

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:30 p.m.

Date: August 17, 2011



Item

- 7:30 PM **1.0 Call to Order**
- 7:31 PM **2.0 Pledge of Allegiance**
- 7:32 PM **3.0 Adopt Agenda**
- 7:33 PM **4.0 Reports/Presentation**
Page 1-3 A. Sheriff's Report
Page 4 B. Julie Moline – For Service on Planning Commission
Page 5-10 C. Resolutions Recognizing 2011-2012 East Bethel Royalty
- 7:53 PM **5.0 Potentially Dangerous Dog Hearing**
Page 11-16 A. Christopher Heffner – 18554 Buchanan St. NE
- 8:13 PM **6.0 Interviews**
Page 17-18 A. Interview Planning Commission Applicants and Appoint New Members
Page 19-20 B. Interview EDA Commission Applicants and Appoint New Members
- 9:13 PM **7.0 Public Forum**
- 9:23 PM **8.0 2012 Sheriff Contract**
Page 21-31
- 9:43 PM **9.0 Consent Agenda**
Any item on the consent agenda may be removed for consideration by request of any one Council Member and put on the regular agenda for discussion and consideration.
Page 34-37 A. Approve Bills
Page 38-58 B. Meeting Minutes, August 3, 2011 Regular Meeting
Page 59-67 C. Meeting Minutes, August 1, 2011 Work Meeting
Page 68 D. Resolution 2011-32 Proclaiming September 17-23 as Constitution Week
Page 69-82 E. RFP for Auditing Services
Page 83-92 F. Resolution 2011-33 Approving Gambling Premise Permit for Coon Lake Community & Senior Center at Fat Boys Bar & Grill
G. Accept Resignation of Fire Fighter

New Business

- 10.0 Commission, Association and Task Force Reports**
- 9:48 PM A. Planning Commission
Page 93-101 1. Meeting Minutes, July 26, 2011
- 9:50 PM B. Park Commission
Page 102-106 1. Meeting Minutes, July 13, 2011
- 9:52 PM C. Road Commission
Page 107-110 1. Meeting Minutes, July 12, 2011

11.0 Department Reports

- 9:54 PM A. Community Development (**No Report**)
- Page 111-114 B. Engineer
 - 1. Change Order No. 3 to Traut Wells for Municipal Well No. 3
- 10:00 PM C. Attorney
 - Page 115-119 1. Street Vacation Request –Sylvan Street
- 10:15 PM D. Finance
 - Page 120-124 1. 2012 Budget Review
- E. Public Works (**No Report**)
- 10:40 PM F. Fire Department
 - Page 125-126 1. Authorization to Use City Owned House for Fire Training
- G. City Administrator (**No Report**)

12.0 Other

- 10:50 PM A. Council Reports
- 10:55 PM B. Other

11:00 PM 13.0 Adjourn



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 4.0 A

Agenda Item:

Monthly Sheriff's Report

Requested Action:

Information Only

Background Information:

Lieutenant Orlando will review the monthly statistics and report on activities for the month of July, 2011.

Fiscal Impact:

None

Recommendation(s):

Information Only

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required: X

CITY OF EAST BETHEL – JULY 2011

ITEM	JULY	JUNE	YTD 2011	JULY YTD 2010
Radio Calls	448	460	2,754	2,789
Incident Reports	470	419	2,468	2,698
Burglaries	7	3	25	30
Thefts	34	25	125	130
Crim.Sex Cond.	0	0	4	7
Assault	7	1	19	18
Dam to Prop.	13	13	50	59
Harr. Comm.	3	4	21	19
Felony Arrests	16	7	41	20
Gross Mis.	2	0	4	3
Misd. Arrests	19	12	61	110
DUI Arrests	8	9	35	44
Domestic Arr.	1	0	14	17
Warrant Arr.	10	4	36	43
Traffic Arr.	140	71	541	587

**CITY OF EAST BETHEL – JULY 2011
COMMUNITY SERVICE OFFICERS**

ITEM	JULY	JUNE	YTD 2011	JULY YTD 2010
Radio Calls	14	24	94	99
Incident Reports	18	24	103	99
Accident Assist	1	3	12	6
Veh. Lock Out	2	2	52	11
Extra Patrol	36	30	220	234
House Check	0	3	14	1
Bus. Check	25	30	163	96
Animal Compl.	5	13	40	47
Traffic Assist	5	7	30	27
Aids: Agency	44	53	370	483
Aids: Public	41	34	232	185
Paper Service	0	1	31	19
Inspections	0	0	0	0
Ordinance Viol.	0	1	1	4



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 4.0 B

Agenda Item:

Julie Moline - Recognition of Service on Planning Commission

Requested Action:

Recognize Julie Moline for her years of Service to the City of East Bethel on the Planning Commission.

Background Information:

Ms. Julie Moline served the City of East Bethel as a Planning Commission member from 2009 until 2011. We have invited Ms. Moline to attend the meeting and will be presenting her with a plaque in honor of her service to the City.

Fiscal Impact:

None at this time.

Recommendation(s):

City staff recommends City Council recognize Ms. Moline's service to the City of East Bethel as a Planning Commission Member.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 4.0 C

Agenda Item:

Resolutions Acknowledging East Bethel Royalty for 2011-2012

Requested Action:

Consider adoption of Resolutions 2011-28, 2011-29, 2011-30 and 2011-31 Acknowledging the East Bethel Royalty for 2011-2012

Background Information:

The East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant where individuals compete to represent the City of East Bethel as an Ambassador for a twelve month period.

Attachment(s):

1. Resolution 2011-28, A Resolution Recognizing East Bethel Royalty for 2011-2012 Miss East Bethel Sara Fobaire
2. Resolution 2011-29, A Resolution Recognizing East Bethel Royalty for 2011-2012 Princess Christian Mohr
3. Resolution 2011-30, A Resolution Recognizing East Bethel Royalty for 2011-2012 Junior Princess Britany Cich
4. Resolution 2010-31, A Resolution Recognizing East Bethel Royalty for 2011-2012 Little Miss Joslyn Jacobson

Fiscal Impact:

None

Recommendation(s):

Staff recommends adoption of these resolutions recognizing the East Bethel Royalty for 2011-2012

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

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

RESOLUTION NO. 2011-28

RESOLUTION RECOGNIZING THE 2011-2012 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Sara Fobaire is hereby recognized as Miss East Bethel and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Sara Fobaire will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

Bill Boyer, Council Member

Robert DeRoche, Jr., Council Member

Heidi Moegerle, Council Member

Steven Voss, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2011-29

RESOLUTION RECOGNIZING THE 2011-2012 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Christian Mohr is hereby recognized as Miss East Bethel Princess and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Christian Mohr will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

Bill Boyer, Council Member

Robert DeRoche, Jr., Council Member

Heidi Moegerle, Council Member

Steven Voss, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2011-30

RESOLUTION RECOGNIZING THE 2011-2012 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Britany Cich is hereby recognized as Junior Princess and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Britany Cich will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

Bill Boyer, Council Member

Robert DeRoche, Jr., Council Member

Heidi Moegerle, Council Member

Steven Voss, Council Member

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2011-31

RESOLUTION RECOGNIZING THE 2011-2012 EAST BETHEL ROYALTY

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City of East Bethel as an Ambassador for a twelve month period by appearing at numerous City festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these pageant winners devote to representing the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Ms. Joslyn Jacobson is hereby recognized as Little Miss East Bethel and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for the time and effort Ms. Joslyn Jacobson will devote to representing the City for the next twelve months.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

Bill Boyer, Council Member

Robert DeRoche, Jr., Council Member

Heidi Moegerle, Council Member

Steven Voss, Council Member

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 5.0 D

Agenda Item:

Potentially Dangerous Dog Hearing

Requested Action:

Determine if the potentially dangerous dog determination should be maintained, modified or removed.

Background Information:

The hearing requested by the animal owner relates to a dog bit incident that occurred on June 20, 2011. The Anoka County Sherriff's office reported a 3-year-old Labrador Retriever in the public right of way in front of 18554 Buchanan St. NE. bit a resident.

The incident was unprovoked and it is now sufficient to issue a potentially dangerous dog notice pursuant to chapter 10 of the city code. Staff has included a copy of the incident report and the animal owners appeal. A review of city records indicates that the dog is not currently licensed.

On July 18, 2011, Mr. Heffner submitted a request for a hearing before city council. Pursuant to city code chapter 10, section 10-72, they are to be granted a hearing before the city council. Mr. Heffner will be present on August 17, 2011 to appeal the determination that the dog in question is a potentially dangerous dog by virtue of the evidence provided in the police report.

The city council pursuant to section 10-72 has several obligations and options regarding this matter.

1. Conduct the hearing allowing the owner to present reasons why the potentially dangerous dog determination should be lifted or sustained.
2. If the potentially dangerous dog determination is sustained, identify the action to be taken:
 - a. dispose of the animal
 - b. allow the owners to keep the animal with restrictions.
3. If the potentially dangerous dog determination is not sustained, make a determination that the animal is to be released without further action from or by the City Council.

We have outlined the requirements for maintaining the animal should the potentially dangerous dog determination be sustained. These include:

a) Requirements: If after a hearing, if a hearing is requested under Section 10 – 72, the city council finds that the dog is potentially dangerous but does not order the destruction of the dog, the city council shall order one or more of the following as the requirement(s) for the keeping of the dog in the city, which, beginning six months after the dog is declared a potentially dangerous dog, will be reviewed on an annual basis by the city administrator. If, in reviewing the requirement(s) for keeping a potentially dangerous dog, the owner has provided the evidence required under Minnesota Statutes, Sec. 347.51, Subd. 3a. and there have been no ordinance violations for a period of two years, the city administrator may use discretion in determining whether one or more or none of the requirement(s) set forth below will still be required:

- 1) That the owner provide and maintain a proper enclosure for the potentially dangerous dog as defined in Section 10 - 70; and
- 2) That the owner post the front and the rear of the premises with clearly visible warning signs, including a warning symbol, a copy of which will be furnished by the city, to inform children, that there is a potentially dangerous dog on the property in the manner specified in Minnesota Statutes Sec. 347.51. The owner must pay a reasonable fee to cover the cost of the warning symbol; and
- 3) That an easily identifiable, standardized tag identifying the dog as potentially dangerous and containing the uniform dangerous dog symbol must be affixed to the dog's collar at all times as specified in Minnesota Statutes, Sec. 347.51 for a dangerous dog; and
- 4) That the owner provides and shows proof annually of public liability insurance paid in full in the minimum amount of \$300,000.00. The insurance must insure the owner for any personal injuries inflicted by the potentially dangerous dog. The owner shall have 14 business days from the request to show proof of insurance, except that if the dog is impounded, proof of insurance must be demonstrated prior to the dog's release; and
- 5) That if the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six feet in length) and under the physical restraint of a person 18 years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal but will not cause injury to the dog or interfere with its vision or respiration; and
- 6) That all dogs deemed potentially dangerous by the City Council be registered with the City within 14 days after the date the dog was so deemed and provide satisfactory proof thereof to the City Administrator.
- 7) That the dog must have a lifetime license and be up to date on rabies vaccination.
- 8) That the owner must allow a compliance official on the owner's property to conduct a site inspection within 14 days of determination of potentially dangerous dog by the City Council.

b) Registration Fee: The owner(s) of a dog that has been declared potentially dangerous shall pay an annual registration fee to the City of \$250.00 in addition to any regular dog licensing fees and a reasonable fee to cover the City's administrative costs within 14 days of the declaration and again on or before the anniversary date of the declaration for the two year period. If the dog has been impounded, the fee must be paid prior to the dog's release.

The animal control authority shall issue a certificate of registration to the owner of the potentially dangerous dog if the owner presents sufficient evidence of compliance with the requirements of this section.

Attachment(s):

- 1) Incident Report #11135516 dated June 20, 2011
- 2) Request for a hearing from Mr. Heffner, received July 18, 2011

Fiscal Impact:

\$65.00 (Staff administration)

Recommendation(s):

Staff seeks direction regarding the potentially dangerous dog determination in this incident pursuant to city code chapter 10, animals, article II. dogs, division 3.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

INCIDENT INFO

Agency Name: ANOKA COUNTY SHERIFFS OFFICE		ORI #: MN0020000	JCF: <input type="checkbox"/>	Add'l Pages: <input type="checkbox"/>	 * 1 1 1 3 5 5 1 6 *
Reporting Officer(s): 18356 WOLD, TRAVIS				Total Value Stolen (Property): \$0.00	
Date Reported: 06/20/2011 09:24 PM	Assigned: 2124	Arrived: 2135	Cleared: 2219	Total Value Damaged (Property): \$0.00	
Earliest Date/Time Occurred:		Latest Date/Time Occurred:			
Location of Offense/Incident: 18554 BUCHANAN ST NE EAST BETHEL, MN 55011-				Apt.:	Grid: L60000 - EAST BETHEL

OFFENSE(S)

MOC Code:	Classification:	Disposition:
09561	ANIMAL - DOG BITES	ASSISTED/ADVISED

NARRATIVE

Incident Narrative 1
ON 6/20/2011 AT 2124 HOURS I, DEPUTY WOLD, RESPONDED TO VILLAGE GREEN LOT #42 FOR A DOG BITE REPORT.

SEE SUPPLEMENT.

DEPUTY WOLD
:KH 6/21/11

CC: EAST BETHEL CITY HALL

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

NAME(S)

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: R	Name: PAQUIN, MICHELLE ANN	Alias:
Address (Street, City, State, Zip): 18164 HWY 65 NE EAST BETHEL, MN 55011-				
Apt.: 42		Date of Birth: 03/06/1972		Sex: FEMALE
Race: WHITE				
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone: 763-413-2825
Work/Bus. Cell: 763-370-7171		Cell/Pager/Fax:		
<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: O	Name: HEFFNER, CHRISTOPHER NICHOLAS	Alias:
Address (Street, City, State, Zip): 18554 BUCHANAN ST NE EAST BETHEL, MN 55011-				
Apt.:		Date of Birth: 12/12/1957		Sex: MALE
Race: WHITE				
Height: 506	Weight: 195	Hair Color:	Eye Color:	Home/Bus. Phone: 763-434-5774
Work/Bus. Cell: 763-434-4175		Cell/Pager/Fax: 762-226-5774		
<input type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U:	Code:	Name:	Alias:
Address (Street, City, State, Zip):				
Apt.:		Date of Birth:		Sex:
Race:				
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:
Work/Bus. Cell:		Cell/Pager/Fax:		

CASE

Supervisor:	Extra Copy To: CITY OF EAST BETHEL - LARRY MARTIN	Related Case Number:
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Attachment #1

SUPPLEMENTARY INVESTIGATION REPORT

CASE NO. 11135516



OFFENSE: DOG BITE

COMPLAINANT:

ADDRESS:

ADDITIONAL DETAILS OF OFFENSE, PROGRESS OF INVESTIGATION, ETC.

I ARRIVED AND SPOKE TO THE VICTIM WHO WAS IDENTIFIED AS MICHELLE PAQUIN. MICHELLE STATED THAT SHE WAS WALKING BY A DRIVEWAY AT 18554 BUCHANAN ST NE WHEN SHE OBSERVED A YELLOW LAB BARKING AT HER. MICHELLE STATED THAT AT FIRST THE DOG WAS IN THE DRIVEWAY AND WAS STAYING THERE BUT WHEN SHE CONTINUED TO WALK PAST THE DRIVEWAY THE DOG CAME OUT TO THE STREET AND ATTACKED HER. MICHELLE DID SHOW ME A SMALL RED BITE MARK ON HER SIDE WHICH WAS PHOTOGRAPHED. THERE WAS A SMALL AMOUNT OF BLOOD THAT HAD COME FROM THE WOUND BUT IT WAS MINOR. MICHELLE ADVISED ME THAT SHE WAS GOING TO UNITY HOSPITAL TO HAVE THE BITE LOOKED AT.

I THEN WENT TO 18554 BUCHANAN ST NE TO SPEAK WITH THE OWNER OF THE DOG. THERE I SPOKE WITH CHRISTOPHER HEFFNER. I ASKED CHRIS THEN TO EXPLAIN WHAT HE HAD OBSERVED. CHRIS STATED THAT HIS DOG WAS ON HIS PROPERTY BARKING AT MICHELLE AS SHE WALKED BY HIS DRIVEWAY. AS SHE CONTINUED TO WALK PAST, CHRIS STATED THAT HIS DOG THEN WENT DOWN TO THE END OF THE DRIVEWAY AND CAME UP TO MICHELLE. CHRIS STATED THAT MICHELLE THREW HER HANDS UP AS HIS DOG CAME CLOSE TO HER AND THAT'S WHEN HE SAW HIS DOG NIP AT HER.

CHRIS WAS UNABLE TO PRODUCE ANY SHOT RECORDS FOR HIS DOG BUT DID STATE THAT HE HAD THEM AT HIS SHOP AND WOULD BE ABLE TO PROVIDE THEM TOMORROW. THE DOG WAS PICKED UP BY TAMMI WITH EAST BETHEL ANIMAL CONTROL AND I CLEARED WITH NO FURTHER ACTIONS TAKEN

DEPUTY WOLD
ANOKA COUNTY SHERIFF'S OFFICE
:KH 6/21/11

THIS OFFENSE IS DECLARED:

Unfounded
Cleared by Arrest
Exceptionally Cleared
Inactive (Not Cleared)
Refer to other Agency

SIGNED: _____
Investigating Officer

DATE: _____

SIGNED: _____
Chief or Commanding Officer

DATE: _____

This Form is Used by Officer Assigned to a Case to Report Progress After Three and Seven Days and Weekly Thereafter. Also to Report Significant Developments.

Agency Name: ANOKA COUNTY SHERIFFS OFFICE		ORI #: MN0020000	JCF: <input type="checkbox"/>	Add'l Pages: <input type="checkbox"/>	 *11135516*
Reporting Officer(s): 18356 WOLD, TRAVIS					Total Value Stolen (Property): \$0.00
Date Reported: 06/20/2011 09:24 PM	Assigned: 2124	Arrived: 2135	Cleared: 2219		Total Value Damaged (Property): \$0.00
Earliest Date/Time Occurred:		Latest Date/Time Occurred:			Total Value Recovered (Property): \$0.00
Location of Offense/Incident: 18554 BUCHANAN ST NE EAST BETHEL, MN 55011-				Apt.:	Grid: L60000 - EAST BETHEL

INCIDENT INFO

MOC Code: D9561	Classification: ANIMAL - DOG BITES	Disposition: ASSISTED/ADVISED

OFFENSE(S)

Incident Narrative 1
 ON 6/20/2011 AT 2124 HOURS I, DEPUTY WOLD, RESPONDED TO VILLAGE GREEN LOT #42 FOR A DOG BITE REPORT.
 SEE SUPPLEMENT.
 DEPUTY WOLD
 :KH 6/21/11
 CC: EAST BETHEL CITY HALL

NARRATIVE

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

<input checked="" type="checkbox"/> Person	AJJ/U: A	Code: R	Name: PAQUIN, MICHELLE ANN	Alias:
<input type="checkbox"/> Business	Address (Street, City, State, Zip): 18164 HWY 65 NE EAST BETHEL, MN 55011-			
Height:	Weight:	Hair Color:	Eye Color:	Apt.:
				42
Home/Bus. Phone:		Date of Birth:	Sex:	Race:
			FEMALE	WHITE
Work/Bus. Cell:		Cell/Pager/Fax:		

<input checked="" type="checkbox"/> Person	AJJ/U: A	Code: O	Name: HEFFNER, CHRISTOPHER NICHOLAS	Alias:
<input type="checkbox"/> Business	Address (Street, City, State, Zip): 18554 BUCHANAN ST NE EAST BETHEL, MN 55011-			
Height:	Weight:	Hair Color:	Eye Color:	Apt.:
Home/Bus. Phone:		Date of Birth:	Sex:	Race:
			MALE	WHITE
Work/Bus. Cell:		Cell/Pager/Fax: 762-226-6774		

<input type="checkbox"/> Person	AJJ/U:	Code:	Name:	Alias:
<input type="checkbox"/> Business	Address (Street, City, State, Zip):			
Height:	Weight:	Hair Color:	Eye Color:	Apt.:
Home/Bus. Phone:		Date of Birth:	Sex:	Race:
Work/Bus. Cell:		Cell/Pager/Fax:		

NAME(S)

Supervisor:	Extra Copy To: CITY OF EAST BETHEL - LARRY MARTIN	Related Case Number:
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CASE

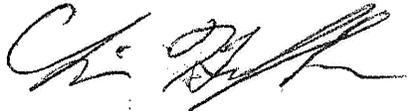
Attachment #1

7-18-11

To: Larry Martin @ city of East Bethel
From: Chris Heffner
18554 Buchanan St N.E.
East Bethel, Mn. 55011

In regard to your letter dated 7/5/11, on the dangerous dog decision, I am appealing the decision. My golden Lab is not "normally" aggressive as stated. With the recent construction circus right in front of my house, the days of loud, high pitched, noise & screaming had really upset my dog and I'm positive that was a huge part of what happened. So I would like to explain to the entire city council all the facts so they can make an informed decision. I would also ask that Tammy (city animal control) be present to give her opinion. She has had some time with my dog and I think her opinion would help me.

Thank you for your time,
Chris Heffner & Molly



7-18-11

YEAR	2005	2006	2007	2008	2009	2010	% Change	1/2 2011	2011 Projections	Projected % Change
CONTRACT PRICE	571,786	\$668,948	723,781	862,428	1,000,288	1,010,950	76.80%		1,029,218	80.00%
RADIO CALLS	6032	5793	5603	4756	4741	4907	-18.65%	2306	4612	-23.54%
INCIDENT REPORTS	6111	5461	5228	4535	4845	4403	-27.95%	1998	3996	-34.61%
TOTAL CALLS/REPORTS	12143	11254	10831	9291	9586	9310	-23.33%	4304	8608	-29.11%
BURGLARIES	91	70	68	65	43	48	-47.25%	18	36	-60.44%
THEFTS	379	315	217	264	225	245	-35.36%	91	182	-51.98%
CRIM SEX CONDUCT	18	14	14	4	15	9	-50.00%	4	8	-55.55%
ASSAULT	93	85	45	24	32	30	-67.74%	12	24	-74.19%
DAMAGE TO PROP	171	178	136	141	103	96	-43.86%	37	74	-56.73%
HARR COMM	65	64	52	38	46	32	-50.77%	18	36	-44.62%
MVA	116	116	98	84	87	94	-18.97%	32	64	-44.83%
DOMESTICS (NO ARR?)	106	100	129	70	90	82	-22.64%	37	74	-30.19%
MEDICAL	201	255	297	249	262	248	23.38%	126	252	25.37%
ORDINANCE COMPL.	108	95	101	73	102	88	-18.52%	18	36	-66.67%
ANIMAL COMPLAINTS	178	202	210	198	155	122	-31.46%	55	110	-38.20%
DRUGS, NOT METH	10	5	5	6	10	7	-30.00%	3	6	-40.00%
DRUGS , METH	16	9	13	3	9	5	-68.75%	4	8	-50.00%
DOMESTIC ASSAULTS	48	47	53	46	28	32	-33.33%	18	36	-25.00%
TOTAL COMPLAINTS	1600	1555	1438	1265	1207	1138	-28.88%	473	946	-40.88%
FELONY ARRESTS	152	91	54	32	50	39	-74.34%	25	50	-67.11%
GROSS MISDEM ARR	86	54	23	30	6	4	-95.35%	2	4	-95.35%
MISDEMEANOR ARR	334	326	353	363	181	168	-49.70%	42	84	-74.85%
DUI ARRESTS	65	52	51	62	48	76	16.92%	27	54	-16.92%
DOMESTIC ARRESTS	28	49	49	46	29	31	10.71%	13	26	-7.14%
WARRANT ARRESTS	222	169	87	76	86	69	-68.92%	26	52	-76.58%
TRAFFIC ARRESTS	1045	735	815	777	1034	833	-20.29%	401	802	-23.25%
TOTAL ARRESTS	1932	1476	1432	1386	1434	1220	-36.85%	536	1072	-44.51%

ATTACHMENT #1

	2011	2010	2009	2008	2007	2006	2005
Radio Calls	2306	4907	4741	4756	5603	5793	6032
Incident Reports	1998	4403	4845	4535	5228	5461	6111
Burglaries	18	48	43	65	68	70	91
Thefts	91	245	225	264	217	315	379
Crim Sex Conducts	4	9	15	4	14	14	18
Assault	12	30	32	24	45	85	93
Dam to Prop	37	96	103	141	136	178	171
Harr Comm	18	32	46	38	52	64	65
Felony Arrests	25	39	50	32	54	91	152
GM Arrests	2	4	6	30	23	54	86
Misd Arrests	42	168	181	363	353	326	334
DUI Arrests	27	76	48	62	51	52	65
Domestic Arrests	13	31	29	46	49	49	28
Warrant Arrests	26	69	86	76	87	169	222
Traffic Arrests	401	833	1034	777	815	735	1045
Motor Vehicle Accidents	32	94	87	84	98	116	116
Domestics	37	82	90	70	129	100	106
Medical	126	248	262	249	297	255	201
Ordinance Complaints	18	88	102	73	101	95	108
Animal Complaints	55	122	155	198	210	202	178
Drugs - Except Meth	3	7	10	6	5	5	10
Drugs - meth	4	5	9	3	13	9	16
Domestic Assaults	18	32	28	46	53	47	48

ATTACHMENT # 1.1



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 6.0 A

Agenda Item:

Interview Planning Commission Applicants and Appoint New Members

Requested Action:

Consider interviewing applicants for the vacancies on the Planning Commission and appoint three candidates to the vacancies.

Background Information:

Three Planning Commission members recently resigned from the commission. Previous Member Eldon Holmes term expires on December 31, 2013, previous Member Tim Landborgs term expires on December 31, 2012 and Previous Member Julie Molines term expires on December 31, 2011.

In response to these vacancies, we advertised on the City's website, on our community bulletin board and with e-mail notifications. The City received letters of interest from Lou Cornicelli, Tanner Belfany and Joseph Pelawa.

Staff sent out a questionnaire to all candidates to be completed and returned by Tuesday, August 16th. The questionnaires will be sent to Council via e-mail when returned.

Fiscal Impact:

None

Recommendation:

Staff is recommending Council interview the three candidates for the three vacancies and appoint three Planning Commission members.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 6.0 B

Agenda Item:

Interview Economic Development Authority (EDA) Commission Applicants and Appoint New Members

Requested Action:

Consider interviewing applicants for the Economic Development Authority (EDA) Commission and appoint two candidates.

Background Information:

With the change in the membership on the Economic Development Authority (EDA) composition, we advertised for commission members on the City's website, on our community bulletin board and with e-mail notifications. The City received letters of interest from John Landwehr, Brian Bezanson, Sharon Lawrence, Dan Butler, Julie Lux, Tanner Balfany, and Troy Lachinski. Terms are suggested to be staggered.

Staff sent out a questionnaire to all candidates to be completed and returned by Tuesday, August 16th. The questionnaires will be sent to Council via e-mail when returned.

Fiscal Impact:

None

Recommendation:

Staff is recommending Council interview the seven candidates for the EDA Commission and appoint two EDA Commission members.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 8.0

Agenda Item:

Anoka County Sheriff's Department 2012 Contract Options

Requested Action:

Consider selecting an option for 2012 Law Enforcement Coverage from the Anoka County Sheriff's Department.

Background Information:

The Anoka County Sheriff's Office (ACSO) has provided the City of East Bethel with police services since 1973. The City has increased the scope of services over the past 38 years to currently include 40 hour per day coverage.

The cost for police services has increased 80% over the past 6 years from \$571,786 in 2005 to \$1,029,218 in 2011. A significant portion of these costs reflect an increase in service. However, it must be noted that all calls for service have decreased by 29.1% between 2005 and 2010 (Attachment #1).

Except for medical calls, DUI arrests and domestics, all measured categories, as furnished by the ACSO(see Attachment #1)decreased by a minimum of 18.5% since 2005. Meth calls dropped by 68.8% and assault calls dropped by 67.7% for the same time period. Radio calls and incident reports decreased by 23.3%; investigative complaints decreased by 28.88%; and total arrests decreased by 36.9% during this period.

Medical calls increased by 23.4%; DUI arrests increased by 16.9% and Domestic arrests have increased by 10.71% during this period. East Bethel has a strong record of enforcing alcohol and abuse standards and that priority will continue.

Compared to 2005 and projecting through the remainder of 2011, it is anticipated that there will be a decrease of 29.1% in calls and reports, a decrease of 40.9% in investigative complaints and a decrease of 44.5% in total arrests.

This year to year decline in crime rate trends has been consistently decreasing during the years between 2005 and 2011. During this period of decreasing crime rates, the cost of Sheriff Department services increased 80%. Based on these statistics evaluation of the options for law enforcement services and their associated costs for the City is required.

Comment [MSOffice1]: This should be one paragraph with the preceding sentence!

The justification for reductions in the scope of our current law enforcement services is based on the statistical evidence that shows a continual and significant downward trend in calls for

service. Police protection is currently 21% of our total General Fund budget. It is critical to balance the need for law enforcement services with the value obtained by our expenditures for this item.

The following options are presented for consideration for the 2012 law enforcement contract. All options provide the minimum coverage of 40% proactive time and include the cost of a 20 hour per week CSO. All options shall address issues of accountability and flexibility in final contract documents.

With the exception of Option 1, all the other proposals attempt to match the crime and call trends with a corresponding decrease of expenditures to reflect these conditions.

OPTION 1

Option 1 is a continuation of the current 40 hour week city boundary coverage that the City currently has contracted. The cost for this service in 2011 is \$1,037,218 and the proposed service agreement for the same coverage in 2012 would be \$1,092,641 not including any credits for State Police Aid. This coverage is exclusive to East Bethel.

This alternative would continue the current contract with 40 hour per day coverage with one CSO for 2012. The cost for this option would result in an increase of up to \$55,423 over the 2011 contract. This is an increase of 91.1% over the 2005 rate.

OPTION 2

This city boundary plan would result in a reduction in coverage from 40 to 32 hours per day. Again, under this plan, coverage is exclusive to East Bethel. The cost of this plan is \$897,112 including the cost of 20 hours per week of CSO service.

This plan represents a savings of up to \$195,529 over the estimated cost of the proposed 2012 forty hour coverage contract. This is 56.9% increase over the 2005 rate but a decrease of only 13.5% from 2012 cost.

OPTION 3

The ACSO has made a proposal to consolidate police protection services into a single patrol "district" which would cover the Cities of East Bethel, Ham Lake and Oak Grove. This "District" concept would be administered under an agreement between the three cities and offer a reduction in the costs of police services.

Under the most recent proposal, the cost to the City of East Bethel would range from \$770,655 to \$849,826 depending on the final cost allocation formula for the "District" police services for 2012. The addition of a CSO would be at a cost of \$46,343 for 20 hour/week service.

Attached for your review is an outline of the program for 17 deputy coverage. There would no guaranteed or dedicated hours allocated to each City and coverage could vary depending on the priority of calls and officer leave times.

This option would result in a savings ranging from \$275,643 to \$190,001.

OPTION 4

This alternative would utilize the District concept of consolidated and shared services to provide for additional coverage over and above that available from Option 3. This option would provide for approximately 88 hours of coverage per day for the three Cities. Again, there would no

guaranteed or dedicated hours allocated to each City and coverage could vary depending on the priority of calls and officer leave times.

The cost for this option would range from \$814,270 to \$897,922 depending on the final allocation of costs. The addition of a CSO would add another \$46,343 to this cost.

Total savings for this option would range from \$232,028 to \$141,539.

OPTION 5

This plan proposes an individual contract with the ACSO for 36 hour per day coverage and a 20 hour per week CSO at a cost of \$897,112. With the addition of a CSO the total coverage would be 40 hours per day.

Total cost of this proposal is estimated to be \$999,152 or a savings of \$93,489 over the 2012 forty hour coverage contract, plus CSO. This is a 10% reduction in sworn officer coverage, a 9.1% decrease in total coverage and an 8.6% reduction in cost from the proposed 2012 contract.

This option replaces the Option 5 that was presented at the August 3, 2011 Council meeting. The previous Option 5 proposed 32 hour coverage and sharing an officer with Ham Lake for an additional 4 hours. The ACSO has provided costs for this proposal and a straight 36 hour coverage contract and they are identical. It also appears the Ham Lake may be considering other alternatives for their law enforcement needs.

The 36 hour coverage plan including a CSO appears to be justified in light of the 29.1% reduction in all calls and the overall reduction in the categories of reportable incidents as indicated in the attachments.

All costs for these options could vary slightly depending on any final adjustments in the ACSO contract. Any cost changes would be proportional. These figures do not account for reductions that could be credited from Police State Aid. This amount is to be determined but could range from \$38,304 to \$47,880 depending on the contract option selected.

Summary of Options

Option	Cost	Savings*	Considerations
1	\$1,092,641	<55,423>**	40 hour exclusive coverage
2	\$ 897,112	\$195,529	32 hour exclusive coverage
3	\$817,208-\$896,169	\$275,643-\$196,472	Shared Coverage
4	\$860,613-\$944,265	\$232,028-\$148,376	Shared Coverage
5	\$999,152	\$ 93,489	36 hour exclusive coverage

*** The lower amount of the costs and related savings are based on quotes from the ACSO. The higher amount is calculated assuming East Bethel would be responsible for 39.4% of the contract cost.**

**** Increase over 2011 Contract costs**

Again, all options provide the minimum coverage of 40% proactive time and include the cost of a 20 hour per week CSO. All options shall address issues of accountability and flexibility in final contract documents.

Selection of Option 1, 2 or 5 would only require a contract between East Bethel and the ACSO.

Should East Bethel, Ham Lake and Oak Grove approve either Option 3 or 4 there would have to be a contractual agreement between the three entities that outline the allocation of costs and the terms and conditions of the agreement. All three Cities would have to approve a contract in order to proceed with a shared services proposal. Upon executing this agreement the ACSO can prepare separate contracts for each of the three Cities.

The ACSO needs direction as to which of these options or variations thereof we are interested in pursuing. Once that is determined the ACSO can continue to move forward in completing a 2012 contract.

Attachment(s):

- 1. Attachment 1& 1.A, Statistical Analysis of ACSO Call Report and ACSO Call Report
- 2. ACSO Law Enforcement Quotes
- 3. Per Household Cost per Option

Fiscal Impact:

As noted above.

Recommendation(s):

Staff recommends that Council consider Option 5 as the coverage contract for 2012 with the ACSO.

City Council Action

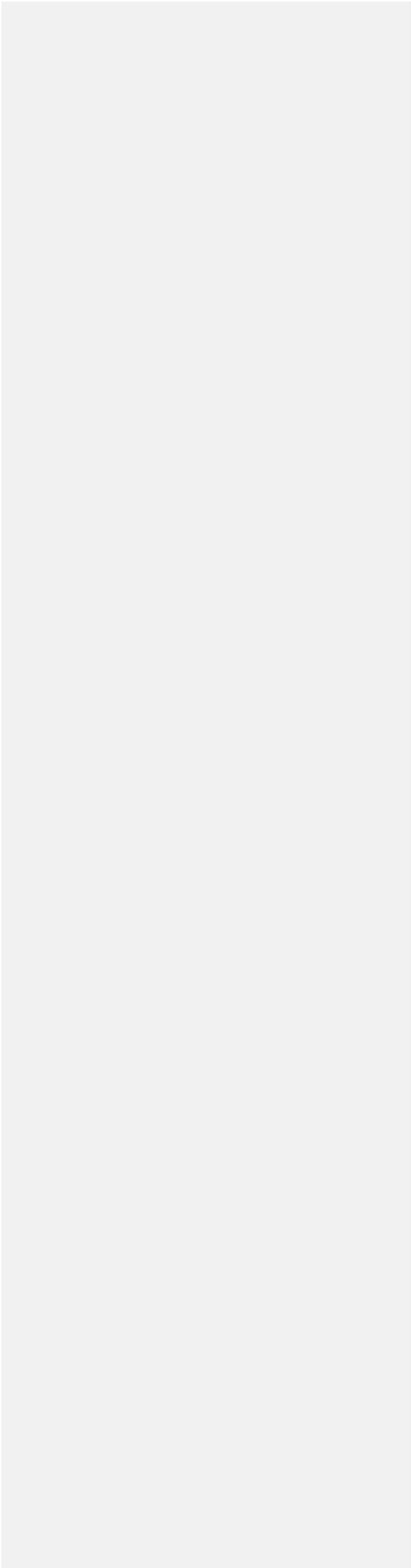
Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	8.40 Deputies at \$5,316 /month	535,823
2.)	7 Overtime (Average hours/month per Deputy)	32,458
B. Non-Sworn C.S.O.		16,432
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	81,832
	P.E.R.A. (Non-Sworn)	1,191
	FICA	1,257
	Medicare	8,240
	Severance Allowance	14,467
	Unemployment Compensation	877
	Life Insurance	353
	Health Insurance	117,692
	Dental Insurance	4,007
	Long Term Disability Insurance	1,250
	Worker's Compensation	8,829
	Uniforms	8,568
	<i>Total Benefits</i>	248,565
TOTAL PERSONNEL COSTS		\$833,278

II. VEHICLE

A.	Police Equipped Vehicles	2 Squads	57,000
B.	C.S.O. Vehicle	1 Vehicle	7,200
C. Maintenance Costs			
1.)	Vehicle		90,313
2.)	Emergency & Communications Equipment & replc/maint fees		8,159
3.)	Emergency Vehicle Equipment replc. Fee		1,000
3.)	Insurance		8,100
4.)	Cellular Telephone		2,040
	<i>Total Maintenance Costs</i>		109,612
TOTAL VEHICLE COSTS			\$173,812

III. Administrative Costs

Administrative, Clerical,+ substation computer line charge, Etc. **\$85,552**

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

*Less Amount Received From State for Police State Aid 47,880

NET COST TO CONTRACTING MUNICIPALITY **\$1,044,761**

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$5,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	6.72 Deputies at \$5,316 /month	428,658
2.)	7 Overtime (Average hours/month per Deputy)	25,967
B. Non-Sworn C.S.O.		16,432
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	65,466
	P.E.R.A. (Non-Sworn)	1,191
	FICA	1,257
	Medicare	6,592
	Severance Allowance	11,574
	Unemployment Compensation	707
	Life Insurance	282
	Health Insurance	94,154
	Dental Insurance	3,205
	Long Term Disability Insurance	1,000
	Worker's Compensation	7,113
	Uniforms	6,972
	<i>Total Benefits</i>	199,513

TOTAL PERSONNEL COSTS

\$670,570

II. VEHICLE

A. Police Equipped Vehicles	2 Squads	57,000
B. C.S.O. Vehicle	1 Vehicle	7,200
C. Maintenance Costs		
1.)	Vehicle	74,375
2.)	Emergency & Communications Equipment & replc/maint fees	7,546
3.)	Emergency Vehicle Equipment replc. Fee	1,000
3.)	Insurance	8,100
4.)	Cellular Telephone	2,040
	<i>Total Maintenance Costs</i>	93,061

TOTAL VEHICLE COSTS

\$157,261

III. Administrative Costs

Administrative, Clerical,+ substation computer line charge, Etc. **\$69,281**

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$897,112

*Less Amount Received From State for Police State Aid 38,304

NET COST TO CONTRACTING MUNICIPALITY

\$858,808

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$5,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1
State aid would be reduced next year due to reduction in FTE

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.) 17.00 Deputies at \$5,316 /month		1,084,403
2.) 7 Overtime (Average hours/month per Deputy)		65,690
B. Non-Sworn C.S.O.		0
C. Benefits for Sworn and Non-Sworn Personnel		
P.E.R.A. (Sworn)	165,613	
P.E.R.A. (Non-Sworn)	0	
FICA	0	
Medicare	16,676	
Severance Allowance	29,279	
Unemployment Compensation	1,725	
Life Insurance	714	
Health Insurance	238,187	
Dental Insurance	8,109	
Long Term Disability Insurance	2,530	
Worker's Compensation	17,366	
Uniforms	16,150	
<i>Total Benefits</i>		496,350
TOTAL PERSONNEL COSTS		\$1,646,443

II. VEHICLE

A. Police Equipped Vehicles	5 Squads	142,500
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.) Vehicle		163,200
2.) Emergency & Communications Equipment & replc/maint fees		14,360
3.) Emergency Vehicle Equipment replc. Fee		2,500
4.) Insurance		13,500
5.) Cellular Telephone		6,300
<i>Total Maintenance Costs</i>		199,860
TOTAL VEHICLE COSTS		\$342,360

III. Administrative Costs

Administrative, Clerical,+ substation computer lines charges, Etc.	\$168,116
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IV. TOTAL COST TO CONTRACTING MUNICIPALITY

	\$2,156,919
*Less Amount Received From State for Police State Aid	115,140
NET COST TO CONTRACTING MUNICIPALITY	\$2,041,779

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$5,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1
State aid would be reduced next year due to reduction in FTE

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	18.00 Deputies at \$5,316 /month	1,148,191
2.)	7 Overtime (Average hours/month per Deputy)	69,554
B. Non-Sworn C.S.O.		0
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	175,355
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	17,657
	Severance Allowance	31,001
	Unemployment Compensation	1,827
	Life Insurance	756
	Health Insurance	252,198
	Dental Insurance	8,586
	Long Term Disability Insurance	2,679
	Worker's Compensation	18,388
	Uniforms	17,100
	<i>Total Benefits</i>	525,547
TOTAL PERSONNEL COSTS		\$1,743,292

II. VEHICLE

A. Police Equipped Vehicles	5 Squads	142,500
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.)	Vehicle	178,373
2.)	Emergency & Communications Equipment & replc/maint fees	14,725
3.)	Emergency Vehicle Equipment repic. Fee	2,500
4.)	Insurance	13,500
5.)	Cellular Telephone	6,300
	<i>Total Maintenance Costs</i>	215,398
TOTAL VEHICLE COSTS		\$357,898

III. Administrative Costs

Administrative, Clerical,+ substation computer lines charges, Etc. **\$177,801**

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

*Less Amount Received From State for Police State Aid 115,140

NET COST TO CONTRACTING MUNICIPALITY **\$2,163,851**

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$5,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1
State aid would be reduced next year due to reduction in FTE

East Bethel

January 2012 - December 2012

**Thirty Six Hour Coverage
Twenty Hours Per Week CSO Coverage**

365 DAYS/YEAR

260 DAYS/YEAR

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.) 7.6 Deputies at \$5,316 /month		484,792
2.) 7 Overtime (Average hours/month per Deputy)		29,367
B. Non-Sworn C.S.O.		16,432
C. Benefits for Sworn and Non-Sworn Personnel		
P.E.R.A. (Sworn)	74,039	
P.E.R.A. (Non-Sworn)	1,191	
FICA	1,257	
Medicare	7,455	
Severance Allowance	13,089	
Unemployment Compensation	796	
Life Insurance	319	
Health Insurance	106,484	
Dental Insurance	3,625	
Long Term Disability Insurance	1,131	
Worker's Compensation	8,012	
Uniforms	7,808	
<i>Total Benefits</i>		<i>225,207</i>
TOTAL PERSONNEL COSTS		\$755,798

II. VEHICLE

A. Police Equipped Vehicles	2 Squads	57,000
B. C.S.O. Vehicle	1 Vehicle	7,200
C. Maintenance Costs		
1.) Vehicle	82,344	
2.) Emergency & Communications Equipment & replc/maint fees	7,867	
3.) Emergency Vehicle Equipment replc. Fee	1,000	
3.) Insurance	8,100	
4.) Cellular Telephone	2,040	
<i>Total Maintenance Costs</i>		<i>101,351</i>
TOTAL VEHICLE COSTS		\$165,551

III. Administrative Costs

Administrative, Clerical,+ substation computer line charge, Etc.	\$77,804
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IV. TOTAL COST TO CONTRACTING MUNICIPALITY

*Less Amount Received From State for Police State Aid	47,880
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NET COST TO CONTRACTING MUNICIPALITY	\$951,272
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*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$5,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

State aid would be reduced next year due to reduction in FTE

Law Enforcement Contracting Cost Option with 17 Deputies

Actual		Example Only	
2011		2011 District	
Contract Costs	Contract Costs	Contract Costs	Difference
Oak Grove **	670,225	446,266	223,959
East Bethel *	1,031,380	758,772	272,608 *
Ham Lake	941,124	918,624	22,500
Total	2,642,729	2,123,661	519,068

* East Bethel would need to add CSO Costs of \$45,718
 ** Oak Grove's expansion was annualized for comparison purposes

Calls For Service Percentages

CFS	% of Calls
Oak Grove	2,976 21.01%
East Bethel	5,060 35.73%
Ham Lake	6,126 43.26%
Combined Calls	14,162 100.00%

Proposed		Proposed	
2012 Individual		2012 District	
Contract Costs	Contract Costs	Contract Costs	Difference
Oak Grove	641,656	453,255	188,401
East Bethel *	1,046,298	770,655	275,643 *
Ham Lake	955,573	933,010	22,563
Total	2,643,527	2,156,919	486,608

* East Bethel would need to add CSO Costs of \$46,343

*** The Total Cost for this option is \$2,156,919. It is up to the cities to determine the final cost distribution between each of the cities.

ATTACHMENT # 3

Household Costs per Option

As requested the following information is provided for per household costs for the 2012 ACSO contract proposals for law enforcement services.

<u>Proposal</u>	<u>Cost</u>	<u># of Households</u>	<u>Cost/Household</u>
Option 1	\$1,092,641	4,060	\$269.12
Option 2	\$ 897,112	4,060	\$220.96
Option 3	\$ 770,655*	4,060	\$189.82
Option 4	\$ 814,287*	4,060	\$200.57
Option 5	\$ 999,152	4,060	\$246.10

*These costs are based on East Bethel's percentage of calls for the three Cities.

The following table projects the dollar amount of tax cost on a property with an average value of \$175,000 based on the option costs listed above for 2012 ASCO services .

<u>Proposal</u>	<u>% of 2012 Budget*</u>	<u>TaxCost/\$175K /Home</u>	<u>Taxes for \$175K Home*</u>
Option 1	22.1	\$767.50	\$169.27
Option 2	18.1	\$767.50	\$138.98
Option 3(770,655)	15.6	\$767.50	\$119.39
Option 3(849,826)	17.2	\$767.50	\$131.66
Option 4(814,270)	16.4	\$767.50	\$126.15
Option 4(897,922)	18.1	\$767.50	\$139.11
Option 5	20.2	\$767.50	\$155.04

* Option costs as a per cent of a proposed 2012 budget of \$4,954,126 and a projected city tax cost of \$767.50 on a property valuation of \$175,000.



Payments for Council Approval August 17, 2011

Bills to be Approved for Payment	\$185,986.40
Electronic Payments	\$21,987.44
Payroll City Staff - August 4, 2011	\$32,913.03
Total to be Approved for Payment	\$240,886.87

City of East Bethel

August 17, 2011

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Arena Operations	Professional Services Fees	36	Gibson's Management Company	615	49851	2,924.73
Arena Operations	Telephone	80111	Qwest	615	49851	110.68
Building Inspection	Motor Fuels	1928173	Lubricant Technologies, Inc.	101	42410	231.76
Central Services/Supplies	Information Systems	214980	City of Roseville	101	48150	2,009.58
Central Services/Supplies	Information Systems	40756	US Cable	101	48150	1,295.81
Central Services/Supplies	Office Equipment Rental	182728469	Loffler Companies, Inc.	101	48150	533.06
Central Services/Supplies	Office Supplies	49820693	Hewlett-Packard Company	101	48150	852.54
Central Services/Supplies	Office Supplies	572115016001	Office Depot	101	48150	23.49
Central Services/Supplies	Office Supplies	572114936001	Office Depot	101	48150	97.81
Central Services/Supplies	Office Supplies	572582051001	Office Depot	101	48150	64.68
Central Services/Supplies	Office Supplies	572622696001	Office Depot	101	48150	32.22
Central Services/Supplies	Small Tools and Minor Equip	ZBM0336	CDW Government, Inc.	101	48150	123.36
Central Services/Supplies	Telephone	72811	Qwest	101	48150	231.31
Economic Development Authority	Dues and Subscriptions	11668	Metro North Chamber	232	23200	367.00
Fire Department	General Operating Supplies	5610825	Standard Electric	101	42210	198.57
Fire Department	Motor Fuels	1928170	Lubricant Technologies, Inc.	101	42210	372.22
Fire Department	Motor Fuels	1928173	Lubricant Technologies, Inc.	101	42210	368.68
Fire Department	Motor Vehicle Services (Lic'd)	547083	Boyer Truck Parts	101	42210	139.77
Fire Department	Motor Vehicle Services (Lic'd)	2304	Kirvida Fire, Inc.	101	42210	164.00
Fire Department	Motor Vehicles	62695	LeRoy's Customs	701	42210	3,051.00
Fire Department	Personnel/Labor Relations	287206	LexisNexis Occ Health Solution	101	42210	38.00
Fire Department	Professional Services Fees	15705	Med Compass, Inc.	101	42210	1,460.00
Fire Department	Telephone	80111	Qwest	101	42210	415.36
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	40756	Orkin Commercial Services	101	41940	79.30
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	470685033	Cintas Corporation #470	101	41940	20.59
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	14748	GHP Enterprises, Inc.	101	41940	368.72
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-07-11	Premium Waters, Inc.	101	41940	38.21
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	117381	Robert B. Hill Company	101	41940	19.24
Legal	Legal Fees	72811	Carson, Clelland & Schreder	101	41610	30.00
Legal	Legal Fees	40725	Eckberg, Lammers, Briggs,	101	41610	7,362.64
Mayor/City Council	Commissions and Boards	40544	Sunrise River WMO	101	41110	5,731.10
Park Capital Projects	Park/Landscaping Materials	2011212	Minnesota/Wisconsin Playground	407	40700	30,396.34
Park Maintenance	Bldgs/Facilities Repair/Maint	9688	Betz Mechanical, Inc.	101	43201	110.00
Park Maintenance	Chemicals and Chem Products	444448	Federated Co-ops	101	43201	384.71
Park Maintenance	Clothing & Personal Equipment	470685034	Cintas Corporation #470	101	43201	47.58
Park Maintenance	Clothing & Personal Equipment	470681690	Cintas Corporation #470	101	43201	47.58
Park Maintenance	Equipment Parts	1539-486264	O'Reilly Auto Parts	101	43201	42.67
Park Maintenance	Equipment Parts	1539-484977	O'Reilly Auto Parts	101	43201	54.44
Park Maintenance	Equipment Parts	SI27650	Turfwerks	101	43201	148.12
Park Maintenance	General Operating Supplies	54649	Menards Cambridge	101	43201	320.36
Park Maintenance	Motor Fuels	1928170	Lubricant Technologies, Inc.	101	43201	715.81
Park Maintenance	Motor Fuels	1928173	Lubricant Technologies, Inc.	101	43201	316.01
Park Maintenance	Professional Services Fees	279	LLS Resources, LLC	101	43201	12,775.35
Park Maintenance	Professional Services Fees	171374-IN	Zahl Petroleum Maintenance Co.	101	43201	100.00
Park Maintenance	Safety Supplies	56669	Menards Cambridge	101	43201	36.00
Park Maintenance	Small Tools and Minor Equip	9578852098	Grainger	101	43201	100.00
Park Maintenance	Small Tools and Minor Equip	56669	Menards Cambridge	101	43201	58.82
Payroll	Insurance Premium	40756	NCPERS Minnesota	101		128.00
Payroll	Union Dues	40756	MN Teamsters No. 320	101		601.35
Planning and Zoning	Professional Services Fees	431	GIS Rangers	101	41910	607.50
Police	Professional Services Fees	17394	Gopher State One-Call	101	42110	7.25
Police	Professional Services Fees	80111	Gratitude Farms	101	42110	871.09

City of East Bethel

August 17, 2011

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Recycling Operations	Professional Services Fees	40756	Cedar East Bethel Lions	226	43235	1,000.00
Sewer Operations	Professional Services Fees	78874	Utility Consultants, Inc.	602	49451	492.50
Street Capital Projects	Street Maint Services	15699	Allied Blacktop Co.	406	40600	68,888.82
Street Maintenance	Bldgs/Facilities Repair/Maint	9688	Betz Mechanical, Inc.	101	43220	139.00
Street Maintenance	Bldgs/Facilities Repair/Maint	470681690	Cintas Corporation #470	101	43220	26.50
Street Maintenance	Bldgs/Facilities Repair/Maint	470685034	Cintas Corporation #470	101	43220	26.50
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-07-11	Premium Waters, Inc.	101	43220	38.21
Street Maintenance	Clothing & Personal Equipment	470681690	Cintas Corporation #470	101	43220	47.01
Street Maintenance	Clothing & Personal Equipment	470685034	Cintas Corporation #470	101	43220	47.01
Street Maintenance	Equipment Parts	76969	Central Truck Service, Inc	101	43220	57.84
Street Maintenance	Equipment Parts	27156	Northern Dewatering, Inc.	101	43220	356.96
Street Maintenance	Equipment Parts	1539-486264	O'Reilly Auto Parts	101	43220	100.00
Street Maintenance	Legal Notices	54741	SGC Horizon LLC	101	43220	49.00
Street Maintenance	Motor Fuels	1928173	Lubricant Technologies, Inc.	101	43220	136.94
Street Maintenance	Motor Fuels	1928170	Lubricant Technologies, Inc.	101	43220	1,775.24
Street Maintenance	Motor Vehicles Parts	200379	Lano Equipment, Inc.	101	43220	67.69
Street Maintenance	Professional Services Fees	171374-IN	Zahl Petroleum Maintenance Co.	101	43220	175.00
Street Maintenance	Small Tools and Minor Equip	9578852098	Grainger	101	43220	37.63
Street Maintenance	Street Maint Materials	12996	Bjorklund Trucking	101	43220	78.37
Street Maintenance	Street Maint Materials	119032	City of St. Paul	101	43220	270.65
Street Maintenance	Street Maint Materials	14129	Commercial Asphalt Co.	101	43220	58.60
Street Maintenance	Street Maint Materials	12045	Commercial Asphalt Co.	101	43220	62.04
Street Maintenance	Street Maint Materials	56669	Menards Cambridge	101	43220	180.00
Street Maintenance	Telephone	72811	Qwest	101	43220	67.83
Water Utility Capital Projects	Land	81011	Kimberly D. Thompson	433	49405	35,019.21
Water Utility Operations	Telephone	80111	Qwest	601	49401	108.27
Water Utility Operations	Utility Maint Supplies	321401	Ham Lake Hardware	601	49401	55.17
						\$185,986.40

City of East Bethel

August 17, 2011

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
	Electronic Payments					
	PERA					\$5,231.02
	Federal Withholding					\$4,971.06
	Medicare Withholding					\$1,392.84
	FICA Tax Withholding					\$4,995.23
	State Withholding					\$2,573.75
	MSRS					\$2,823.54
						\$21,987.44



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 9.0 A-G

Agenda Item:

Consent Agenda

Requested Action:

Consider approving Consent Agenda as presented

Background Information:

Item A

Bills/Claims

Item B

Meeting Minutes, August 3, 2011 Regular City Council

Meeting minutes from the August 3, 2011 Regular City Council Meeting are attached for your review and approval.

Item C

Meeting Minutes, August 1, 2011 City Council Work Session

Meeting Minutes from the August 1, 2011 City Council Work Session are attached for your review and approval.

Item D

Resolution 2011-32 Proclaiming September 17-23 as Constitution Week

The Daughters of the American Revolution, Anoka Chapter, requested that Council adopt a resolution proclaiming September 17-23, 2011 as Constitution Week.

Staff recommends adoption of Resolution 2011-32 Proclaiming September 17-23, 2011 Constitution Week.

Item E

RFP for Auditing Services

The City's existing financial audit agreement expired after services were provided for the year ended 2010. Per Council Resolution 2005-75, there is a need to solicit quotes and/or bids on a period basis to ensure the City is receiving the best value for its investment.

Staff requests approval of the issuance of the attached proposed RFP for professional auditing services.

Item F

Resolution 2011-33 Approving Gambling Premise Permit for Coon Lake Community & Senior Center at Fat Boys Bar & Grill

Coon Lake Community & Senior Center has made application for a gambling premise permit for Fat Boys Bar & Grill. All application materials are complete.

Staff is recommending Council adopt Resolution 2011-33 Approving Coon Lake Community & Senior Center's Gambling Premise Permit for Fat Boys Bar & Grill.

Item G

Accept Resignation of Fire Fighter

William (Bill) Hunt has submitted his resignation as Fire Fighter with the City of East Bethel. Mr. Hunt has served the City as Fire Fighter and Fire Officer for over 12 years. Mr. Hunt has moved to Arizona to continue his career. Mr. Hunt had originally been granted permission for a personal leave of absence but has since decided that he will remain in the Phoenix area.

Fiscal Impact:

As noted above.

Recommendation(s):

Recommend approval of the Consent Agenda as presented.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

EAST BETHEL CITY COUNCIL MEETING

August 3, 2011

The East Bethel City Council met on August 3, 2011 at 7:30 PM for their regular meeting at City Hall.

MEMBERS PRESENT: Bill Boyer Bob DeRoche Richard Lawrence
Heidi Moegerle Steve Voss

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

Call to Order **The August 3, 2011 City Council meeting was called to order by Mayor Lawrence at 7:30 PM.**

Adopt Agenda **Voss made a motion to adopt the August 3, 2011 City Council Agenda. Boyer seconded.** Moegerle said she would like to have the Closed Session – MBI Contract Negotiations moved to Item G.3 under City Administrator. Voss said it would not be a closed session. Vierling said not unless Council wants it to be, we had the closed session last time, unless anybody has anything that need to be added. Voss said he just didn't know why we are moving a closed session around. **Voss amended his motion to move the Closed Session – MBI Contract to Item 9.0 G.3 – MBI Contract. Boyer seconded the amendment; all in favor, motion carries.**

Presentation - Tom Wells, Anoka County Sheriff Chief Deputy said he is here tonight with Lt. Orlando to present the four different options for East Bethel for 2012. He said Lt. Orlando will do a short presentation and then we will be here to answer any questions.
Anoka County Sheriff's Office – 2012

Contract Options Lt. Orlando said under your current contract you have 40 hours of deputy coverage for a 24 hour cycle. She said you also have 20 hours of Community Service Officer per week. It allows for the over the minimum standards of proactive time in a deputies 8 ½ hour shift to be met. It amounts to 8.4 deputies assigned to the East Bethel contract. The total cost to the City is \$1,092,641 and that does include the CSO cost. This is the recommended contract by sheriff's office.

Lt. Orlando said however, at looking at 2012 we know that there are some budgetary concerns so we looked at some other things and we came up with a 32 hour contract which includes the 20 hour CSO. Due to the reduction in calls for service a 32 hour contract is available for East Bethel. This 32 hour contract would reduce the East Bethel deputies to 6.72. It would allow for the minimum standard for proactive time to be met in the deputy's shift. The total cost to the City would be \$897,112 and that does includes the CSO costs.

Lt. Orlando said to explain the District Concept in 2011 the sheriff's office was asked to look at a different way to do things due to the budget concerns that all cities are facing. She said there was a team of four administrative staff members who looked at ways to reduce costs to the cities. It was determined that East Bethel, Ham Lake and Oak Grove would be in a position where the contracts could be combined resulting in a District Concept for patrol services. This was not considered as the best solution for each community, but in light of budgetary times it would allow a cost savings. The initial proposal was for 17 deputies covering these three cities. The staffing schedule has not been configured at this time, but

we will maintain a minimum proactive time per shift. The sheriff's office will maintain operational management and responsibility for scheduling, coverage, patrol assignment, etc. Deputies will not be assigned to specific cities, but most likely we will divide it up into different areas of the district and they will be assigned specific areas to work. The total cost to all three cities is \$2,156,919 which is to be divided up among the three in amounts in which you have agreed upon. This does not include any CSO services. There would not be any dedicated hours spent in each city, this would be a collaborated effort between all three cities.

Lt. Orlando said there was a request to add an additional deputy to the District Concept. The total cost to be divided up between the three cities would then be \$2,278,992. This would still entail a reduction in services and proactive time spent in each city. This does not include any CSO services. If the district option is selected this option would better meet the public safety standards for all three of the communities.

Moegerle asked do you have option five. Lt. Orlando said no she doesn't. Davis said he will present that after public forum. Boyer asked her to explain for people what proactive time is. Lt. Orlando said proactive is where deputies are not working calls or doing paperwork. This is time when deputies are working traffic enforcement, going into neighborhoods where we have had complaints come in, or doing house checks, business checks. Lt. Orlando said there was a national study done where they came up with an amount of time that they thought would be necessary for deputies to have to do these things. She said now obviously that can vary on how much proactive time deputies actually have, depending on what their calls are. Boyer said and currently we are at 51% or 52% for this. Chief Deputy Wells said you are over 50%, that is based on you calls for service have been going down. Boyer said and the minimum is 40%. He said and the District Concept with 17 deputies is at the 40% minimum. Lt. Orlando said right. Chief Deputy Wells said the targeted proactive time should be about 50%. Boyer said that is why the Council in the past settled upon that amount. He said his other question is it said the cities had already agreed upon how the cost was to be shared. Lt. Orlando said no, that is not the sheriff's offices place to tell you how much each city should be paying for this, we gave you the sum total and then it is up to the cities to agree how much each city will pay to meet the total. Boyer said and then number of calls, East Bethel is running about 4,000 calls per year. Chief Deputy Wells said with the cost, we did provide a recommendation on the cost it was based on calls but how the cities agree to pay for it is between the three cities. He said we just broke up the calls.

Chief Deputy Wells said in 2011 year to date East Bethel had 2,306 calls to date. Lt. Orlando said in 2010 East Bethel had 5,060 calls. Boyer asked about the other cities. Lt. Orlando said Oak Grove had 2,976 and Ham Lake had 6,126 calls. Lawrence said he was under the impression that we were supposed to be at the 40% mark, now you just changed it to 50%. Lt. Orlando said no, 50% is the optimum time that we would like to see you at, due to the calls for service going down and in 2008 they did add another deputy, due to those two factors you are now above what the minimum is that we request. She said that is why there is that 32 hour contract option that would allow you to stay a little bit above the 40%. Lawrence said so what you are saying is when the sheriff reviews the city by our calls, and that is how they estimate what we need for officers to cover us, what you are saying is because our calls have decreased we can go to 32 hours and maintain the same type of coverage as before. Lt. Orlando said you won't have the same type of coverage because you would lose one person, but you would maintain the minimum of 40% proactive time that

the sheriff's office requests. Boyer said if he might, you would be going from 52% to about 41%. Lt. Orlando said yes. Boyer said so we are losing 11% proactive time and 40% is the minimum standard. Lt. Orlando said the 40% is the minimum standard that the sheriff's office will allow.

Moegerle said looking at this she understands that between 2005 and 2010 we had a 23.3% decrease in recent calls and incident reports. Chief Deputy Wells said calls for service have gone down. Moegerle said nationwide, probably because we can do things electronic now. She said she looked at the complaints and they are down from 2005 28.8%, and total arrests are down as of 2011 36.85%. Moegerle said so we are getting less arrests for our contracts over time. She asked how do you attribute that, how do you explain that trend, that is a friendly question. Chief Deputy Wells said it is a good trend to have. He said he talked to a couple of the deputies before this meeting and they said the fact that you are proactive, that they have the time netted results. Chief Deputy Wells said if you had increased coverage and then had increased crime that would be an issue. You have increased coverage and reduced crime. He said your Council took a step here 5 or 6 years, when calls for service were incredible, and he stood in front of the Council then and we were requesting additional service. Chief Deputy Wells said the deputies were frustrated, areas we couldn't spend time on, there were houses where we knew crimes were going on, they were selling drugs and we couldn't give it the attention because we had to go to the accidents, that is what proactive time does, if it works you get rid of those people.

DeRoche said his thought is there are pretty much three levels of crime, you have the real bad murders, armed robberies and stickups, and then you have the moderate stuff and then the petty stuff. He asked is there anyway way, he knows there is a program out there because he has seen it, where it is broke down to level one crimes, then the level two crimes, etc., and then it breaks down how much percentage of time is spent on each level of crime. DeRoche said it is like a pie shape, he thinks it would give us a better idea, look at a graph and see. He said it was his idea that this meeting was for informational purposes, people want to know and the more information we get the better off it is going to be. DeRoche said he doesn't want it to be laid out there that we are looking maybe at dropping hours because we are just trying to save money. He said you know are you getting the bang for the buck, what are trends, what is causing the trends to go down, at a time when everyone is pretty much cutting something, you have to pay your bills, that is the way it is. DeRoche said the districting thing, he has been going to different police departments and spending a couple of hours there and getting different opinions, what works, what doesn't work, and there is ups and downs and personally he hasn't made a decision. He said there is information he would like to get, and maybe this isn't the right forum, but he would like some statistics and he is sure others would like to see that.

DeRoche said if we went down to 32 hours are we to understand that the crime is just going to go crazy. Lt. Orlando said no, we can't predict what will happen. She said she can't tell you your murder rate is going to increase because you're losing a deputy off the road that is not something she can say. Lt. Orlando said what she can tell you is if there are things going on, you won't have that extra body to direct to that area during that time of day. DeRoche asked at any given time how many county deputies are there. Lt. Orlando said two, one west side of 65 and one east side of 65. Chief Deputy Wells said and that hasn't changed for years. Boyer said and that is to provide emergency backup of a major incident, correct. Lt. Orlando said that has been their role since she started with the force. She said and if there is something major going on in East Bethel, such as the storms yesterday, you had the two East Bethel deputies; you had a Sergeant here, the two county wide deputies, the Oak Grove

deputies and the Ham Lake deputies. Lt. Orlando said there were a lot of calls for service, there were a lot of trees down including trees down on 65, and they come in and help when it is needed.

Chief Deputy Wells said as far as they 32 hour contract, we wouldn't put that on the table if we thought it was insufficient. He said we would rather have you maintain the 40 hours, but the 32 hours is sufficient, we will manage it. Chief Deputy Wells said the 32 hours leaves you above the 40% proactive. Lawrence said going by the records and numbers we have seen and calls for service a few years back, we needed to be at 40 hours to maintain the 40% proactive time and now that the calls have come down, we are looking at the coverage now and we are looking at something that balances well with the city and the two complaints we get is not enough coverage and the squads are sitting too much all by themselves. He said that is the two big complaints we get, such as one person said to him that they seen five cars sitting there for an hour and a half. Lawrence said but then again, they can't be all East Bethel. Lt. Orlando said in that case they should be calling the on duty supervisor and saying what is going on, East Bethel does have two squads on the majority of the time. She said the East Bethel deputies do not come to roll call so they do pass on information between other cars, so there is that kind of time, or if the two deputies are coming on and the power shift is on, they might be exchanging information and they need to do that. Lt. Orlando said but definitely if you see five squads sitting there for over an hour, someone would call and see what is going on and talk to a supervisor. Lawrence said and sometimes running around isn't the most productive for squads.

Lt. Orlando said we do have a lot of deputies that like to sit on troubled people or sit on troubled houses, so they will sit in an area and they might be sitting in an area and watch and take down information and they might be sitting in an area and doing that. She said also they do their paperwork in their squad that is their office. Lt. Orlando also when they get phone call reports they are sitting in their squad taking a report. She said when they are taking reports they will sit out in highly visible areas and then they will sit in off the way areas when doing other things. Lt. Orlando said you do have some down time, you can't drive around constantly or the gas bill would be really high. Lawrence said he does know that people need to understand this. Lt. Orlando said also they are entitled to a lunch break.

Moegerle said one of the questions she has is how do you quantify or grade proactive time. She said such as say this is successful proactive time and when you talk to you deputies do you say so what did you accomplish on your proactive time. Moegerle asked and how can we as a Council person say we are getting value for our proactive time, because this is about getting value for our taxes and out taxpayer's dollars, so how do we convey this to our residents. She asked how do you help us with that. Chief Deputy Wells said it is not easy. He said we know what our deputies are doing. Chief Deputy Wells said they can tell us what they are working, such as a burglary; we track our deputy's activity such as their arrest activity and the things they are working. He said we have a good group of deputies working East Bethel. Moegerle said she believes that, but then arrests are down substantially, you see how we get into a cycle. Lt. Orlando said it is hard to quantify. She said she knows whenever Davis sends her an e-mail that there is speeding in an residential area, she sends the deputies there to do extra patrol and then she tracks that they were there and then she also gets reports from them on what activity was there, sometimes there is not a lot that can be done in those types of areas. Chief Deputy Wells said that is why we have supervisors too; have eight patrol sergeants monitoring this.

Lawrence asked can we get some information on the level of arrests that have been made.

Lt. Orlando said the monthly report you get has the arrests on it and the types. Lawrence asked is that information that is kept at the office. Lt. Orlando said it is sent to you every month. DeRoche said he is looking for a graph. He said like a pie and then it breaks it out into what percentage of what type or level of crimes. DeRoche said that way we can see what percentage is on what type, could be on a monthly basis, go back a year. He gave some examples. Chief Deputy Wells said the only problem he has about this is tell that citizen that the nuisance crime is not important, those are not high priority calls. DeRoche said but if you could show this on a graph, then that resident can say, wow I am important. He said then you could see so much percent went here and so much here and then people could look at it and see they are active. Boyer said he thinks DeRoche is looking for a tool to explain this to the general population in an easier manner. He said he has read that these types of crimes, nuisance crimes can lead to other crimes one they reach a certain threshold. Boyer said they think the police aren't looking so I can do other things. He asked is that still considered to be true, smaller crimes lead to larger crimes. Lt. Orlando said yes. DeRoche said he his not saying smaller crimes don't matter, he just would like you to show this percentage is spent on this one and this percentage on this one. Chief Deputy Wells said our central service sends this out to us and breaks it down.

Moegerle said she has been trying to find the study that shows the 40-50% proactive time. She asked if the sheriff's office could send that to Davis to send to her. Moegerle said she would like to read that and learn more about that. Chief Deputy Well said this was Sheriff Andersohn's so if we can find that we will send it to you. He said it is all based on the service, could probably do a new study for our office using the same formula, analyzing all the information and coming up with averages. Chief Deputy Wells said in the old days they used to say for every 1,000 people in our city you should have one officer. Moegerle said as follow up on the small crimes such as graffiti, in most of those crimes the sheriff is reactive to that catching the vandal is very rare so as a reactive thing that is great, but for apprehensive it is not wildly successful investigation, would that be fair to say. Lt. Orlando said without a witness and if it isn't a neighbor kid down the road a lot of times that can be the case. Chief Deputy Wells said in a lot of those crimes we want to get them to stop, it might be proactive, and a presence in the community gets them to stop. Boyer said he was thinking about the U Tube, where the child tearing shingles off park shelter. Voss said that was stupidity. Boyer said yes, that might have been but if we don't have time for officers to look, then it wouldn't be successful.

DeRoche said just out of curiosity when you were doing this, modeling this, did you look at other cities that were doing this. He said he knows Circle Pines, Lexington, Centennial and Centerville do this. Chief Deputy Wells said we did have some conversations with them, but at the time we were doing this they were changing chiefs. He said they had a lot of turnover and change at that time, but we did get some information, but it is different dynamics because the area they patrol is much smaller.

Lawrence asked we have two cars in East Bethel, and occasionally we have three cars. Lt. Orlando said you have an A shift, B shift and C shift car and then you have a day power shift car. She said at any one time you have two cars and then you have a CSO that does some tasks. Lt. Orlando said the CSOs are not licensed, but it is a possibility that you would have three squads out there. Lawrence said Ham Lake has two or three squads and Oak Grove has one or two and if there is an incident in another city, such as at Crosstown, we could roll our entire unit to Crosstown and we would be without coverage until the county could back us up on a call. Lt. Orlando said first of all our sergeants wouldn't all allow all of your squads to be down there unless it was like a murder, we would keep at least one East Bethel

car here, the county wide cars would go come in. So, if the county-wides weren't close and East Bethel slides down there then the county-wides would come in to East Bethel. Lawrence said what he is saying that a lot of times even though we are not in a district coverage area, we are doing a district coverage even though we are East Bethel cars. He said because our cars are rolling to Ham Lake or to Oak Grove on these occasions. Lt. Orlando said there can be times and they can be in East Bethel. Chief Deputy Wells said none of the cities have enough cars to cover a major incident. He said the sheriff's office is lucky that we have enough resources to cover these types of resources. Lawrence said that is why we rely on your resources, for coverage in events such as this storm event that just happened you pull squads from different areas to cover these events. Lt. Orlando said and there are times that we pull staff in early to help cover. Boyer said it is your basic mutual aid, just like the fire departments do with one another except you are a larger entity. Lt. Orlando said right.

Lawrence said this is his point, even though we don't call it districting, we still cover different cities, we still help; we could be scrambling our cars to Columbus if they needed help and we are available. Voss said this is still just for serious incidents. Boyer said but we have 40 hours and they have 32 hours. Lawrence said he wanted to make that clear to people so that they understood that just because they are East Bethel cars it doesn't mean they don't leave the city. Voss said you mentioned early on about the study that was done, national study that Sheriff Andersohn based the 40% on. He asked was that the national studies recommendation also. Chief Deputy Wells 50% was their recommendation, 50% proactive. He said the 40% is what we established because we realized it was not always possible for the cities to make 50% so 40% was chosen as a minimum by our office. Voss said so the national study chose 50% when it was done, the department talked about 40% as a minimum, but then you also talked about 50% being a target. Chief Deputy Wells said correct, that is where we would like you to be. Voss said he remembers when we were in the 30%.

Voss said in the letter from the sheriff that came out today and in the presentation you referred to the district not being the best approach for the cities. He said Sheriff Stuart came out and recommended that we stay with our individual contract, why is that a better product for us. Chief Deputy Wells said if each city maintains, you have an identity with the deputies assigned to your city. He said it is more personalized, has been successful since 1974, a good product we provide. Chief Deputy Wells said the district has been developed to try to save the cities money, for a time when budgets are tight; we developed an idea to continue to provide the minimum of coverage. He said it is a new idea, we don't know how successful it will be, there is problems, there have been questions already about how much time will the cars spend in our city, if you got the city with the most calls you will have the city with the most cars that is all there is to it. Chief Deputy Wells said the cars are going to go to the calls and there will be less proactive time addressing other issues. He said that is what we are modeling this after, the cars will go where they are needed, and you will always have two cars to cover the calls that are public safety in nature. Chief Deputy Wells said but obviously he thinks you will see response time increase in theft reports and property damage and accidents and some other areas because the cars won't be as available.

DeRoche asked is that going to be the same if we go down to a 32 hour shift. Chief Deputy Wells said the fact is you will be losing one of your cars. Lt. Orlando said so it might take longer to respond, there could be times when there is one deputy on instead of two so it might take longer to respond to the calls. Boyer said when we had 32 hours previously there was no police time to assign to the problem areas. He said that is why we went out and got a cops grant and we used that money to cover our service, to him the proof is in the pudding.

Voss asked the 10% difference between being 40% or 50% reactive, what in your minds does the city gain by having that extra 20% more time of an officer patrolling. Chief Deputy Wells said it is time for an officer to dedicate to extra patrols, to follow up on investigations. He said he was a deputy that worked here 20 years ago and we went from call to call, and on a burglary call he couldn't walk through to get evidence or talk to neighbors and you didn't have time to do that type of thing. Voss said he remembers when he got on Council the big thing he heard was the residents not seeing the squads in the neighborhoods. He said he was one of the biggest critics of the squads sitting at Our Saviour's or other places. Voss said we went through the whole public process on how we provided police services and the overwhelming concern was them being in the neighborhoods.

Moegerle said a resident asked her, we understand the City of East Bethel budget issues, what are Anoka Sheriff's budget issues, they have the new building that we took a tour of and it is fabulous, but they said you have to cut money, how are they cutting money. She said she hasn't found your budget online and couldn't answer that question to the residents. Moegerle said and all the deputies seem to be getting paid the same, what about the newbies is everyone getting paid the same. She said so that conversation went to you need to ask the sheriff for a better deal, that was their concern. Moegerle said she didn't have an answer, how does she answer that because she is sure you have an answer, very painfully she is sure you can answer. Chief Deputy Wells said yes, it is a beautiful building, thank you. He said yes, we are dealing with the same thing, countywide we have been asked to cut our budget. Chief Deputy Wells said when we present a contract to the city, that contract never changes. So if gas prices go up, you know what you are going to pay, same with deputies wages, you know what you are going to pay, we average that out, we don't know what deputies are going to bid there, we haven't hired anyone we don't have the low end deputies that make less money. He said if you get more experience, or a few less it averages out. We have stayed away from doing a la carte. DeRoche said you need to remember don't take questions personally. He said people ask, and the only thing we can tell them is we can ask you guys. Chief Deputy Wells said and we might not know all the answers, but we are not hiding anything. He said he was a patrol division captain for five years and we are not making money in the contract, when the cars break down or hit deer or the deputies get hurt, you don't have to worry about that.

Public Forum Lawrence opened the Public Forum for any comments or concerns that were not listed on the agenda. Boyer said he thought we were going to do some advertisement of this. Davis said we did, it was on our website, on the billboard, e-mail notification, and all our means of notification were utilized.

Bob Jacobson of 20628 East Bethel Blvd. said he is against the district concept, he thinks the city should stay with what they have. He said he is a retired fire fighter and he answered calls in the city with St. Francis cops, so they do go other places. Jacobson said he has a scanner at home and he thinks he heard one night we had an Elk River cop in our city and another night we had a Brooklyn Center cop in our city because they needed to have one here. He said like he said before if you take five deputies off the street from three cities you are asking for trouble. Jacobson said your proactive time you need to keep it where it is, because it must be doing something good.

Lisa Shaner said she is a resident of Ham Lake and she understands they are not having an open forum for us to discuss this so she wanted to sit in on this meeting and she wants to start off by saying she loves Anoka County. She said we did go down to 32 hours with Ham Lake last year and she knows they are a little tight, but we still have excellent response time

and she is happy that our officers have worked with this and covered us. Shaner said she has a couple questions on district option, how many officers would we go down and how would that decrease our response times. She said because now they are going to be running from the south end of Ham Lake to the north end of East Bethel, to the west end of Oak Grove. Chief Deputy Wells said well first five deputies would be taken off the streets. He said and for response times, think we would see emergency calls would stay the same and longer response times on non-emergency calls. Voss asked so if he is doing his math right, there are twenty-two deputies for all three cities. Chief Deputy Wells said there is that eighteen deputy option for the district concept. He said when we did the math that divides the deputies equally and brings you up from the bare minimum. He said we presented seventeen because it is at the minimum. Shaner said she was told if East Bethel adopts this we are a go, we don't have an option, do you know if that is true. Lt. Orlando said you have to check with your City Council. Shaner said her only worry is less coverage could mean more crime, and she wants to see it stay safe, she wants to keep them going elsewhere.

Dan Denno said he is a Council Member from Oak Grove and out of the seventeen versus twenty-two if we looked at a standard daytime shift would we be cutting one person off the shift. Lt. Orlando said we don't have those shifts done yet. Chief Deputy Wells said we look at this as the deputies typically work six days on and three days off, so it would be a little bit more than one a shift. Denno said so we are looking a losing one patrol car per shift, give or take. Chief Deputy Wells said yes, that would be an average.

There were no more comments so the Public Forum was closed.

Anoka County
Sheriff's
Office – 2012
Contract
Options

Davis said the following options are presented for consideration for the 2012 law enforcement contract. All options provide the minimum coverage of 40% proactive time and include the cost of a 20 hour per week CSO. All options shall address issues of accountability and flexibility in final contract documents.

With the exception of Option 1, all the other proposals attempt to match the crime and call trends with a corresponding decrease of expenditures to reflect these conditions.

OPTION 1

Option 1 is a continuation of the current 40 hour week city boundary coverage that the City currently has contracted. The cost for this service in 2011 is \$1,037,218 and the proposed service agreement for the same coverage in 2012 would be \$1,092,641 not including any credits for State Police Aid. This coverage is exclusive to East Bethel.

This alternative would continue the current contract with 40 hour per day coverage with one CSO for 2012. The cost for this option would result in an increase of up to \$55,423 over the 2011 contract. This is an increase of 91.1% over the 2005 rate.

OPTION 2

This city boundary plan would result in a reduction in coverage from 40 to 32 hours per day. Again, under this plan, coverage is exclusive to East Bethel. The cost of this plan is \$897,112 including the cost of 20 hours per week of CSO service.

This plan represents a savings of up to \$195,529 over the estimated cost of the proposed 2012 forty hour coverage contract. This is 56.9% increase over the 2005 rate but a decrease

of only 13.5% from 2012 cost.

OPTION 3

The ACSO has made a proposal to consolidate police protection services into a single patrol "district" which would cover the Cities of East Bethel, Ham Lake and Oak Grove. This "District" concept would be administered under an agreement between the three cities and offer a reduction in the costs of police services.

Under the most recent proposal, the cost to the City of East Bethel would range from \$770,655 to \$849,826 depending on the final cost allocation formula for the "District" police services for 2012. The addition of a CSO would be at a cost of \$46,343 for 20 hour/week service.

Attached for your review is an outline of the program for 17 deputy coverage. There would no guaranteed or dedicated hours allocated to each City.

This option would result in a savings ranging from \$275,643 to \$190,001.

OPTION 4

This alternative would utilize the District concept of consolidated and shared services to provide for additional coverage over and above that available from Option 3. This option would provide for approximately 88 hours of coverage per day for the three Cities. Again, there would no guaranteed or dedicated hours allocated to each City.

The cost for this option would range from \$814,270 to \$897,922 depending on the final allocation of costs. The addition of a CSO would add another \$46,343 to this cost.

Total savings for this option would range from \$232,028 to \$141,539.

OPTION 5

This plan proposes an individual contract with the ACSO for 32 hour per day coverage and a 20 hour per week CSO at a cost of \$897,112. In addition, this option proposes the sharing of one deputy for four hours per day with the City of Ham Lake. Both Cities would receive four hours of service per day from this officer. The additional cost of the shared officer would be \$63,440 per each City.

This plan would provide 36 hours per day armed officer coverage, including 4 hours per day patrol by the shared officer. With the addition of a CSO the total coverage would be 40 hours per day.

Total cost of this proposal is estimated to be \$960,552 or a savings of \$132,089 over the 2012 forty hour coverage contract, plus CSO. This is a 10% reduction in armed officer coverage and a 12.1% reduction in cost from the proposed 2012 contract.

The 36 hour coverage, plus CSO, plan appears to be justified in light of the 29.1% reduction in all calls and the overall reduction in the categories of reportable incidents as indicated in the attachments.

All costs for these options could vary slightly depending on any final adjustments in the ACSO contract. Any cost changes would be proportional. These figures do not account for reductions that could be credited from Police State Aid. This amount is to be determined.

Again, all options provide the minimum coverage of 40% proactive time and include the cost of a 20 hour per week CSO. All options shall address issues of accountability and flexibility in final contract documents.

Selection of Option 1 or 2 would only require a contract between East Bethel and the ACSO.

Should East Bethel, Ham Lake and Oak Grove approve either Option 3 or 4 there would have to be a contractual agreement between the three entities that outline the allocation of costs and the terms and conditions of the agreement. All three Cities would have to approve a contract in order to proceed with a shared services proposal. Upon executing this agreement the ACSO can prepare separate contracts for each of the three Cities.

Selection of Option 5 would require a contract between East Bethel and Ham Lake for the terms and conditions of the single shared officer. Option 5 would also offer the experience of a small scale shared service arrangement with Ham Lake. This experience would be valuable in assessing the direction of future contracts for law enforcement services.

The ACSO needs direction as to which of these options or variations thereof we are interested in pursuing. Once that is determined the ACSO can continue to move forward in completing a 2012 contract.

Boyer asked where Option 5 came from. Moegerle said she suggested it. Davis said it was thrown out as an option. Boyer asked are we voting on this. Davis said this is a presentation for discussion. Moegerle said it is up to the five of us. Boyer said you can't have it both ways, why are we voting on something we just are seeing tonight. DeRoche said he thought this was an informational meeting. Voss asked on the Option 5 is this something we just looked at internally, on the surface does this work, splitting an officer. Moegerle said she spoke to Sheriff Stuart at National Night Out and he said it did work. Chief Deputy Wells said as far as the minimum proactive time, it looks like it would work. Voss said what about Ham Lake. Chief Deputy Wells said if the City of East Bethel did 32 hours with a shared eight hours and Ham Lake maintained their contract at 36 with a shared eight hours that would meet the minimum standards. Voss said with this all of our deputies would be our deputies and then this would be a shared deputy. Davis said that is correct.

Boyer asked how would we deal with a disparity of calls with this proposal. Moegerle said we don't deal with it anyway, if Ham Lake always has it and we still have 40, they are still going to be drawing south. She said it will be a natural thing; East Bethel will have to cover Ham Lake when they have big calls. Voss said it is not the big calls that are an issue, it is when people call and say there is a burglary or their car is broken into. DeRoche said if someone calls and says they have been broken into they are not going to consider that a minor call. Voss asked if there is a burglary in East Bethel, will a Ham Lake or Oak Grove officer respond to it. Chief Deputy Wells said a burglary in progress yes, a report, no. He said what you are talking about, the shared eight hours; we would look at that as a thirty-six hour contract for both Ham Lake and East Bethel. Chief Deputy Wells said we would look at this as two separate contracts and everyone would be at their minimums and quite honestly if you guys would have come to him with this a while ago it would have been a

good compromise. Moegerle said she just thought of it, sorry.

Boyer said one of the many things that concerns him is Ham Lake is running at about 10% more calls than us and we are paying the same amount as them in this proposal. Moegerle said not in Option 5. Voss said with Option 5 it stays the same as now, with the exception of we go down to the 32 hours and share a person, it is not a district. Boyer said his point is we are paying for 36 hours and Ham Lake is paying for 36 hours, all he is doing is asking. Moegerle said their contract with Anoka County is up to them. She said we just split a deputy four and four. Voss said we go down to 32 hours and we get a deputy four and four, and he agrees, maybe it shouldn't be a 50/50 split, maybe it should be a 65/35 split, but. Davis said the cost is based on what a cost per deputy is, so if we get four hours of service it is going to cost us this anyways. He said it is a compromise, looking at cost reduction without eliminating all of the service you are getting. Moegerle said but do we want more information on this. Voss said the only way he can see this working is if the deputy works a split shift and the first half of their shift they are in East Bethel and the other in Ham Lake. Chief Deputy Wells said we can make a 36 hour contract so you both get what you pay for. Voss said what he thinks he is hearing is they can make stand alone 36 hour contracts.

DeRoche said is it still comes down to is they are going to go where the action is, whether it be Ham Lake or East Bethel. Boyer said that is one of the things that scares him about the district thing, one of the many things, and he is just picking numbers, if we have 1,000 calls and Ham Lake has 1,500 calls and we are in a district. Lawrence said we are not discussing a district right now. He said we are discussing Option 5 right now. Boyer said two of these options are about districts are they not. Voss said to him with all this discussion of reducing service, which obviously provides cost savings to the city, it is not a reduction of service in terms of what he thinks is emergency services, because we have deputies in all these cities if there is an emergency they are all going to respond, he has been on ride alongs and so he doesn't see that changing, might be one or two cars less, but there will be enough cars responding. He said but reducing the amount of will directly effect the proactive time that is the net effect, how the officers can respond to those calls that is what we are truly cutting. Voss said maybe we have a little bit of change in response to calls, but what we are talking about is reducing response of patrol, that is what he calls police work, seeing patrols going through Booster Park, kids are going to be as likely to tear things up, going through neighborhoods, he has been on the ride alongs, the deputies know where these people live, that is the proactive stuff that is what we are talking about cutting.

DeRoche said he must have missed something, didn't you say we are going to still be at 40% proactive. Voss said we are at 50% proactive, you are going to 40% and that is a 20% cut. Boyer said please make the point about again about proactive time and why you need the proactive time. Chief Deputy Wells said whenever you have a workload you have to have enough time to take care of the workload and whenever you don't have enough staff on you just become reactive. Boyer asked him to give examples of proactive activities in the 40%. Voss said when they patrol what do they do. Chief Deputy Wells said he feels like he is repeating himself about the proactive time, but it is anytime that is not spent, when a deputy gets a call to go take a report they have to drive there, that is reactive, an arrest that is reactive, acting to a call that is reactive, taking to jail that is reactive, waiting to get booked or doing a report is reactive, some calls take up more time than other calls. He said but you when you no calls holding and you are just patrolling, that is proactive and say you had two theft reports over the weekend; you can go to those neighborhoods, can respond to complaints at City Hall, look into burglaries, go into neighborhoods and keep neighborhoods

safe. Chief Deputy Wells said he doesn't know how many accidents are avoided by being proactive on highway. He said also DWI enforcement.

Chief Deputy Wells said with the district coverage there will be five deputies off the street if no one is on vacation but if one calls in sick no one replaces them, you are just short. He said that is where the cost savings is. Chief Deputy Wells said with the individual contracts you get 32, 36 or 40 hours whatever it is. He said but with the district coverage we are just selling it by deputies, not by hours. Chief Deputy Wells said if a deputy is off training we are not replacing the deputy, you are getting 17 or 18 deputies assigned to the district that is where the cost savings is. Voss said he did not understand this, so it can only go down. Chief Deputy Wells said 2/3rds of our deputies are always working, 6 days on and 3 days off, so you have 2/3rds of that 17 deputies working, or 18, let's take 18, it is easier to work with. He said so you have 12 deputies assigned to work, but if one has a training day, and another calls in sick or takes vacation, your numbers go down, that is where your costs savings is, we are not guaranteeing anything. Voss said so you counted in that cost savings in the \$2,150,000, or you accounted for this in the district. Wells said you pay for 1.86 deputies and we figure that out in the contract and when you pay for eight hours in a day, you get eight hours a day.

Moegerle said she spoke with the mayor of Ham Lake and he told her to look at their contract and she looked at their contract. She said at 36 hours per day, he gets an average of 36 hours per day, he gets 40 for 15 days and 32 for the other 15 days of any given month, and she was going to suggest Option 6 why don't we have 36 hours per day, but her problem is she wants 36 hours a day every day. She said with Ham Lakes experience she didn't want that to be East Bethel that is why she didn't suggest it. Moegerle said she saw the contract and did not want this to happen. Chief Deputy Wells said they will not do another 36 hour contract like the City of Ham Lake has that was a scheduling nightmare, it happened in late December 2010 and it was a compromise contract. He said the contract you are talking about 36 hours with both cities, we can make that work.

Lawrence said sounds like you are very against the district contract. He said if you had four officers reported out for the day that would be a whole city that didn't have coverage at all then. Chief Deputy Wells said you will have the shared services with the other officers. Lawrence said this is information that was not shared with me from Sheriff Stuart. Chief Deputy Wells said we've have been at meetings where they have said if someone calls in sick, you will not have coverage. He said it is no different than having your own police department where if someone calls in sick you don't have coverage. Chief Deputy Wells said the cities pay for whatever hours they pay for and we provide it. Voss said to look at the extremes and make sure we understand it, so there is a contract set amount for the 18 deputies and it is up to us between the cities to duke it out who pays for what. He said and this would be a grave situation, but if six of the deputies get extremely sick for two weeks, we will get reduced services but pay the same amount. Chief Deputy Wells said we will always provide the public service we will take care of the calls, there is no guaranteed minimums, no hours assigned to the contract, but we will respond as needed. He said because the district is just a concept, we don't know how it will be assigned; we could survive some sick calls and vacation days as needed. Lawrence said it sounds like with district coverage you would allow the cities to fall below the 40% if there are 2 or 3 deputies absent that day. Chief Deputy Wells said the 40% is if the deputies were all working that day. Lawrence said so if those deputies weren't able to work you would let it drop below that 40%. Chief Deputy Wells said if everyone is working you will have more than 40%, if some are absent, you will have less. Voss said under our regular contract you fill our slots,

our hours, under the district contract, it is not total hours, we are getting the people. Boyer said not that he is suggesting this, but it is no different than if we went out and hired 17 officers for the city and took on that liability.

Voss asked if we looked at this from an average household cost, what do we pay as a normal average homeowner, with a city tax bill, how much is for sheriff contract. Davis said there are 4,060 households so about \$250 per household. Moegerle said she remembers when she was told very early this year when she did that with the trails that she couldn't do that, you said it was a very immature way of looking at it. Voss asked are you talking to me or Davis. Moegerle said to you. Voss said so if the average tax bill, well take his city bill is \$800 for his house, police contract is \$200 then a 20% drop, and it would be a \$40 drop. Boyer said no, that is way too high. Davis said it would be \$50.

Lawrence said he thinks we should continue to review Option 5. Moegerle asked should we get an Option 6, 36 hours.

DeRoche made a motion to table the discussion on the 2012 sheriff's options for more information on Option 5 and if there is an Option 6, 36 hours. Boyer seconded. Voss said well there are really two issues for Council to decide, districting one issue and reducing services, the other issue. He said they crossover a little bit, but we have to answer those two questions, we got a letter today that Sheriff Stuart wants an answer on districting. DeRoche said that is why he requested more information, that is why he has been going to different police departments and different agencies and finding out what works and what doesn't because he is not going to rubber stamp anything because he wants to know the ups and downs, what are the downfalls, got to imagine there are, he thinks they are one in the same. Voss said that is why he asked if you wanted to look at the 36 hour option, because that is obviously not a district thing, that is a stand alone contract. **DeRoche said amends his motion to get more information on districting.** He said that is what they wanted last time and he thinks they didn't go down that road. DeRoche said he wants some more information and he will bring those graphs and paperwork and show you what he was looking at to get an idea on the percentages, he has no clue just looking at the spreadsheet and looking at the numbers, but it doesn't give him what he is looking for. Voss said but the last time we talked about this made the same statements. DeRoche said and Lt. Orlando was on vacation and she got me information, and he is still looking for more information. Boyer said there is a motion on the table. **Moegerle, Boyer and DeRoche, aye; Voss and Lawrence, nay; motion carries.** Boyer said he would like to know the savings from 40 to 36 and 36 to 32 hours from staff.

Consent
Agenda

Boyer made motion to approve the Consent Agenda including: A) Approve Bills; B) Meeting Minutes, July 20, 2011, Regular Meeting; C) Resolution 2011-23 Acknowledging Donation from Chops, Inc; D) Resolution 2011-24 Appointing City Clerk/Treasurer. Voss seconded. Moegerle said she has some corrections to the minutes, typos and punctuation. **All in favor, motion carries.**

Water
Reclamation –
Site Plan
Review –
18460
Buchanan St.
NE – Met

Davis explained that the property owner/applicant is requesting site plan approval to construct a wastewater reclamation plant. The plant will be owned and operated by Metropolitan Council Environmental Services (MCES). The wastewater reclamation plant is part of the city sewer and water project.

The site will consist of a pre-treatment building, multipurpose building, and bioreactor. There will be future expansions to include effluent storage tanks, solids handling, wet

well/drywell, bio-filter, and bioreactor. The site will be secured with an eight (8) foot chain link fence.

The City Engineer has completed his review of the site plan.

Planning Commission recommends approval with conditions as listed.

Boyer made a motion to approve the site plan for the construction of the Metropolitan Council Environmental Services (MCES) Wastewater Reclamation Plant on the property owned by Metropolitan Council, located at T & G First Addition, Lot 1, Block 1, (PIN 32-33-23-32-0003) 18460 Buchanan Street, with the following conditions: 1) Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction; 2) Letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season. In addition to the letter of credit or cash escrow, the owner must submit an estimated landscaping cost for plantings and turf establishment; 3) Full set of the site plan must be signed by a licensed professional engineer; 4) Maintenance Agreement must be executed to ensure maintenance of the onsite pond is performed. Maintenance Agreement will be drafted by the City of East Bethel; 5) Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site; 6) Any modifications to the approved site plan shall be submitted to and approved by City Staff; 7) Continue discussions with staff regarding improvements to Buchanan Street. Improvements will be required to meet engineering standards and must be approved the City Engineer. If Buchanan Street improvements are not completed, the property owner will be required to pave a portion of Buchanan Street abutting 185th Ave. It is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface, as approved as part of the T & G First Addition final plat; 8) Building permit must be obtained for fencing over six (6) feet in height; 9) All conditions must be satisfied prior to the issuance of a building permit. Voss seconded.

Voss asked about Buchanan about the distance that will be finished, this entire road will not be constructed. Davis said it will be constructed to the plant entrance and then we are in negotiations with Met Council to get them to construct an additional 40 feet for storage of fire protection. Voss said this is not a plat review; this is just a site plan review, correct. Davis said this is just a site plan review. Voss said because normally we don't have roads with a site plan review. Voss asked so this is a driveway. Davis said that is correct. Voss asked will the driveway meet all city standards. Davis said yes, when the other property is developed. Voss said where he was going with this is where is the variance. Jochum said it might not be built to city standards for roads, the way it shows it is not the way it is approved during the final platting process, and it was approved as a driveway. He said it will be to city standards when the road extends to the south, but that isn't part of the reclamation plant. Voss said but this is entirely on the property owned by MCES. Jochum said it crosses the city ROW.

Lawrence asked how many ERUs is the water reclamation plant. Davis said he thinks 40 maybe. Boyer said the road at some point will be built to city standards. Jochum said at some point in the future. Boyer said at time we will be assessing ourselves. Jochum said at time it will be built by the developer. Voss said it is a driveway, if someone else wants to

develop, so in order to develop this further there would have to be a dedication of this driveway to the City then it would have to be developed to standards. Jochum said this lot is platted as T&G first addition, it may be built this way, but they don't have to build this way, they only have to build a driveway. Voss said if someone wanted to subdivide to the south or east, they would have to build a road. DeRoche said at some point if the developer wants to develop they have to build a road. Jim Roth, project manager for MCES, as he recalls there is an 80 foot strip dedicated ROW, driveway comes off of Buchanan and you have dedicated ROW to end of property. He said that is why we came up with cul-de-sac two years ago.

Voss said so then if that is the case why aren't we looking at a variance for this, since there is not road frontage for this off a paved road. Davis said this would be done on final platting. Voss asked when we separated this was there a variance on this. Jochum said there was an agreement; don't know if there was a variance. DeRoche said he thinks it is something to look into. Boyer said he doesn't want to be giving ourselves favors and have someone fighting us down the road. Lawrence asked is this road being built. Jochum this is somewhat confusing, this shows a road being built, but agreement with city is they would do a driveway. Boyer said but we wouldn't allow a driveway off the curb, we just spent how much money fixing those. Jochum said it is at a 90 degree angle, you can see fairly well both ways. Voss said here is how he would look at it; it was platted that way, so whether or not we had the discussion then, they has road access it is just that it was dedicated as ROW to the city. Boyer said the city planner must have reviewed this. Voss said we did two years ago. DeRoche said maybe this is something we need to look into.

Vierling said aside from the fact that it is platted; the Council is not opening this as a public street at this time. He said what you need to note as an additional #10 is you are not opening this as a public street at this time and therefore when someone comes from the south and wants to go forward there still has to be an official opening of the street and you have leverage over the developer and to require them to participate. Voss said it would be the same thing as saying we are we are not going to let you build the road on our ROW. Vierling said yes, it is not a road but letting them have a driveway access over a ROW yet not opening the ROW to public travel.

Boyer amended his motion adding condition 10) We are not at this time opening this Right of Way (ROW) for public traveling, but are allowing it to be used as a private drive for MCES. Voss seconded the amendment. Roth said we just want to have the latitude to work with city staff to come up with road design that meets city approval. **All in favor, motion carries.**

East Bethel
Water
Treatment
Facility – Site
Plan Review –
19458 Taylor
St. NE – City
of East Bethel

Davis explained that the City of East Bethel is requesting Site Plan approval to construct a Water Treatment Plant (WTP). The City of East Bethel has recently purchased the property from Ms. Kim Thompson and a portion of the property from Shaw Trucking for the construction of the WTP. The General Location of the WTP is shown on Attachment 1 and the Property Survey is shown on Attachment 2. It is anticipated that the WTP construction will begin October of this year.

The WTP will be owned and operated by the City of East Bethel. One staff person will check the WTP on a daily basis. This individual will have the required licensure to operate a Class C WTP. Currently, there is a full-time City employee who possesses the required licensing. Bulk chemical delivery will occur approximately once per month, therefore, traffic generated will be minimal.

Planning Commission is recommending approval with conditions as noted.

Moegerle asked do we have to use spirea. Davis said the planting plan can be reviewed. Boyer said they are pretty hardy and hard to kill. He asked we are guarantying this for growing season. Davis said a typical growing season is one full calendar year. Boyer said it might behoove us to change this to one calendar year. Moegerle said we have done this on the planning commission as grow year, and maybe this is something we want to do consistently. Boyer said on most state contracts this is something we do, and then you can get your bond back.

Boyer made a motion to approve the site plan for the construction of the City of East Bethel Water Treatment Plant, (PIN 29-33-23-23-0005), 19458 Taylor Street, with the following conditions: 1) Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction; 2) Landscaping is to be guaranteed for one (1) ~~growing season~~ calendar season. Plantings that do not establish must be replaced; 3) Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site; 4) Any modifications to the approved site plan shall be submitted to and approved by City Staff; 5) Improvements will be required to meet East Bethel engineering standards; 6) All conditions must be satisfied prior to the issuance of a building permit. Lawrence seconded.

Voss asked on page 70 the grading plan; on the south end it shows a backwash infiltration pond he has two questions. He asked is this an attempt to lower the discharge to any sanitary, is this a retention pond. Jochum said daily you will backwash the filters and the backwash will go into the infiltration pond, there will be no discharge to sewer. Lawrence asked is there any problem with contamination with that. Voss said he was also thinking that. Jochum said this is a pretty common practice for small plants like this. Voss said he is thinking about shallow well to the north. Jochum said we are not anticipating any issue. Voss said you are not going to get any salts. Jochum said no, and we have pretty good separation. He said and someday if you expand this plant, then it would be prudent to put in a backwash reclaim tank. Voss said and there are no permitting issues. Jochum said no.

Jochum said also he wants to make it clear that this site will also be a driveway to the site, within the City ROW. He said right now the driveway to this site encroaches on the site to the north; we will be taking that out and putting it in the City ROW. Voss said but we have long terms plans for the road to go through. Jochum said yes, similar as what we just dealt with on the MCES plant. He said just so you know this will not be a paved access until you get to the parking lot. Voss said he would suggest you pave it going north because you are going to have all that turning action; you are going to have a maintenance issue. Davis said it is going to be very low traffic, couple vehicles is all your are going to have in there. He said it would be a small item to add to the budget to increase a little apron there. Jochum said all that chemicals are once a month, testing once a day. DeRoche asked how much of this ground are we disturbing, wouldn't it be better to let it settle in. **All in favor, motion carries.**

Ordinance 31,
Second Series,
An Ordinance
Amending

Davis explained that staff has revised City Code, Chapter 14 Buildings and Building Regulations to eliminate redundancies and conflicts with other sections of the city ordinances. The revision also provides for appeal processes, permit fee refunds, and the addition of electrical inspections. The revisions to the ordinance are included in the

attachments for your review. The City Attorney has reviewed the revisions and forwarded changes.

Staff recommends approval of the revisions in Chapter 14 of the City Ordinance.

Voss made a motion to approve the revisions in Chapter 14 of the City Ordinance, Buildings and Buildings Regulations. Boyer seconded. Moegerle said she has lots of problems with this. DeRoche said he also has problems with this. Moegerle said she got through six pages of this and she was very disappointed. She said she did the redline and did not do the final, because her project plan was to do the redline and then compare to make sure the changes were on the final copy. Moegerle said the first page 78, title for section 14.9, MN State Building Code Adopted and Incorporated by reference is actually 14.21. She said what they have referenced should actually be in section 14.20 which is Administration and Enforcement.

Voss withdrew his motion.

Voss made a motion to table the approval of these revisions to Chapter 14 of the Ordinance, Buildings and Building Regulations. Lawrence seconded. Boyer said then you can communicate this directly with the staff person. Moegerle said that is not her job, it is the job of the staff person. **Moegerle and DeRoche, nay; Boyer, Lawrence and Voss, aye; motion carries.**

Summary of
Ordinance 31,
Second Series

Voss made a motion to table the summary of the Ordinance and direction to publish. Boyer seconded. He said we cannot adopt or publish the summary since the ordinance wasn't adopted. **DeRoche and Moegerle, nay; Boyer, Lawrence and Voss, aye; motion carries.**

Pay Estimate
#4 for the
Construction
of Municipal
Well No. 3
and No. 4

Jochum explained that this item includes Pay Estimate #4 to Traut Wells, Inc. for the Construction of Municipal Well No. 3 and No. 4. The major pay items for this pay request include construction of the inner casings and development of Well No. 4. The Pay Estimate includes payment for work completed to date minus a five percent retainage. We recommend partial payment of \$53,358.65. A summary of the recommended payment is as follows:

Total Work Completed to Date	\$ 177,322.50
Less Previous Payments	\$ 115,097.72
Less 5% Retainage	<u>\$ 8,866.13</u>
Total payment	\$ 53,358.65

This estimate includes payment of \$53,358.65 to Traut Wells, Inc. Payment for this project will be financed from the bond proceeds. Funds, as noted above, are available and appropriate for this project.

Staff recommends Council consider approval of Pay Estimate #4 in the amount of \$53,358.65 for the Construction of Municipal Well No. 3 and No. 4.

Boyer made a motion to approve Pay Estimate #4 in the amount of \$53,358.65 for the Constructing of Municipal Well No. 3 and No. 4 to Traut Wells, Inc. Boyer seconded; all in favor, motion carries.

Jochum explained that is a copy of Pay Estimate #3 to S.R. Weidema for the construction of the Phase 1, Project 1 Utility Improvements has been provided. The major pay items for this pay request include sewer and water installation on 185th Avenue, water installation on 187th Lane and aggregate base installation on Buchanan Street. Two separate payments will be made. One payment will be to S.R. Weidema and the other will be to the escrow account established at TCF Bank. We recommend partial payment of \$655,876.45. A summary of the recommended payment breakdown is as follows:

Contractor Payment Summary			
	Totals to Date	Less Previous Payments	Amount Due this Estimate
MCES	\$1,349,287.42	\$854,995.19	\$494,292.23
City	\$812,684.13	\$683,893.73	\$128,790.40
Total	\$2,161,971.55	\$1,538,888.92	\$623,082.63

Escrow Payment Summary			
	Totals to Date	Less Previous Payments	Amount Due this Estimate
MCES	\$71,015.13	\$44,999.75	\$26,015.38
City	\$42,772.85	\$35,994.41	\$6,778.44
Total	\$113,787.98	\$80,994.16	\$32,793.82

This estimate includes payment of \$623,082.63 to S.R. Weidema and \$32,793.82 to the escrow account for a total of \$655,876.45. Payment for this project will be financed from the bond proceeds. Funds, as noted above, are available and appropriate for this project.

Staff recommends Council consider approval of Pay Estimate #3 in the amount of \$655,876.45 for the Phase 1, Project 1 Utility Improvements.

Boyer made a motion to approve Pay Estimate #3 to S.R. Weidema in the amount of \$655,876.45 for the Phase 1, Project 1 Utility Improvements. Lawrence seconded; all in favor, motion carries.

Davis explained that Midcontinent Communications is purchasing US Cable. A franchise transfer between all existing US Cable franchisees is required for this transaction to become effective. Mark Vierling has reviewed the franchise transfer process and will provide comment and recommendation to Council.

Staff is recommending Council consider adoption of Resolution 2011-25 Consenting to and Approving the Assignment of the Cable Franchise and System to MidContinent Communications.

Vierling explained that this is just a follow up; we went through our concerns with Council previously. He said this draft of the resolution does not adopt what US Cable wanted you to adopt. Vierling said this resolutions sets forth who the original cable provider is, and it does not release US Cable from the terms of the franchise ordinance between US Cable and the city. Moegerle asked have they looked at this and agreed to this. Vierling said they submitted their own resolution and this is what he agreed should be approved. Voss said Midcontinent is getting a chunk of US Cable. Vierling said it is a chunk of US Cables assets. Voss said he likes the idea of keeping them as a grantor. Moegerle asked if they are current on their cable. Davis said he would have to check on that.

Boyer made a motion to adopt the Resolution 2011-25 Allowing and Approving the Assignment of the Cable Franchise and System Now Operated by US Cable of Coastal-Texas, L.P. to Midcontinent Communications. Voss seconded; all in favor, motion

- carries.**
- Resolution 2011-26
Modifying the Fee Schedule
- Davis explained that this item as contingent on the ordinance being approved so it will need to be tabled.
- Voss made a motion to table Resolution 2011-26 Modifying the Fee Schedule. Boyer seconded. DeRoche and Moegerle, nay; Boyer, Lawrence and Voss, aye; motion carries.**
- Contract for Electrical Inspection Services
- Davis explained that this item was also contingent on the ordinance being approved.
- Voss made a motion to table the contract for Electrical Inspection Services. Boyer seconded. DeRoche and Moegerle, nay; Boyer, Lawrence and Voss, aye; motion carries.**
- MBI Contract Settlement
- Davis explained that staff recommended to Council that the settlement be offered and a final payment be authorized. He said this is what came out of the closed session at the last Council meeting and it is now a public matter. Moegerle asked about what this is, how we got there and what the prospects are if we don't go forward with this check. Vierling said the city awarded a contract in December 2010, the contractor presented a claim for damages, provision in contract provisions that the contractor can proceed for damages, he has worked with the city administrator and City engineer regarding damages, and this was a compromise figure. He said you have already advanced a payment in the amount of \$63,574 and staff is asking you authorize the balance of \$60,643.
- DeRoche made a motion to authorize a settlement with MBI, Inc. in the amount of \$123,917 less the amount of \$63,574 for a balance due of \$60,343. This would be final payment to MBI, Inc. and a final release and settlement document prepared by Eckberg, Lammers, Briggs, Wolff, & Vierling, PLLP to be signed by all parties. Also, authorizing the city finance department to prepare the check for payment tomorrow. Lawrence seconded.** Lawrence said what this will mean for the city if it doesn't get passed is more and more money to be spent by the city. Moegerle asked does this go to arbitration or mediation. Vierling said arbitration would be the next step. Moegerle said for a 5.8 million dollar plant. Lawrence asked for discussion. There was no discussion. Lawrence asked for roll call. **DeRoche, aye; Boyer, abstained; Voss, aye; Moegerle, nay; Boyer, aye; Lawrence; aye; motion carries.**
- Council Reports - DeRoche
- DeRoche said he went on a motorcycle run for Operation Independence, they build homes for veterans that are coming home from Iraq that are having a hard time. He said there were about 400 motorcycles which he thought was pretty good for a first time. DeRoche said anytime this community can do anything for veterans he thinks we should do it. He said a bad storm went through the beach, a Connexus line went down and he was surprised that they didn't shut it down, he doesn't know why. DeRoche said we had our National Night Out, about 35 people showed up.
- Council Reports - Boyer
- Boyer said he wants to echo what DeRoche said about the storms and he thinks it would behoove Council to start requiring underground power lines. He said he doesn't know if all of Council is aware, but a few years ago they redid all the power lines on East Bethel Blvd. and they put in all new poles and all new lines and it was the most ridiculous thing to do. Boyer said and apparently unless we are going to require them to put in underground lines, so we don't have power outages on a fairly frequent storm, we are not serving the citizens

well here. Voss asked the city attorney if there is any recourse for requiring the utilities to bury on replacements. Vierling said you can do it on new developments, but on replacements or repairing, no. He said but with new infrastructure, yes. Vierling said if they are making a new run, you can require them to underground it. Voss said but what if existing or adding more lines. Vierling said you really can't say adding more lines because if you look at your standard pole you got electric, cable and phone, and you don't know which one is going on it, but if they are coming in on your franchise ordinance, you are in a position to require it. He said you might have to modify your ordinances and we would have to double check the PUC requirements with regard to minimum distance requirements in order to require them to underground. Vierling said we can do that, we would be happy to do that. Voss said he thinks it is worthy, this year especially.

Boyer said he thinks when we passed the new development, we never thought they would put in three miles of new poles/lines and a lot of people are suffering with that still, that is why he would like to direct Planning Commission to look at this. Voss said he thinks in the cable contract think we required them to bury in certain areas. Davis said there some situations even though you can require them to bury it, that they can pass the additional cost on between aerial vs. underground to the city. He said this happened in the City of Minneapolis. Boyer said he thought that had to do with lack of space, it was a lot more complicated for them to do it there then it would be here. He said he would like the Planning Commission to look at this.

Boyer asked if we have heard anything more from GRE. Davis said he has not heard anything from GRE. Voss asked are we under a 60 day on that. Davis said no.

Council
Reports -
Voss

Voss asked in the next newsletter can we get an article describing what is going on with US Cable and have their input, the positive changes. Davis said he will get information from them and the services for the newsletter.

Voss said he didn't realize until tonight the severity of storm yesterday, how many public resources did we use as a city. Davis said we were out all day yesterday, all day today and will be out all day tomorrow just to clear the tree damage, so about three days to do the cleanup.

Voss said he meant to bring this up on Monday at the budget work meeting and this is going to be on the next agenda, Wednesday, August 17 the budget discussion, but he would like a separate line item on the budget of what is the cost to have the special detail, a deputy at our City Council meetings, we can discuss it then. Davis said we can certainly obtain that information. Lawrence asked should we divide that up by household. Voss said if you want, he thinks there is only one person that should pay the bill. DeRoche said he thinks there is a few. Moegerle said she thinks there is a \$123,000 you should be sharing in. Voss asked if they wanted to keep taking shots, because that is the reason they wanted the sheriff here. He said he is asking seriously what it costs to have a deputy here, twice a month to have them here so you feel more comfortable. Voss said he wants to know that cost and he thinks the public does too.

Council
Reports -
Moegerle

Moegerle said based upon the storms our new public works manager Nate Ayshford got a baptism by high wind storms, understand he is doing good. She said everyday there has been a meeting for EDA, so it is going good, taking quite a bit of time, making progress, no announcements yet, but hope someday soon. Moegerle said but it is a lot of work on the EDA and making contacts and we are moving forward. Voss said he doesn't understand, the

EDA is meeting. Moegerle said no, she goes to EDA meetings to make contacts. Voss said oh, you are going to other meetings. Moegerle said absolutely. She said she is going to other meetings and planning to get new businesses here and learning how to do that.

Council
Report -
Lawrence

Lawrence said he hardly knew we had a storm except for the washout. He said he is seeing a lot of improvement/change for the city. Lawrence said hopefully the construction is going well.

Closed
Session –
Land
Acquisition,
Service Roads
and Utility
Projects and
Closed
Session -
MBI

Vierling said for the benefit of the public and the public record, Council has recommended we go into closed session per Minnesota Statute 13D to consider two issues, Land Acquisition – Service Road 221st to 215th Avenue NE and Land/Easement Acquisition – Municipal Utilities PIDs 32-33-23-24-0005, 32-33-23-24-0014, 32-33-23-24-0015, 32-33-23-24-0016 & 32-33-23-24-0017.

Voss made a motion to go into closed session to discuss the Land Acquisition – Service Road 221st to 215th Avenue NE and Land/Easement Acquisition – Municipal Utilities PID 32-33-23-24-0005, 32-33-23-24-0014, 32-33-23-24-0015, 32-33-23-24-0016 & 32-33-23-24-0017. DeRoche seconded; all in favor, motion carries.

Vierling said the Council has concluded the two closed sessions. He said attending were all Council Members. Also attending were Jack Davis, city administrator, Craig Jochum, city engineer, Kreg Schmidt, consulting engineer and himself, city attorney. The meeting was recorded and will be retained as required by statute.

Vierling said with regard to the land acquisition matter of the service road, Council received input from the staff relative to the issues and no specific actions or motions were taken. He said with regard to the matter of the land acquisition municipal utilities, Council received input from staff relative to issues, no specific actions or motions were taken.

Adjourn

Boyer made a motion to adjourn at 11:13 PM. Voss seconded; all in favor, motion carries.

Attest:

Wendy Warren
Deputy City Clerk

EAST BETHEL CITY COUNCIL MEETING

August 1, 2011

The East Bethel City Council met on August 1, 2011 at 6:00 PM for a work meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Richard Lawrence Heidi Moegerle
Steve Voss

MEMBERS ABSENT: Bill Boyer

ALSO PRESENT: Jack Davis, Interim City Administrator
Mark DuCharme, Fire Chief
Stephanie Hanson, City Planner
Larry Martin, Building Official/Code Enforcement Officer
Rita Pierce, Fiscal and Support Services Director

Call to Order **The August 1, 2011 City Council work meeting was called to order by Mayor Lawrence at 6:00 PM.**

Adopt Agenda **Voss made a motion to adopt the August 1, 2011 City Council work meeting agenda. Moegerle seconded; all in favor, motion carries.**

2012 Budget Review Davis explained that he invited staff to briefly present budget request for their respective departments, that way if Council has any questions about that department they can ask. He said he has a couple highlights he would like to point out, the levy limits are not applicable for 2012, we have two less staff

Stephanie Hanson, City Planner explained that she will be presenting the Planning Department, EDA and HRA budgets. She said planning is on pages 26-28 in your budget book. Hanson said this department formulates, administrates and interprets ordinances. She said we also help review building permits. Hanson explained we oversee the GIS functions, economic development, environmental planning, customer service and related activities. She said this budget for 2012 has an increase of \$600 in the salaries, most is for FICA. It also does include \$200 for conferences and \$150 for travel. Hanson said in 2011 all training was taken out of the budget, we are just adding this in for 2012. She said in last year's budget we had to budget for aerial photos that were taken this spring, and those will be available this fall. Moegerle asked in general have talked about going to electronic copies for packets is this impossible for the Planning Commission because of the maps. Hanson said she has a couple members on the commission that would like their packets that way, but she also has a couple members that don't have internet and one that has very slow internet. Moegerle said so we would have to phase into it. She asked when are you getting a vehicle. Hanson said not any time soon. She said every year departments have to put money aside into the equipment replacement fund. Davis said this is included as a future purchase, but we don't know what year it will be purchased.

Hanson said next is the Housing and Redevelopment Authority (HRA) budget, this is a special revenue fund on pages 71-73. She said the funding for HRA would normally come from a levy, but we have not proposed a levy for 2012. The HRA purpose is to provide safe and sanitary dwellings to persons of low and moderate income and their families at prices and amounts they can afford within the City and to address substandard, slum or blighted

areas. Hanson said we haven't had any projects yet but there may be some in the future and although we are not active we are still an authority and we still need a budget for legal, council and staffing. She said our total budget for 2012 is \$37,100 down from 2011 which was \$126,058. Hanson said one thing we do have on there is \$10,000 for professional services fees for a housing study for 2012. Moegerle asked did you have the greatest reduction in budgets with this budget. Hanson said probably.

Hanson said and last is the Economic Development Authority (EDA) budget included on pages 78-80 also a special revenue fund. She said there is a special levy for taxable year 2012 of \$163,428. Hanson said this is a new budget since the EDA will become an active authority. She said one thing the EDA and City Council will have to consider now is legal services (\$50,000) because the EDA will become an active authority and staff is proposing \$25,000 for professional services for marketing and branding. Moegerle asked what insurance do we need, the \$1,300 is it over and above. Pierce said we are not sure with the proposal of the EDA, and how it will be in the future, so our agent has suggested we have separate insurance on both the EDA and the HRA.

DeRoche asked about step increases. Davis explained when staff started this budget cycle they were told 0% increase and no COLA, but some of the budgets do include step increases. He said when the budgets were kept at a 0% increase those that were due a step increase did not receive them. Davis said others are at the top of their step plan. He said so those employees that did not receive step increases and not at the top of their step plans do have step increases included in the budget.

Larry Martin, Building Official/Code Enforcement Officer said the building department budget is on pages 41-43. He said some of these numbers will be lower or go away such as motor vehicle parts in the amount of \$400 he swapped out the spare tires and now we just have some bald spare tires. Martin said he has asked to have some training money put back in his budget. He said this is the minimum CEUs that need to be maintained for his department. Martin said his building inspector needs to maintain his septic design certification. He explained that his department is in charge of plan review, plumbing, mechanical permits and facilities maintenance. Martin said he has also been working with the residents at Castle Towers along with APAC. Council asked what is APAC. Lawrence said they help the mobile home park residents establish an association. He said he has been holding monthly meetings at the community center at Whispering Aspen. Lawrence asked are they working on the road issues up there. Martin said he is working with them. He said the only item he doesn't have separated out is code enforcement activities, he doesn't know if you want to separate that out. DeRoche asked if animal control services come out of the building department or general fund. Pierce said it is included in the police department budget. Lawrence asked we just have one new building permit so far this year. Martin said we have one new home so far and he is talking to three others. He said he would like to see commercial pick up. Martin said a building permit for a Wal-Mart would be \$95,000.

Mark DuCharme, Fire Chief said his fire department budget starts on page 33. He said one of the big things we do every year is estimate how many fire calls there is going to be and history says there is going to be 500 to 550 for year 2012. DuCharme said wild land fires are kind of hard to estimate. He said we do have a host of officers. DuCharme said we run a duty officer program that he started in 2009. He said we currently have 34 firefighters on our roster, of that three are on leave right now and he anticipates that two or three might not come back. DuCharme said he had quite a conversation with DeRoche on what is the number of fire fighters for East Bethel, he said the budget calls for 35 firefighters. We have

some senior fire fighters and he tries to plan for those that are getting near retirement. He said for 2012 we are predicting 501 calls.

DuCharme said the municipal contribution to the relief association is \$17,500, down from a year ago. Moegerle asked how can there be a voluntary contribution required by the city. DuCharme explained just so everyone understands this is a voluntary contribution the relief association came to the Council and asked for at a Council meeting a couple months ago. Lawrence asked if the three fire fighters that are leaving, do they have a lot of years vested. DuCharme said one has sixteen years. Lawrence asked are they eligible for direct payout. DuCharme said for a direct payout they have to be above 50 years of age. DeRoche asked what kind of financial liability we are talking about. DuCharme said about \$65,000. He said but that is the relief association, the fund is over a million dollars. DeRoche said he is curious, if they are ready to leave and there is a financial commitment to the city, that has to be anticipated. DuCharme said they do plan in advance of that, the retirements he talks about are not unexpected.

DuCharme said on page 36 he has asked for additional equipment, turnout gear for five fire fighters. He said we try to rotate in three to four sets per years. DuCharme said when we bring in new people sometimes we have gear that fits them, but sometimes we have someone that is a special size. He said we also are asking for seven additional pagers, last year we bought five. DuCharme said we operate on 800mhz system, when they put a call out it is simulcast. He said we also have to budget for the weather sirens, all the sirens are getting repaired this year, and what he means by repaired is Council voted to accept a grant to upgrade the sirens. DeRoche said the sirens at Coon Lake Beach (CLB) are not working. DuCharme said if he doesn't hear that he doesn't know, you have to let him know. He said we have fifteen weather sirens and they are very expensive to maintain, we spend at least a \$1,000 a year on maintenance. Moegerle asked what has been built so poorly, or is so sensitive on these. DuCharme said they are all are controlled by radio, it is a high maintenance item. He said with new radios going in it might be better. DuCharme said we have been chasing radio grounds since they went in. Davis said they are a high maintenance item, that is why they are tested every month. DuCharme said Anoka County does the testing, they set them off. He said there also is a test you don't know about that happens every single day. DeRoche said he has people ask him all the time why the sirens don't go off. He said they didn't go off for the tornado at CLB.

DeRoche asked what kind of pagers are we getting that are \$600 each. DuCharme said they are Motorola's. He said we stress don't drop them, it includes the charger. DuCharme said they are repeatable pagers, they store the calls for you and a lot of people list to the calls on the way to the station and on the way to they calls to make sure they have the right address. He said we have three different types of pagers, A for station 1, B for station 2, and C for chief officers. DuCharme said plus the calls come over on a text to our cell phones. DeRoche said it seems as most of the calls that come in are medicals, what is being done to get fire fighters to be able to respond to these calls. DuCharme said we used the Safer Grant to get a lot of our fire fighters trained in EMT. He said Allina enjoys having our fire fighters trained as EMTs. DuCharme said right now he thinks we are almost ½ EMT trained. Voss asked how much training do you do for EMT compared to a first responder. DuCharme said EMT is about 150 hours. He said but when people get to the EMT he finds people don't want to let it go, they want to keep the training up.

DuCharme said on page 38, item 433, dues and subscriptions we lowered this to \$1,000 from \$1,750 and we added additional training. He said we require our officers to have 12 hours of

training at an outside class. DuCharme said the other thing is we have been operating on the FEMA Safer Grant, we have been enjoying this and we want to make sure FEMA doesn't come back and say this wasn't meant to replace training. He said it costs local fire departments \$15,000 to \$20,000 for training. DuCharme said we have been able to get \$9,300 from the Mn Fire Training Board as reimbursements along with Safer Grant. He said we have been able to do things that we wouldn't normally be able to do. DeRoche asked are these CEUs. DuCharme said this is over and beyond. He said we address the certification through our training program on staff, they can instruct our ongoing training fire fighters up to Fire Fighter II.

Moegerle said on the Safe Assure contract, there was some discussion about the fire department taking that over for the coming year, are you interested in doing that or would you rather fight fires for the coming years. DuCharme said that depends on the city budget.

DuCharme said he wants to touch on the Safer Grant. He said we are going to be entering year three of the Safer Grant, they don't run a fiscal year, don't run a calendar year, they run a grant year and it starts November 5th. DuCharme said we are just finishing the 2nd year and could draw up to \$83,000. He said there is \$20,000 for program coordination, there is a lot of accounting that goes on. DuCharme said we market our program, have open houses, and also on occasion have meetings where we will do cooking for fire fighters, recruitment and retention, and length of service awards. He said sometime in November everyone here will get an invitation to the fire relief association dinner in December. DuCharme said there is \$2,500 for travel for education. DeRoche said plus you pay for the time they are at the meeting. DuCharme said we pay the officers for the time they are at the meetings, and we pay the fire fighters for the calls they miss. He said there is \$2,500 for the Explorer program a health insurance match which is a \$30,000 a year item. DuCharme said how this works is we will match health insurance or health care costs up to \$1,000 per fire fighter a year. He said and this year we have \$6,500 in our marketing program for equipment, last year we used this for a projector.

DeRoche asked about the replacement of SCBA in the amount of \$20,000 on page 38. DuCharme said this is an increase over last year. He said this is used to fill our bottles for station 1. DuCharme said the one we are using is 25 years old and on its last leg, we have to repair it yearly. He said it has passed certification, but it takes a long time to fill the bottles. DuCharme said we don't need a cascade system, we need a compressor. He said this amount might be high, but that is his best guess. DuCharme said he thinks his 2012 budget is a 0 increase from 2011. DeRoche asked wasn't the joint powers that we agreed to with Anoka County on radio transmissions, wasn't that a no cost thing. DuCharme said he sits on that committee and that is records management. He said that just deals with records management and even our City Attorney has been involved with that. Moegerle said not to be nit picky, but on page 38, care and cleaning of six doormats can't you just hose them off with the equipment you have. DuCharme said we do buy them now and hose them off and then at the end of the year certain ones will wear out. Moegerle asked do the fire fighters and the sheriff show up for medicals. DuCharme said sometimes. He said some people say that there are a lot of people there on that type of call, ambulance, fire truck, sheriff. DuCharme said he has never heard anyone complain that has been sick that we have helped out. He said our staff is good at what they do. DuCharme said we had nine people on

Davis explained the City Administrator, Elections, City Clerk, Finance, Assessing, Legal, Human resources, General Government, Police, Engineering, Park Maintenance, Streets,

Central Services and Transfers Outs budgets briefly.

Moegerle asked our building permit income is at \$13,000 and we hoping for \$70,000 where does that number come from. She asked is this based upon ERU projections or where does that come from. Davis said the \$70,000 comes from what was used last year, that is a best guess estimate, and we hope to come close to that or exceed it. He said there is not scientific evidence to work out a number for this, so this is just what we anticipate. Moegerle said and it is the same for all the building department permit revenue numbers. Davis said that is correct.

Davis said if you don't have any questions any on this, this is our initial proposal to you and we are asking you for direction. Pierce said our purpose here to lead up to is by September 15 we have to have a preliminary levy for the general fund and the EDA to the county. She said the last City Council meeting we can do that is September 7th, so we would like to bring those resolutions to Council at that meeting to do that. Pierce said then the county takes those resolutions and sends out parcel specific notices with the date for the public hearing. After people get their parcel specific notices, there is a date on there that Council will take public input on the budget and then the 2012 budget will be adopted after that meeting. She said the December 7th meeting would be the suggested meeting for the public meeting and then the adoption of the 2012 budget would be at the second meeting in December. Voss said and you can only go down from the levy you submit. Pierce said that was her comment, from the preliminary levy you can only go down, you can shuffle around. DeRoche said once we give it to the county we can do down, but we can't go up.

Lawrence with these bonds coming up that we have to pay for, how prepared are we. Pierce said for 2012 we have enough capitalized interest to pay for the debt. She said in 2013 that is where the ERUs and special assessments are anticipated to come in. Pierce said we have put together a proposed schedule and gone to 50% of what Bolton and Menk projected in October, worse case scenario that Landform used. Davis said the first sheet we provided shows the different type of bond payments. He said the second sheet shows the ERUs. Davis said this is based on 27 ERUs for 2013 and 27 for 2014. He said the numbers we talked about originally the critical year is 2013. Moegerle asked what about bonds from 2005, they are not added in here. Pierce said there were two bonds issued in 2005, one is totally paid from special assessments, and one is totally paid off. She said the other is fire station and warning sirens and that was a referendum, those are paid by property taxes. Moegerle said these are just sewer bonds. Pierce said correct. Davis said really the only thing we know is 2013 is the critical year, we need to get the connections.

Voss said generally we have gone through the budget review two different ways in the past, either jump around or gone page by page.

Voss said he has a question on page 7, item 351, do we print new town hall meeting signs every year, is there a way to make permanent signs and just change them. Davis said if anything changes we have to reprint them. Voss said he said in New Brighton they just put a sticker on them. Lawrence said sometimes it cost just as much to buy the stickers. Voss said we need to find a way to bring that down. Voss said and under audio equipment rental, do we need this item. Pierce said it was left in there in case we switch locations for the Town Hall meeting. Moegerle asked where does the expense from our packets come from. Pierce said from general fund, we don't split that out. Voss said and same page, line item 434, conferences/meetings under Mayor/Council, that is a big jump in those. Davis said we went ahead and increased conference and training in all budgets. He said this is for the League of

Minnesota Cities (LMC) meetings, Local Government Officials meetings, etc. Voss said they cost this much. Davis said it depends on how many Council members want to go and this is a first blush at the budget. Voss said this is a lot more than most budgets have for training. Moegerle said there are five of us. She said and the annual training at the LMC was great, very informative.

Moegerle asked about telephone bills global concern, is it impossible to consolidate telephone bills and get a good deal for the city. Staff said they would look into this.

Voss asked about the City Clerk budget and why are we budgeting so much for overtime. Davis explained that it costs about \$9,000 for her to do the minutes, \$15,000 was in there just estimated from what it has cost so far this year and then until the end of this year. He said this is also because of staff reductions, she has had to work extra hours, we talked about this prior to the submission of this budget and we feel that this could be reduced to \$12,000 but this is minute taking and the time she spends at Council meetings and does all that about 26 times a year, it amounts to about \$9,000. Voss asked how did we get by in 2009 and 2010. Davis said she worked a different schedule in 2010. Moegerle asked what the possibility of contracting it out is. Davis said we talked about that, the only thing about that is the expediency of getting it back and this way we have it fresh, and we have someone here that understands the background. Voss said there is also a lot to be gained by having Wendy here at the Council meetings. Moegerle asked Warren if she is interested in going back to the alternate schedule. Warren answered she would not be able to get her other work done. She indicated for most of 2009 she was not working the alternate schedule and she had a support person. Warren said when this was changed, we hired someone to tape the Council meetings because the alternate schedule was interfering with the other employees work, they could not get their regular work done because of loss of hours, but she still lost her regular hours and had to get all her regular work done. She said with the increased duties because of staff cuts, she doesn't feel she can get all her work done with the alternate hours. Voss said what if we hired someone part time to do some of these extra duties. Davis said it is very hard to hire someone part time and then we have to get them trained, and he doubts very seriously that they can do what Warren does. He said he had told Warren that if she has issues with her time to let him know. Voss said he has issues with budgeting overtime and he doesn't think it is good for someone to work overtime like this. Warren said she was hired to work these overtime hours in 2002, it is something she is used to.

Moegerle asked about the Finance Department budget, the GFOA training is that for both staff members. Pierce said yes.

Voss said this is not much, but why is there \$2,500 being budgeted for legal in the Human Resources budget, why are we budgeting for legal by department. Davis said we put that under Human Resources because we didn't want to do away with category, we do consult with attorney that deals with HR. He said when we have an issue that we need to, we get basic consultation on HR issues. Voss said but when we have issues on Roads and Planning we don't charge it that way. Davis said this is one that you can call it either way. Moegerle said she likes it because it will be a gauge of when we need a HR person. Voss said he understands if we have to outsource for HR needs, but it is odd that we broke out the legal as separate. Lawrence said if this wasn't budgeted separately wouldn't it just come out of legal budget. Davis said yes.

Moegerle asked about the water softener rental. Davis said we are paying rental on a water softener, we have been paying this since 2003. He said we are going to have Traut Wells

come in and see what kind of water we are dealing with. Davis said then we can see what kind of system we need and see what the pricing is.

DeRoche asked in the planning department budget, on page 28 under full time employees, what is the \$500 increase. Pierce said both of the employees are at the top of their pay grade, so neither will get a pay increase but she put in \$500 for sick and vacation payout accrual. DeRoche asked what are the limits on sick and vacation accrual. Davis said 240 hours for vacation and employees can accrue 640 hour of sick time but only get 50% of sick payout. Pierce said this is accounted for at the end of the budget. DeRoche asked also on page 28 there are separate line items for conferences and mileage. He asked are meetings and mileage together or separate. Pierce said they are separate line items, mileage and conferences. Davis said we encourage staff to attend meetings that are within driving distance, so there are not any overnight costs. DeRoche asked these conferences all fall within the parameters of their jobs. Davis said yes. He said we disapprove of overnight conferences.

DeRoche asked on page 34, normally you can see where city would pay for training, but as a rule CEU's a medic or fire fighter does on their own to keep their certification up, they would pay for specialized training, but they wouldn't pay for you to sit in training. He said one of his concerns is they can leave at any time and go to another department. DeRoche said we are paying people to drive to training, hourly wages at training and for training. Davis said if it is a regular fire fighter and there is no fire call you missed you don't get paid. He said it is just the officers. Voss said so if there are four calls while they are gone, then they get compensated as if they are at the call. He said as he understands it, if there is a medical call not every one responds. DeRoche said he has been told between seven and nine go out. Voss said he has been on some accident scenes, where you need the response like that. He said they should send them back if you don't need them. Davis said he needs to sit down with the fire chief and have him develop a plan for this. DeRoche said when we talked about it he said he would be interested in doing it in a year or year 1/2. Moegerle said she has had some experience with this and four people is too much for one injury. DeRoche said he has been on the middle of Highway 8 with thirteen patients on the ground with five medics and too many cooks spoil the kitchen is true. He said when he worked training you have to go in, triage and be out. DeRoche said you can't have that many people around, if there is a way to send people home. Voss said the two station approach changes that, the times he has been with the sheriff on medical calls the sheriff is first there, then fire, then the ambulance. He said the ambulance/Allina is usually the last ones there. Voss said he agrees that you don't need that many there, but when he has been there, he has only seen four fire fighters there. DeRoche said most deputies are first responders minimum. Lawrence said a lot of calls don't come in as medical emergencies. Voss said he thought all three were dispatched on any medical. Davis said in regards to the number of people that respond to an incident, we can find out from the fire chief and see what we can do about that.

DeRoche asked the fire chief has a truck and the fire inspector has a vehicle. Moegerle said do they take it home is that where we are going with this. Voss said the fire chief does. Moegerle asked does the fire chief respond to calls from his home. Voss said not outside of his eight hours. Moegerle said she is looking at the motor fuel budget. She said in one place of the budget we have budgeted for \$3.00 per gallon and another \$5.00 per gallon. DeRoche asked for the deferred compensation is that strictly for the fire chief. Pierce said yes. DeRoche asked and the fire pension contribution, city and state, explain that. Pierce said we get funds from the state and we pass that on to the fire relief association for their pension fund. DeRoche asked about the health insurance match. Pierce said that is in the Safer

Grant. DeRoche asked is this different than the disability insurance. Pierce said the disability insurance is for fire fighters that get hurt on the job. DeRoche asked what is the cafeteria contribution. Pierce said this is something that all regular full time employees receive, an amount towards health, dental, and other benefits.

DeRoche asked who do we have workers compensations insurance through. Pierce said LMC, but our experience rating with that has not been very good either. She said one year it will go up and one year it will go down. DeRoche said insurance companies don't get hit bad with workers compensation, there is a reinsurance that takes over. Lawrence said he spoke with the fire chief and learned about the pay plan, training and stuff. He said he told him after seven years of service the fire fighters become a little more valuable to the city, they get their pension locked up tightly, but before seven they can fall off. Voss said in that five to seven years they are going to stay, pension is retention. DeRoche asked about the drug testing, he has had complaints about the same person getting tested and the one who needs to get tested doesn't. Davis said this is totally random, the city has no control over who gets tested. He said he has one guy who gets tested over and over in public works. DeRoche said one of problems you have with that is if someone is stoned and is driving.

DeRoche asked on page 37, item 307, continuing health surveillance of fire fighters, what is this. Davis said he thinks this is a program to make sure the fire fighters make the standards.

DeRoche said \$20,000 for a compressor is really high, he knows people that fill tanks. Davis said he will request quotes.

Voss asked under Civic Events on page 60, why was this dropped from \$5,000 to \$2,500. Davis said if we are going to potentially eliminate the fireworks from the budget, then it was thought to scale it back. Lawrence said this was done because it was thought that the Booster Day Committee should be responsible to get donations to cover the fireworks. Voss said we used to get sponsorships for fireworks and when it dried up the city took it over. Moegerle said if we stated it at this point, it is our encouragement to state we are not going to do it now. Lawrence said the Booster Day Committee is the fundraising driver and the funding should not be on the back of the taxpayers. He said it is their event and they want to take ownership of it, they should take ownership of it. Voss said if we take away the fireworks then there will be less people there. He asked has this been presented to the Booster Day Committee. Lawrence said no. Davis said this was briefly touched on at a council meeting. Voss said he must have missed this meeting. He said this is a small expenditure out of whole budget, but it will be a much more dramatic effect.

Voss said almost every year after we submit the budget to the county we have cut it.

DeRoche asked what most of the cost of building department is. Davis said like everything else, salaries and benefits. Moegerle said we are down on recycling. Pierce said mainly that is because of the recycled oil, we are oil, not doing that. Davis said we have a company that has proposed to bring in a truck a certain number of hours a week.

Moegerle said we have in the budget \$62,191 for trails, Phase 2 for Cedar Creek Trails, should we not decide to fund the trails capital fund, can we save that for a raining day such as paying for the bonds in 2013. Davis said as far as trails transfers he would like to keep that, we might be using that someday. DeRoche said you should emphasis the trails and how they are on the side of the shoulder.

Voss asked when will we continue this discussion.

Lawrence made a motion to continue the 2012 Budget discussion at the August 17, 2011 City Council meeting. DeRoche seconded; all in favor, motion carries.

Adjourn

Moegerle made a motion to adjourn at 8:36 PM. Voss seconded; all in favor, motion carries.

Attest:

Wendy Warren
Deputy City Clerk

DRAFT

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

RESOLUTION NO. 2011-32

**RESOLUTION PROCLAIMING SEPTEMBER 17 – 23, 2011 AS
CONSTITUTION WEEK**

WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States; and,

WHEREAS, it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend against all enemies; and,

WHEREAS, September 17, 2011, marks the two hundred twenty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary; and,

WHEREAS, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through 23, 2011, as designated by proclamation of the President of the United States of America in accordance with Public Law 915;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the week of September 17 - 23, 2011 be proclaimed Constitution Week.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

ATTEST:

Jack Davis, City Administrator



CITY OF EAST BETHEL

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

For Fiscal Years Ending

December 31

2011, 2012, and 2013

AUGUST, 2011

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I. GENERAL INFORMATION

The City of East Bethel is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2011, December 31, 2012, and December 31, 2013. These audits are to be performed in accordance with the generally accepted auditing standards and the standards for financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards (1988) and State Legal Compliance audit requirements.

There is no expressed or implied obligation for the City of East Bethel to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City of East Bethel reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of East Bethel and the firm selected.

A. Term of Engagement

Under the current schedule for proposal solicitation, audit services are to be bid every three years.

B. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of East Bethel.

II. NATURE OF SERVICES REQUIRED

A. General

The City of East Bethel is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2011, December 31, 2012, and December 31, 2013.

B. Scope of Work to be Performed

The City of East Bethel desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards (GAAP). Assistance will be provided to the City for implementing GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*, effective 2010, and Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, effective 2011.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the US General Accounting Office's Government Auditing Standards (1994), the provisions of the Single Audit

Act of 1996, the provisions of US Office of Management and Budget (OMB) Circular A-133, and the provisions of the MN Legal Compliance Audit Guide for Local Government (pursuant to MN Statute 6.65).

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on the compliance and internal control over financial reported based on an audit of the financial statements.
3. A report on compliance with applicable laws and regulations.

Auditors shall assure themselves that the City Administrator and City Council is informed of each of the following:

- a. The auditor's responsibility under generally accepted auditing standards
- b. Significant accounting policies
- c. Management's judgments and accounting estimates
- d. Significant audit adjustments
- e. Other information in documents containing audited financial statements
- f. Disagreements with management
- g. Management consultation with other accountants
- h. Major issues discussed with management prior to retention
- i. Difficulties encountered in performing the audit
- j. Legal compliance findings
- k. Significant deficiencies
- l. Control deficiencies
- m. Management recommendations
- n. Financial analysis
- o. Update of resolved (and unresolved) issues from prior years

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and to the City Council.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of East Bethel of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: City of East Bethel, State Auditor, US General Accounting Office (GAO), parties designated by the federal or state governments or by the City of East Bethel as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF GOVERNMENT

A. Principal Contacts

The auditor's principal contact with the City will be Rita Pierce, Fiscal & Support Services Director, or a designated representative, who will coordinate the assistance to be provided by the City of East Bethel to the auditor.

B. Background Information

The City of East Bethel is located in Anoka County, Minnesota. The City's fiscal year begins on January 1 and ends on December 31. The City is approximately 48 square miles in area. The most recent official population estimate is 11,626 (2010 Census). East Bethel was incorporated in 1958. The city has operated under the State of Minnesota Statutory Plan A form of government since 1974. The City's governing body consists of a Mayor and four Council members, all elected at large. Council members serve overlapping terms of office.

The City provides the usual services to its citizens including fire, street constructions and maintenance, parks and land use planning including code enforcement. The City contracts for police, engineering, assessing, and attorney services. The City has two blended component units, the East Bethel Housing and Redevelopment Authority and the East Bethel Economic Development Authority. The city currently has 19 full-time employees. The general fund budget for 2011 is \$4,681,345.

Banyon Data Systems software is used for all financial operations.

Information on the City's fund types and account groups can be found in the 2010 financial report available on the City website at: <http://eastbethel.govoffice.com> under departments and the finance tab.

C. Pension Plans

The City of East Bethel participates in the following pension plans:
Public Employees Retirement Association of Minnesota

The city has no post-retirement obligation as defined by GASB 45.

The East Bethel Fire Relief Association has its own plan and submits an audited report to the City.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

August 18, 2011 Request for proposal issued

September 30, 2011 Due date for proposals

November 2 or November 16, 2011 City Council selection

B. Schedule for the 2011 Fiscal Year Audit

In December 2011 or January 2012 a preliminary meeting will be held to discuss any potential audit problems and the interim work to be performed and to develop a schedule for the audit process.

The auditor shall complete all field work by **April 20, 2012**, unless otherwise agreed upon by City Staff. It is anticipated that the 2011 audit report presentation will occur at the **June 6, 2012** City Council meeting.

City staff and the audit firm may hold a final wrap-up meeting following the Council meeting. This should be held within 30 days following that meeting. A similar time schedule will be developed for audits of future fiscal years.

V. AUDIT RESPONSIBILITIES

A. City Staff Assistance

City staff will be available during the audit to assist the firm by providing information, documentation and explanations.

B. Work Area and Equipment

The City of East Bethel will provide the auditor with reasonable workspace, tables and chairs. The auditor will also be provided with access to a telephone, photocopier/scanner/FAX machine, and an internet connection.

C. Report Preparation

The City will prepare a draft of the combining and individual fund statements. These will be ready at the start of fieldwork. The City will also prepare all footnotes, exhibits and statistical section documents. The auditor will provide examples for any sections of the financial report that needed to be updated to reflected GASB changes prior to December 31, 2011. As a part of the financial report review process, it is expected that the auditor will provide any comments for improving the report prior to its issuance.

VI. PROPOSAL REQUIREMENTS

The Proposer shall submit five (5) originals and an electronic copy (emailed) of the completed proposal to:

Rita Pierce, Fiscal & Support Services Director
City of East Bethel
2241 221st Ave NE
East Bethel MN 55011
Email: rita.pierce@ci.east-bethel.mn.us

The proposal shall include:

1. Title Page-- Title page showing the request for proposal subject; the firm's name, address, email, and telephone number of the contact person; and the date of the proposal.
2. Table of Contents
3. Transmittal Letter-- A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days.
4. Detailed Proposal-- The detailed proposal should follow the order set forth in Sections VII and VIII of this request for proposals.
5. Executed copies of Proposer Warranties (Appendix A).
6. Schedule of Proposed Fees for 2011, 2012 and 2013 audits (Appendix B).

The City of East Bethel reserves the right, where it may serve the city's best interest, to request additional information or clarifications from the proposers. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

VII. TECHNICAL PROPOSAL

A. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of East Bethel in conformity with the requirements of this request for proposal. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, Item Nos. B through H must be included. They represent the criteria against which the proposal will be evaluated.

B. Independence

The firm should provide an affirmative statement that it is independent of the City of East Bethel as defined by generally accepted auditing standards of the US General Accounting Office's Auditing Standards (1994).

The firm should also list and describe the firm's professional relationships involving the City of East Bethel or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the City of East Bethel written notice of any relevant professional relationships entered into during the period of this agreement.

C. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

D. Firm Qualifications and Experience

The proposal shall include a table that includes the following:

- Names of City Audit Clients
- Indicate if what years audited
- Indicate scope—CAFR? Single Audit?
- Contact name, title, email address or phone #

The proposal shall include a table that includes the following:

- Number of positions by category (i.e. partners, seniors, juniors, support staff)
- Number of licensed CPAs by category (i.e. partners, seniors, juniors, support staff)

- Number of individuals by category (i.e. partners, seniors, juniors, support staff) providing greater than 500 hours of governmental audits in the last 3 years

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

E. Partner, Supervisory and Staff Qualifications and Experience that would be Assigned to City of East Bethel Audit

The proposal shall include a table that identifies the following on each individual that will be assigned to our audit:

- Name
- Position
- Number of years with your firm
- Number of years performing government audits
- Listing of the cities that the individual audited as of 12/31/10.

Engagement partners, managers, other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office; provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements. .

F. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the City of East Bethel's

internal control structure

f. Approach to be taken in determining laws and regulations that will be subject to audit test work

g. Approach to be taken in drawing audit samples for purposes of tests of compliance

G. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

H. Report Format

The proposal should include a sample format of a typical City Management Letter issued by your firm.

VIII. Dollar Cost Proposal

A. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of East Bethel.

B. Rates by Partner, Manager, Supervisory and Staff Level Times and Hours Anticipated for Each.

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.

C. All estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in Attachment B.

All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

D. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between The City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

E. Single audit.

The pricing for the single audit (A-133) will be billed separately at the quoted hourly rates on schedule B.

F. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

IX. EVALUATION PROCEDURES

A. Review of Proposal

The City of East Bethel reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The selection process will include, but not be limited to, the following criteria:

1. Mandatory Elements
 - a) The audit firm is independent and licensed to practice in Minnesota.
 - b) The firm has no conflict of interest with regard to any other work performed by the firm for the City of East Bethel.
 - c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
2. Technical Quality
 - a) Expertise and Experience
 - 1) The firm's past experience and performance on comparable government engagements.
 - 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - b) Audit Approach
 - 1) Adequacy of proposed staffing plan for various segments of the

engagement

2) Adequacy of sampling techniques

3) Adequacy of analytical procedures

3. Price-- Cost will be a factor in the selection of an audit firm. However, price will not be the sole determining factor in the selection process.

C. Oral Presentation

During the evaluation process, the City may, at its discretion, request one or all firms to make an oral presentation. Such presentation will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentation.

D. Right to Reject Proposals

The City of East Bethel reserves the right without prejudice to reject any or all proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of East Bethel and the firm selected.

**APPENDIX A
CITY OF EAST BETHEL
PROPOSER GUARANTEES**

Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of East Bethel.

The proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.

Proposer warrants that all information provided in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed or printed): _____

Title: _____

Firm: _____

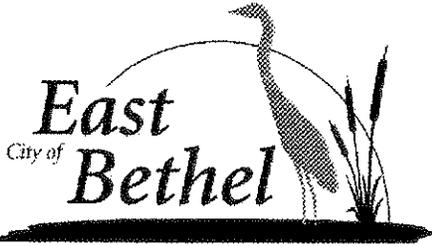
Date: _____

**APPENDIX B
CITY OF EAST BETHEL
SCHEDULE OF PROFESSIONAL FEES**

	# OF HOURS	STANDARD HOURLY RATE	QUOTED HOURLY RATE	TOTAL
PARTNERS				
MANAGERS				
SUPERVISORY STAFF				
OTHER (SPECIFY)				
SUBTOTAL				
OUT OF POCKET EXPENSES—SPECIFY NATURE OF EXPENSE:				
TOTAL NOT TO EXCEED COST FOR 2011 AUDIT				

TOTAL NOT TO EXCEED COST FOR 2012 AUDIT	
---	--

TOTAL NOT TO EXCEED COST FOR 2013 AUDIT	
---	--



Application for Approval of State Gambling Premises Permit

Applicant Information

Organization Name	Coon Lake Community + Senior Ctr.
Name of Leased Premises	Fat Boys Bar + Grill
Street Address	182 Forest Rd.
City ST ZIP Code	Wyoming MN 55092
Work Phone	651-464-9823
E-Mail Address	oakie10@aol.com
License Number	03403
Check all activities that will be conducted:	<input checked="" type="checkbox"/> Pull-Tabs <input type="checkbox"/> Pull-tabs w/dispensing device <input type="checkbox"/> Tipboards <input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel w/table <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Bar Bingo

Organization Background Information

Please provide background information for your organization to include the following:

(Attach Additional Sheets as necessary)

- Your Mission and Purpose See attached
- Area and Population served Coon Lake Community, city of East Bethel
- Services your organization will/does offer Free use of center to non-profit orgs.
- Has your organization had a violation of any state statute, state rule or city ordinance relating to gambling within the last three years (If yes, please indicate dates and describe violation, and what was the penalty) NO
- Other Pertinent Information _____

Proposed Lawful Purpose Expenditures

Organization, Individual or Institution Name	Street Address	Phone
Coon Lake Improvement Assn		
CLC + SC for kids parties (Easter/Christmas, etc)		
PHI Events Rentals (games for kids)		

Agreement and Signature

By submitting this application, I affirm that the facts set forth are true, correct and complete. I understand that any false statements, overt omissions or other misrepresentations made by me on this application may result in revocation of the premises permit.

Name (printed)	Kathleen M. Stokke
Signature	Kathleen M. Stokke
Title	Gambling Mgr
Date	7-8-11

Application

Application for approval of a state premises permit shall be made at least 90 days prior to the expiration of a current premises permit or, in the case of a new premises permit, at least 90 days prior to the date the application is submitted to the Minnesota gambling control board for the permit. The application shall be filed with the City Clerk.

Approval

Application for approval of a state premises permit has been

___ Approved ___ Denied by the City of East Bethel this ___ day of _____, 20___.

City Administrator

Coon Lake Community and Senior Center
182 Forest Road
Wyoming, Minnesota 55092

Our Mission:

Our mission is for the betterment of our community and enjoyment of our community. We want to maintain and improve our building and property.

We have built a park and playground which is now is city park, we will help in any way possible to keep this park in working condition. We provide a meeting place for our seniors, they have their monthly meetings, coffee time and lunches along with special dinners and parties there.

Our children in the community reap many benefits from our center. We have special parties for them, Easter, Halloween, Christmas and Valentines to name a few.

CLIA- Coon Lake Improvement Association meets at the center monthly.

This is for cleanup of our Coon Lake. Property owners have a place for meetings. Cub Scouts or Girls Scouts have their meetings and activities at the center.

We have pancake breakfasts year around now, we also have an annual Pig Roast, and other dinners. We work with the city to schedule a cleanup day for Coon Lake Beach to make our area beautiful.

We provide a place for family meetings, funeral lunches and other gatherings. The center is always available for emergency meetings. We have had the Red Cross using it to serve food when we have had a disaster. Our local church hold their youth fundraisers at the center. Anyone is welcome to use the center for such events.

Through our fundraisers, pulltab sales, and rentals we are able to support different Associations or needs of the unfortunate. We have donated to the Red Cross, Cancer Fund, and we have helped families when they had a need.

We donate to local youth organizations, when we are made aware there is a need.

We have donated food baskets, and gift certificates at holiday time. Those who have received them really appreciate them. What a great feeling it gives us to be able to help.

Our goal is to help the community, to get to those that need us the most. We try to stay aware of what is going on in the community.

We are neighbors working together to help each other.

LG215 Lease for Lawful Gambling Activity

Check applicable item:

- 1. **New lease.** (Do not submit existing lease with amended changes).
 _____ Date that the changes will be effective. Submit changes at least 10 days **before** the effective date of the change.
- 2. **New owner.** Effective date _____ Submit new lease **within** 10 days after new lessor assumes ownership.

Organization name Coon Lake Community & Sr. Ctr.	Address 182 Forest Road, Wyoming, MN 55092	License number 03403	Daytime phone 651-982-4628
Name of leased premises <i>Fabrics Bar & Grill</i>	Street address <i>21383 Ulysses St</i>	City <i>East Bethel</i>	State <i>MN</i>
		Zip <i>55011</i>	Daytime phone <i>7634348181</i>
Name of legal owner of premises <i>Troy Parker</i>	Business/street address <i>28469 Univ Ave</i>	City <i>ISank</i>	State <i>mn</i>
		Zip <i>55246</i>	Daytime phone <i>6122214403</i>
Name of lessor (if same as legal owner, write in "SAME") <i>Soren</i>	Business/street address	City	State Zip Daytime phone

Check (✓) all activities that will be conducted

- Pull-tabs Pull-tabs with dispensing device Tipboards Paddlewheel Paddlewheel with table Bingo Bar bingo

Pull-tab, Tipboard, and Paddlewheel Rent (No lease required for raffles.)

Booth operation - sales of gambling equipment by an employee (or volunteer) of a licensed organization within a separate enclosure that is distinct from areas where food and beverages are sold.

Bar operation - sales of gambling equipment within a leased premises by an employee of the lessor from a common area where food and beverages are also sold.

Does your organization OR any other organization conduct gambling from a booth operation at this location? Yes No

If you answered **yes** to the question above, rent limits are based on the following combinations of operation:

- Booth operation
- Booth operation and pull-tab dispensing device
- Booth operation and bar operation
- Booth operation, bar operation, and pull-tab dispensing device

If you answered **no** to the question above, rent limits are based on the following combinations of operation:

- Bar operation
- Bar operation with pull-tab dispensing device
- Pull-tab dispensing device only

The maximum rent allowed may not exceed \$1,750 in total per month for all organizations at this premises.

COMPLETE ONE OPTION:

Option A: 0 to 10% of the gross profits per month.
 Percentage to be paid _____%

Option B: When gross profits are \$4,000 or less per month, \$0 to \$400 per month may be paid.
 Amount to be paid \$_____.

Option C: \$0 to \$400 per month on the first \$4,000 of gross profit. Amount to be paid \$_____.

Plus, 0% to 10% of the gross profits may be paid per month on gross profits over \$4,000. Percentage to be paid _____%

COMPLETE ONE OPTION:

Option A: 0 to 20% of the gross profits per month.
 Percentage to be paid 20 %

Option B: When gross profits are \$1,000 or less per month, \$0 to \$200 per month may be paid.
 Amount to be paid \$_____.

Option C: \$0 to \$200 per month on the first \$1,000 of gross profits. Amount to be paid \$_____.

Plus, 0% to 20% of the gross profits may be paid per month on gross profits over \$1,000. Percentage to be paid _____%

Bingo Rent

Option D: 0 to 10% of the gross profits per month from all lawful gambling activities held during bingo occasions, excluding bar bingo.
 Percentage to be paid _____%

Option E: A rate based on a cost per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. No rent may be paid for bar bingo. Rate to be paid \$_____ per square foot. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

Bar Bingo. . . No rent may be paid for bingo conducted in a bar.

Lease Term - The term of this lease agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management of Gambling Prohibited - The owner of the premises or the lessor will not manage the conduct of gambling at the premises.

Participation as Players Prohibited - The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes 349.181.

Illegal Gambling

The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions

The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to permitted premises

Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the permitted premises during any time reasonable and when necessary for the conduct of lawful gambling on the premises.

Lessor records

The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent all-inclusive

Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.

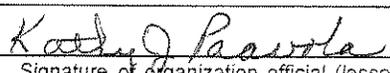
Changes in lease

- **Lease information** - If the lease is amended with no change in ownership, the organization will submit the a new lease to the Board at least 10 days before the effective date of the change.
- **Ownership** - If a change in ownership occurs, the organization will submit a new lease to the Board within 10 days after the new lessor has assumed ownership.

Acknowledgment of Lease Terms I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are **subject to the approval of the director of the Gambling Control Board.**

The lease may be terminated by either party without cause with a 30-day written notice.

Other terms _____

 Signature of lessor	8-2-11 Date	 Signature of organization official (lessee)	8-2-11 Date
Troy Parker Print name and title of lessor		Kathy J. Paavola Print name and title of lessee	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

LG214 Premises Permit Application Annual Fee \$150

FOR BOARD USE ONLY

Check # _____

Required Attachments to LG214

\$

1. If the premises is leased, attach a copy of your lease. **Use LG215 Lease for Lawful Gambling Activity.** **Mail the application and required attachments to:**
 Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113
2. \$150 annual premises permit fee, for each permit.
 Make check payable to "State of Minnesota."

Questions? Call 651-639-4000 and ask for Licensing.

Organization Information

1. Organization name Coon Lake Community & Senior Center License number 03403
2. Chief executive officer (CEO) Kathy Paavola Daytime phone 651-982-4628
3. Gambling manager Kathleen Stokke Daytime phone 651-464-9823

Gambling Premises Information

4. Current name of site where gambling will be conducted Fat Boys Bar & Grill
5. List any previous names for this location _____
6. Street address where premises is located 21383 Ulysses NE, East Bethel, MN 55011
 (Do not use a P.O. box number or mailing address)

7. City <u>East Bethel</u>	OR	Township	County <u>Anoka</u>	Zip code <u>55011</u>
-------------------------------	----	----------	------------------------	--------------------------

8. Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**
 Yes No **Raffle only.** No lease is required if only a raffle will be conducted.
9. Is any other organization conducting gambling at this site? Yes No Don't know
10. Has your organization previously conducted gambling at this site? Yes No

Gambling Bank Account Information (must be in Minnesota)

11. Bank name US Bank Bank account number _____
12. Bank street address 320 West Broadway City Forest Lake State MN Zip code 55025

All Temporary and Permanent Off-site Storage Spaces

(for gambling equipment and records related to this site - must be stored in Minnesota)

13. Address (Do not use a P.O. box number) 182 Forest Rd City Wyoming State MN Zip code 55092
- MN**

Reset Form

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City name _____	County name _____
Date approved by city _____	Date approved by county _____
Resolution number if any _____	Resolution number if any _____
Signature of city personnel _____	Signature of county personnel _____
Title _____ Date ____/____/____	Title _____ Date ____/____/____

Acknowledgment and Oath

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. | <ol style="list-style-type: none"> 5. I am the chief executive officer of the organization. 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. |
|---|---|

Kathy J. Paavola
8-2-11
 Signature of Chief Executive Officer (designee may not sign) Date

Print name *Kathy J. Paavola*

Reset Form

Print form and have CEO sign

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

FOR BOARD USE ONLY

Check # _____

Required Attachments to LG214

\$ _____

1. If the premises is leased, attach a copy of your lease. **Use LG215 Lease for Lawful Gambling Activity.** **Mail the application and required attachments to:**
 Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113
2. \$150 annual premises permit fee, for each permit. **Make check payable to "State of Minnesota."**
- Questions? Call 651-639-4000 and ask for Licensing.**

Organization Information

1. Organization name Coon Lake Community & Senior Center License number 03403
2. Chief executive officer (CEO) Kathy Paavola Daytime phone 651-982-4628
3. Gambling manager Kathleen Stokke Daytime phone 651-464-9823

Gambling Premises Information

4. Current name of site where gambling will be conducted Fat Boys Bar & Grill
5. List any previous names for this location _____
6. Street address where premises is located 21383 Ulysses NE, East Bethel, MN 55011
 (Do not use a P.O. box number or mailing address)
- | | | | | |
|-------------------------------|-----------|-------------------|------------------------|--------------------------|
| 7. City
<u>East Bethel</u> | OR | Township
_____ | County
<u>Anoka</u> | Zip code
<u>55011</u> |
|-------------------------------|-----------|-------------------|------------------------|--------------------------|

8. Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**
 Yes No **Raffle only.** No lease is required if only a raffle will be conducted.
9. Is any other organization conducting gambling at this site? Yes No Don't know
10. Has your organization previously conducted gambling at this site? Yes No

Gambling Bank Account Information (must be in Minnesota)

11. Bank name US Bank Bank account number _____
12. Bank street address 320 West Broadway City Forest Lake State MN Zip code 55025

All Temporary and Permanent Off-site Storage Spaces

- (for gambling equipment and records related to this site - must be stored in Minnesota)
13. Address (Do not use a P.O. box number) 182 Forest Rd City Wyoming State MN Zip code 55092
- MN**

Reset Form

Acknowledgment by Local Unit of Government: Approval by Resolution

<p>CITY APPROVAL for a gambling premises located within city limits</p>	<p>COUNTY APPROVAL for a gambling premises located in a township</p>
City name _____	County name _____
Date approved by city _____	Date approved by county _____
Resolution number if any _____	Resolution number if any _____
Signature of city personnel _____	Signature of county personnel _____
Title _____ Date ____/____/____	Title _____ Date ____/____/____

Acknowledgment and Oath

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.



 Signature of Chief Executive Officer (designee may not sign) 8-2-11
Date
 Print name Kathy J. Paavola

Reset Form

Print form and have CEO sign

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

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

RESOLUTION NO. 2011-33

**RESOLUTION RECOMMENDING APPROVAL OF THE
GAMBLING PREMISES PERMIT FOR COON LAKE COMMUNITY & SENIOR CENTER AT
FAT BOYS BAR & GRILL**

WHEREAS, Coon Lake Community & Senior Center has made application for a gambling premises permit for operations at Fat Boys Bar & Grill at 21383 Ulysses Street NE, East Bethel, MN 55011; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City recommends the gambling premises permit application for Coon Lake Community & Senior Center at 21383 Ulysses Street NE, East Bethel, MN 55011 be approved.

Adopted this 17th day of August, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Agenda Information

Date:

September 21, 2011

Agenda Item Number:

Item 7.0 B.1

Agenda Item:

Planning Commission Meeting Minutes for August 23, 2011.

Requested Action:

Information Only

Background Information:

Information Only. These minutes are in draft form. They have not been approved by the Planning Commission.

Fiscal Impact:

None

Recommendation(s):

Information Only

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required: X

EAST BETHEL PLANNING COMMISSION MEETING

July 26, 2011

The East Bethel Planning Commission met on June 20, 2011 at 7:00 P.M for their regular meeting at City Hall.

MEMBERS PRESENT: Lorraine Bonin Brian Mundle, Jr. Glenn Terry
Dale Voltin (Arrived at 7:04 p.m.)

MEMBERS ABSENT:

VACANT SEATS: Three

ALSO PRESENT: Stephanie Hanson, City Planner

Adopt Agenda Chairperson Terry called the June 20, 2011 meeting to order at 7:00 P.M.

Terry motioned to adopt the June 20, 2011 agenda. Bonin seconded; all in favor, motion carries.

**Site Plan Review –
Metropolitan Council
Environmental
Services (MCES)
Wastewater
Reclamation Plant**

Applicant:
James Roth
Metropolitan Council
390 Robert Street N.
St. Paul, MN 55101

Property Location:
Lot 1, Block 1, T & G First Addition
18460 Buchanan Street NE
East Bethel, MN
PIN 32-33-23-32-0003
Zoning: B3 - Highway Business

The property owner/applicant is requesting site plan approval to construct a wastewater reclamation plant. The plant will be owned and operated by Metropolitan Council Environmental Services (MCES). The wastewater reclamation plant is part of the city sewer and water project.

The site will consist of a pre-treatment building, multipurpose building, and bioreactor. There will be future expansions to include effluent storage tanks, solids handling, wet well/drywell, biofilter, and bioreactor. The site will be secured with an eight (8) foot chain link fence.

The installation of piping has begun on the southern end of East Bethel. Once the wastewater is treated, it will be piped to one of two sub-surface drain fields. One sub-surface drain field is located east of the East Bethel Ice Arena and the other is located at 229th Avenue and Highway 65.

The proposed site plan provides eight (8) parking stalls. One accessible stall has been provided to meet ADA requirements. In this particular instance, off-street

parking requirements are based off the type of use and number of employees. Since the facility is not open to the public, the only expected traffic is from 1 - 3 employees that are staffed during the weekdays. There will be staff on call for overnight, weekends, and holidays.

Autumn blaze maples, black hills spruce, and Isanti dogwood will be planted throughout the site. Attachment #5 depicts planting locations. The landscape plan meets code requirements. According to East Bethel City Code, all new plantings, including turf establishment, must be guaranteed for one full year from the time the planting has been completed. A letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season.

As part of final plat approval, Metropolitan Council is not required to improve Buchanan Street; instead, it is required that a portion of Buchanan Street abutting 185th Ave. is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface. Buchanan Street is to be improved when T & G First Addition Outlot A is platted (located to the east of the property). Staff and Metropolitan Council have begun discussions regarding the possibility of Buchanan Street being improved up to forty (40) feet beyond the site entrance by the Metropolitan Council. Staff recommends that discussions with Metropolitan Council continue.

The proposed lighting plan provides for wall lighting around the buildings and ten (10) downcast shielded lights mounted on a pole in the parking/drive area. Lighting sources will be hooded so as not to light adjacent property. Also, poles cannot exceed a height of thirty (30) feet.

The City Engineer has completed his review of the site plan. His comments are attached for your review (attachment 9, memo dated July 8, 2011). Many of the comments of the City Engineer have been addressed by the Applicant; storm water calculations and signed plans have been submitted. The Applicant will need to continue to work with the City Engineer until all comments have been satisfactorily addressed.

The attachments included in the packet of information:

1. Site Location
2. Site Plan Application
3. Site Plan
4. Property Survey
5. Landscape Plan
6. Grading and Drainage Plan
7. Lighting Plan
8. Building Elevations
9. Memo from City Engineer Dated July 8, 2011

Fiscal Impact:

Undetermined at this time

Staff Recommendations:

Staff requests Planning Commission recommend approval to City Council of a site plan review for the construction of the Metropolitan Council Environmental Services Wastewater Reclamation Plant on the property owned by Metropolitan Council, located at T & G First Addition, Lot 1, Block 1, PIN 32-33-23-32-0003, 18460 Buchanan Street, with the following conditions:

1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.
2. Letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season. In addition to the letter of credit or cash escrow, the owner must submit an estimated landscaping cost for plantings and turf establishment.
3. Full set of the site plan must be signed by a licensed professional engineer.
4. Maintenance Agreement must be executed to ensure maintenance of the onsite pond is performed. Maintenance Agreement will be drafted by the City of East Bethel.
5. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.
6. Any modifications to the approved site plan shall be submitted to and approved by City Staff.
7. Continue discussions with staff regarding improvements to Buchanan Street. Improvements will be required to meet engineering standards and must be approved the City Engineer. If Buchanan Street improvements are not completed, the property owner will be required to pave a portion of Buchanan Street abutting 185th Ave. It is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface, as approved as part of the T & G First Addition final plat.
8. Building permit must be obtained for fencing over six (6) feet in height.
9. All conditions must be satisfied prior to the issuance of a building permit.

Hanson advised that Mr. Roth with the Met Council is here to answer any questions that you have specifically.

Bonin asked about the parking spaces, if there are only going to be one to three people there, eight parking spaces seems like overkill. Hanson said if there are future expansions or delivery trucks they wanted to ensure there was enough parking. Mundle said Mr. Roth is here.

Jim Roth advised the Commission that he is the project manager for Met Council. Mundle asked about the statement in the introduction in the site plan review, it states all residents in East Bethel are served by individual septic systems. Mundle said that is incorrect as there are two waste water treatment plants in East Bethel. Roth said that would be corrected. It was asked if there will be any hydrants planned for this area. Hanson said there are fire hydrants provided, but

they are part of another project. Mundle said we should have fire hydrants there. Mundle asked if there would be any additional security measures, such as gates. Roth said they are discussing security plans. More commonly at these facilities there are motorized gates, card readers, and some of the site will be fenced. Will the snow plowing affect the shrubberies, or is there an easy way to clear the snow from the site. Roth said there is a lot of room on the site to remove snow and they can protect the shrubbery. Mundle just wants to make sure the shrubbery isn't damaged.

Terry said this site plan looks to be a paved road coming off of 185th. He asked if the Met Council was not doing regular pavement there. Roth said we will be paving up to the entrance of the driveway. They are working with the City on the detail of the extension of Buchanan. Terry said are you going to have a curbed road and gutter? Hanson said yes it will be curb and gutter.

Terry asked about the two drain fields and questioned why they are going to go so far from the other site. Roth said because they had to acquire the property and they had to find ones they could acquire. Met Council looked at six sites in the city. Terry said where at the intersection is this site? Roth said the property abuts the south side of the church property, and it is about a ten acre property. Terry confirmed this is not a public hearing.

Bonin moved to recommend approval to City Council of a site plan review for the construction of the Metropolitan Council Environmental Services Wastewater Reclamation Plant on the property owned by Metropolitan Council, located at T & G First Addition, Lot 1, Block 1, PIN 32-33-23-32-0003, 18460 Buchanan Street, with the following conditions:

- 1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.**
- 2. Letter of credit or a cash escrow will be required by the owner in the amount equal to at least 150 percent of the approved estimated landscaping cost. The letter of credit must be provided prior to the issuance of a building permit and must be valid for a period of time equal to one full growing season. In addition to the letter of credit or cash escrow, the owner must submit an estimated landscaping cost for plantings and turf establishment.**
- 3. Full set of the site plan must be signed by a licensed professional engineer.**
- 4. Maintenance Agreement must be executed to ensure maintenance of the onsite pond is performed. Maintenance Agreement will be drafted by the City of East Bethel.**
- 5. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.**
- 6. Any modifications to the approved site plan shall be submitted to and approved by City Staff.**
- 7. Continue discussions with staff regarding improvements to Buchanan Street. Improvements will be required to meet engineering standards and must be approved the City Engineer. If Buchanan Street improvements are not completed, the property owner will be required to pave a portion of Buchanan Street abutting 185th Ave. It**

is to be surfaced with impervious material far enough to the south so that traffic entering the property from the intersection will travel over only an improved surface, as approved as part of the T & G First Addition final plat.

- 8. Building permit must be obtained for fencing over six (6) feet in height.**
- 9. All conditions must be satisfied prior to the issuance of a building permit.**

Terry second, motion carries unanimously.

This will go before the City Council on August 3, 2011.

**Request for Site Plan
Review for the City
of East Bethel Water
Treatment Plant**

Applicant:

City of East Bethel
2241 221st Avenue NE
East Bethel MN 55011

Property Location:

19458 Taylor Street NE
East Bethel MN 55011
PIN 29-33-23-23-0005

The City of East Bethel is requesting Site Plan approval to construct a Water Treatment Plant (WTP). The City of East Bethel has recently purchased the property from Ms. Kim Thompson and a portion of the property from Shaw Trucking for the construction of the WTP. The General Location of the WTP is shown on Attachment 1 and the Property Survey is shown on Attachment 2. It is anticipated that the WTP construction will begin October of this year.

The WTP will be owned and operated by the City of East Bethel. One staff person will check the WTP on a daily basis. This individual will have the required licensure to operate a Class C WTP. Currently, there is a full-time City employee who possesses the required licensing. Bulk chemical delivery will occur approximately once per month, therefore, traffic generated will be minimal.

Attachment 3 is the Existing Topography and Removal Plan. This plan shows the existing residential structures (house, garage, well, and septic) that will be removed from the site. The WTP will include a 1,624 square foot building (42' by 38'-8") as shown on Attachment 4. Attachment 5 is the Exterior Perspective of the proposed WTP looking southwest.

The existing parcel is accessed off Taylor Street NE. This access encroaches on the parcel that is directly north of the WTP. A new access to the WTP will be constructed off of Taylor Street as shown on the Site Plan (Attachment 4). The proposed areas of pavement and gravel and future pavement areas are shown on the Pavement Plan which is Attachment 6.

Parking is provided on site. The proposed site plan provides six (6) parking stalls. One accessible stall has been provided to meet ADA requirements. In this particular instance, off-street parking requirements are based off the type of use and number of employees. Since the facility is not open to the public, the only

expected traffic is from 1 employee that is staffed during the weekdays.

There will be autumn blaze maples, spirea, and mint julep planted around the north and east side of the building. The Landscaping Plan is included as Attachment 7. The existing trees and vegetation along the north boundary of the property will remain in place. According to East Bethel City Code, all new plantings, including turf establishment, must be guaranteed for one full year from the time the planting. The Contractor will be responsible for the plantings for the first year. The City will be responsible for ensuring the landscaping remains healthy after the first year. Plantings that do not establish must be replaced.

At this time 6-foot chain link fence is proposed around Well No. 3 and No. 4.

The Lighting Plan is included as Attachment 7. The plan provides for lighting around the building and one additional downcast shielded light mounted on a pole at the intersection. Lighting sources will be hooded so as not to light adjacent property. Also, pole cannot exceed a height of thirty (30) feet.

A Grading, Drainage, and Erosion Control Plan are included as Attachment 8 and a Utility Plan has been included as Attachment 9.

A Floor Plan has been included as Attachment 10, and Exterior Elevations have been included as Attachment 11. The proposed building is a masonry structure with a 12-inch brick exterior. Proposed exterior colors are shown on Attachment 5.

The attachments in the packet of information are:

1. Location Map
2. Property Survey
3. Existing Topography and Removals Plan
4. Site Plan
5. Exterior Perspective
6. Pavement Plan
7. Landscape and Lighting Plan
8. Grading, Drainage and Erosion Control Plan
9. Utility Plan
10. Floor Plan
11. Exterior Elevations

Fiscal Impact:
Undetermined

Recommendation:

Staff requests Planning Commission recommend approval to City Council of a site plan review for the construction of the City of East Bethel Water Treatment Plant, PIN 29-33-23-23-0005, 19458 Taylor Street, with the following conditions:

1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.
2. Landscaping is to be guaranteed for one (1) growing season. Plantings that do not establish must be replaced.

3. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.
4. Any modifications to the approved site plan shall be submitted to and approved by City Staff.
5. Improvements will be required to meet East Bethel engineering standards.
6. All conditions must be satisfied prior to the issuance of a building permit.

The City Engineer is the one who is doing the plan for the City and he was unavailable to attend this evening's meeting. Hanson will be available to answer questions.

Terry asked what changed from the other plan that was approved. Hanson said this is a smaller building and also there is a change in the location of the wells. Bonin asked why the building is smaller. Hanson advised the smaller facility ended up amounting to a \$4.4 million dollars savings and this was due to some testing on what the City would actually need. Bonin asked if the road would eventually extend beyond where it is. Hanson said yes.

Mundle said on the west side of the building there is a garage door, there are no roads leading up to it. Hanson said it might be for chemical delivery, she will ask the engineer about it. Terry said that is future water treatment expansion. He said maybe that is how they would want it for connection. Hanson said she will ask and will email Commission members the answer. Voltin said there is nothing in here for expansion. Hanson said there is possible expansion of the building. Mundle said you have better energy savings without a garage door. Terry said if they are going to have a garage door there needs to be gravel drive there. Mundle said the road that will be put thru looks like it will go through to the middle of the property. Hanson advised the one side of the property is wetlands and unfortunately if we put the road to the east we would have to work with the Wetland Conservation Act. Bonin asked what the test wells are. Hanson said they are to test what is needed and they will be sealed. Voltin said the garage door might be for equipment.

Voltin recommend approval to City Council of a site plan review for the construction of the City of East Bethel Water Treatment Plant, PIN 29-33-23-23-0005, 19458 Taylor Street, with the following conditions:

- 1. Applicant must continue to work with staff to satisfy all comments and concerns to staffs' satisfaction.**
- 2. Landscaping is to be guaranteed for one (1) growing season. Plantings that do not establish must be replaced.**
- 3. Signage must meet requirements according to East Bethel City Code Chapter 54. Signs. Sign permits must be approved prior to the installation of signage on site.**
- 4. Any modifications to the approved site plan shall be submitted to and approved by City Staff.**
- 5. Improvements will be required to meet East Bethel engineering standards.**

All conditions must be satisfied prior to the issuance of a building permit. Mundle seconded, motion carries unanimously.

This will go before the City Council on August 3, 2011.

**Approve June 20,
2011 Planning
Commission Meeting
Minutes**

Terry advised on page 14/16, second paragraph, second sentence from bottom, there is not enough room for a safe easement; it should be there is enough room for a safe easement on the park side.

Terry said he doesn't want to go through the minutes and try to make sense of them. Bonin said they would like someone to go through them. Hanson said staff can make the changes they think are necessary. Voltin said he can't because he wasn't there.

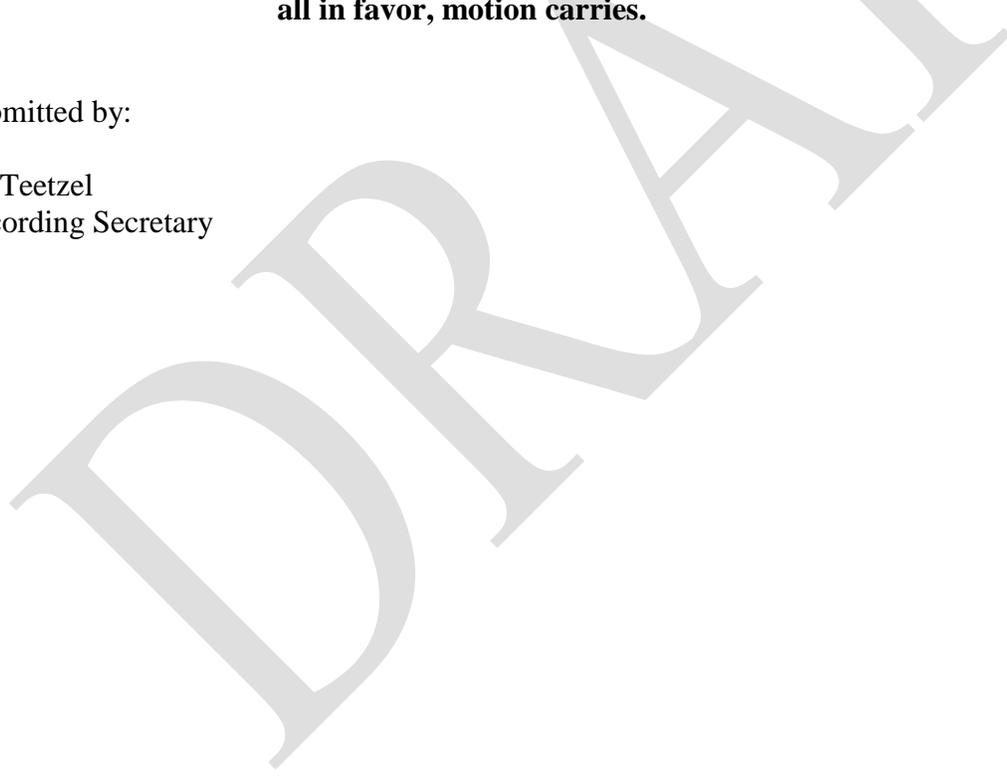
Bonin motioned to table approval of the June 20, 2011 Planning Commission minutes to allow staff to review and make changes to the minutes. Bonin advised the minutes were done overnight to accommodate a City Council meeting discussing the primary topic on the Planning Commission agenda so there was really no review of the minutes prior to them going to Council. Bonin wanted the minutes to reflect that the issues with the minutes were not due to incompetence of the minute taker, but due to time requirements. Terry seconded; all in favor, motion carries.

Adjourn

Terry made a motion to adjourn the meeting at 7:30 PM. Holmes seconded; all in favor, motion carries.

Submitted by:

Jill Teetzel
Recording Secretary





City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 10.0 B.1

Agenda Item:

Park Commission Meeting Minutes for July 13, 2011.

Requested Action:

Information Only

Background Information:

Information Only. These minutes are in draft form. They have not been approved by the Park Commission.

Fiscal Impact:

None

Recommendation(s):

Information Only

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required: X

EAST BETHEL PARKS COMMISSION MEETING

July 13, 2011

The East Bethel Parks Commission met on July 13, 2011 at 6:02 P.M at the East Bethel City Hall for their regular monthly meeting.

MEMBERS PRESENT: Dan Kretchmar Bonnie Harvey Kenneth Langmade Tim Hoffman

MEMBERS EXCUSED: Sue Jefferson Denise Lashinski Dan Butler

ALSO PRESENT: Jack Davis, City Administrator
Nate Ayshford, City Public Works Manager
Richard Lawrence, Mayor
Heidi Moegerle, City Council Member

Adopt Agenda **Hoffman made a motion to adopt the agenda as presented. Kretchmar seconded; all in favor, motion carries.**

Approve June 8, 2011 Minutes On page 3, of 5, says Harvey was wondering if everything was done, and it should have been Harvey is questioning if everything was done.

Harvey made a motion to approve the June 8, 2011 minutes as amended by Harvey. Hoffman seconded; all in favor, motion carries.

Parks Financial Info Unless there are any specific questions, Davis will not give a report. Kretchmar asked where the money is going to come for to restore the School House. Davis said there isn't any money allocated for it. The money would need to come from fundraising. Kretchmar said it is not a very sound structure and a lot of the wood is rotten. Davis said he thinks it might be a very expensive structure to renovate. Butler said he will coordinate the fundraising for the event. The steps are being donated by a Booster member for the day. Kretchmar said people are going to go inside during the day. Davis said yes, but we will put up a chain to let people look in and see it.

Parks Tour The Parks Commission took a tour of the least used parks. Eveleth Park will be the first stop.

Eveleth Park is about 3 acres in size and has access to Neds Lake. The Park has about 1 inch of Lake frontage. Davis advised the City doesn't maintain the baseball field. There were some plans to put in a walking trail to the wetlands, picnic shelter and a gazebo. It was asked if anyone uses the field for softball. No, it is only used for pick up games.

The Commission did have a meeting here last summer, and invited all the residents. About 20 residents showed up and they were all in favor of improvements. Eveleth Park is one of the lower use parks in the City. It was asked if the Park would benefit from having a picnic table and small shelter. Davis advised this is one of the Parks we wouldn't want to consider turning into a nature area.

In the past the Commission had talked about taking out the fence by the baseball field, but leaving up the backstop, and then make a few improvements to the park. Davis stated we will put in a fence by the road to hopefully prevent the kids from running into the streets.

It was asked how frequently chips are put in? There are 7 parks that will be re-chipped and new edging put in this year. This Park will be started on in the next two weeks. Davis advised the City typically doesn't put picnic tables out in parks like this, due to vandalism.

Harvey asked why you would want to pull the back fence. Davis explained it is a maintenance issue and doesn't serve any function. There is no fence on the other side. A split rail cedar fence would be put in the front by the street. Kretchmar said what is the problem with leaving the fence where it is? Davis said it is hard to mow around. At one time we had contemplated moving the playground equipment back from the road. .

Hidden Creek was the next park visited, also known as Hidden Haven. There is five acres in this park. The City use to have a skate park at this location but it has been moved to Coon Lake Beach. Lawrence said he had one complaint on this park, and they said take it out. There were kids playing at the park when we arrived. Davis advised this park is irrigated and there are not porta potties. Harvey said the two basketball hoops came from Coon Lake Beach and the swings also came from there. The tennis courts are up at Coon Lake Beach, but not painted. Davis advised there are not picnic tables under pavilions due to vandalism. If picnic tables are needed, they are brought to the park. It was asked if residents know that the City would bring picnic tables if they are needed for an event. Davis said no, residents are not aware of this, but we can publicize it. At this park, there hasn't been a need for a table. Here again, they only serve as a stepping stone to get to the roof.

Davis explained there is an abutting lot and then Cedar Creek. A Commission member asked if you naturalize it and oversee it with wildflowers, would the neighbors be upset. Davis said a few years ago we had a meeting at this park. About 20 people showed up for the meeting, and they asked for the skate park to be removed, and decent grass. That is why the City removed the skate park and irrigated this park. This park has been overseeded once. This park is not heavily use. Davis explained one of the way we judge use, is there worn out grass areas, do we have to empty the garbage often. The answer to these questions for this park is - no and no. Davis would advocate keeping the basketball hoops and explore getting an easement down to the creek. He would recommend a mowed path down to the creek about 6-8 feet wide. At one time, the City started to build a walking trail with woodchips.

The next stop on the tour was Blue Ribbon Pines Golf. This location is very popular, but it is not a City park. The City grades Klondike twice a week on Monday's and Friday's. Due to the fact that this is a straight shot, there are 400 cars a night coming out of the gun club. The golf place is one of the best in the State and Nation.

Whispering Oak Parks was the next stop on the tour. Davis explained Whispering Oaks is not a low use park. There is a new roof on the picnic shelter, due to vandalism. This park is scheduled for new edging and mulch. Originally this parks equipment was purchased and installed by the residents of Whispering Oaks. They fundraised to be able to purchase the equipment. Teetzel advised there are always people playing tennis and using the equipment. Davis believes if there are extras and upgrades to this park, it will be used even more. The more you spruce things up, the more care people take. This is a neighborhood park that is used very frequently.

Anderson Lakes Park was the next Park on the tour. Davis advised SAA reserves the ball

park one night a week, but the rest of the facility doesn't get a lot of use. The playground equipment is very dated, and the swing set will have to be taken down after one more year. We don't want to push it beyond another year. This is a park we might want to consider some redesign. Neighborhoods go through cycles and the demographics change. Would it be more desirable with new equipment? Davis also explained a little parking lot is needed at this park and the playground equipment needs to be relocated and put together.

Moegerle thought the park needs better signage. It was asked if there is there enough room for a regulation size softball field. Davis said the current field is about 220 feet for the dimensions down the line and it is really too small for any adult softball/baseball. Davis also explained that there is a drainage swale on the property and the water drains back into the woods. This park has about 5 acres that is used, and 2 acres that aren't used (in the woods). Most people use the road to walk to the park. Currently the public works staff did removed the sign and are trying to reconstruct it.

Carlisle Park was the next one visited. The playground stuff is used a little bit and when the Commission visited the park there were two or three people with younger kids. The neighborhood has grown a little older and the kids have moved away. There is another City park very close and the Commission might want to consolidate the two parks. Maybe make Deerhaven a natural park. Moegerle asked what the concrete pads are used for. Davis wasn't sure. They could have been used for a picnic table, he is unsure. The equipment is relatively new in this park and this is another one of the parks that we will go ahead and re-mulch it. This is the City's smallest park. It is listed as two acres, but Davis thinks that is a stretch.

Deerhaven Park was visited next. Deerhaven Park is a very low use park. At this park, trash is only emptied once per year. This park has some grade issues and it has been flooded a few times this year. The ball field is never used. There are only about 12 houses on the road for the park. Davis believes this park should be left to grow natural and use the one we just came from (Carlisle), as the playground for the area.

John Anderson Park was visited next. It is not on the unused list, but he wanted the Commission to see the Park. There is 70 acres in this facility and this is a DNR lake. The facility has 20 acres to the west that is undeveloped. As the Park Commission could see, there was some significant tree damage from the most recent storm. At one time there was a nice picnic area on the west side of the park. Davis believes this is more of a regional park within the City and more attractive for other things than just a local park.

Bonde Park was one of the last parks visited. Bonde is low use. It was asked how often a shelter like this get vandalizes. Davis explained a good metal roof is about 3 to 4 times the cost of a shingled roof. Bonde park is about 13 acres. Then the City owns another 40 acres called Eagle Ridge. Davis explained you do not want to enter that area, unless you are loaded with bug spray. This might be our County Park in the making. These fields are used about once a week by SAA. We might want to consider not mowing all of this, and letting some of it go natural. Is it clearly marked when you are City/private property? Where do cars park when SAA is here? Davis advised the road coming in is not on City property, so that has to be moved in the future.

Northern Boundaries Park, which is about 5 acres, currently grows natural. There is a sliding hill and some playground equipment. There is very little maintenance of the facility. We haven't decided on what to do with the mowing. This is a park where the

neighbors collected the money to get playground equipment. There is still monies left in their account, so that will be used for the chips and edging. The low area is not wet. This would be a good place for trails. A prairie restoration did not succeed very well here. This is what Davis would like to do at Deerhaven. It makes more sense than mowing the whole thing.

Davis asked if anyone had any other topics that wanted to be discussed.

Adjourn **Hoffman made a motion to adjourn the July 13, 2011 meeting at 8:25 PM. Harvey seconded; all in favor, motion carries.**

Submitted by:
Jill Teetzel
Recording Secretary



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 10.0 C.1

Agenda Item:

Road Commission Meeting Minutes for July 12, 2011.

Requested Action:

Information Only

Background Information:

Information Only. These minutes are in draft form. They have not been approved by the Road Commission.

Fiscal Impact:

None

Recommendation(s):

Information Only

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required: X

EAST BETHEL ROAD COMMISSION MEETING
July 12, 2011

The East Bethel Road Commission met on July 12, 2011 at 6:00 PM at the City Hall for their regular monthly meeting.

MEMBERS PRESENT: Al Thunberg Jeff Jensen Deny Murphy Kathy Paavola
Brian Bezanson Tanner Balfany

MEMBERS EXCUSED: Roger Virta

ALSO PRESENT: Jack Davis, City Administrator
Nate Ayshford, City Public Works Manager
Robert DeRoche, City Council Member

Adopt Agenda The July 12, 2011 meeting was called to order by Chairman Jensen at 6:00 PM.

Bezanson made a motion to adopt the July 12, 2011 agenda. Jensen seconded; all in favor, motion carries.

Approve – June 14, 2011 Meeting Minutes
Jensen made a motion to approve the June 14, 2011 minutes. Paavola seconded; all in favor, motion carries.

Road Financial Information – Roads Capital Funds Summary
Davis stated we are currently on track with the budget.

Roads Tour The Commission left City Hall to go on the annual roads tour.

Bataan Street was toured first. This was the overlay project for this year. It was not part of the JPA stuff. The road was double coated. The fog coat is a seal coat, asphalt with the chips. Then they spray asphalt on top of it.

The next road toured was Sandy Drive and it will be done the same as how Bataan Street was done this year. There are some issues with this road and when it is done it will look like Bataan Street

Next on the tour was the service road project from 221st Avenue to 215th, the entrance is proposed to be about 300-400 yards east of the intersection of Sandy Drive and 221st Avenue. The Commission started at the north side of the service road project and went to the south side of the service road project. Davis showed the group where the road will come out on the south side and also advised that the road will go around the wetlands.

Davis showed where the water tower project will be located and advised the proeject will start next month. It will be located south of County Road 22 near where they are drilling

the wells.

The next location on the tour is south Jackson Street. This will be an MSA project next year, will be a reconstruction and only a small portion of the road will have curb. At 181st the tour went to the east toward Hwy 65. Davis explained this will be another MSA project at sometime, in a cooperative agreement with Ham Lake. Currently Ham Lake is maxed out in their MSA funding. This portion of the project will be done at some point, but probably 5 or 6 years down the road when the MSA funding is available to Ham Lake. The City did some injection patching this year on Jackson Street, and hopefully it will last us a few more years. This is a fairly high traffic road. If someone wants to get to Hwy 65, Jackson Street is a shortcut from the area. This road has approximately 700-800 vehicles a day it.

Next stop was the water and sewer project area, located near the theater. There was water being pumped to the west side of the project.

From there the Commission toured 199th and Naples Street. Naples Street is one that the residents petitioned to have paved in 2006 and then again a few months ago. The City provided them the forms to fill out (including dates) and only four forms have been returned. It was asked if when the paving projects are coming in, they are assessed correct? Davis explained, yes they are assessed and as an engineered project. The cul-de-sac on 197th is the one giving us so much trouble in the spring. Davis explained this one will have the asphalt millings be put on. He told the Commission about 4 or 5 years ago, there was a van that was buried here up to the axles. Hopefully the asphalt millings will help, otherwise there will need to be considerable reconstruction.

The next area visited was Coon Lake Beach. The Commission started out at Lexington and 185th. This is the next area scheduled for an MSA project for 2015. There is a good chance that we can move it up to 2013 if we don't need the Jackson Street service road. This is an area talked about doing for many years, but have held off for due to the sewer project. The roads will be built in accordance with MSA standards in some of the areas, except where we don't have right of way. In most of the areas the City does have the right of way. The improvements would get us into the Beach area. The areas where we don't have right of way, we would design the roads to City standards.

The next area on the tour was Durant. There are a few problem sections between County Road 22 and 213th. There is a bad metal culvert. This road is only about 8 or 9 years old.

Whispering Aspens was the next area to be toured. In this development the City staff thought there was a water leak, but there was no leak. Staff checked pump records, and there wasn't any chlorine and there is a large pond behind the house. All the rains and snow melt, surcharged the pond/ground, and the road raised. An overlay project will need to be done on the road. This is something you don't normally encounter. Davis advised all of the houses in the area have had their sump pumps running since April.

The culvert on Skylark washed completely out in April. The City has replaced one on Quincy and one on Everglade. We are currently waiting for this one to dry up. The wetland area is about 500 to 600 acres, and goes back into Athens Township. When we had the rains there was a trench washed out in this area. This was the only way in here. We had a couple truck loads of stone. We kept the grader up here overnight with rocks. If

there was an emergency situation, they would need to get out.

The last area on the tour is the private road to Castle Towers. It was asked if the road coming into Castle Towers a City Street? No it is not, it is a private street, partially in Athens Township and East Bethel. Davis explained Castle Towers tapped into the water line remove the excess storm water. There was a plug where they could open/close it and the water flows away from the road due to gravity. The roads up here need to be fixed and they are getting some quotes for road repair to provide for improved emergency services.

Adjourn **Paavola made a motion to adjourn the July 12, 2011 meeting at 8:30 PM. Thunberg seconded; all in favor, motion carries.**

Submitted by:

Jill Teetzel
Recording Secretary



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 11.0 B.1

Agenda Item:

Change Order No. 3 to Traut Wells for Municipal Well No. 3

Requested Action:

Consider approval of Change Order No. 3 to Traut Wells for the construction of Municipal Well No. 3.

Background Information:

Well No. 3 was designed with an 8-inch telescopic screen and gravel pack in the Wonewoc Sandstone Formation. A yield test was completed and determined that the Wonewoc Formation will not produce an adequate quantity of water.

We are proposing to construct a naturally developed 18-inch telescopic screen well through the coarse gravel formation (Quaternary Formation). It is anticipated that this well will provided at least twice the quantity of water as the original design.

Attached Change Order No. 3 summarizes the proposed additions and deductions to the contract.

Attachment(s):

- 1. Change Order No. 3

Fiscal Impact:

The additional cost to construct the well in the Quaternary Formation is \$602. Bond proceeds within the project construction fund are available to pay the costs associated with this well revision.

Recommendation(s):

Staff recommends Council approve Change Order No. 3 to Traut Wells, Inc. in the amount of \$602.00.

City Council Action

Motion by:_____

Second by:_____

Vote Yes: _____

Vote No: _____

No Action Required: _____

SECTION 00991 – CHANGE ORDER

No. 3

Date of August 17, 2011 Effective August 18, 2011

Project: Construction of Municipal Well No. 3 & No. 4	Owner: City of East Bethel	Owner's Contract No.:
Contractor: Traut Wells, Inc.		Engineer's Project No.: EB502

The Contract Documents are modified as follows upon execution of this Change Order:

Description:
Construction of a screened well in the Quaternary Formation in lieu of constructing the well in the Wonewoc Sandstone Formation.

Attachments (list documents supporting change):

Revised Quantities

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ 336,875.00	Original <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): 180 Ready for final payment (days or date): 210
Net changes from previous Change Orders No. 1 to No. 2: \$ 30,325.00	Net Changes from previous approved Change Orders No. 0 to No. 0: Substantial completion (days): 0 Ready for final payment (days): 0
Contract Price prior to this Change Order: \$ 367,200.00	Contract Times prior to this Change Order: Substantial completion (days or date): 180 Ready for final payment (days or date): 210
Net (Increase/Decrease/No Change) of this Change Order: \$ 602.00	Net (Increase/Decrease/No Change) of this Change Order: Substantial completion (days or date): 0 Ready for final payment (days or date): 0
Contract Price incorporating this Change Order: \$ 367,802.00	Contract Times with all approved Change Orders: Substantial completion (days or date): 180 Ready for final payment (days or date): 210

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____

**REVISED QUANTITIES
CHANGE ORDER NO. 3
CITY OF EAST BETHEL
Construction of Municipal Well No. 3 and No. 4**

Deduct Amounts for Construction of Municipal Well No. 3 and 4

ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT UNIT PRICE	Quantity Not Used	Deduct Amount
5	Furnish and Install 12" Casing	LF	\$ 54.00	322	\$ 17,388.00
6	Grout	CY	\$ 375.00	11	\$ 4,125.00
8	Furnish and Install 8" Telescopic Screen	LF	\$ 135.00	90	\$ 12,150.00
9	Gravel Pack	CY	\$ 400.00	3	\$ 1,200.00
11	Well Development	HRS	\$ 135.00	40	\$ 5,400.00
12	Dynamite For Blasting	LBS	\$ 20.00	100	\$ 2,000.00
13	Bailing	CY	\$ 65.00	30	\$ 1,950.00
22	Furnish and Install 12" Pitless Unit	LS	\$ 17,000.00	1	\$ 17,000.00
25	Salvaged 18" Casing	LF	\$ 48.00	50	\$ 2,400.00
Total Deduct					\$ 63,613.00

Increase Amounts for Construction of Municipal Well No. 3 and 4

ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT UNIT PRICE	Quantity Used	Increase Amount
1	Remove 12" Casing Pipe	HRS	\$ 225.00	22	\$ 4,950.00
2	Furnish and Install 18" Telescopic Screen	LF	\$ 382.00	50	\$ 19,100.00
3	Pull Back 18" Casing	LF	\$ 95.00	52.00	\$ 4,940.00
5	Set and Remove Trimmie Pipe	EACH	\$ 350.00	3	\$ 1,050.00
6	Furnish and Install 18" Pitless Unit	LS	\$ 32,500.00	1	\$ 32,500.00
7	Rebevel and Restock 12" Casing and 8" Screen	LS	\$ 1,675.00	1	\$ 1,675.00
Total Increase					\$ 64,215.00
Change Order No. 3 Net Increase					\$ 602.00



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 9.0 C.1

Agenda Item:

Street Vacation Petition

Requested Action:

Consider a request for vacating Sylvan Street

Background Information:

The City of East Bethel has five platted but undeveloped City streets that connect East Front Boulevard to Coon Lake (see attached map). Two of these streets, Center Street and one unnamed street, provide storm water drainage for East Front Boulevard and are locations for storm sewer culverts that discharge into Coon Lake. The other three streets, First, Lake and Sylvan Streets, appear to serve no other function other than points of pedestrian or recreational vehicle access to Coon Lake. The East Bethel Fire Department has no plans to utilize these streets to access Coon Lake for a water source for fire fighting incidents.

Sylvan Street is the street that is being petitioned for vacation. Sylvan Street varies in width from 21.6' at its intersection with East Front Boulevard to 57.2' at its termination at Coon Lake. The street is approximately 300' in length and features a gradual rise in elevation from East Front Boulevard to mid-way along its length before sloping off to the lake. The total street right of way is approximately 0.25 acres. The City Attorney has advised staff that platted City streets can not be sold but must transferred to the adjoining property owners if a vacation is approved.

The two residents that adjoin Sylvan Street have submitted a petition to have this street vacated. These residents need additional property to remediate septic system and well issues. The residents have been advised that since these are platted City streets they must follow the requirements of State Statute 412.851 as follows:

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street,

alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

The petitioners for this street vacation have been advised that the City can not sell this property but they can be charged the City's cost for expenses for this vacation.

Attachment(s):

Location Map
Letters Petitioning Vacation

Fiscal Impact:

To be determined

Recommendation(s):

This platted but undeveloped street is rarely if ever used for lake access by the general public, possesses little benefit for a drainage easement and is not necessary for fire equipment access to the lake. Therefore, Staff recommends the proposed vacation of Sylvan Street as prescribed by Statute 412.851 be submitted to the DNR for evaluation and upon a report from the DNR be considered by City Council for approval pending an approved review.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

August 9, 2011

To: Mayor of East Bethel

Regarding: Petition to vacate Sylvan Street to adjacent landholders

The current landowners on either side of Sylvan Street on East Front Blvd. (4640 East Front Blvd., Andrew Nelson and 4636 East Front Blvd., Richard Roback) herein request the City of East Bethel to vacate Sylvan Street equally to the adjacent landholders. We are requesting this action in the interests of the public and due to the challenges of laying out and installing septic systems and wells for adjoining properties at 4640 and 4644 as well as the privacy and security of our homes. We understand that we will be responsible for the reasonable administrative costs incurred by the City to process and finalize this request. We appreciate your consideration as we are currently attempting to mediate the septic and well situation during this 2011 construction season.

A handwritten signature in black ink, appearing to be a cursive combination of the names Richard Roback and Andrew Nelson. The signature is written over a large, faint circular stamp or watermark.

Richard Roback and Andrew Nelson

Printed:

Wed 10 August 2011, 15:37:36 (CDT)

Subject: Final version of vacation petition, fax to Jack David, City Administrator 763 434 9578

From: Andy Nelson <andrewnelson.mmi@earthlink.net>

Date: Tue, 9 Aug 2011 18:04:48 -0500 (GMT-05:00)

To: Richard J Roback <robac003@tc.unn.edu>

CC: andrewnelson.mmi@earthlink.com <andrewnelson.mmi@earthlink.com>

August 9, 2011

To: Mayor of East Bethel

Regarding: Petition to vacate Sylvan Street to adjacent landholders

The current landowners on either side of Sylvan Street on East Front Blvd. (4640 East Front Blvd., Andrew Nelson and 4636 East Front Blvd., Richard Roback) herein request the City of East Bethel to vacate Sylvan Street equally to the adjacent landholders. We are requesting this action in the interests of the public and due to the challenges of laying out and installing septic systems and wells for adjoining properties at 4640 and 4644 as well as the privacy and security of our homes. We understand that we will be responsible for the reasonable administrative costs incurred by the City to process and finalize this request. We appreciate your consideration as we are currently attempting to mediate the septic and well situation during this 2011 construction season.



Richard Roback and Andrew Nelson

fax to Jack David, City Administrator 763 434 9578



City of East Bethel City Council Agenda Information

Date:

October 19, 2011

Agenda Item Number:

Item 9.0 C.1

Agenda Item:

Street Vacation Petition

Requested Action:

Consider a request for vacating First Street

Background Information:

The City of East Bethel has five platted but undeveloped City streets that connect East Front Boulevard to Coon Lake (see attached map). Two of these streets, Center Street and one unnamed street, provide storm water drainage for East Front Boulevard and are locations for storm sewer culverts that discharge into Coon Lake. The other three streets, First, Lake and Sylvan Streets, appear to serve no other function other than points of pedestrian or recreational vehicle access to Coon Lake. The East Bethel Fire Department has no plans to utilize these streets to access Coon Lake for a water source for fire fighting incidents.

Front Street is the street that is being petitioned for vacation. Sylvan Street varies in width from 21.6' at its intersection with East Front Boulevard to 57.2' at its termination at Coon Lake. The street is approximately 300' in length and features a gradual rise in elevation from East Front Boulevard to mid-way along its length before sloping off to the lake. The total street right of way is approximately 0.25 acres. The City Attorney has advised staff that platted City streets can not be sold but must transferred to the adjoining property owners if a vacation is approved.

The two residents that adjoin Sylvan Street have submitted a petition to have this street vacated. The residents have been advised that since these are platted City streets they must follow the requirements of State Statute 412.851 as follows:

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to

any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

The petitioners for this street vacation have been advised that the City can not sell this property but they can be charged the City's cost for expenses for this vacation.

Attachment(s):

Location Map

Letters Petitioning Vacation

Fiscal Impact:

To be determined

Recommendation(s):

This platted but undeveloped street is rarely if ever used for lake access by the general public, possesses little benefit for a drainage easement and is not necessary for fire equipment access to the lake. Therefore, Staff recommends the proposed vacation of Sylvan Street as prescribed by Statute 412.851 be submitted to the DNR for evaluation and upon a report from the DNR be considered by City Council for approval pending an approved review.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

Item 11.0 D.1

Agenda Item:

2012 Budget Review

Requested Action:

Information only

Background Information:

At the Monday, August 1, 2011 City Council work session, the proposed 2012 Budget was reviewed. City Council provided staff direction and those changes are incorporated into the budget. Staff has incorporated these changes and they are reflected in the attached summaries of revenues and expenditures for the General Fund.

These changes to the 2012 proposed budget are proposed as follows:

City Council

415-Other Equipment Rentals

Approved: \$ 0
Proposed: \$1,000
Decrease: \$1,000

Town Hall meeting audio equipment rental eliminated for 2012

Human Resources – Legal

303-Legal Fees

Approved: \$2,500
Proposed \$2,500
No change

Moved legal fees from Human Resources Department to Legal Department

City Clerk

102-Overtime

Approved: \$12,000
Proposed: \$15,000
Decrease \$ 3,000

Estimated overtime in 2012 will be less than what is projected in 2011

Proposed 2012 General Fund expenditures decrease \$13,439 or .27% from the adopted 2011 Budget. The General Fund tax levy will decrease \$332,647 or 7.11%. The total tax levy required for the General Fund, the 2005A Public Safety and the 2008A Sewer Revenue bond payments will decrease \$281,575 or 5.70% over the 2011 total tax levy.

The following table reflects the impact of the total property tax levy on residential property owners. Residential property declined in value by an average of 3.5% according to data provided by Anoka County and this reduction is reflected in the 2012 tax calculations. At this time the calculations do not reflect the change from the elimination of the Market Value Homestead Credit Aid to the new Market Value exclusion that was enacted for pay 2012 taxes. This is the City's share of the total property tax bill.

Home Value 2011	\$175,000	2011 Property Taxes	\$767.50	Difference 2011/2012
Home Value 2012	\$168,875	2012 Property Taxes	\$716.89	(\$50.61)
Home Value 2011	\$200,000	2011 Property Taxes	\$877.14	Difference 2011/2012
Home Value 2012	\$193,000	2012 Property Taxes	\$819.30	(\$57.84)
Home Value 2011	\$250,000	2011 Property Taxes	\$1,096.43	Difference 2011/2012
Home Value 2012	\$241,250	2012 Property Taxes	\$1,024.12	(\$72.31)
Home Value 2011	\$300,000	2011 Property Taxes	\$1,315.71	Difference 2010/2011
Home Value 2012	\$289,500	2012 Property Taxes	\$1,228.95	(\$86.76)

At the September 7, 2011 City Council meeting, a resolution adopting a preliminary tax levy and budget will be presented for consideration. A preliminary budget and tax levy must be adopted and provided to the County Auditor by September 15, 2011. The preliminary tax levy will be used by County Auditor's office to provide parcel specific notices for taxes payable in 2012 that will be mailed to property owners between November 11 and November 23. In addition, Council will be asked to set the date for a budget hearing in December, 2011 to review the final budget and tax levy. This date is printed on the proposed tax statement provided to residents.

Attachment(s):

1. General Fund Revenue Summary and Tax Levy Information
2. General Fund Expenditure Summary

Fiscal Impact:

None at this time

Recommendation(s):

Staff is seeks direction on the 2012 Proposed Budget.

City Council Action

Motion by: _____

Second by: _____

Vote Yes:_____

Vote No:_____

No Action Required:_____

GENERAL FUND REVENUE SUMMARY



	2009 Actual	2010 Actual	2011 Final Budget	July 2011 YTD Actual	2012 Proposed Budget	2012 vs. 2011
FUND 101 GENERAL FUND						
R 101-31010 Current Ad Valorem Taxes-LL	\$4,383,879	\$4,583,900	\$4,681,345	\$2,312,508	\$4,348,698	
R 101-31810 Franchise Taxes	\$33,761	\$35,945	\$32,000	\$9,113	\$35,000	
R 101-32110 Alcoholic Beverages	\$26,685	\$25,588	\$25,000	\$29,605	\$25,000	
R 101-32120 Garbage Hauler's License	\$1,800	\$1,800	\$1,800	\$0	\$1,800	
R 101-32130 Contractor's License	\$30	\$25	\$50	\$5	\$50	
R 101-32130 Tobacco Sales Licenses	\$3,300	\$2,850	\$3,500	\$0	\$3,000	
R 101-32180 Other Permits/Licenses	\$5,499	\$5,995	\$5,000	\$3,008	\$5,000	
R 101-32210 Building Permits	\$65,293	\$53,353	\$70,000	\$25,121	\$70,000	
R 101-32212 Septic System Install	\$8,125	\$7,760	\$6,000	\$3,000	\$6,000	
R 101-32230 Plumbing Connection Permits	\$1,185	\$1,515	\$1,200	\$850	\$1,500	
R 101-32255 ROW Permits	\$6,600	\$7,500	\$5,000	\$3,000	\$5,000	
R 101-33000 Misc Intergovernmental	\$5,400	\$0	\$4,000	\$2,468	\$4,000	
R 101-33404 PERA Aid	\$2,123	\$2,123	\$2,123	\$1,061	\$2,123	
R 101-33402 Mkt Value Homestead Cr Unallotment	\$0	\$0	(\$240,497)	\$0	\$0	
R 101-33418 Muni State Aid St Maintenance	\$162,550	\$167,531	\$167,531	\$182,423	\$182,422	
R 101-33420 State Aid-Fire Relief	\$40,103	\$40,985	\$40,103	\$0	\$40,103	
R 101-34103 Zoning and Subdivision	\$4,065	\$2,760	\$4,500	\$1,300	\$4,000	
R 101-34104 Bldg Plan Reviews	\$18,073	\$14,429	\$20,000	\$7,845	\$15,000	
R 101-34105 Sale of Maps and Publications	\$245	\$127	\$150	\$87	\$150	
R 101-34107 Assessment Search Fees	\$20	\$160	\$60	\$40	\$60	
R 101-34109 Other General Gov't Charges	\$3,084	\$51,351	\$22,000	\$25,988	\$93,000	
R 101-34110 Election Filing Fees	\$0	\$35	\$0	\$0	\$20	
R 101-34111 Contractor License	\$55	\$15	\$100	\$0	\$100	
R 101-34112 Septic Pumping Tracking	\$2,825	\$1,370	\$3,000	\$380	\$2,500	
R 101-34202 Fire Protection Services	\$2,876	\$6,285	\$3,000	\$1,800	\$4,000	
R 101-34940 Cemetery Revenues	\$3,800	\$11,600	\$3,000	\$4,800	\$3,000	
R 101-35100 Court Fines	\$56,700	\$56,369	\$58,000	\$22,824	\$58,000	
R 101-35105 Tobacco Violation Fines	\$400	\$350	\$100	\$0	\$100	
R 101-35106 Liquor Violation Fines	\$3,000	\$1,800	\$0	\$0	\$0	
R 101-36210 Interest Earnings	\$7,544	\$3,985	\$10,000	\$3,000	\$5,000	
R 101-36220 Other Rents and Royalties	\$7,540	\$9,230	\$7,500	\$5,804	\$7,500	
R 101-36240 Refunds and Reimbursements	\$32,580	\$33,729	\$31,000	\$12,623	\$31,000	
TOTAL GENERAL FUND	\$4,889,140	\$5,130,465	\$4,966,565	\$2,658,653	\$4,953,126	-0.27%
TAX SUMMARY						
R 101-31010 Taxes, General Fund	\$4,532,030	\$4,862,799	\$4,681,345	\$0	\$4,348,698	
R 101-31010 Taxes, 2005 Public Safety Bonds	\$144,457	\$147,354	\$144,756	\$0	\$147,328	
R 101-31010 Taxes, 2008 Sewer Revenue Bonds		\$11,220	\$109,500	\$0	\$158,000	
Total Proposed Levy	\$4,676,487	\$5,021,373	\$4,935,601	\$0	\$4,654,026	-5.70%
City HRA Levy	\$0	\$0	\$126,058	\$0	\$0	
County HRA Levy	\$135,566	\$0	\$187,920	\$0	\$0	
City EDA Levy	\$0	\$0	\$0	\$0	\$163,428	
Total Levies, City & Special Levies	\$4,812,053	\$5,021,373	\$5,249,579	\$0	\$4,817,454	-8.23%

GENERAL FUND EXPENDITURE SUMMARY



	2009 Actual	2010 Actual	2011 Final Budget	July 2011 YTD Actual	2012 Proposed Budget	2012 vs. 2011
GENERAL FUND DEPARTMENTAL TOTALS						
Dept 41110 Mayor/City Council	\$78,641	\$68,814	\$80,049	\$39,143	\$85,604	7%
Dept 41320 City Administration	\$234,765	\$193,124	\$184,925	\$138,641	\$154,211	-17%
Dept 41410 Elections	\$23	\$9,556	\$25	\$0	\$11,191	44664%
Dept 41430 City Clerk	\$85,508	\$84,124	\$99,393	\$56,443	\$109,594	10%
Dept 41520 Finance	\$212,745	\$217,771	\$225,607	\$130,720	\$228,206	1%
Dept 41550 Assessing	\$45,361	\$45,395	\$50,000	\$22,728	\$50,000	0%
Dept 41610 Legal	\$157,620	\$142,632	\$140,000	\$80,172	\$152,500	9%
Dept 41810 Human Resources	\$104,204	\$110,666	\$115,183	\$26,233	\$2,975	-97%
Dept 41910 Planning and Zoning	\$195,250	\$197,451	\$208,608	\$109,186	\$209,242	0%
Dept 41940 General Govt Buildings/Plant	\$25,896	\$32,706	\$49,400	\$18,388	\$46,260	-6%
Dept 42110 Police	\$1,004,297	\$1,014,037	\$1,037,218	\$543,559	\$1,052,761	1%
Dept 42210 Fire Department	\$515,442	\$537,042	\$551,373	\$233,719	\$549,591	0%
Dept 42410 Building Inspection	\$249,111	\$252,267	\$265,066	\$140,624	\$271,609	2%
Dept 43110 Engineering	\$38,082	\$41,536	\$48,000	\$19,187	\$48,000	0%
Dept 43201 Park Maintenance	\$363,171	\$314,541	\$400,798	\$185,101	\$410,230	2%
Dept 43220 Street Maintenance	\$735,018	\$750,946	\$764,781	\$384,814	\$732,587	-4%
Dept 45311 Civic Events	\$8,210	\$4,791	\$5,000	\$4,737	\$2,500	-50%
Dept 48140 Risk Management	\$82,219	\$91,090	\$97,784	\$97,629	\$102,119	4%
Dept 48150 Central Services/Supplies	\$68,241	\$81,612	\$90,751	\$44,690	\$96,807	7%
Dept 49360 Transfers Out	\$549,826	\$787,573	\$552,604	\$276,302	\$637,139	15%
TOTAL GENERAL FUND	\$4,753,630	\$4,977,674	\$4,966,565	\$2,552,016	\$4,953,126	-0.27%



City of East Bethel City Council Agenda Information

Date:

August 17, 2011

Agenda Item Number:

11.0 F.1

Agenda Item:

Authorization to Use City Owned House for Fire Training

Requested Action:

Direct the Fire Chief and Fire Department to use property at 19458 Taylor Street for Fire Training.

Background Information:

The City of East Bethel purchased the property located at 19458 Taylor Street as part of the water and sewer project. The property is the proposed site for the water treatment plant facilities. The property contains a single family house and a pole barn storage building.

The current house on the property is not viable to be sold and moved because of the surplus of homes on the market, the time frame for completing the move or demolition and the costs associated with moving a structure. The house has been vacant since earlier this year. Once site preparation begins for the Water Treatment Plant, the structure will need to be demolished.

The East Bethel Fire Department personnel are required to train in live burns annually according to NFPA (National Fire Protection Association) Standard 1001. The City of East Bethel has paid for this type of training by using "fire simulators". Normally the cost of the simulators for an evening and daytime training exceeds \$ 2,000 per session. Technical Colleges and Private Fire Training Schools provide this type of training and training equipment.

The East Bethel Fire Chief requests that the house located on this property be used for various fire training sessions (ventilation, search and rescue, forcible entry) and live fire training. The fire department will hold these training sessions and completely burn the house to ground as the final training sessions. The use of structures for fire training is invaluable and affords the fire fighters the realistic expertise of fighting fires, search and rescue, ventilation and forcible entry. It is anticipated that these training sessions will be held through out the month of September. As always, all neighbors will be notified of the trainings in advance.

The demolition of the house is to be a part of the contract for the construction of the water treatment plant Removal of the debris and the foundation of the house will be part of the water project bid.

Attachment(s):

None

Fiscal Impact:

As noted above

Recommendation(s):

Staff recommends that the Fire Chief and Fire Department be authorized to use property at 19458 Taylor Street for Live Fire Training.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

August 9, 2011

To: Mayor of East Bethel

Regarding: Petition to vacate Sylvan Street to adjacent landholders

The current landowners on either side of Sylvan Street on East Front Blvd. (4640 East Front Blvd., Andrew Nelson and 4636 East Front Blvd., Richard Roback) herein request the City of East Bethel to vacate Sylvan Street equally to the adjacent landholders. We are requesting this action in the interests of the public and due to the challenges of laying out and installing septic systems and wells for adjoining properties at 4640 and 4644 as well as the privacy and security of our homes. We understand that we will be responsible for the reasonable administrative costs incurred by the City to process and finalize this request. We appreciate your consideration as we are currently attempting to mediate the septic and well situation during this 2011 construction season.

A handwritten signature in black ink, appearing to be a cursive combination of the names Richard Roback and Andrew Nelson. The signature is written over a large, faint circular stamp or watermark.

Richard Roback and Andrew Nelson

Printed:

Wed 10 August 2011, 15:37:36 (CDT)

Subject: Final version of vacation petition, fax to Jack David, City Administrator 763 434 9578

From: Andy Nelson <andrewnelson.mmi@earthlink.net>

Date: Tue, 9 Aug 2011 18:04:48 -0500 (GMT-05:00)

To: Richard J Roback <robac003@tc.unn.edu>

CC: andrewnelson.mmi@earthlink.com <andrewnelson.mmi@earthlink.com>

August 9, 2011

To: Mayor of East Bethel

Regarding: Petition to vacate Sylvan Street to adjacent landholders

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Richard Roback and Andrew Nelson

fax to Jack David, City Administrator 763 434 9578

CITY OF EAST BETHEL
CivicSight Map



MAP LEGEND:

- WATER
- PARKS
- PARCELS

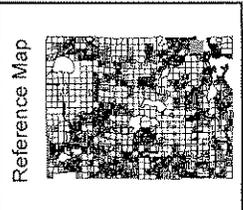
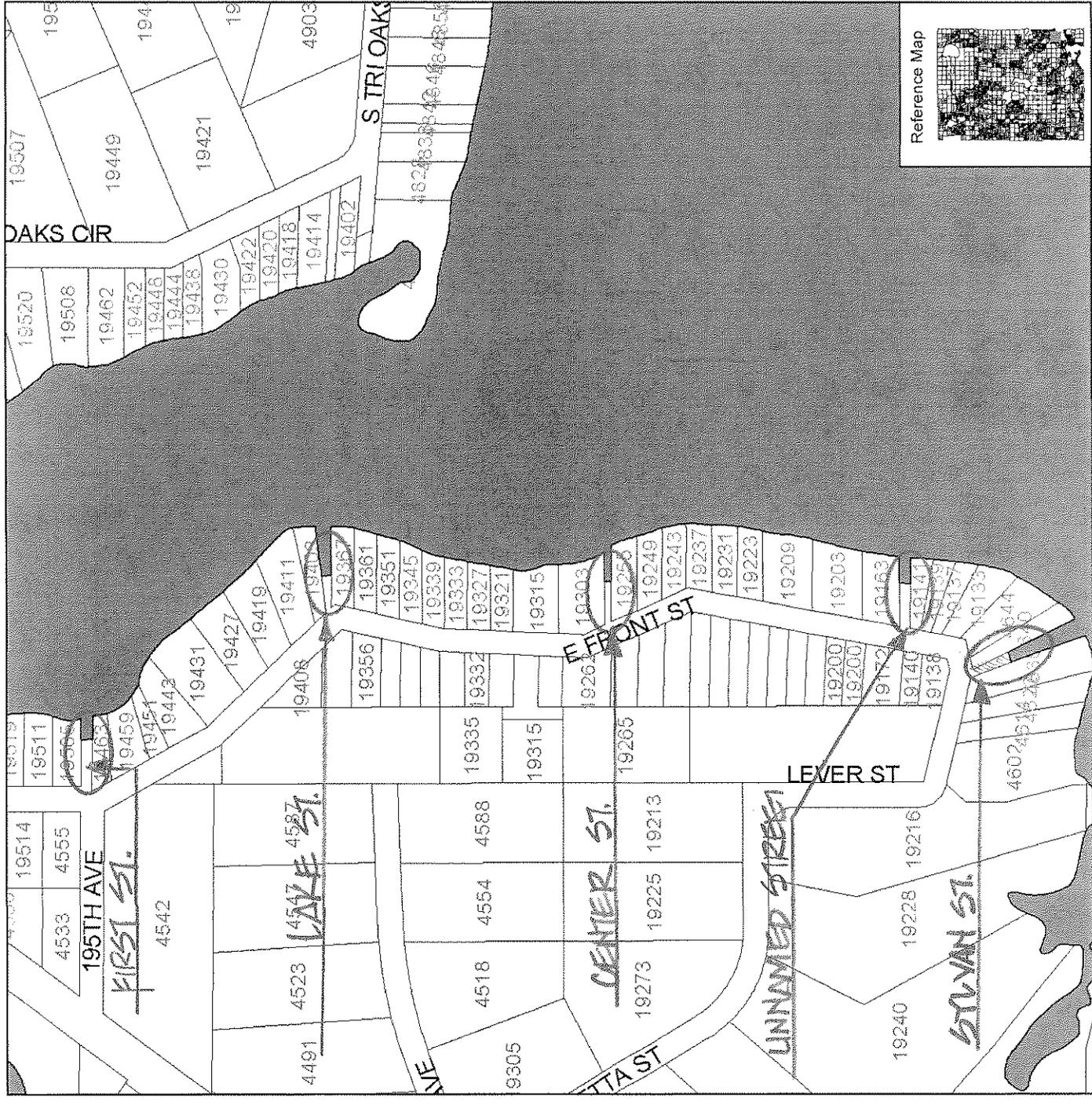
LOCATION MAP



Map Scale: 1 inch = 390 feet
Map Date: 8/12/2011
Data Date: June 24, 2011

Sources: EAST BETHEL GIS AND ANOKA COUNTY

Disclaimer:
Enter Map Disclaimer: Here





PUBLIC FORUM SIGN UP SHEET

August 17, 2011

The East Bethel City Council welcomes residents and property owners to the Public Forum. The purpose of the forum is to provide residents and property owners an opportunity to respectfully inform the Council of issues they are concerned about.

The following guidelines apply to the Public Forum:

1. A resident/property owner may address the Council on any matter not on the agenda during the Public Forum portion of the agenda.
2. A person desiring to speak must sign up prior to the time the Council reaches the Forum on the agenda.
3. The Mayor will invite speakers up to the podium/microphone.
4. Once the Mayor has recognized the speaker, the speaker should state his/her name, address, and phone number.
5. Each speaker should attempt to limit their presentation to 3 minutes.
6. If a group of persons wish to address the Council regarding the same issue, the group should elect a spokesperson to present the group's issue to the Council.
7. The Council will listen to the issue but will not engage in dialogue or a Q & A session. If a majority of the Council would like to address the issue in more detail, it can be added to the agenda or can be addressed during the regular agenda of a future meeting.

NAME	ADDRESS	PHONE NUMBER	TOPIC

