

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:30 p.m.

Date: January 5, 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**

7:34 PM **4.0 Public Forum**

7:44 PM **5.0 Commissions Interviews**

- Page 1-17 A. Planning Commission Interviews
1. Steven Channer
 2. Tiana Channer
 3. Eldon Holmes
 4. Jessica Kloss
 5. Brian Mundle, Jr.
 6. Lori Pierson
 7. Dale Voltin
- Page 18-22 B. Roads Commission Interviews
1. Kathy Paavola
 2. Al Thunberg
- Page 23-30 C. Parks Commission Interviews
1. Tim Hoffman
 2. Sue Jefferson
 3. Denise Lachinski
 4. Theresa Martin*
 5. Greg Vokovan

9:15 PM **6.0 Consent Agenda**

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

- Page 33-38 A. Approve Bills
- Page 39-55 B. Meeting Minutes, December 15, 2010, Regular Meeting
- C. Appoint Regular Employee – Janet Haapoja

New Business

7.0 Commission, Association and Task Force Reports

- A. Planning Commission (**No Report**)
- B. Park Commission (**No Report**)
- C. Road Commission (**No Report**)

8.0 Department Reports

- A. Engineer (**No Report**)
- B. Attorney (**No Report**)

- 9:20 PM
- C. Finance (**No Report**)
 - D. Public Works
 - 1. East Front Blvd Storm Water Management Project
 - 2. Identification of Storm Water Improvement Projects – Coon Lake
 - E. Planning and Inspection/Code Enforcement (**No Report**)
 - F. Fire Department (**No Report**)
 - G. City Administrator (**No Report**)
- Page 56-60
Page 61-64

9.0 Other

- 9:30 PM
- A. Council Reports
 - 1. Commission/Committee Assignment 2011
 - 2. Appoint Acting Mayor
 - 3. Appoint Planning Commission Members
 - 4. Appoint Parks Commission Members
 - 5. Appoint Roads Commission Members
 - B. Other
- Page 65-67
Page 68-69
Page 70-71
Page 72-73
Page 74-75
- 9:45 PM

9:55 PM **10.0 Adjourn**



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 5.0 A

Agenda Item:

Interview Planning Commission Applicants

Requested Action:

Consider interviewing applicants for the vacancies on the Planning and Zoning Commission

Background Information:

Terms for two Planning and Zoning Commission members expired on December 31, 2010, Commission Members Eldon Holmes and Lori Pierson. Prior to taking her Oath of Office for the City Council, Ms. Heidi Moegerle resigned from the Planning Commission effective December 31, 2010.

In response to these vacancies, we advertised on the City’s website, on our community bulletin board and in the Anoka Union. The City received letters of interest from Steven Channer, Tiana Channer, Jessica Kloss, Brian Mundle, Jr., and Dale Voltin in response to our ads. In addition, both members who terms expire on December 31, 2010 have submitted letters expressing an interest in continuing to serve on the Planning Commission. We have included copies of all letters of interest as part of your agenda materials.

Attachment(s):

1. Letters From Candidates
 - a. Steven Channer
 - b. Tiana Channer
 - c. Eldon Holmes
 - d. Jessica Kloss
 - e. Brian Mundle, Jr.
 - f. Lori Pierson
 - g. Dale Voltin

Fiscal Impact:

None

Recommendation:

Staff is recommending Council interview the seven candidates for the three vacancies.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

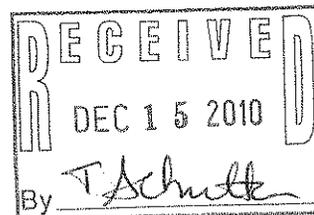
Vote No:_____

No Action Required:_____

Steven R. Channer

21572 Tyler Street Northeast -- East Bethel, MN 55011 -- Home: 763-413-7330 -- Work: 651-234-7558

December 13, 2010



Mayor Greg Hunter
Council Members
Mayor-elect and Council-elect Members
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Subject: **Planning Commission Vacancy**

Dear Mr. Mayor and Esteemed Council Members:

This letter is to express my interest in the appointment to the vacant position on the East Bethel City Planning Commission. I am interested in this position to expand my knowledge of and participation in the governance of the City of East Bethel.

Feel free to call me if you have any other questions.

Sincerely,

A handwritten signature in black ink, consisting of a stylized first name and a last name, followed by a long horizontal line extending to the right.

Steven R. Channer

Experience

I am a 1982 graduate of Augsburg College.

I was on the City of East Bethel Planning Commission from 2006 to 2009, serving as Chair in 2008. I helped develop the City's Zoning Ordinances and Comprehensive Plan.

I was on the City of East Bethel City Council for 2010. Vice Chair of HRA and EDA, and liaison to Fire Department.

I have been employed by the Minnesota Department of Transportation (Mn/DOT) for 25 years. I spent just under seven years in the District 5 (West Metro) Road Design section, developing plans and cross sections using CAD and other technical software. I specialized in pay item computation.

I have been in the Metro District Right of Way section for 18 years, the last 6 ½ years as an Area Project Manager.

Originally, I provided support and consultation on projects. I performed right of way layout, document research and processing. I supervised Transportation Specialists in project development. I was also the Automation Systems Resource Expert and managed the technical budget for the office.

Currently, I am the project manager on major and routine projects and on all R/W issues in Anoka, Chisago, and Washington Counties. I plan for and provide expert testimony in eminent domain proceedings. I supervise process and make recommendations for property to be acquired. I respond to and meet with public agencies, cities, counties and private landowners on R/W issues, including public meetings. I act as a liaison to Mn/DOT Design, Water Resources, Surveys and Construction sections on projects.

I review private plats and site plans. I have a working knowledge of State highway and eminent domain statutes. I create R/W cost estimates and manage a budget for my acquisition projects.

I have taught several one-day classes for both Mn/DOT's Design Institute and for the University of Minnesota's School of Engineering on the subject of right of way acquisition. I received a commendation from the Commissioner of Transportation for this effort.

I try to take a practical approach to most issues—not everyone will be happy, but hopefully we can serve the greater good.

Involvement in Community

Since my wife Tiana and I moved to East Bethel in 2004, our family has rapidly integrated into what has become our "home town".

Before we moved here in July, 2004, I had already signed up our son Griffin for NMSA fall soccer and volunteered as a head coach. Since then, I have been head coach for many soccer and dodgeball teams, and assisted in basketball, baseball, and football for Griffin and his siblings, Margaret (Maggie), and Preston.

We currently have three of our five children in St. Francis schools. We participate in most school events—book fairs, fund raisers, and most social events. I have volunteered at several of these events, as well as on classroom field trips. I also assisted East Bethel Community School in revamping their student pick up and drop off procedure in 2004-05 and donated safety vests for traffic management personnel at Cedar Creek Community School in 2005. I believe that participation in our children's school not only helps our own children, but all of the children of our community.

We participate in many community events, including Booster Day, National Night Out/Night to Unite, Town Hall Meetings, Council meetings, and open houses at the City. You may have seen my children and these and other events. I want to teach them that they are part of a community and that they should participate in it.

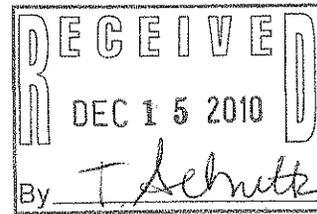
We vote in each and every election and levy vote.

I was on the City of East Bethel Planning Commission from 2006 through 2009, serving as Chair in 2008.

I was on the City of East Bethel City Council for 2010. Vice Chair of HRA and EDA, and liaison to Fire Department.

We patronize as many East Bethel businesses as we can—"East Bethel first".

December 15, 2010



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

Subject: Planning Commission Vacancies

Dear Mr. Mayor and Esteemed Council Members:

This letter is to express my interest in the appointment to one of the openings on the City of East Bethel Planning Commission. I am interested in joining the Planning Commission to actively contribute to the development and maintenance of the City of East Bethel.

I am a current resident of East Bethel, and have lived here since 2004 with my husband, Steve, and our three children—Griffin, age 12; Maggie, age 10; and Preston, age 8. In part because we are raising our family in East Bethel, I feel it is very important to be involved in the community and have a stake in the direction our city takes as it grows. I have participated in community activities at a more informal level over the years, in such areas as helping coach soccer and volleyball teams that my kids are involved with, participating in school activities, and attending city functions such as Booster Days. As I watch the challenges our city is currently navigating in our bid to become more amenable to bringing in commercial and economic development opportunities, I believe we are facing a crucial time for our residents to step up and become more directly involved. I see the Planning Commission as one way I can provide support and serve as a representative of my fellow residents.

I believe my professional experience and skills lend themselves well to the role of a member of the Planning Commission. I have worked in the local medical device industry for close to 20 years. Companies within the medical device industry must work every day to establish and maintain compliance to federal regulations, as well as creating their own internal procedures and policies with which they must comply. My daily work as a consultant involves understanding and advising on the various regulations and procedures to which my projects and clients must adhere, and I believe this experience will translate well into the Planning Commission responsibilities of reviewing residents' requests to ensure compliance with City ordinances. My consulting responsibilities require me to assess the wants and needs of my clients and make recommendations to them that will not only enable them to meet their business goals in the most efficient and cost effective manner, but also to ensure they are meeting the applicable regulatory requirements. I believe my work experience can enable me to help the residents and the City move toward what they want and need, while ensuring all is done within the bounds of what the requirements dictate.

I also believe my professional experience has taught me to adapt to working with different types of people and organizations, which allows me to be a great teammate as well as a strong leader when the circumstances arise.

I am very committed to being part of the successful maintenance and growth of the City of East Bethel, and believe I will excel at listening to, supporting and making the most reasonable and appropriate decisions to secure in the end that which is in the best interest of every one of our residents.

I have attached my resume for your information as well.

Thank you for your consideration, and I look forward to the opportunity to further discuss my desire to contribute more directly to the City of East Bethel as a Planning Commission member.

Regards,

A handwritten signature in black ink, appearing to read 'Tiana G. Channer', with a long, sweeping underline.

Tiana G. Channer
21572 Tyler Street NE
East Bethel, MN 55011
763-413-7330
Tiana64@yahoo.com

TIANA G. CHANNER
21572 Tyler Street NE
East Bethel, MN 55011
(763) 413-7330
email: tiana64@yahoo.com

ALQUEST, LLC., Golden Valley, MN

2002 – 2006, 2008 - Present

Contract Research Organization specializing in Clinical, Regulatory and Quality Systems Support
Senior Project Manager, Clinical

- Manage projects to direct, execute and fulfill clients' needs in areas of clinical studies and other project scopes as identified by clients. Includes management of budgets and employee resources, oversight of project personnel, and tasks related to assurance of compliance to regulatory requirements.
- Conduct clinical monitoring of IDE feasibility and post-market/Registry clinical studies, including monitoring of a study conducted in Mexico City.
- Conduct clinical site and sponsor audits.
- Lead company initiative to implement internal clinical quality assurance function. Current activities include: present concept to senior management for buy-in; create overall strategic plan and associated timeline; begin assessment phase to measure current situation within company; and formulate and roll out implementation plan to institute processes and procedures to continuously improve quality of clinical services provided by company.
- Audit companies' internal quality systems to ensure compliance with FDA Quality System Regulation (QSR), ISO 9001, ISO 13485 and the Medical Device Directive (MDD), and other international requirements, as well as internal company procedures.
- Conduct supplier quality audits for clients based on the QSR, ISO 9001 and ISO 13485.
- Assist companies with development of an internal quality system, including creation of and review of internal procedures, and advising on practical approaches to implement procedures and processes.

CARDIOVASCULAR SYSTEMS, INC., New Brighton, MN

2006 – 2008

Senior Clinical Manager

Planned, developed and administered all aspects of assigned IDE and post market clinical studies, both in the U.S. and internationally, toward on-budget, on-schedule, successful outcomes that supported the company's business objectives. Activities included:

- Assisted with preparation of investigational plans and selection of principal study/site investigators.
- Developed, coordinated and presented training for Investigators, Study Coordinators and other key study personnel.
- Negotiated and administered contracts and other agreements.
- Established relationships with physicians and clinical staff and responded to questions regarding protocol.
- Wrote informed consent documents and developed case report forms.
- Conducted and managed site visits, including site qualifications, study initiation, routine monitoring and close out visits, to ensure compliance with regulatory requirements, Good Clinical Practices, and CSI procedures. Arranged, managed and provided oversight of contract monitoring services as needed.
- Prepared, provided and coordinated clinical trial progress reports, interim data analysis and final reports for internal management and/or regulatory authorities.
- Worked closely with sales and marketing to identify clinical needs, participated in cross-functional product development teams, reviewed engineering change orders, and participated in CSI quality system initiatives.
- Participated in developing department goals, objectives and systems. Recommended new approaches, policies and procedures to effect continual improvements in the efficiency of the clinical department and performed services.

MEDTRONIC, Fridley, MN

2006

Principal Regulatory Compliance Specialist

- Conducted internal assessments/audits of Medtronic's Quality, Regulatory and Clinical practices at business sites. Also supported the development of assessment tools, training programs, policies and interpretation of requirements.

GUIDANT CORPORATION, Arden Hills, Minnesota

1991 - 2002

Regulatory Compliance Auditor

- Assessed company's quality system to ensure compliance with external requirements, such as ISO and FDA regulations, and internal procedures by identifying systemic issues and communicating findings to management. Participated in audits focusing on diverse areas of the company with the following responsibilities: created audit checklists; conducted on-site audits by interviewing personnel and reviewing documents; identified compliance issues and formulated nonconformities; reviewed audit reports; partnered with auditees to create effective corrective actions; and conducted corrective action follow-up to ensure completion and effectiveness.
- Managed Notified Body audit, escorted auditors, responded to nonconformances and coordinated corrective actions.

Regulatory Affairs Associate

- Compiled postapproval annual reports for premarket approval (PMA) products. Interfaced with FDA on postmarket surveillance requirements for brady pacemakers and leads and made presentations to FDA as necessary; wrote study protocols and exemption requests; answered FDA questions. Worked with FDA on proposal to combine pacemaker annual report device experience and postmarket surveillance requirements.
- Assisted with PMA supplements by gathering data, working with engineers, writing submissions, and prepared device submissions to Australia to gain product approvals.

Human Resources Compliance Associate

- Ensured compliance with labor laws, which included, but were not limited to, EEO and affirmative action compliance, INS, H1-B and permanent residence processing and compliance. Prepared annual affirmative action plan and ensured communication of the plan to management.

Campus Recruiting Associate, Human Resources

- Instrumental in strategic development of the Guidant Campus Recruiting Center (GCRC). Launched Guidant Campus Recruiting program (company-wide across three divisions) in fall of 1996 to recruit qualified engineering and MBA students from more than 35 schools. Responsible for coordinating/monitoring campus recruiting efforts across all Guidant locations, including international locations. Contributed to successful growth of Guidant's campus recruiting program by increasing MBA hiring by 228% and engineer hiring by 137% in first two years.
- Established compensation packages for candidates, interviewed candidates and managed offer process, and managed recruitment-related communications and materials, while directly supervising campus recruiting assistant.

Training Coordinator, Manufacturing Training Department and concurrent position in Corporate Training Department

- Coordinated certification program for approximately 400 manufacturing operators: administered tests; maintained and updated database of certification records on monthly basis. Designed and developed relevant courses for manufacturing and corporate applications, and functioned as a trainer for various subjects.

LITTON INTEGRATED AUTOMATION, Alameda, California 1989 - 1991

Human Resources/Employee Relations Administrative Assistant

- Coordinated employee relations activities for a staff of 200.
- Revised company job codes and salary structure to more closely match industry levels. Completed bi-annual salary survey, advised managers on employee placement within job and salary levels.
- Set up and maintained new HRIS human resources database.

BAY AREA URBAN LEAGUE, INC., Oakland, California 1988 - 1989

Public Information Specialist

- Managed communications and public affairs department, directly supervising one employee.
- Promoted program services through use of various media, including the coordination of writing, editing, layout and production of brochures, annual report, other printed materials.
- Organized and promoted fundraising events, including the annual Job Fair in 1989, which attracted approximately 1,500 more attendees than the previous year.

MERRITT PERALTA MEDICAL CENTER, Oakland, California 1987 - 1988

Marketing Assistant, Merritt Peralta Institute

- Wrote and produced employee newsletters, program brochures, news releases, public service announcements, and coordinated advertising schedule for various programs.
- Assisted in development of marketing communication plans for various wellness programs.
- Performed all facets of office management.

EDUCATION

Bachelor of Arts, Public Relations, 1986

California State University, Chico

SUPPLEMENTAL EDUCATION

Clinical Research Excellence: Auditing Clinical Investigators (by Norton Training Institute) (2010)

Clinical Project Management (2008)

Surviving FDA Inspections (2007)

Critical Decision Points in Design and Conduct of Patient Registries (2007)

Clinical Research Auditing (2005)

BSi 4-day Course and successful completion of final exam, Auditing to the Medical Devices Directive (2003)

Good Clinical Practices/Monitoring Training (2003)

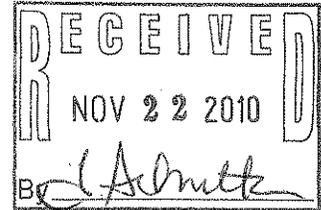
Lead Auditor certification through STAT-A-MATRIX (2002)

Industrial Sterilization for Medical Devices (2001)

Good Laboratory Practices (GLP) (2001)

Various Medical Alley Programs to supplement my professional experience

November 22, 2010



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

RE: Planning and Zoning Commission Term Extension

Mr. City Administrator;

I presently have the honorable position of Chairman for the Planning and Zoning Commission. I would appreciate your approval to serve as a Planning and Zoning member again for another 3 year term. I feel that I have contributed to the betterment of the City and all its residents. I have volunteered for many committees for the city in the past so as to provide more knowledge for this position.

I will try to provide the highest quality of professionalism that this city and its residents deserves by making decisions that use common sense and the regulations of the community.

Please consider my acceptance for the Planning and Zoning Commission for the City of East Bethel, MN.

Respectfully,

A handwritten signature in cursive script, which appears to read "Eldon Holmes".

Eldon Holmes
2773 222nd Lane NE
East Bethel, MN 55011

Received
12/9/10 - PBO

Assistant City Administrator
2241 221st Ave NE
East Bethel, MN 55011

Dear Assistant City Administrator,

My name is Jessica Kloss and I have been a resident of East Bethel for just over a year. My husband, children and I moved here in search of a 'little more elbow room,' from our previous home in Spring Lake Park. Since we moved in, we have enjoyed some of the community activities like Booster Day and visited the Ice Arena where my kids skated and I attempted to. We look forward to making East Bethel our home for many more years.

I'm writing to express my interest in becoming a member of the Planning Commission. I've always been curious about the process of growing a community, what is allowed and what isn't and how decisions are made that benefit the community as well as individuals involved.

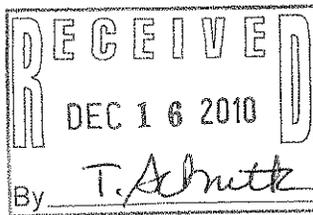
I currently work for Torgerson Properties, a company based in Willmar that owns and manages multiple hotels and restaurants in Minnesota and one in Florida. I am a Revenue Manager which means that I help my properties determine what prices to sell at for each guest. I have been in my current position for two years and prior to that I worked as a Trainer at IDEaS, a company that built Revenue Management software and sold it to hotels.

Thank you for your consideration,

Jessica Kloss 12/8/10

Jessica Kloss
541 218th Ave
East Bethel, MN 55011
Email: jessica@tpimn.com
Ph: 763-954-9107

Cell: 763.458.5566



December 15, 2010

To The Mayor & City Council of East Bethel

I am interested in a position on the Planning Commission. I believe I can bring fresh and new perspectives from a young professional to issues and topics that may concern the city.

My entire grade school education was at ISD 15, graduating from St. Francis High School. I received a Bachelors of Science in Construction Management from Minnesota State University, Mankato. At MSU I was a member of the Construction Management Student Association, Vice President of it my senior year. I interned at Orrin Thompson as a Construction Coordinator during college. Upon graduation I went to work as a Construction Manager for BDM Construction, managing the construction of new homes and remodeling projects. I have passed the Builders Licensing test and participate in Continuing Education every year for it. I am a Certified Aging in Place Specialist, I have been trained in lead renovation for pre 1978 homes, and I have a Certificate in Web Development. I am also involved with the Young Professionals at the Builders Association of the Twin Cities.

I am currently involved with East Bethel Boy Scout Troop 733. I attend all of the Eagle Scout Court of Honors, and as an Eagle Scout I am a selected person the Troop can call on to help conduct Eagle Scout Board of Reviews. I also volunteer with the East Bethel Seniors to help with the Booster Day Silent Auction.

Thank you for your consideration,

Brian K. Mundle

24159 Pierce Street NE
East Bethel, MN 55005

763-227-0120

Brian K. Mundle

24159 Pierce Street Northeast • East Bethel, MN 55005 • 763-227-0120 • BrianMundle@Live.com

Education:

- **Bachelor of Science in Construction Management**
Minnesota State University, Mankato Graduated: May 2006
- **Continuing Education for Contractors License**
- **Certificate in Web Development**
- **Certified Aging in Place Specialist (CAPS)**
- **Trained in Lead Renovation for Pre 1978 Homes**

Employment History:

- Construction Manager: BDM Construction Inc, Isanti, MN** May 2001 – Present
- Managing office sites, new construction and remodeling projects.
 - Organizing and overseeing construction projects from start to finish, including creating home designs, obtaining estimates, scheduling the entire construction process and communicating with employees.
 - Creating professional relationships with subcontractors and working with them to obtain bids, scheduling when they should be on site, checking their work for quality and contacting them for any follow up.
 - Meeting with clients to take them on home walkthroughs and answering any questions they may have.
 - Developing marketing plans for homes by producing marketing materials, submitting ads for newspapers, and designing web pages for the company website.
 - Doing hands on work when needed, such as bobcat work, trimming, drywall repair, painting & staining, insulating, light framing, drain tile installation, landscaping etc.
 - Utilizing many different computer programs including MS Office (Word, Excel, Power Point, Publisher, Excel, Project), Web Design Programs (MS Frontpage & Expression, Adobe Dreamweaver & Flash), and Graphic Design Programs (Adobe Photoshop & 3D Home Architect).
- Real Estate Assistant: Edina Realty, Forest Lake, MN** May 2006 - Present
- Working with a realtor to help list and sell homes by creating marketing materials and holding open houses.
 - Managing listings by utilizing the Northstar MLS Matrix to update prices, perform searches and do research.
- Intern Construction Coordinator: Orrin Thompson Homes, Wayzata, MN** March 2005 – May 2005
- Scheduled and managed construction of two homes in Stillwater, MN.
 - Conducted safety, subcontractor and customer meetings.
- Salesman: RCC Western Stores, Mankato, MN** September 2003 – May 2004
- Assisted customers with proper fit of cowboy hats and boots.
 - Pursued a weekly and monthly sales goal.

Activities/Awards:

- Eagle Scout with Bronze Palm
- 2000-2004 MSU Construction Management Student Association (CMSA), Vice President 2003-04
- Presented in Las Vegas in the NAHB Student Competition for the MSU CMSA, 2004
- MSU Intramural Billiards - Eight Ball Champion 2003
- Passed Minnesota Contractors License Tests
- Passed OSHA Construction Safety Course

received
12/10/10. BJO

December 4, 2010

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

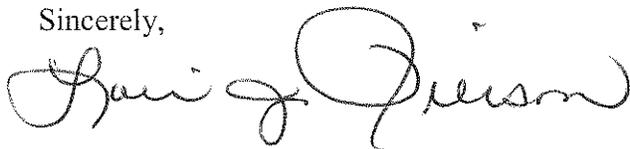
RE: Planning & Zoning Reappointment

I would like to continue serving on the East Bethel Planning & Zoning Commission. I have served for several years & feel I have the experience needed. I have been involved in many of the changes that the city has gone through. I was on the sewer commission when we first looked at the possibility of sewer & water coming to our city.

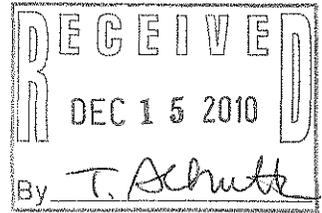
As a past business owner here & currently, an employee of a business located here in the city, I feel I have the knowledge needed to make good decisions regarding the issues that come before the commission. With the changes the city will be facing here in the near future, experience is needed in dealing with a growing community.

Thank you for your consideration. I have enjoyed serving the city.

Sincerely,



Lori Pierson



TO THE MAYOR AND CITY COUNCIL OF EAST BETHEL, MN

I AM INTEREST IN APPLYING FOR A POSITION ON THE PLANNING AND ZONING COMMISSION. I WOULD PREFER THE 1 YEAR POSITION AS A TRIAL BUT WILL ACCEPT A 3 YEARS POSITION.

I WOULD LIKE TO DO MY PART IN HELPING THE CITY COMPLETE ITS WORK LOAD. I HAVE OFTEN THOUGHT ABOUT JOINING A COMMISSION BUT WAS TOO BUSY IN THE PAST. THINGS HAVE BEEN SLOWING DOWN FOR ME SO I CAN OFFER SOME OF MY TIME TO DO WORK FOR THE CITY.

I HAVE NOT HELD A COMMISSION POSITION IN EAST BETHEL IN THE PAST.

I HAVE BEEN AS MEMBER OF THE BOARD OF DIRECTORS OF THE ANOKA CITY COUNCIL'S ANTI-CRIME COMMISSION SINCE 1991.

I HAVE BEEN ON THE EXECUTIVE BOARD AND OF THE ANOKA AMERICAN LEGION POST 102 FOR MORE THEN 10 YEARS AND THE CLUB ROOM COMMITTEE FOR 23 YEARS ALONG WITH SEVERAL OTHER COMMITTEES.

I AM CURRENTLY A MEMBER OF THE BOARD OF DIRECTORS FOR THE COON LAKE BEACH COMMUNITY AND SENIOR CENTER.

I HAVE BEEN A RESIDENT OF EAST BETHEL SINCE 2004.

A handwritten signature in cursive script, appearing to read "Dale J. Voltin".

DALE J VOLTIN

190 GROVE ROAD
EAST BETHEL, MN
651-464-9823
12/15/2010

EDUCATION:

I WENT TO FORMAL SCHOOLS FOR 22 YEARS.

I GRADUATED FROM ONAMIA MN HIGH SCHOOL IN 1961.

I JOINED THE AIR FORCE ON DEC 2, 1962 AND WAS DISCHARGED IN 1966.
I WENT TO ELECTRONICS (GROUND COMMUNICATION REPAIR) SCHOOL (42 WEEKS)
AND COMPUTER REPAIR SCHOOL (15 WEEKS) IN THE AIR FORCE. I SPENT 18 MONTHS
IN DULUTH, MN AT THE FRENCH RIVER BOMARK MISSILE SITE (NUCLEAR WEAPONS) 23
MILES NORTH OF DULUTH AS COMPUTER REPAIR PERSON. THEN I SPENT 12 MONTHS
IN PARIS FRANCE IN NATO DUTY AS A TRANSMITTER AND RECEIVER REPAIR PERSON
AT NATO SITES.

I GRADUATED FROM ST CLOUD STATE UNIV IN 1970 WITH B A DEGREE (MATH MAJOR
AND GENERAL BUSINESS MINOR) .

I THEN TOOK ALL THE CLASSES AND RECEIVED ALL THE CREDITS FOR MY MASTERS
DEGREE IN FINANCE FROM ST. CLOUD STATE UNIV, BUT NEVER DID MY THESIS, SO I
DO NOT FORMALLY HAVE A MASTERS DEGREE.

I ALSO EARNED A 2 YEAR MANAGEMENT INFORMATION SYSTEMS (MIS CERTIFICATE)
FROM THE UNIV OF MN MPLS/ST PAUL CAMPUS. (COMPUTER SCIENCE DEGREE)

I ALSO ATTENDED MANY, MANY (1-3 WEEK) IBM COMPUTER CLASSES IN CHICAGO, NEW
YORK, SAN FRANCISCO AND OTHER CITIES DURING THE FIRST 20 YEARS OF MY WORK
IN THE COMPUTER CAREER FIELD.

WORK EXPERIENCE:

SPENT 38 YEARS IN THE COMPUTER CAREER FIELD. THIRTY YEARS AS A SYSTEMS
PROGRAMMER AND A SYSTEMS ANALYSIS AND 8 YEARS AS A HARDWARE/SOFTWARE
SUPPORT MANAGER. I RETIRED FROM COMPUTER WORK IN APRIL 2004.

I STARTED INVESTING IN REAL ESTATE IN 1978. I HAVE OWNED AROUND 20 SINGLE
FAMILY RESIDENCES IN ANOKA COUNTY PLUS MULTI FAMILY DEVELOPMENTS IN
MINNEAPOLIS, ST PAUL AND BROOKLYN CENTER. I HAVE SUBDIVIDED LAND IN THE
CITIES OF RAMSEY AND COON RAPIDS. I HAVE BEEN THE GENERAL CONTRACTOR FOR
THE BUILDING OF 3 SINGLE FAMILY HOMES IN CROW WING COUNTY. I CURRENTLY
OWN 40+ PIECES OF REAL ESTATE, MOST OF IT RAW LAND IN AITKIN AND PINE
COUNTY THAT I AM STILL IMPROVING AND ATTEMPTING TO SELL.



DALE J VOLTIN

190 GROVE RD.
EAST BETHEL MN

651-464-9823
12/15/2010



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 5.0 B

Agenda Item:

Interview Road Commission Applicants

Requested Action:

Consider interviewing applicants for the vacancies on the Road Commission

Background Information:

Terms for three Road Commission members expired on January 1, 2011, Commission Members Pat Monnier, Al Thunberg, and Michael Warsko.

In response to these vacancies, we advertised on the City's website, on our community bulletin board and in the Anoka Union. The City received a letter of interest from Kathy Paavola in response to our ads. In addition, Commission member Al Thunberg, whose term expired on January 1, 2011, has submitted a letter expressing an interest in continuing to serve on the Road Commission.

Both Commission member Mr. Pat Monnier and Mr. Michael Warsko did not want to be re-appointed to the Road Commission at this time.

We have included copies of all letters of interest as part of your agenda materials.

Attachment(s):

- 1. Letters of Interest From Candidates
 - a. Kathy Paavola
 - b. Al Thunberg

Fiscal Impact:

None

Recommendation:

Staff is recommending Council interview the two candidates for the three vacancies.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

received 12/1/10

December 1, 2010

To: Mayor Lawrence, City Council, Staff:

Please consider this my application for a vacancy on the parks commission, I have lived in East Bethel for 40 years, I have just finished serving 8 years on city council, I would like to continue to serve in some small way.

I understand that there are also openings on the Roads commission and the Planning commission, while parks would be my first choice, I would gladly serve on either of the other commissions.

Respectfully,

Kathy Paavola

Tammy Schutta

From: Kathy Paavola [kjsaari@yahoo.com]
Sent: Wednesday, December 15, 2010 12:04 PM
To: Tammy Schutta
Subject: commission apps

Tammy,

I did write a letter of interest to appointment of the parks or roads commission.

I did ask to be considered first for the parks, but would like it noted that I would like my first choice to be to the roads commission. I was made aware that Pat Monnier will not be applying for the position again. Could you please make a note to that affect for me? Let me know if there are any problems. I know this will not be done until new council takes office.

Kathy

received 12/14/10

December 14, 2010

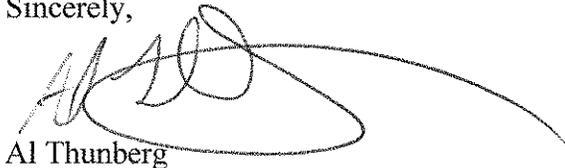
Douglas Sell, City Administrator
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Dear Mr. Sell

I am requesting re-appointment for another term on the City of East Bethel's Roads Commission. I look forward to working for the City as a Commission member on roads policies and projects.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Thunberg', with a long, sweeping horizontal line extending to the right.

Al Thunberg



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 5.0 C

Agenda Item:

Interview Park Commission Applicants

Requested Action:

Consider interviewing applicants for the vacancies on the Park Commission

Background Information:

Terms for three Park Commission members expired on January 1, 2011, Commission Members Barb Hagenson, Tim Hoffman, and Sue Jefferson.

In response to these vacancies, we advertised on the City’s website, on our community bulletin board and in the Anoka Union. The City received letters of interest from Denise Lachinski, Theresa Martin and Greg Vokovan in response to our ads. In addition, Commission members Tim Hoffman and Susan Jefferson, whose terms expired on January 1, 2011, has submitted letters expressing an interest in continuing to serve on the Park Commission.

Commission member Ms. Barb Hagenson did not want to be re-appointed to the Park Commission at this time.

We have included copies of all letters of interest as part of your agenda materials.

Attachment(s):

1. Letters of Interest From Candidates
 - a. Tim Hoffman
 - b. Susan Jefferson
 - c. Denise Lachinski
 - d. Theresa Martin
 - e. Greg Vokovan

Fiscal Impact:

None

Recommendation:

Staff is recommending City Council interview the five candidates for the three vacancies.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

rcw'd 12/3/10

December 1, 2010

Mayor Greg Hunter
2241 221st Ave.
East Bethel City Hall
East Bethel, MN 55011

Dear Mayor Hunter;

Please consider this letter as my application for reappointment to the East Bethel Parks Commission. I have been active as a member of the Parks Commission and a number of youth oriented recreational activities and wish to continue my service in these endeavors. I feel that my experience in my business, my past association with summer softball and baseball programs and my desire to improve parks and recreational programs in the City of East Bethel qualify me to continue to serve on the Parks Commission.

Please let me know if you need any additional information. I look forward to hearing from you.

Sincerely;



Tim Hoffman
2735 225th Lane NE
East Bethel, MN. 55011
612-991-2625

Susan Jefferson
20610 E Bethel Boulevard
Cedar, MN 55011

December 8, 2010

Assistant City Administrator
2241 221st Avenue NE
East Bethel, MN 55011

Re: Commission Appointments

Please accept my request for re-appointment to the East Bethel Park Commission. It has come to my attention that my term expires January 2011.

Respectfully,

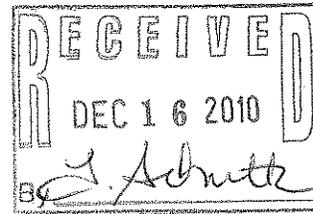
A handwritten signature in cursive script that reads "Susan Jefferson".

Susan Jefferson

December 16, 2010

22286 Vermillion St. NE
East Bethel, Mn 55011

East Bethel City Hall
2241 221st Avenue NE
East Bethel, Mn 55011



Mayor and City Council,

As a resident of East Bethel for the last 6 years, I have had the opportunity to be involved with a variety of activities throughout the city. There are many reasons that I would like to be considered for the Road Commission and also the Parks Commission.

Having to use the intersection of Hwy 65 and Cty Rd 74 has definitely increased my concerns for the roads and passages that we use to get around East Bethel and the surrounding areas. While I realize that these roads are not city roads, I think that as a city we can do more to make it safer for all the residents. Currently there are 10 teens, living in our cul de sac alone, who will be driving in the next 3 years who will be using this intersection and that worries me; as well as many of my friends and neighbors. Blind spots, pot holes, short turn lanes exist throughout the city and need to be looked at with a fresh perspective.

My home borders fields 7 and 8 on Booster Park. We have the potential to have a great sports and recreation facility here. The park itself is falling into disrepair and there are portions of the park not even being used. The disabled cannot access the park very easily.

We currently have children on a variety of sports teams who would love the opportunity to use the parks throughout the city but are unable due to the inability to access them or the facilities are not available for them to use. Tournaments at Booster Park create a traffic nightmare, as well as a parking nightmare for those who would like to see the children play.

Having come from a "bigger city" to a "smaller city", I can offer a unique view to both of these commissions. As a former employee of a multi-billion dollar big box retailer, I am familiar with budgets and restraints. Everyone wants to keep within a budget, even when there seems to be a large bucket.

I worked for Target for 22 years, within their stores for 15 years, and at the corporate offices for 7. Currently, I am involved with Boy Scout Troop 733, volunteer at the schools and do special projects with the East Bethel Fire Department.

Please consider my application to these commissions as you process the applications that you receive.

Thank you for your time and attention.

Sincerely,

A handwritten signature in cursive script that reads "Denise Lachinski". The signature is written in dark ink and has a long horizontal stroke extending to the right.

Denise Lachinski

Received 12/17/10
@ 10:30am

1130 233rd Ave. N.E.
East Bethel, MN 55005
December 16, 2010

Mayor Greg Hunter and City Council
City of East Bethel
2241 221st Ave. N.E.
East Bethel, MN 55011

To the Mayor and council members

Please consider this a letter of interest concerning Park commissions position.

My family and I have resided in East Bethel for 12 years now, and live next to John Anderson Park. In observing first hand what seems to work and what does not, has led me to be interested in sharing ideas, and help maintaining quality parks at low cost.

The effort that is put into parks, reflects our city as a whole, whether we use it or not. I believe it is very important to maintain what we have. And would very much be pleased if you would consider my application.

I am a mother of 4 boys, currently homeschooling, retired dental assistant. My husband is Director of Property and Facilities for the metro Y.M.C.A's

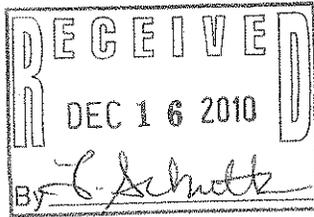
I have been the neighborhood captain for N.N.O. in the past and feel it is important to stay in communication with our neighbors; that is part of being in a community. We have also had our children involved with baseball, as my husband has volunteered as coach many years.

Thank you,

Sincerely,

Theresa Martin

Contact # 763-434-4452



Greg Vokovan
20776 Buchanan Street NE
East Bethel, MN 55011
763-755-6094 (H)
612-597-1254 (C)
gvokovan@aol.com

December 15, 2010

Assistant City Administrator
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Dear Mayor and City Council:

As a relatively new resident to the City of East Bethel I am pleased to place my name into consideration for a position on the **Parks Commission**.

In considering our move to East Bethel the parks, trails and athletic facilities certainly played a part. It is my belief that these amenities play a large part in attracting and retaining both the residential and business population in any committee. Their operating efficiency also is an important part to avoid any undue burden to the tax payers.

Currently I am employed by an apparatus repair company, Electrical Mechanical Services, Inc., located in Vadnais Heights, MN. I have been with the company for almost twenty years and am serving as the Manager of Consulting Services. I am responsible for a small team of technicians here in Minnesota as well as an embedded team in Eastern Iowa that perform and assist in the field of maintenance reliability. I am currently active in professional organizations related to my profession and have served in various leadership roles. With the absence of a Mechanical Engineering degree many consider me as 'a time served engineer'. I am a US Navy veteran, honorably discharged, and was assigned to the Naval Air Station in Kingsville, Texas during the tail end of the Vietnam War. In addition to a High School education I have received ongoing training specific to but not limited to the field of electrical rotating apparatus, safety/OHSA, management/supervision and maintenance reliability. I have been a long standing and active member of Peace Lutheran Church in Coon Rapids and served as Treasurer, Council Member and am currently on the Endowment Board. I also taught Sunday school for years and serve as a lay reader. I am an avid golfer and enjoy the outdoors and photography.

Having been a resident of the City of Coon Rapids for more than twenty years I was not involved with any of its commissions but was aware of community politics, functions and activities. I attended meetings occasionally and would consider myself well informed with city, county, state and federal activities. My wife and I were very active in the community and schools while raising our only child, who is now a senior at Concordia College in Moorhead, Minnesota.

I have a history of and would consider myself a team player and consensus builder. I understand the concepts of both the governing and the governed. I feel that a thorough and detailed analysis is required before making decisions that affect others and give consideration to all the data as well as opinions. I am comfortable speaking in groups and in public and would consider myself a very good communicator.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Greg Vokovan". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Greg Vokovan



2010 Bills to be Approved for Payment January 5, 2011	\$638,781.40
2011 Bills to be Approved for Payment January 5, 2011	\$114,625.14
Electronic Payments	\$27,711.50
Payroll Fire Department - December 15, 2010	\$7,980.03
Payroll City Council - December 23, 2010	\$1,552.82
Payroll City Staff - December 23, 2010	\$38,788.30
Total to be Approved for Payment January 5, 2011	\$829,439.19

Approved by Council Member:

Bill
Boyer

Robert
DeRoche, Jr.

Richard
Lawrence

Heidi
Moegerle

Steve
Voss

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City of East Bethel
January 5, 2011
2011 Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Fire Department	Employer Paid Expenses	1258257-IN	ICC	231	42210	615.00
Fire Department	Employer Paid Expenses	1181270	University of MN	231	42210	180.00
Mayor/City Council	Conferences/Meetings	146615	League of MN Cities	101	41110	570.00
Mayor/City Council	Professional Services Fees	146730	League of MN Cities	101	41110	285.00
Payroll	Insurance Premium	4537230	Delta Dental	101		1,023.70
Payroll	Insurance Premium	40544	Fort Dearborn Life Insurance	101		1,158.84
Payroll	Insurance Premium	22656298	Medica Health Plans	101		7,161.25
Payroll	Insurance Premium	40544	MN NCPERS Life Ins	101		160.00
Payroll	Union Dues	40544	MN Teamsters No. 320	101		595.35
Recycling Operations	Professional Services Fees	40544	Cedar East Bethel Lions	226	43235	1,000.00
Water Utility Capital Projects	Improvements Other Than Bldgs	122210	Board of Water & Soil Resource	433	49405	6,218.00
Water Utility Capital Projects	Improvements Other Than Bldgs	122210	Steve Strandlund	433	49405	95,658.00
						\$114,625.14

City of East Bethel
January 5, 2011
2010 Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Arena Operations	Concession for Resale	106447	Al's Coffee	615	49851	484.00
Arena Operations	Concession for Resale	412531	Indianhead Foodservice Distrib	615	49851	344.26
Arena Operations	Concession for Resale	138275618	Midwest Coca Cola Bottling	615	49851	878.80
Arena Operations	Concession for Resale	138275929	Midwest Coca Cola Bottling	615	49851	820.20
Arena Operations	Concession for Resale	793540	The Watson Co, Inc.	615	49851	292.49
Arena Operations	Gas Utilities	264954194	Xcel Energy	615	49851	2,653.78
Arena Operations	Refuse Removal	1338107	Walters Recycling, Inc.	615	49851	26.98
Arena Operations	Refuse Removal	1338108	Walters Recycling, Inc.	615	49851	150.00
Arena Operations	Repairs/Maint Machinery/Equip	122010	Gary F. Gilpin	615	49851	440.00
Building Inspection	Motor Fuels	1849207	Lubricant Technologies, Inc.	101	42410	179.92
Building Inspection	Telephone	332373310-109	Nextel Communications	101	42410	21.97
Building Inspection	Travel Expenses	121510	Patricia York	101	42410	15.00
Central Services/Supplies	Legal Notices	IQ 01779607	ECM Publishers, Inc.	101	48150	158.88
Central Services/Supplies	Office Equipment Rental	5896486-DC10	Pitney Bowes	101	48150	137.10
Central Services/Supplies	Office Supplies	9445	Norseman Awards	101	48150	73.58
Central Services/Supplies	Office Supplies	543221232001	Office Depot	101	48150	14.29
Central Services/Supplies	Office Supplies	543219491001	Office Depot	101	48150	463.70
Central Services/Supplies	Office Supplies	544928896001	Office Depot	101	48150	-4.47
Central Services/Supplies	Office Supplies	544605633001	Office Depot	101	48150	80.84
Central Services/Supplies	Office Supplies	543436773001	Office Depot	101	48150	10.68
Central Services/Supplies	Office Supplies	543129398001	Office Depot	101	48150	217.07
Central Services/Supplies	Office Supplies	542927653001	Office Depot	101	48150	132.85
Central Services/Supplies	Office Supplies	542393581001	Office Depot	101	48150	8.27
Central Services/Supplies	Office Supplies	544793008001	Office Depot	101	48150	128.40
Central Services/Supplies	Office Supplies	544793258001	Office Depot	101	48150	1.35
Central Services/Supplies	Office Supplies	544932625001	Office Depot	101	48150	38.85
Central Services/Supplies	Office Supplies	542927454001	Office Depot	101	48150	73.10
Central Services/Supplies	Telephone	7728891	Integra Telecom	101	48150	207.57
City Administration	Telephone	2497533139	Verizon Wireless	101	41320	31.68
City Administration	Travel Expenses	122810	Douglas Sell	101	41320	200.00
Elections	General Operating Supplies	2010	Anoka County Elections	101	41410	77.52
Fire Department	Bldgs/Facilities Repair/Maint	18997	Alex Air Apparatus, Inc.	101	42210	620.00
Fire Department	Clothing & Personal Equipment	777570-IN	Heiman, Inc.	101	42210	1,298.00
Fire Department	Clothing & Personal Equipment	777137-IN	Heiman, Inc.	101	42210	2,596.00
Fire Department	Conferences/Meetings	8407	F.I.R.E.	101	42210	106.00
Fire Department	Conferences/Meetings	217091	Hennepin Technical College	101	42210	170.00
Fire Department	Employer Paid Expenses	8396	F.I.R.E.	231	42210	450.00
Fire Department	Employer Paid Expenses	8407	F.I.R.E.	231	42210	594.00
Fire Department	Employer Paid Expenses	65	Fire Instructors & Training	231	42210	250.00
Fire Department	Gas Utilities	264954194	Xcel Energy	101	42210	1,339.61
Fire Department	General Operating Supplies	19352	Ancom Communications	101	42210	95.00
Fire Department	General Operating Supplies	19351	Ancom Communications	101	42210	95.00
Fire Department	General Operating Supplies	19353	Ancom Communications	101	42210	104.50
Fire Department	General Operating Supplies	19350	Ancom Communications	101	42210	95.00
Fire Department	General Operating Supplies	19354	Ancom Communications	101	42210	95.00
Fire Department	General Operating Supplies	19349	Ancom Communications	101	42210	12.50
Fire Department	Motor Fuels	1849207	Lubricant Technologies, Inc.	101	42210	286.24
Fire Department	Motor Vehicle Services (Lic'd)	42749	Hayford Ford	101	42210	854.63
Fire Department	Motor Vehicle Services (Lic'd)	2026	Kirvida Fire, Inc.	101	42210	606.25
Fire Department	Motor Vehicles Parts	42731	Hayford Ford	101	42210	870.17
Fire Department	Motor Vehicles Parts	1539-435138	O'Reilly Auto Parts	101	42210	12.70
Fire Department	Refuse Removal	1338111	Walters Recycling, Inc.	101	42210	36.23

City of East Bethel
January 5, 2011
2010 Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Fire Department	Telephone	7728891	Integra Telecom	101	42210	129.76
Fire Department	Telephone	332373310-109	Nextel Communications	101	42210	138.75
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	470573278	Cintas Corporation #470	101	41940	19.85
General Govt Buildings/Plant	Gas Utilities	264954194	Xcel Energy	101	41940	586.39
General Govt Buildings/Plant	Professional Services Fees	101554	Rogers Electric	101	41940	840.94
Housing & Redevelopment Autho	Legal Fees	122710	Randall and Goodrich, P.L.C.	230	23000	71.25
Legal	Legal Fees	122710	Randall and Goodrich, P.L.C.	101	41610	1,047.25
Mayor/City Council	Commissions and Boards	121610	City of Oak Grove	101	41110	3,703.33
Park Capital Projects	Improvements Other Than Bldgs	101553	Rogers Electric	407	40700	2,661.55
Park Maintenance	Bldgs/Facilities Repair/Maint	1617	Dahl Glassworks, Inc.	101	43201	267.00
Park Maintenance	Cleaning Supplies	2006	Menards Cambridge	101	43201	42.79
Park Maintenance	Clothing & Personal Equipment	16969	Ace Tack & Outfitters	101	43201	158.31
Park Maintenance	Clothing & Personal Equipment	470569736	Cintas Corporation #470	101	43201	23.42
Park Maintenance	Clothing & Personal Equipment	470573279	Cintas Corporation #470	101	43201	23.42
Park Maintenance	Equipment Parts	13996	Hayford Ford	101	43201	150.00
Park Maintenance	Motor Fuels	1849207	Lubricant Technologies, Inc.	101	43201	245.35
Park Maintenance	Motor Vehicles Parts	1539-438493	O'Reilly Auto Parts	101	43201	61.51
Park Maintenance	Office Supplies	544356915001	Office Depot	101	43201	32.30
Park Maintenance	Other Equipment Rentals	42886	Jimmy's Johnnys, Inc.	101	43201	52.00
Park Maintenance	Professional Services Fees	122910	Jill Teetzel	101	43201	95.00
Park Maintenance	Telephone	7728891	Integra Telecom	101	43201	47.56
Park Maintenance	Telephone	332373310-109	Nextel Communications	101	43201	88.01
Planning and Zoning	Commissions and Boards	122910	Eldon Holmes	101	41910	200.00
Planning and Zoning	Commissions and Boards	122910	Glenn Terry	101	41910	180.00
Planning and Zoning	Commissions and Boards	122910	Heidi Moegerle	101	41910	180.00
Planning and Zoning	Commissions and Boards	122910	Julie Moline	101	41910	180.00
Planning and Zoning	Commissions and Boards	122910	Lori Pierson	101	41910	180.00
Planning and Zoning	Commissions and Boards	122910	Lorraine Bonin	101	41910	180.00
Planning and Zoning	Commissions and Boards	122910	Tim Landborg	101	41910	100.00
Planning and Zoning	Professional Services Fees	122910	Jill Teetzel	101	41910	50.00
Planning and Zoning	Telephone	332373310-109	Nextel Communications	101	41910	21.97
Police	Professional Services Fees	120110	Gratitude Farms	101	42110	172.91
Recycling Operations	Gas Utilities	264954194	Xcel Energy	226	43235	131.17
Recycling Operations	Other Equipment Rentals	42886	Jimmy's Johnnys, Inc.	226	43235	82.31
Recycling Operations	Professional Services Fees	122710	Randall and Goodrich, P.L.C.	226	43235	23.75
Recycling Operations	Refuse Removal	1338109	Walters Recycling, Inc.	226	43235	246.24
Recycling Operations	Travel Expenses	122010	Janet Haapoja	226	43235	17.00
Sewer Operations	Bldg/Facility Repair Supplies	1539-435988	O'Reilly Auto Parts	602	49451	27.51
Sewer Operations	Legal Fees	122710	Randall and Goodrich, P.L.C.	602	49451	304.75
Sewer Operations	Shop Supplies	1539-435138	O'Reilly Auto Parts	602	49451	63.93
Sewer Utility Capital Projects	Issuance Fees	F1776119-000	Moody's Investors Service	434	49455	3,404.14
Street Maintenance	Bldgs/Facilities Repair/Maint	470573279	Cintas Corporation #470	101	43220	26.50
Street Maintenance	Bldgs/Facilities Repair/Maint	470569736	Cintas Corporation #470	101	43220	26.50
Street Maintenance	Clothing & Personal Equipment	20303	Ace Tack & Outfitters	101	43220	144.95
Street Maintenance	Clothing & Personal Equipment	470569736	Cintas Corporation #470	101	43220	46.24
Street Maintenance	Clothing & Personal Equipment	470573279	Cintas Corporation #470	101	43220	46.24
Street Maintenance	Equipment Parts	FP139532	Crysteel Truck Equipment	101	43220	927.68
Street Maintenance	Equipment Parts	1353731	Force America, Inc.	101	43220	557.25
Street Maintenance	Equipment Parts	13996	Hayford Ford	101	43220	159.94
Street Maintenance	Equipment Parts	1539-436056	O'Reilly Auto Parts	101	43220	97.30
Street Maintenance	Equipment Parts	121310	Plow World, Inc.	101	43220	58.72
Street Maintenance	Gas Utilities	264954194	Xcel Energy	101	43220	576.87

City of East Bethel
January 5, 2011
2010 Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Street Maintenance	Lubricants and Additives	1921-299983	O'Reilly Auto Parts	101	43220	22.38
Street Maintenance	Motor Fuels	1849207	Lubricant Technologies, Inc.	101	43220	106.32
Street Maintenance	Motor Vehicles Parts	2006	Menards Cambridge	101	43220	51.02
Street Maintenance	Motor Vehicles Parts	1539-438493	O'Reilly Auto Parts	101	43220	170.52
Street Maintenance	Motor Vehicles Parts	1539-435138	O'Reilly Auto Parts	101	43220	37.31
Street Maintenance	Office Supplies	544356915001	Office Depot	101	43220	32.30
Street Maintenance	Professional Services Fees	122910	Jill Teetzel	101	43220	45.00
Street Maintenance	Refuse Removal	1338110	Walters Recycling, Inc.	101	43220	246.24
Street Maintenance	Repairs/Maint Machinery/Equip	17806	Central Truck Service, Inc	101	43220	1,382.47
Street Maintenance	Sign/Striping Repair Materials	357036	TAPCO	101	43220	160.31
Street Maintenance	Street Maint Materials	12105	Bjorklund Trucking	101	43220	777.52
Street Maintenance	Street Maint Materials	12106	Bjorklund Trucking	101	43220	777.52
Street Maintenance	Street Maint Materials	70600400	North American Salt Co.	101	43220	2,054.13
Street Maintenance	Street Maint Materials	70602731	North American Salt Co.	101	43220	2,031.50
Street Maintenance	Street Maint Materials	70599952	North American Salt Co.	101	43220	6,939.76
Street Maintenance	Telephone	7728891	Integra Telecom	101	43220	47.56
Street Maintenance	Telephone	332373310-109	Nextel Communications	101	43220	88.12
Water Construction Fund	Land	122110	Registered Abstracters	433	49405	320,734.00
Water Construction Fund	Land	122810	Registered Abstracters	433	49405	206,994.79
Water Utility Capital Projects	Issuance Fees	F1776119-000	Moody's Investors Service	433	49405	8,895.86
Water Utility Capital Projects	Legal Fees	122710	Randall and Goodrich, P.L.C.	433	49405	878.75
Water Utility Capital Projects	Legal Notices	IQ 01779092	ECM Publishers, Inc.	433	49405	307.50
Water Utility Operations	Bldg/Facility Repair Supplies	2006	Menards Cambridge	601	49401	82.76
Water Utility Operations	Gas Utilities	121610	CenterPoint Energy	601	49401	93.96
		LOC50000321/35	Village Bank	915		47,978.70
						\$638,781.40

**City of East Bethel
 January 5, 2011
 2010 Payment Summary**

Department	Description	Invoice	Vendor	Fund	Dept	Amount
	Electronic Payments - Payroll					
		PERA				\$6,089.27
		Federal Withholding				\$5,980.73
		Medicare Withholding				\$1,822.32
		FICA Tax Withholding				\$6,920.16
		State Withholding				\$2,399.87
		MSRS				\$4,499.15
						\$27,711.50



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 6.0 A-C

Agenda Item:

Consent Agenda

Requested Action:

Consider approving Consent Agenda as presented

Background Information:

Item A

Bills/Claims

Item B

Meeting Minutes, December 15, 2010 Regular City Council

Meeting minutes from the December 15, 2010 Regular City Council Meeting are attached for your review and approval.

Item C

Appoint Regular Employee – Janet Haapoja

Ms. Haapoja joined the City July 12, 2010 as the full-time Administrative Support position with our Public Works Department and Fire Department. Under the general supervision of the Public Works Manager and Fire Chief, Ms. Haapoja has performed varied clerical duties in an acceptable manner. Staff is recommending appointment as a regular full-time employee based on the satisfactory completion of the six month probationary period on January 12, 2011.

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

December 15, 2010

The East Bethel City Council met on December 15, 2010 at 7:30 PM for their regular meeting at City Hall.

MEMBERS PRESENT: Bill Boyer Steve Channer Greg Hunter
Kathy Paavola Steve Voss

ALSO PRESENT: Douglas Sell, City Administrator
Tammy Schutta, Asst. City Administrator/HR Director
Jerry Randall, City Attorney
Craig Jochum, City Engineer

Call to Order **The December 15, 2010 City Council meeting was called to order by Mayor Hunter at 7:30 PM.**

Adopt Agenda **Boyer made a motion to adopt the December 15, 2010 City Council Agenda with the addition of Item 8.0 D.6 Agency Agreement Sales Tax Refund and Item 8.0 G.2 Stipulation of Dismissal. Paavola seconded; all in favor, motion carries.**

Sheriff's Report Lieutenant Orlando reported on the custodial arrests/significant arrests for the month of November 2010 as follows:

11-03-10 - 5th Degree Domestic Assault - Deputies responded to a domestic assault. Upon arriving the wife advised that her husband had arrived home while she was sleeping. He then began to punch or hit her in the head two or three times. The wife sustained a small cut on her lip and a cut to her forehead. The husband was arrested and taken to jail.

11-11-10 - Possess Stolen Vehicle - Deputy observed a vehicle and ran the license plate. Upon receiving the information, the vehicle came back as stolen. The vehicle was no longer in the deputy's sight and he was unable to locate it. He relayed the information to other deputies. Two hours later, another deputy found fresh tracks in the area, leading to the back of a property. The deputy located the stolen vehicle and a male asleep inside of it. The male was taken to jail.

11-12-10 - Violate Order for Protection - Deputy received a report of a violation for an order for protection. The deputy was advised a male had called the female's daughter by phone. The male is not allowed to call the house. The male was taken into custody.

11-13-10 - 5th Degree Assault - Deputies were called to an assault that had occurred when a male had attempted to enter a business (both males are employees of the business). One male had a screwdriver, which he held up above his shoulder. The 2nd male had grabbed the male with the screwdriver by his arm and escorted him out of the business. The male with the screwdriver was charged with misdemeanor assault.

11-28-10 - Underage Alcohol Consumption / Possess Drug Paraphernalia - Foster mother reported a verbal domestic with her foster daughter after she returned home. The foster daughter had been drinking and smoking marijuana. Paraphernalia was located inside her bedroom, as was a bottle of vodka. The foster daughter was uncooperative with the deputy. She was taken to Mercy to be checked, due to the alcohol and marijuana

consumption. A blood test showed a BAC of .14. At Mercy she became very combative and was given sedatives. After several hours of sleeping, she was taken to Lino Lakes Juvenile Facility.

Lieutenant Orlando said domestic calls (non-crime) for the month were nineteen (19) and DWI arrests for this month were three (3).

Hunter asked do you know if the Sheriff's Department has had a deputy out on the snowmobile doing patrol yet. Lt. Orlando said one recreational deputy was out this weekend. She said but we don't have the funding yet. Sell said he knows he has been out. Lt. Orlando said the recreational deputy said he has found it easier to do the patrolling in a truck, but our part-time guy likes to do it on a snowmobile.

Lt. Orlando said she wanted to say it has been a pleasure working with Council Member Channer, Mayor Hunter and Council Member Paavola. Boyer asked her to pass along holiday wishes to the officers.

Public Forum Hunter opened the Public Forum for any comments or concerns that were not listed on the agenda. There were no comments so the Public Forum was closed.

Consent Agenda **Boyer made a motion to approve the Consent Agenda including: A) Approve Bills; B) Meeting Minutes, December 1, 2010, Regular Meeting; C) Meeting Minutes, December 18, 2010, Town Hall Meeting; D) Mike Conner, 20582 Austin St. NE, Unique Dining Experience, IUP Renewal; F) Appointment of On Call Seasonal Snow Plow Driver; G) Approve Cigarette License Renewals; H) Approve Garbage Hauler Renewals; I) Resolution 2010-80 Designating Official Newspaper; J) Resolution 2010-81 Setting Meeting Dates for 2011; L) Resolution 2010-83 Re-establishing 4M Fund as a Depository; M) Resolution 2010-84 Inter-fund Loans; N) Resolution 2010-85 Tort Limits; R) Resolution 2010-88 Appointment of Responsible Authority; S) Booster/Cedar Creek Trail Easement – Roberts; T) Resolution 2010-89 Consenting to HRA Levy; U) Continuing Disclosure Agreement 2010 Utility Bond Issues; V) Resolution 2010-90 Accepting Donation; W) Resolution 2010-91 Accepting Work for Well No. 2 Construction, Well Pump, Piping and Electrical Revisions to Pumphouse No. 1; X) Resolution 2010-92 Accepting Work for Erskine Street, 200th Lane Overlay Project; Y) Resolution 2010-93 Accepting Work for Aberdeen Street Construction for Trunk Highway 65 Improvements; Z) Resolution 2010-94 Supporting Anoka-Champlin Meals on Wheels. Voss seconded.**

Hunter said he would like item **K) Resolution 2010-82 Establishing Bank Depositories;** pulled. He said he has a change to the minutes as follows: December 1, 2010 minutes: page 20, 3rd paragraph, middle, He said maybe you got you, should be *your*. Then on the November 18, 2010 minutes on page 36, very bottom five squad cares, change to *cars* and page 38 says Bryce Pickart a few times should be *Bill Cook*. Voss said also pull item **E) Mining Performance Agreement – Shaw Trucking; O) Resolution 2010-86 Transfer and Close HRA Utility Fund; P) Booster Park/Cedar Creek Trail Material Testing Quotes; Q) Resolution 2010-87 Amending the Flexible Benefit Plan. All in favor, motion carries.**

Item E – Mining Performance Voss asked is the mining agreement for all the properties. Jochum said the mining agreement is not for the NW quadrant of Highway 65 and 22. Voss asked was it originally for all the properties. Jochum said yes, but now there are separate owners and all the work is done on

Agreement –
Shaw
Trucking

the NW quadrant. He said the mining agreement is for the property that Shaw Trucking owns.

Hunter made a motion to approve the Mining Performance Agreement for Shaw Trucking. Voss seconded; all in favor, motion carries.

Item K – Res.
2010-82 Bank
Depositories

Hunter said as far as Item K, Resolution 2010-82 Establishing Bank Depositories; he pulled it because he is not voting for Village Bank.

Voss made a motion to adopt Resolution 2010-82 Establishing Bank Depositories. Boyer seconded. Hunter, nay; Boyer, Channer, Paavola and Voss, aye; motion carries.

Item O – Res.
2010-86
Transfer and
Close HRA
Utility Fund

Voss said he is a bit confused, what exactly is this, can you explain it. Sell said the City received a grant for HRA dollars for utility planning so we are closing the HRA Utility Fund and will be using funds from the bond proceeds to reimburse the City HRA fund. Voss said but those funds originally came from the County HRA fund. Sell said yes.

Boyer made a motion to adopt Resolution 2010-86 Transfer and Close HRA Utility Fund. Channer seconded; all in favor, motion carries.

Item P -
Booster
Park/Cedar
Creek Trail
Material
Testing
Quotes

Sell explained that the City received three quotes for material testing services for Booster Park/Cedar Creek Trail. He said the city engineer is recommending City Council approve Northern Technologies proposal for material testing. Voss said he wanted this handled separately from the consent agenda.

Boyer made a motion to approve the proposal from Northern Technologies, Inc. in an amount not to exceed \$4,280 for material testing services for the proposed project. Hunter seconded. Channer and Voss, nay; Boyer, Hunter, Paavola, aye; motion carries.

Item Q - Res.
2010-87
Amending the
Flexible
Benefit Plan

Voss said he wanted this explained in layman's terms as briefly as you can. Schutta said the plan has remained unchanged. She said we have to bring it up to IRS code. Schutta said we had Darcy Hitesman of Hitesman & Associates review it last year and there were a couple things that were no longer effective. She said and Hitesman also indicated that a small City Plan would be available for adoption this year, so we are adopting a small City Plan. Channer asked her to give an example of a change. Schutta said she didn't include the plan in the Council packet because it is 63 pages. She said the definition of dependent changed. Schutta said and employees can enroll in dependent care reimbursement and the original plan didn't address if employees were divorced. She said if they were filing separate taxes they could only claim \$2,500 instead of \$5,000.

Voss made a motion to approve Resolution 2010-87 Amending the Flexible Benefit Plan. Boyer seconded; all in favor, motion carries.

Planning
Minutes

Sell explained that the meeting minutes from the November 23, 2010 Planning Commission meeting are provided for your review and information.

Parks Comm.
Minutes

Sell explained that the meeting minutes from the November 10, 2010 Parks Commission meeting are provided for your review and information.

Booster/Cedar

Sell explained that the Booster Park to Cedar Creek Trail Project includes the construction of

a trail from Booster Park East to County Road 26 (229th Avenue). The trail begins at the Booster Park East Park pavilion. From there the trail continues north to 224th Avenue through a trail easement which was obtained from Timothy and Michelle Oney and Peter and Hafiza Aramalay. This segment of trail is 780 feet and consists of a 6 foot wide bituminous surface.

The trail then runs along the south side of 224th Avenue within the existing road right of way to Xylite Street. This segment of trail is 1,340 feet and consists of a 6 foot wide bituminous surface that is separated from the road.

From there the trail route continues south and east along to Xylite Street and 222nd Lane to Bataan Street. This segment of trail is 1,990 feet and consists of widening the pavement 3 feet on each side. This will allow a 4 foot wide striped trail adjacent to both sides of the road.

The final trail segment will run along the west side of Bataan Street from 222nd Lane to County Road 26 (229th Avenue). This segment of trail will be located in the existing road right of way. This segment of trail is 4,560 feet and consists of an 8 foot wide bituminous surface that is separated from the road.

Rum River Contracting, Inc. was the low bidder with a base bid of \$343,349.79. This contractor has worked in the City of East Bethel recently. Rum River Contracting completed the paving on the 2007 Klondike Drive project and were the general Contractor for the 2008-2010 Improvement Projects and constructed the Trunk Highway 65 Service Roads from 205th Avenue to 209th Avenue. Staff has verified submitted references for example projects, proposed project superintendents, project subcontractors, bank references, and bonding company references. Staff has received positive feedback from the reference sources regarding Rum River Contracting personnel, work and financial status.

As shown on the Bid Tabulation, the bids included a Base Bid and four Alternate Bids. The Base Bid includes a majority of the trail construction except the work noted below for the Alternate Bids.

Alternate Bid No. 1 provided for a retaining wall along Bataan Street only if the City was unable to obtain the easement along the property for G&M Roberts Trustees. This is the property in the southwest corner of Bataan Street and 229th Avenue. An easement has been obtained so the Alternate is unnecessary. Alternate Bid No. 2 includes the fencing along the Oney property/Booster East Park property line. This work is part of the easement agreement with Mr. Oney. Alternate Bids No. 3 and 4 include the fencing and trees along the Aramalay property east of the proposed trail north of Booster Park East. This work is part of the easement agreement with the Aramalay's. Based on the cost of the Alternates, staff recommends accepting the Base Bid only as Alternate #2, #3 and #4 can be accomplished at a much lower cost by maintenance staff than the bid price.

The cost breakdowns for each project using the Base Bid were summarized in your agenda materials.

This trail project is part of a larger project along Bataan Street. The street maintenance project was bid in 2010 with the work being performed in 2011. The maintenance project will rejuvenate the Bataan Street surface. Rum River Contracting, Inc. was the low bidder on this maintenance project. All trail construction and maintenance work completed on

Bataan Street will be financed from the state aid construction account.

The total estimated budget for this project was \$457,000. The total project cost as presented above is \$440,545.04. A total of \$140,110.52 will be financed from the City's Trail Capital Fund and \$300,434.52 will be financed from the City's Municipal State Aid Construction Account from Mn/DOT.

Staff is recommending approval of Resolution 2010-95 Awarding the Bid to Rum River Contracting in the amount of \$343,349.79 for the Booster Park to Cedar Creek Trail Project.

Boyer made a motion to adopt Resolution 2010-95 Awarding the Bid to Rum River Contracting in the amount of \$343,349.79 for the Booster Park to Cedar Creek Trail Project. Hunter seconded. Voss asked what is the current balance in park capital fund. Sell said about \$136,000. Voss asked is this without our current allocation. Sell said yes, without the 2011 allocation. Voss said and that is \$62,000. **Channer and Voss, nay; Boyer, Hunter and Paavola, aye; motion carries.**

Res. 2010-96
Awarding
Water
Treatment
Plant Bid

Sell explained that on October 6, 2010, the City Council approved plans and specifications for the construction of a water treatment facility as part of the municipal utilities project for Project 1 Phase One. The notice/advertisement for bids were in the Anoka Union and the Construction Bulletin. Bids were received on November 23, 2010 and tabulated. At the December 1, 2010 Council meeting, Resolution 2010-79 was adopted rejecting all bids, directing plans and specification modifications and rebid of the water treatment plant. The revised plans and specifications were advertised in the Finance and Commerce Daily with a new bid receipt date of December 13, 2010. Bids were received on December 13th and a tabulation of those bids was provided on December 14, 2010.

The engineers estimate for this part of the project was \$5,600,000.

Resolution 2010-96 provides for the award of the bid for construction of the Water Treatment Plant based on the competitive bids received on December 13, 2010. Low bid on the project is Municipal Builders, Inc. of Andover. This is the same company that constructed the new well at Whispering Aspen. The low bid was \$5,790,000.

Several Alternates were requested to include paving of the parking lot at the facility (\$33,500); brick veneer for the building (\$72,800); membrane roof (\$28,700) and upgrade generator (\$102,000). The engineer is recommending that all alternates be rejected and only the base bid be considered.

Staff seeks direction on the adoption of Resolution 2010-96 Awarding Construction Contract for Water Treatment Plant Construction to Municipal Builders, Inc in the amount of \$5,790,000.

Hunter made a motion to adopt Resolution 2010-96 Awarding Construction Contract for Water Treatment Plant Construction to Municipal Builders, Inc. in the amount of \$5,790,000. Boyer seconded. Voss asked the alternate bid for the parking lot was \$33,500 so how much would it cost if we did it afterwards, did it so it was not part of this contract. Schmidt said additional costs would include more rock, grading, shaping, so he would guess it would add about \$5,000. He said it is not beyond the realm to do it at a later date as part of this project. Voss asked what is the project length. Schmidt said it is an eighteen (18) month build out and we anticipate starting in the spring. **All in favor, motion carries.**

Res. 2010-97
Awarding
Water and
Wastewater
Piping Bid

Sell explained that on October 6, 2010, the City Council approved plans and specifications for the construction of water and wastewater piping as part of the municipal utilities project for Project 1 Phase One. The notice/advertisement for bids were in the Anoka Union and the Construction Bulletin. Bids were received on December 10, 2010 and tabulated.

The engineers estimate for this part of the project was \$12,000,000 with a portion of this project cost to be reimbursed from MCES as part of the Cooperative Construction Agreement.

Resolution 2010-97 provides for the award of the bid for construction of the Municipal Utility Piping based on the competitive bids received on December 10, 2010.

Staff seeks direction on the adoption of Resolution 2010-97 Awarding Construction Contract for Municipal Utility Piping Construction to S.R. Weidema, Inc. in the amount \$11,686,468.30.

Sell said he received a letter from Met Council Environmental Services accepting the bid. Schmidt said Met Council's portion of the bill is \$7,143,442.18, 61% of this bid. Sell said how this works is we get a bill from the contractor and we submit it to Met Council and they will reimburse us. Schmidt said as part of project there is piling that has to be constructed; all the work is related to the interceptor. Schmidt said we had different designs and Met Council decided they wanted to go with Alternative C. Channer said he assumes this is in the swampy area. Hunter said it isn't the fact that is in a swamp, these are inconducive soils. Schmidt said yes, it has to be supported by a piping system.

Boyer made a motion to adopt Resolution 2010-97 Awarding the Construction Contract for Municipal Utility Piping Construction to S.R. Weidema, Inc. in the amount of \$11,686,468.30. Hunter seconded; all in favor, motion carries.

Agreement
Amendment
Bolton and
Menk Services

Sell explained that in June, 2008, the City entered into an agreement with Bolton and Menk, Inc. to provide engineering and planning services related to the City's municipal utility project. The agreement was in response to an RFP soliciting these services. This agreement only provided for project development and design related services and not construction phase and start-up related services which need to be added at this time. Over the past two and one-half years, the Bolton and Menk, Inc has provided the required services based on the agreement to include initial analysis of the project, development of the Facility Study, presentation at City Council, Public Hearings and other public meetings. The initial work included multiple analyses of alternatives applying the land use standards of the Comprehensive Plan, discussions with Metropolitan Council planning and demographic staff and waste water operations, engineers and finance staff. The initial work was to include multiple work group meetings, work processes and preliminary plans. Some of the work was not undertaken as the desired results were obtained from preparation of materials for, attendance at and presentations to City Council and residents at City Council meetings, Town Hall Meetings, Public Hearings and Special Meetings.

The initial agreement provided for the development of a feasibility report for Project 1 Phase One. This report was developed and presented at several City Council meetings as well as the Public Hearing on October 6, 2010. This report was the result of multiple analyses of growth, connections and development.

The original agreement provided for payment of \$482,785 for the basic services. However, the time frame and scope of these services changed over the past two and one-half years to include more activities, analyses, meetings, drawings, research, etc. than originally provided for in the original agreement. These additional costs total \$66,215 and are primarily related to the planning and design efforts for Phases II, III and IV as well as Phase IA. The data and information generated as a result of this additional work was necessary to ensure the appropriate placing, sizing and operational aspects of the infrastructure and will require less work on future Phases as much of the locating, sizing and operational impacts have been determined. The total cost of the initial planning, reporting and presentations is \$549,000. This entire amount is covered by the County HRA grant of \$642,000.

The Addendum #1 provides for changes to design services. Original design services were estimated at \$668,000. Actual will be \$795,000. These engineering service costs are provided for from bond proceeds. The additional costs are directly related to the siting of the wells, water tower and water treatment facility as the location changed from the original proposal when the church was less than responsive to the City's request to acquire property. In addition, additional shared costs with MCES are required for the support system to be deployed for the interceptor pipe and city water pipes in the areas where the soil conditions are marginal. Additional services of structural engineers are required for this portion of the project and several alternatives were required to minimize construction costs without compromising integrity. The additional cost for design is \$127,000.

The revised agreement will also add construction phase, start-up and project close-out related services. Construction services will entail all managing, observing, staking and recording the construction of the facilities to include wells, water tower, water treatment facility and necessary piping. In addition, initial facility start up is required entailing several months of training and operational assistance while project close-out relates to the record plan process and construction contract close-out process including the project punch list and warranty related items. Of this amount, the fees for the construction phase services are estimated to range from \$985,000 to \$1,035,000 while the start-up and project close-out related services are expected to range from \$100,000 to \$150,000. The not to exceed cost of these services is \$1,135,000, and have been provided for from bond proceeds.

In total, it is estimated that the engineering fees associated with this project from preliminary design through construction and start-up will be between 14.5% and 15.5% of construction costs. For a project of this complexity involving so many different types of facilities and engineering disciplines and services, this is well within the industry standard which is estimated to be between 16% and 18% indicating these services are a good value for the City.

The agreement also includes the addition of fees for MCES for work completed on their behalf as outlined in the Construction Cooperation Agreement dated November 12, 2010. All of these costs will be reimbursed to the City from MCES as they are invoiced to MCES by the City.

Addendum #1 increases the basic services by \$66,215; design services by \$127,000; and adds construction/start-up/close-out services for \$1,135,000.

Staff is asking for direction on the Addendum #1 to the Engineering Services Agreement with Bolton and Menk, Inc.

Voss made a motion to approve Addendum #1 to the Engineering Services Agreement with Bolton and Menk, Inc. Boyer seconded.

Voss said he has two items. He said he highlighted that they are holding their rates from the start of the project to the end of the project. Voss said and he had a question on page 154, Item G, Paragraph IV.K "Termination" is modified, what is the modification. Schmidt said he believe termination in the initial contract was 15 days and this got changed to 60 days. He said it would be hard to change with 15 days, there is a lot involved. Voss said so contract is good for 60 days. Schmidt said also the other part of this is MCES is also part of this, so they would need time to decide if they want us to continue working for them. Voss said he understands the need to have continuity. He said from his perspective he understands the need, but he feels this is kind of forcing the issue, but he doesn't want the project to stall. Schmidt said it increases the window and gives the City a minimum of time to work through time to address issues. Voss said the point he is making, is this is not a decision that is made on day one, and he is concerned about locking City into the 60 days. He asked if the City were able to make the transition in a shorter time frame such as 30 days, is this binding the City into paying Bolton and Menk for the 60 days. Schmidt said there would be ways of working through that, such as planning ahead of time. Voss said if MCES wants to pay your bills during the 60 days that is fine too. **All in favor, motion carries.**

Purchase
Agreement for
Shaw Trucking
Property

Sell explained that as part of the public utility project, several parcels of land are required to house the City's wells, water tower and water treatment facility. Two of these parcels are a portion of the Shaw Trucking property located on Viking Boulevard approximately one-half mile west of TH 65 and one quarter mile north of Viking Boulevard. (This is part of the old Decker Lumber property.)

The City has identified the two parcels that total approximately 5 acres and are suitable for the utility facilities including the wells, water tower and treatment plant. A map has been attached identifying the two parcels to be acquired, Attach #2.

In addition to the purchase of the property, the City will acquire an easement from the east line of the purchased property site to Viking Boulevard. This will permit the placement of utility lines to service the plant and other infrastructure. Again, this is identified on the map provided in your agenda materials, Attach #3.

The purchase price of the property and the easement is \$260,000. The land purchase is 4.84 acres and the easement is 1.531 acres. The total cost is approximately \$.92/square foot or slightly less than other recent property/easement purchases.

A copy of the proposed purchase agreement is included. The City Attorney has drafted the purchase agreement and has reviewed the final form. He has indicated that it is in order.

Staff is asking for direction to execute the purchase agreement with Shaw Trucking, Inc. for the purchase of property as described in Exhibit A to the Purchase Agreement and the easement described in Exhibit A to the Purchase Agreement and direction to close the transaction in the amount of \$260,000.

Hunter asked is it \$250,000 or \$260,000. Sell said it is \$260,000.

Hunter made a motion to direct staff to execute the purchase agreement with Shaw Trucking, Inc. for the purchase of two parcels, approximately five (5) acres located on

Viking Blvd. approximately one-half mile west of TH 65 and one quarter mile north of Viking Blvd., as described in Exhibit A to the Purchase Agreement and direction to close the transaction in the amount of \$260,000. Paavola seconded.

Voss asked on the drawing it is a 66 foot wide easement so this is just a utility easement. Sell said yes, it is a utility easement. He said the property owner will have to develop any road. Voss said without seeing how the property is laid out, he is assuming this makes sense for future for development. Schmidt said there are right of way issues along this property. He said but this does make sense with the natural topography. He said on Viking there will be access permits. Voss asked to the west of that easement is it still developable land. Schmidt said this runs along the low ground. Channer asked how close this is to Jackson Street. Schmidt said it is a quarter mile from the line. **All in favor, motion carries.**

Purchase Agreement for Kim Thompson Property

Sell explained that as part of the public utility project, several parcels of land are required to house the City’s wells, water tower and water treatment facility. This parcel is the entire Thompson property of five acres located on at the end of Taylor Street, one-quarter mile south of 197th Avenue. Approximately two acres is “high ground” with the remainder of the parcel being wetlands. There is a home and out building on the property.

The City has identified this parcel as suitable for the utility facilities including the wells, water tower and treatment plant. A map has been attached identifying the two parcels to be acquired, Attach #2.

The purchase price of the property is \$200,000 based on an appraisal. However, as there is an occupied residential homestead on the property, provisions of the Minnesota Uniform Relocation Act must be addressed. This includes payment for moving expenses; payment for any additional costs to replace the home with decent, safe and sanitary should the purchase price of the old home be less than the cost of a replacement home; replacement housing, incidental closing costs and mortgage interest rate differential costs.

Moving Costs

Ms. Thompson has received three estimates for moving from Berger, \$6,500.00; Barrett, \$6,694.00; and, Metcalf, \$6,673.00. Ms. Thompson has the option to select and the City is obligated to pay the lowest cost based on these estimates.

Replacement Home Cost

Ms. Thompson is entitled to and the City is obligated to pay any additional costs, over and above the sales price of the existing home, to replace the existing home with decent, safe and sanitary housing. The relocation specialist identified two properties in East Bethel that meet the requirements under the statute. Both replacement properties are in East Bethel and are currently on the market; 22858 Tippecanoe Street NE and 19372 Jamestown Street NE. Based on the assessor’s market value, \$245,700 and \$205,200 and listing prices of \$189,900 for each property, no additional payment is required to satisfy the statutory requirement as both homes have a listing price of less than the price the City is paying for the property.

Replacement Housing Incidental Closing Costs

Mortgage Interest Rate Differential Costs

These two cost items are unknown at this time and will not be known until such time as Ms. Thompson has entered into a purchase agreement and closed on a replacement home. These costs include escrows for PMI, homeowners and property taxes as required by the new mortgage holder. The relocation specialist has estimated this final cost to be in a range of

\$5,500 to \$15,500 depending when Ms. Thompson closes and the interest rates involved. Ms. Thompson has 18 months from the date of closing to enter into a purchase agreement for replacement housing and 24 months from the date of closing to submit a claim to the City. Ms. Thompson has indicated that she will likely wait at least 12 months before looking for replacement housing.

Interim Housing Costs

Ms. Thompson is entitled to interim housing costs in an amount negotiated by the buyer. Ms. Thompson has agreed to an interim housing cost of \$1,000 per month for a period not to exceed three months. This amount would be paid at closing.

Other Conditions

The City will allow Ms. Thompson to occupy the residence until March 31, 2011 under a separate rental agreement. Ms. Thompson will be required to make arrangements to have the propane tank pumped and removed prior to giving possession on March 31, 2011. Ms. Thompson will be allowed to remove the lock sets and security system she had recently installed. Ms. Thompson will remove the refrigerator, range, washer, dryer and water softener prior to giving possession. A copy of the proposed purchase agreement was included with your agenda materials. The City Attorney has drafted the purchase agreement and has reviewed the final form. He has indicated that it is in order.

Staff is asking for direction to execute the purchase agreement with Ms. Kimberly Thompson for the purchase of property as described in Exhibit A to the Purchase Agreement and direction to close the transaction in the amount of \$200,000, plus moving costs and interim housing costs.

Boyer made a motion to direct staff to execute the purchase agreement with Kimberly Thompson for the purchase of the entire Thompson property of five acres located at the end of Taylor Street, one quarter mile south of 197th Avenue (PIN 29 33 23 23 0005) and direction to close the transaction in the amount of \$200,000, plus moving costs and interim housing costs. Voss seconded.

Voss said he would like it put in the purchase agreement, however you want to do it, that when they vacate the property they have to give us notice. Randall said in the purchase agreement it states that they have to give us notice. Channer said he thinks you have to hand the keys over. He said he wants to thank Sell for navigating the Minnesota Uniform Relocation Act, he knows it is tough. Channer said but you did it right, it seems extravagant but you have to follow it. **All in favor, motion carries.**

Channer asked is the demolition going to be through the general or are we doing it separately. Sell said we are not sure that the house is going to be demoed yet, there is an individual that has shown an interest in moving the house. Voss asked will the individual be acquiring it at no cost. Sell said probably, because it will be difficult to move.

Agency
Agreement
Sales Tax
Refund

Sell explained that Under Minnesota Statutes, the City is eligible to apply for a sales tax refund for sales taxes paid on equipment for the water treatment plant. This is permitted under M.S. 297A.68 and M.S. 297A.75. This refund is conditioned on several requirements that are outlined in Attachment #2. These are the rules governing this sales tax refund process.

The process requires several items to be eligible for a sales tax refund that includes the

following:

1. An Agency Agreement with the Contractor performing the construction work.
2. Evidence of sales tax paid by the Contractor based on invoices from vendors from whom the Contractor has purchased equipment and paid sales tax on that equipment.
3. Submission of a claim for a sales tax refund to the Department of Revenue. The City can submit a request for refund no more than twice per year.

Based on preliminary estimates, this refund will range from \$125,000 to \$150,000. The contractor, Municipal Builders, Inc. has consented to the agency agreement and will provide the necessary services from their perspective for an amount equal to 5% of the sales tax refund the City receives. It is estimated that this fee will be less than \$10,000 over the term of the construction agreement. They will be required to provide all necessary documentation of sales taxes paid based on invoices paid to vendor's providing the equipment.

We verified that portions of the other construction projects are not eligible for this sales tax refund. They do not meet the requirements provided in statute. Specifically, they do not meet the processing, treatment and finished product for the water supply as they only provide raw water (wells), storage of finished water product (water tower) or transport of finished water product (piping).

Staff is asking direction to execute an Agency Agreement with Municipal Builder's Inc. for the purchase of equipment for the water treatment plant.

Voss said you have it in the write up what the fee will be for the contractor but he doesn't see it in the agreement. Sell said that will be in the contract.

Boyer made a motion to direct staff to execute an Agency Agreement with Municipal Builder's Inc. for the purchase of equipment for the water treatment plant. Voss seconded; all in favor, motion carries.

Sell said Ms. Pierce identified this based on her experience at the City of Anoka with utilities. He said this was a good catch that will save us money. Council thanked Pierce for her good work.

Code
Enforcement
Report

Sell explained that the Code Enforcement Report is included for your review and information.

Ord. 28,
Second Series,
Summary for
Publication

Sell explained that on December 1, 2010, City Council approved Ordinance 28, Second Series, An Ordinance Amending Appendix A, Zoning. It is required by statute to publish approved ordinances in the designated official newspaper. A copy of the summary was included in your agenda materials.

Staff seeks direction to publish the summary of Ordinance 28, Second Series in the City's official newspaper.

Boyer made a motion to adopt the Summary of Ordinance 28, Second Series, An Ordinance Amending Appendix A, Zoning and direction to publish in the official newspaper. Paavola seconded; all in favor, motion carries.

Hunter asked could this have been on the Consent Agenda. Sell said yes, it could have, and he will put these types of items on the Consent Agenda from now on.

City of East
Bethel
Administrative
Subdivision

Sell explained that East Bethel City Code Chapter 66, Subdivisions, allows lot boundary line adjustments where the division is to permit the adding of a parcel of land to an abutting lot. Administrative subdivisions do not require a public hearing; therefore, City Council is the only review body for the land use request.

The City of East Bethel is in the process of obtaining the 5.006 acre parcel owned by Ms. Thompson and 4.85 acres out of the 25.21 acres owned by Shaw Trucking. Once the City of East Bethel is in ownership of the lands, the combined area in ownership will be 9.847 acres. The site will be used for the placement of a water treatment facility, water towers and municipal wells.

Ms. Thompson's existing parcel is 5.0006 acres in size. The city is requesting an adjustment of Ms. Thompson's westerly and southwesterly property lines which would encompass 4.85 acres of Shaw Trucking's site as shown on attachment # 3. Attachment # 4 shows the entire new parcel of 9.847 acres to be owned by the City of East Bethel. The City of East Bethel will take ownership of these parcels of land no later than December 31, 2010.

East Bethel City Code, Appendix A, Zoning, states that newly subdivided lands located in the future municipal services area must be at a minimum of 10 acres. It is the City Attorney's opinion that the proposed parcel be treated as a 10 acre parcel since the .15 acre amount is de minimis.

The administrative subdivision meets the requirements set forth in city code and meets the policies adopted as part of the East Bethel Comprehensive Plan; therefore, staff suggests City Council consider approving the subdivision.

City Staff is recommending approval of the Administrative Subdivision that would allow a lot line adjustment for the properties at 19458 Taylor Street NE to include the Thompson and Shaw Trucking parcels. The parcel at 19458 Taylor Street NE will increase in size from 5.006 acres to 9.847 acres. The approval is contingent on the six conditions identified in six conditions identified in your agenda materials.

Voss made a motion to approve the Administrative Subdivision for the City of East Bethel to allow lot line adjustments for the properties at 19458 Taylor Street NE (PIN 29 33 23 23 0005) and the property known as Shaw Trucking (PIN 30 33 23 14 0006), East Bethel, MN. The parcel known as 19458 Taylor Street NE (PIN 29 33 23 23 0005) will increase in size from 5.006 acres to 9.847 acres with the following conditions: 1) City Council finds the parcel is of sufficient size under de minimis.; 2) City of East Bethel must take ownership of the parcels no later than December 31, 2011; 3) The parcel will be used for the purpose of governmental essential services; 4) The City of East Bethel shall record the deed and survey at the Office of the County Registrar of Titles no later than 30 days after obtaining ownership; 5) Certification from the surveyor must be submitted stating that all lot corners have been set; 6) New property description must be reviewed and approved by City's Utility Project Engineer prior to the signing of the parcel deeds. Hunter seconded; all in favor, motion carries.

Fire Dept.
Minutes

Sell explained that the Fire Department reports are provided for your review and information.

Appoint Fire

Sell explained that there are six officer positions with terms that will end on December 31, 2010. The Deputy Fire Chief Position, Station 2 District Fire Chief Position, one Lieutenant

Position for Station 1 and one Lieutenant Position for Station 2 were posted along with Captain positions at Station 1 and Station 2. Interested firefighters were asked to submit a letter of intent, resume, and any pertinent certificates to the Fire Chief. Based on the selection process that included qualifications, experience and training, individuals were interviewed for these positions.

After review of the qualifications, experience, training and personal interviews with qualified individuals the following are recommended for appointment to include Deputy Fire Chief, Arden Anderson; Station # 1 Captain Mark Prachar; Station #1 Lieutenant Bill Hunt; Station # 2 District Fire Chief Dan Berry; Station #2 Captain Todd Bennett and Station #2 Lieutenant Rodney Sanow.

Staff is recommending appointment of these individuals to these positions. Appointment to these positions are considered ongoing until replaced.

Channer made a motion to appoint the following to the Fire Officers Positions as noted until replaced: Deputy Fire Chief Arden Anderson; Station # 1 Captain Mark Prachar; Station #1 Lieutenant Bill Hunt; Station # 2 District Fire Chief Dan Berry; Station #2 Captain Todd Bennett and Station #2 Lieutenant Rodney Sanow. Hunter seconded. Boyer said he wants to thank all our fire fighters for their service. Channer said all of them are fine individuals. **All in favor, motion carries.**

Employment
Agreements

Sell explained that a proposed Employment Agreement between the City and the City Administrator has been included with this item. This agreement reduces to writing the basic verbal understanding between the parties. The Agreement provides for a wage freeze for the duration of the agreement at the 2009 level. Contributions for insurance and their treatment are consistent with the amounts provided to other employees that will decrease for 2011. Vacation, sick leave and other time off are consistent with practices and policies for other management/supervisory employees. The Agreement is for one year with a provision for re-negotiation for subsequent years. The agreement follows the form of a sample by the LMC. Modifications requested by Council to include Indemnification, Section 13, have been changed to statutory language. Litigation/Attorneys Fees, Section 12, have been changed to reflect Council request. And, Section 16, Attorney Representation, has been added pursuant to the City Attorney.

The second Agreement provides for all City Employees not currently covered by a labor agreement. This would include all managerial, supervisory and confidential employees. The provisions of this agreement following current practices and policies and is now reduced to writing. This type of agreement is common in a large number of cities, counties and particularly school districts for managerial employees. The Agreements are for one year with a provision for re-negotiation for subsequent years.

The City Attorney reviewed the proposed agreements and has indicated there are no issues.

Staff is asking Council to consider approving these Employment Agreements.

Boyer made a motion to approve the Employment Agreements as outlined in our packets from pages 217-228. Hunter asked do you want to take them separate or all as one. Boyer said all as one. **Hunter seconded.**

Voss said he brought this up last time, on page 221 of packet under #2. Term (d) should say

90 *days* (city administrator agreement); it got changed on the other agreement. He asked also on page 221 of packet under #5. Health and Dental Insurance. The City will offer no health and dental insurance to or on behalf of City Administrator – what kind of savings is that to the City. Sell said he receives the same contribution to the cafeteria plan just like any other employee, he just doesn't take the insurance, and has to show proof of insurance somewhere else, but he still gets the cafeteria plan contribution. Voss said on page 222 under #11. Voluntary Resignation. In the event the City Administrator voluntarily resigns his position with the City, he shall give the City at least 60 days advance notice. The provisions of Section 2 (c) shall apply to any separation payments. Voss asked why we would pay severance with voluntary resignation. Sell said it should be *Section 8* not Section 2 (c), that is what was intended. He said with voluntary resignation there is no severance. Randall said that was an oversight. Voss said on page 222 at the bottom of the page it says the agreement should be retroactive to December 1, 2010. Randall said this is just a date; it was at the request of the City Administrator. Sell said no, not by me. Randall said then he doesn't know where it came from. He said we will change that, just delete it so it will read *This Agreement will become effective on its date of adoption by the City Council*.

Voss said on the next agreements, for the City Employees, on page 224, he thought he heard you say these are both one year agreements but under #3. Term. The terms of the City Employees shall be from and after the date of the adoption of this Agreement by the City Council and continuing until December 31, 2012. Sell said it should read until *December 31, 2011*. Randall said this was his error; he said he should have discussed this with the City Administrator, he had this on a draft of his and he was confused about what Council had asked for at the last meeting. Voss said and the next page 225, towards the bottom #4. Salary. Why is this all in here. He said it states that we are setting the salaries for the 2011 rate, but we already did that as part of the budget. Sell said and this was the basis for it. Voss said the basis for salaries was the budget we passed. He said to him this is all unnecessary and it says it is subject to a cap of 3%. Sell said we can edit it as follows: #4. Salary. *The City agrees to pay City Employees for their services an amount identified in the City's Annual Pay Plan. (take out the rest of that paragraph.)* Sell said but it doesn't explain how it is arrived at. Voss said this is two separate activities, a contract and salary is part of the budget. Voss on the next page, 226, #10. Voluntary Resignation. It refers to Section 26. Sell said that should be Section 8 again. *Provisions of Section 8 shall apply to any separation payment(s)*. Voss asked and this adjusts the vacation and sick leave as discussed at the last meeting, correct. He said and this is a one year contract with six month severance for termination without cause. Sell said that is correct. He said and based on the City Attorney recommendation and at the last meeting it seemed that Council concurred, there will be separate agreements with each employee to be signed.

Boyer amended his motion to approve both the City Administrator Employment Agreement and the City Employee Agreements with the following amendments: City Administrator Employment Agreement: #2. Term. (d) Should say *90 days*; #11. Voluntary Resignation. *Section 8 shall apply to any separation payments; bottom of page 222, should read: This agreement will become effective on its date of adoption by the City Council*; City Employee Agreements: #3. Term. Change to: *December 31, 2011*; #4. Salary. Change to: *The City agrees to pay City Employees for their services an amount identified in the City's annual Pay Plan. (delete the rest of that paragraph)*; #10. Voluntary Resignation. *Section 8 shall apply to any separation payments*. Hunter seconded the motion as amended; all in favor, motion carries.

Randall said we will go over these provisions at staff meeting tomorrow morning and he will

get a final draft out tomorrow or Friday morning.

Stipulation of Dismissal

Sell explained that the City was served with notice of a lawsuit on November 17, 2010 relating to the City's municipal utility project. The matter was referred to the City's insurance carrier, LMCIT, for defense. The LMCIT contracted with Mr. George Hoff to defend the City against the suit.

On December 14, 2010, Mr. Hoff received a signed Stipulation of Dismissal signed by the attorney representing the three individuals that filed the suit.

Mr. Hoff has recommended that City Council consider the Stipulation of Dismissal, direct Mr. Hoff to sign on the City's behalf and direct that Mr. Hoff file the Stipulation of Dismissal in District Court.

The Stipulation of Dismissal provides that the plaintiff's rights under Minnesota Statutes Chapter 429.081 are preserved if any project costs are specially assessed under this section of statute. These property owners will have the opportunity to object to the special assessments at the time the special assessments are levied, if any. Further, the Stipulation for Dismissal provides that the matter is dismissed with prejudice. This means that this suit cannot be reintroduced by the plaintiff's.

As noted above, Mr. Hoff is recommending the City Council approve the Stipulation of Dismissal and direct Mr. Hoff to sign the Stipulation of Dismissal on the City's behalf and direct that Mr. Hoff file the Stipulation of Dismissal in District Court

Sell said the League of Minnesota Cities Insurance Trust is highly recommending the City approve this.

Boyer made a motion to approve the Stipulation of Dismissal and direct Mr. Hoff to sign the Stipulation of Dismissal on the City's behalf and direct that Mr. Hoff file the Stipulation of Dismissal in District Court. Voss seconded. Channer asked did this cost us anything. Sell said no, we were covered by the LMCIT. **Hunter, nay; Boyer, Channer, Paavola and Voss, aye; motion carries.**

Great River Energy Work Group Meeting

Sell said the Great River Energy Work Group Meeting was held mostly in the dark. He said they set their next meeting for January 3, 2011. Sell said he believes they will formulate a recommendation to give to Council. Boyer said we have had a lot of alternatives from them. He said we threw out three or four of 14 routes. Boyer said two of them ran down Viking Blvd. He said so now they are throwing the kitchen sick at us. Sell said he heard from the city planner that they had 400 some slides at the meeting. Boyer said yes and we will continue to go through them at the next meeting.

Voss asked do they know what the cause of the power outage was that night. Sell said some wires dropped. Channer said he got a call from Connexus. He said he thinks a transformer blew because we heard it. Sell said he doesn't know how far to the east it extended, but it was west almost to the Ponds in Oak Grove. Voss said it was over to Durant. Sell asked if they had power at Coon Lake. Paavola said yes, they didn't lose power. Hunter said he knows his neighbor to the east of him had power and he was out.

Booster Day Committee

Sell said we will need to discuss Booster Day. He said the seniors want to pull back on some sponsorships and contributions and the City might have to form a non-profit corporation to run it. Sell said he had been advised by the State Auditor's office that the City cannot contribute tax

dollars to run Booster Day. He said he is not sure what the seniors still want to do. Channer said he believes the seniors are willing to donate the funds they have in the account. Sell said in January we need to look at an umbrella organization, this is an important piece. He said he assumes that we will still have the Friday Night In The Park, but the Saturday activities need to be addressed. Paavola asked what day of the month do they meet. Ken Langmade said the last Wednesday of the month. Paavola asked who can we contact if we have questions. Langmade said you can contact Barb Kunshier or myself.

Paavola -
Goodbye

Paavola said this is my last meeting. She said it has been eight (8) years, but she will find something to do. Paavola said she has learned a lot, accomplished a lot, and met numerous wonderful people, this has just been really rewarding for her. She said she just wanted to thank everyone.

Years of
Service

Boyer said he wanted to thank the three of you, Mayor Hunter, Council Member Channer and Council Member Paavola, for your years of service to the City. He said he can't say how lucky the citizens have been to have your dedication and commitment to the City and he wanted to thank you.

Channer -
Goodbye

Channer said it has been quite the wild ride and it has been worth it. He said he thinks his family will be glad that he is taking time with them; it has been a little stressful for all of us. Channer said he wants to make sure he gets everyone, Tammy Schutta, Asst. City Administrator/HR Director; Rita Pierce, Fiscal and Support Services Director; Jack Davis, Public Works Director; Mark DuCharme, Fire Chief; Larry Martin, Chief Building Official; Stephanie Hanson, City Planner; Wendy, Deputy Clerk; and Doug, thank you. He said and Kenny Langmade he has made a new friend. Channer said it has been great, thank you all, and he is sure we will see each other.

Service as
Elected
Official

Voss said it is hard to imagine how much effort goes into this position. He said you will have a lot of free time now. Voss said it is one thing to serve as an elected official, but quite another thing to jump into the position. He said it is a lot of volunteered time. Voss said Mayor Hunter has a total of fourteen (14) years, plus serving on P & Z; Council Member Paavola has a total of eight (8) years and Council Member Channer, jumped into the position for a year. He said enjoy your retirement. Voss said he is assuming you all have applied for the openings on the commissions. Paavola said she has applied for a commission.

Hunter -
Goodbye

Hunter said he is humbled and honored to have had this position this long. He said it has its ups and downs, but it has mostly been ups. Hunter said there has been controversy and he believes that has brought a lot of open discussions over the years, and lately from the residents and that is great. Hunter said Channer covered staff well, but he wants to add the fire department, we have a lot of great volunteers and we went from a good fire department to a great fire department. He said he hears the fire pager go off and the guys are out there and the gals. Channer said before you finish, and he wants to you to finish, he forgot this. Hunter said he knows you did, that is why he brought it up. Channer said the firemen took him in and begged him to join the Fire Department. He said Voss and I went to the appreciation dinner with our lovely brides. Channer said he told the firemen at the last meeting, there are a lot of good things you get to do and a lot of crappy things, and that was the one good things he got to do every month. Channer said it was absolutely the most fun he has ever had. Hunter said as far as staff you hit all the department heads but they have staff underneath them that do a wonderful job; you have a dream team here. He said we have a Rita that found \$150,000 and they do things like that all the time, but it doesn't get recognized. Hunter said but thanks most to Doug, you have been beat up, bashed, hung out to dry and it is all because of the position that we designed here for the administrator's position. He said he can't think of anybody that could have done a better job than you have in the past and in bringing all this together and making the City work as well as it has.

You have actually brought this position, I was here before you, I know what it was like. Hunter said it wasn't fun, it wasn't fun at all and so he appreciates what Sell has done for this City.

Adjourn **Boyer made a motion to adjourn at 9:05 PM. Paavola seconded; all in favor, motion carries**

Attest:

Wendy Warren
Deputy City Clerk

DRAFT



City of East Bethel Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 8.0 D.1

Agenda Item:

East Front Boulevard Storm Water Management Project

Requested Action:

Evaluate the potential for storm water runoff pretreatment improvements on East Front Boulevard

Background Information:

This project was identified by Mr. Doug Tierney, 4616 Viking Boulevard. This project design was requested of Anoka Conservation District (ACD) for infrastructure improvements that would improve the water quality of storm water runoff to Coon Lake. The ACD proposal was presented to City Council at the November 3, 2010 meeting.

The project consisted of installing a concrete sediment trap inlet and two weirs which would be installed in front of two existing culverts in a ditch along the 46XX block on East Front Boulevard. A detail of the concrete sediment trap inlet is shown on Attach #1 and a plan view of the proposed project improvement is shown on Attach #2. The project proposed two material options for the weir structures. The materials were treated lumber and concrete. Council directed staff to further review the project proposal and options.

The City's current engineering standards require concrete for all storm water outlet structures and staff is suggesting that concrete be used on this project in lieu of the optional wood structures to reduce future maintenance costs. The estimated construction cost for the two concrete weir structures is \$2,500.

As noted in Attach #1, the ACD proposal included the construction of a shallow sediment trap adjacent to the road shoulder. With the limited capacity of this structure, the City would need to inspect and clean the structure on a monthly basis. Staff is suggesting the installation of a shallow concrete manhole type structure at the base of the road slope in lieu of the trough type design previously proposed. This would reduce the inspection frequency and overall maintenance costs. The estimated construction cost of the sediment trap is \$1,500.

ACD also presented this project to the Coon Lake Improvement Association (CLIA). The Association endorsed the project and recommended it be presented to the City of East Bethel for consideration and funding.

Funding for this project, as initially proposed, was from the City. Staff has further discussed this project with CLIA and they have indicated that they would contribute funds to this project if it was constructed. The total estimated construction cost of this project including a 20 percent construction contingency is \$4,800.

If implemented, these improvements would be located in the City right of way which would also require maintenance by the City that includes annual cleaning of the inlet structure and weirs and annual maintenance of up to 200' of ditch section to ensure proper operation of this facility. The cost for this maintenance is estimated to be in the range of \$600-800 per year.

The Road Commission discussed this project at their September, 2010 meeting. While the Road Commission recognizes that this may be a worthwhile project it, appears to be a water quality issue rather than a roads responsibility. The Road Commission is of the opinion that this project would be better addressed through some type of storm water utility district throughout the community.

Attachment(s)

- 1. ACD Inlet Pretreatment Structure
- 2. Project Improvements – Plan View
- 3. Project Location Map

Fiscal Impact:

As noted above.

Recommendation(s):

Staff is seeking direction from Council on this matter.

Road Commission Action

Motion by: _____

Second by: _____

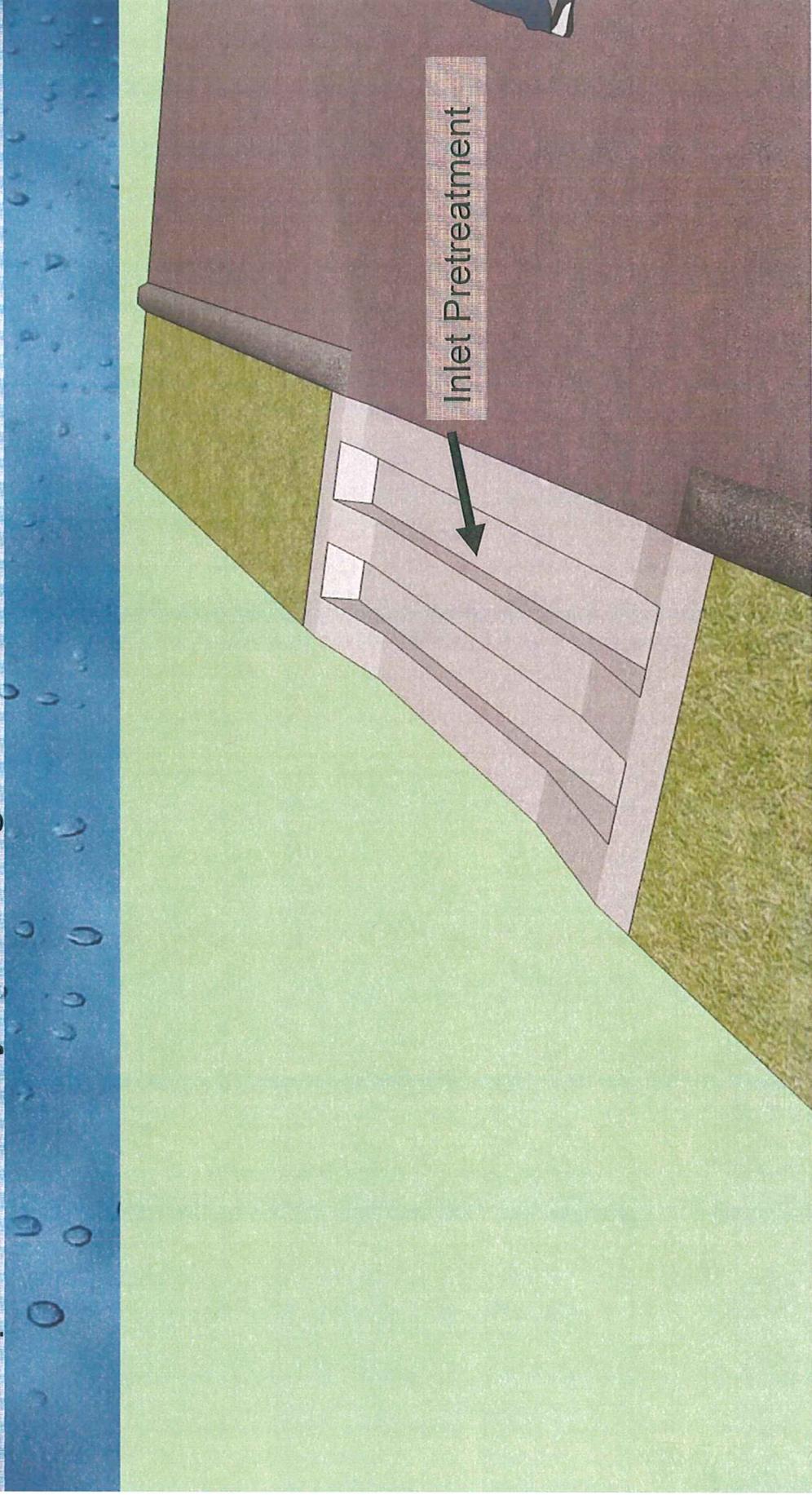
Vote Yes: _____

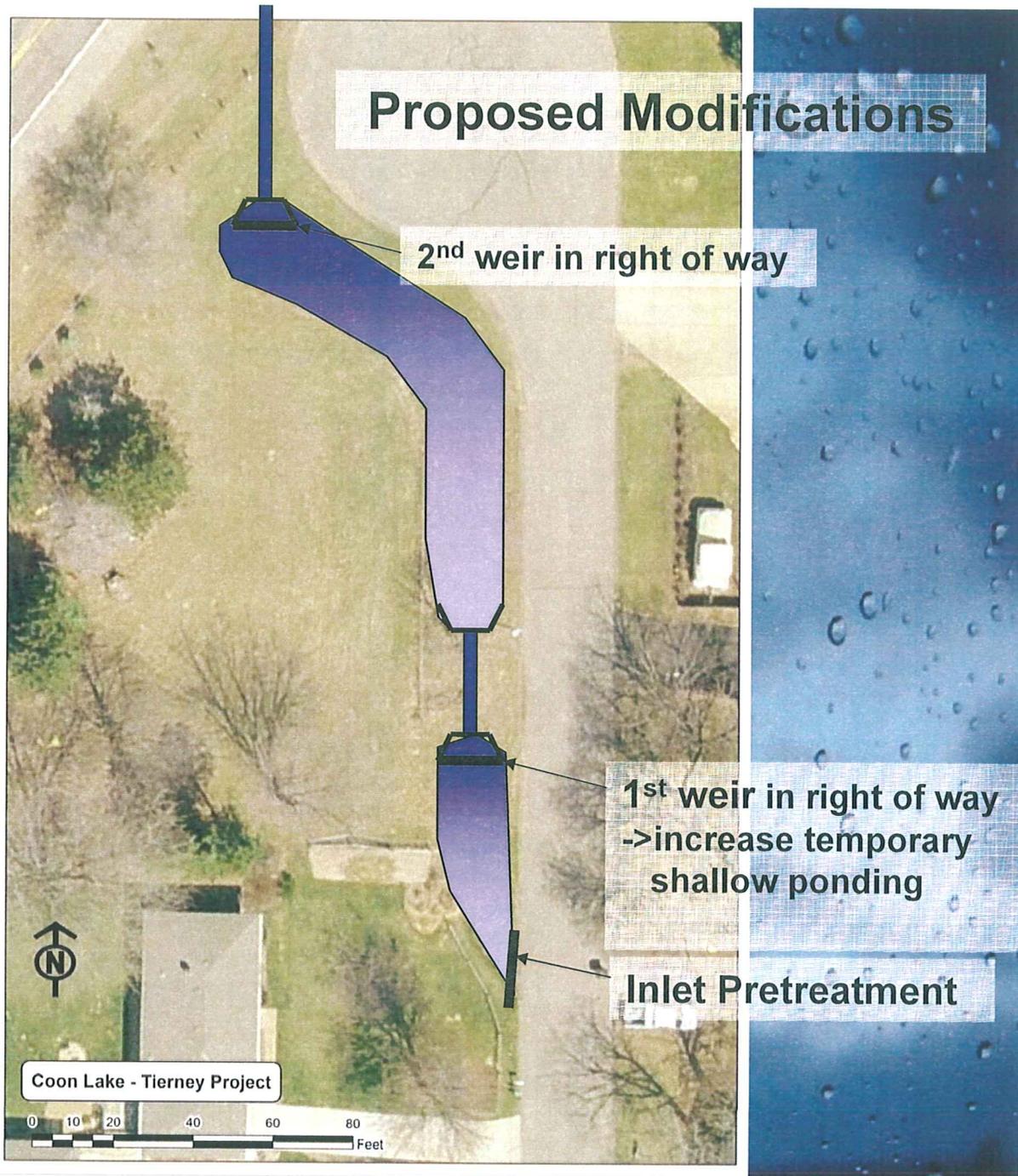
Vote No: _____

No Action Required:_____

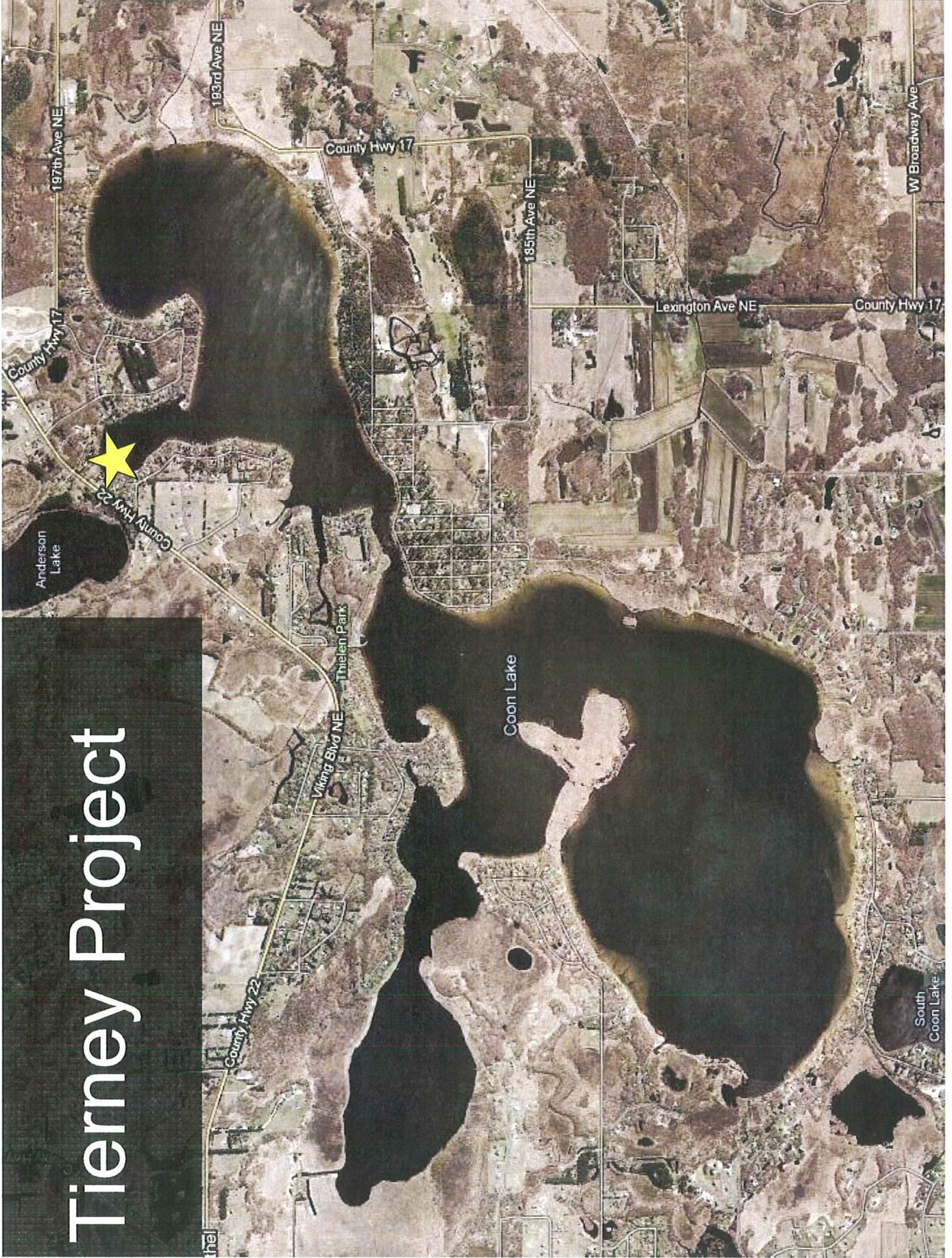
Inlet Pretreatment Structure

- Capture bulk of suspended solids
- Extends life / reduces maintenance on shallow ponding area
- Requires monthly shoveling to remove debris





Tierney Project





City of East Bethel Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 8.0 D.2

Agenda Item:

Identification of Storm Water Improvement Projects – Coon Lake

Requested Action:

Informational only

Background Information:

The East Front Boulevard water quality project which was an earlier agenda item is shown as Project 3 on the Attach # 1. This project was initially reviewed by the City Council on November 3, 2010 with direction to investigate other similar projects around Coon Lake. Staff has identified a total of 10 additional sites around Coon Lake where storm water directly discharges to Coon Lake. These locations are shown on Attach #1.

Detailed cost estimates have not been completed for these projects, other than the East Front Boulevard project, at this time. Based on the East Front Boulevard project, it is estimated that the construction of water quality improvements would be approximately \$4,000 to \$15,000 per site depending on the complexity of the systems to be constructed.

There are several funding sources available for projects of this type. These programs include both competitive low interest loans and grants. The three main funding sources available are as follows:

Clean Water Revolving Fund

The Clean Water Revolving Fund (CWRF) is a low interest loan program that is administered by the Public Facilities Authority (PFA). To be eligible, the City must first apply for placement on the Project Priority List (PPL) and then on the Intended Use Plan (IUP). This involves preparation of a preliminary plan siting the needs and benefits of the project(s) in a feasibility report. The project(s) are then rated and ranked based on points assigned through the rating process. Following the ranking process to get the project onto the PPL, a letter from the City is required to move the project(s) forward to the IUP. Generally, only the higher ranking projects are funded through this process. It would cost approximately \$2,500 per project to get them placed on the PPL for consideration.

Over the past two annual funding cycles, federal law has required that a portion of the CWRF financing be reserved for green infrastructure. This program, titled “Green Project Reserve”

includes \$1.5M in loan forgiveness for qualifying projects. These projects would include those projects that provide for a definable environmental benefit and/or reduced maintenance activities/costs. Projects in this category would include storm water filtration systems such as the one proposed on East Front Boulevard. This type of project would be noted in the City's application and the review committee would determine if funds would be allocated for such a project.

Currently, projects with an approved Total Maximum Daily Load (TMDL) earn an additional 20 points. However, the automatic 20 points may be repealed in the next legislative session. The MPCA has indicated that they are working on specific legislation that will be considered in the upcoming session that removes the automatic 20 points for an impaired body of water. (Coon Lake is not an impaired body of water according to MPCA/DNR standards.) Therefore, it would be in the City's interest to have this legislation considered as it would improve the City's opportunities for a grant award or low interest loan award by being pro-active to prevent Coon Lake from becoming an impaired body of water.

The deadline for applying for placement on the PPL is March 4, 2011. The deadline for applying for placement on the IUP is June 3, 2011.

Clean Water Fund

The 2008 amendment to the state constitution increased the sales tax rate by three-eighths of one percent, and, approximately 33% of that is dedicated to the Clean Water Fund (CWF). Local Government Units (LGUs) are eligible to apply for competitive grants from the Board of Soil and Water Resources (BWSR) and receive up to 75% of project costs in grant dollars for eligible projects. To be considered for funding, the project must be identified in a state approved and locally adopted water management plan.

BWSR has created several programs to disperse the Clean Water Funds appropriated. Cities are only eligible to apply for the BWSR Shoreland Improvement Grants and BWSR Restoration Technical Assistance Grants. For the projects described above, those around Coon Lake, the City would need to work cooperatively with the Sunrise River Watershed Management Organization when making application for the BWSR grants. Applications for CWF grants are typically due mid September with award notice typically in December.

Under the Clean Water Fund, other entities are eligible to apply for grant monies to include Watershed Districts, Watershed Management Organizations, Soil and Water Conservation Districts and Counties.

Section 319 Grants

Section 319 grants are federally-funded and are eligible to projects that address nonpoint-source pollution. Eligible implementation projects are those that are identified by a comprehensive assessment and planning process in the watershed or around the water body of concern. The projects must be categorized as either protection or restoration. Protection projects focus on protecting a water body that is currently meeting state water quality standards for a particular pollutant. Applications for CWF grants are typically due mid August with an award/non-award notice approximately three to six months following submission.

Course of Action

Should Council be interested in developing these projects further and pursuing funding for these projects, the first step would be to amend the City's Local Surface Water Management Plan to

include these projects as a priority. MPCA staff has encouraged City staff to submit an application to get the project on the PFA's Project Priority List as noted above.

Attachment(s)

1. Project Locations

Fiscal Impact:

As noted above.

Recommendation(s):

Staff is seeking direction from Council.

Road Commission Action

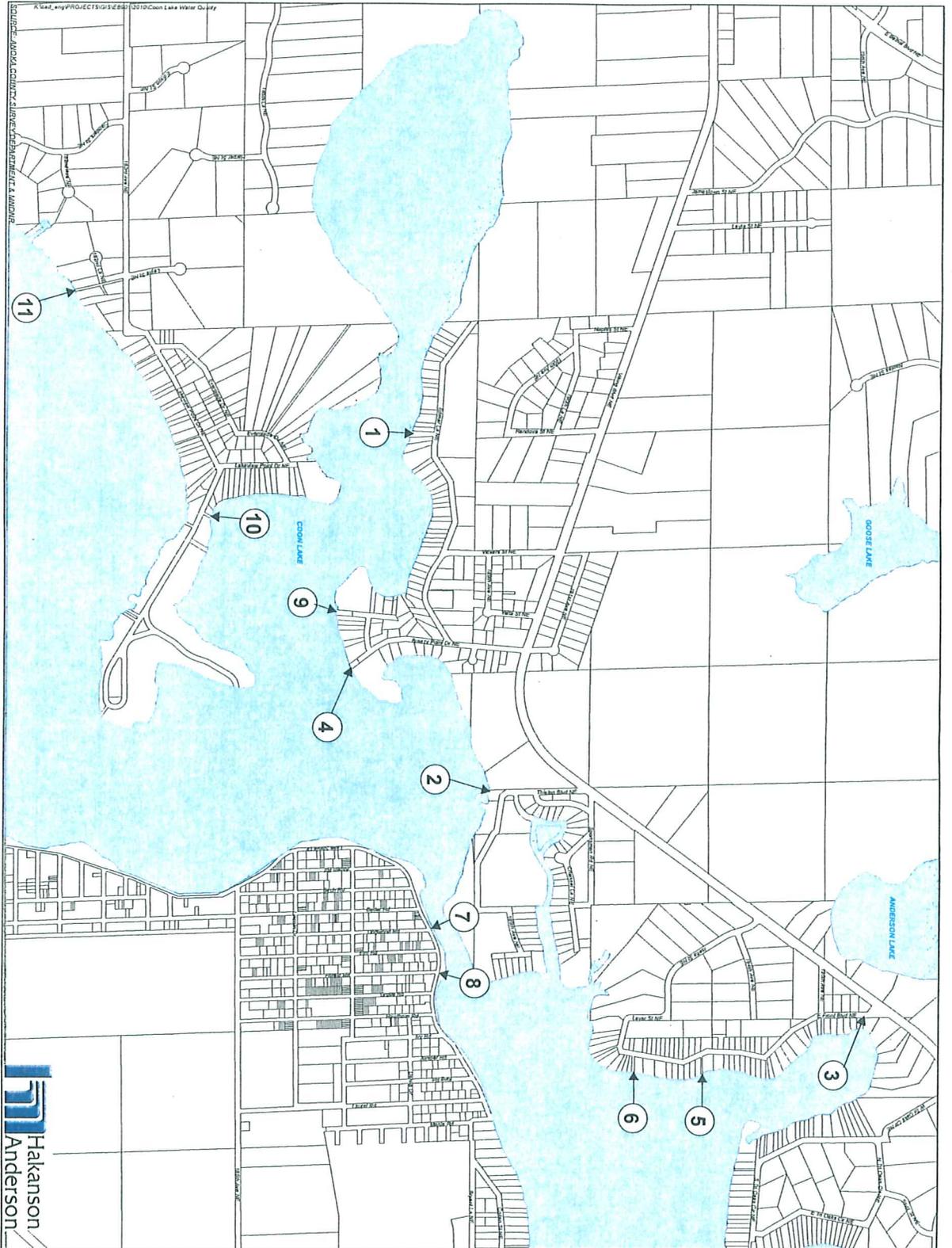
Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



R:\Cad_ming\PROJECTS\10-15-06\10210\Coon Lake Water Quality
 SOURCE: LANDRA CONSULTANTS ENGINEERING & ARCHITECTURE



Legend
 ② PROJECT IDENTIFICATION



**COON LAKE
 WATER
 QUALITY
 PROJECTS**



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 9.0 A.1

Agenda Item:

Commission/Committee Assignments 2011

Requested Action:

Staff seeks direction from Council on Commission/Committee assignments for 2011

Background Information:

Council Commission/Committee assignments are considered at the first meeting of the year. Attached is worksheet with the Commission/Committee assignments for 2008-2010 and provisions for 2011. Staff is seeking direction on these assignments.

Commission Assignments

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

Committee Assignments

These assignments include the following:

Watershed Management Organizations (WMO's): the City is required to participate in the watershed management organizations or districts, as appropriate, to develop water management plans for the watershed area. These organizations have authority to review surface water discharge plans as proposed by developers to ensure they comply with WMO plans. These organizations are closely tied to the Anoka Conservation District or ACD.

The WMO's meet periodically throughout the year with notices provided in advance the of the meeting with agenda materials.

Cedar Creek Committee: This is a committee of City and University of Minnesota representatives that meet periodically to discuss uses of university property as part of the Memorandum of Understanding with the City.

Sandhill Crane Committee: This is a joint powers organization with Anoka County, DNR and MPCA. The City is the lead agency in this organization. The group collectively plans for public uses in this park facility.

Fire Department: Traditionally, a member of the City Council is assigned as the liaison to the Fire Department and attends the quarterly informational meetings.

Police Liaison: Traditionally, a Council Member is assigned as the liaison to the Sheriff's Department.

Booster Day Committee: Traditionally, two Council members are assigned as the liaison to the Booster Day Committee to assist with coordination of the annual event. The full committee consists of members of several organizations and residents interested this event.

Finance Committee: This committee meets April to identify parameters for budget development. From the parameters set by this Committee, the preliminary budget is developed for presentation to City Council by June 30th.

Attachment(s):

- 1. Worksheet-Commission/Committee Assignments

Fiscal Impact:

None at this time.

Recommendation(s):

Staff is seeking direction on Commission/Committee assignments for 2011.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 9.0 A.2

Agenda Item:

Resolution 2011-01 Appoint Acting Mayor

Requested Action:

Consider Resolution 2011-01 Appointing Acting Mayor

Background Information:

City Council appoints an Acting Mayor each year. The Council Member appointed to this position acts as the Mayor should the Mayor be absent from Council meetings or other official functions. Council Member Voss has filled this position for the past three years.

Attachment(s):

1. Resolution 2011-01 Appointing the Acting Mayor

Fiscal Impact:

None

Recommendation(s):

Staff seeks direction on Resolution 2011-01 Appointing the Acting Mayor

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

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

RESOLUTION NO. 2011-01

RESOLUTION APPOINTING THE ACTING MAYOR FOR 2011

WHEREAS, annually, the City Council appoints an Acting Mayor to fulfill the Mayoral duties in the absence of the Mayor.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: Council Member _____ is hereby appointed as the Acting Mayor for 2011.

Adopted this 5th day of January, 2011 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Richard Lawrence, Mayor

ATTEST:

Douglas Sell, City Administrator



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 9.0 A.3

Agenda Item:

Appoint Planning Commission Members

Requested Action:

Consider appointing members to the Planning Commission

Background Information:

Earlier this evening, Council interviewed seven candidates for three vacancies on the Planning Commission. One position would be to fill the vacancy created with the resignation of Ms. Moegerle recently elected to the City Council. The remaining two positions are end of term appointments.

Planning Commission Member: _____

Term: January 5, 2011 – December 31, 2011

Planning Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Planning Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Fiscal Impact:

None

Recommendation(s):

Staff is requesting Council direction on appointments to the Planning Commission.

City Council Action

Motion by: _____

Second by: _____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 9.0 A.4

Agenda Item:

Appoint Park Commission Members

Requested Action:

Consider appointing members to the Park Commission

Background Information:

Earlier this evening, Council interviewed five candidates for three vacancies on the Park Commission. The three positions are end of term appointments.

Park Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Park Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Park Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Fiscal Impact:

None

Recommendation(s):

Staff is requesting Council direction on appointments to the Park Commission.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required:_____



City of East Bethel City Council Agenda Information

Date:

January 5, 2011

Agenda Item Number:

Item 9.0 A.5

Agenda Item:

Appoint Road Commission Members

Requested Action:

Consider appointing members to the Road Commission

Background Information:

Earlier this evening, Council interviewed two candidates for three vacancies on the Road Commission. The three positions are end of term appointments.

Road Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Road Commission Member: _____

Term: January 5, 2011 – December 31, 2013

Road Commission Member: _____

Term: January 5, 2011 – December 31, 2013

There remains an additional vacancy on the Roads Commission. This position will continue to be advertised on the City’s website and the City billboard. This position will also be advertised in the City newsletter.

Fiscal Impact:

None

Recommendation(s):

Staff is requesting Council direction on appointments to the Road Commission.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____