

# City of East Bethel

## City Council Agenda

Regular Council Meeting – 7:00 p.m.

Date: January 18, 2017



- |         | <u>Item</u> |  |
|---------|-------------|--|
| 7:00 PM | <b>1.0</b>  | <b>Call to Order</b>   |
| 7:01 PM | <b>2.0</b>  | <b>Pledge of Allegiance</b>  |
| 7:01 PM | <b>3.0</b>  | <b>Adopt Agenda</b>  |
| 7:02 PM | <b>4.0</b>  | <b>Presentations</b>   |
|         | p. 3        | A. Recognition of Distinguished Service - Ron Koller   |
|         | p. 4        | B. Employee Recognition Awards   |
|         | p. 5        | C. Anoka County Sheriff's Monthly Report   |
|         | p. 6-13     | D. East Bethel Fire Department Monthly Report  |
| 7:25 PM | <b>5.0</b>  | <b>Public Forum</b>  |
| 7:35 PM | <b>6.0</b>  | <b>Consent Agenda</b>  |
|         |             | <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. 16-19    | A. Approve Bills   |
|         | p. 20-27    | B. Meeting Minutes, January 4, 2017 City Council Meeting   |
|         |             | C. Set Date For Spring Recycle Day   |
|         |             | D. Set Date For Pet Clinic   |
|         |             | E. Authorize Advertisement for Public Works Employee   |
|         | p. 28       | F. Accept Resignation of EDA Member Oskar Granquist  |
|         | p. 29       | G. Accept Resignation of Roads Commission Member Kathy Paavola   |
|         | p. 30       | H. Resolution 2017-10, Accepting a Donation from the East Bethel Fire Department Auxiliary and the Coon Lake Community Center  |
|         |             | <b>New Business</b>  |
| 7:38 PM | <b>7.0</b>  | <b>Commission, Association and Task Force Reports</b>  |
|         |             | A. Planning Commission   |
|         |             | B. Economic Development Authority  |
|         |             | C. Park Commission   |
|         | p. 31-38    | 1. Commission appointments and January Meeting Report  |
|         |             | D. Road Commission   |
|         | p. 39-41    | 1. Commission appointments and January Meeting Report  |
| 7:45 PM | <b>8.0</b>  | <b>Department Reports</b>  |
|         |             | A. Community Development   |
|         |             | B. Engineer  |
|         |             | C. City Attorney   |
|         |             | D. Finance   |
|         |             | E. Public Works  |
|         | p. 42-46    | 1. 2017 Street Maintenance JPA   |
|         |             | F. Fire Department   |

- p. 47
  - p. 48
  - p. 49-50
- G. City Administrator
    - 1. January 25, 2017 Work Meeting Agenda
    - 2. Set Date for Spring Town Hall Meeting
    - 3. Part Time Building Inspector Position

- 7:45 PM**
  - p. 51-52
- 9.0 Other**
    - A. Staff Report
      - 1. Sandhill Crane Natural Area
      - 2. Service Announcement for John Schaser
      - 3. Hwy65/Viking Boulevard RCI Project
    - B. Council Reports
    - C. Other

**8:00 PM**      **10.0 Adjourn**



# City of East Bethel City Council Meeting Agenda Information

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**Date:**

January 18, 2017

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**Agenda Item Number:**

Item 4.0 A

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**Agenda Item:**

Distinguished Service Recognition – Ron Koller

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**Requested Action:**

Recognize Ron Koller’s Service to the City of East Bethel

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**Background Information:**

Ron Koller was elected to the East Bethel City Council on November 6, 2012 and sworn into office on January 9, 2013. Ron served 4 years on the Council and during his term was a Council Liaison to the SRWMO and URRWMO, Booster Day and Finance Committee, Fire Department, Planning and Roads Commissions.

As a Council member, Ron was instrumental in the development of the financial plan for the City’s utility bond debt, restructuring of the METC Reserve Capacity Loan and equipment upgrades for the East Bethel Fire Department. Ron was a leader keeping East Bethel in the lower third of Anoka County Cities in terms of tax increases in 2015 and 2016.

Ron will always be remembered for his respected leadership, integrity and the dignified manner of his conduct as a Council Member.

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**Fiscal Impact:**

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**Recommendation(s):**

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**City Council Action:**

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

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

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

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

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

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



# City of East Bethel City Council Meeting Agenda Information

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**Date:**

January 18, 2017

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**Agenda Item Number:**

Item 4.0 B

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**Agenda Item:**

Employee Recognition Awards for those employees with 5 or more years of service

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**Requested Action:**

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**Background Information:**

City Council will recognize those City employees who have five-year incremental anniversary dates of service; these employees are:

- Dan Dobbs (1/1/1996)..... 20 Year Certificate
- Terry Allen (8/26/1998)..... 15 Year Certificate
- Jason Hehir (11/21/1999)..... 15 Year Certificate
- Jeremiah Haller (3/20/2002).....15 Year Certificate
- Steve Howe (11/28/2003).....10 Year Certificate
- Dallas Jelmborg (5/1/2004)..... 10 Year Certificate
- Jackie Campbell (11/20/2004).....10 Year Certificate
- Jack Davis (8/1/2006)..... 10 Year Certificate
- Mark DuCharme (2/10/2008)..... 5 Year Certificate
- Nate Ayshford (8/1/2011)..... 5 Year Certificate
- Carrie Frost (11/4/2011)..... 5 Year Certificate

The Council appreciates the contributions and continuous service of these employees and expresses their gratitude for the loyalty and dedication of these individuals.

Council and Staff also acknowledge John Schaser for his 12 years of service to the City and expresses their condolences and sorrow for John's passing on January 3, 2017.

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**Fiscal Impact:**

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**Recommendation(s):**

Individual recognition and presentation of Certificates of Appreciation

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**City Council Action:**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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



# City of East Bethel City Council Meeting Agenda Information

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**Date:**

January 18, 2017

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**Agenda Item Number:**

Item 4.0 C.

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**Agenda Item:**

Sheriff's Department Report

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**Requested Action:**

Informational only

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**Background Information:**

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

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**Fiscal Impact:**

None

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**Recommendation(s):**

Informational only.

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**City Council Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



# City of East Bethel City Council Meeting Agenda Information

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**Date:**

January 18, 2017

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**Agenda Item Number:**

Item 4.0 D

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**Agenda Item:**

Fire Department Report

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**Requested Action:**

Informational only

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**Background Information:**

The Fire Chief has provided reports of Fire Department emergency calls and emergency medical calls from the previous month.

The Fire Chief will also present Andrew Dotseth to the Council. Firefighter Dotseth constructed an American Flag out of old fire hose that proudly is displayed on the wall of Station One's kitchen.

The East Bethel Fire Department Auxiliary and Coon Lake Community Center will present firefighter protective hoods to the Fire Department that were purchased with a donation from the Coon Lake Community Center.

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**Fiscal Impact:**

None

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**Recommendation(s):**

Informational only.

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**City Council Action**

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

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

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

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

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

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



**East Bethel Fire Department  
December, 2016  
Response Calls**

Item 4.0 D, Attachment #1

Incident Number	Incident Date	Alarm Time	Location	Incident Type
532	12/31/2016	15:12	1813 209th CT NE	EMS call
531	12/30/2016	17:17	3334 Fawn Lake DR	Unauthorized burning
530	12/30/2016	16:01	21853 Quincy ST	Fire Alarm
529	12/30/2016	14:23	20918 Okinawa ST NE	EMS call
528	12/30/2016	09:37	950 229th AVE NE	EMS call
527	12/30/2016	03:48	24054 Johnson ST NE	Building fire
526	12/29/2016	10:44	22435 Palisade ST NE	EMS call
525	12/28/2016	23:23	303 Birch RD	EMS call
524	12/27/2016	15:41	18164 Highway 65	EMS call
523	12/27/2016	11:36	24355 Hwy 65	EMS call
522	12/27/2016	03:17	19715 University AVE	EMS call
521	12/25/2016	17:34	1909 211 AVE NE	EMS call
520	12/24/2016	08:33	420 Sims RD NE	False alarm
519	12/24/2016	08:10	2352 182 LN NE	EMS call
518	12/23/2016	16:45	144 145 LN NE	Building fire – Mutual Aid
517	12/22/2016	15:52	20520 Polk street NE	False alarm
516	12/20/2016	12:17	22223 Yancy ST NE	EMS call
515	12/20/2016	07:59	24355 Hwy 65	EMS call
514	12/19/2016	11:20	18164 Highway 65 NE	EMS call
513	12/18/2016	14:14	411 Dogwood RD NE	EMS call
512	12/18/2016	13:37	4349 Viking BLVD NE	EMS call
511	12/18/2016	13:32	18405 Everglade DR NE	EMS call
510	12/17/2016	03:40	4572 209 AVE	EMS call
509	12/16/2016	00:08	708 Viking BLVD NE	EMS call
508	12/14/2016	08:51	22816 Buchanan ST	EMS call
507	12/13/2016	08:10	312 Laurel RD NE	EMS call
506	12/12/2016	00:49	170 Ivy Road DR	Building fire
505	12/11/2016	20:51	Hwy 65 & Sims	Vehicle Fire
504	12/10/2016	21:09	18164 65 HWY NE	EMS call
503	12/09/2016	08:55	22366 Washington ST NE	EMS call
502	12/08/2016	16:15	864 235 AVE	EMS call
501	12/08/2016	08:48	24301 London ST NE	EMS call
500	12/07/2016	20:52	19614 Taylor ST NE	EMS call
499	12/07/2016	11:29	21108 Polk ST NE	EMS call
498	12/07/2016	11:12	21108 Polk ST NE	EMS call
497	12/07/2016	09:38	255 Dogwood RD NE	EMS call
496	12/06/2016	08:20	312 Laurel RD NE	EMS call
495	12/05/2016	11:49	18409 Lakeview Point DR NE	EMS call
494	12/03/2016	20:53	23651 Washington ST	EMS call
493	12/03/2016	20:39	18623 Jackson ST NE	EMS call
492	12/03/2016	14:15	22781 Tippecanoe ST NE	Permit Burn
491	12/03/2016	08:44	2641 225 LN	EMS call
490	12/02/2016	21:34	221 <sup>st</sup> and University	Vehicle Accident
489	12/02/2016	18:13	2424 221 AVE	EMS call
488	12/02/2016	14:09	3551 Viking BLVD	EMS call
487	12/01/2016	17:38	1555 Viking BLVD NE	EMS call
<b>Total</b>				<b>46</b>

**Castroville Fire Department  
 Type of Medical Calls**

**December 2016**

Number of Medical Calls 37

<b>Type</b>	<b>Number</b>	<b>Transport by Ambulance</b>
Medical Complications	12	10
Short of Breath	8	7
Cardiac	3	3
Bleeding	2	
Illness	5	5
Trauma	0	0
Assist	3	1
Stroke	0	0
Other	4	2
<b>Totals</b>	<b>37</b>	<b>28</b>

Item 4.0 D, Attachment #3



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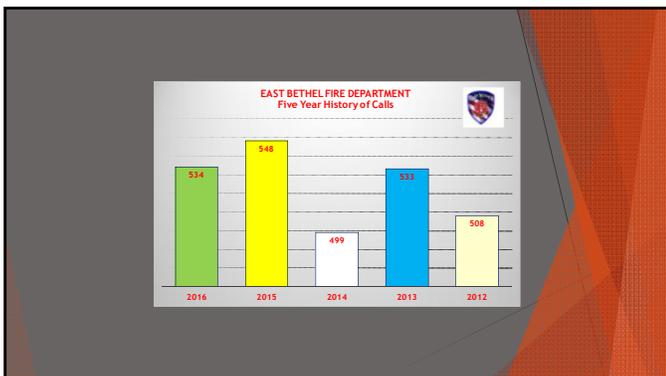
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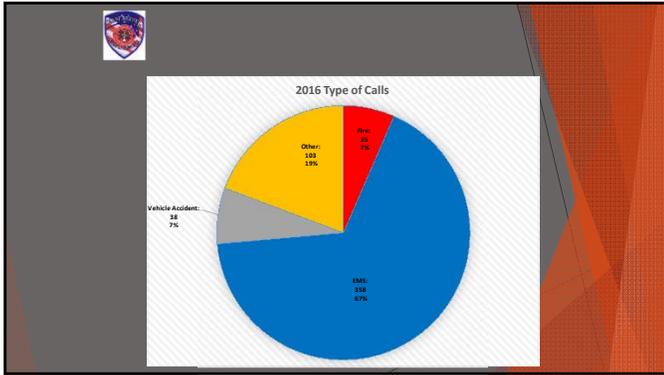
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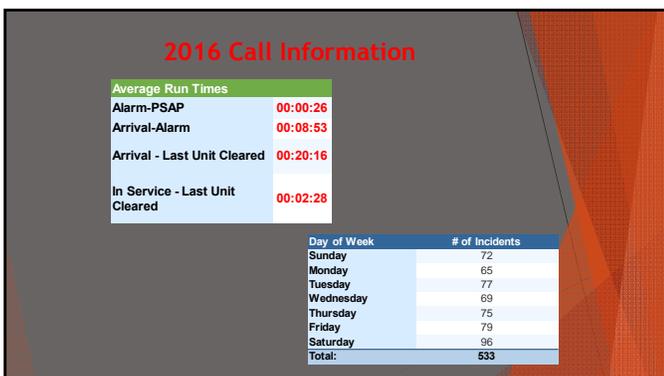
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### Calls Per Station 2016

Day Station 1	Day Station 2	Nights Station 1	Nights Station 2	Duty Officer
272	250	149	120	70

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### Property Loss 2016

2016 Property and Content Loss	
Loss	Total
Property Loss	\$ 333,825
Content Loss	\$ 198,500
<b>Total (\$)</b>	<b>\$ 532,325</b>

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### 2016 Injuries

Firefighter:	1
Civilian Fire Injuries:	4

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# City of East Bethel City Council Meeting Agenda Information

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**Date:**

January 18, 2017

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**Agenda Item Number:**

Item 6.0 A-H

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**Agenda Item:**

Consent Agenda

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**Requested Action:**

Consider approving Consent Agenda as presented

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**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

Set Date for Spring Recycle Day

Staff recommends that April 29, 2017 be set for the Spring Recycle Day. This event will be held at the City Ice Arena between the hours of 8 AM to Noon.

Item D

Set Date for Pet Clinic

Staff recommends that April 8, 2017 be set for the Pet Clinic. This event will be held at the City Ice Arena between the hours of 9 AM to Noon.

Item E

Authorization to Advertise for Public Works Maintenance Technician Position

Staff is seeking authorization from City Council to advertise for the vacant Public Works Maintenance Technician Position. Budgeting for this position is provided for in the 2017 approved city budget. Staff will advertise for the position in the Anoka Union, City Website, League of MN Cities website, and Community Billboard.

Item F

Accept Resignation of EDA Member Oskar Granquist

Oskar Granquist, a member of the East Bethel EDA since March 2016, has submitted his resignation. Mr. Granquist has been a valuable member of the Authority and has been involved in many civic and community events during his term.

Item G

Accept Resignation of Road Commission Member Kathy Paavola

Kathy Paavola, a member of the East Bethel Road Commission since February 2011, has submitted her resignation. Ms. Paavola has been a valuable member of the Commission and has been involved in many civic and community events during her term. Kathy is also a past member of the East Bethel City Council and the Planning Commission.

Item H

Resolution 2017-10, A Resolution Accepting a Donation from the East Bethel Fire Department Auxiliary and the Coon Lake Community Center

The City has received thirty-five protective firefighter hoods valued at \$3,800.00, from the East Bethel Fire Department Auxiliary and Coon Lake Community Center. Resolution 2017-10 acknowledges that donation.

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**Fiscal Impact:**

As noted above.

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**Recommendation(s):**

Staff recommends approval of the Consent Agenda as presented.

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**City Council Action**

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

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

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

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

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

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



**City of East Bethel**  
**January 18, 2017**  
**Payment Summary**

Payments for Council Approval						
Bills to be approved for payment						\$77,847.77
Electronic Payroll Payments						\$30,916.63
Payroll - City Staff, January 12, 2017						\$34,065.22
Payroll - City Council, January 13, 2017						\$1,775.99
Payroll - Fire Department, January 13, 2017						\$8,058.86
<b>Total to be Approved for Payment</b>						<b>\$152,664.47</b>
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
	Sales Tax Remittance	4th Qtr 2016	Minnesota Revenue	101		\$532.00
2010 GO Water Revenue Note	Bond Interest	010317	MN Public Facilities Authority	309	30900	\$252.95
2010C GO Bond	Fiscal Agent s Fees	4505719	US Bank	312	31200	\$450.00
Arena Operations	Bldg/Facility Repair Supplies	22562	Heat Mizer Glass, Inc.	615	49851	\$149.44
Arena Operations	Bldgs/Facilities Repair/Maint	18695	Blaine Lock & Safe, Inc.	615	49851	\$75.00
Arena Operations	Bldgs/Facilities Repair/Maint	37537819	Trane U.S. Inc.	615	49851	\$1,023.50
Arena Operations	Bldgs/Facilities Repair/Maint	122816	Wright-Hennepin Coop Electric	615	49851	\$29.95
Arena Operations	Cleaning Supplies	39739	Menards Cambridge	615	49851	\$161.39
Arena Operations	Information Systems	B170103J	Anoka County Treasury Dept	615	49851	\$75.00
Arena Operations	Motor Fuels	1094229241	Ferrellgas	615	49851	\$303.40
Arena Operations	Motor Fuels	1094686449	Ferrellgas	615	49851	\$266.66
Arena Operations	Refuse Removal	2411422	Ace Solid Waste, Inc.	615	49851	\$150.48
Building Inspection	Electrical Inspections	010117	Brian Nelson Inspection Svcs	101		\$1,983.75
Building Inspection	Permit Refund	2016-00856	Steve's Heating & Service Inc.	101		\$50.25
Building Inspection	Small Tools and Minor Equip	58021443	HP INC.	101	42410	\$354.42
Building Inspection	Small Tools and Minor Equip	887386491001	Office Depot	101	42410	\$583.19
Building Inspection	Surcharge Remittance	DEC0030512016	MN Dept Labor & Industry	101		\$2,267.03
Central Services/Supplies	Information Systems	B170103J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Information Systems	B170103J	Anoka County Treasury Dept	101	48150	\$75.00
Central Services/Supplies	Information Systems	222385	City of Roseville	101	48150	\$693.00
Central Services/Supplies	Legal Notices	440580	ECM Publishers, Inc.	101	48150	\$75.25
Central Services/Supplies	Telephone	122816	CenturyLink	101	48150	\$100.54
City Administration	Office Supplies	IN1449760	Innovative Office Solutions	101	41320	\$8.36
City Administration	Professional Services Fees	M22595	TimeSaver Off Site Secretarial	101	41320	\$242.00
Economic Development Authority	Professional Services Fees	2968-010	WSB & Associates, Inc.	232	23200	\$4,297.50
Engineering	Architect/Engineering Fees	37453	Hakanson Anderson Assoc. Inc.	101	43110	\$110.00
Engineering	Architect/Engineering Fees	37456	Hakanson Anderson Assoc. Inc.	101	43110	\$2,110.10
Engineering	Architect/Engineering Fees	37458	Hakanson Anderson Assoc. Inc.	101	43110	\$319.00
Engineering	Architect/Engineering Fees	37458	Hakanson Anderson Assoc. Inc.	101	43110	\$683.60
Engineering	Architect/Engineering Fees	37458	Hakanson Anderson Assoc. Inc.	101	43110	\$955.80
Engineering	Architect/Engineering Fees	37458	Hakanson Anderson Assoc. Inc.	101	43110	\$873.00
Finance	Software Licensing	155236	Banyon Data Systems, Inc.	101	41520	\$1,590.00
Fire Department	Dues and Subscriptions	16-039	Anoka County Fire	101	42210	\$420.00
Fire Department	Dues and Subscriptions	2017	MN Chapter IAAL	101	42210	\$25.00
Fire Department	General Operating Supplies	2403	Chief's Choice Fire & Rescue	101	42210	\$229.08



**City of East Bethel**  
**January 18, 2017**  
**Payment Summary**

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Fire Department	General Operating Supplies	83012938	Uline	101	42210	\$521.65
Fire Department	Motor Vehicle Services (Lic d)	106882	Hayford Ford	101	42210	\$1,487.71
Fire Department	Refuse Removal	2411422	Ace Solid Waste, Inc.	101	42210	\$94.96
Fire Department	Telephone	122816	CenturyLink	101	42210	\$63.93
Fire Department	Telephone	122816	CenturyLink	101	42210	\$93.06
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	12264	Betz Mechanical, Inc.	101	41940	\$841.89
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-12-16	Premium Waters, Inc.	101	41940	\$40.65
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	01/01	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	122816	Wright-Hennepin Coop Electric	101	41940	\$22.95
General Govt Buildings/Plant	Refuse Removal	2411422	Ace Solid Waste, Inc.	101	41940	\$56.05
Legal	Legal Fees	12 2016	Eckberg, Lammers, P.C.	101	41610	\$8,636.57
Legal	Legal Fees	4082	Eckberg, Lammers, P.C.	101	41610	\$84.00
Legal	Legal Fees	4082	Eckberg, Lammers, P.C.	101	41610	\$800.00
Legal	Legal Fees	4082	Eckberg, Lammers, P.C.	101	41610	\$372.00
MSA Street Construction	Architect/Engineering Fees	37454	Hakanson Anderson Assoc. Inc.	402	40200	\$15,105.67
MSA Street Construction	Legal Fees	4082	Eckberg, Lammers, P.C.	402	40200	\$1,648.80
Park Maintenance	Clothing & Personal Equipment	1182249336	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182260657	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182271964	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Safety Supplies	252233-IN	Locators & Supplies, Inc.	101	43201	\$272.85
Park Maintenance	Sign/Striping Repair Materials	TI-0305659	Newman Traffic Signs	101	43201	\$240.36
Planning and Zoning	Architect/Engineering Fees	37452	Hakanson Anderson Assoc. Inc.	101		\$327.80
Planning and Zoning	Architect/Engineering Fees	37452	Hakanson Anderson Assoc. Inc.	101		\$437.80
Planning and Zoning	Dues and Subscriptions	77	East Bethel Chamber	101	41910	\$75.00
Planning and Zoning	Filing Fees		Anoka County	101	41910	\$92.00
Planning and Zoning	Office Supplies	IN1449760	Innovative Office Solutions	101	41910	\$10.80
Planning and Zoning	Small Tools and Minor Equip	58021443	HP INC.	101	41910	\$177.21
Police	Professional Services Fees	12 2016	Gratitude Farms	101	42110	\$250.00
Recycling Operations	Bldg/Facility Repair Supplies	BL0000006078	TrueNorth Steel	226	43235	\$1,209.60
Recycling Operations	Bldgs/Facilities Repair/Maint	25347	Bjorklund Companies, LLC	226	43235	\$3,248.11
Recycling Operations	Bldgs/Facilities Repair/Maint	10611	Smith Iron Works	226	43235	\$125.00
Recycling Operations	Glass Recycling	011017	Cedar East Bethel Lions	226		\$284.90
Recycling Operations	Refuse Removal	2411422	Ace Solid Waste, Inc.	226	43235	\$182.75
Recycling Operations	Refuse Removal	11 2016	Freimuth Enterprises LLC	226	43235	\$1,260.00
Recycling Operations	Refuse Removal	12 2016	Freimuth Enterprises LLC	226	43235	\$865.10
Recycling Operations	Refuse Removal	20779	SRC, Inc.	226	43235	\$2,046.00
Sewer Operations	Professional Services Fees	1062764	Metropolitan Council Env Svcs	602	49451	\$2,064.38
Street Capital Projects	Architect/Engineering Fees	37455	Hakanson Anderson Assoc. Inc.	406	40600	\$5,337.55
Street Maintenance	Bldgs/Facilities Repair/Maint	1182249336	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182260657	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182271964	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-12-16	Premium Waters, Inc.	101	43220	\$40.65
Street Maintenance	Clothing & Personal Equipment	363067951	BlueTarp Financial, Inc.	101	43220	\$90.56
Street Maintenance	Clothing & Personal Equipment	1182249336	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182260657	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182271964	G&K Services - St. Paul	101	43220	\$18.32



**City of East Bethel**  
**January 18, 2017**  
**Payment Summary**

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Equipment Parts	10172328	Aspen Equipment	101	43220	\$12.50
Street Maintenance	Equipment Parts	10172364	Aspen Equipment	101	43220	\$16.00
Street Maintenance	Equipment Parts	10172391	Aspen Equipment	101	43220	\$16.00
Street Maintenance	General Operating Supplies	MNHAM52704	Fastenal Company	101	43220	\$130.76
Street Maintenance	General Operating Supplies	288525	S & S Industrial Supply	101	43220	\$9.29
Street Maintenance	Motor Vehicles Parts	1116008	Boyer Truck Parts	101	43220	\$53.09
Street Maintenance	Professional Services Fees	6120328	Gopher State One-Call	101	43220	\$17.55
Street Maintenance	Refuse Removal	2411422	Ace Solid Waste, Inc.	101	43220	\$187.52
Street Maintenance	Safety Supplies	9318197424	Grainger	101	43220	\$70.61
Street Maintenance	Shop Supplies	614056	Ham Lake Hardware	101	43220	\$32.27
Street Maintenance	Shop Supplies	122840	Metro Products, Inc.	101	43220	\$52.00
Street Maintenance	Small Tools and Minor Equip	41769	Menards - Forest Lake	101	43220	\$307.84
Street Maintenance	Small Tools and Minor Equip	288710	S & S Industrial Supply	101	43220	\$18.55
Street Maintenance	Snowplow Cutting Edges	97400	H&L Mesabi	101	43220	\$382.00
Street Maintenance	Street Maint Materials	71581066	Compass Minerals	101	43220	\$5,381.65
Street Maintenance	Telephone	122816	CenturyLink	101	43220	\$72.85
Water Utility Capital Projects	Architect/Engineering Fees	37457	Hakanson Anderson Assoc. Inc.	433	49405	\$374.25
Water Utility Operations	Bldgs/Facilities Repair/Maint	122816	Wright-Hennepin Coop Electric	601	49401	\$23.02
Water Utility Operations	Chemicals and Chem Products	4003619 RI	Hawkins, Inc	601	49401	\$15.00
Water Utility Operations	Office Supplies	IN1449760	Innovative Office Solutions	601	49401	\$36.63
Water Utility Operations	Telephone	122816	CenturyLink	601	49401	\$187.41
Water Utility Operations	Telephone	122816	CenturyLink	601	49401	\$74.94
Water Utility Operations	Telephone	122816	CenturyLink	601	49401	\$129.67
						<b>\$77,847.77</b>



**City of East Bethel**  
**January 18, 2017**  
**Payment Summary**

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
<b>Electronic Payroll Payments</b>						
Payroll	PERA					\$6,306.49
Payroll	Federal Withholding					\$5,721.63
Payroll	Medicare Withholding					\$1,935.84
Payroll	FICA Tax Withholding					\$8,277.72
Payroll	State Withholding					\$2,322.00
Payroll	MSRS/HCSP					\$6,352.95
						<b>\$30,916.63</b>

## EAST BETHEL CITY COUNCIL MEETING

JANUARY 4, 2017

The East Bethel City Council met on January 4, 2017, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Steve Voss                      Tim Harrington                      Brian Mundle  
Randy Plaisance                      Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator  
Mark Vierling, City Attorney  
Craig Jochum, City Engineer

**1.0 Call to Order** The January 4, 2017, 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. Ronning stated 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.**

### **4.0 Presentation** 4.0A Oath of Office

Davis stated 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. The Oath of Office was recited by Mayor Elect Steve Voss, and Council Members Elect Tom Ronning and Randy Plaisance.

### 4.0B Official Newspaper

Davis presented the staff report, indicating the *Anoka County Union Herald* and the *Anoka County Record* have requested designation as the official newspaper for the City for 2017. He described the ownership, circulation, cost of public notices/ads, and date of publication for each as detailed in the staff report. Davis noted that while there would be a savings with the designation of the *Anoka County Record*, the *Anoka County Union Herald* is more familiar to the City's 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.

Jeff Andres, *Anoka County Union Herald* General Manager, introduced himself and described his professional background. He stated the offer of free public notices has been made to many other Anoka County townships and cities in the past but he does not know of many that have taken advantage of it as there is a question as to whether the *Anoka County Record* is a legal newspaper. He asked whether it was worth \$3,000 to \$4,000 spent on legal notices to not have them in a legal newspaper as the consequences are costly.

John Kysylyczyn, *Anoka County Record* owner, introduced himself and stated the *Anoka County Record* is the only locally-owned paper in Anoka County as the majority were sold to a Delaware-registered corporation. However, the *Anoka County Record* is a Minnesota-registered corporation that has its headquarters, owners, and employees in Minnesota. With regard to who has taken advantage of the *Anoka County Record's* free offer, Kysylyczyn stated he can't name any names but in the next week or two there will be one city that does

4.0B  
Official  
Newspaper

so. Some cities are also considering it and one has indicated they will bring the issue up in about three months and decide at that time. With regard to whether the *Anoka County Record* is a real newspaper, Kysylyczyn stated it is correct that is a matter of opinion but he thinks you need to look at who is making the opinions. In the opinions of the Anoka County Attorney of 2017, 2016, and 2015, the answer is, 'yes.' He stated the *Anoka County Record* is publishing all the Anoka County notices in 2017. In the opinion of the city attorneys of Ham Lake, Oak Grove, Blaine, Andover, Anoka, Nowthen, the answer is, 'yes.' Kysylyczyn asserted the overwhelming majority of city attorneys and the Anoka County attorney have answered that question as, 'yes.' Kysylyczyn stated they also publish notices for many large law firms and various attorneys who believe the *Anoka County Record* is qualified so he hopes that issue can be put to rest.

Kysylyczyn stated the *Anoka County Record* will be the lowest cost newspaper for taxpayers, noting Davis has indicated the estimated cost for legal notices is \$2,670. According to the January 7, 2015, East Bethel Council meeting minutes, it was estimated at \$1,200, but he is unsure whether it includes zoning notifications. With regard to the familiarity of the City's 11,607 residents, Kysylyczyn stated he does not have a percentage to answer that question though to be blunt, he would argue that 'neither' would be the most popular answer. He believed a community survey asking what newspapers they are familiar with would be answered 'none of the above.'

Kysylyczyn stated the question about the circulation in East Bethel was raised in 2015 and there was no answer for the other newspaper. He stated the *Anoka County Record* distributes approximately 25 copies in the City of East Bethel, which represents .2% of its population. In Nowthen, approximately 32 copies of the *Anoka County Union Herald* were distributed. He noted that he and the Council have asked about the number of copies distributed in East Bethel but, to his knowledge, that question has not been answered. Based on the numbers distributed in Nowthen, Kysylyczyn stated it is probably close to the 32 number but if it were 50, that would cover .4% of the City's population.

Kysylyczyn stated the *Anoka County Record* is available, for free, at the East Bethel City Hall and copies are sent every week. In 2015, a question was asked where the *Anoka County Union Herald* was available for purchase. The comment was that it was available at the River County Co-op, and it is still available there. It was also indicated that they were attempting to place them at Cooper's Corner so he called Cooper's Corner today and they had no idea what he was talking about when he said the *Anoka County Union Herald*; however, they did know what he was talking about when he said *Star Tribune*. Kysylyczyn stated the *Anoka County Union Herald* is available but he would argue that it is not more accessible than the *Anoka County Record*. He stated the *Anoka County Record* is the only newspaper publishing Anoka County's notices in 2017, and the only paper that printed them in 2016 and 2015.

With regard to publication of local features and photographs of local events and news stories, Kysylyczyn stated both newspapers do that but they cover different types of news that are more political-government-oriented, such as the issue in East Bethel when the Mayor moved out of the City. The *Anoka County Record* does not generally cover land use issues, community events, or celebrations. The *Anoka County Record* also covers different topics than the *Star Tribune*. The cost per news article would be free with the *Anoka County Record*. If the City is paying \$2,670 to publish notices, he would ask how many articles the City is getting for that, 10, 11, 12, 13, meaning the cost per article is \$250 per article. Kysylyczyn suggested that money would be better invested in the City's newsletter

4.0B  
Official  
Newspaper

as it would get more articles per dollar than investing in any particular newspaper.

Kysylyczyn stated his last point is whether East Bethel is noted on the newspaper's masthead and the answer is, 'yes.' He explained Nowthen had noted that for several years, its name was mentioned on the masthead of both newspapers and then the *Anoka County Union Herald* removed Nowthen from the masthead and referred to this area as, 'Northern Anoka County.' Kysylyczyn stated the *Anoka County Record* puts on its masthead all the cities that they publish notices in and that includes East Bethel. He stated they currently publish notices for several East Bethel businesses.

Voss noted that staff is recommending the City continue with the *Anoka County Union Herald*. Davis stated that is correct and absent any new information, staff recommends that Council consider designating the *Anoka County Union Herald*.

**Mundle stated make a motion to adopt Resolution 2017-01, Designating the Anoka County Union Herald as the Official Newspaper for the City for 2017. Ronning stated second.** Voss asked any discussion? Hearing none, to the motion, all in favor say aye. **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

**Public  
Forum**

No one signed to speak at the Public Forum.

**6.0  
Consent  
Agenda**

- Item A Approve Bills
- Item B December 21, 2016 Council Meeting Minutes
- ~~Item C Resolution 2017-02 Setting Meeting Dates for 2017~~
- Item D Resolution 2017-03 Establishing Bank Depositories
- Item E Resolution 2017-04 Establishing Check Signatory Authority
- Item F Resolution 2017-05 Setting Local Board of Appeals and Equalization Meeting Date
- Item G Resolution 2017-06 Accepting Donation from Jim Fink, an East Bethel Resident
- Item H Union Contract Addendum

**Harrington stated I'll make a motion to approve tonight's Consent Agenda. Mundle stated I'll second and would like to pull Item C.** 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.**

6.0.C  
Res. 2017-02  
Setting  
Meeting  
Dates for  
2017

Mundle asked about the HRA meeting dates. Davis stated the HRA meeting dates will be determined at their January 18, 2017, meeting. **Mundle stated make a motion to adopt Resolution 2017-02 Setting Meeting Dates for 2017. Ronning stated second.** Voss asked any discussion? Hearing none, to the motion, all in favor say aye. **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

**7.0  
New Business**

Commission, Association and Task Force Reports

7.0A  
Planning  
Commission

None.

7.0B  
Economic  
Development  
Authority

None.

7.0C  
Park  
Commission

None.

7.0D  
Road  
Commission

None.

**8.0  
Department  
Reports**

8.0A  
Community  
Development  
8.0A.1  
Viking  
Preserve  
Final Plat Ext.

Davis presented the staff report, indicating 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. Davis stated Don and Brenda Shaw, dba Shaw Trucking Inc., are requesting that City Council consider an extension of an additional six months for the Final Plat filing. Approval of the request would extend the deadline for the filing to July 19, 2017. Davis noted 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. Davis stated staff recommends Council consider approval of the request by Shaw Trucking for the six-month extension of the Final Plat for Viking Preserve.

**Ronning stated move to extend the Final Plat for Viking Preserve for the six months requested. Harrington stated I'll second.** Voss asked any discussion? Voss asked how many times a developer can request an extension. Vierling advised they can request an extension indefinitely and it is within the Council's discretion whether to grant or deny that request. If denied, it means the developer would have to come back through the process and reapply. Voss asked any other discussion? To the motion, all in favor say aye. **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0B  
Engineer  
8.0B.1  
Res. 2017-07  
Phase I  
Service Road  
Order Adver.  
for Bids

Jochum presented the staff report, noting 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. He described the proposed improvements to restructure Fillmore Street to a 24-foot wide paved surface with 4-foot top-soiled shoulders, a street section consisting of four-inches of Class 5 aggregate base with 3.5-inches of bituminous per the City standard, some minor ditch grading, and replacement of the existing cross culvert. If approved, this project will be bid with the West Trunk Highway 65 Phase 1 Service Road project with bid opening on March 21, 2017. Jochum stated staff recommends Council approve Resolution 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

**Mundle stated make a motion to approve Resolution 2017-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. Ronning stated second.** Voss asked any discussion? Hearing none, to the motion, all in favor say aye. **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0B.2  
Res. 2017-08  
Assessment  
Hearing

Jochum presented the staff report and explained that based on a petition from 66.7 percent of the property owners of the Tolzmann's Whispering Pines Plat, the Council directed staff to prepare a feasibility report. The report was presented and approved by the Council at the October 19, 2016, 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 six 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. It was noted that a copy of the proposed assessment roll was included in the meeting packet.

Jochum stated 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 p.m. in the Council Chambers. Staff recommends Council approve Resolution 2017-08, Resolution for Hearing on Proposed Assessment.

**Harrington stated I'll make a motion to approve Resolution 2017-08, Resolution for Hearing on Proposed Assessment. Plaisance stated I'll second.** Voss asked any discussion? Plaisance asked if the City has heard from everyone on that street or only the 66 percent the City has already heard from at this point. Davis answered six residents are in favor of it and two are against. Staff has heard from all of the residents. Voss stated they all attended the October 2016, meeting. Davis noted two hearings are required in this process and the first one was held in October, 2016. The final assessment for the project will be presented at the second hearing.

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

8.0B.3  
Res. 2017-09  
Parking  
Restrictions  
SAP  
203-111-004

Jochum presented the staff report, noting the City plans to construct a service road from 187<sup>th</sup> Lane NE to Viking Boulevard along the route of Buchanan Street NE, 189<sup>th</sup> Avenue NE, and Taylor Street NE. As 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 (MSA) Street Project must be conditioned upon certain parking restrictions, the Mn/DOT State Aid office will require Council approval of a no parking resolution banning parking on Buchanan Street NE, 189<sup>th</sup> Avenue NE, and Taylor Street NE as a condition of the release of MSA funds. Therefore, staff recommends Council approve Resolution 2017-09, Resolution Providing for Parking Restrictions on S.A.P. 203-111-004, Buchanan Street NE, 189<sup>th</sup> Avenue NE, and Taylor Street NE.

**Plaisance stated I'll make a motion to adopt Resolution 2017-09, Resolution Providing for Parking Restrictions on S.A.P. 203-111-004, Buchanan Street NE, 189<sup>th</sup> Avenue NE, and Taylor Street NE. Harrington stated I'll second.** Voss asked any discussion? Mundle asked how many No Parking signs will be needed. Voss noted that is not part of the resolution and asked if the City can dictate the spacing of those signs. Jochum explained Mn/DOT does not have a clear guide on that matter except that you can clearly see the next sign. Voss felt 500 feet would be pretty good spacing. The Council discussed other areas where No Parking signs were posted.

Ronning asked about the impact to residents living on Buchanan Street NE. Voss stated no one lives on any of the project streets except for 189<sup>th</sup> Avenue NE. Davis stated two residents live on the pave portion of 189<sup>th</sup> Avenue NE. Jochum stated he does not think the

8.0B.3  
Res. 2017-09  
Parking  
Restrictions  
SAP  
203-111-004

impact will be great as there are fairly long driveways and big yards.

Mundle asked if the City can suspend the No Parking for a limited period if requested by residents for a special event. Davis stated the City has made that concession in the past for special events and then notifies the Sheriff's Department so citations are not issued. Mundle stated there could be some relief to those two residents, if they were to need it.

Jochum stated the road could be made wider to allow parking. Voss stated the City generally does not encourage on-street parking, especially in areas of two-acre lots. Jochum concurred and noted this is also a collector street. Voss stated the sign discussion will be revisited at some point.

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

8.0C  
City Attorney

None.

8.0D  
Finance

None.

8.0E  
Public Works

None.

8.0F  
Fire  
Department

None.

8.0G  
City  
Administrator  
8.0G.1  
2017  
Commission  
Committee  
Assignments

Davis presented the staff report, indicating 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, Commission Assignments for Planning, Parks and Roads Commissions, Fire Department Liaison, Police Department Liaison, Economic Development Authority Members, 2 Water Management Organizations Liaisons, and various Committee Assignments including the Sandhill Crane Committee, Finance Committee, Booster Day Committee, Anoka County-Blaine Airport Advisory Commission, and North TH 65 Highway Coalition. He noted the list of Mayor Voss' proposed appointments.

Voss stated he left the appointments to the Booster Day Committee and Finance Committee open for discussion. Harrington and Ronning volunteered for the Booster Day Committee. Harrington asked Plaisance to bring his ideas forward to the Booster Day Committee. Mundle volunteered for the Finance Committee. Plaisance stated he noticed Davis was the backup for Ed Fiore on the Anoka County Airport Commission. Davis stated he has no objections if Plaisance is interested in volunteering for that Commission. Plaisance volunteered for the Anoka County Airport Commission.

**Mundle stated move the assignments for 2017 Commissions, Authorities, and City Council participation:**

- Acting Mayor ~ Council Member Mundle
- Road Commission ~ Council Member Ronning
- Park Commission ~ Council Member Plaisance
- Planning Commission ~ Council Member Mundle

8.0G.1  
2017  
Commission  
Committee  
Assignments

Sunrise River WMO ~ Resident Leon Mager and Council Member Ronning  
Upper Rum River WMO ~ Council Member Ronning, Resident Rep (vacant)  
Sandhill Crane Committee ~ Council Member Harrington  
Fire Department ~ Council Member Harrington  
Anoka County Sheriff's Department Liaison ~ Mayor Voss  
Booster Day Committee ~ Council Members Harrington and Ronning  
Finance Committee ~ Mayor Voss and Council Member Mundle  
EDA Commission ~ Mayor Voss and Council Member Plaisance  
Anoka County-Blaine Airport Advisory Commission Liaison ~ Resident Ed Fiore;  
Council Member Plaisance as the Alternate  
North TH 65 Highway Coalition ~ Mayor Voss and City Administrator Davis as the  
Alternate

**Mundle 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.**

**9.0 Other**  
9.0A  
Staff Reports  
9.0A.1  
Comp Plan  
Visioning  
Meeting

Davis stated the next 2018 Comprehensive Plan meeting is scheduled for 6:30 p.m., January 12, 2017, at the Senior/Community Center. This is the first Visioning Session and is designed as interactive meeting with various stations set up to solicit public input. He described the meeting format to assure more flexibility for the public in terms of participation and the times for arrival. In addition to the Visioning meeting, staff is in the process of setting up meetings with East Bethel Chamber of Commerce and area businesses to discuss the Comprehensive Plan. This meeting is advertised on the reader board, the City's website, Channel 10, and 320 notices were mailed today.

Voss asked about the earlier session. Davis explained that is primarily for the Chamber of Commerce but is open to the public. It will be posted in the event that more than two Council Members are in attendance.

**Informational; no action required at this time.**

9.0A.2  
Code  
Enforcement  
Report

Davis presented the report of code enforcement cases that have been addressed in 2016 including 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. He noted 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.

Mundle noted there were 240 code enforcement cases in 2016 and all were handled by the City's Building Official and Inspector. Davis stated that is correct as well as involvement by the Community Development Director, City Administrator, Building Department Technician, and Administrative Support II. Mundle noted this is in addition to staff's normal duties.

Voss asked whether the number of code enforcement cases has been tracked year-to-year. Voss stated he would like to know if there are more or fewer reported code enforcement cases this year over last year. Davis stated he would guess the number is about the same but will provide those numbers as a basis for comparison for the Council's review.

9.0A.2 Ronning stated he would like to meet with Davis to discuss a few of the cases as far as  
Code cause and consistency. Davis invited Ronning to stop by when convenient.  
Enforcement  
Report **Informational; no action required at this time.**

9.0A.3 Davis reminded the Council of the January 18, 2017, HRA meeting during which the  
Jan. 18, 2017 meeting schedule will be discussed and other official actions take place.  
HRA Mtg.  
**Informational; no action required at this time.**

9.0B None.  
Council  
Report –  
Member  
Ronning  
Council  
Member  
Harrington

Harrington reminded all of the Waffle Breakfast on January 20, 2017, at Fire Station #1. He stated they will also be having a bake sale and clothing drive for new or slightly used clothing, shoes, boots, jackets, and blankets.

Council Mundle stated there was not too much on last night's Upper Rum River Water Management  
Member Organization (WMO) meeting agenda. They discussed and approved the Anoka  
Mundle Conservation District's request for \$1,600 for projects along the Rum River. That amount  
had been budgeted for projects and it would be applied towards a 10-fold grant to create  
Upper Rum \$16,000 available for erosion control projects along the Rum River.  
River WMO  
Mundle stated he is excited for 2017 as the Council will do a lot of good things.

Council Plaisance stated this is his first night so he does not have much to report other than to say he  
Member is looking forward to the coming year.  
Plaisance

Mayor Voss Voss welcomed Plaisance and agreed that 2017 is a promising year.

9.0C None.  
Other

**10.0** **Harrington stated I'll make a motion to adjourn. Mundle stated I'll second. Voss**  
**Adjourn** **asked any discussion? All in favor say aye. All in favor. Voss asked any opposed? That**  
**motion passes. Motion passes unanimously.**

Meeting adjourned at 7:41 p.m.

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

Jack Davis

---

**Subject:** FW: OG EDA

**From:** oskar granquist

**Sent:** Friday, December 09, 2016 8:07 AM

**To:** Colleen Winter <colleen.winter@ci.east-bethel.mn.us>; Jack Davis <jack.davis@ci.east-bethel.mn.us>

**Subject:** Re: OG EDA

Good morning. I received your emails. As I have been Out of State attending a Family emergency, since meeting with Jack earlier this week on Monday. So, I apologize for not getting back to you earlier.

I will not be moving forward on seving on the EDA.

Warm regards,

Oskar Granquist

---

"I apologize in advance for any typos from this cell phone key pad."

On Dec 8, 2016 2:40 PM, "Colleen Winter" <colleen.winter@ci.east-bethel.mn.us> wrote:

---

**From:** Colleen Winter  
**Sent:** Friday, December 02, 2016 11:32 AM  
**To:** Oskar Granquist  
**Subject:** Follow up  
**Importance:** High

Hello Oskar

I hope you are doing well. Your term on the EDA is up as of January 31, 2017. If you are interested in serving again, could you please just send me a brief email by Monday, Dec. 5, 2017 stating your interest. The normal term for the EDA Board is 6 years. Thanks so much Oskar and have a great rest of the day.

12-16-16

Item 6.0 G, Attachment #1

Jack Davis,

I regret that I have decided not to  
seek another term on the road commission.  
I have enjoyed my time and learned a lot.  
Thanks for everything.

Kathy Paavola



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

**RESOLUTION NO. 2017-10**

**RESOLUTION ACCEPTING DONATION  
FROM THE EAST BETHEL FIRE DEPARTMENT AUXILIARY  
AND  
COON LAKE COMMUNITY CENTER**

**WHEREAS**, the East Bethel Fire Department Auxiliary and Coon Lake Community Center has worked with the City's Fire Department to determine a need for additional fire fighting equipment or gear; and

**WHEREAS**, the City's Fire Department has identified the need for Protective Firefighter Hoods;

**WHEREAS**, the East Bethel Fire Department Auxiliary and Coon Lake Community Center has expressed a willingness to donate funds for this purpose;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City hereby acknowledges receiving thirty-five protective firefighter hoods, valued at an amount of \$3,800.00, from the East Bethel Fire Department Auxiliary and Coon Lake Community Center.

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT:** the City hereby expresses its thanks and appreciation to the East Bethel Fire Department Auxiliary and Coon Lake Community Center for the donation of the thirty-five protective firefighter hoods.

Adopted this 18<sup>th</sup> 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 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 7.0 C.1

\*\*\*\*\*

**Agenda Item:**

Park Commission Appointments and Meeting Report

\*\*\*\*\*

**Requested Action:**

Consider the reappointment of Sue Jefferson, Tim Hoffman, and Denise Lachinski to the Parks Commission

\*\*\*\*\*

**Background Information:**

At the January 11, 2017 Parks Commission meeting, Council Liaison Randy Plaisance presented a dog park proposal for Commission consideration. Mr. Plaisance, in response to requests for a dog park, outlined the concept and suggested potential parks that might be suitable for this facility. Funding sources were broadly discussed and further discussion of this item is anticipated at subsequent Parks Commission meetings.

\*\*\*\*\*

The Parks Commission has been discussing trail connections from the area between 224<sup>th</sup> and 229<sup>th</sup> Avenue to Booster East Park as a result of a quarter mile of trail that is to be installed along Bataan St.by the developer of Prairie Ridge Estates in 2017. One alignment that was proposed and has been considered since 2010 is to utilize a City easement between Xylite and Yancy Street to make the connection and incorporate the low traffic volume residential City streets of 224<sup>th</sup> Avenue, Xylite and Yancy Street and 226<sup>th</sup> Lane to complete the link to Booster East Park. This would enable a neighborhood walkway that would provide pedestrian access from the neighborhoods north of 224<sup>th</sup> Avenue and east of Bataan Street to the park.

Notices were sent to residents who abutted the City easement informing them that this would be a discussion item at the January 11, 2017 Parks Commission. The 7 abutting property owners were notified of the meeting to seek their opinions and input on this topic. Approximately 25 residents from the neighborhoods attended the meeting and 8 persons spoke in opposition to further consideration of the matter. Attached is a petition relating to this issue.

The Parks Commission will continue this discussion and explore alternative and options to recommend to the Council at a future date.

\*\*\*\*\*

Three Park Commissioners have terms which expire on January 31, 2017.

Sue Jefferson has served on the Parks Commission since 1990. Tim Hoffman has served on the Commission since 2008. Denise Lachinski has served on the Parks Commission since 2011. All three have requested reappointment to the Commission. Advertisement for these positons were

open from November 1, 2016 through December 30, 2016. No new applicants applied for the appointment to the Parks Commission

At their January 11, 2017 meeting, The Park Commission voted unanimously that City Council consider all three commissioners for re-appointment.

**Attachments:**

Attachment 1 - Letters requesting reappointment

Attachment 2 – Yancy-225<sup>th</sup> Avenue Trail Petition

Attachment 3 – Trail Proposal Map

\*\*\*\*\*

**Fiscal Impact:**

\*\*\*\*\*

**Recommendation(s):**

The Park Commission recommends City Council approve the reappointment of Sue Jefferson, Tim Hoffman, and Denise Lachinski to the East Bethel Parks Commission for terms which would expire on January 31, 2020.

\*\*\*\*\*

**City Council Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**Item 7.0 C.1, Attachment #1**

Sue Jefferson  
[REDACTED]

East Bethel MN [REDACTED]

November 1, 2016

City of East Bethel  
2241 221st Ave NE  
East Bethel, MN 55011

Dear City Council Members,

As a current member of the East Bethel Park Commission, I am interested in continuing my service to the community by serving another term and would appreciate your consideration for the position.

Sincerely,



Sue Jefferson

Denise Lachinski

[REDACTED]  
East Bethel MN [REDACTED]

November 1, 2016

City of East Bethel  
2241 221st Ave NE  
East Bethel, MN 55011

Dear City Council Members,

As a current member of the East Bethel Park Commission, I am interested in continuing my service to the community by serving another term and would appreciate your consideration for the position.

Sincerely,



Denise Lachinski

*I look forward to another 3 years  
of service, looking for innovative  
and fun activities for our park  
system is my next goal.  
Thanks!*

**Carrie Frost**

---

**From:** Nate Ayshford  
**Sent:** Thursday, December 22, 2016 9:15 AM  
**To:** Jack Davis; Carrie Frost  
**Subject:** FW: Park Commission Appointment

**Nate Ayshford** | Public Works Manager | City of East Bethel  
2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011 | [www.ci.east-bethel.mn.us](http://www.ci.east-bethel.mn.us)  
Ph:763.367.7876 | Fax:763.413.2687 | [nate.ayshford@ci.east-bethel.mn.us](mailto:nate.ayshford@ci.east-bethel.mn.us)

**From:** Tim Hoffman [mailto:  
**Sent:** Thursday, December 22, 2016 9:06 AM  
**To:** Nate Ayshford <[Nate.Ayshford@ci.east-bethel.mn.us](mailto:Nate.Ayshford@ci.east-bethel.mn.us)>  
**Subject:** Re: Park Commission Appointment

Nate,  
Sorry I haven't gotten back to you yet. Yes I am interested in serving another term on the park board.

Please consider me for appointment again to the park board.

Thank you,

Tim Hoffman

Sent from my iPhone

To the East Bethel Parks Commission and the City Council,

We, the residents below, oppose the proposed trail from Shawnee Woods to Xylite and 225th. Our concerns are many. Many of us will attend the meeting on January 11th but we wanted to offer this document as a united message that includes voices from some who are unable to attend the meeting. We hope the commission will recognize our request and do the right thing for our beautiful neighborhood by leaving it as is. Thank you.

NAME(S)	ADDRESS
SAYER PAINE ALTHEA KURE	2557 225TH AVE NE
Erik Olson	27530 Yancy St NE
Cole Duncan	2630 225 <sup>th</sup> LN NE
Haley Jansen	2630 225 <sup>th</sup> LN NE
Justin Rolstad	2630 225th Ln NE
Kevin Flannery	<del>266</del> 2611 Yancy St NE
Nathan Klich	22455 Xylite St. NE
Melissa Klich	22455 Xylite St. NE
Jill Hanson	22421 Xylite St NE
Chris Oweil	22420 Xylite St NE
Larry + Jan Beroual	2542 225 <sup>th</sup> Ave N.E.
Pamela + Gary Viking	2523 225 <sup>th</sup> Ave NE
Steve + Ann	2534 S. WACONIA CIR. NE
SS	25 11
Janet + Michael	11
Terry + Newman	11
Chad E. Bakken	22552 Yancy St. NE
Pranda + Shad Walsh	<del>#</del> 2641 225 <sup>th</sup> <del>Ave</del> S Ln. NE.

To the East Bethel Parks Commission and the City Council,

We, the residents below, oppose the proposed trail from Shawnee Woods to Xylite and 225th. Our concerns are many. Many of us will attend the meeting on January 11th but we wanted to offer this document as a united message that includes voices from some who are unable to attend the meeting. We hope the commission will recognize our request and do the right thing for our beautiful neighborhood by leaving it as is. Thank you.

NAME(S)

ADDRESS

Peter Tucci

22612 Yancy St. NE East Bethel

Scott + Michelle Tomford

2636 226th Ln NE E. Bethel

Mike + Sue Miller

22654 Yancy St NE, E. Bethel

Tiffany Sical

22659 E Waconia Cir NE E Bethel

John Modjeski

22634 Yancy St. NE E. Bethel

STEVE HETALA

2514 S. WACONIA CIR N.E.

Bonnie J Olson

22530 Yancy St. NE.

Kristen Flannery

22611 Yancy St. NE - E.B.

Kristen Coe

22612 Yancy St NE East Bethel 5511

# Potential Booster Park Trail Connections



Scale 1:9600

-  Existing Trail
  -  Trail Being Constructed
  -  Potential Trail Segments
- Council Packet - Page 38



# City of East Bethel City Council Meeting Agenda Information

\*\*\*\*\*

**Date:**

January 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 7.0 D.1

\*\*\*\*\*

**Agenda Item:**

Road Commission Appointments

\*\*\*\*\*

**Requested Action:**

Consider the reappointment of Al Thunberg to the Roads Commission

\*\*\*\*\*

**Background Information:**

The Roads Commission received a staff report that provided information on the function and design characteristics of the signalized Reduced Conflict Intersections (RCI) at US 281 and Evans Road in San Antonio, Texas and Hwy. 55 and Holly Springs Road in Holly Springs, North Carolina. While both of these intersection have higher traffic volumes than the proposed Hwy. 65/Viking Boulevard RCI, they were more similar in terms of issues relating to business access than examples of non-signalized intersections that were previously presented.

This report was presented to the Roads Commission as additional information to previous discussions the Commission has conducted on this matter.

\*\*\*\*\*

Al Thunberg has served on the Roads Commission since 2011 and his term expires January 31, 2017. Mr. Thunberg submitted a letter requesting to serve another term on the East Bethel Road Commission.

The Road Commission voted unanimously to recommend that City Council consider re-appointment of another term for Al Thunberg.

There is an additional vacancy on the Roads Commission created by the resignation of Kathy Paavola. This position has been advertised on the City’s website and the City billboard, but to date, the City has not received any applications.

**Attachments:**

Attachment 1 – Reappointment Request

\*\*\*\*\*

**Fiscal Impact:**

None

\*\*\*\*\*

**Recommendation(s):**

The Roads Commission recommends City Council approve the reappointment of Al Thunberg to the East Bethel Roads Commission for a term which would run from January 31, 2017 to January 31, 2020.

\*\*\*\*\*

**City Council Action**

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

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

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

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

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

Al Thunberg

[REDACTED]  
East Bethel MN [REDACTED]

December 22, 2016

City of East Bethel  
2241 221st Ave NE  
East Bethel, MN 55011

Dear City Council Members,

As a current member of the East Bethel Road Commission, I am interested in continuing my service to the community by serving another term and would appreciate your consideration for the position.

Sincerely,

  
Al Thunberg



# City of East Bethel City Council Meeting Agenda Information

\*\*\*\*\*

**Date:**

January 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 E.1

\*\*\*\*\*

**Agenda Item:**

2017 Joint Powers Agreement (JPA) Street Maintenance Projects

\*\*\*\*\*

**Requested Action:**

Consider approving the listed projects to be bid as part of the 2017 North Metro Street Maintenance Program JPA Street Maintenance Projects

\*\*\*\*\*

**Background Information:**

The Cities of Coon Rapids, Andover, Anoka, Brooklyn Center, Columbia Heights, Ham Lake, Mahtomedi, and Fridley entered into a Joint Powers Agreement (JPA) on February 1, 2005 for the purpose of collective bidding certain street maintenance services. The North Metro Street Maintenance Program JPA allows smaller cities to achieve more economies of scale in the bidding process and potentially achieve lower bids from contractors for crack sealing, seal coating, striping and other street maintenance services. The City East Bethel joined the group in February, 2008.

The City of Coon Rapids is the lead agency by the agreement for this group. As the lead agency, they draft the specifications, solicit bids and provide the necessary documents for member cities to sign to participate in the program. The agreement is structured such that it permits each member city to accept or reject the bids for their portion of the proposed contract. Each city will pay the contractor directly for their share of the work and contracts will be awarded separately for the various items.

The process is as follows:

- 1.) The City of East Bethel submits the quantities for crack sealing, seal coating and striping to the City of Coon Rapids for inclusion in the collective bid.
- 2.) The City of Coon Rapids develops all bid specifications and solicits bids for all quantities submitted by member cities. Bid specifications follow MnDOT guidelines requirements.
- 3.) Each City may modify the quantities they have submitted to maintain budgets for these projects after the low bid has been identified.
- 4.) Bids for these projects will be opened on March 17, 2017. The City of East Bethel is required to submit a letter of concurrence to the City of Coon Rapids by April 17, 2017 authorizing the City's level of participation in the program for 2017. The bid award date will be April 18, 2017.

The City of East Bethel has realized savings of up to 20% over previous costs for these services through participation in the JPA Street Maintenance program.

The following projects are recommended to be bid as part of the 2017 JPA Street Maintenance program. These projects have been identified in the 2017-2021 Street Capital Improvement Plan (CIP) developed by the Roads Commission and approved by City Council on May 18, 2016.

1. Chip seal 72,000 SY as part of the annual street maintenance program in the Brookside Addition, Sunny View Addition, Oak Trail Addition, and DeGardner's Ned Lake Addition.
2. 145,000 LF of striping as indicated on the attached map.

The estimated budget for seal coating and striping the above listed streets is \$128,500. These projects will be funded from the Street Capital Fund as identified in the 2017-2021 Capital Improvement Plan and the 2017 Street Maintenance Budget.

**Attachments:**

1. Location map for seal coating, crack sealing, and striping
2. 2017-2021 Street Capital Improvement Plan

\*\*\*\*\*

**Fiscal Impact:**

As noted above. Bids for the work will be presented to City Council for final approval at the March 15, 2017 meeting.

\*\*\*\*\*

**Recommendation(s):**

Staff recommends City Council approve the proposed City projects for bidding as part of 2017 North Metro Street Maintenance Program JPA.

\*\*\*\*\*

**City Council Action**

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

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

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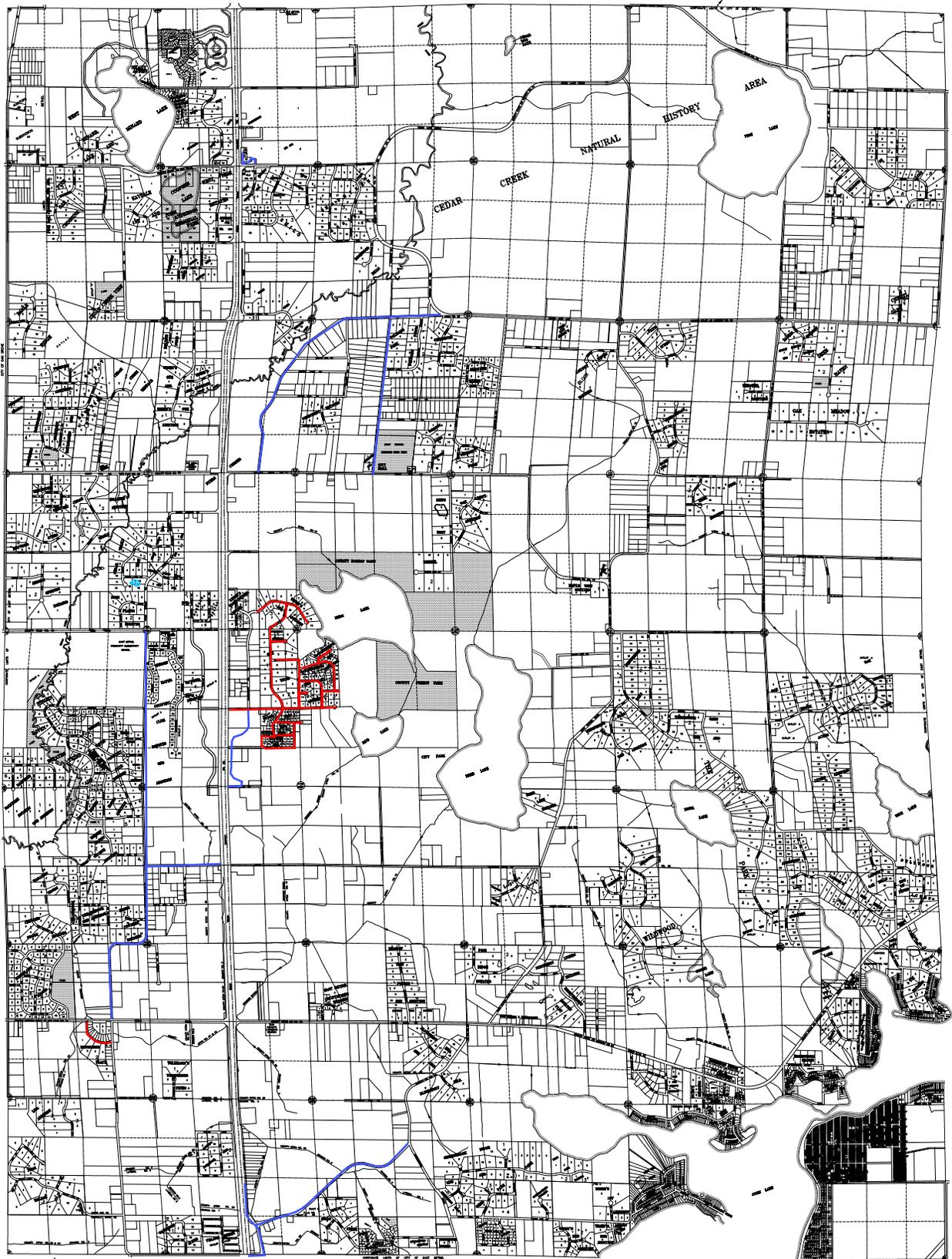


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Vote Yes: \_\_\_\_\_

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

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



**Legend**

- Chip Seal
- Striping

CITY OF EAST BETHEL BASE MAP

**Street Capital Projects  
2017-2021  
Funding Analysis**

MUNICIPAL STATE AID FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2017 Beginning Balance</b>	-\$1,496,801			
Municipal State Aid Funding		\$603,199		-\$893,602
None			\$0	-\$893,602
<b>2017 Ending Balance</b>				-\$893,602
<b>2018 Beginning Balance</b>	-\$893,602			
Municipal State Aid Funding		\$603,199		-\$290,403
None			\$0	-\$290,403
<b>2018 Ending Balance</b>				-\$290,403
<b>2019 Beginning Balance</b>	-\$290,403			
Municipal State Aid Funding		\$603,199		\$312,796
East Side Service Road, Phase 3			\$1,500,000	-\$1,187,204
MnDOT Setaside Funds		\$500,000		-\$687,204
Cooperative Agreement Grant		\$200,000		-\$487,204
<b>2019 Ending Balance</b>				-\$487,204
<b>2020 Beginning Balance</b>	-\$487,204			
Municipal State Aid Funding		\$603,199		\$115,995
MnDOT Setaside Funds		\$500,000		\$615,995
181st Ave Reconstruction			\$400,000	\$215,995
Davenport St Reconstruction			\$600,000	-\$384,005
<b>2020 Ending Balance</b>				-\$384,005
<b>2021 Beginning Balance</b>	-\$384,005			
Municipal State Aid Funding		\$603,199		\$219,194
projects TBD				\$219,194
projects TBD				\$219,194
<b>2021 Ending Balance</b>				\$219,194
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$4,215,995	\$2,500,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less  
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MnDOT.

**Street Capital Projects  
2017-2021  
Funding Analysis**

<b>STREET CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2017 Beginning Balance</b>	\$710,525			
Transfer from General Fund		\$425,000		\$1,135,525
Sunny View Addition- Sealcoat			\$53,000	\$1,082,525
DeGardners Addition- Sealcoat			\$75,500	\$1,007,025
<b>2017 Ending Balance</b>				\$1,007,025
<b>2018 Beginning Balance</b>	\$1,007,025			
Transfer from General Fund		\$425,000		\$1,432,025
Hidden Haven West-sealcoat			\$180,000	\$1,252,025
Hidden Haven East-sealcoat			\$70,000	\$1,182,025
Cedar Brook Addition-sealcoat			\$90,000	\$1,092,025
<b>2018 Ending Balance</b>				\$1,092,025
<b>2019 Beginning Balance</b>	\$1,092,025			
Transfer from General Fund		\$425,000		\$1,517,025
Deer Path Farm Overlay			\$500,000	\$1,017,025
<b>2019 Ending Balance</b>				\$1,017,025
<b>2020 Beginning Balance</b>	\$1,017,025			
Transfer from General Fund		\$425,000		\$1,442,025
University Ave Reconstruction			\$450,000	\$992,025
<b>2020 Ending Balance</b>				\$992,025
<b>2021 Beginning Balance</b>	\$992,025			
Transfer from General Fund		\$425,000		\$1,417,025
Davenport Reconstruction			\$550,000	\$867,025
Sandy Drive Overlay			\$200,000	\$667,025
<b>2021 Ending Balance</b>				\$667,025
<b>Total Street Capital Fund Sources and Uses</b>		\$2,125,000	\$2,168,500	



# City of East Bethel City Council Meeting Agenda Information

\*\*\*\*\*

**Date:**

January 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 G.1

\*\*\*\*\*

**Agenda Item:**

January Work Meeting

\*\*\*\*\*

**Requested Action:**

Set an agenda for the January 25, 2017 Work Meeting

\*\*\*\*\*

**Background Information:**

Agenda items that require consideration or have been suggested for the January 25, 2017 City Council Work Meeting include:

1. Fees for Water Rates for the Phase I Service Area and Whispering Aspens;
2. City Council Goals for 2017;
3. Hwy 65/Viking Boulevard Reduced Conflict Intersection Proposal;
4. Code Enforcement Priorities; and/or
5. Other additions or deletions as Council deems necessary.

**Attachments:**

\*\*\*\*\*

**Fiscal Impact:**

\*\*\*\*\*

**Recommendation(s):**

Staff requests that City Council approve agenda items for the January 25, 2017 City Council Work Meeting

\*\*\*\*\*

**City Council Action:**

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

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

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

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

No Action Required:  X



# City of East Bethel City Council Meeting Agenda Information

\*\*\*\*\*

**Date:**

January 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 G.2

\*\*\*\*\*

**Agenda Item:**

Town Hall Meeting

\*\*\*\*\*

**Requested Action:**

Consider approval of a date for the Spring Town Hall Meeting

\*\*\*\*\*

**Background Information:**

The Spring Town Hall Meeting has been held since 2005. The meeting is generally held in April and is proposed for a date that doesn't conflict with any other municipal or school district meetings. Staff has reviewed and found there to be no conflicts with the evening meeting schedules for ISD #15 and ISD #831 in April 2017 for the dates listed below.

With the exception of April 5<sup>th</sup> (City Council), April 11<sup>th</sup> (Roads Commission), April 12<sup>th</sup> (Parks Commission), April 19<sup>th</sup> (City Council), April 17<sup>th</sup> (EDA), April 25<sup>th</sup> (Planning Commission) and April 26<sup>th</sup> (City Council Work Meeting date), the remainder of the calendar for April is open.

In the past the Question and Answer/Public Forum presentation in Council Chambers has focused primarily on citizen questions for City Council. This meeting presents a valuable opportunity for residents to express concerns and present questions to City Council, Staff and other Officials in both a formal and informal setting.

We need to set the date for this meeting so we can place the notice in our Spring Newsletter. The Newsletter will be sent to the printer on or before February 17, 2017 and be distributed to City residents by the first week of March.

Thursday April 13<sup>th</sup>, Tuesday April 18<sup>th</sup>, Thursday, April 20<sup>th</sup>, or Thursday, April 27<sup>th</sup> are open for the Spring Town Hall Meeting.

\*\*\*\*\*

**Fiscal Impact:**

\*\*\*\*\*

**Recommendation(s):**

Staff is requesting that City Council set a date in April for the Spring Town Hall Meeting.

\*\*\*\*\*

**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 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 G.3

\*\*\*\*\*

**Agenda Item:**

Part Time Building Inspector Position

\*\*\*\*\*

**Requested Action:**

Consider approval of part time Building Inspector Position for 2017

\*\*\*\*\*

**Background Information:**

In 2010 City of East Bethel employed a full time Building Official, Building Inspector and a Permit Clerk. Due to the 2009-2010 Recession and the decrease in construction and development activity, permit issuance and revenues generated from permit fees declined to \$107,000 in 2011. As a result, the position of Permit Clerk was eliminated and the Building Official and Inspector received pay reductions. 2012 saw a reduction in inspection activity of 11% from 2011 and resignations of the Building Official and the Building Inspector in June and November 2012, respectively.

Our current Building Official was hired in August 2012 and handled all the inspection, plan review and code enforcement until April 2013. At that time the demand for additional services due to the economic recovery and the addition of a contractual agreement with Oak Grove to provide Building Official services, required the City to hire a Building Inspector. Continued growth and the demand for required City permits and inspections, necessitated the hire of an Administrative Assistant in November of 2014. These three positions reflect the current staff of the Building Department.

With the renewed building activity that began in 2012, permit revenues increased from \$107,000 in 2011 to \$432,070 (304%) in 2016 (January 2016 - October 31, 2016). The number of inspections performed by the Building Department increased from 1,004 in 2011 to 2,633 (162%) in this same time period with the same number of staff.

Due to an increase in the projected volume of permit activity, plan review and on- site inspections for 2017, the City will require additional assistance to ensure our ability to maintain and improve our current response time for inspection scheduling and the timely issuance of permits. We dealt with this issue in 2016 by requiring overtime for existing staff. However, this was only an interim solution to our staffing needs.

In order meet the increased work load within the Building Department, Staff is recommending that Council consider the hiring of a part time Building Inspector for 2017. This position would be funded by permit fees and would not impact the 2017 Tax Levy. It is anticipated that the part time inspector would work 3 days per week from April through October at a cost estimated at \$29,000.

The use of a part-time Building Inspector would allow us to evaluate our staffing needs beyond 2017 and present recommendations to the Council as to continuation, expansion or retraction of this position for 2018.

**Attachments:**

\*\*\*\*\*

**Fiscal Impact:**

As noted above

\*\*\*\*\*

**Recommendation(s):**

Staff is requesting that City Council approve the position of Part-time Building Inspector for 2017 and authorize staff to recommend an applicant for this position for Council approval.

\*\*\*\*\*

**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 18, 2017

\*\*\*\*\*

**Agenda Item Number:**

Item 9.0 A.1-A.3

\*\*\*\*\*

**Agenda Item:**

Staff Report

\*\*\*\*\*

**Requested Action:**

Informational Only

\*\*\*\*\*

**Background Information:**

**Sandhill Crane Natural Area**

City Staff and Councilperson Tim Harrington met with the Anoka County Parks Staff and County Commissioner Julie Braastad on January 4, 2017 to discuss the options regarding the DNR's School Trust Lands within the SCNA and future implications for logging.

The current options for addressing this concern are:

1. **Wait for the School Trust Land conversion to occur and then consider a purchase from the State through a direct sale based on appraised value.** The DNR seems to be making no progress on the School Trust Land transfer to the Sand Dunes State Forest. Without the Trust restrictions removed, the State can't do a direct sale of the acreage within the SCNA. Funding and cost to the County and City would be an issue with this option.
2. **Allow the land to go up for State auction and hope for the best in terms of competing with other potential bidders.** The risk is that the County/City are out bid and the property goes private and could be subject to some form of development or private control. Funding and cost to the County and City would be an issue with this option.
3. **Continue to have the County or City lease the timber rights for a few more years.** The County is in the process of extending the current lease through 2017. The cost has been \$5000 per year. The DNR nor the County didn't seem interested in continuing the lease indefinitely. The lease may be extended into 2018 but the City may be requested to participate in a portion of the lease cost beyond 2017.
4. **Have the property appraised and contract with the State for a lease over 21 years at 7.25% interest per year (apparently that is what is allowed by statute).** This cost would be approximately \$40,000 per year as the County assessed value of the School Trust Land tracts is \$519,600. The County has no interest in this as option.
5. **Do nothing.** The DNR would eventually try to hold a timber sale. They might be successful, or they might not. If a sale is approved, the logger would still need to arrange for temporary access to the parcels. If history projects the future, I'm sure that Council would see the same opposition that occurred 2013 when the sale was originally proposed. The property along Kenyon St. would be of greatest concern to the adjoining neighbors, since it appears to be accessible to a logger from 209<sup>th</sup> Lane. If the DNR clear-cut those parcels, they have indicated they would replace the trees with row planted pine. The only upside to a sale, if there is any upside to this issue, is that

the DNR would be responsible for land stewardship going forward, and there would be no longer any financial obligation to the County or potentially the City.

There is the possibility that the DNR would be more reasonable regarding a proposed sale and take a more balanced approach to tree removal when or if they move forward with logging the School Trust Lands.

- 6. **Legislative solution.** This alternative bears further investigation. The DNR is bound by Constitutional requirements, but there may be a way that the State can remedy the issue involving the Trust Lands through some other mitigating measures. We will contact our legislators for guidance regarding this option.

At this time the consensus of the group is that the first four options are not feasible and, that for interim, the do nothing option is essentially our best alternative. We will still work to encourage the DNR to complete the School Trust Land transfer both from the local and legislative levels and keep the open the possibility of extending the County lease of these lands through 2018.

**John Schaser**

John Schaser passed away on January 3, 2017. John was a 12 year employee in our Public Works Department. John was a USAF Veteran and will be interred with full military honors at Fort Snelling at 11:45 on February 10, 2017. For those who plan on attending, proceed to Assembly Area 4 for the ceremony.

**Hwy 65/Viking Boulevard RCI Project**

Staff met with Hwy 65 businesses on January 5, 2016 to provide those locations directly affected by plans to construct 3 Reduced Conflict Intersections between 181<sup>st</sup> Avenue and Viking Boulevard the opportunity to voice their concerns and questions relating to the project directly to MnDOT. The meeting was productive and provided information and explanations regarding the design and operation of the intersection projects. There were two of the businesses that endorsed the project and while the other 6 business owners in attendance did not express outright support, they were not totally in opposition to the proposed improvements.

**Attachments:**

\*\*\*\*\*

**Fiscal Impact:**

\*\*\*\*\*

**Recommendation(s):**

Information Only

\*\*\*\*\*

**City Council Action:**

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

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

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

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

No Action Required:  X