of the meeting with agenda materials.

Committee Assignments

Cedar Creek Joint Advisory Committee: This is a committee of City and University of Minnesota representatives that meet periodically to discuss uses of Cedar Creek Ecosystem and Scientific Reserve (CCESR) Property as part of the Memorandum of Understanding between the City and the University. Per City Council approval of a revised Memorandum of Understanding on April 15, 2015, no appointment is needed for this body.

Sandhill Crane Committee: This is a Joint Powers Agreement composed of the City of East Bethel, Anoka County, DNR and the MPCA. The group collectively plans for public uses within this area. Traditionally, one City Council Member is appointed to this Committee. This Committee meets as necessary.

Finance Committee: This committee meets in April or as is necessary to provide recommendations for budget development or other financial aspects of City operations. In the past two Council Members have been appointed to this Committee.

Booster Day Committee: Traditionally, two Council members have been assigned as the liaisons to the Booster Day Committee to assist with coordination of the annual event. The full committee consists of members of several organizations and residents interested this event. The Committee meets monthly with the exception of August.

Anoka County-Blaine Airport Advisory Commission

The City is a member of the Anoka County-Blaine Airport Advisory Commission. Membership on the Commission enables the City to keep abreast of developments at the airport as they relate to economic development through access to general aviation facilities and as part of the overall transportation element. The Commission is advisory only and there are no dues or costs to the City to belong. Current municipal members on the Commission include Circle Pines, Blaine, Mounds View, Lexington, Lino Lakes, East Bethel and Anoka County. This Commission meets quarterly.

City Council re-appointed Ed Fiore as the official City member on January 6, 2016 for a term of two years. Mr. Fiore's appointment is set to expire on January 31, 2018 and he has one year remaining on his term. Council is also requested to appoint an alternate member. The City Administrator previously served as the alternate member.

North TH 65 Highway Coalition

The City of East Bethel joined a Coalition of Cities, Counties and Townships along Trunk Highway 65 from Blaine to and including Kanabec County in September 2006 for the purpose of collaboratively planning and lobbying for transportation improvements within this corridor. The Coalition meets bi-monthly at the Isanti County Government Center in Cambridge. Per the by-laws of the Coalition, a non-elected official can be appointed to the Coalition Board. It is recommended that one Council Member and the City Administrator be appointed to the Coalition.

The assignments for the Booster Day and one position on the Finance Committee will be discussed at the January 4, 2016 Meeting. There is a vacancy for a citizen appointee to the Upper Rum River WMO but the City has received no applicants for the position.

Attachment(s):

1. Worksheet-Commission/Committee Assignments 2013-2016 and proposed 2017 appointments.

Fiscal Impact:

Council members/Staff receive no additional compensation for liaison or committee appointments.

Recommendation(s):

Mayor Voss has recommended the appointments as listed in Attachment 1 and requests approval from Council for the proposal.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Meeting Agenda Information

Date: January 4, 2017

Agenda Item Number: Item 9.0 A.1

Agenda Item: Staff Report

Requested Action: Informational Only

Background Information:

2016 Code Enforcement Report

Attached is a report of those code enforcement cases that have been addressed in 2016. As noted in the reports there have been 121 code enforcement cases that were resolved in 2016 and 119 cases that are still outstanding.

Staff would like to emphasize that contacts relative to violations are approached as a personal and sensitive matter. For first and even second offenses, up to three notifications and inspections are provided and extensions to address violations are given where conditions warrant that additional time is needed for corrections.

The City has a reactive policy for code enforcement violations and makes every attempt to consider each incident on a case by case basis as to particular circumstances and work with those cited to resolve a violation.

Comp Plan Visioning Meeting

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.

Attachments:

1. 2016 Code Enforcement Report - Resolved Cases
2. 2016 Code Enforcement Report – Outstanding Cases

Fiscal Impact:

Recommendation(s):

Information Only

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: X

CITY OF EAST BETHEL

Enforcement Resolved Cases

Scheduled Date From: 1/1/2016 To: 12/30/2016

Cases Resolved within	20 Days	40 Days	60 Days	90 Days	Over 90 Days
Accessory Structure	1	0	0	1	0
Animal Feces	0	0	1	0	0
Animal Noise	0	0	0	0	1
Animal, reckless	3	2	0	0	0
Animals, Farm animals	0	0	1	1	2
Animals, number of	0	0	0	0	1
ATV	1	0	0	1	0
Campers on residential property	1	0	0	0	0
Commercial vehicles	2	0	1	0	0
Debris or Junk	1	2	0	1	8
Fence	2	0	1	0	1
Grass	0	0	0	0	2
Hazardous Property	0	0	0	0	1
Home Occupation	0	2	0	0	2
No permit	1	0	0	0	1
Parking	2	0	0	0	0
Public Nuisance	0	1	0	0	1
Rental	0	0	0	0	1
SEPTIC	2	1	0	3	32
SEPTIC, IMMINENT HEALTH THREAT	2	0	0	0	5
Unlawful Occupation of a Building	0	0	1	0	0
Vehicles	2	1	1	5	16
Totals	20	9	6	12	74

CITY OF EAST BETHEL

Enforcement Detail (With Actions)

Case Date From: 12/29/2000 To: 12/29/2016

Complaint Type: All Staff: All Property Type: All

Accessory Structure

Case Number	Violation	Days Open
AS2015-00001	Accessory Structure	645
<i>First Inspection</i> 03/16/2016		
Case Number	Violation	Days Open
AS2016-00002	Accessory Structure	262
<i>First Inspection</i> 05/12/2016	The city ord. requirements in section 14-3 and 14.4(b).	
<i>Send 1st Notice</i> 05/14/2016	The city ord. requirements in section 14-3 and 14-4 (b).	
<i>Second Inspection</i> 07/20/2016		
Case Number	Violation	Days Open
AS2016-00003	Accessory Structure No permit	216
<i>First Inspection</i> 05/30/2016		
<i>Send 1st Notice</i> 06/01/2016		
<i>Second Inspection</i> 07/01/2016		
<i>Send 2nd Notice</i> 07/19/2016		
<i>Third Inspection</i> 08/03/2016		
Case Number	Violation	Days Open
AS2016-00004	Accessory Structure	90
<i>First Inspection</i> 10/03/2016		
<i>Send 1st Notice</i> 10/05/2016		
<i>Second Inspection</i> 06/01/2017		

Animal Noise

Case Number	Violation	Days Open
AN2015-00002	Animal, Noise Animal, Kennel	379
<i>First Inspection</i> 12/19/2015		
<i>Send 1st Notice</i> 02/02/2016		
<i>Second Inspection</i> 03/21/2016		

Animal, Kennel

Case Number	Violation	Days Open
AK2015-00004	Animal, Kennel Animal, Dog Licensing	420
<i>First Inspection</i> 11/08/2015	DID NOT COMPLETE	
<i>Send 1st Notice</i> 11/10/2015		
<i>Second Inspection</i> 12/10/2015		

Animal, reckless

Case Number	Violation	Days Open
AR2016-00001	Animal, Reckless Animal, Kennel	220
<i>First Inspection</i> 05/26/2016		
<i>Send 1st Notice</i> 05/28/2016	First letter sent on May 24th, 2016 but returned after being unclaimed. Will send via CSO.	
<i>Second Inspection</i> 07/20/2016	Did not complete	
<i>Send 2nd Notice</i> 07/22/2016		
<i>Third Inspection</i> 08/05/2016		
Case Number	Violation	Days Open
AR2016-00003	Animal, Reckless	153
<i>First Inspection</i> 08/01/2016	Did not complete	
<i>Send 1st Notice</i> 08/03/2016		
Case Number	Violation	Days Open
AR2016-00004	Animal, Reckless	143
<i>First Inspection</i> 08/11/2016	Did not complete	
<i>Send 1st Notice</i> 08/13/2016		
<i>Second Inspection</i> 09/12/2016		
Case Number	Violation	Days Open
AR2016-00005	Animal, Reckless	119
<i>First Inspection</i> 09/04/2016	Did not complete	
<i>Send 1st Notice</i> 09/06/2016		

Animals, Farm animals

Case Number **Violation** **Days Open**
 FA2015-00002 Animals, Farm 605
 Animal, Farm Animal Licensing
First Inspection 05/01/2015
Send 1st Notice 05/04/2015
Second Inspection 06/02/2015 Do not complete inspection until after City Council has reviewed/changed the chicken ordinance. Please see first notice sent.

Case Number **Violation** **Days Open**
 FA2016-00001 Animals, Farm 266
 Noise
First Inspection 04/10/2016 DID NOT COMPLETE
Send 1st Notice 04/12/2016
Second Inspection 05/09/2016 Nick did not see any chickens but it looks like a chicken coop is in the back yard. Send out a notice to the homeowner.

Case Number **Violation** **Days Open**
 FA2016-00003 Animals, Farm 238
 Vehicles
First Inspection 05/08/2016
Send 1st Notice 06/16/2016
Second Inspection 07/16/2016 Homeowners met with Nick. Check with Nick to see if we should send the second notice now or if he wants to inspect it first.

Case Number **Violation** **Days Open**
 FA2016-00004 Animal, Farm Animal Licensing 161
First Inspection 07/24/2016 Did not complete
Send 1st Notice 07/26/2016
Second Inspection 08/25/2016

Case Number **Violation** **Days Open**
 FA2016-00005 Animal, Farm Animal Licensing 161
First Inspection 07/24/2016 Did not complete
Send 1st Notice 07/26/2016
Second Inspection 08/25/2016

Case Number **Violation** **Days Open**
 FA2016-00006 Animals, Farm 143
First Inspection 08/11/2016 Did not complete
Send 1st Notice 08/13/2016
Second Inspection 09/12/2016

Case Number **Violation** **Days Open**
 FA2016-00007 Animals, Farm 118
First Inspection 09/05/2016 Did not complete
Send 1st Notice 09/07/2016
Second Inspection 10/07/2016

Case Number **Violation** **Days Open**
 FA2016-00008 Animals, Farm 41
 Debris or Junk
First Inspection 11/21/2016
Send 1st Notice 11/23/2016
Second Inspection 12/23/2016

Campers on residentialia

Case Number **Violation** **Days Open**
 CA2016-00001 Campers on residential property 143
First Inspection 08/11/2016 Did not complete
Send 1st Notice 08/13/2016
Second Inspection 09/12/2016
Resolution Letter 09/14/2016

Case Number **Violation** **Days Open**
 CA2016-00002 Campers on residential property 28
First Inspection 12/04/2016 Did not complete
Send 1st Notice 12/06/2016
Second Inspection 01/05/2017

Commercial vehicles

Case Number **Violation** **Days Open**
 CV2016-00003 Commercial Vehicles 265
First Inspection 04/11/2016

Send 1st Notice 04/13/2016
 Second Inspection 05/08/2016

ITEM 9.0 A.2, Attachment #2

Debris or Junk

Case Number **Violation** **Days Open**
 DJ2015-00001 Debris or Junk 653
 Vehicles

First Inspection 04/07/2015
Send 1st Notice 04/07/2015
Second Inspection 04/07/2015 The certified letter has not been delivered yet
Second Inspection 05/01/2015 Scheduled in outlook
Send 2nd Notice 05/03/2015
Third Inspection 06/01/2015 Scheduled in Nick's calendar for 6/1/15.
Send Final Notice 07/20/2015
Final Inspection 10/26/2015
Final Inspection 04/14/2016

Case Number **Violation** **Days Open**
 DJ2015-00005 Debris or Junk 581

First Inspection 05/31/2015 First inspection skipped due to busy season. First notice sent.
Send 1st Notice 01/28/2016
Second Inspection 02/28/2016

Case Number **Violation** **Days Open**
 DJ2016-00003 Debris or Junk 295
 Vehicles

First Inspection 03/12/2016
Send 1st Notice 03/14/2016
Second Inspection 04/13/2016

Case Number **Violation** **Days Open**
 DJ2016-00007 Debris or Junk 281

First Inspection 03/26/2016 Did not do inspection. Repeat offender.
Send 1st Notice 03/28/2016 First and final notice. Being sent CSO.
Second Inspection 05/02/2016

Case Number **Violation** **Days Open**
 DJ2016-00009 Debris or Junk 265

First Inspection 04/11/2016
Send 1st Notice 04/13/2016 Sent a letter to current residents and property owner.
Second Inspection 05/11/2016 Seen debris and lumber in the yard.
Resolution Letter 05/13/2016

Case Number **Violation** **Days Open**
 DJ2016-00010 Debris or Junk 204

First Inspection 06/11/2016 DID NOT COMPLETE - COMPLAINT RECEIVED. BUSY SEASON
Send 1st Notice 07/14/2016 Certified letter returned. Sending via CSO.
Second Inspection 07/13/2016

Case Number **Violation** **Days Open**
 DJ2016-00011 Debris or Junk 192

First Inspection 06/23/2016 Did not complete first inspection
Send 1st Notice 06/25/2016
Second Inspection 07/25/2016

Case Number **Violation** **Days Open**
 DJ2016-00012 Debris or Junk 162
 Vehicles

First Inspection 07/23/2016 Did not complete
Send 1st Notice 08/22/2016 Certified letter returned. Sending via CSO.
Second Inspection 09/22/2016

Case Number **Violation** **Days Open**
 DJ2016-00013 Debris or Junk 112

First Inspection 09/11/2016 Did not complete
Send 1st Notice 09/13/2016
Second Inspection 10/13/2016

Case Number **Violation** **Days Open**
 DJ2016-00014 Debris or Junk 112

First Inspection 09/11/2016 Did not complete
Send 1st Notice 09/13/2016
Second Inspection 10/13/2016

Case Number **Violation** **Days Open**

DJ2016-00015

Debris or Junk
Vehicles

111

First Inspection 09/12/2016 Did not complete
Send 1st Notice 09/14/2016
Second Inspection 10/14/2016

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Case Number

Violation

Days Open

DJ2016-00016

Debris or Junk

77

First Inspection 10/16/2016 Did not complete inspection.
Send 1st Notice 10/18/2016
Second Inspection 11/17/2016

Case Number

Violation

Days Open

DJ2016-00017

Debris or Junk

71

First Inspection 10/22/2016 Did not complete
Send 1st Notice 10/24/2016
Second Inspection 11/23/2016

Case Number

Violation

Days Open

DJ2016-00018

Debris or Junk
Home Occupation

28

First Inspection 12/04/2016
Send 1st Notice 12/06/2016
Second Inspection 01/05/2017

DRIVEWAY

Case Number

Violation

Days Open

DR2016-00001

DRIVEWAY

149

First Inspection 08/05/2016 Nate Ayshford reported this matter.
Send 1st Notice 08/07/2016
Second Inspection 09/06/2016 Second inspection has not happened. Colleen said that Nate is still getting complaints and that we should send the second notice.
Send 2nd Notice 09/08/2016
Third Inspection 09/22/2016

Fence

Case Number

Violation

Days Open

FC2015-00002

Fence

364

First Inspection 01/03/2016
Send 1st Notice 01/05/2016
Second Inspection 02/04/2016
Send 2nd Notice 04/22/2016

Case Number

Violation

Days Open

FC2016-00002

Fence

155

First Inspection 07/30/2016 Did not complete.

Grass

Case Number

Violation

Days Open

GR2015-00004

Grass

491

First Inspection 08/29/2015 Skipped inspection
Send 1st Notice 08/31/2015
Second Inspection 09/28/2015

Case Number

Violation

Days Open

GR2016-00001

Grass

204

First Inspection 06/11/2016 Did not complete first inspection because of busy season. Multiple complaints
Send 1st Notice 06/13/2016
Second Inspection 07/01/2016

Case Number

Violation

Days Open

GR2016-00002

Grass

192

First Inspection 06/23/2016 Did not complete, recieved 2 seperate complaints
Send 1st Notice 06/25/2016
Second Inspection 07/25/2016

Case Number

Violation

Days Open

GR2016-00003

Grass

162

Send 1st Notice 07/25/2016
Second Inspection 08/22/2016
First Inspection 07/23/2016 Did not complete. Multiple complaints.

Case Number

Violation

Days Open

GR2016-00004
 First Inspection 08/07/2016 Did not complete
 Send 1st Notice 08/09/2016
 Second Inspection 09/05/2016

Grass 147

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Case Number

GR2016-00005
 First Inspection 08/15/2016 Did not complete. 2 complainants.
 Send 1st Notice 08/17/2016
 Second Inspection 09/16/2016

Violation Days Open
 Grass 139

Case Number

GR2016-00006
 First Inspection 08/18/2016 Did not complete. Pictures emailed to Amy
 Send 1st Notice 08/20/2016
 Second Inspection 09/19/2016

Violation Days Open
 Grass 136
 Landscaping requirements not met

Case Number

GR2016-00007
 First Inspection 08/18/2016 Did not completed. Pictures emailed to Amy.
 Send 1st Notice 08/20/2016
 Second Inspection 09/19/2016

Violation Days Open
 Grass 136
 Landscaping requirements not met

Hazardous Property

Case Number

HA2015-00001
 First Inspection 03/10/2015
 Unfit/Hazardous Struct. 02/10/2015
 Second Inspection 04/10/2015
 Unfit/Hazardous Struct. 05/10/2015
 Third Inspection 05/04/2015
 Unfit/Hazardous Struct. 06/03/2015

Violation Days Open
 Hazardous Property 645
 No permit

Home Occupation

Case Number

PH2016-00003
 First Inspection 03/13/2016
 Send 1st Notice 03/15/2016 Letter returned and then sent again. Re-issuing same action.
 Send 1st Notice 04/15/2016
 Second Inspection 06/22/2016

Violation Days Open
 Home Occupation 294
 Vehicles

Case Number

PH2016-00004
 First Inspection 03/28/2016 Today there were 9 trucks and a fork lift on the property.
 Send 1st Notice 08/08/2016
 Second Inspection 09/07/2016

Violation Days Open
 Home Occupation 279

Case Number

PH2016-00006
 First Inspection 06/23/2016
 Send 1st Notice 06/25/2016
 Second Inspection 07/25/2016

Violation Days Open
 Home Occupation 192

Case Number

PH2016-00007
 First Inspection 06/23/2016
 Send 1st Notice 06/22/2016
 Send 2nd Notice 09/23/2016
 Third Inspection 09/15/2016
 Second Inspection 09/21/2016

Violation Days Open
 Home Occupation 192

Case Number

PH2016-00008
 First Inspection 11/19/2016 Colleen did a drive by inspection, she said it is apparent that there is a home occupation. They are parking on the street.
 Send 1st Notice 11/21/2016
 Second Inspection 12/21/2016

Violation Days Open
 Home Occupation 43

No permit

Case Number

Violation

Days Open

NP2016-00002
 First Inspection 09/18/2016 *Did not complete.*
 Send 1st Notice 10/03/2016
 Second Inspection 11/02/2016

No permit 105

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Case Number	Violation	Days Open
NP2016-00004	No permit Rental License	21
First Inspection 12/11/2016 Send 1st Notice 12/13/2016 Second Inspection 01/12/2017		

Parking

Case Number	Violation	Days Open
PK2016-00002	Parking Vehicles	65
First Inspection 10/28/2016 <i>Did not complete</i> Send 1st Notice 10/30/2016 Second Inspection 11/29/2016		

Public Nuisance

Case Number	Violation	Days Open
PN2015-00001	Public Nuisance	618
First Inspection 04/24/2015 Send 1st Notice 04/26/2015 Second Inspection 05/19/2015 <i>They did not get a demo permit yet.</i> Send 2nd Notice 05/21/2015 Third Inspection 06/20/2015 <i>People were on-site during this drive by inspection.</i> Send Final Notice 06/22/2015 Final Inspection 03/01/2016		

Case Number	Violation	Days Open
PN2016-00002	Public Nuisance Vehicles Grass	192
First Inspection 06/23/2016 <i>Did not complete</i> Send 1st Notice 06/25/2016 Second Inspection 07/25/2016 <i>Liz called in multiple times of the week of 7/11/16. She spoke to Amy who directed her to talk to Nick. She spoke to Nick on 7/14/16 who then extended the deadline 30 days. Our next notice will be an EXTENDED NOTICE, instead of a second notice.</i> Send 2nd Notice 07/27/2016 Third Inspection 09/15/2016 <i>Extention granted for 1 month on 8/19/16. Extention granted for 1 month on 9/15/16.</i> Send Final Notice 10/04/2016 Final Inspection 04/29/2017 <i>Final notice sent with a final deadline of 4/29/17.</i>		

Case Number	Violation	Days Open
PN2016-00003	Public Nuisance Grass	129
First Inspection 08/25/2016 <i>DID NOT COMPLETE</i> Send 1st Notice 08/27/2016 Second Inspection 09/26/2016		

Case Number	Violation	Days Open
PN2016-00004	Public Nuisance	129
First Inspection 08/25/2016 <i>DID NOT COMPLETE</i> Send 1st Notice 08/27/2016 Second Inspection 09/26/2016		

Rental

Case Number	Violation	Days Open
RC2015-00001	Rental Rental License Septic, Imminent Health Threat	427
First Inspection 11/01/2015 Send 1st Notice 11/03/2015 Second Inspection 04/07/2016		

Case Number	Violation	Days Open
RC2016-00001	Rental License Septic, Imminent Health Threat	324
First Inspection 02/12/2016 Send 1st Notice 02/14/2016 Second Inspection 07/08/2016 Send 2nd Notice 04/02/2016		

Third Inspection 07/01/2016

Case Number

RC2016-00004

Violation

Rental
No permit

Days Open

142

First Inspection 08/12/2016

Send 1st Notice 08/14/2016

Second Inspection 09/13/2016

SEPTIC

Case Number

ST2015-00004

Violation

Septic

Days Open

645

Non-Compliant Septic 1 03/02/2015

Non-Compliant Septic F 05/27/2015

Case Number

ST2015-00008

Violation

Septic

Days Open

639

Non-Compliant Septic 1 04/02/2015

Non-Compliant Septic F 07/01/2015

The certified letter was not received by the current resident/property owner. We decided not to send letters to this address because they have already submitted a design.

Please see if they have picked up the install permit and if any inspections have been completed. If so than you can close this case.

Case Number

ST2015-00012

Violation

Septic

Days Open

631

Non-Compliant Septic 1 07/28/2016

Non-Compliant Septic F 10/28/2016

Non-Compliant Septic 2 10/30/2016

Non-Compliant Septic F 01/28/2017

Case Number

ST2015-00014

Violation

Septic

Days Open

631

Non-Compliant Septic 1 04/13/2015

Non-Compliant Septic F 07/12/2015

Case Number

ST2015-00017

Violation

Septic

Days Open

623

Non-Compliant Septic 1 04/20/2015

Non-Compliant Septic F 07/31/2015

Case Number

ST2015-00020

Violation

Septic

Days Open

596

Non-Compliant Septic 1 07/01/2015

See if they have done any work yet. They submitted an escrow with us, but their due date is approaching.

Case Number

ST2015-00022

Violation

Septic

Days Open

492

Non-Compliant Septic 1 08/27/2015

Case Number

ST2015-00023

Violation

Septic

Days Open

483

Non-Compliant Septic 1 12/02/2016

Non-Compliant Septic F 04/03/2017

Case Number

ST2015-00025

Violation

Septic

Days Open

463

Non-Compliant Septic 1 09/25/2015

Non-Compliant Septic F 12/24/2015

Case Number

ST2015-00026

Violation

Septic

Days Open

456

Non-Compliant Septic 1 10/28/2016

Non-Compliant Septic 1 03/01/2017

Case Number

ST2015-00027

Violation

Septic

Days Open

451

Non-Compliant Septic 1 10/07/2015

Non-Compliant Septic F 01/05/2016

Case Number

ST2015-00028

Violation

Septic

Days Open

451

Non-Compliant Septic 1 10/07/2015

Non-Compliant Septic F 01/05/2016

Case Number

ST2016-00006

Violation

Septic

Days Open

294

Non-Compliant Septic 1 03/12/2016

Non-Compliant Septic F 06/10/2016
 Non-Compliant Septic 2 08/01/2016
 Non-Compliant Septic F 05/16/2017

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They placed a \$5,000 escrow. Needs to be done by May 15th, 2017 per Colleen.
 On hold until spring. They need to verify property lines. They have Casper working on it.

Case Number	Violation	Days Open
ST2016-00013 <i>Non-Compliant Septic 1 04/11/2016</i> <i>Non-Compliant Septic F 07/12/2016</i> <i>Non-Compliant Septic 2 07/29/2016</i> <i>Non-Compliant Septic F 10/12/2016</i> <i>Non-Compliant Septic F 10/14/2016</i> <i>Non-Compliant Septic F 02/13/2017</i>	Septic	262
ST2016-00020 <i>Non-Compliant Septic 1 08/10/2016</i>	Septic	143
ST2016-00024 <i>Non-Compliant Septic 1 09/08/2016</i> <i>Non-Compliant Septic F 07/03/2017</i>	Septic	114
ST2016-00025 <i>Non-Compliant Septic 1 09/10/2016</i> <i>Non-Compliant Septic F 02/01/2017</i>	Septic	112
ST2016-00029 <i>Non-Compliant Septic 1 11/17/2016</i> <i>Non-Compliant Septic 1 04/03/2017</i>	Septic	44

Return receipt signed on 9/9/16.
Noncompliant since 2008.
Escrow for replacement submitted to the city.
Sent via CSO

SEPTIC, IMMINENT HE

Case Number	Violation	Days Open
SI2015-00001 <i>Imminent Health Threat 01/26/2015</i> <i>Imminent Health Threat 03/01/2015</i> <i>Imminent Health Threat 03/02/2015</i> <i>Imminent Health Threat 04/01/2015</i> <i>Imminent Health Threat 03/19/2015</i> <i>Imminent Health Threat 03/19/2015</i> <i>Imminent Health Threat 10/29/2015</i>	Septic, Imminent Health Threat	653
SI2016-00001 <i>Imminent Health Threat 01/21/2016</i> <i>Imminent Health Threat 03/31/2016</i> <i>Imminent Health Threat 01/21/2016</i> <i>Imminent Health Threat 07/22/2016</i> <i>Resolution Letter 07/24/2016</i>	Septic, Imminent Health Threat	345
SI2016-00007 <i>Imminent Health Threat 08/22/2016</i> <i>Imminent Health Threat 09/21/2016</i>	Septic, Imminent Health Threat	154

The electrical has not been inspected and passed by the electrical inspector.
The certified letter was returned from Alaska so I sent it to the current resident again to see if it can be delivered.

Signs

Case Number	Violation	Days Open
SG2016-00001 <i>First Inspection 06/11/2016</i> <i>Send 1st Notice 06/13/2016</i> <i>Second Inspection 07/01/2016</i>	Signs	204

Unlawful Occupation c

Case Number	Violation	Days Open
OC2015-00002 <i>First Inspection 10/31/2015</i> <i>Send 1st Notice 11/02/2015</i> <i>Second Inspection 12/02/2015</i>	Unlawful Occupation of a Building	428
OC2016-00002	Unlawful Occupation of a Building	316

First Inspection 02/20/2016
 Send 1st Notice 02/22/2016
 Second Inspection 03/23/2016
 Send 2nd Notice 03/25/2016
 Third Inspection 04/29/2016

Vehicles

Case Number VE2015-00008 **Violation** Vehicles 489
 Commercial Vehicles
 Debris or Junk
 Home Occupation

First Inspection 08/31/2015
 Send 1st Notice 09/02/2015
 Second Inspection 09/28/2015
 Send 2nd Notice 09/30/2015 *Tarps do not resolve the issue.*
 Third Inspection 10/15/2015
 Send Final Notice 10/17/2015
 Final Inspection 06/01/2016

Case Number VE2015-00010 **Violation** Vehicles 463

First Inspection 09/26/2015
 Send 1st Notice 09/28/2015
 Second Inspection 02/22/2016
 Send 2nd Notice 02/24/2016
 Third Inspection 03/29/2016 *Extention granted until 3/20/16.*

Case Number VE2015-00017 **Violation** Vehicles 379

First Inspection 12/19/2015
 Send 1st Notice 12/21/2015
 Second Inspection 01/18/2016

Case Number VE2016-00005 **Violation** Vehicles 330

First Inspection 02/06/2016
 Send 1st Notice 02/11/2016
 Second Inspection 03/25/2016 *Extention granted until 3/25/16.*

Case Number VE2016-00008 **Violation** Vehicles 323
 Debris or Junk

First Inspection 02/13/2016
 Send 1st Notice 02/15/2016
 Second Inspection 05/23/2016 *Extention granted from 4/7/16 to 5/23/16.*

Case Number VE2016-00010 **Violation** Vehicles 293

First Inspection 03/14/2016
 Send 1st Notice 03/16/2016
 Second Inspection 05/11/2016 *Extention granted from 4/11/15 to 5/11/15.*
 Send 2nd Notice 07/25/2016
 Third Inspection 08/08/2016

Case Number VE2016-00011 **Violation** Vehicles 293
 Debris or Junk

First Inspection 03/14/2016
 Send 1st Notice 03/16/2016
 Second Inspection 04/11/2016
 Send 2nd Notice 04/13/2016
 Third Inspection 04/25/2016
 Send Final Notice 04/27/2016
 Final Inspection 05/19/2016 *Extention granted from 5/12/16 to 5/19/16.*

Case Number VE2016-00012 **Violation** Vehicles 282
 Commercial Vehicles
 Burning Prohibited Material

First Inspection 03/25/2016

Send 1st Notice	03/27/2016		
Second Inspection	05/08/2016		
Send 2nd Notice	07/25/2016		
Third Inspection	08/08/2016		
Case Number		Violation	Days Open
VE2016-00013		Vehicles	281
First Inspection	03/24/2016		
Send 1st Notice	03/28/2016		
Second Inspection	05/12/2016		
Send 2nd Notice	07/25/2016		
Third Inspection	08/08/2016		
Case Number		Violation	Days Open
VE2016-00014		Vehicles Debris or Junk Animal, Farm Animal Licensing	280
First Inspection	03/27/2016		
Send 1st Notice	03/29/2016		
Second Inspection	05/11/2016		
Resolution Letter	05/13/2016	I did not see any chickens.	
Case Number		Violation	Days Open
VE2016-00017		Vehicles	268
First Inspection	04/08/2016		
Send 1st Notice	04/10/2016	4/5/2016: Colleen will prepare this letter? 11/28/2016: letter sent	
Second Inspection	12/09/2016		
Case Number		Violation	Days Open
VE2016-00018		Vehicles Commercial Vehicles Debris or Junk	266
First Inspection	04/10/2016		
Send 1st Notice	04/12/2016	Have not sent yet because this is a Public Works guy. Jack will talk to him.	
Second Inspection	05/12/2016		
Resolution Letter	05/14/2016		
Case Number		Violation	Days Open
VE2016-00019		Vehicles Debris or Junk	266
First Inspection	04/10/2016		
Send 1st Notice	04/12/2016		
Second Inspection	05/08/2016		
Resolution Letter	05/10/2016		
Case Number		Violation	Days Open
VE2016-00020		Vehicles Debris or Junk	266
First Inspection	04/10/2016		
Send 1st Notice	04/12/2016		
Second Inspection	05/08/2016		
Resolution Letter	05/10/2016		
Case Number		Violation	Days Open
VE2016-00022		Vehicles Debris or Junk Septic, Imminent Health Threat	265
First Inspection	04/11/2016		
Send 1st Notice	04/13/2016		
Second Inspection	05/08/2016	At this time I cannot see the lake side of the property. I am not sure if there is any violation.	
Case Number		Violation	Days Open
VE2016-00023		Vehicles Debris or Junk	265
First Inspection	04/11/2016		
Send 1st Notice	04/13/2016		
Second Inspection	05/11/2016		
Case Number		Violation	Days Open
VE2016-00024		Vehicles Debris or Junk Animals, Farm	265
First Inspection	04/11/2016		
Send 1st Notice	04/13/2016		
Second Inspection	05/23/2016	Extention granted per Nick	
Case Number		Violation	Days Open

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VE2016-00025			Vehicles Commercial Vehicles	259
First Inspection	04/17/2016			
Send 1st Notice	04/19/2016			
Second Inspection	06/07/2016			
Case Number			Violation	Days Open
VE2016-00026			Vehicles Debris or Junk	238
First Inspection	05/08/2016			
Send 1st Notice	05/10/2016			
Second Inspection	06/07/2016			
Case Number			Violation	Days Open
VE2016-00027			Vehicles	238
First Inspection	05/08/2016			
Send 1st Notice	06/22/2016			
Second Inspection	06/09/2016			
Case Number			Violation	Days Open
VE2016-00028			Vehicles Home Occupation Debris or Junk	197
First Inspection	06/18/2016	Did not complete		
Send 1st Notice	07/13/2016	Sent via CSO on 7/27/16.		
Second Inspection	08/10/2016			
Case Number			Violation	Days Open
VE2016-00029			Vehicles Debris or Junk	192
First Inspection	06/23/2016			
Send 1st Notice	07/13/2016			
Second Inspection	08/13/2016			
Case Number			Violation	Days Open
VE2016-00030			Vehicles Debris or Junk	192
First Inspection	06/23/2016			
Send 1st Notice	06/25/2016			
Second Inspection	07/21/2016			
Case Number			Violation	Days Open
VE2016-00031			Vehicles Debris or Junk Home Occupation	147
First Inspection	08/07/2016	Did not complete		
Send 1st Notice	08/31/2016			
Second Inspection	09/08/2016			
Case Number			Violation	Days Open
VE2016-00032			Vehicles	129
First Inspection	08/25/2016	DID NOT COMPLETE		
Send 1st Notice	08/27/2016			
Second Inspection	09/26/2016			
Case Number			Violation	Days Open
VE2016-00033			Vehicles	129
First Inspection	08/25/2016	DID NOT COMPLETE		
Send 1st Notice	08/27/2016			
Second Inspection	09/26/2016			
Case Number			Violation	Days Open
VE2016-00034			Vehicles	129
First Inspection	08/25/2016	DID NOT COMPLETE		
Send 1st Notice	08/27/2016			
Second Inspection	09/26/2016			
Case Number			Violation	Days Open
VE2016-00035			Vehicles Rental Home Occupation	112
First Inspection	09/11/2016	Sheriff out there on 9/1/16 in regards to all of the code violations listed.		
Send 1st Notice	09/13/2016			
Second Inspection	10/13/2016			
Case Number			Violation	Days Open
VE2016-00036			Vehicles Debris or Junk	62

Grass

First Inspection 10/31/2016 Visual inspection from Colleen.
 Send 1st Notice 11/02/2016
 Second Inspection 12/02/2016

Case Number
 VE2016-00037

Violation
 Vehicles
 Public Nuisance
Days Open
 28

First Inspection 12/04/2016
 Send 1st Notice 12/06/2016
 Second Inspection 01/05/2017

Case Number
 VE2016-00038

Violation
 Vehicles
 Home Occupation
Days Open
 28

First Inspection 12/04/2016
 Send 1st Notice 12/06/2016
 Second Inspection 01/05/2017

Case Number
 VE2016-00039

Violation
 Vehicles
Days Open
 28

First Inspection 12/04/2016 DID NOT COMPLETE.
 Send 1st Notice 12/06/2016
 Second Inspection 01/05/2017

Case Number
 VE2016-00040

Violation
 Vehicles
 DRIVEWAY
Days Open
 22

First Inspection 12/10/2016
 Send 1st Notice 12/12/2016
 Second Inspection 01/11/2017

OPEN CASES:	119
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