City of East Bethel
City Council Agenda

Regular Council Meeting – 7:30 p.m.
Date: September 15, 2010

	Item		
7:30 PM	**1.0**	**Call to Order**	
7:31 PM	**2.0**	**Pledge of Allegiance**	
7:32 PM	**3.0**	**Adopt Agenda**	
7:33 PM	**4.0**	**Reports/Presentations**	
Page 1-3		A.	Sheriff's Monthly Report
		B.	Municipal Utilities
Page 4-5			1. Feasibility Report
Page 6-9			2. Resolution 2010-53 Set Public Hearing Date for Project 1 Phase One
		C.	Utility Project Funding
Page 10-13			1. RZED Bonds
Page 14-15			2. Buy America Bonds (BAB's)
8:15 PM	**5.0**	**Public Forum**	
8:25 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 18-21		A.	Approve Bills
Page 22-30		B.	Meeting Minutes, September 1, 2010 Regular Meeting
Page 31-32		C.	Resolution 2010-54 Setting Public Hearing Date-Delinquent Accounts
Page 33		D.	Resolution 2010-55 Final Payment and Acceptance of 2010 Fire Truck
Page 34-35		E.	Contract Modification #1-2010 Improvement Projects
	New Business		
	7.0	**Commission, Association and Task Force Reports**	
8:30 PM		A.	Planning Commission
Page 36-40			1. IUP Interim Use Permit/Domestic Farm Animals – 20936 East Bethel Blvd – Mary Ciagne
		B.	Park Commission (**No Report)**
		C.	Road Commission (**No Report)**
	8.0	**Department Reports**	
8:40 PM		A.	Engineer
Page 41-45			1. Pay Est. No. 5 Municipal Builders Inc., for Well No. 2
Page 46-91			2. Cedar Creek Trails Approve Plans and Specifications and Direction to Solicit Bids
		B.	Attorney **(No Report)**
8:50PM		C.	Finance
Page 92-119			1. Special Assessment Policy
		D.	Public Works **(No Report)**

9:05 PM		E.	Planning and Inspection/Code Enforcement
	Page 120-125		1. Code Enforcement Report
9:10 PM		F.	Fire Department
	Page 126-134		1. July Monthly Meeting and June Reports
		G.	City Administrator **(No Report)**

	9.0	**Other**
9:15 PM		A. Council Reports
9:25 PM		B. Other

9:35 PM	**10.0**	**Adjourn**

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010

* *

Agenda Item Number:
Item 4.0 A

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Agenda Item:
Monthly Sheriff's Report

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Requested Action:
Information Only

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Background Information:
Lieutenant Orlando will review the monthly statistics and report on activities for the month of August, 2010.

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Fiscal Impact:
None

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Recommendation(s):
Information Only

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City Council Action

Motion by:_____ Second by:_____

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_____

Vote Yes:_____ Vote No:_____

No Action Required: _X

CITY OF EAST BETHEL – AUGUST 2010

ITEM	AUGUST	JULY	YTD 2010	AUGUST YTD 2009
Radio Calls	468	524	3,257	3,126
Incident Reports	336	423	3,034	3,200
Burglaries	4	4	34	25
Thefts	31	19	161	139
Crim.Sex. Cond.	0	2	7	7
Assault	3	4	21	24
Dam to Prop.	14	16	73	66
Harr. Comm.	4	4	23	25
Felony Arrests	11	6	31	31
GM. Arrests	1	0	4	3
Misd. Arrests	23	18	133	126
DUI Arrests	6	6	50	34
Domestic Arr.	3	1	20	21
Warrant Arr.	3	9	46	57
Traffic Arrests	40	80	627	716

CITY OF EAST BETHEL - AUGUST 2010
COMMUNITY SERVICE OFFICERS

ITEM	AUGUST	JULY	YTD 2010	AUGUST YTD 2009
Radio Calls	5	14	104	152
Incident Reports	9	15	108	118
Accident Assist	0	2	6	16
Veh. Lock Out	0	5	11	21
Extra Patrol	21	42	255	310
House Check	0	0	1	6
Bus. Check	11	24	107	171
Animal Compl.	7	7	54	83
Traffic Assist	6	2	33	15
Aids: Agency	43	74	526	414
Aids: Public	8	26	193	229
Paper Service	1	7	20	11
Inspections	0	0	0	0
Ordinance Viol.	0	0	4	2

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010

* *

Agenda Item Number:
Item 4.0 B.1

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Agenda Item:
Feasibility Report Project 1 Phase One Municipal Utilities

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Requested Action:
Consider accepting the feasibility report for Project 1 Phase One

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Background Information:
In the spring of 2009, City Council directed that a feasibility study be prepared for pubic utilities in the Project 1 Phase One area. This area is bounded on the south by 181st Avenue NE and on the north by Viking Boulevard, three-quarters of a mile either side of Trunk Highway 65. The report has been completed and is included with your agenda materials.

Mr. Kreg Schmidt from Bolton and Menk will review the report with City Council and respond to your questions.

Attachment(s):

1. Feasibility Report-Project 1 Phase One Municipal Utilities

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Fiscal Impact:
As noted in the report

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Recommendation(s):
Staff is recommending City Council accept the Feasibility Report for Project 1 Phase One for Municipal Utilities

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City Council Action

Motion by:_____ Second by:_____

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Vote Yes:_____ Vote No:_____

No Action Required:_____

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010

* *

Agenda Item Number:
Item 4.0 B.2

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Agenda Item:
Resolution 2010-53 Setting Date for Public Hearing Project 1 Phase One Municipal Utilities

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Requested Action:
Consider approving Resolution 2010-53 setting Public Hearing Date for Project 1 Phase One of Municipal Utilities Project

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Background Information:
With the acceptance of the Feasibility Report, the next step in the project process is to conduct a public hearing for the proposed project.

Resolution 2010-53 provides for a Pubic Hearing for Project 1 Phase One on Wednesday, October 6, 2010 beginning at 7:30 PM.

Attachment(s):

1. Resolution 2010-53 Setting the Public Hearing Date for Project 1 Phase One of the Municipal Utilities Project

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Fiscal Impact:
None at this time

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Recommendation(s):
Staff is recommending adoption of Resolution 2010-53 Setting the Public Hearing Date for Project 1 Phase One of the Municipal Utilities Project

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City Council Action

Motion by:_____ Second by:_____

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Vote Yes:_____ Vote No:_____

No Action Required:_____

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2010 -53

RESOLUTION SETTING THE PUBLIC HEARING DATE FOR PROJECT 1 PHASE ONE OF MUNICIPAL UTILITY PROJECT

WHEREAS, the City Council has ordered, received and accepted the Feasibility Report for Project 1 Phase One of the municipal utility project; and

WHEREAS, the report has identified that the proposed utility work in the Project 1 Phase One area described as the area bounded by 181st Avenue NE on the south and Viking Boulevard NE on the north three-quarters of a mile either side of Trunk Highway 65 is cost effective and feasible; and

WHEREAS, the work to be undertaken includes installation of water and sanitary sewer infrastructure to service the area described above; and

WHEREAS, the City will assess benefitted property for some or all of the costs of these improvements pursuant to Minnesota Statute; and

WHEREAS, the City Council is required to conduct a Pubic Hearing on this project; and

WHEREAS, the City Council is required to provide published notice of the proposed improvements in the City's official newspaper; and

WHEREAS, the City Council is required to provide written notice of the proposed improvements to affected property owners with the project area.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: the improvements identified in the Feasibility Report are cost effective and feasibile.

BE IT FURTHER RESOLVED THAT: the City Council hereby sets the Public Hearing for Project 1 Phase One for Wednesday, October 6, 2010 beginning at 7:30 PM at City Hall, 2241 221st Avenue NE, East Bethel, Minnesota.

BE IT FURTHER RESOLVED THAT: City staff is hereby directed to publish notice of a Public Hearing in the City's official newspaper at least 10 days prior to the Public Hearing date.

BE IT FURTHER RESOLVED THAT: City staff is hereby directed to provide written notice to affected property owners in the Project 1 Phase One area at least 10 days prior to the Public Hearing.

Adopted this 15th day of September, 2010 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Greg Hunter, Mayor

ATTEST:

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Douglas Sell, City Administrator

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010
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Agenda Item Number:
Item 4.0 C.1
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Agenda Item:
RZED Bond Schedule of Events
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Requested Action:
Informational Only
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Background Information:
At the August 18, 2010 Council meeting, Council directed that work begin on compiling the information necessary to complete an official offering statement, develop bids, etc. At that meeting, Mr. Paul Steinman of Springsted, Inc. presented Council with a calendar.

During the intervening weeks, a new calendar has been developed as additional details have been identified. A copy of that revised calendar is included with this write-up. The bond sale, according to the revised schedule, would be November 3, 2010 for the RZED Bonds. These bonds will provide the necessary funds for construction of the Project 1 Phase One water project. The maximum amount of the bonds is $11.466 million. As the plan becomes more finalized, Council will be asked to adopt a resolution setting the sale for November 3, 2010 and directing the preparation of the Official Statement for this bond sale. That resolution should be before City Council on October 6, 2010.

Repayment of this debt will be through a series of fees to include connections charges, Service Availability Charges (SAC) and area charges. A sample repayment schedule will be provided on Wednesday. The schedule will detail the repayment of this debt based on revenue flows. These fees were reviewed by the City's Engineering firm, Bolton and Menk, and Fiscal Consultant, Springsted, Inc. for this project.

Mr. Steinman will be available on Wednesday to review the new calendar and the repayment schedule and respond to any questions you may have.

Attachment(s):

1. Revised Calendar of Events for RZED Bonds

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Fiscal Impact:
None at this time
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Recommendation(s):
Informational only

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City Council Action

Motion by:________________ Second by:________________

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Vote Yes:_____ Vote No:_____

No Action Required:_____

City of East Bethel, Minnesota
Taxable General Obligation Utility Revenue Bonds, Series 2010A
(Recovery Zone Economic Development Bonds – Direct Pay)
Recommended Email Subject Line: East Bethel MN

September 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Schedule of Events

Date	Event	Responsible Party
August 23, 2010	Request for Official Statement Information sent to City Staff.	Springsted
September 1, 2010	Designate Recovery Zone by Resolution	City Staff Dorsey & Whitney
September 15, 2010	Information forwarded to Springsted for preparation of the Official Statement.	City Staff
September 24, 2010	Finalize Bond structure and prepare Terms of Proposal.	Springsted

Schedule of Events		
Date	Event	Responsible Party
September 30, 2010	Sale Recommendations and Bond Resolution delivered to City.	Springsted Dorsey & Whitney
October 6, 2010	City Council considers Resolution authorizing the Bond sale.	City Staff
October 13, 2010	Rough draft of Official Statement sent out to City and Dorsey & Whitney for review.	Springsted
October 19, 2010	Final comments to Springsted on Official Statement draft (no later than noon).	City Staff Dorsey & Whitney
October 20, 2010	Posting of Official Statement and application for rating forwarded to rating agency.	Springsted
Week of October 25, 2010	Rating of the Bonds.	Moody's City Staff Springsted
November 3, 2010	Sale and consideration and award of the Bonds by City Council.	City Staff Springsted
November 10, 2010	Distribution of addendum to Official Statement.	Springsted
Early in December, 2010	Settlement of the Bonds; City receipt of Bond proceeds.	City Staff Dorsey & Whitney Springsted

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010

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Agenda Item Number:
Item 4.0 C.2

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Agenda Item:
BAB (Build America Bonds)

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Requested Action:
Staff requests direction on debt issuance for the sewer utility project.

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Background Information:
The RZED Bonds will provide for most of the required funding for the water utility project. However, there is sewer utility infrastructure that must be constructed to make the system functional. The estimated cost of the sewer infrastructure is $4.7 million and must be a separate bond issue. As noted, the RZED Bonds are limited to $11.466 million and will be applied to the water utility system.

There are several debt options for funding the sewer utility infrastructure. Currently, the Federal Government has available Build America Bonds or BAB's as they are referred to. This is a bonding authorization by the U.S. Treasury similar to the RZED bonds. There is an interest rebate component to these bonds like the RZED bonds. However, the rebate is 35% versus the 45% on the RZED bonds. These bonds would be taxable like the RZED bonds. They would be General Obligation Sewer Revenue Bonds with an interest rebate.

The other option is to issue G.O. Sewer Revenue Bonds. These bonds would be <u>non-taxable</u> bonds. There is no rebate from the Federal Government on these bonds. However, the interest rate is less than the taxable BAB bonds noted above.

The total repayment cost difference between these bonds is about $140,000 over 20 years. The BAB bonds would be less as they have the rebate component.

The bids for this project will not be available until the latter part of November or early December. To take advantage of the BAB's, the bonds must be sold and closed before December 31, 2010. To ensure this happens, the sale date must not be later than November 22nd or November 29th. The City will not have a firm bid by the time the bonds are sold and the amount of the debt cannot be changed once advertised for public bid. There is a concern among staff about overselling the amount of debt for this project.

If the construction bids are good and the cost for these projects is less than the estimated cost and the bonds are sold based off the estimates, there would be an "over sale" condition. The

Treasury would not look favorably on an over sale. Its goal is to ensure that debt issued under this program is judiciously used and not abused.

Based on these concerns, staff is suggesting that Council wait until February or March of 2011 to issue the debt for the sewer project after it has firm construction bids in hand. This would mean issuing a G.O. Sewer Revenue Bond that is <u>not taxable</u> (tax exempt) and would <u>not</u> provide for Treasury rebates on interest. It also allows Council maximum flexibility.

There is the potential, after the first of the year, that the Treasury may offer another round of BAB authorizations. This has not been confirmed. However, discussion has been an interest rebate of 29% rather than the current 35%. Other program details would remain about the same. Final determination on this program will likely not come before the general election in November and not be available until sometime in the first quarter of 2011.

Mr. Steinman from Springsted, Inc. will be available to respond to your questions.

Attachment(s):
None

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Fiscal Impact:
None at this time.

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Recommendation(s):
Staff is seeking direction on debt issuance for the sewer project. The options are move forward with development of the offering statement for $4.7 million to fund the sewer project with BAB debt. Or, wait until after firm bids are received and then move forward with a G.O. Sewer Revenue Bond in the first quarter of 2011.

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City Council Action

Motion by:________________ Second by:________________

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Vote Yes:_____ Vote No:_____

No Action Required:_____

City of East Bethel
City Council
Agenda Information

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Date:
September 15, 2010
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Agenda Item Number:
Item 6.0 A-E
* *

Agenda Item:
Consent Agenda
* *

Requested Action:
Consider approving Consent Agenda as presented
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Background Information:
Item A

Bills/Claims

Item B

Meeting Minutes, September 1, 2010 Regular City Council

Meeting minutes from the September 1, 2010 Regular City Council Meeting are attached for your review and approval.

Item C

Resolution 2010-54 Setting Public Hearing Date – Delinquent Accounts

Collection of unpaid bills through the property tax system is provided for in the East Bethel Code of Ordinances, Chapter 74, Sec. 74-126 (b) for unpaid utility bills and Chapter 30, Sec. 30-15 for unpaid emergency services. The ordinance also provides an opportunity to delinquent customers for a public hearing before the final certification of delinquent amounts owed to their property taxes. Council must establish a certification cutoff date each year that will determine the appropriate certification amounts.

Resolution 2010-54 provides the delinquent accounts and amounts owed assuming a certification cutoff date of September 24, 2010. Notices of the public hearing will be sent on September 27, 2010 with a public hearing date of November 3, 2010. Amounts remaining unpaid by November 17, 2010 will be certified to the auditor in the recipients County for collection on property taxes. Affected property owners have until October 15, 2010 to request to be heard before Council at the Public Hearing. Certification is frequently the only collection method available to the City to collect these unpaid amounts. The aggregate amount currently owed for unpaid service charges is $11,148.22.

Item D

Resolution 2010-55 Acceptance and Authorization for Final Payment for 2010 Quick Attack Fire-Rescue Truck

At the December 16, 2009 meeting, Council accepted the General Safety Equipment, LLC bid of $161,463.00 for the construction and purchase of a new Quick Attack Fire-Rescue Truck. On April 9, 2010 payment for the chassis was made to General Safety Equipment, LLC in the amount of $47,867. The new truck is now complete and ready for delivery. The final payment, based on the contract amount of $161,463 less payment for the chassis is $113,606.00. Resolution 2010-55 provides for acceptance of the truck and direction to make final payment.

Item E

Contract Modification #1 – 2010 Improvement Projects

Bids for this project were accepted and opened on August 10, 2010. The City Council accepted the bid from Rum River Contracting on August 17, 2010. This project includes the 5th Street Overlay and Storm Sewer Improvements, the Booster West Parking Lot Construction, and the Bataan Street Sealcoat. The agreement for this project provides a completion date of November 1, 2010. The Contractor has requested an extension on the completion date for the Bataan Street Sealcoat, to June 3, 2011. The supplier of the required polymer oil has indicated they cannot supply the required oil to meet the current contract deadlines. The supplier's letter dated August 31, 2010 is attached.

This Change Order would extend the final completion date for the Bataan Street Sealcoat Project to June 3, 2011. All other completion dates will remain the same. This Change Order does not change the contract amount. Staff recommends approval of Change Order #1 to the Agreement with Rum River Contracting, changing the final completion date for the Bataan Street Sealcoat from November 1, 2010 to June 3, 2011.

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Fiscal Impact:

As noted above.

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Recommendation(s):

Recommend approval of the Consent Agenda as presented.

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City Council Action

Motion by:________________ Second by:________________

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Vote Yes:_____ Vote No:_____

No Action Required:_____

City of East Bethel

Bills to be Approved for Payment September 15, 2010	$510,432.97
Electronic Payments	$25,030.32
Payroll City Staff - September 2, 2010	$35,186.56

Total to be Approved for Payment September 15, 2010	$570,649.85

Approved by Council Member:

Steve Voss	Kathy Paavola	Greg Hunter	Steve Channer	Bill Boyer

City of East Bethel
September 15, 2010
Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
221 Birch Road	Professional Services Fees	60910	Miller Enterprises of Buffalo	229	22905	3,180.50
Arena Operations	Bldg/Facility Repair Supplies	45694-IN	R & R Specialities, Inc.	615	49851	896.00
Arena Operations	Bldg/Facility Repair Supplies	45693-IN	R & R Specialities, Inc.	615	49851	315.55
Arena Operations	Bldgs/Facilities Repair/Maint	82010	Connexus Energy	615	49851	21.32
Arena Operations	Bldgs/Facilities Repair/Maint	1116822	Green Lights Recycling, Inc.	615	49851	1,001.95
Arena Operations	Bldgs/Facilities Repair/Maint	150898	Premier Lighting, Inc.	615	49851	12,023.44
Arena Operations	Bldgs/Facilities Repair/Maint	C-3617	Shortstop Electric Inc.	615	49851	3,900.00
Arena Operations	Change Fund	90110	Gibson's Management Company	615		600.00
Arena Operations	Electric Utilities	82010	Connexus Energy	615	49851	1,442.95
Arena Operations	Professional Services Fees	25	Gibson's Management Company	615	49851	6,447.70
Arena Operations	Telephone	82810	Qwest	615	49851	99.80
Building Inspection	Motor Fuels	175583	Lubricant Technologies, Inc.	101	42410	203.83
Building Inspection	Office Supplies	530187766001	Office Depot	101	42410	68.49
Cedar Creek Trail Project	Architect/Engineering Fees	27204	Hakanson Anderson Assoc. Inc.	402	43124	4,846.54
Central Services/Supplies	Information Systems	26892	Avenet, LLC	101	48150	816.00
Central Services/Supplies	Information Systems	210084	City of Roseville	101	48150	1,251.83
Central Services/Supplies	Information Systems	40422	US Cable	101	48150	1,331.44
Central Services/Supplies	Office Equipment Rental	158665273	Loffler Companies, Inc.	101	48150	464.27
Central Services/Supplies	Office Supplies	48157056	Hewlett-Packard Company	101	48150	655.39
Central Services/Supplies	Office Supplies	530794084001	Office Depot	101	48150	13.81
Central Services/Supplies	Office Supplies	530460226001	Office Depot	101	48150	24.88
Central Services/Supplies	Office Supplies	530187766001	Office Depot	101	48150	67.41
Central Services/Supplies	Office Supplies	531717247001	Office Depot	101	48150	1.64
Central Services/Supplies	Office Supplies	531484060001	Office Depot	101	48150	16.36
Central Services/Supplies	Telephone	82810	Qwest	101	48150	209.07
Elections	Repairs/Maint Machinery/Equip	48181265	Hewlett-Packard Company	101	41410	470.29
Engineering	Architect/Engineering Fees	27207	Hakanson Anderson Assoc. Inc.	101	43110	1,601.31
Fire Department	Bldgs/Facilities Repair/Maint	82010	Connexus Energy	101	42210	5.32
Fire Department	Conferences/Meetings	8336	F.I.R.E.	101	42210	250.00
Fire Department	Electric Utilities	82010	Connexus Energy	101	42210	869.84
Fire Department	Equipment Parts	13791	Ancom Communications	101	42210	13.36
Fire Department	Equipment Parts	38750	Metro Fire, Inc.	101	42210	288.68
Fire Department	Motor Fuels	175582	Lubricant Technologies, Inc.	101	42210	357.26
Fire Department	Motor Fuels	175583	Lubricant Technologies, Inc.	101	42210	324.27
Fire Department	Motor Vehicles	64735	General Safety Equipment	701	42210	113,606.00
Fire Department	Office Supplies	605098	ANX Lab Services	101	42210	205.16
Fire Department	Telephone	82810	Qwest	101	42210	344.93
Fire Department	Travel Expenses	83110	Janet Haapoja	101	42210	30.00
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	40431	Orkin Commercial Services	101	41940	74.81
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	470518405	Cintas Corporation #470	101	41940	19.63
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	14643	GHP Enterprises, Inc.	101	41940	368.72
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-08-10	Premium Waters, Inc.	101	41940	87.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	115101	Robert B. Hill Company	101	41940	19.24
General Govt Buildings/Plant	Electric Utilities	82010	Connexus Energy	101	41940	1,307.55
General Govt Buildings/Plant	Small Tools and Minor Equip	48181265	Hewlett-Packard Company	101	41940	470.29
Housing & Redevelopment Autho	Legal Fees	90310	Randall and Goodrich, P.L.C.	230	23000	1,092.50
Legal	Legal Fees	90310	Randall and Goodrich, P.L.C.	101	41610	2,086.95
MSA Street Construction	Architect/Engineering Fees	27211	Hakanson Anderson Assoc. Inc.	402	40200	492.69
MSA Street Construction	Architect/Engineering Fees	27213	Hakanson Anderson Assoc. Inc.	402	40200	6,643.48
Park Acquisition/Development	Architect/Engineering Fees	27211	Hakanson Anderson Assoc. Inc.	404	40400	1,642.29
Park Capital Projects	Bldg/Facility Repair Supplies	71774	Menards Cambridge	407	40700	72.49
Park Capital Projects	Park/Landscaping Materials	2800	Menards - Forest Lake	407	40700	15.90

City of East Bethel
September 15, 2010
Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Park Capital Projects	Park/Landscaping Materials	69910	Menards Cambridge	407	40700	300.11
Park Capital Projects	Park/Landscaping Materials	70597	Menards Cambridge	407	40700	193.27
Park Maintenance	Clothing & Personal Equipment	470518406	Cintas Corporation #470	101	43201	23.23
Park Maintenance	Clothing & Personal Equipment	470515090	Cintas Corporation #470	101	43201	45.81
Park Maintenance	Electric Utilities	82010	Connexus Energy	101	43201	358.47
Park Maintenance	General Operating Supplies	2243344	Dalco	101	43201	132.23
Park Maintenance	General Operating Supplies	2800	Menards - Forest Lake	101	43201	35.84
Park Maintenance	Motor Fuels	175583	Lubricant Technologies, Inc.	101	43201	277.94
Park Maintenance	Motor Fuels	175582	Lubricant Technologies, Inc.	101	43201	687.03
Park Maintenance	Office Supplies	531717247001	Office Depot	101	43201	42.11
Park Maintenance	Other Equipment Rentals	40505	Jimmy's Johnnys, Inc.	101	43201	935.00
Park Maintenance	Park/Landscaping Materials	70797	Menards Cambridge	101	43201	106.85
Park Maintenance	Professional Services Fees	90710	Connexus Energy	101	43201	4,286.28
Park Maintenance	Telephone	82810	Qwest	101	43201	92.60
Payroll	Insurance Premium	40422	MN NCPERS Life Ins	101		144.00
Payroll	Union Dues	40422	MN Teamsters No. 320	101		548.35
Planning and Zoning	Architect/Engineering Fees	27214	Hakanson Anderson Assoc. Inc.	862		390.00
Planning and Zoning	Office Supplies	530187766001	Office Depot	101	41910	70.99
Police	Professional Services Fees	3rd Qtr 2010	Anoka County Sheriff	101	42110	267,668.75
Recycling Day	Change Fund	83110	CASH	101		200.00
Recycling Operations	Electric Utilities	82010	Connexus Energy	226	43235	109.73
Recycling Operations	Other Equipment Rentals	40505	Jimmy's Johnnys, Inc.	226	43235	88.15
Recycling Operations	Professional Services Fees	40422	Cedar East Bethel Lions	226	43235	1,000.00
Recycling Operations	Travel Expenses	83110	Janet Haapoja	226	43235	17.00
Sewer Operations	Bldgs/Facilities Repair/Maint	82010	Connexus Energy	602	49451	24.53
Sewer Operations	Electric Utilities	82010	Connexus Energy	602	49451	667.35
Street Capital Projects	Architect/Engineering Fees	27211	Hakanson Anderson Assoc. Inc.	406	40600	2,841.65
Street Maintenance	Bldgs/Facilities Repair/Maint	470518406	Cintas Corporation #470	101	43220	26.48
Street Maintenance	Bldgs/Facilities Repair/Maint	470515090	Cintas Corporation #470	101	43220	26.48
Street Maintenance	Bldgs/Facilities Repair/Maint	82010	Connexus Energy	101	43220	21.29
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-08-10	Premium Waters, Inc.	101	43220	87.00
Street Maintenance	Clothing & Personal Equipment	470518406	Cintas Corporation #470	101	43220	45.86
Street Maintenance	Clothing & Personal Equipment	470515090	Cintas Corporation #470	101	43220	71.36
Street Maintenance	Electric Utilities	82010	Connexus Energy	101	43220	1,502.87
Street Maintenance	General Operating Supplies	2243344	Dalco	101	43220	132.22
Street Maintenance	Motor Fuels	175583	Lubricant Technologies, Inc.	101	43220	120.44
Street Maintenance	Motor Fuels	175582	Lubricant Technologies, Inc.	101	43220	1,703.84
Street Maintenance	Safety Supplies	2800	Menards - Forest Lake	101	43220	63.52
Street Maintenance	Telephone	82810	Qwest	101	43220	67.72
Street Maintenance	Travel Expenses	83110	Janet Haapoja	101	43220	5.00
Water Utility Operations	Bldgs/Facilities Repair/Maint	82010	Connexus Energy	601	49401	26.67
Water Utility Operations	Electric Utilities	82010	Connexus Energy	601	49401	415.08
Water Utility Operations	Telephone	82810	Qwest	601	49401	108.24
Whispering Aspen Well Project	Improvements Other Than Bldgs	2166498	Connexus Energy	432	43200	414.58
Whispering Aspen Well Project	Improvements Other Than Bldgs	Pay Est #5	Municipal Builders, Inc.	432	43200	51,646.92
						$510,432.97

City of East Bethel
September 15, 2010
Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
	Electronic Payments - Payroll					
		PERA				$5,763.96
		Federal Withholding				$5,256.38
		Medicare Withholding				$1,533.02
		FICA Tax Withholding				$6,346.18
		State Withholding				$2,189.60
		MSRS				$3,941.18
						$25,030.32

EAST BETHEL CITY COUNCIL MEETING

September 1, 2010

The East Bethel City Council met on September 1, 2010 at 7:30 PM for their regular meeting at City Hall.

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

MEMBERS EXCUSED: Steve Channer

ALSO PRESENT: Douglas Sell, City Administrator
Tammy Schutta, Asst. City Administrator/HR Director
Rita Pierce, Fiscal & Support Services Director
Jerry Randall, City Attorney
Craig Jochum, City Engineer

Call to Order **The September 1, 2010 City Council meeting was called to order by Mayor Hunter at 7:30 PM.**

Adopt Agenda **Voss made a motion to adopt the September 1, 2010 City Council agenda, pulling Item 5.0 E - Resolution 2010-49 Recovery Zone Economic Development Bonds from the consent agenda and address it as a separate item immediately following the consent agenda. Paavola seconded; all in favor, motion carries.**

Public Forum Hunter opened the Public Forum for any comments or concerns that were not listed on the agenda. Laurie Olmon of 7427 181st Avenue NW, Nowthen, MN said she has questions on the bonding issue and she doesn't know if you can answer them tonight or not. She said the RZED bonding issue. Olmon asked has the Council looked at any grants as far as livable community, pollution control, and are any of the planned areas shovel ready or shovel certified. Hunter asked are you talking about our sewer project. Voss said as far as grants there are none, we have checked into this. Boyer said as of this moment we are not a participating member of LCA, but we do have a resolution on the agenda tonight to become a participating member of the LCA. Hunter said as far as our projects being shovel ready we are five (5) or six (6) years out. He said Met Council is going to begin building a sewer plant this fall on Highway 65, and it will take at least twenty-four (24) months and as far as being shovel ready to get stimulus money, no, it does not meet those qualifications.

There were no more comments so the public forum was closed.

Consent Agenda **Voss made motion to approve the Consent Agenda including: A) Approve Bills; B) Meeting Minutes, August 18, 2010, Regular CC Meeting; C) Resolution 2010-48 Declaring October Domestic Violence Awareness Month; D) Labor Agreement-Appendix A-Pay Table for 2011; E) Resolution 2010-49-Recovery Zone Economic Development Bonds. Boyer seconded. Hunter said he has corrections to the August 18, 2010 meeting minutes as follows: Page 4, 3rd paragraph, 3rd sentence: Hunter said probably lack of ~~moment~~ *movement* also. Page 5, 3rd paragraph, 5th sentence: Hunter said actually water and sewer around the lake would increase the total ~~system~~ *user* cost. Page 14, 2nd paragraph, 1st sentence: Hunter said he has an issue with page 79 visioning a sixty (60) ~~foot~~ *inch* pipe in someone's backyard. All in favor, motion carries.**

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Sell said Bond Counsel has drafted a Resolution further defining the Recovery Zone applicable to the Economic Development Bonds proposed for financing the water utility facilities in the Project 1 area of Phase One. Resolution 2010-49 identifies the basis for the Recovery Zone and directs that information related to this bond issue be developed and provided to Bond Counsel and the Fiscal Agent as necessary.

Resolution 2010-49 Recovery Zone Economic Development Bonds

Voss made a motion to adopt Resolution 2010-49 Recovery Zone Economic Development Bonds. Boyer seconded. Voss said the reason he wanted this pulled from the consent agenda is he knows there are questions and statements going around that tonight Council is approving the bonds, which is incorrect. He said Council is designating a zone tonight, which is one of the steps before a bond can be issued. Voss said the sewer is along Highway 65, we will have the discussion a long way down the road. **All in favor, motion carries.**

Pay Estimate No. 1 – Erskine St. & 200th Lane Overlay Project

Sell explained that a copy of Pay Estimate No. 1 for Rum River Contracting for the Erskine Street and 200th Lane Overlay Project was included in your packet. The major pay item for this pay request is the bituminous wear course. The Pay Estimate includes payment for work completed to date minus a five percent retainage. The total estimated construction cost for this project is $136,335. Construction costs for this project are financed through the City's Street Capital Fund. Staff recommends approval of Pay Estimate No. 1 in the amount of $113,257.10 for the Erskine Street and 200th Lane Overlay Projects.

Boyer made a motion to approve Pay Estimate No. 1 for Rum River Contracting for the Eskine Street and 200th Lane Overlay Project in the amount of $113,257.10. Voss seconded. Hunter asked is the projecting going good. Jochum said yes, there are punch list items which is to be expected. **All in favor, motion carries.**

Res. 2010-50 Set Final Levy & Budget Date

Sell explained that state law requires that on or before September 15, 2010, at the regularly scheduled meeting at which the City Council adopts a preliminary levy, the City Council must also announce the time and place of the City Council meeting at which the budget and final property tax levy will be discussed and adopted. Resolution 2010-50 sets the date for this meeting for Wednesday, December 1, 2010 at 7:30 p.m. at City Hall.

Staff recommends adoption of Resolution 2010-50 approving the date of Wednesday, December 1, 2010 at 7:30 p.m. at City Hall for discussion and adoption of the Final Budget and Tax Levy for 2011. Further, that a copy of the adopted resolution be transmitted to the County Auditor.

Voss made a motion to adopt Resolution 2010-50 Setting the Final Levy & Budget Date. Boyer seconded; all in favor, motion carries.

Res. 2010-51 Set Preliminary Levy & Budget 2011

Sell explained that Council, through its discussions at City Council meetings in July and August, has directed that the preliminary property tax levy for 2011 be set such that funds are available to accomplish the goals and objectives Council has identified. These goals and objectives include maintaining police services for 2011 and maximizing the transfers for capital projects. To make provisions for these proposed and potential charges, a General Fund levy of $4,798,253 is necessary.

To service existing debt, a market based debt levy of $144,756 is required to meet the debt service requirements for the 2005A Public Safety Bonds issued for the fire station and the weather warning sirens and a tax capacity based debt levy of $109,500 is required to meet

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the debt service requirements for the 2008A Sewer Revenue Bonds.

The total property tax levy amount proposed is $5,052,509. Resolution 2010-51 provides for this property tax levy. The Minnesota Department of Revenue has provided the City information on levy limits for taxes payable in 2011. Special levies allowed total $1,958,339, which, when added to the City's overall levy limitation of $3,567,484, equals a total maximum allowable levy of $5,525,823. The preliminary levy of $5,052,509 provided for in the Resolution is $473,314 under the allowable levy limit. Once the preliminary levy is set and certified to the County, City Council may not increase the levy amount.

Preliminary 2011 General Fund expenditures decrease $112,772 or 2.17% from the adopted 2010 Budget. No additional staffing is being proposed for 2011 and overtime payments have been reduced from 2010 levels. Budget decreases are realized in a number of areas that include less travel for conferences and training along with reductions in utility charges and transfers.

Staff recommends adoption of Resolution 2010-51 approving the preliminary property tax levy for 2011 at $5,052,509 and setting the preliminary General Fund and Debt Service Budgets at $5,083,473 and $379,620 respectively. Further, that a copy of the approved resolution be transmitted to the County on or before September 15, 2010.

Boyer made a motion to adopt Resolution 2010-51 Approving the Preliminary Property Tax Levy for 2011 at $5,052,509 and Setting the Preliminary General Fund and Debt Service Budgets at $5,083,473 and $379,620 respectively and a copy of the resolution be transmitted to the County on or before September 15, 2011. Paavola seconded. Boyer asked what would the money that the governor took from us, the homestead credit, how much would that give back to each household. Sell said about $240,000 or about $60 per household. Hunter said you are talking about the money the governor promised us. Boyer said yes, the money that was taken from us. Sell said the state gives the credit and then the state says with their budget issues they are not giving the cities their credit. **Voss, nay; Boyer, Hunter and Paavola, aye; motion carries.**

EBHRA Res. 2010-05 Adopting Tax Levy Collectable in 2011

Sell explained that as required by the HRA by-laws, the City Council must be advised of the proposed property tax levy by the East Betel HRA. HRA resolution 2010-05 represents the proposed East Bethel HRA tax levy for 2010 payable in 2011. The levy represents 66% of the levy authorized under statute.

This is an informational item only.

Cedar Creek Trail Easements

Sell explained that the route selected by City Council for the Booster East/Cedar Creek Trail begins in Booster East Park at the northeast corner. A map providing the route details was included in your agenda materials as Attach #1, page 45. Details for each easement segment required for this project is included in your agenda materials as Attach #2 through Attach #8. This is the first phase of a trail project that is projected to connect Booster East Park to the University's Cedar Creek preserve and Fish Lake. The current design of the trail will require no other easements other than those noted. All other trail construction will be located entirely within City right of way.

Funds for the Booster East Park to Bataan Street segment of this Trail will be financed from the Trail Capital Fund. It is estimated cost of this project segment is $185,000. This part of the project is currently scheduled to be constructed in two phases with the Booster East to

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222nd Lane being completed in 2010 and the 222nd Lane segment being completed in 2011.

Currently, the Trail Capital Fund has a balance of $93,120.15 with an additional $31,069.50 to be transferred to this fund in December. The estimated cost of the Booster East to 222nd Lane section is $112,000. The estimated cost of the 222nd Lane section is $73,000. With the fund balance of $12,189.65 at the end of fiscal year 2010 plus the projected $62,139.00 transfer to the Trail Capital Fund in 2011, the remaining project costs would be provided for.

Funds for the Bataan Street segment of this trail will be financed from MSA-Construction funds. It is estimated that the Bataan Street segment will cost $270,000. This project was approved for this amount in the 2010 Roads Capital Improvement Plan and application has been made to MnDOT for this funding.

Staff recommends approval of the easements as and their conditions as presented with direction to execute easement agreements incorporating the conditions noted and file the executed documents with the County Recorder.

Boyer made a motion to approve the Booster East/Cedar Creek Trail Easements as presented in the September 1, 2010 City Council Agenda Materials and direction to execute the trail easements for the project. Paavola seconded.

Hunter asked did Jochum do most of this work. Jochum said no, Davis did most of the negotiating. Hunter said he did a great job on this. Richard Lawrence of 455 Sims Road, East Bethel said he talked to Council Member Boyer about this before but why are you building a bike path to a place where you can't ride your bike on. He said you can't ride your bike on the University property. Lawrence said this is just frivolous spending.

Hunter said this is obtaining the easements for the project we are not constructing this yet. Boyer said we are constructing 3.4 miles of trail. He said and yes, it is true, we do not have permission to bike around the lake, but now we have permission to bike to the lake. Boyer said we will be riding along the southern edge of University of Minnesota property with an agreement with the university. He asked why should we have a bike path around the lake. Lawrence said this is a bike path to go to the lake, but you can't ride your bike around the lake you have to stop 300 yards from the lake. Boyer said you can ride to the very place where the trail starts to the lake. He said this is the largest single destination in East Bethel. Lawrence said look at where trail starts, it is at the lake. He said he walked it, he knows how long it is. Lawrence said you talk like the trail is leading to the lake, it is not leading to lake, and it is leading to a trail that leads to the lake. He said you are spending his taxes dollars and he doesn't understand why you are spending them.

Voss said this is the reason why he didn't support the levy and the budget. He said it has a lot to do with this project. Voss said it is no secret he doesn't support this expenditure, the whole trail expenditure. He said we are spending a half million dollars on this project, when we could have spent half of that. Hunter said we are talking only the easements tonight. Voss said we wouldn't be getting the easements if we weren't doing the project. Hunter said that is true. **Voss, nay; Boyer, Hunter and Paavola, aye, motion carries**.

Randall said he has some concerns about the Aramaly easement, did Council just vote on this. Hunter said yes. Randall said in the Aramaly easement some of these items should be in a separate document. Jochum said that is a separate document, nothing has changed since you drafted the easements; these are your easements that you drafted. He said these

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easements you prepared have not been changed. Randall said that is fine then.

Great River Energy Work Group Member Appointment

Sell explained that On August 18, 2010, City Council directed staff to establish a work group as requested by GRE following their submittal of a request to initiate the CUP work group process for the construction of a 69 Kilovolt (KV) electric transmission system in the East Bethel area as required by Ordinance 15, Second Series.

According to City Code, Phase I of the preliminary process is the establishment of a work group. The work groups' responsibility is to meet with the applicant to review the proposed project and alternatives for the proposed locations of the electric transmission system. By ordinance, the work group must consist of the applicant, city planner, one council member, one member of each of the city's commissions, and up to two city residents appointed by the City Council.

Staff distributed letters to each of the commission's soliciting volunteers. Members for each of the commissions have volunteered for the task. Work group members from the Council and Commissions would include Councilmember Bill Boyer, Planning Commission Chair Eldon Holmes, Parks Commission Member Tim Hoffman and Roads Commission Member Tanner Balfany.

Residents interested in serving on the work group include Mr. Lou Cornicelli and Mr. Scott Skalicky. Also, tonight we handed out a letter of interest from Jeff Criswell.

Mr. Jeff Corney, Managing Director of Cedar Creek, has expressed interest to serve on the work group as well. Since Cedar Creek is a major player in the routing of the proposed line, Mr. Corney wants to ensure Cedar Creek has representation during discussions.

A tentative timeline for the completion of Phase I was included in your agenda materials.

Staff recommends Work Group appointments to include Councilmember Bill Boyer, Planning Commission Chair Eldon Holmes, Parks Commission Member Tim Hoffman, and Roads Commission Member Tanner Balfany. Staff recommends City Council appoint residents Mr. Lou Cornicelli and Mr. Scott Skalicky or Mr. Criswell to the work group. Mr. Jeff Corney would be invited to represent Cedar Creek as an advisory member.

Hunter asked are all three interested residents here. He said it would be unfair to interview them if all three aren't here. Only two are present, Lou Cornicelli and Jeff Criswell.

Council asked both Cornicelli and Criswell to come forward and state why they want to serve on the work group. Lou Cornicelli said he has been one of the bigger loudmouths about this project, he helped draft the ordinance and has been involved from the start. Pete Criswell said he worked with Lou on the ordinance and he is a retired electrical engineer. Not present is Scott Skalicky. Boyer said we do have a letter from Skalicky in our packet that explains his interest.

Voss made a motion to appoint the GRE Work Group as follows: Council Member Bill Boyer, Planning Commission Chair Eldon Holmes, Parks Commission Member Tim Hoffman, Roads Commission Member Tanner Balfany, Lou Cornicelli and Jeff Criswell. Jeff Corney will serve as an advisory member. Boyer seconded; all in favor, motion carries.

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Resolution 2010-52 Electing to Participate in the Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act

Sell explained that At the June 16, 2010 Housing Redevelopment Authority meeting, staff from the Metropolitan Council presented information pertaining the Metropolitan Livable Communities Act (LCA).

The Livable Communities Program is a voluntary, incentive-based program for communities to address the region's affordable and lifecycle housing needs, clean-up polluted lands for jobs and tax base, achieve connected development patterns that link housing, jobs, and services, and, maximize the development potential of existing infrastructure and regional facilities.

Should the City volunteer to participate in the program, the city would be eligible to apply for funding from any or all of the three LCA grant programs. These grant programs will provide assistance to the City for investment in affordable and life-cycle housing. The grant programs are the Tax Base Revitalization (TBR), Livable Communities Demonstration (LCD), and Local Housing Incentives (LHI). Each of these programs is explained in greater detail in Attach #2.

To participate in the program, the City would be required to contribute at least 85 percent of a specified amount of local resources to affordable housing for each year the city participates in the program. This contribution, or expenditure, is called the Affordable and Life-Cycle Housing Opportunities Amount (ALHOA). This contribution can take the form of direct cash contributions or in-kind expenses. For example, if the City was a participant in the program in 2010, the city would have been responsible to contribute at least 85 percent of $27,052. The yearly ALHOA is equal to East Bethel's share of Met Council's annual LCA assessment which is determined based on a formula in the Livable Communities Act. Examples of ALHOA-eligible expenditures include code enforcement, housing assistance, development or rehabilitation efforts and local taxes to support a local HRA.

As part of the Resolution being proposed, Attach #3, the city agrees to provide affordable housing units between the years 2011 - 2020. These units are represented as a range that have been negotiated with Metropolitan Council and agreed upon by the City as part of the approved Comprehensive Plan. Metropolitan Council and Minnesota Housing Finance Agency determine the number of units that can be built annually with the various funding sources. It has been determined that about 65 percent of the affordable housing units necessary to meet the requirement can be generated annually and built with the current funding levels. The City would be responsible for 181 units in total of the region's total affordable housing needs. However, the City would be responsible for as few as 65 percent of this total or 118 housing units over the next ten years.

In addition to the Affordable Housing units, the Resolution provides for certain life-cycle housing. Life-cycle housing refers to varied housing options that meet people's circumstances at all of life's stages by providing a balance of single-family homes, condominiums, townhomes, senior housing and assisted living options.

Life-cycle housing units start at the low end with the rounded fair share affordable unit need, 180 in East Bethel's case. The upper end of the range is the forecasted number of households to be added to East Bethel as approved in the city's comprehensive plan. This means that the City would be responsible for providing between 180 – 2,300 life-cycle housing units within the next 10 years.

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Should the Council adopt Resolution 2010-52, the next step is to develop a Housing Action Plan. This plan should be developed by the City's HRA for consideration. As part of LCA participation, the Housing Action Plan must be submitted to the Metropolitan Council by June 30, 2011.

Staff recommends City Council consider adoption of Resolution 2010-52 Electing to Participate in the Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act.

Boyer made a motion to adopt Resolution 2010-52 Electing to Participate in the Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act. Paavola seconded.

Boyer said he knows most of the people in attendance weren't here for our Housing and Redevelopment Authority meeting where we discussed the particulars of this program and the confusion of the fee to participate. He asked the City Administrator to explain the fee. Sell explained that the Met Council has indentified the cities share of the big pot or cost is $27,000. He said their goal to collect is 85% of the $27,000. Sell said he believe the City Planner said they have reduced that for 2010 and 2011 to 65%. He said you can do this with in kind and use code enforcement for that in kind. Sell said with what the City has in place for code enforcement we would more than satisfy the Met Council's requirement of 65% for the $27,000. Boyer said so in short, there would be no cost for us to participate in this program, only grants available to us for senior housing.

Julie Moline of 23054 Erskine St. NE asked are you looking at anything other than senior housing. Voss said this is a broad program; there are many opportunities with this. **All in favor, motion carries.** Boyer said resident's can access information on this program on the on Met Council's website under Livable Communities at: http://www.metrocouncil.org/services/livcomm.htm

Town Hall Meeting

Sell explained that a fall Town Hall meeting has been conducted in an election year following the elections. In 2008, the fall Town Hall meeting was held on Thursday November 20, 2008, a week before the Thanksgiving Holiday.

Thanksgiving is on November 25, 2010. The week prior would be November 18th, the day after a regular City Council meeting. Staff is seeking direction on setting the Fall Town Hall meeting event for November, 2010.

Boyer made a motion to set the Fall Town Hall meeting date for Thursday, November 18, 2010 at 6:00 PM. Hunter seconded. Boyer said he likes the one on one, he would like a little longer mingle time. He thought that was more useful. Voss said he doesn't want to start any earlier than 6:00 PM. He said in years past we did the one on one before and after the question and answer. Hunter said so let's schedule 6:00 to 7:00 PM for one on one, 7:00 to 8:00 PM for questions and answers and 8:00 to 9:00 PM for one on one again. Boyer said the reason Council schedules the Town Hall meeting later in election years, even close to Thanksgiving, is we felt that it is unfair to have a Town Hall meeting directly before an election. **All in favor, motion carries.**

Schoolhouse Relocation

Sell explained that at a recent meeting, City Council directed staff to provide quotes for the relocation of the schoolhouse. The schoolhouse is being donated by East Bethel resident Mr. Bruce Plochocki and is located on his property.

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The old schoolhouse meets the historic preservation requirements as provided for in the City's Comprehensive Plan. The City does address historic preservation in the most recent Comprehensive Plan as required by statute. The Comprehensive Plan directs the City create an inventory of historically significant features, landmarks and buildings and make an effort to preserve these areas and structures.

The schoolhouse is in reasonable shape with some rehabilitation required. A location for the schoolhouse has been identified in Booster East Park on the north side of the parking lot near the horseshoe pits. There is thought that the schoolhouse could be used as a trail head and interpretive center. Based on staff research, the schoolhouse would not qualify for a historical preservation grant because it's not in its original location. To our knowledge, it has been moved twice and this would be the third move.

Staff has gathered several estimates for the move from moving contactors, foundation contractors and Connexus. The cost to move the structure, excluding the removal of the addition and reframing to close the structure were estimated at approximately $20,936.28. The breakdown was included in your agenda materials. Based on the lowest responsible proposals, the total cost to move the facility and set it up on a new foundation would be $20,936.28.

Funding would be from the 2010 Budget General Fund, under Parks Maintenance. These costs do not address any restoration work. Staff is seeking direction from Council regarding the moving of the schoolhouse by awarding the work to the lowest responsible proposers.

Boyer made a motion to award the moving of the schoolhouse to the lowest bidders, Swift Housingmoving, Connexus, US Cable, Plochocki Construction and miscellaneous supplies not to exceed $20,926.28. Paavola seconded.

Paavola asked when this would be done. Sell said as soon as possible, probably by the end of September. Hunter asked has the abatement issues been identified. Sell said we have tested the paint. He said we will deal with that when it is moved. Voss said he sees this expense is coming out of the Park Maintenance Fund, is there something we didn't do this year that there are funds still there to do this. Sell said we have staff members that have been off from this department, so there is an excess in salaries and benefits. Voss asked where is this going to be placed in the park. Boyer said in Booster East, where the parking lot for the warming house is, just west of the horseshoe pits. **All in favor, motion carries.**

Update on Oil Recycling Center

Sell said in last weeks update he sent out a diatribe on what is going on with the oil recycling center. He said we turned this over to the insurance trust. Sell said the contractor has given us an amount of damages and we are not comfortable with this and they want us to sign off on the documents. He said we have told them no, not until insurance company says there is monies to cover this.

Voss asked him to explain the situation. Sell said about a month ago there was a PCB oil contamination at our recycling center. He said our oil recycler told us this was a pretty high concentration, so we immediately shut down our oil recycling center and contacted the MPCA. Sell said they told us to completely clean the tanks and take care of this. He said this must be done by incineration. Voss asked how many gallons of oil are they holding. Pierce said she thinks it is 36,000 that went into their own tank.

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Voss said the protocol is you test the truck. Sell said that is why we are protesting. Voss said these numbers don't make sense. He said it is only $3 per gallon to dispose of it. Sell said they are claiming lost income, etc. Voss said their numbers are wrong, something is not right. Paavola said if they are not following protocol, there are issues. Boyer said what he finds especially irritating is we have provided this service to residents for a number of years to recycle their oil and now because someone decided to do this, we are probably going to have to end this service. Voss said that may be the case, but the PCBs from this oil probably came from a transformer, someone probably tried to recover the copper from a transformer and brought the oil to the recycling center instead of dumping it on the ground. He said he doesn't think we can discount this, as it was probably someone that thought they were doing the right thing. Voss said we need to consider moving this tank. He said there are ways we can handle recycling oil and still provide the service in an environmentally controlled fashion.

Sell said the issue we have with the insurance company is this is the second time we have had an issue at the recycling center and what he is fearful of is they are going to tell us that we have to shut it down or we can keep it open but they won't insure it. Voss said we might have to move it to the maintenance building during working hours. He said we don't have the businesses that take oil out here. Sell said the phone calls we have gotten are if we can't take it here, where can we take it. He said we used to give the oil away, now someone pays us for it.

Adjourn **Boyer made a motion to adjourn at 8:35 PM. Paavola seconded; all in favor, motion carries.**

Attest:

Wendy Warren
Deputy City Clerk

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CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2010-54

PRELIMINARY CERTIFICATION OF DELINQUENT ACCOUNTS TO THE COUNTY AUDITOR FOR COLLECTION WITH 2011 PROPERTY TAXES

WHEREAS, East Bethel Code of Ordinances, Chapter 74, Sec. 74-126 (b) provides for the collection of unpaid utility bills through the property tax system; and

WHEREAS, East Bethel Code of Ordinances, Chapter 30, Sec. 30-105 provides for the collection of unpaid emergency services through the property tax system in the county which the recipient of the services owns property; and

WHEREAS, the East Bethel Code of Ordinances also provides an opportunity for property owners with a delinquent account to request a hearing before City Council before the final certification of delinquent amounts owed to their property taxes; and

WHEREAS, City Council must establish a certification cutoff date each year that will determine the appropriate certification amounts for delinquent accounts; and

WHEREAS, the attached list reflects the delinquent accounts and the amounts owed with the certification cutoff date of September 24, 2010.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT THE COUNCIL: That the following dates are set for delinquent accounts for 2010:

1. September 24, 2010 Certification cutoff date
2. November 3, 2010 Public Hearing date
3. November 17, 2010 Final Certification date

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL: That the attached list of delinquent accounts and amounts is hereby adopted and made part of this resolution to be certified to the County for collection with property taxes for 2011.

Adopted this 15th day of September, 2010 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____

Greg Hunter, Mayor

ATTEST:

_____

Douglas Sell, City Administrator

City of East Bethel
Past Due Amounts, Period Ending September 24, 2010

PRELIMINARY 2011 CERTIFICATION LIST

Utility Billing Accounts

Address	Name	Balance	Certification Charge	Certification Amount
1024 243rd Ave	Fenton	$1,433.95	$70.00	$1,503.95
1050 243rd Ave	Tuon	$1,449.45	$70.00	$1,519.45
1056 243rd Circle	Flaherty	$490.26	$70.00	$560.26
1080 Fillmore Cir	Hunter	$475.58	$70.00	$545.58
1142 243rd Ln	Bender	$2,057.19	$70.00	$2,127.19
1153 Pierce Path	Demarais	$832.91	$70.00	$902.91
24150 Whispering Cir	Bergstrom	$1,520.34	$70.00	$1,590.34
24292 Polk St.	Pouliot	$216.79	$70.00	$286.79
24384 Polk St.	Bickell	$226.75	$70.00	$296.75
		$8,703.22	$630.00	$9,333.22

Emergency Services Amounts

Address	Name	Balance	Certification Charge	Certification Amount
1823 221st Ave NE East Bethel, MN 55011	Nelson	$645.00	$70.00	$715.00
4855 Viking Blvd East Bethel, MN 55011	Womack	$300.00	$70.00	$370.00
19354 Jamestown NE East Bethel, MN 55011	Kaufman	$300.00	$70.00	$370.00
4364 217th Ave NE East Bethel, MN 55011	Wojciak	$300.00	$70.00	$370.00
18329 263rd Ave Big Lake, MN 55309	Schroeder Construction	$300.00	$70.00	$370.00
1111 Madison Ave Isanti, MN 55040	Grant	$300.00	$70.00	$370.00
17545 Swedish Drive Ham Lake, MN 55304	Freund	$300.00	$70.00	$370.00
		$2,445.00	$490.00	$2,935.00

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2010–55

RESOLUTION ACCEPTING QUICK ATTACK FIRE-RESCUE TRUCK AND APPROVING FINAL PAYMENT

WHEREAS, pursuant to the contract agreement between the City of East Bethel and General Safety Equipment, LLC, a quick attack fire-rescue truck has been built; and

WHEREAS, based on inspection of the completed vehicle, the Fire Chief has indicated the truck is substantially complete and meets the specifications; and

WHEREAS, the total purchase price of the Quick Attack Fire-Rescue Truck pursuant to the contract is $161,463; and

WHEREAS, $47,867.00 of that amount was been paid upon delivery of the chassis; and

WHEREAS, the final payment due General Safety Equipment, LLC is $113,606.00.

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

1. The vehicle contracted for is now substantially complete based on the contract.
2. The vehicle is hereby approved and accepted.
3. The final payment in the amount of $113,606.00 is hereby authorized to General Safety Equipment, LLC.

Adopted this 15th day of September 2010 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____

Greg Hunter, Mayor

ATTEST:

_____

Douglas Sell, City Administrator

CHANGE ORDER #1

Contractor: Rum River Contracting
Address: 31913 124th Street
Princeton, MN 55371

City Project No.: 2010-03
State Project No.: SAP 203-110-002

Location: 2010 Improvement Projects

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the Work as altered by the following provisions.

Bids for this project were accepted and opened on August 10, 2010. The City Council accepted the bid from Rum River Contracting on August 17, 2010. This project includes the 5th Street Overlay and Storm Sewer Improvements, the Booster West Parking Lot Construction and the Bataan Street Seal Coat.

In accordance with the Contract Agreement, this project has a final completion date of November 1, 2010. Due to the interruption in the supply of polymer oil, this Change Order would extend the final completion date for the Bataan Street Seal Coat to June 3, 2011. All other completion dates will remain the same. This Change Order does not change the Contract Amount.

Issued By:_____ _____
City Engineer Date

Approved By:_____ _____
City Administrator Date

Approved By: _____ _____
Asst. District Engineer Date

Approved By: _____ _____
Contractor's Authorized Representative Date

CHANGE IN CONTRACT TIME

This changes the Contract Time:

a. Completion date is changed from November 1, 2010 to June 3, 2011
   This increases the contract time by 215 calendar days.

This extension of time is only applicable to the project described as the **Seal Coat Project on Bataan Street NE, East Bethel, MN.**

Original: City of East Bethel;
Copies: Contractor, City Engineer and State Aid Officer.

MEIGS

Paving Asphalts & Emulsions

August 31, 2010

Mr. Russ Pearson
PEARSON BROS. INC.
11079 Lamont Avenue N. E.
Hanover, MN 55341

Dear Russ,

We are unable to furnish any CRS-2P Asphalt Emulsion for the balance of the 2010 chip seal coating season due to an interruption in our polymer supply. We will produce CRS-2P for next year and should have material available as early as May, 2011. We apologize for any inconvenience this may cause you or your customers.

We will continue to make available CRS-2, CRS-2L and CSS-1H Asphalt Emulsions to meet your requirements for the balance of the 2010 season.

If you have any questions please do not hesitate to contact me at your convenience.

Sincerely,

HENRY G. MEIGS, LLC

/s/ Dan F. Drew

Dan F. Drew
President

City of East Bethel City Council Agenda Information

* *

Date:

September 15, 2010

* *

Agenda Item Number:

Item 7.0 A.1

* *

Agenda Item:

Interim Use Permit for Domestic Farm Animals

* *

Requested Action:

Consider granting an Interim Use Permit (IUP) for Mary Ciagne and Jamal Bawazir for two (2) horses in the RR – Rural Residential District.

* *

Background Information:

Property Owner/Applicants:
Mary Ciagne & Jamal Bawazir
1260 Bayard Avenue
St. Paul, MN 55116

Property Location:
20936 East Bethel Blvd
PIN 15-33-23-14-0002
East Bethel, MN

The applicants are requesting an IUP for the purpose of keeping two (2) horses on the 4.5 acre parcel they own in East Bethel.

East Bethel City Code Section 10, Article V. Farm Animals, requires that no animals that are regulated by the code can be kept on a parcel of land located within a platted subdivision or on any parcel of land of less than three (3) acres (130,680 square feet). The 4.5 acre parcel is not located within a platted subdivision.

City Code has a limit on the number of animals per parcel. Two (2) horses require 2 grazable acres. The property contains approximately 3 acres of fenced grazable lands. There is shelter provided for the animals.

City staff has conducted a site inspection. The property meets the requirements set forth in City Code for the keeping of farm animals.

* *

Fiscal Impact:

Not Applicable

* *

Recommendation(s):
Planning Commission recommends approval to the City Council of an IUP for the keeping of two (2) horses for Ms. Caigne and Mr. Bawazir, located at 20936 East Bethel Blvd, East Bethel, PIN 15-33-23-14-0002 with the following conditions:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and the City.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
    a. The property is sold, or
    b. Non-compliance of IUP conditions
4. Property owner shall have thirty (30) days to remove approved domestic farm animals upon expiration of the IUP.
5. Property will be inspected and evaluated annually by city staff.
6. Conditions of the IUP must be met no later than October 1, 2010. IUP will not be issued until all conditions are met. Failure to meet conditions will result in the null and void of the IUP.

Attachments:
1. Location Map
2. Application
3. Site Plan

*** ***

City Council Action

Motion by: ______________________________ Second by: ______________________________

____

____

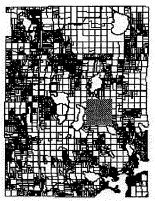
____

Vote Yes: _____ Vote No: _____

No Action Required: _____

Attachment #1

Reference Map



Legal Description: UNPLATTED CITY OF EAST BETHEL THAT PART OF THE SE1/4 OF NE1/4 OF SEC 15-33-23 ANOKA CNTY, MN DESC AS FOL COM AT A POINT ON THE E LINE THEREOF 66 FT N OF THE SE CORNER OF SE1/4 OF NE1/4 OF SEC 15-33- 23-TH N ALONG THE E LINE THEREOF A DIST OF 300 FT-TH W PRLL WITH THE S LINE THEREOF A DIST OF 726 FT-TH S PRLL WITH THE E LINE THEREOF A DIST OF 300FT TO A POINT 66 FT N OF THE S LINE THEREOF-TH E 726 FT TO THE POINT OF COM M

Copyright © 2006 - River's Edge GIS, LLC.

CITY OF EAST BETHEL
CivicSight Map

PARCEL INFORMATION:

PIN - 153323140002
Owner Info:
Name 1 - BAWAZIR JAMAL M & CIAGNE M J
Name 2 -
Owner Address - 1260 BAYARD AVENUE
Owner CSZ - ST PAUL, MN 55116-1638
Site Address - 20936 E BETHEL BLVD

Map Scale: 1 inch = 756 feet
Map Date: 8/18/2010
Data Date: August 12, 2010

Sources: EAST BETHEL GIS AND ANOKA COUNTY

Disclaimer:
Enter Map Disclaimer Here

East City of Bethel

LAND USE APPLICATION

OFFICE USE ONLY
Date Rec'd 8/2/10
By S Haus
Fee $ 150 app. fee
$300 escrow

Check appropriate box: ☐ VARIANCE ☐ CUP ☑ IUP ☐ FINAL PLAT

☐ BUSINESS CONCEPT PLAN ☐ PRELIMINARY PLAN ☐ SITE PLAN REVIEW ☐ OTHER_____

Application shall include the following items and be submitted thirty (30) days prior to scheduled meeting date.

Application is hereby made for permit to have (provide narrative below describing proposed use):
2 horses in the fenced pasture. Horses belong to a prospective tenant Pamela Ekern.

LOCATION: PID 15-33-23-14-0002 **Legal: Lot** _____ **Block** _____ **Subdivision** _____

PROPERTY ADDRESS: 20936 East Bethel Blvd. **PRESENT ZONING:** _____

PROPERTY OWNER

CONTACT NAME Mary Ciagne & Jamal Bawazir PHONE 612-481-4701 612-483-4701
ADDRESS 1260 Bayard Avenue FAX –
CITY/STATE/ZIP St. Paul, MN 55116 E-MAIL tentsouk1@hotmail.com jbawazir@hotmail.com

APPLICANT

CONTACT NAME Mary Ciagne & Jamal Bawazir PHONE (same)
ADDRESS (same) FAX _____
CITY/STATE/ZIP (same) E-MAIL _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff.

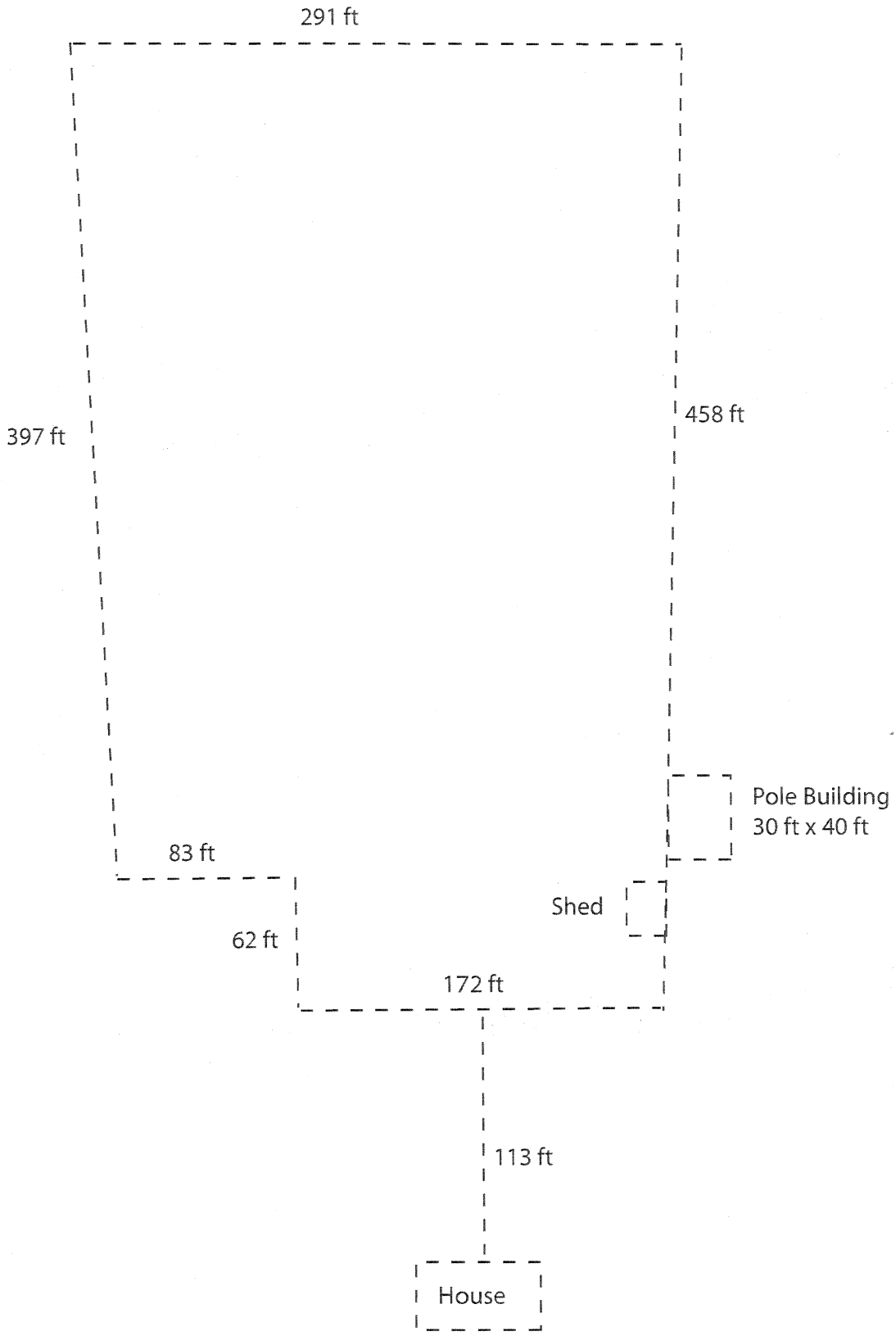
Mary Ciagne
Property Owner's Signature

Mary Ciagne
Jamal Bawazir
Printed Name

8/1/10
Date

OFFICE USE ONLY – DO NOT COMPLETE			
	Received	Approved/Denied	Notes
Community Dvlp.	8/2/10		
Planning Commission	8/31/10		
City Council	9/15/10		
9/30/10 60 Day		_____ 120 Day	

Attachment #2



Attachment #3

City of East Bethel
City Council
Agenda Information

* *

Date:
September 15, 2010

* *

Agenda Item Number:
Item 8.0 A.1

* *

Agenda Item:
Pay Estimate No. 5 for Well No. 2 Construction, Well Pump, Piping and Electrical Revisions to Pumphouse No. 1

* *

Requested Action:
Consider approval of Pay Estimate No. 5

* *

Background Information:
Attached is a copy of Pay Estimate No. 5 to Municipal Builders, Inc for Well No. 2 Construction, Well Pump, Piping and Electrical Revisions to Pumphouse No. 1. The major pay items for this pay request include well development and start-up. The Pay Estimate includes payment for work completed to date minus a five percent retainage. We recommend partial payment of $51,646.92. A summary of the recommended payment is as follows:

Total Work Completed to Date	$ 285,672.03
Less Previous Payments	$ 219,741.51
Less 5% Retainage	$ 14,283.60
Total payment	$ 51,646.92

Attachment(s):

1. Pay Estimate No. 5
2. Project Location Map

* *

Fiscal Impact:
The total project cost is estimated to be $373,004. The city has received a Disadvantaged Community Funds Grant in the amount $298,403. The remaining $74,601 is proposed to be financed through the Public Facilities Authority's Drinking Water Loan program. The loan will be paid back over 20 years at a 1% interest rate. The loan payment will be repaid through user fees.

* *

Recommendation(s):
Staff recommends Council approval of Pay Estimate No. 5 in the amount of $51,646.92 for Well No. 2 Construction, Well Pump, Piping and Electrical Revisions to Pumphouse No. 1.

* *

City Council Action

Motion by:_____ Second by:_____

_____

Vote Yes:_____ Vote No:_____

No Action Required:_____

ENGINEER

PAY ESTIMATE #5
CITY OF EAST BETHEL
Improvement Project No. 2009-02, Well No. 2 Construction, Well Pump, Piping and Pumphouse No. 1 Electrical Revisions

August 26, 2010

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

RE: Improvement Project No. 2009-02, Well No. 2 Construction, Well Pump, Piping and Pumphouse No. 1 Electrical Revisions

Contractor: Municipal Builders, Inc.
Award Date: January 21, 2010
Completion Date: July 30, 2010

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Municipal Builders, Inc..

Bid Schedule "A" - Test Well Construction

ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	Mobilization & Demobilization	LS	$3,000.00	1	$ 3,000.00
2	Drill & Drive 4" Steel Casing	FT	$37.50	160	$ 6,000.00
3	Drill 4" Open Hole	FT	$15.00	125	$ 1,875.00
4	Gamma Log & Report	LS	$2,025.00	1	$ 2,025.00
5	F.I.R. Packer & Test Pump	LS	$6,000.00	1	$ 6,000.00
6	Test Pump	HR	$225.00	10	$ 2,250.00
7	Water Quality Tests and Report	LS	$3,000.00	1	$ 3,000.00
8	Seal Test Well	LS	$2,700.00	1	$ 2,700.00
	Total Bid Schedule "A"				**$ 26,850.00**

Bid Schedule "B" - Construct Municipal Well No. 2

ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	Mobilization	LS	$17,850.00	1.00	$ 17,850.00
2	Drill/Drive 24" Outer Casing	LF	$210.00	99.5	$ 20,895.00
3	Drill 23" nominal open hole	LF	$115.50	187	$ 21,598.50
4	Fill/Bail Open Hole	CY	$105.00	12	$ 1,260.00
5	Set 18" Inner Casing	LF	$94.50	212	$ 20,034.00
6	Furnish & Install Neat Cement Grout	CY	$472.50	13	$ 6,142.50
7	Explosive Development	LBS	$26.25	205	$ 5,381.25
8	F.I.R. Development Equipment	LS	$5,775.00	1	$ 5,775.00
9	Develop Well (Decompressing/Surging)	HR	$183.75	94.1	$ 17,290.88
10	Sandstone Removal	CY	$63.00	430	$ 27,090.00
11	F.I.R. Test Pump Equipment	LS	$5,250.00	1.0	$ 5,250.00
12	Test Pump Well, Drawdown and Recovery	HR	$157.50	51	$ 8,032.50
13	Disinfect Well	LS	$157.50	1	$ 157.50
14	Video Record Well	LS	$997.50	1	$ 997.50
15	Water Analysis - Report/Permit/Submittals	LS	$1,260.00	1	$ 1,260.00
16	Plumbness and Alignment Test	LS	$525.00	1	$ 525.00
17	Furnish and Install Submersible Well Pump & Motor	EACH	$10,237.50	1	$ 10,237.50
18	Electric Cable Submersible (Pump to Well Head)	LF	$6.30	138	$ 869.40
19	6" Drop Pipe	LF	$36.75	126	$ 4,630.50
20	18" Pitless Adapter Unit	EACH	$25,725.00	1.00	$ 25,725.00
21	Variable Frequency Drive, Power and Control Conduits & Wiring for Well Pump and Flow Meter and all	LS	$23,799.00	1.00	$ 23,799.00
22	Miscellaneous Piping, Valves and Fittings	LS	$34,021.00	1.00	$ 34,021.00
23	Demobilization & Site Restoration	LS	$8,252.00		$ -
	Total Bid Schedule "B"				**$ 258,822.03**

PAY ESTIMATE #5
CITY OF EAST BETHEL
Improvement Project No. 2009-02, Well No. 2 Construction, Well Pump, Piping and Pumphouse No. 1 Electrical Revisions

Bid Schedule "A"	$	26,850.00
Bid Schedule "B"	$	258,822.03
TOTAL	$	285,672.03
Total Work Completed to Date	$	285,672.03
LESS 5% RETAINAGE:	$	14,283.60
LESS PAY ESTIMATE NO. 1	$	67,162.10
LESS PAY ESTIMATE NO. 2	$	58,915.80
LESS PAY ESTIMATE NO. 3	$	36,161.18
LESS PAY ESTIMATE NO. 4	$	57,502.43
WE RECOMMEND PAYMENT OF:	$	51,646.92

APPROVALS:

CONTRACTOR: MUNICIPAL BUILDERS, INC.

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

Signed: Nathan Nerkanen

Title: PROJECT COORDINATOR Date 9/3/10

ENGINEER: HAKANSON ANDERSON ASSOCIATES, INC.

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

Signed: [illegible]

Title: City Engineer Date 9/3/10

OWNER: CITY OF EAST BETHEL

Signed: _____

Title: _____ Date _____

N

LOCATION MAP
ATTACHMENT 2

May 28, 2010 – 11:59am
K:\cad_eng\CLIENT_FOLDERS\East Bethel\AnokaCountyMap.dwg

City of East Bethel
City Council
Agenda Information

* *

Date:
September 15, 2010

* *

Agenda Item Number:
Item 8.0 A.2

* *

Agenda Item:
Resolution 2010-56 Approve Plans and Specifications and Direction to Solicit Bids for Booster East to Cedar Creek Trail Project

* *

Requested Action:
Consider approving Resolution 2010-56 relating to plans and specifications for the Booster Park East to Cedar Creek Trail project and direction to solicit bids.

* *

Background Information:
With the approval of the necessary easements, staff is seeking approval of plans and specifications for the Booster Park East to Cedar Creek Trail Project. The specifications are separated into two projects years, one for 2010 and one for 2011.

Activity for 2010 will include the trail segment from Booster Park East to Xylite Street and along Bataan Street from 222nd Lane to 229th Avenue. The estimated cost of this segment is $370,000. A total of $99,000 will be funded from the Trail Capital Fund and $270,000 will be funded from the City's MSA account from MnDOT.

For 2011, the trail segment will be along Xylite Street and 222nd Lane. The estimated cost of this segment is $87,000 and will be funded from the Trail Capital Fund.

The trail segment along Xylite Street and 222nd Lane consists of widening the pavement 3 feet on each side. This will allow either a 4-foot wide trail on both sides of the road, or an 8-foot wide trail on one side of the road. Staff is requesting direction from Council regarding this item such that it can be reflected on the final construction plans. Both options have the same cost.

Council also requested a cost estimate for providing a separated trail in lieu of the pavement widening along 222nd Lane from Bataan Street to just north of the curve. Staff estimates that a separated trail would cost approximately $95,000 more or a total of $182,000 for this segment with a separated trail. This estimate is based on the typical section shown on Attachment 3. It is also anticipated that additional easements would need to be acquired.

Attachment(s):

1. Map of 2010 project area
2. Map of 2011 project Area
3. Typical Separated Trail – 222nd Lane
4. Plans and Specs-Summary

* *

Fiscal Impact:
As noted above

* *

Recommendation(s):
Staff is recommending approval of Resolution 2010-56 relating to the Plans and Specifications for the Booster Park East to Cedar Creek Trail for 2010 and 2011 construction and direction to solicit bids.

* *

City Council Action

Motion by:________________ Second by:________________

____

____

____

Vote Yes:_____ Vote No:_____

No Action Required:_____

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2010-56

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE BOOSTER PARK/CEDAR CREEK TRAIL PROJECT AND DIRECTION TO SOLICIT BIDS

WHEREAS, the City Engineer has prepared plans and specifications for the Booster Park/Cedar Creek Trail Project;

WHEREAS, the City Engineer has presented such plans and specifications to the Council for review, comment and approval.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL MINNESOTA THAT: the plans and specifications for the Booster Park/Cedar Creek Trail Project are hereby approved.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL MINNESOTA THAT: The City Administrator is hereby authorized and directed to prepare and publish in the City's official paper and in Finance and Commerce, an advertisement for bids for the aforementioned improvements based on the approved plans and specifications. The advertisement shall specify the work to be done, shall state that the bids will be opened at 10:00 a.m. on Tuesday, December 7, 2010 in the City Council Chambers at City Hall, 2241 221st Avenue, East Bethel. No bids will be considered unless sealed and filed with the City Administrator and be accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of East Bethel in the amount of five percent of any such bid in response to the advertisement.

Adopted this 15th day of September, 2010 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____
Greg Hunter, Mayor

ATTEST:

_____
Douglas Sell, City Administrator

MINNESOTA DEPARTMENT OF TRANSPORTATION

TRAIL CONSTRUCTION PLANS FOR GRADING, BITUMINOUS SURFACING, DRAINAGE IMPROVEMENTS AND MISCELLANEOUS CONSTRUCTION

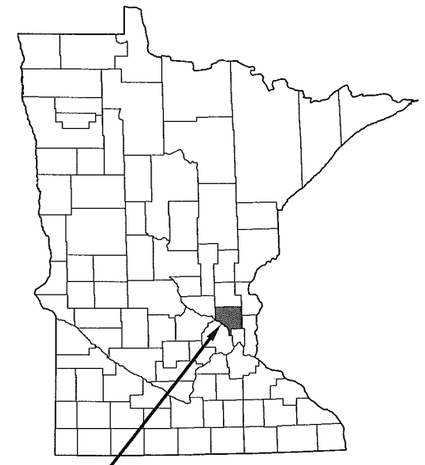
S.A.P. 203-110-003
CITY PROJECT #2010-01
CITY OF EAST BETHEL

S.A.P. 203-110-003 LOCATED ON BATAAN STREET N.E. FROM 222ND LANE N.E. TO 229TH AVENUE N.E.

SECTIONS 3 & 4 TOWNSHIP 33, RANGE 23

END S.A.P. 203-110-003
BATAAN STREET NE TRAIL
STA 245+85

PROJECT LOCATION



CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
DISTRICT: METRO

N

500 0 500 1000
SCALE IN FEET

BEGIN S.A.P. 203-110-003
BATAAN STREET NE TRAIL
STA 200+15

BEGIN CITY PROJECT #2010-01
BOOSTER PARK EAST AND 224TH
AVENUE NE TRAIL CONSTRUCTION

END CITY PROJECT #2010-01
BOOSTER PARK EAST AND 224TH
AVENUE NE TRAIL CONSTRUCTION

BENCHMARKS:
① SPIKE IN POWER POLE, EAST SIDE OF BATAAN STREET, FIRST POLE NORTH OF 222ND LANE. ELEV=928.42 (NGVD 29)

PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BRIDGE LENGTH (FEET)	NET LENGTH (FEET)	DESIGN SPEED (MPH)	SURFACE WIDTH	CLEAR ZONE	VERTICAL CLEARANCE
S.A.P. 203-110-003 BATAAN STREET NE TRAIL	200+15 TO 245+85	4570	0 FT	4570	20	8'	2 FT	10 FT

STOPPING SIGHT DISTANCE BASED ON:
3.75 FT – HEIGHT OF EYE
0.00 FT – HEIGHT OF OBJECT

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

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

GOVERNING SPECIFICATIONS

THE 2005 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

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

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

WORK SHALL CONFORM TO THE STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, 1999 REVISION.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE BOOSTER PARK/CEDAR CREEK TRAIL PROJECT, S.A.P. 203-110-003 AND CITY PROJECT #2010-01.

SHEET INDEX

THIS PLAN CONTAINS 46 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	CONSTRUCTION AND SOILS NOTES AND DETAILS
3	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS
4	DETAILS
5	ESTIMATED QUANTITIES AND TABULATIONS
6-10	INPLACE TOPOGRAPHY AND REMOVALS
11-25	TRAIL CONSTRUCTION PLANS
26-28	SIGN DETAILS
29-31	RETAINING WALL DETAILS
X1-X15	CROSS SECTIONS

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

CRAIG J. JOCHUM, P.E. 23461 DATE 6/23/10
HAKANSON ANDERSON ASSOCIATES, INC. LIC. NO.
EAST BETHEL CITY ENGINEER

DATE
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE
STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

DATE	REVISION

S.A.P. 203-110-003
CITY PROJECT #2010-01 SHEET 1 OF 31 SHEETS

EB338

Sep 08, 2010 – 9:14am
K:\cad_eng\PROJECTS\MUNICIPAL\EB338\dwg\EB338-TITLE.dwg

CONSTRUCTION AND SOILS NOTES

TOP OF THE GRADING SUBGRADE IS DEFINED AS THE BOTTOM OF THE CLASS 5 AGGREGATE BASE. ALL UNSTABLE MATERIAL SUCH AS TOPSOIL, SILTS, ORGANIC MATERIALS, MUCK, ETC. ENCOUNTERED DURING EXCAVATION WHICH IS NOT ACCOUNTED FOR IN THE ESTIMATED QUANTITIES WILL BE PAID AS "COMMON EXCAVATION".

STRIP ALL INPLACE TOPSOIL AND SLOPE DRESSING IN AREAS TO BE DISTURBED BY CONSTRUCTION AND REUSE AS SLOPE DRESSING. IN AREAS OF PARKING LOT, STREET, SHOULDER, AND INTERSECTION CONSTRUCTION, THE EXPOSED SAND SHALL BE SURFACE COMPACTED TO AT LEAST 100% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY, ASTM D1557, IN AT LEAST THE UPPER 1 FT.

UNLESS OTHERWISE RECOMMENDED IN THESE PLANS, THE GRADING SUBGRADE SHALL BE CONSTRUCTED OF SUITABLE GRADING MATERIAL. THE FILL SHALL BE PLACED IN 8" TO 10" LOOSE LIFTS, AND COMPACTED TO 100% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY.

SUITABLE GRADING MATERIAL FOR THIS PROJECT SHALL CONSIST OF ALL SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, SILT, DEBRIS, ORGANIC MATERIAL AND OTHER UNSTABLE MATERIAL. THE MATERIAL SHALL HAVE A CLASSIFICATION OF SP, SM OR SP-SM (USCS CLASSIFICATIONS).

IN ANY PAVEMENT WIDENING THE CONTRACTOR SHALL STRIVE TO SUBSTANTIALLY MATCH BACKFILL MATERIAL WITH IN PLACE SOILS TO FORESTALL ABRUPT FROST DIFFERENTIAL. GRANULAR FILL SHALL NOT BE PLACED BESIDE NON GRANULAR SOILS AND VICE VERSA.

WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT CUT VERTICALLY TO THE BOTTOM OF INPLACE SURFACING OR TOP OF GRADING SUBGRADE WHICHEVER IS DEEPER AT A 1(V):2(H) TO THE BOTTOM OF EXCAVATION.

PROVIDE A SAW CUT WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.

BITUMINOUS AND CONCRETE ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH Mn/DOT SPEC. 2104.3.

USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.04 GAL/SY TO 0.06 GAL/SY BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS (AS SUPPLIED FROM THE REFINERY) OR MC AND RC LIQUID ASPHALTS. THE ASPHALT EMULSION MAY BE FURTHER DILUTED IN THE FIELD IN ACCORDANCE WITH SPEC. 2357.

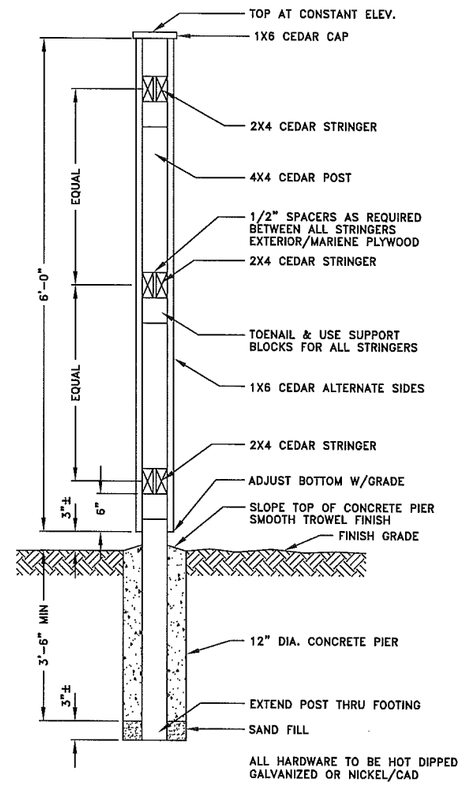
PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58-28, SPEC. 3151 MODIFIED, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THIS PROJECT. SPEC. 3151 MODIFIED IS INCLUDED IN TECHNICAL MEMORANDUM NO. 02-06-MRR-01. SPECIFIC PG GRADES SHALL BE STATED IN THE SPECIAL PROVISIONS AND AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.

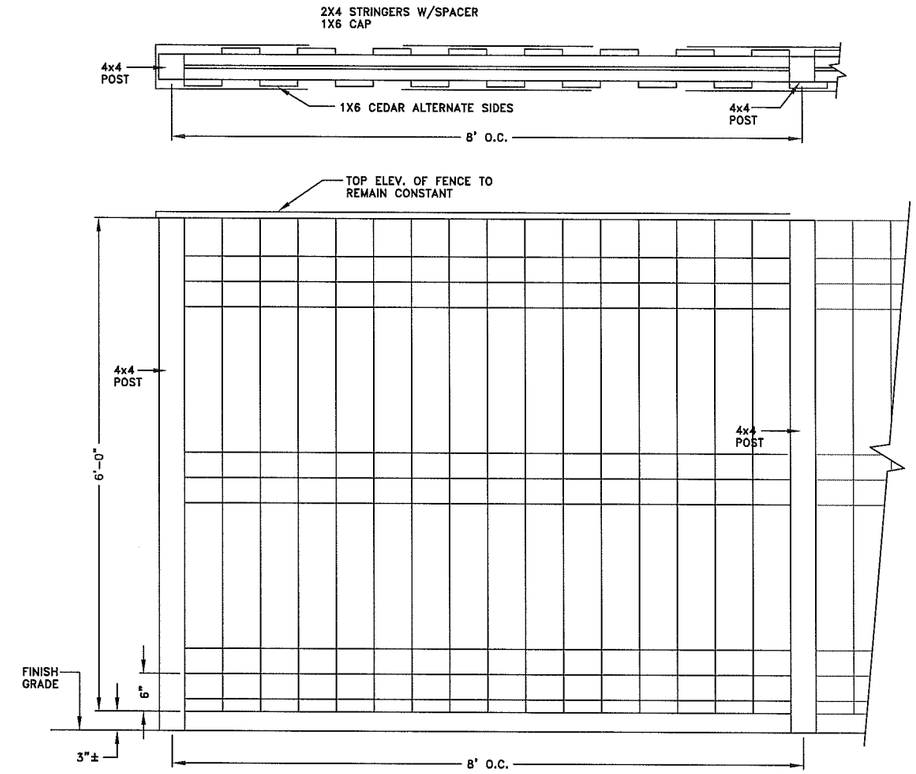
THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2350 AND 3139.

IF NECESSARY, THE UTILITY COMPANIES WILL RELOCATE THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS UNDER THIS CONTRACT. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION. THE UTILITY COMPANIES MAY REQUIRE NEW CONDUIT CROSSINGS. THE UTILITY COMPANIES WILL PROVIDE THE CONDUIT. THE CONTRACTOR SHALL INSTALL THE CONDUIT. THIS WORK SHALL BE INCIDENTAL.

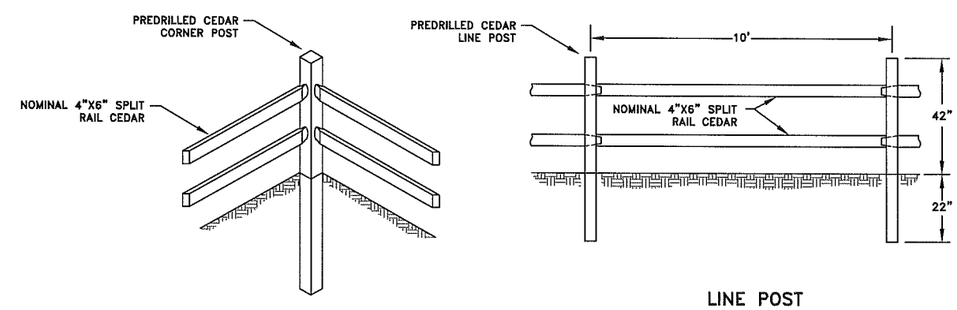
EROSION CONTROL SHALL CONFORM TO THE Mn/DOT EROSION CONTROL HANDBOOK.

CATEGORY 3 EROSION CONTROL BLANKET SHALL BE INSTALLED AS SHOWN ON THE PLANS AND IN AREAS OF POSSIBLE EROSION AS DIRECTED BY THE ENGINEER.





1/2 WOOD FENCE



CORNER POST

LINE POST

2/2 SPLIT RAIL FENCE

LEGEND

- 906 — EXISTING CONTOUR
- RIGHT-OF-WAY/ROAD EASEMENT
- DRAINAGE AND UTILITY EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- SLOPE OR TRAIL EASEMENT
- TV — UNDERGROUND TV
- P-BUR — UNDERGROUND ELECTRIC
- P-OH — OVERHEAD ELECTRIC
- G — UNDERGROUND GAS MAIN
- T — UNDERGROUND TELEPHONE
- W — DELINEATED WETLAND
- T C — UTILITY PEDESTALS
- TREE LINE
- DECIDUOUS AND CONIFEROUS TREES
- M — MAILBOX
- UTILITY POLE
- GUY WIRE
- WOOD FENCE
- X — WIRE FENCE
- CHAINLINK FENCE
- SIGN
- EXISTING STORM SEWER
- EXISTING CATCH BASIN
- EXISTING BITUMINOUS CURB
- SOIL BORING LOCATION

DATE	REVISION

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CRAIG J. JOCHUM, P.E.
Date 6/23/10 Lic. No. 23461

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

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S.A.P. 203-110-003
CITY PROJECT #2010-01

CONSTRUCTION AND SOILS NOTES AND DETAILS

CITY OF EAST BETHEL, MINNESOTA

EB338

Sep 08, 2010 - 9:15am
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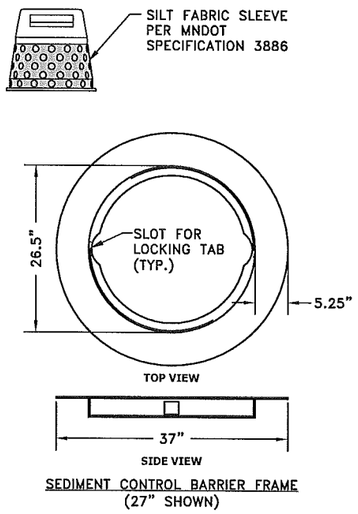
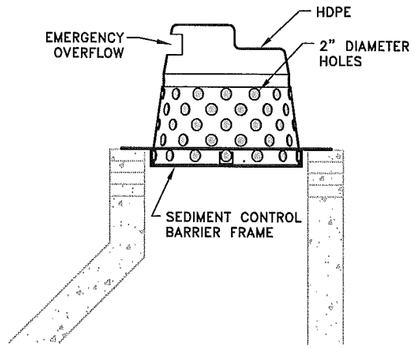
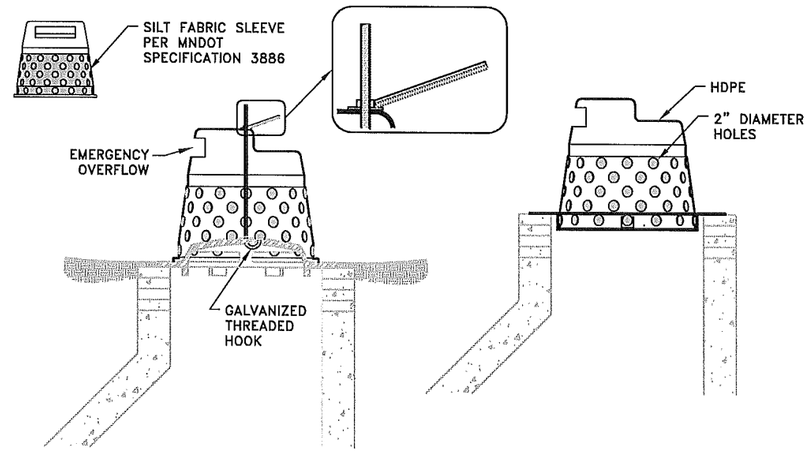
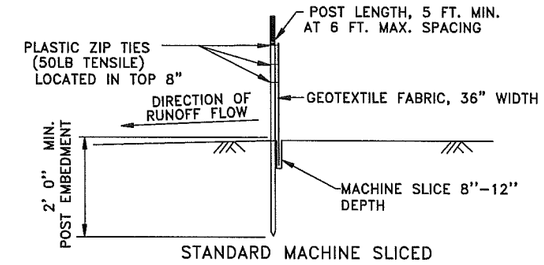




1/3 SEDIMENT CONTROL BARRIER FOR CATCH BASINS AND MANHOLES

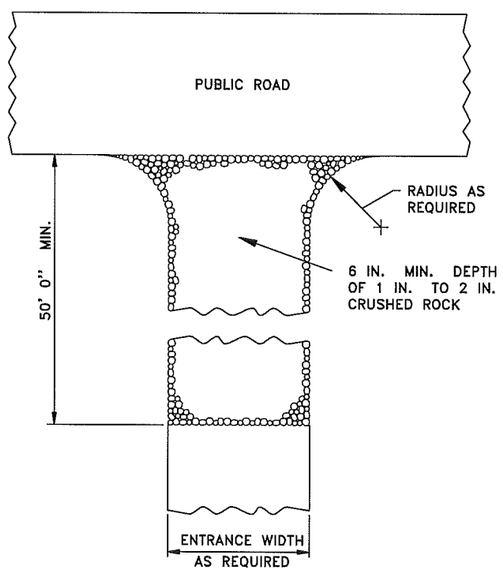


2/3 SEDIMENT CONTROL BARRIER FOR MEDIAN DRAINS



3/3 SILT FENCE DETAILS (14)

TO PROTECT AREAS FROM SHEET FLOW
(SEE SPEC. 3886)



4/3 ROCK CONSTRUCTION ENTRANCE

EROSION CONTROL NOTES:

1. PRIOR TO ANY CONSTRUCTION ACTIVITIES THE CONTRACTOR SHALL ACQUIRE THE NECESSARY MPCA-NPDES STORMWATER PERMIT. A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN PREPARED COVERING CONSTRUCTION ACTIVITIES.
2. THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) PRIOR TO GRADING AND REMOVAL ACTIVITIES. BMP'S SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION ACTIVITIES AND POTENTIAL FOR EROSION HAS PASSED.
3. THE CONTRACTOR SHALL SCHEDULE HIS OPERATION TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
4. BMP'S SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND DOCUMENTED IN THE SWPPP INSPECTION LOG. WEEKLY LOGS MUST BE FORWARDED TO THE ENGINEER FOR REVIEW.
5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS APPROVED BY THE ENGINEER.
6. THE CONTRACTOR SHALL FILE A NOTICE OF TERMINATION WITH THE MPCA AFTER FINAL STABILIZATION IS APPROVED BY THE ENGINEER.
7. WHEN SEDIMENTS DEPOSIT IN A WATER OF THE STATE, THE MATERIAL MUST BE REMOVED WITHIN 7 DAYS.
8. PRIOR TO EXPORTING MATERIAL OR DEBRIS FROM THE SITES, CONTRACTOR SHALL PROVIDE A ROCK CONSTRUCTION ENTRANCE PER (4/3).
9. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
10. ALL DISTURBED AREAS REQUIRE 4" OF TOPSOIL, SEED MIXTURE AND TYPE I MULCH MATERIAL OR EROSION CONTROL BLANKET. THE TURF ESTABLISHMENT SHALL CONFORM TO MnDOT STANDARD SPECIFICATIONS.
11. SEE SHEET 5 FOR TYPE AND APPLICATION RATES OF MULCH, SEED AND FERTILIZER.
12. TYPE I MULCH SHALL BE DISK ANCHORED. DISK ANCHORING SHALL BE INCIDENTAL TO TURF ESTABLISHMENT.
13. SEE THE SWPPP FOR THE SEQUENCE OF CONSTRUCTION ACTIVITIES.
14. SILT FENCE SHALL FOLLOW AS CLOSELY AS POSSIBLE A SINGLE CONTOUR LINE.

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Date 6/23/10 CRAIG J. JOCHUM, P.E. Lic. No. 23461

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CITY PROJECT #2010-01

EROSION AND SEDIMENT CONTROL NOTES AND DETAILS

CITY OF EAST BETHEL, MINNESOTA

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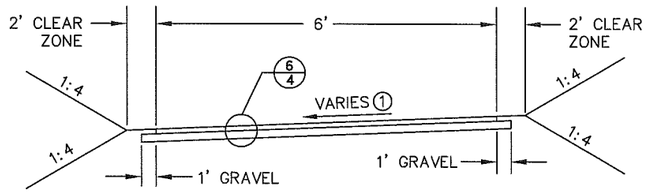
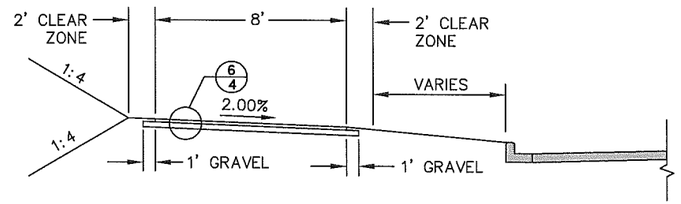
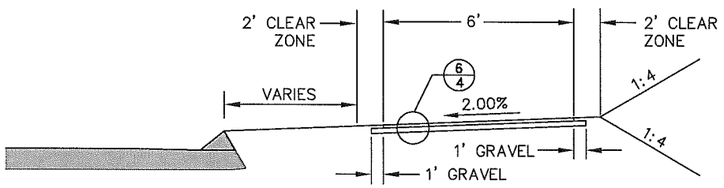


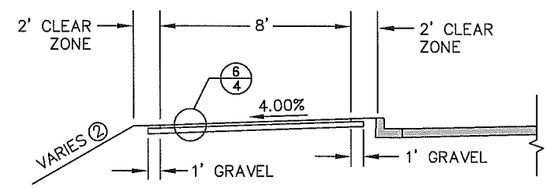
1/4 TYPICAL TRAIL SECTION
BOOSTER PARK EAST
NO SCALE



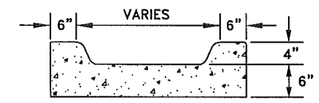
4/4 TYPICAL TRAIL SECTION
BATAAN STREET NE
STATION 200+15 TO STATION 246+16
NO SCALE



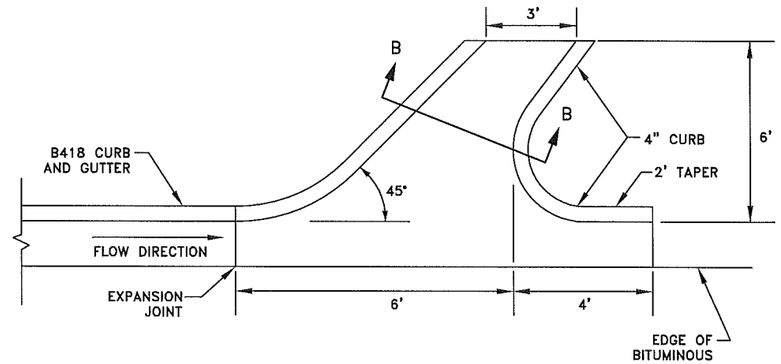
2/4 TYPICAL TRAIL SECTION
224TH AVENUE NE
STATION 0+24 TO STATION 7+60
STATION 10+70 TO STATION 13+68.30
NO SCALE



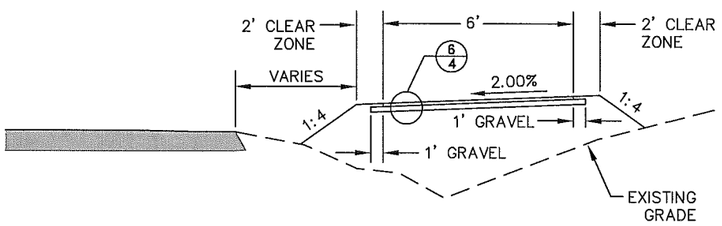
4/4 TYPICAL TRAIL SECTION
BATAAN STREET NE
STATION 200+15 TO STATION 246+16
NO SCALE



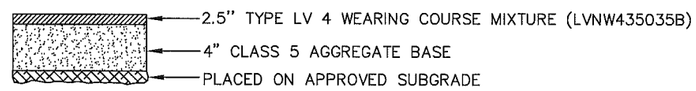
SECTION B-B



7/4 CONCRETE FLUME



3/4 TYPICAL TRAIL SECTION
224TH AVENUE NE
STATION 7+60 TO STATION 10+70
NO SCALE



6/4 TYPICAL PAVEMENT SECTION

TABLE 1 – BOOSTER PARK EAST

STATION FROM	STATION TO	SLOPE PERCENT	SLOPE DIRECTION
0+00	1+00	2	LEFT
1+00	1+50	VARIES	TRANSITION
1+50	4+00	2	RIGHT
4+00	4+50	VARIES	TRANSITION
4+50	6+00	2	LEFT
6+00	6+50	VARIES	TRANSITION
6+50	7+85	0	NA

REFERENCE NOTES:
① PERCENT AND DIRECTION OF CROSS SLOPE VARIES, SEE TABLE 1.
② SEE CROSS SECTIONS FOR SLOPE.

DATE	REVISION

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CRAIG J. JOCHUM, P.E.
Date 6/23/10 Lic. No. 23461

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CHECKED BY: CJJ

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S.A.P. 203-110-003
CITY PROJECT #2010-01

DETAILS

CITY OF EAST BETHEL, MINNESOTA

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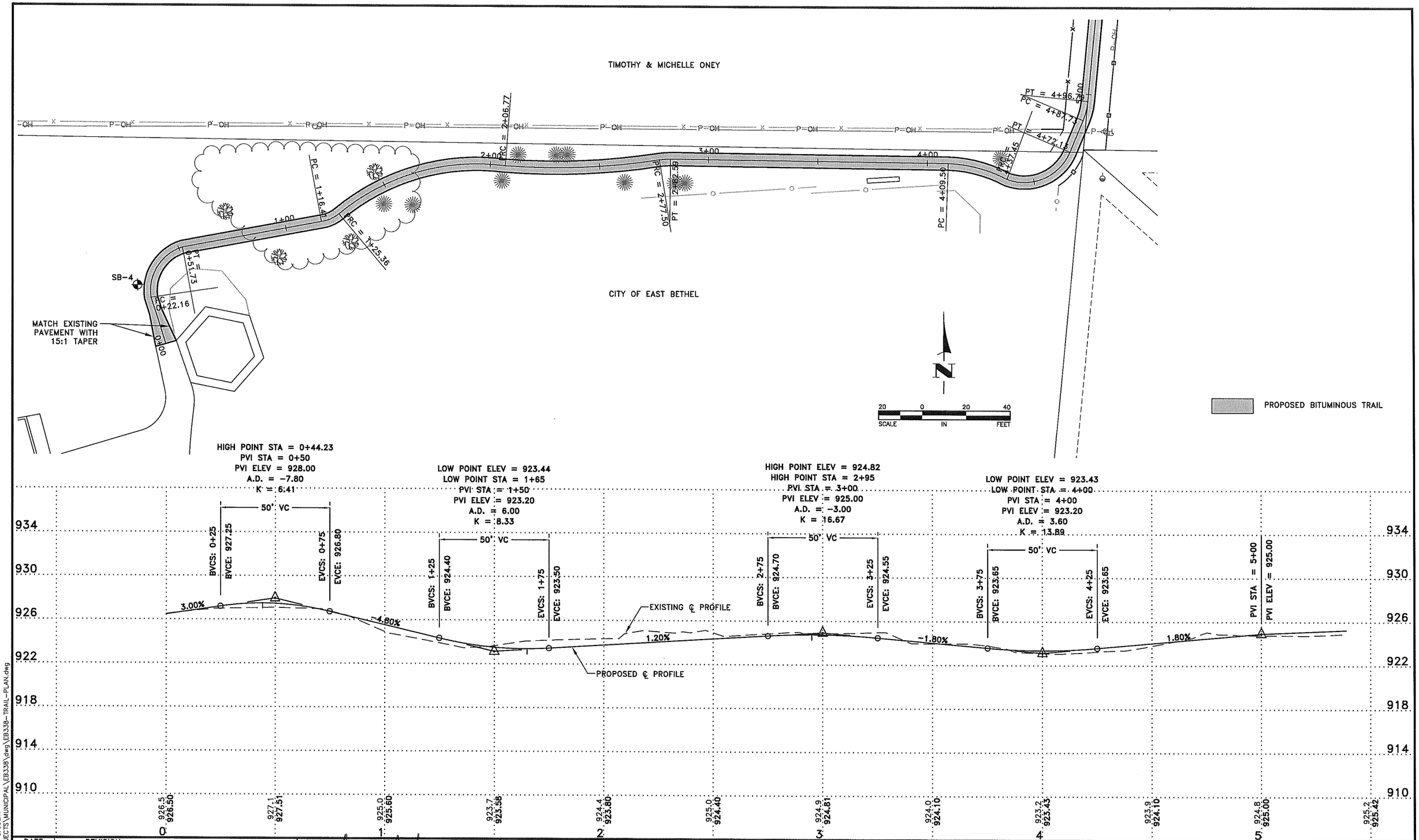

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S.A.P. 203-110-003
CITY PROJECT #2010-01

TRAIL CONSTRUCTION PLANS

BOOSTER PARK EAST
CITY OF EAST BETHEL, MINNESOTA

SHEET 11 OF 31 SHEETS

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TIMOTHY & MICHELLE ONEY

PC = 4+09.50

CITY OF EAST BETHEL

TRAIL EASEMENT

FURNISH AND INSTALL 320LF OF 6' CHAINLINK FENCE PER MN/DOT STANDARD PLATE 9322. INSTALL AT 10' LEFT.

TEMPORARY CONSTRUCTION EASEMENT–PLACE EXCESS FILL FROM STATION 4+50 TO STATION 7+85 (BOOSTER PARK EAST) IN THE EASEMENT AS DIRECTED BY THE ENGINEER

FURNISH AND INSTALL 340LF SPLIT RAIL FENCE. INSTALL AT 10' RIGHT. SEE 2/2

15–2' WHITE PINES AT 15' RIGHT ①

TEMPORARY CONSTRUCTION EASEMENT

PETER & HAFIZA ARAMALAY

224TH AVENUE

7+96.75

REFERENCE NOTES:
① TREES SHALL BE PAID PER ITEM 2571–CONIFEROUS TREE 2' HT CONT.

PROPOSED BITUMINOUS TRAIL

SCALE 20 0 20 40 IN FEET

HIGH POINT ELEV = 926.29
HIGH POINT STA = 6+57.19
PVI STA = 6+75
PVI ELEV = 926.47
A.D. = -5.84
K = 8.56

50' VC

PVI STA = 5+00
PVI ELEV = 925.00

BVCS: 6+50
BVCE: 926.26

EVCS: 7+00
EVCE: 925.22

EXISTING ℄ PROFILE

PVI STA = 7+85.62
PVI ELEV = 920.94

1.80%

0.84%

PROPOSED ℄ PROFILE

-5.00%

-2.00%

934 930 926 922 918 914 910

924.8 925.00 | 925.2 925.42 | 925.4 925.84 | 926.8 926.26 | 927.9 925.22 | 927.6 922.72 | 920.2

5 6 7 8

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TRAIL CONSTRUCTION PLANS

BOOSTER PARK EAST
CITY OF EAST BETHEL, MINNESOTA

SHEET 12 OF 31 SHEETS

EB338

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PROPOSED BITUMINOUS TRAIL

N

SCALE 20 0 20 40 IN FEET

INSTALL TRUNCATED DOME PER MN/DOT STANDARD PLATE 7036

224TH AVENUE

7+96.75

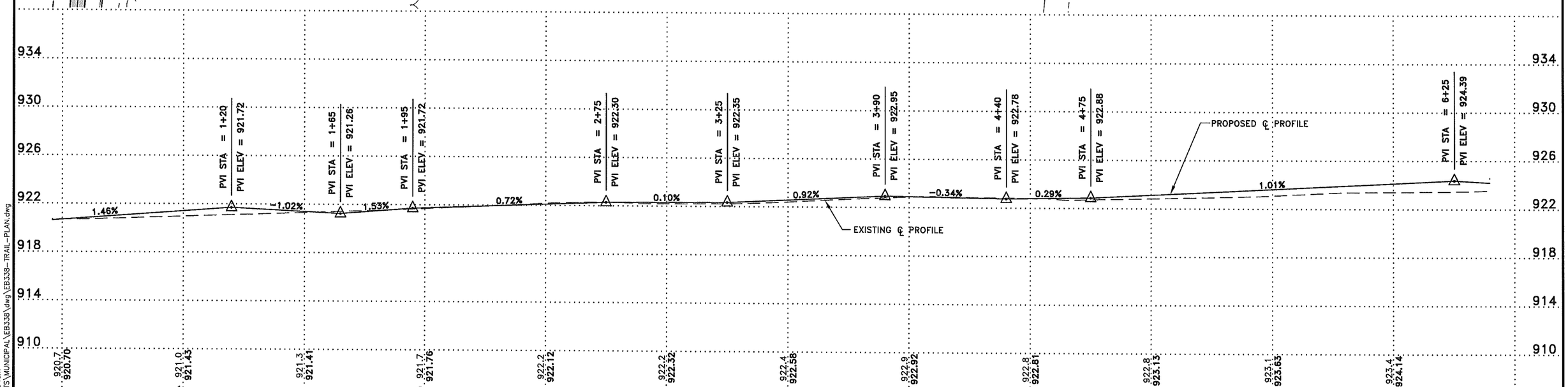
1+00 2+00 3+00 4+00 5+00 6+00

SB-5

TEMPORARY CONSTRUCTION EASEMENT

PETER & HAFIZA ARAMALAY

DAVID & MARY CARLSON



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TRAIL CONSTRUCTION PLANS

224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 13 OF 31 SHEETS

EB338

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NOTES:
① STOOL GRATE SHALL BE SET IN A CONCRETE FRAME PER MN/DOT STANDARD PLATE 4143.

PROPOSED BITUMINOUS TRAIL

SCALE 20 0 20 40 IN FEET

224TH AVENUE

CB #1
30" DIA.
TOP OF FRAME=921.30 ①
INV (N)=918.90
INV (E)=918.90

130LF 15" CPP @ 0.33%

100LF 15" CPP @ 0.33%

CB #3
30" DIA.
TOP OF FRAME=921.50 ①
INV (W)=918.15
INV (SE)=918.15

15" METAL APRON
INV=918.02

38LF 15" CPP @ 0.33%

4.4CY CLASS III RIPRAP OVER 10SY TYPE IV GEOTEXTILE FILTER

POND GRADING SEE 1/15

CB #2
30" DIA.
TOP OF FRAME=921.00 ①
INV (W)=918.48
INV (E)=918.48

INSTALL SALVAGED SIGN

REPLACE SALVAGED LANDSCAPE MATERIAL

CONNECT TO EXISTING PIPE WITH 15LF 15" CMP

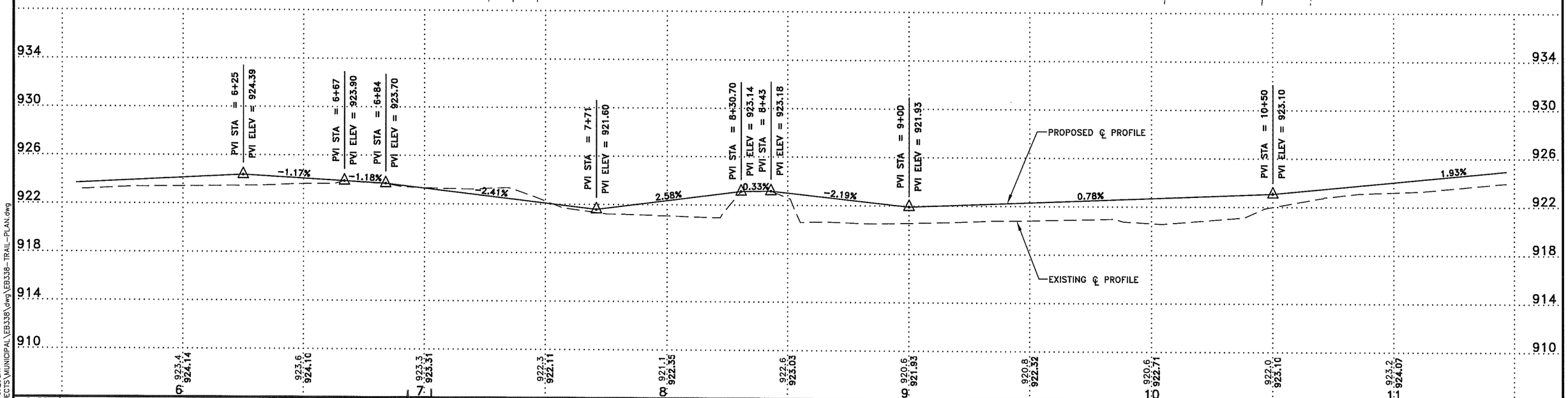
DAVID & MARY CARLSON

MATTHEW & KARIN ARNOLD

TERRY & JAMES MORINVILLE

6+00 7+00 8+00 9+00 10+00 11+00

PC = 6+91.42 PT = 7+09.9
PC = 7+40.18 PT = 7+58.68
PC = 8+02.05 PT = 8+13.05
PC = 8+15.74 PT = 8+26.73



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224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 14 OF 31 SHEETS

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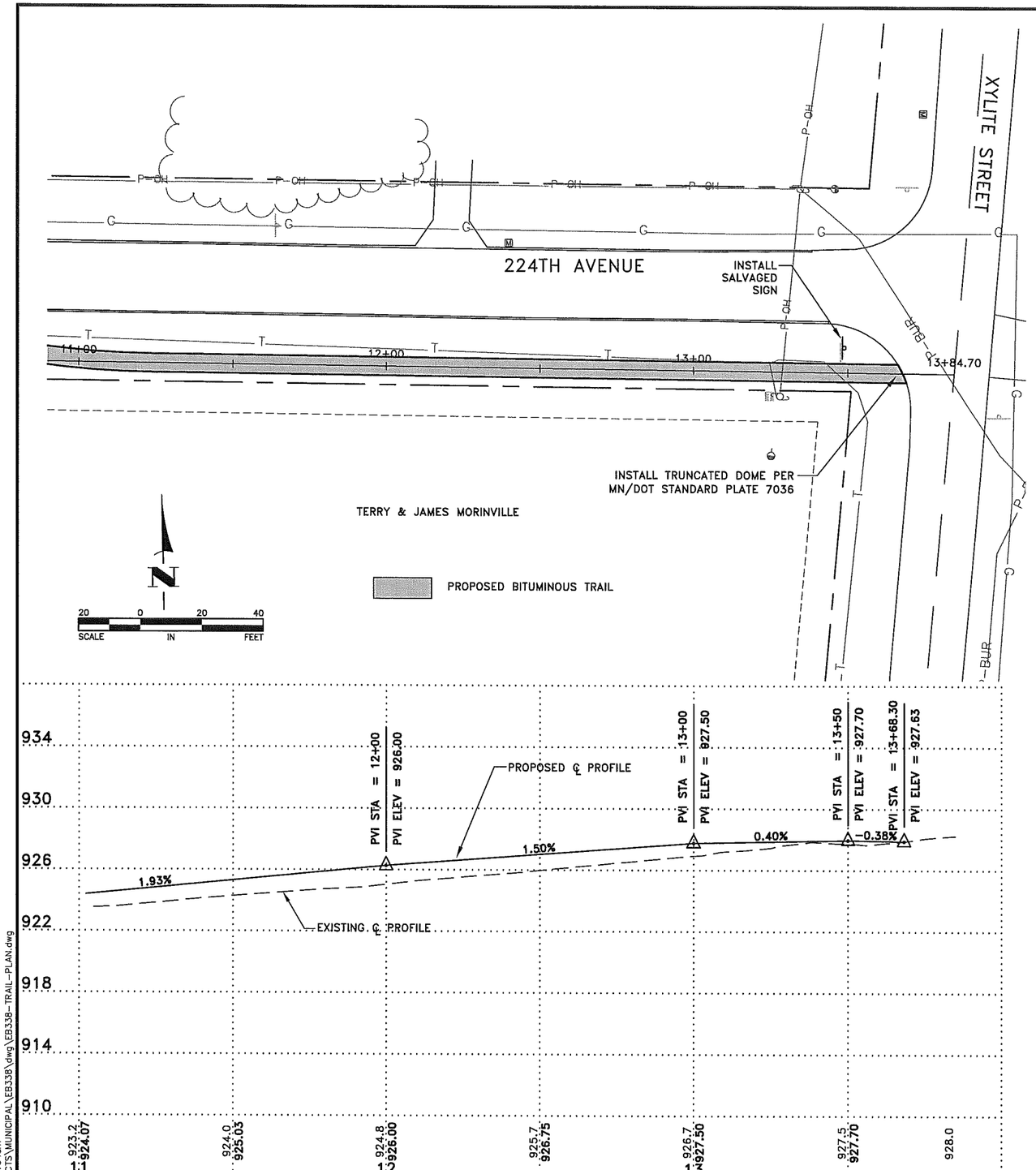

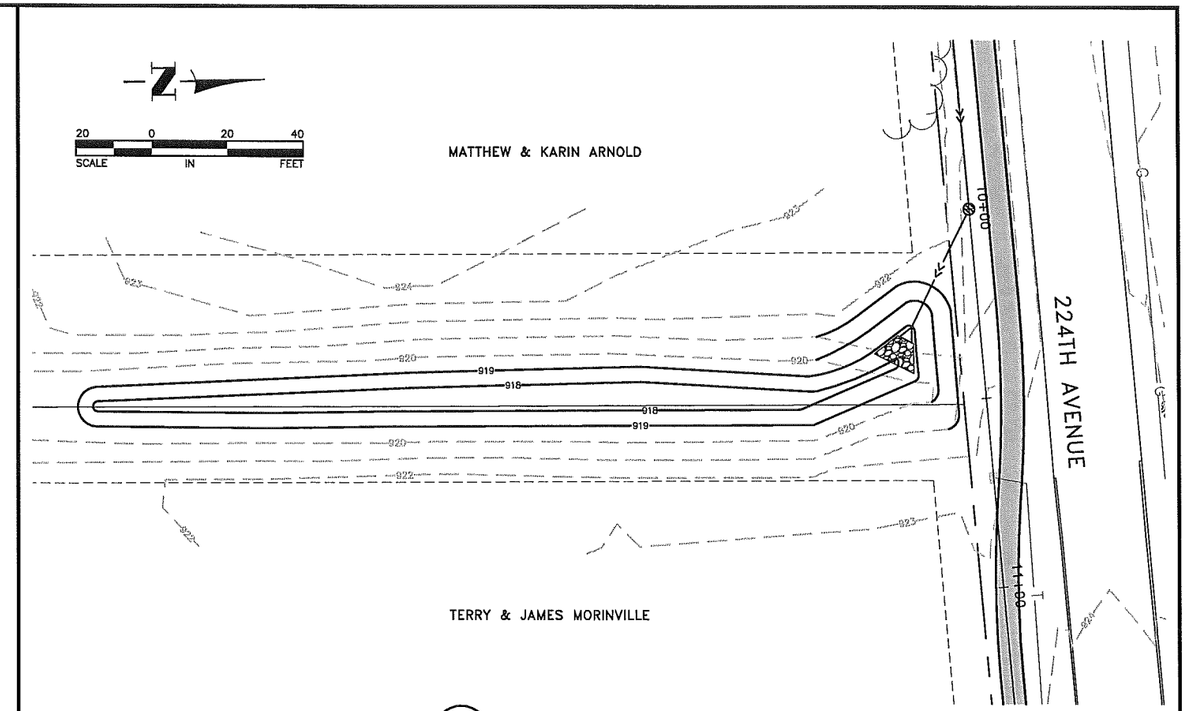

1/15 POND GRADING

DATE	REVISION

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CRAIG J. JOCHUM, P.E.
Date 6/23/10 Lic. No. 23461

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

Hakanson Anderson Assoc., Inc.
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

S.A.P. 203-110-003
CITY PROJECT #2010-01

TRAIL CONSTRUCTION PLANS

224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA

EB338

Sep 08, 2010 - 8:54am
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222ND LANE NE

INSTALL TRUNCATED DOME PER MN/DOT STANDARD PLATE 7036

ELDON & CHERYL HOLMES

PROPOSED BITUMINOUS TRAIL

SCALE IN FEET 20 0 20 40

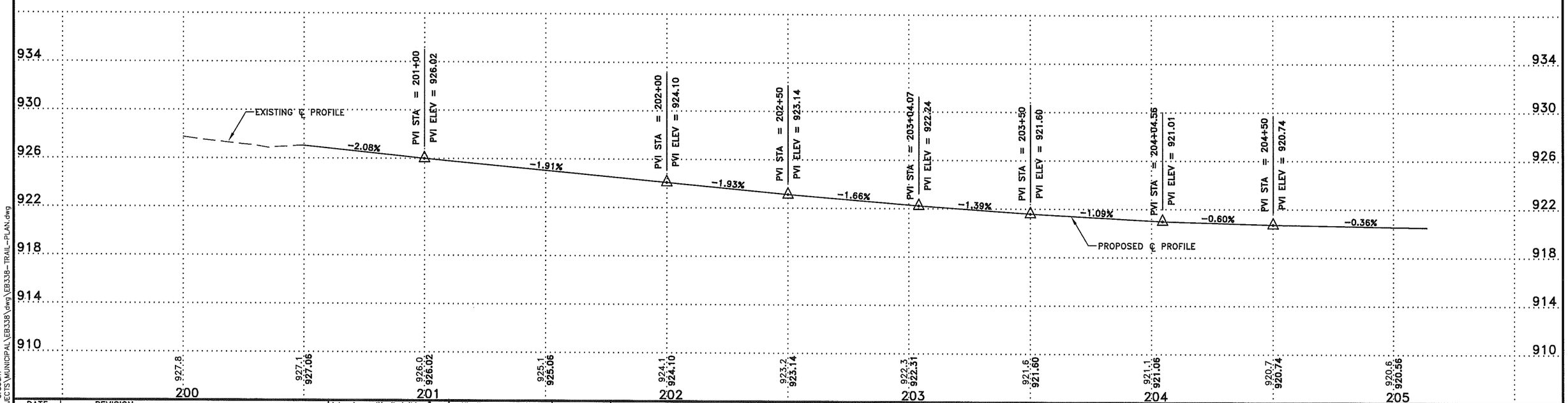
1,996 SF WETLAND IMPACT

HA-22 HA-21 SB-10

201+00 202+00 203+00 204+00 205+00

BATAAN STREET NE

BEGIN S.A.P. 203-110-003
STATION 200+15



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TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 16 OF 31 SHEETS

EB338

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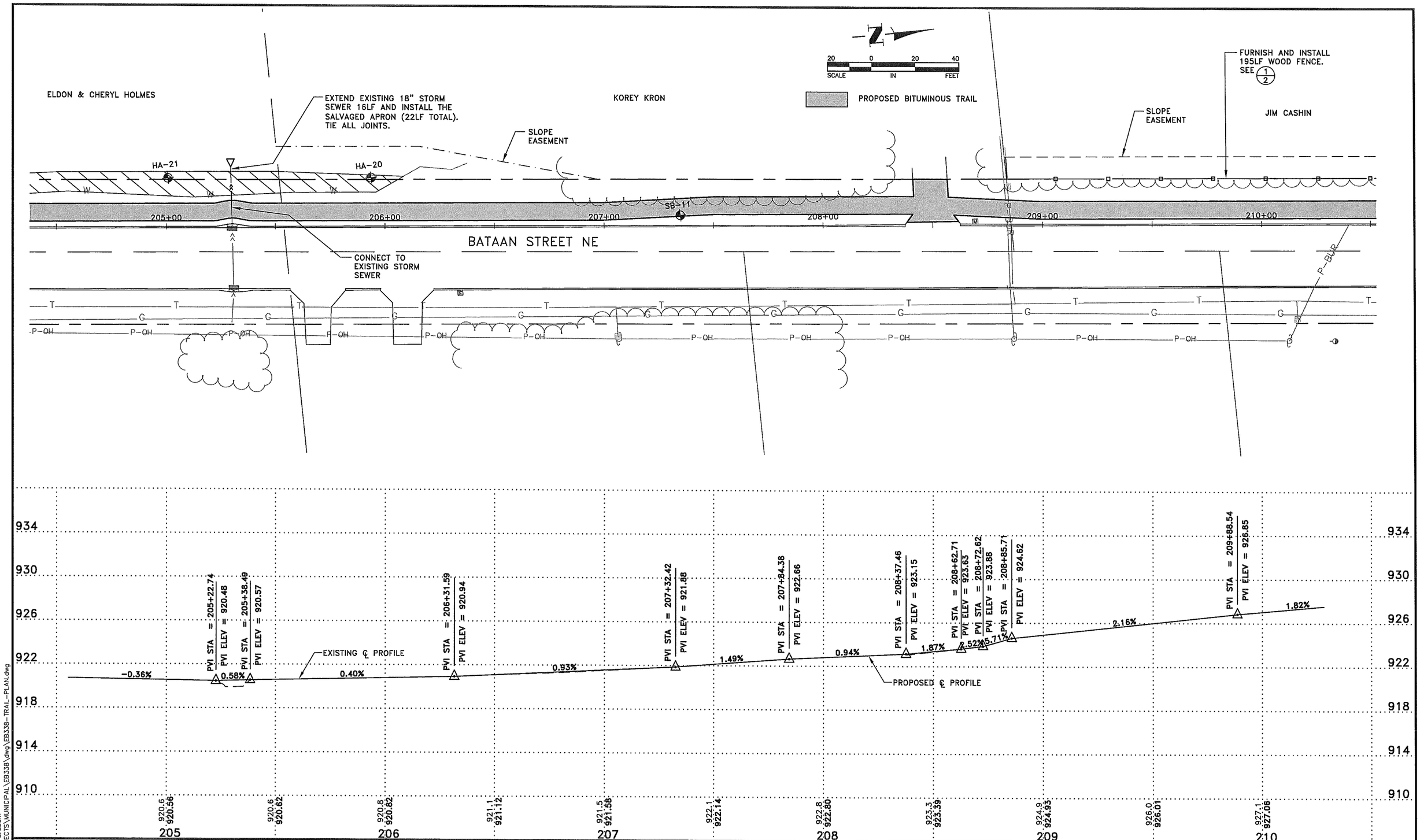

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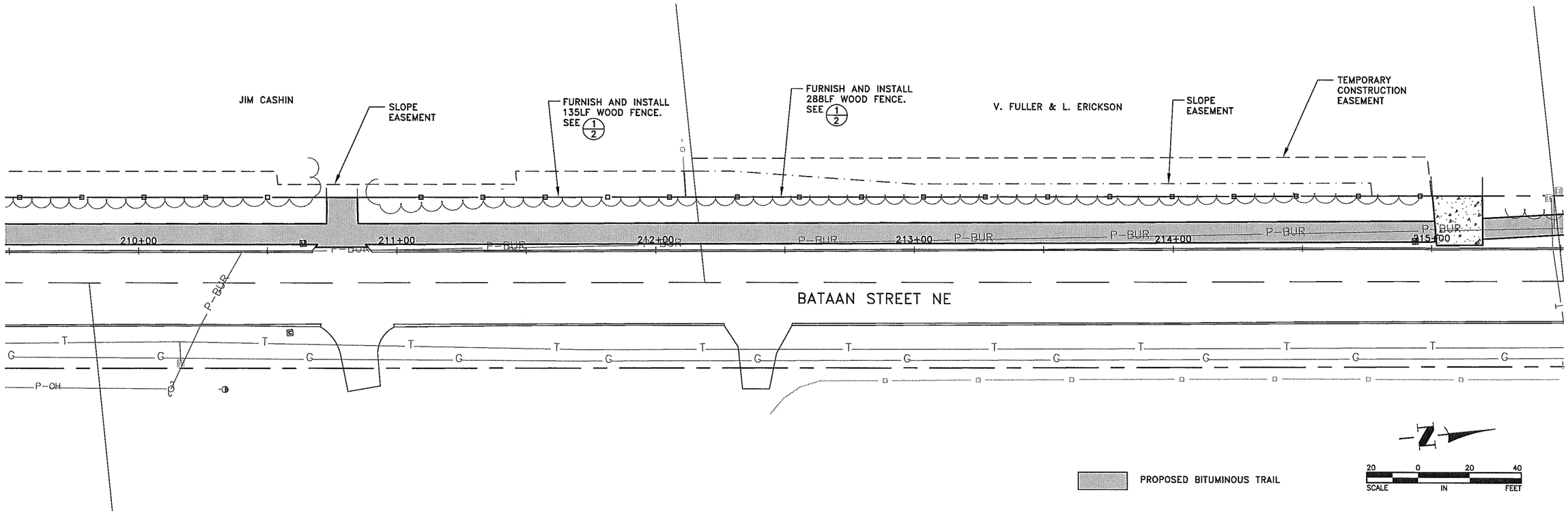

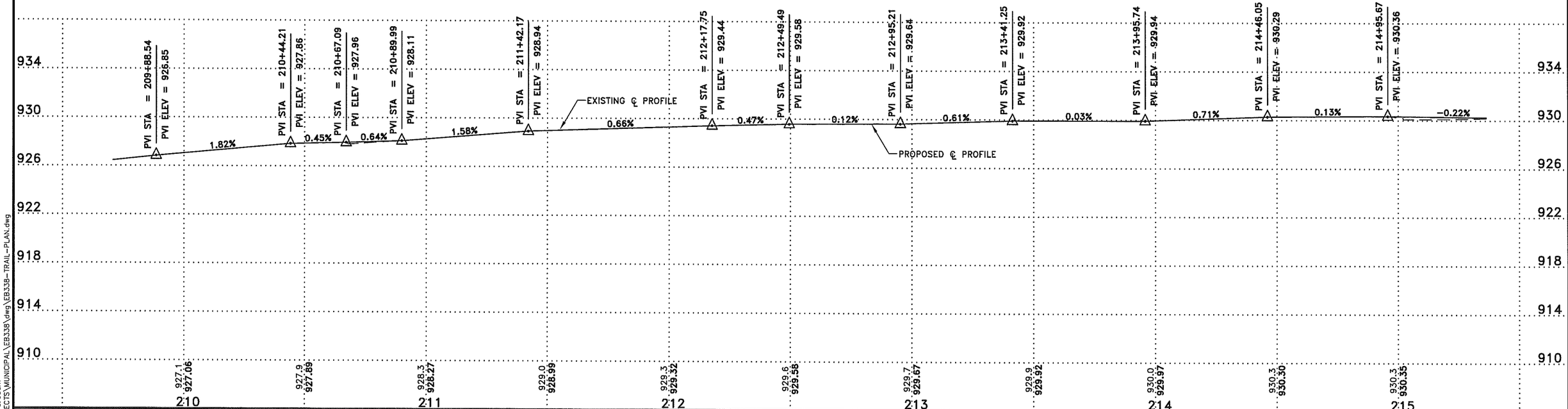

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BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 18 OF 31 SHEETS

EB338

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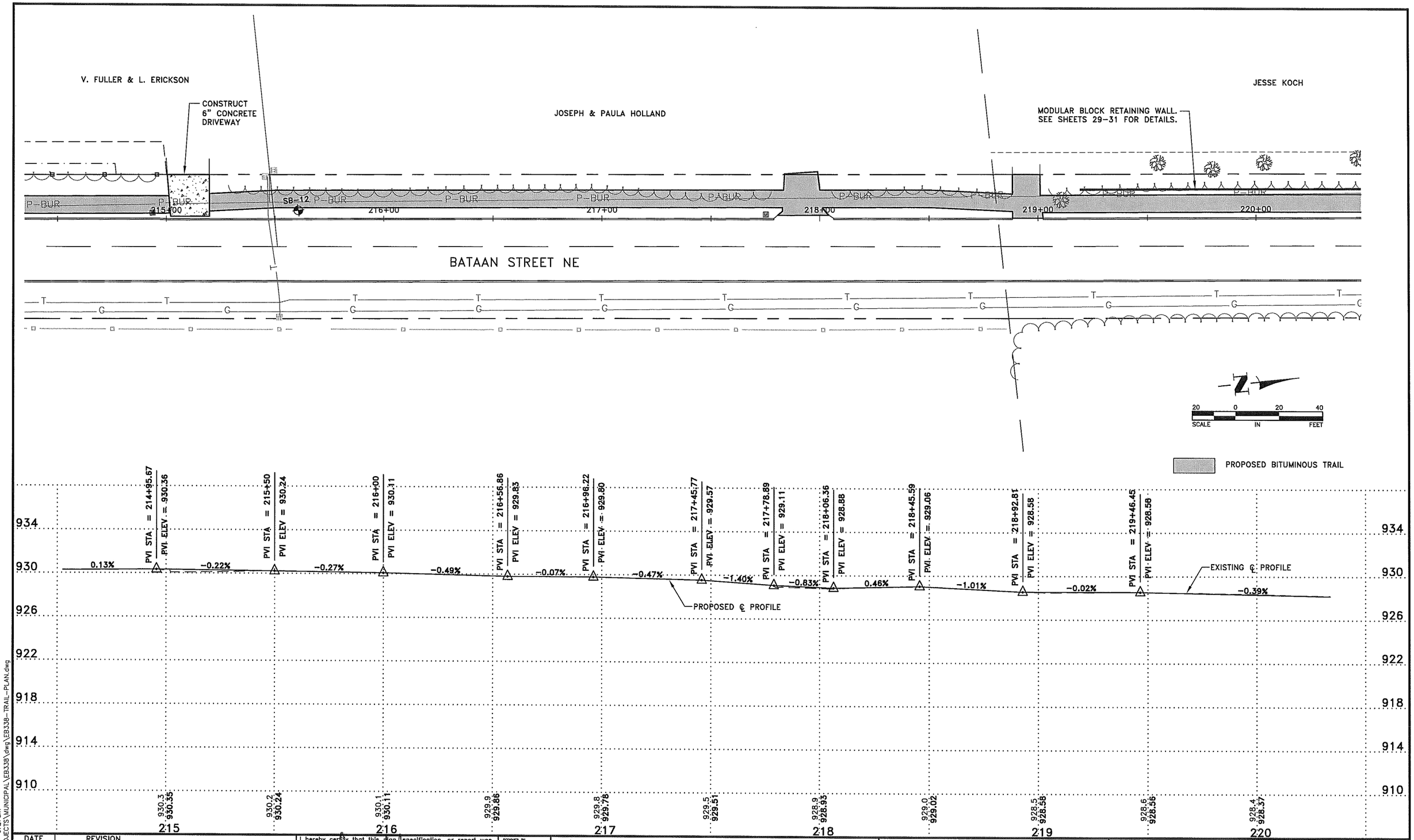

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TRAIL CONSTRUCTION PLANS
BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 19 OF 31 SHEETS

EB338

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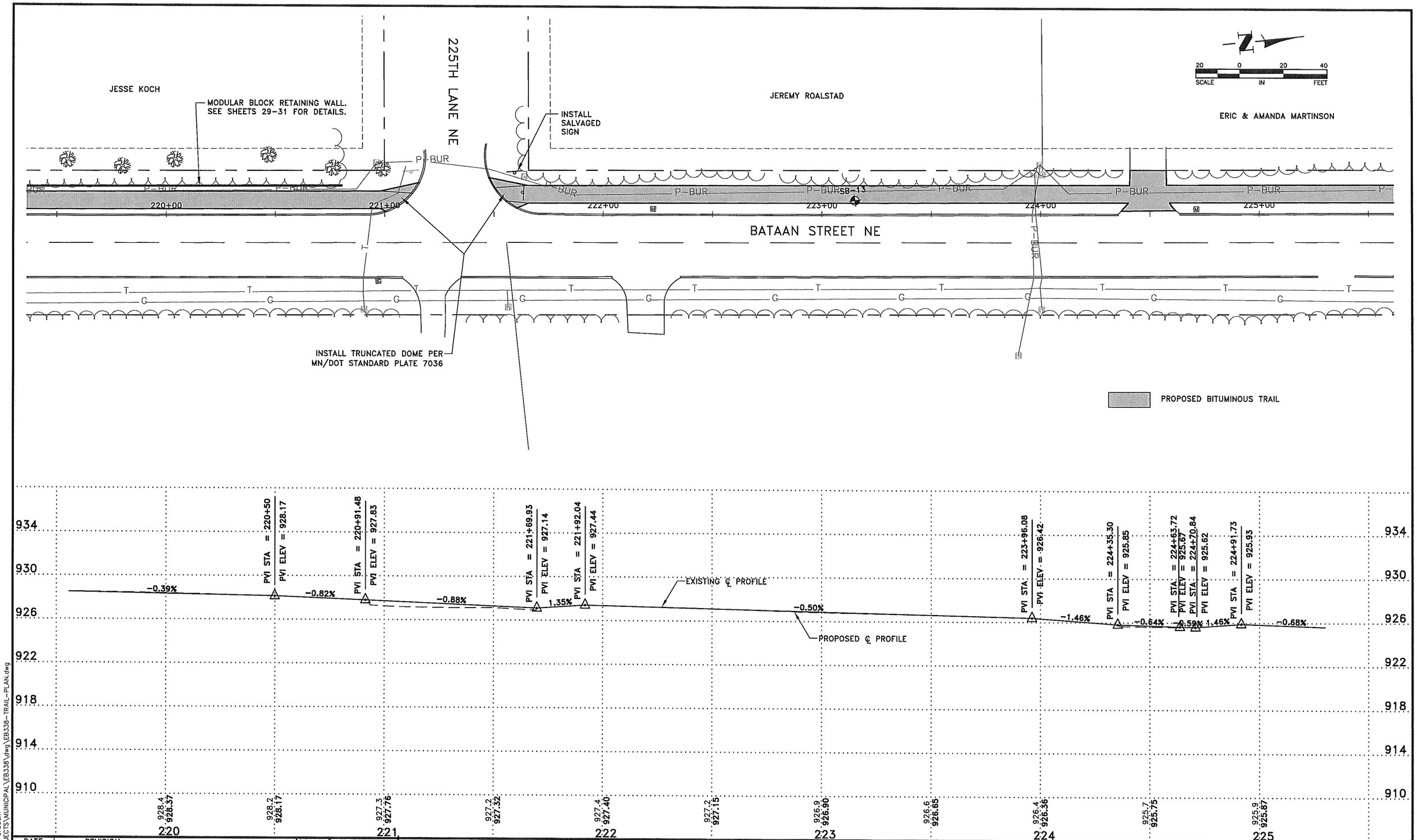

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BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

Sep 08, 2010 - 8:55am
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ERIC & AMANDA MARTINSON

JODY HERMANSON

226TH LANE NE

LISA TSCHIDA & NICK JONES

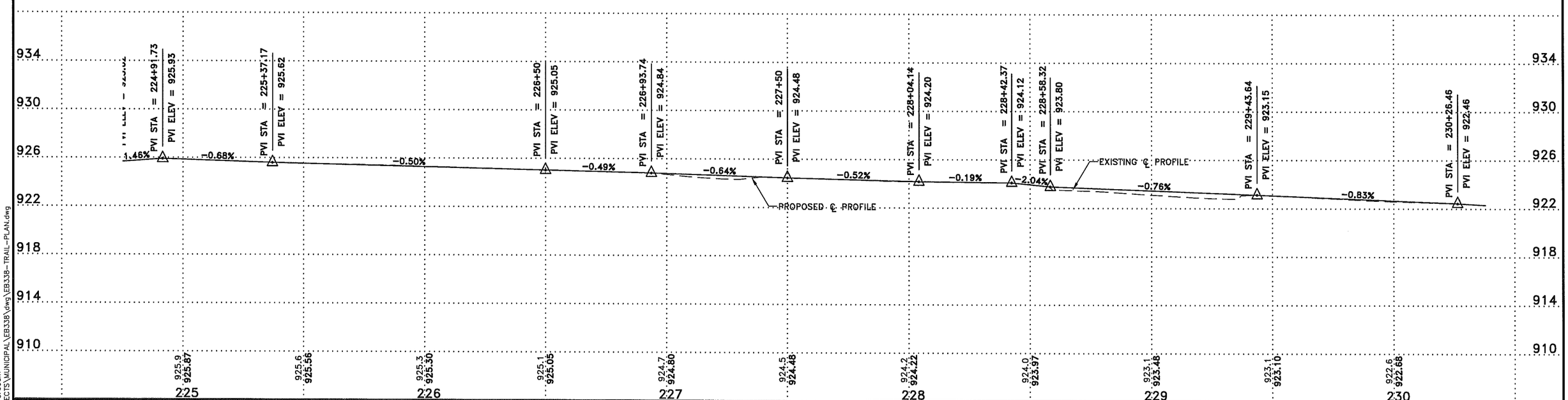
BATAAN STREET NE

225+00 226+00 227+00 228+00 229+00 230+00

INSTALL TRUNCATED DOME PER MN/DOT STANDARD PLATE 7036

PROPOSED BITUMINOUS TRAIL

SCALE 20 0 20 40 IN FEET



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CITY PROJECT #2010-01

TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 21 OF 31 SHEETS

EB338

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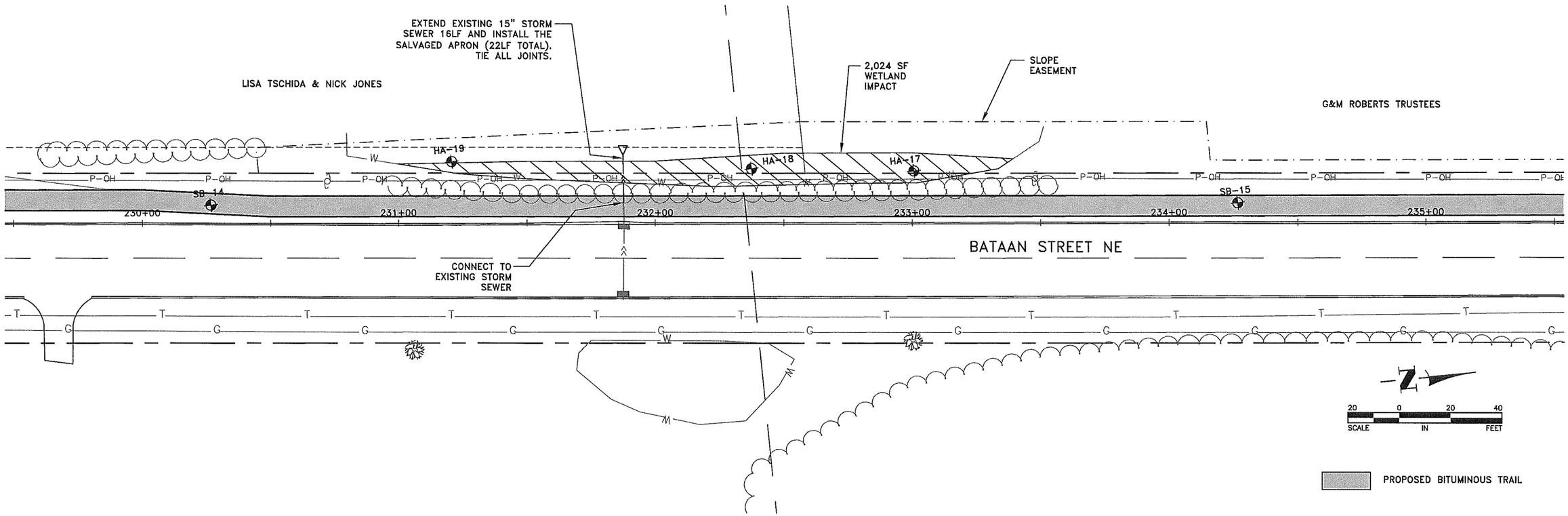

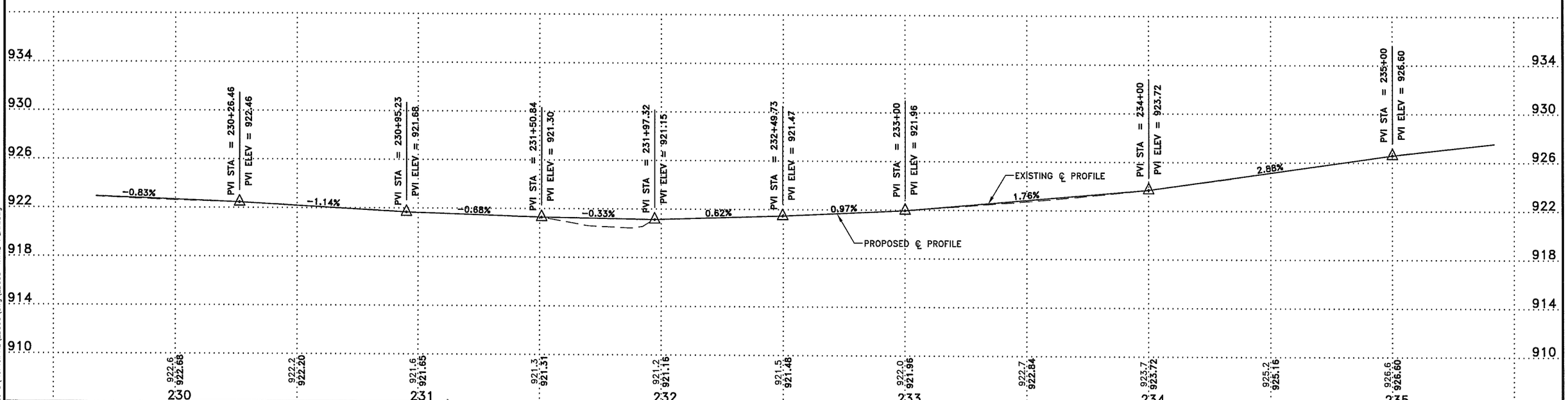

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TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
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SHEET 22 OF 31 SHEETS

EB338

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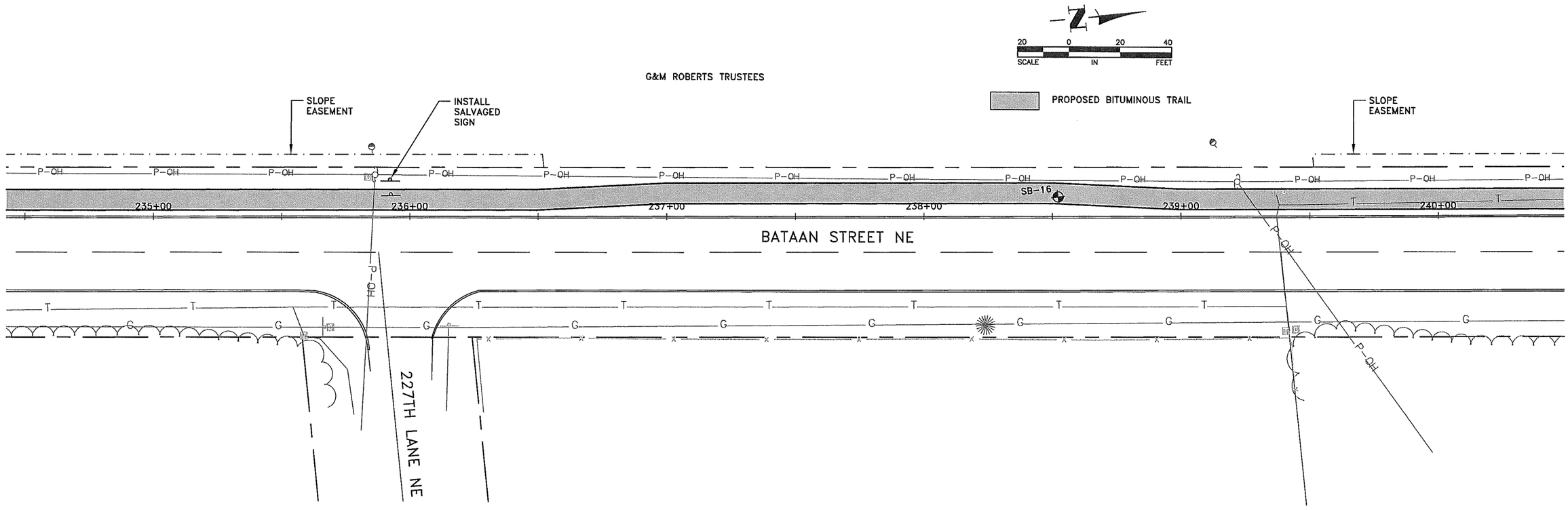

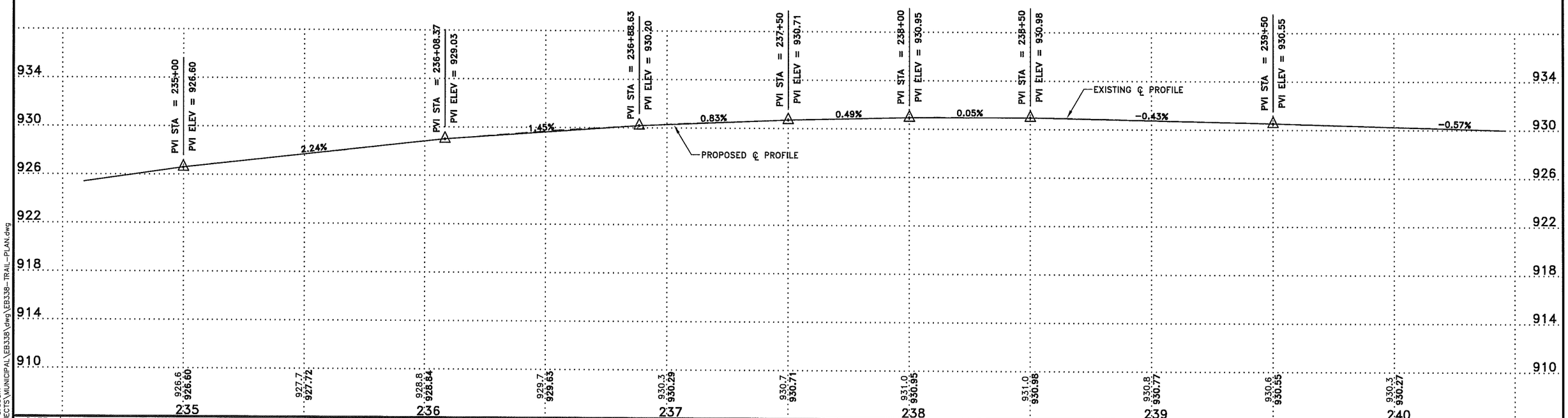

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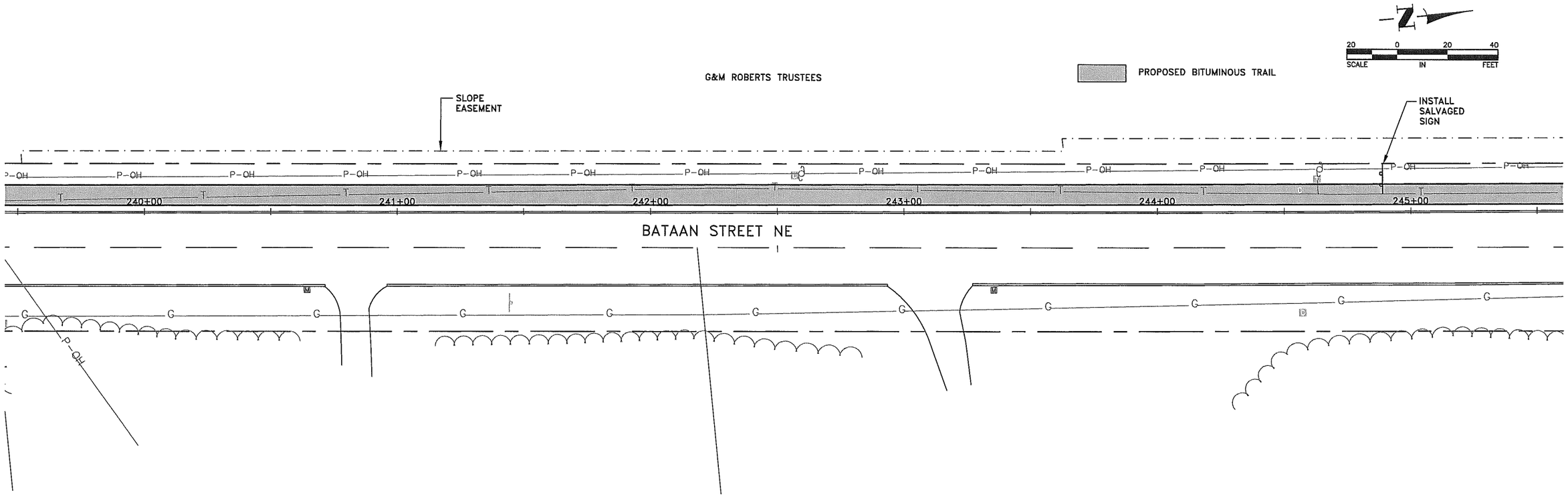

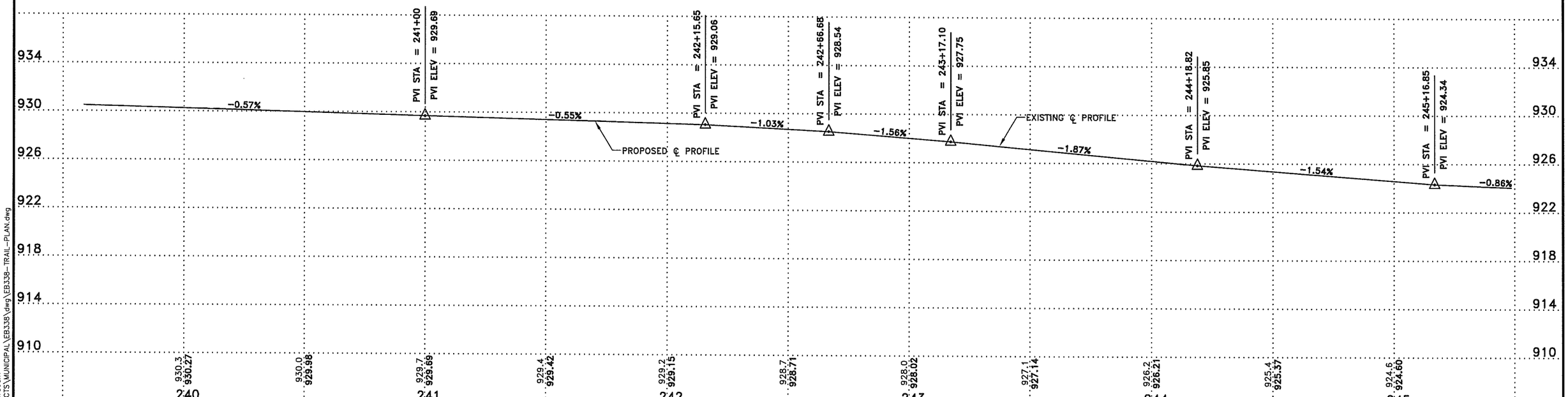

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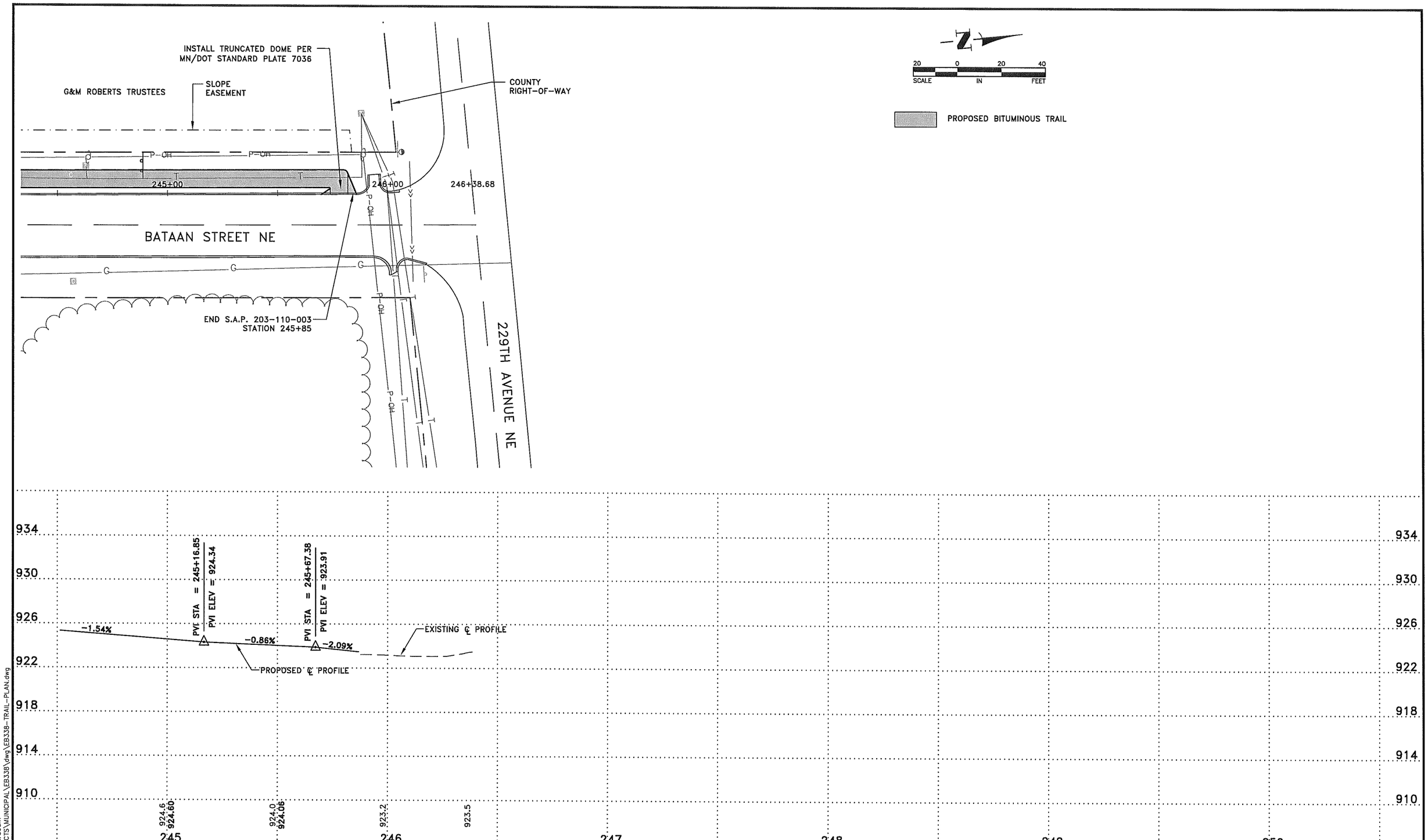

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TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 25 OF 31 SHEETS

EB338

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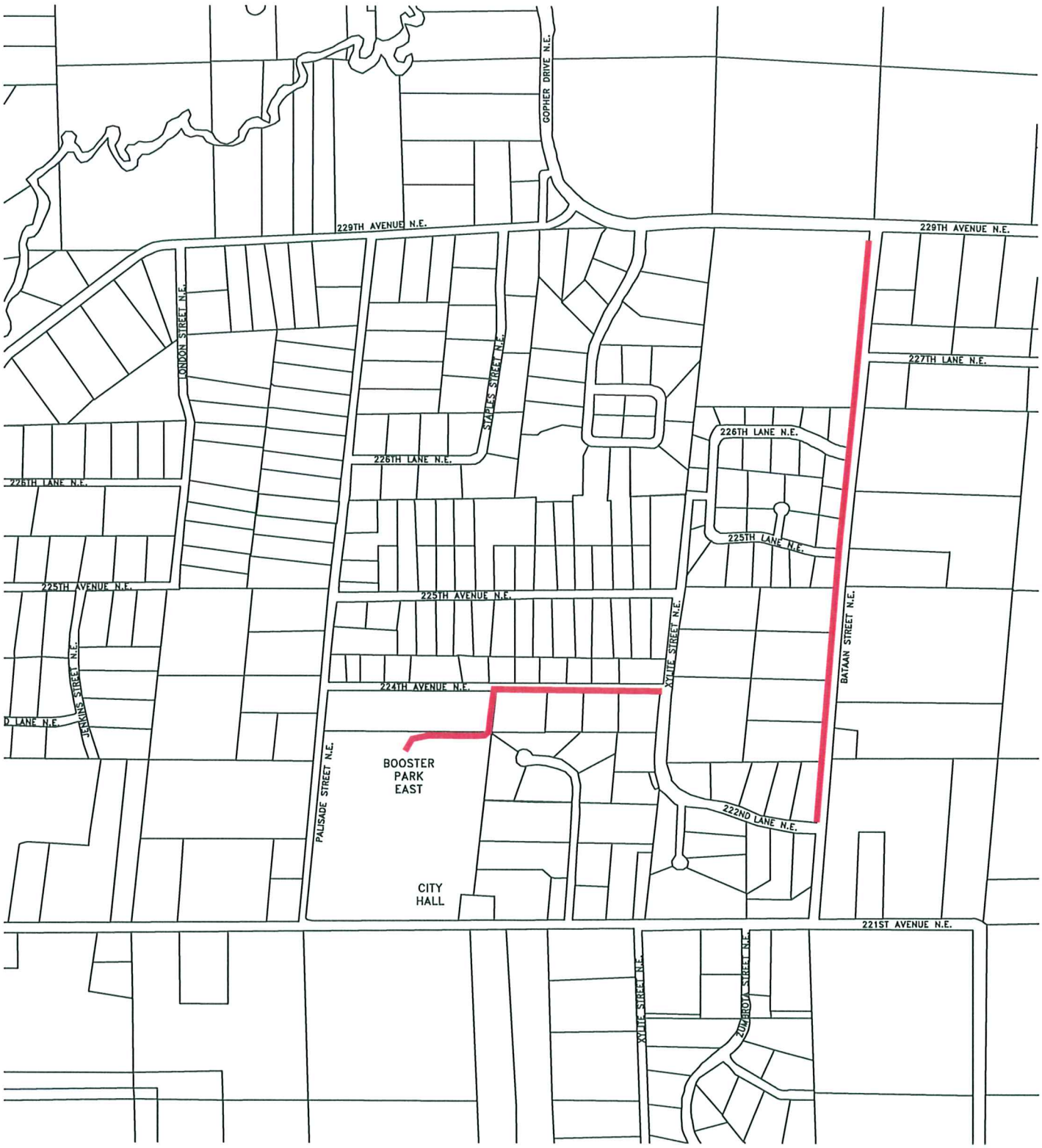

PROJECT LOCATION

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LOCATION MAP
ATTACHMENT 3

Sep 08, 2010 – 3:08pm
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EB338

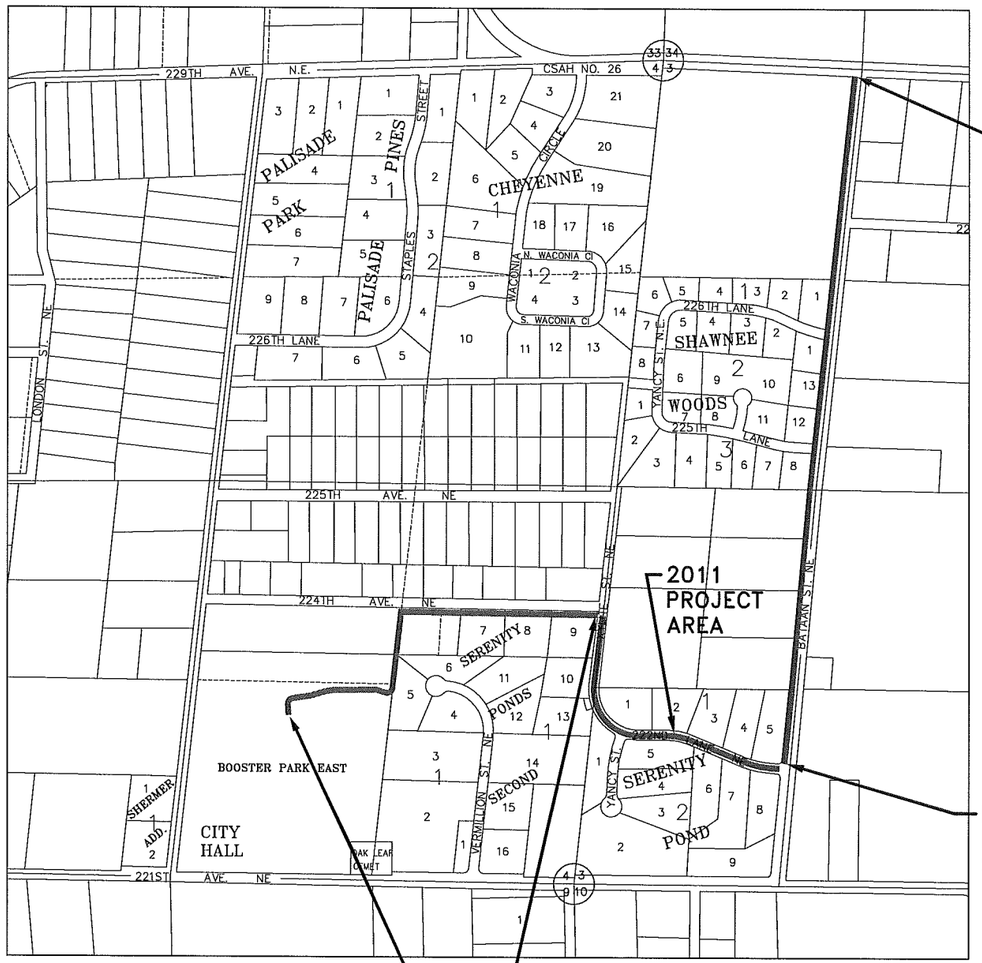
MINNESOTA DEPARTMENT OF TRANSPORTATION

TRAIL CONSTRUCTION PLANS FOR GRADING, BITUMINOUS SURFACING, DRAINAGE IMPROVEMENTS AND MISCELLANEOUS CONSTRUCTION

S.A.P. 203-110-003
CITY PROJECT #2010-01
CITY OF EAST BETHEL

S.A.P. 203-110-003 LOCATED ON BATAAN STREET N.E. FROM 222ND LANE N.E. TO 229TH AVENUE N.E.

SECTIONS 3 & 4 TOWNSHIP 33, RANGE 23



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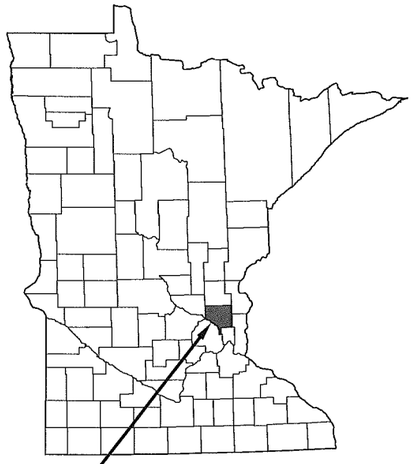

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
DISTRICT: METRO

N

SCALE 500 0 500 1000 IN FEET

BENCHMARKS:
① SPIKE IN POWER POLE, EAST SIDE OF BATAAN STREET, FIRST POLE NORTH OF 222ND LANE. ELEV=928.42 (NGVD 29)

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

PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BRIDGE LENGTH (FEET)	NET LENGTH (FEET)	DESIGN SPEED (MPH)	SURFACE WIDTH	CLEAR ZONE	VERTICAL CLEARANCE
S.A.P. 203-110-003 BATAAN STREET NE TRAIL	200+15 TO 245+85	4570	0 FT	4570	20	8'	2 FT	10 FT

STOPPING SIGHT DISTANCE BASED ON:
3.75 FT – HEIGHT OF EYE
0.00 FT – HEIGHT OF OBJECT

Hakanson Anderson Assoc., Inc.
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3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

Sep 10, 2010 – 10:13am
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GOVERNING SPECIFICATIONS

THE 2005 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

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

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

WORK SHALL CONFORM TO THE STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, 1999 REVISION.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE BOOSTER PARK/CEDAR CREEK TRAIL PROJECT, S.A.P. 203-110-003 AND CITY PROJECT #2010-01.

SHEET INDEX

THIS PLAN CONTAINS 46 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	CONSTRUCTION AND SOILS NOTES AND DETAILS
3	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS
4	DETAILS
5	ESTIMATED QUANTITIES AND TABULATIONS
6-10	INPLACE TOPOGRAPHY AND REMOVALS
11-25	TRAIL CONSTRUCTION PLANS
26-28	SIGN DETAILS
29-31	RETAINING WALL DETAILS
X1-X15	CROSS SECTIONS

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CRAIG J. JOCHUM, P.E. 23461 DATE 6/23/10
HAKANSON ANDERSON ASSOCIATES, INC. LIC. NO.
EAST BETHEL CITY ENGINEER

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY DATE

STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING DATE

DATE	REVISION

S.A.P. 203-110-003
CITY PROJECT #2010-01 SHEET 1 OF 31 SHEETS

EB338

CONSTRUCTION AND SOILS NOTES

TOP OF THE GRADING SUBGRADE IS DEFINED AS THE BOTTOM OF THE CLASS 5 AGGREGATE BASE. ALL UNSTABLE MATERIAL SUCH AS TOPSOIL, SILTS, ORGANIC MATERIALS, MUCK, ETC. ENCOUNTERED DURING EXCAVATION WHICH IS NOT ACCOUNTED FOR IN THE ESTIMATED QUANTITIES WILL BE PAID AS "COMMON EXCAVATION".

STRIP ALL INPLACE TOPSOIL AND SLOPE DRESSING IN AREAS TO BE DISTURBED BY CONSTRUCTION AND REUSE AS SLOPE DRESSING. IN AREAS OF PARKING LOT, STREET, SHOULDER, AND INTERSECTION CONSTRUCTION, THE EXPOSED SAND SHALL BE SURFACE COMPACTED TO AT LEAST 100% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY, ASTM D1557, IN AT LEAST THE UPPER 1 FT.

UNLESS OTHERWISE RECOMMENDED IN THESE PLANS, THE GRADING SUBGRADE SHALL BE CONSTRUCTED OF SUITABLE GRADING MATERIAL. THE FILL SHALL BE PLACED IN 8" TO 10" LOOSE LIFTS, AND COMPACTED TO 100% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY.

SUITABLE GRADING MATERIAL FOR THIS PROJECT SHALL CONSIST OF ALL SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, SILT, DEBRIS, ORGANIC MATERIAL AND OTHER UNSTABLE MATERIAL. THE MATERIAL SHALL HAVE A CLASSIFICATION OF SP, SM OR SP-SM (USCS CLASSIFICATIONS).

IN ANY PAVEMENT WIDENING THE CONTRACTOR SHALL STRIVE TO SUBSTANTIALLY MATCH BACKFILL MATERIAL WITH IN PLACE SOILS TO FORESTALL ABRUPT FROST DIFFERENTIAL. GRANULAR FILL SHALL NOT BE PLACED BESIDE NON GRANULAR SOILS AND VICE VERSA.

WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT CUT VERTICALLY TO THE BOTTOM OF INPLACE SURFACING OR TOP OF GRADING SUBGRADE WHICHEVER IS DEEPER AT A 1(V):2(H) TO THE BOTTOM OF EXCAVATION.

PROVIDE A SAW CUT WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.

BITUMINOUS AND CONCRETE ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH Mn/DOT SPEC. 2104.3.

USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.04 GAL/SY TO 0.06 GAL/SY BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS (AS SUPPLIED FROM THE REFINERY) OR MC AND RC LIQUID ASPHALTS. THE ASPHALT EMULSION MAY BE FURTHER DILUTED IN THE FIELD IN ACCORDANCE WITH SPEC. 2357.

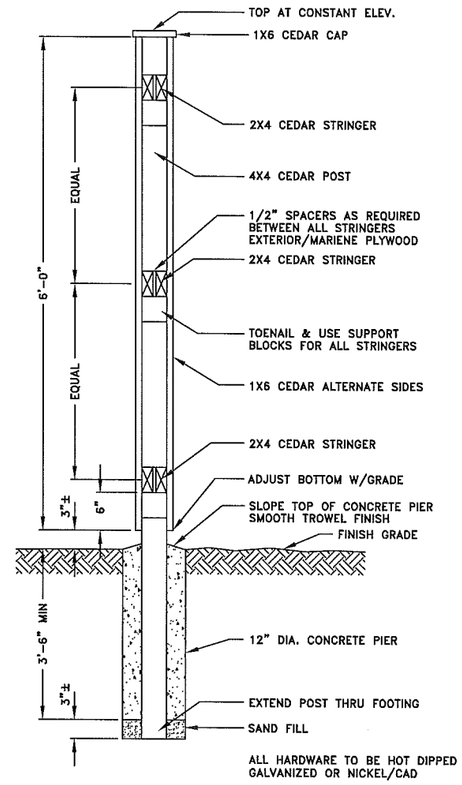
PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58-28, SPEC. 3151 MODIFIED, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THIS PROJECT. SPEC. 3151 MODIFIED IS INCLUDED IN TECHNICAL MEMORANDUM NO. 02-06-MRR-01. SPECIFIC PG GRADES SHALL BE STATED IN THE SPECIAL PROVISIONS AND AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.

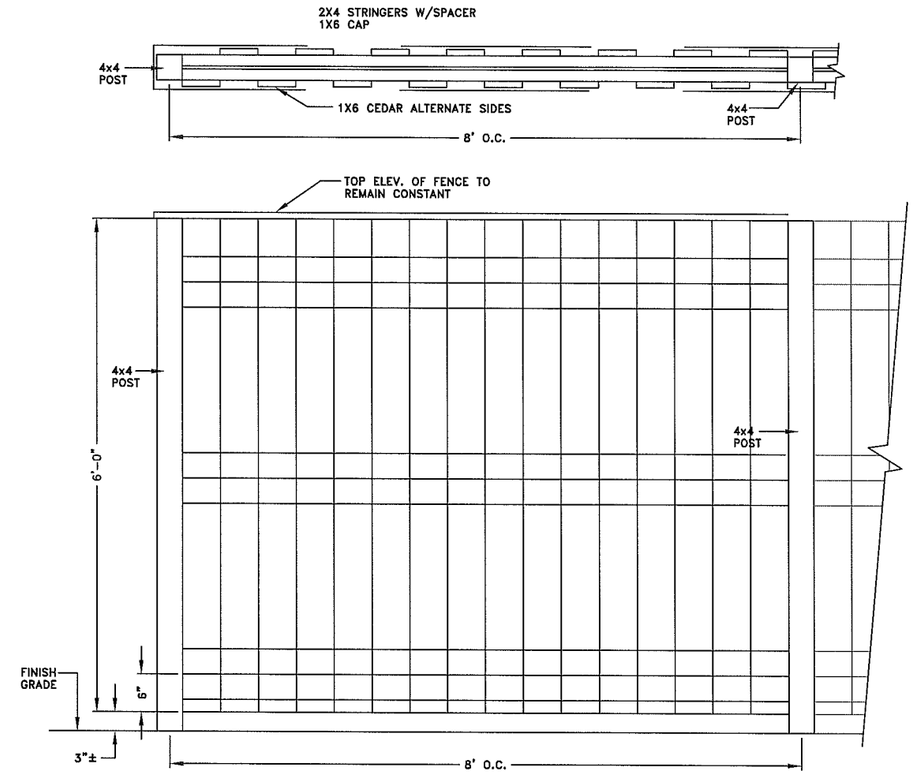
THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2350 AND 3139.

IF NECESSARY, THE UTILITY COMPANIES WILL RELOCATE THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS UNDER THIS CONTRACT. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION. THE UTILITY COMPANIES MAY REQUIRE NEW CONDUIT CROSSINGS. THE UTILITY COMPANIES WILL PROVIDE THE CONDUIT. THE CONTRACTOR SHALL INSTALL THE CONDUIT. THIS WORK SHALL BE INCIDENTAL.

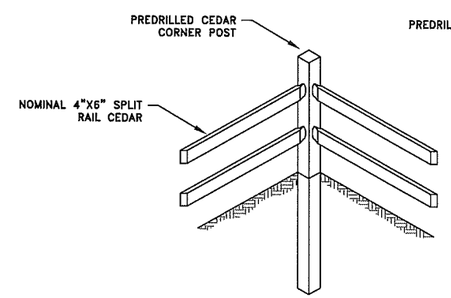
EROSION CONTROL SHALL CONFORM TO THE Mn/DOT EROSION CONTROL HANDBOOK.

CATEGORY 3 EROSION CONTROL BLANKET SHALL BE INSTALLED AS SHOWN ON THE PLANS AND IN AREAS OF POSSIBLE EROSION AS DIRECTED BY THE ENGINEER.

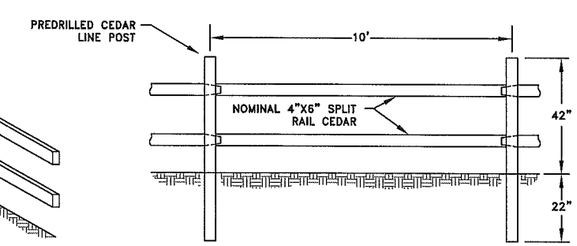




1/2 WOOD FENCE



CORNER POST



LINE POST

2/2 SPLIT RAIL FENCE

LEGEND

- 906 — EXISTING CONTOUR
- RIGHT-OF-WAY/ROAD EASEMENT
- DRAINAGE AND UTILITY EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- SLOPE OR TRAIL EASEMENT
- TV — UNDERGROUND TV
- P-BUR — UNDERGROUND ELECTRIC
- P-OH — OVERHEAD ELECTRIC
- G — UNDERGROUND GAS MAIN
- T — UNDERGROUND TELEPHONE
- W — DELINEATED WETLAND
- T C — UTILITY PEDESTALS
- TREE LINE
- DECIDUOUS AND CONIFEROUS TREES
- M — MAILBOX
- UTILITY POLE
- GUY WIRE
- WOOD FENCE
- X — WIRE FENCE
- CHAINLINK FENCE
- SIGN
- EXISTING STORM SEWER
- EXISTING CATCH BASIN
- EXISTING BITUMINOUS CURB
- SOIL BORING LOCATION

DATE	REVISION

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CRAIG M. JOCHUM, P.E.
Date 6/23/10 Lic. No. 23461

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

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S.A.P. 203-110-003
CITY PROJECT #2010-01

CONSTRUCTION AND SOILS NOTES AND DETAILS

CITY OF EAST BETHEL, MINNESOTA

Sep 08, 2010 - 9:15am
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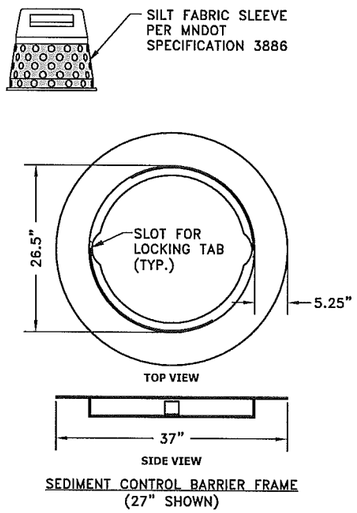
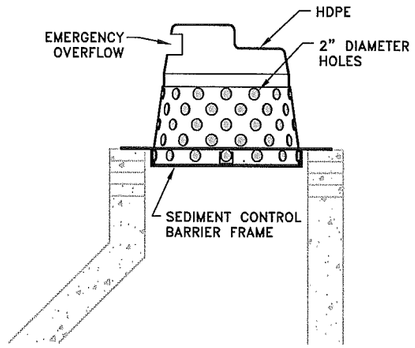
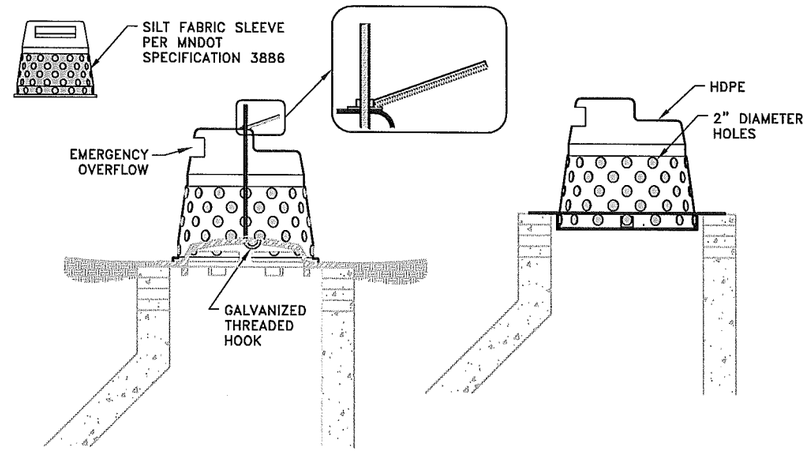
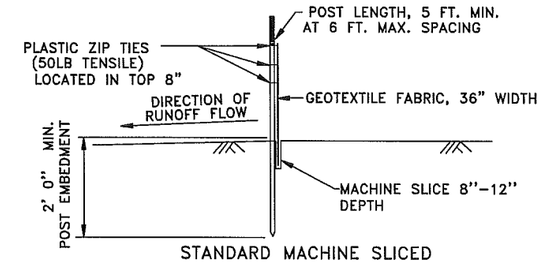




1/3 SEDIMENT CONTROL BARRIER FOR CATCH BASINS AND MANHOLES

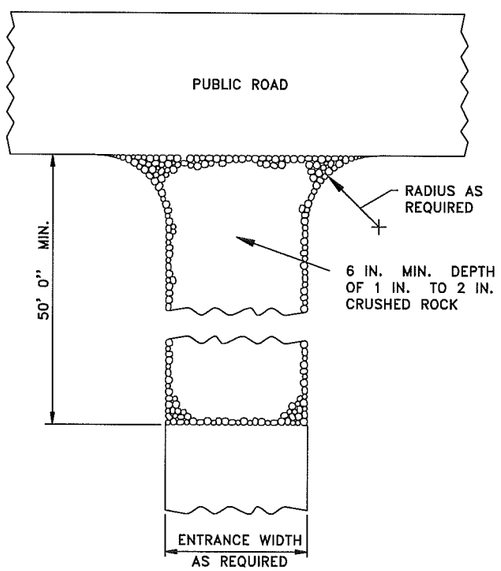


2/3 SEDIMENT CONTROL BARRIER FOR MEDIAN DRAINS



3/3 SILT FENCE DETAILS (14)

TO PROTECT AREAS FROM SHEET FLOW
(SEE SPEC. 3886)



4/3 ROCK CONSTRUCTION ENTRANCE

EROSION CONTROL NOTES:

1. PRIOR TO ANY CONSTRUCTION ACTIVITIES THE CONTRACTOR SHALL ACQUIRE THE NECESSARY MPCA-NPDES STORMWATER PERMIT. A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN PREPARED COVERING CONSTRUCTION ACTIVITIES.
2. THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) PRIOR TO GRADING AND REMOVAL ACTIVITIES. BMP'S SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION ACTIVITIES AND POTENTIAL FOR EROSION HAS PASSED.
3. THE CONTRACTOR SHALL SCHEDULE HIS OPERATION TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
4. BMP'S SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND DOCUMENTED IN THE SWPPP INSPECTION LOG. WEEKLY LOGS MUST BE FORWARDED TO THE ENGINEER FOR REVIEW.
5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS APPROVED BY THE ENGINEER.
6. THE CONTRACTOR SHALL FILE A NOTICE OF TERMINATION WITH THE MPCA AFTER FINAL STABILIZATION IS APPROVED BY THE ENGINEER.
7. WHEN SEDIMENTS DEPOSIT IN A WATER OF THE STATE, THE MATERIAL MUST BE REMOVED WITHIN 7 DAYS.
8. PRIOR TO EXPORTING MATERIAL OR DEBRIS FROM THE SITES, CONTRACTOR SHALL PROVIDE A ROCK CONSTRUCTION ENTRANCE PER (4/3).
9. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
10. ALL DISTURBED AREAS REQUIRE 4" OF TOPSOIL, SEED MIXTURE AND TYPE I MULCH MATERIAL OR EROSION CONTROL BLANKET. THE TURF ESTABLISHMENT SHALL CONFORM TO MnDOT STANDARD SPECIFICATIONS.
11. SEE SHEET 5 FOR TYPE AND APPLICATION RATES OF MULCH, SEED AND FERTILIZER.
12. TYPE I MULCH SHALL BE DISK ANCHORED. DISK ANCHORING SHALL BE INCIDENTAL TO TURF ESTABLISHMENT.
13. SEE THE SWPPP FOR THE SEQUENCE OF CONSTRUCTION ACTIVITIES.
14. SILT FENCE SHALL FOLLOW AS CLOSELY AS POSSIBLE A SINGLE CONTOUR LINE.

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Date 6/23/10 CRAIG J. JOCHUM, P.E. Lic. No. 23461

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S.A.P. 203-110-003
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EROSION AND SEDIMENT CONTROL NOTES AND DETAILS

CITY OF EAST BETHEL, MINNESOTA

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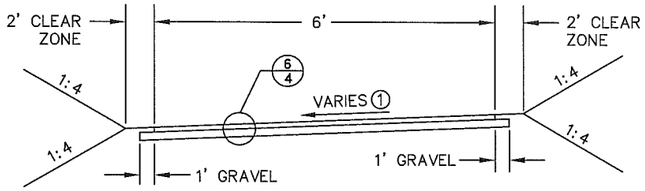
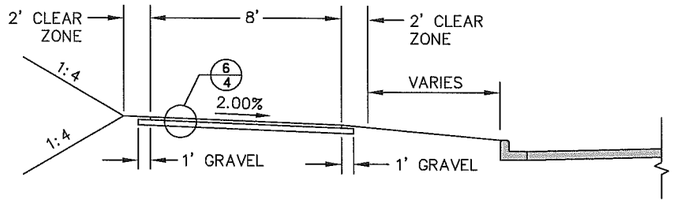
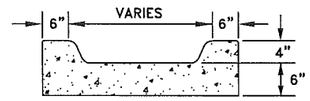


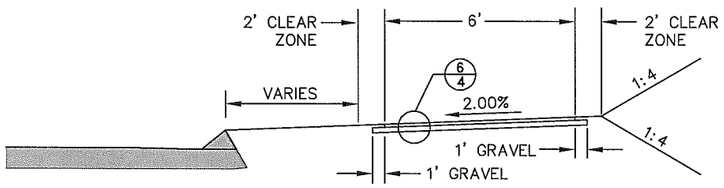
1/4 TYPICAL TRAIL SECTION
BOOSTER PARK EAST
NO SCALE



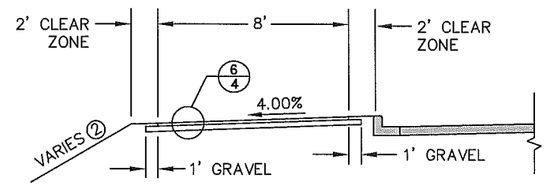
4/4 TYPICAL TRAIL SECTION
BATAAN STREET NE
STATION 200+15 TO STATION 246+16
NO SCALE



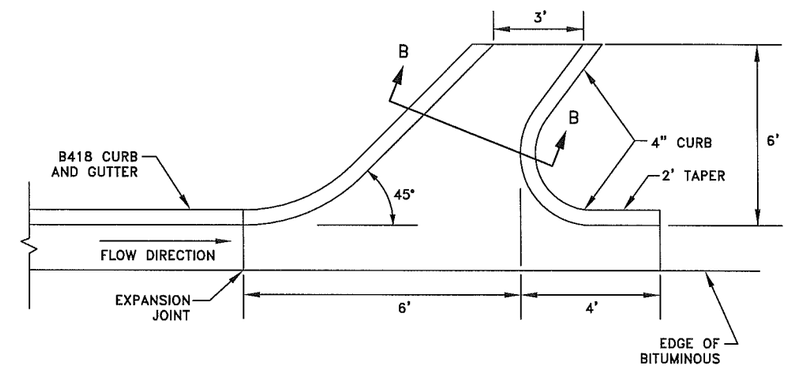
SECTION B–B



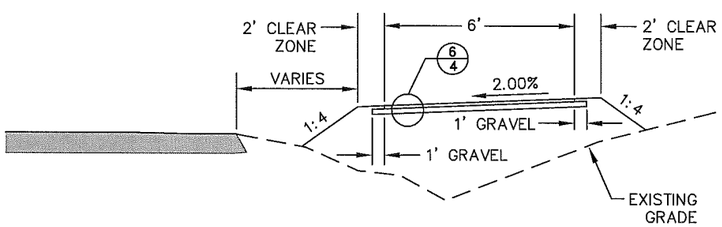
2/4 TYPICAL TRAIL SECTION
224TH AVENUE NE
STATION 0+24 TO STATION 7+60
STATION 10+70 TO STATION 13+68.30
NO SCALE



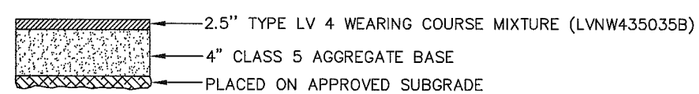
4/4 TYPICAL TRAIL SECTION
BATAAN STREET NE
STATION 200+15 TO STATION 246+16
NO SCALE



7/4 CONCRETE FLUME



3/4 TYPICAL TRAIL SECTION
224TH AVENUE NE
STATION 7+60 TO STATION 10+70
NO SCALE



6/4 TYPICAL PAVEMENT SECTION

TABLE 1 – BOOSTER PARK EAST			
STATION		SLOPE PERCENT	SLOPE DIRECTION
FROM	TO		
0+00	1+00	2	LEFT
1+00	1+50	VARIES	TRANSITION
1+50	4+00	2	RIGHT
4+00	4+50	VARIES	TRANSITION
4+50	6+00	2	LEFT
6+00	6+50	VARIES	TRANSITION
6+50	7+85	0	NA

REFERENCE NOTES:
① PERCENT AND DIRECTION OF CROSS SLOPE VARIES, SEE TABLE 1.
② SEE CROSS SECTIONS FOR SLOPE.

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CRAIG J. JOCHUM, P.E.
Date 6/23/10 Lic. No. 23461

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CHECKED BY: CJJ

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CITY PROJECT #2010-01

DETAILS

CITY OF EAST BETHEL, MINNESOTA

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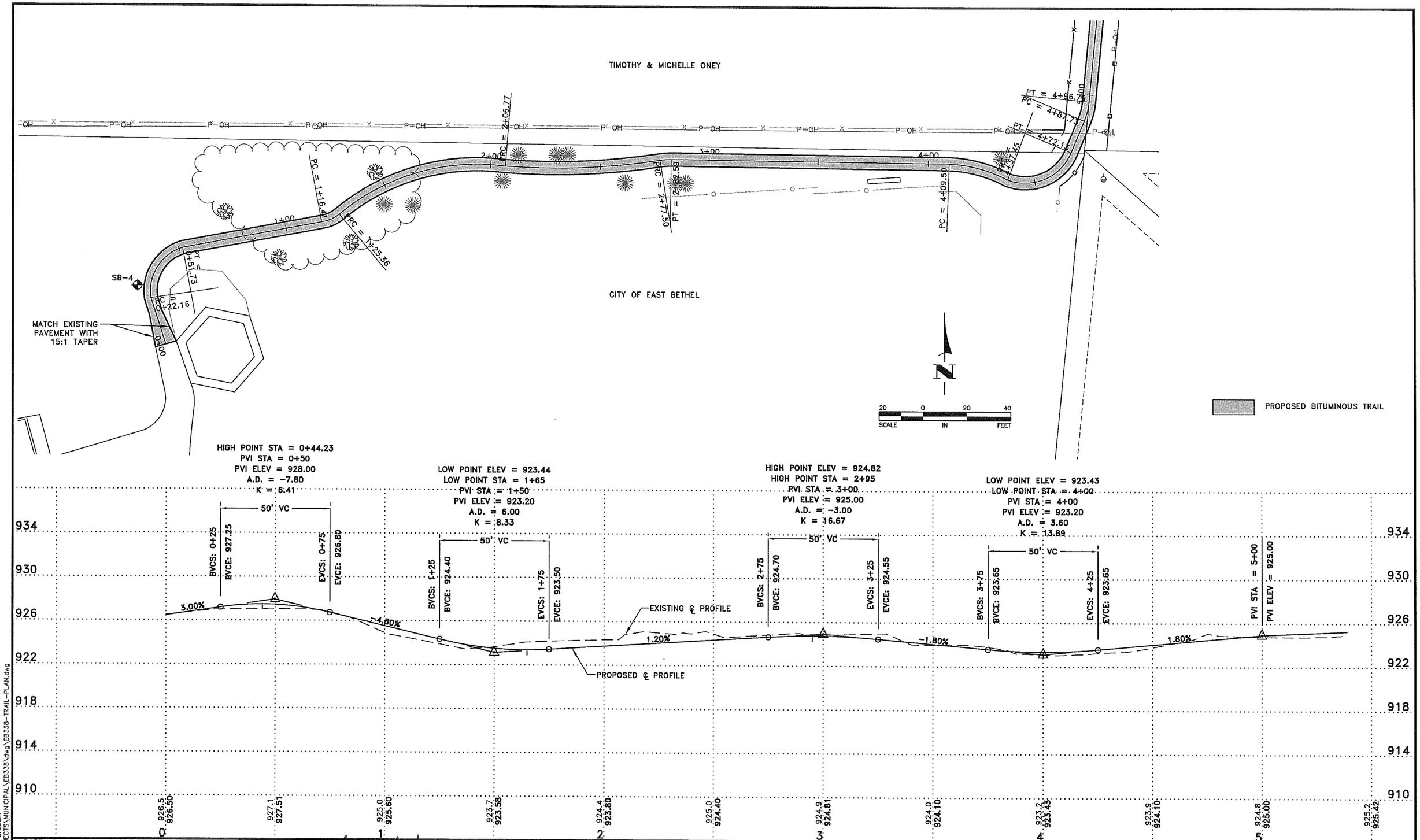

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CITY PROJECT #2010-01

TRAIL CONSTRUCTION PLANS

BOOSTER PARK EAST
CITY OF EAST BETHEL, MINNESOTA

SHEET 11 OF 31 SHEETS

EB338

Sep 08, 2010 – 8:53am
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TIMOTHY & MICHELLE ONEY

PC = 4+09.50

CITY OF EAST BETHEL

TRAIL EASEMENT

FURNISH AND INSTALL 320LF OF 6' CHAINLINK FENCE PER MN/DOT STANDARD PLATE 9322. INSTALL AT 10' LEFT.

TEMPORARY CONSTRUCTION EASEMENT–PLACE EXCESS FILL FROM STATION 4+50 TO STATION 7+85 (BOOSTER PARK EAST) IN THE EASEMENT AS DIRECTED BY THE ENGINEER

FURNISH AND INSTALL 340LF SPLIT RAIL FENCE. INSTALL AT 10' RIGHT. SEE 2/2

15–2' WHITE PINES AT 15' RIGHT ①

TEMPORARY CONSTRUCTION EASEMENT

PETER & HAFIZA ARAMALAY

224TH AVENUE

7+96.75

REFERENCE NOTES:
① TREES SHALL BE PAID PER ITEM 2571–CONIFEROUS TREE 2' HT CONT.

PROPOSED BITUMINOUS TRAIL

SCALE IN FEET 20 0 20 40

HIGH POINT ELEV = 926.29
HIGH POINT STA = 6+57.19
PVI STA = 6+75
PVI ELEV = 926.47
A.D. = -5.84
K = 8.56

50' VC

PVI STA = 5+00
PVI ELEV = 925.00

BVCS: 6+50
BVCE: 926.26

EVCS: 7+00
EVCE: 925.22

EXISTING ℄ PROFILE

PVI STA = 7+85.62
PVI ELEV = 920.94

1.80%

0.84%

PROPOSED ℄ PROFILE

-5.00%

-2.00%

934 930 926 922 918 914 910

924.8 925.00 | 925.2 925.42 | 925.4 925.84 | 926.8 926.26 | 927.9 925.22 | 927.6 922.72 | 920.2

5 6 7 8

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TRAIL CONSTRUCTION PLANS

BOOSTER PARK EAST
CITY OF EAST BETHEL, MINNESOTA

SHEET 12 OF 31 SHEETS

EB338

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PROPOSED BITUMINOUS TRAIL

N

SCALE 20 0 20 40 IN FEET

INSTALL TRUNCATED DOME PER MN/DOT STANDARD PLATE 7036

224TH AVENUE

7+96.75

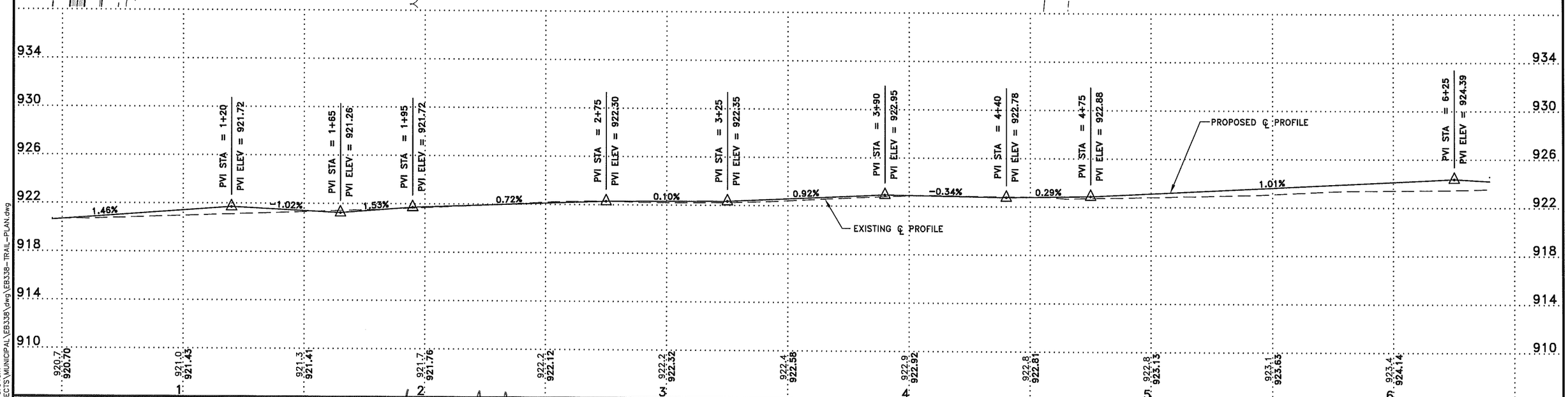
1+00 2+00 3+00 4+00 5+00 6+00

SB-5

TEMPORARY CONSTRUCTION EASEMENT

PETER & HAFIZA ARAMALAY

DAVID & MARY CARLSON



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TRAIL CONSTRUCTION PLANS

224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA

EB338

Sep 08, 2010 - 8:54am
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NOTES:
① STOOL GRATE SHALL BE SET IN A CONCRETE FRAME PER MN/DOT STANDARD PLATE 4143.

PROPOSED BITUMINOUS TRAIL

SCALE 20 0 20 40 IN FEET

224TH AVENUE

CB #1
30" DIA.
TOP OF FRAME=921.30 ①
INV (N)=918.90
INV (E)=918.90

130LF 15" CPP @ 0.33%

100LF 15" CPP @ 0.33%

CB #3
30" DIA.
TOP OF FRAME=921.50 ①
INV (W)=918.15
INV (SE)=918.15

PC = 6+91.42
PT = 7+09.9
PC = 7+40.18
PT = 7+58.68
PC = 8+04.06
PT = 8+13.05
PC = 8+15.74
PT = 8+26.73

6+00 7+00 8+00 9+00 10+00 11+00

DAVID & MARY CARLSON

CONNECT TO EXISTING PIPE WITH 15LF 15" CMP

REPLACE SALVAGED LANDSCAPE MATERIAL

INSTALL SALVAGED SIGN

CB #2
30" DIA.
TOP OF FRAME=921.00 ①
INV (W)=918.48
INV (E)=918.48

38LF 15" CPP @ 0.33%

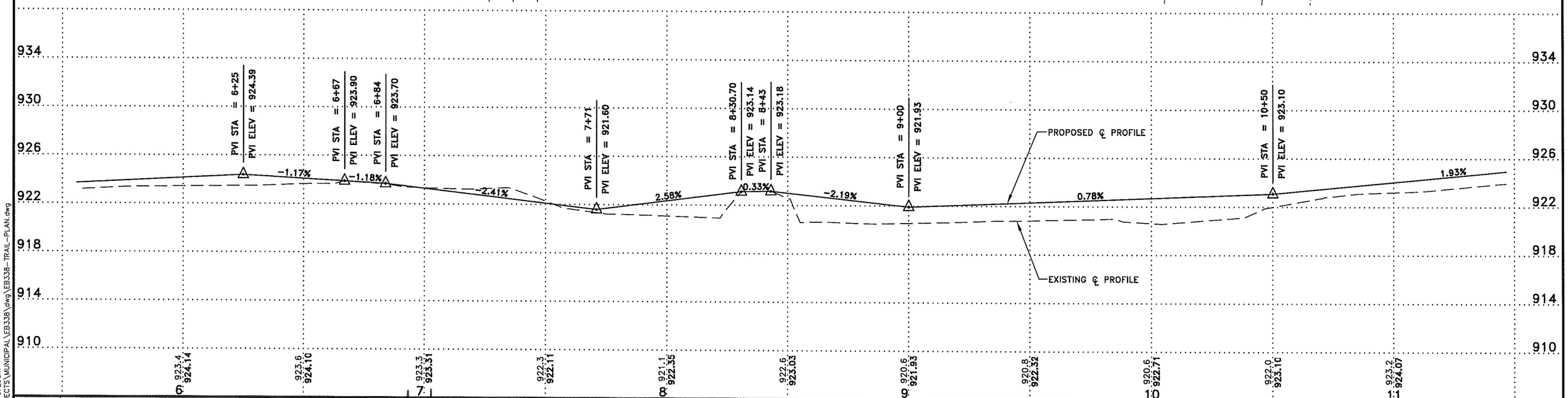
15" METAL APRON
INV=918.02

4.4CY CLASS III RIPRAP OVER 10SY TYPE IV GEOTEXTILE FILTER

POND GRADING SEE 1/15

MATTHEW & KARIN ARNOLD

TERRY & JAMES MORINVILLE



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TRAIL CONSTRUCTION PLANS
224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 14 OF 31 SHEETS

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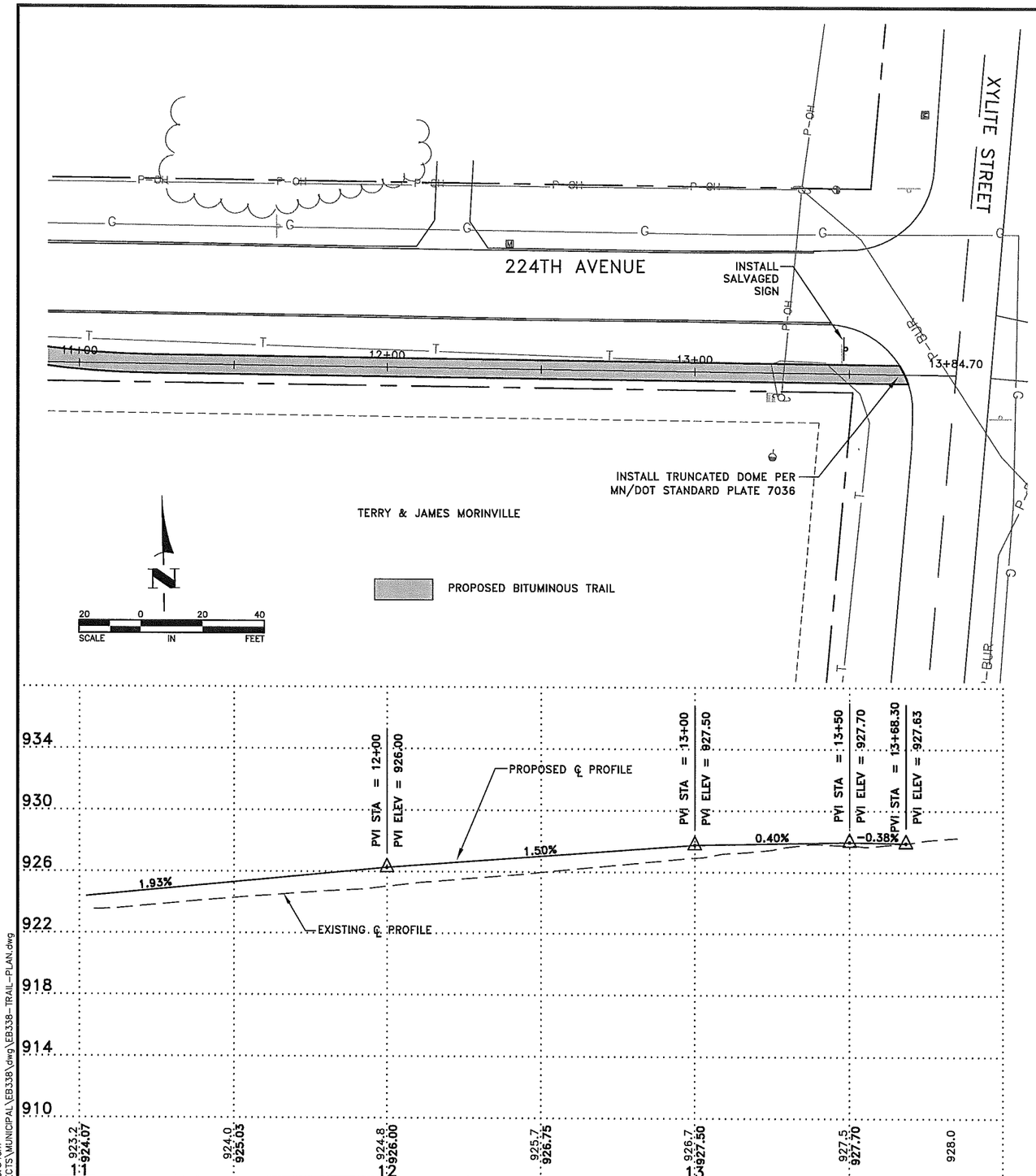

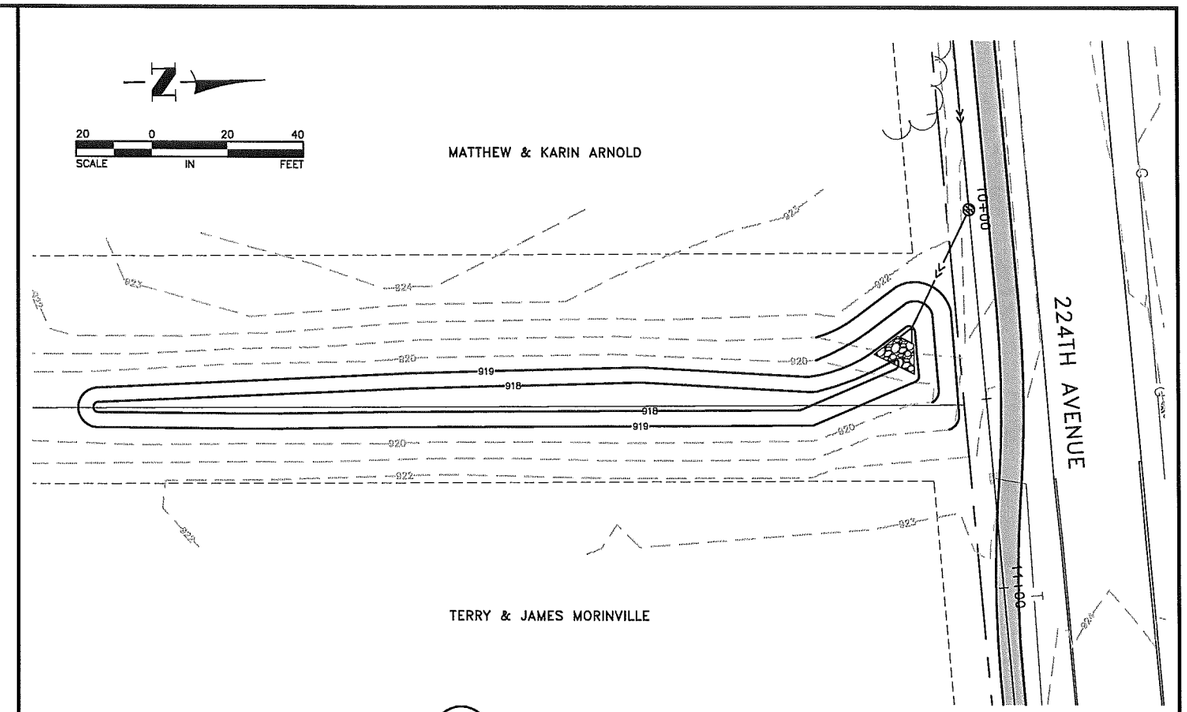

1/15 POND GRADING

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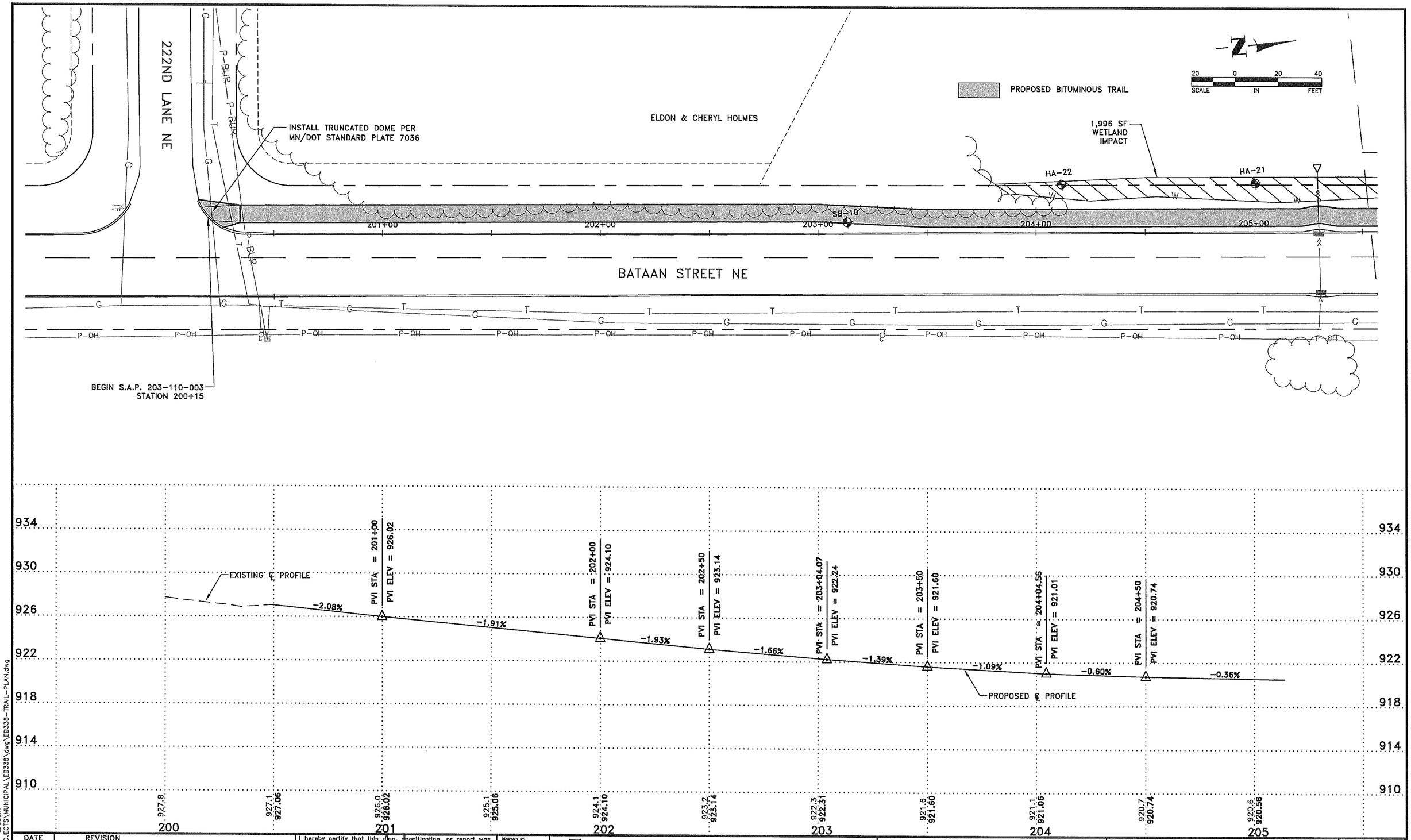
224TH AVENUE NE
CITY OF EAST BETHEL, MINNESOTA



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TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 16 OF 31 SHEETS

EB338

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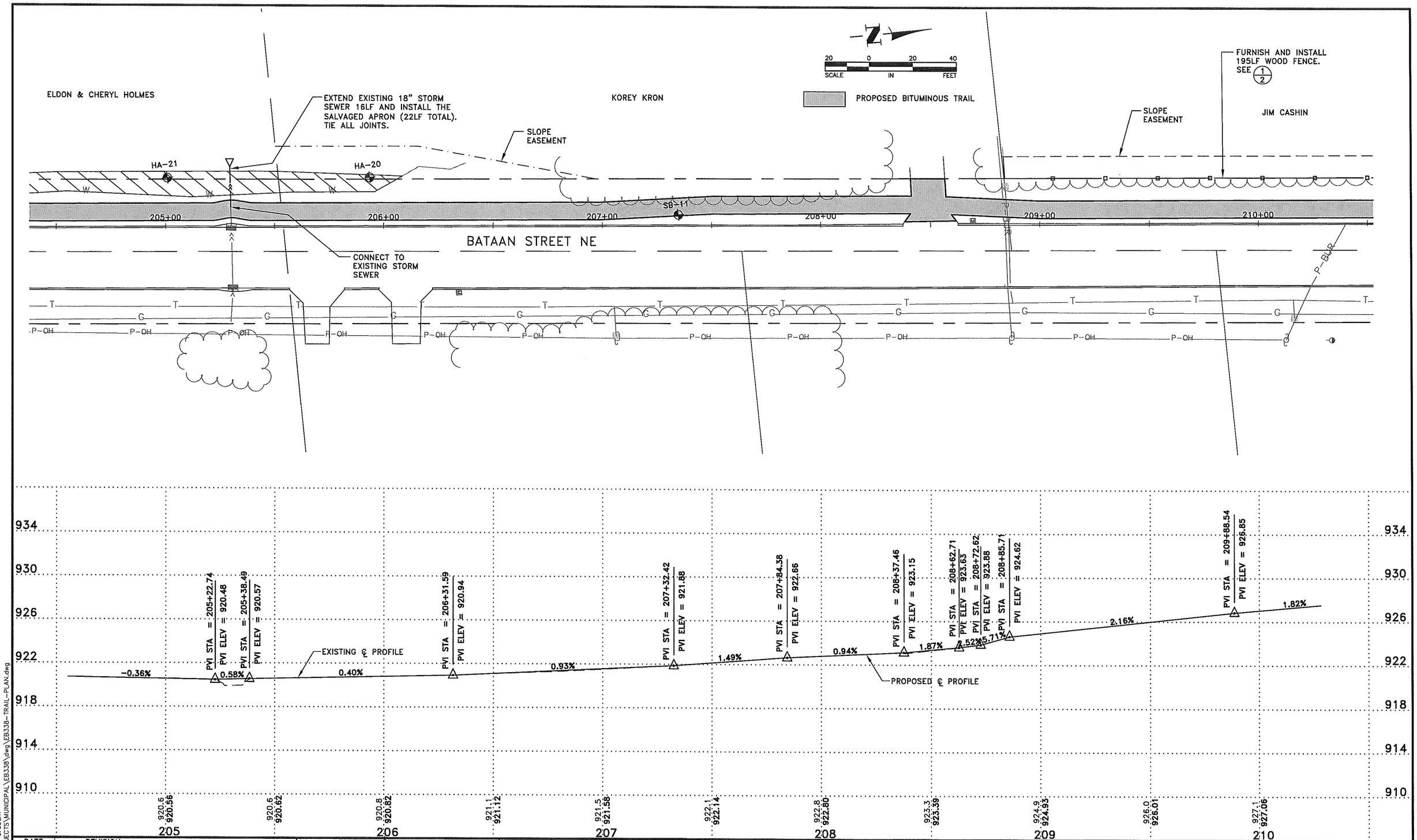

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Date 6/23/10 CRAIG J. JOCHUM, P.E. Lic. No. 23461

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

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S.A.P. 203-110-003
CITY PROJECT #2010-01

TRAIL CONSTRUCTION PLANS

BATAAN STREET NE
CITY OF EAST BETHEL, MINNESOTA

SHEET 17 OF 31 SHEETS

EB338

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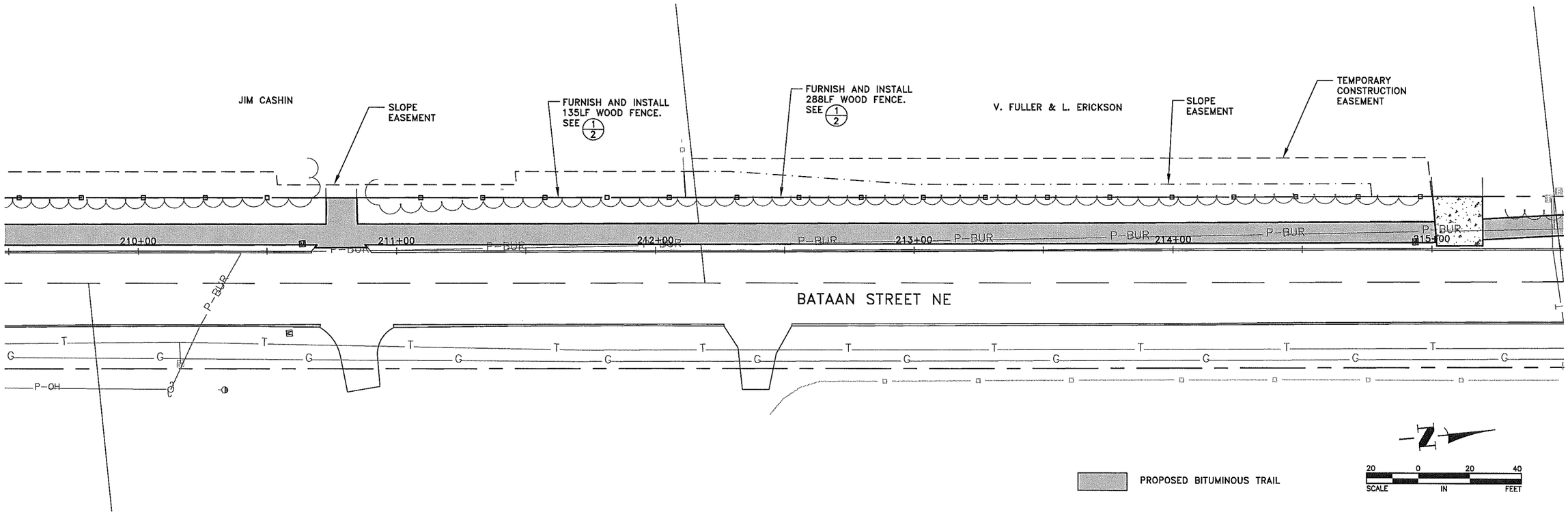

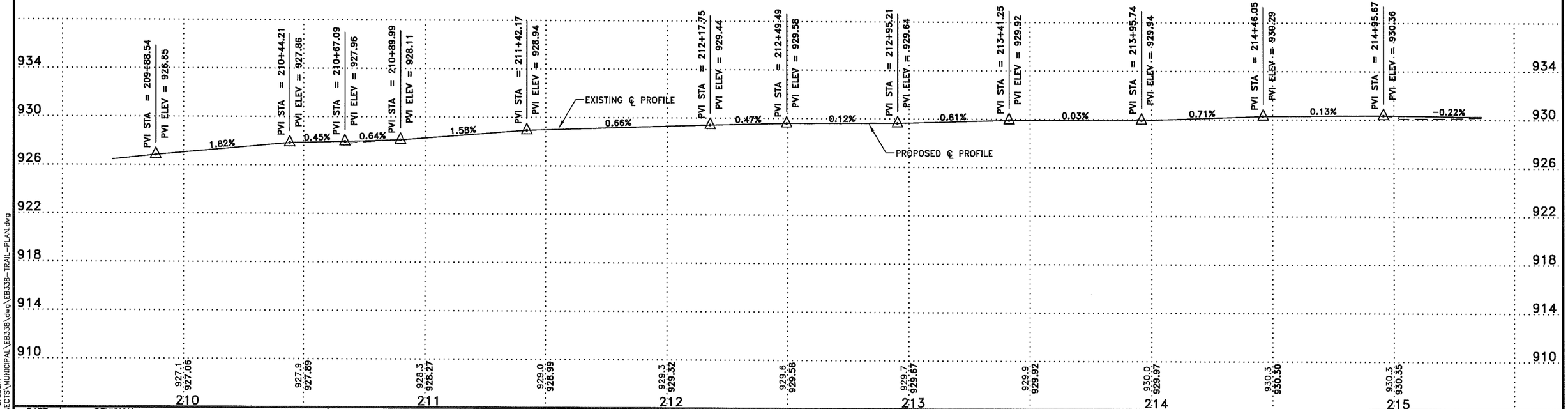

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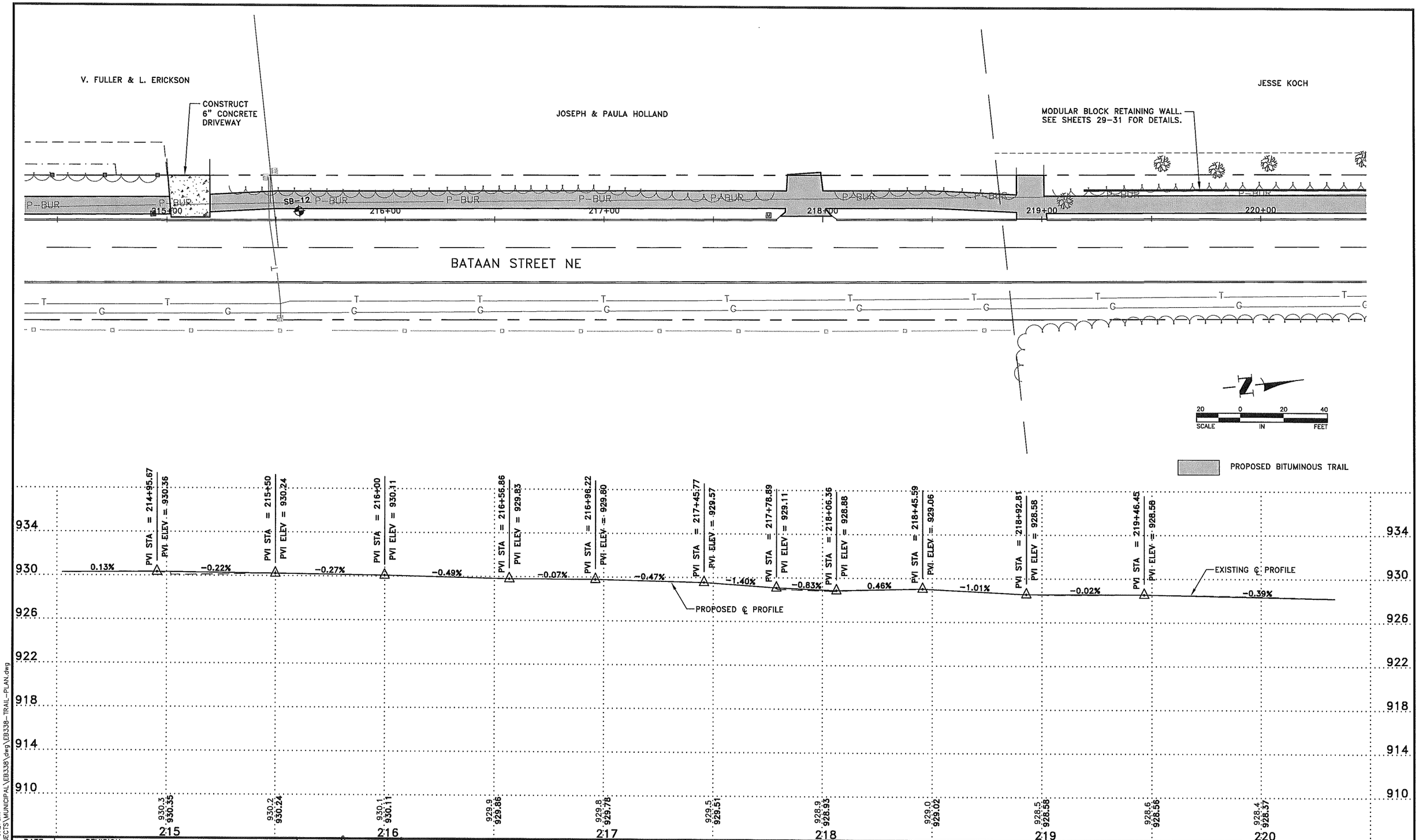

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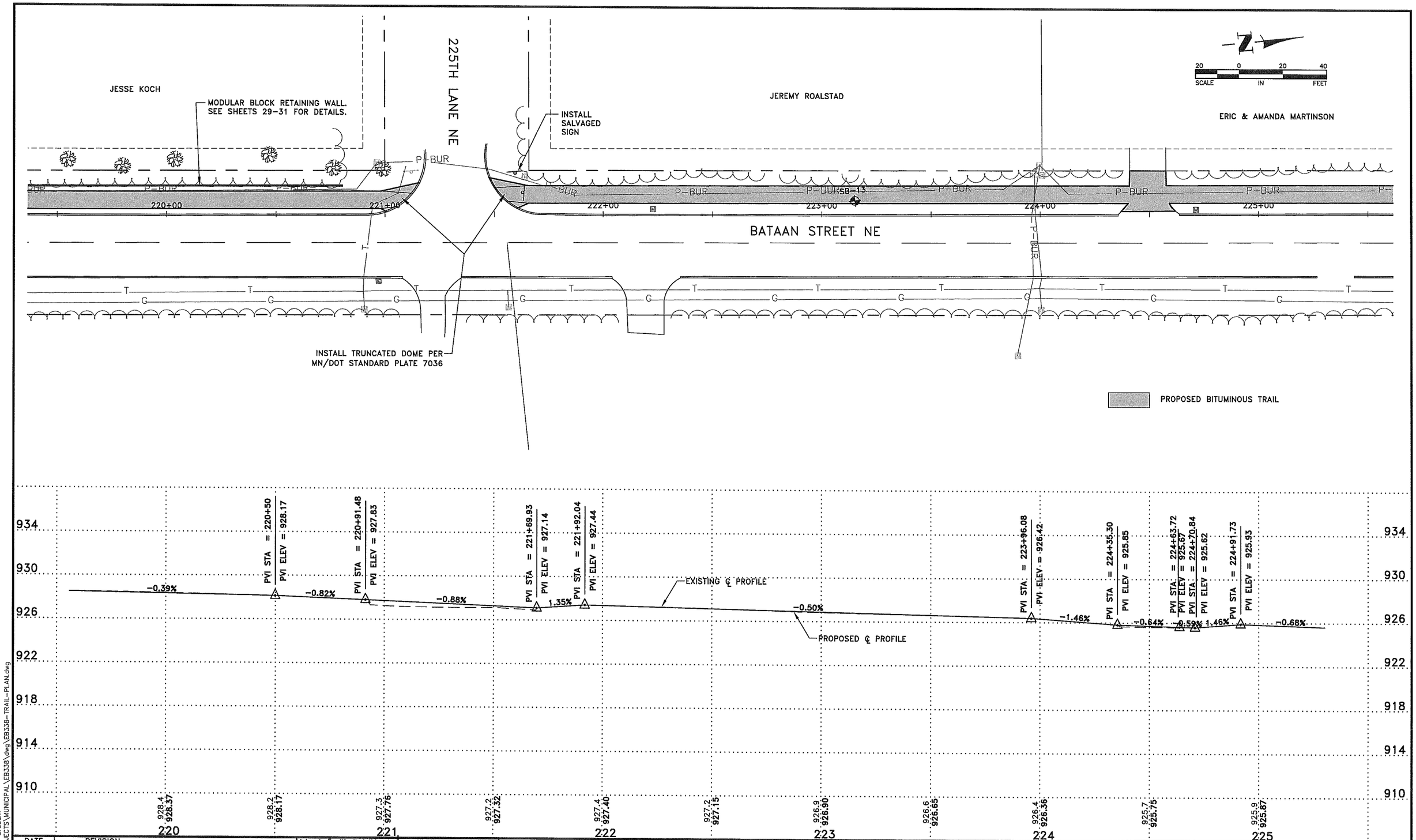

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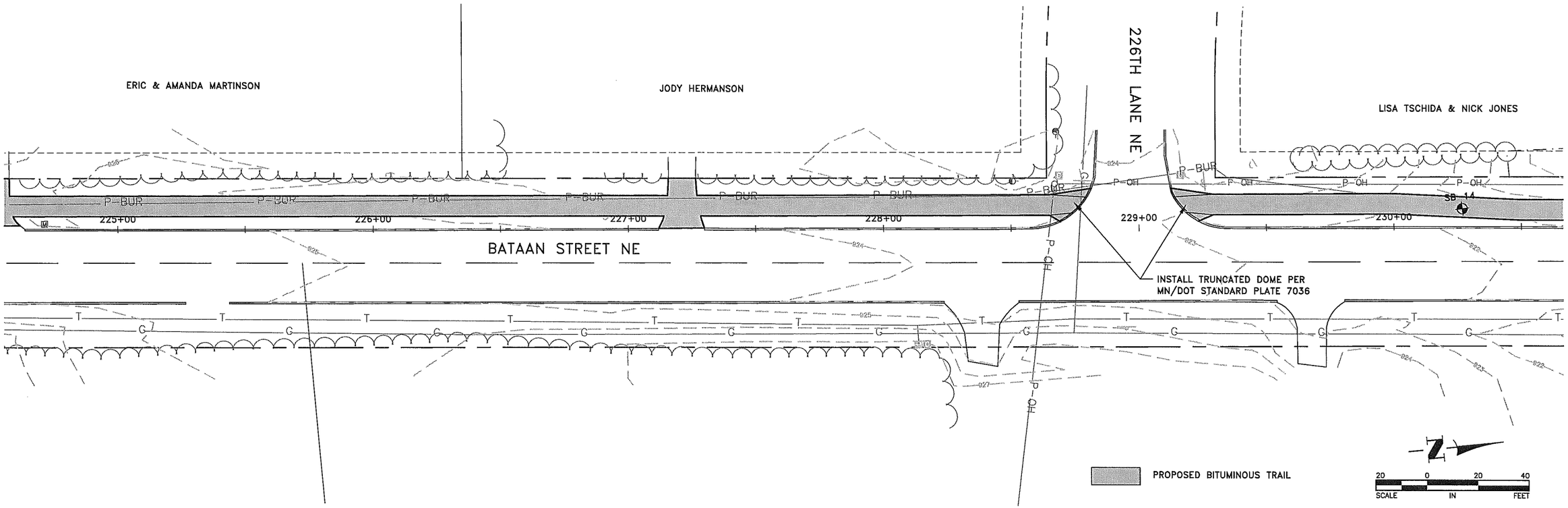

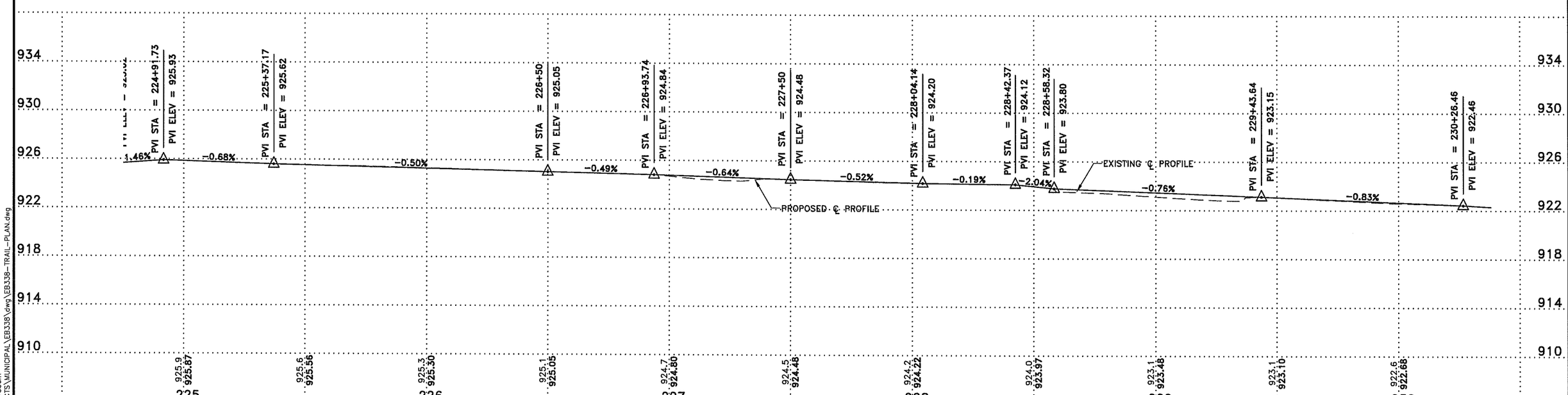

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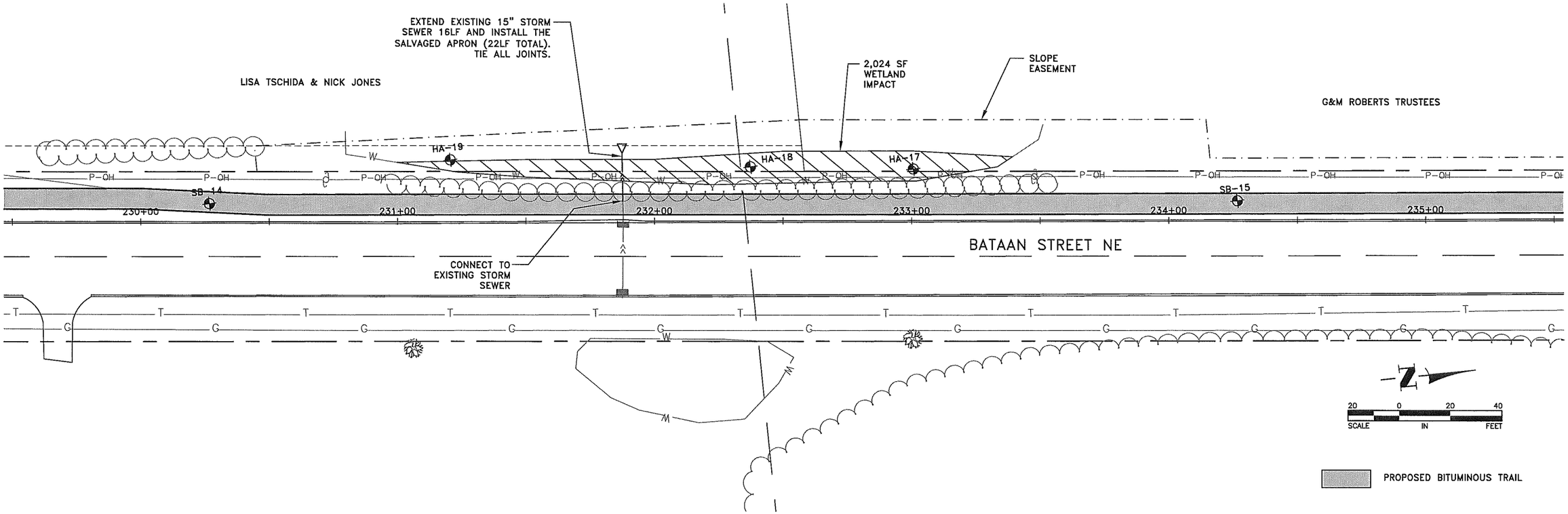

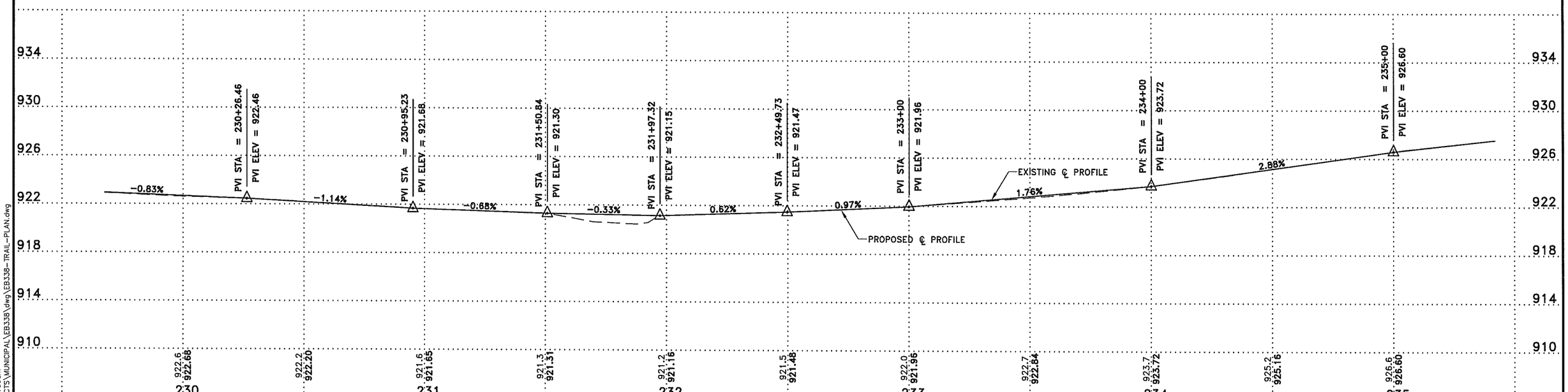

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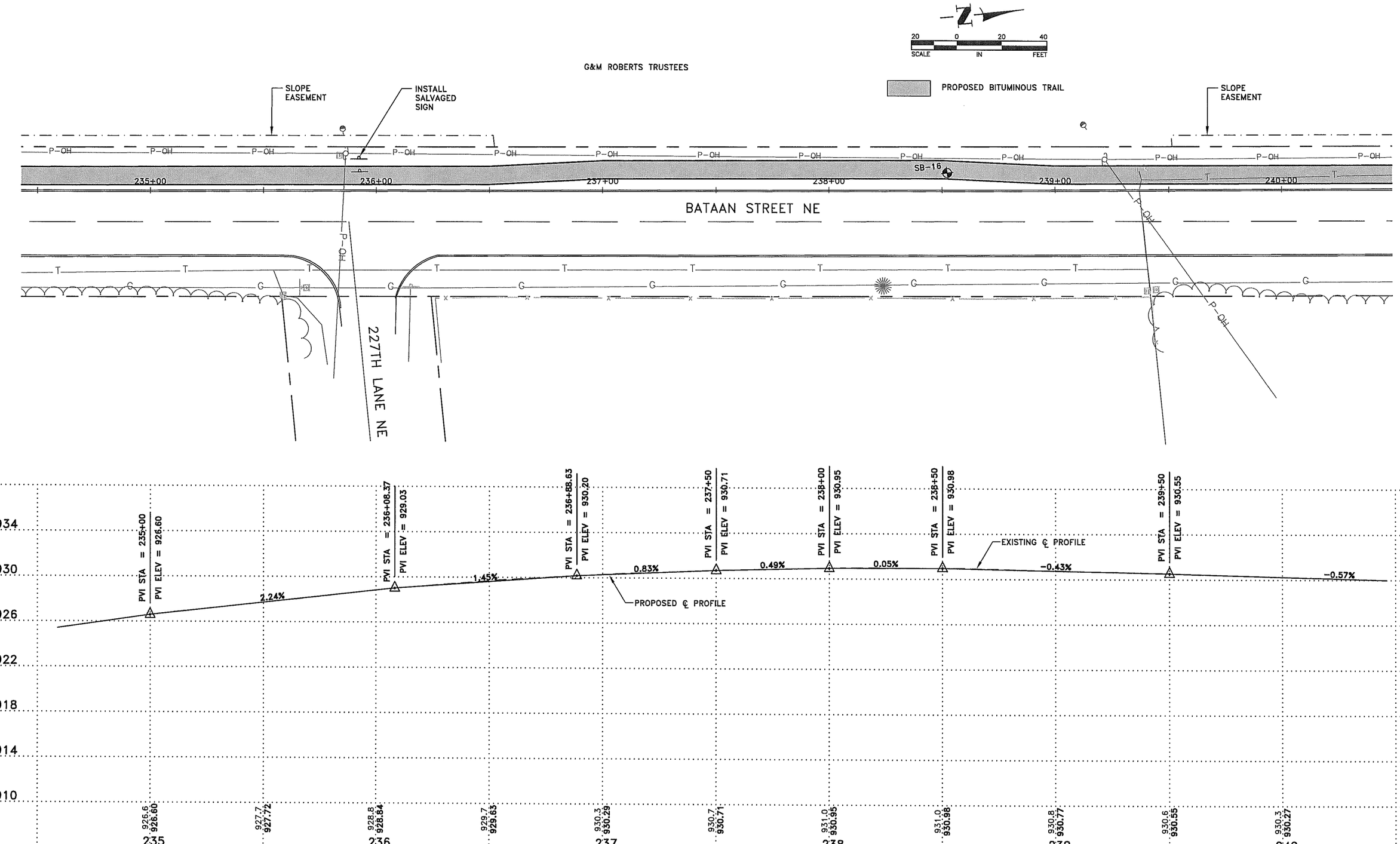

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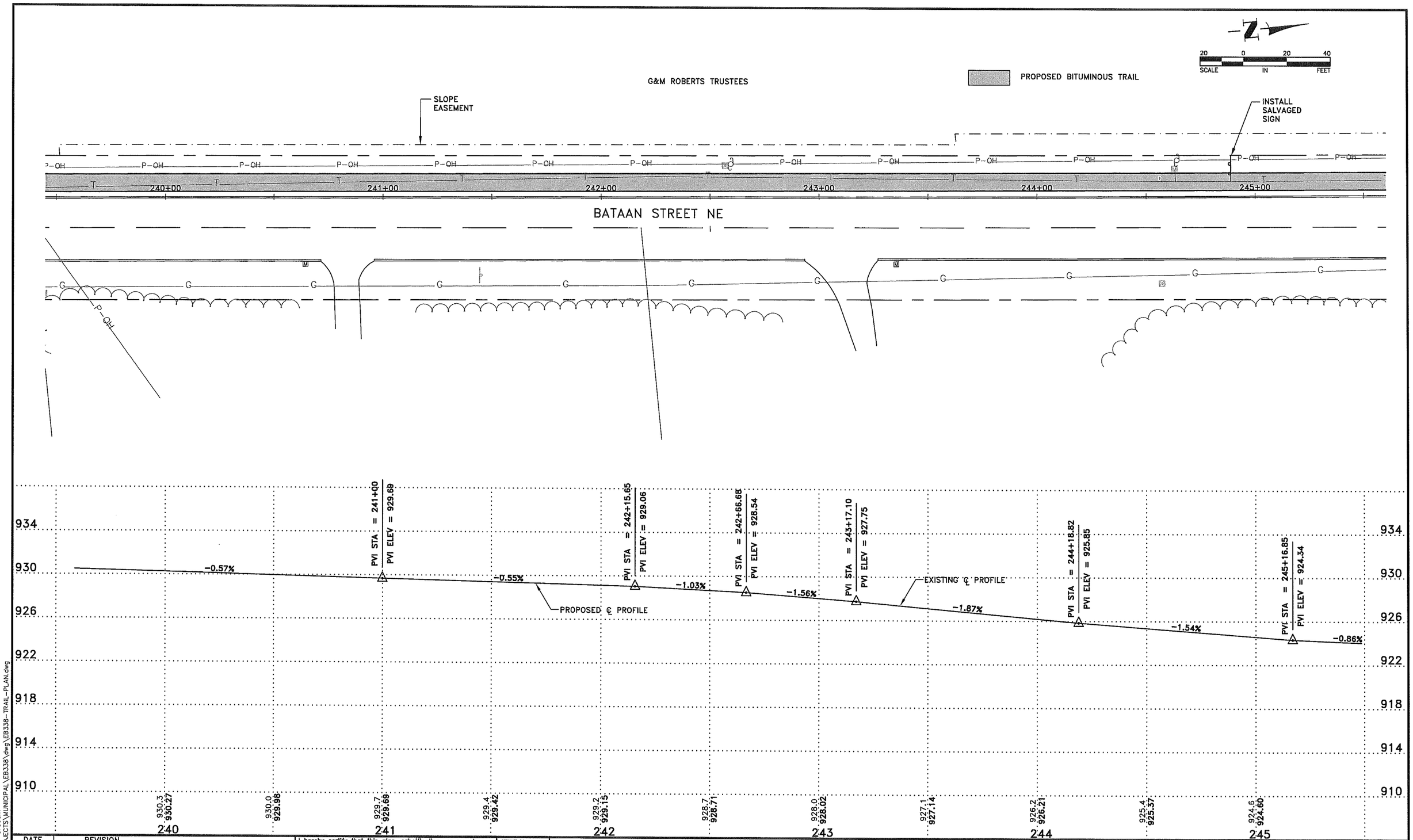

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SHEET 24 OF 31 SHEETS

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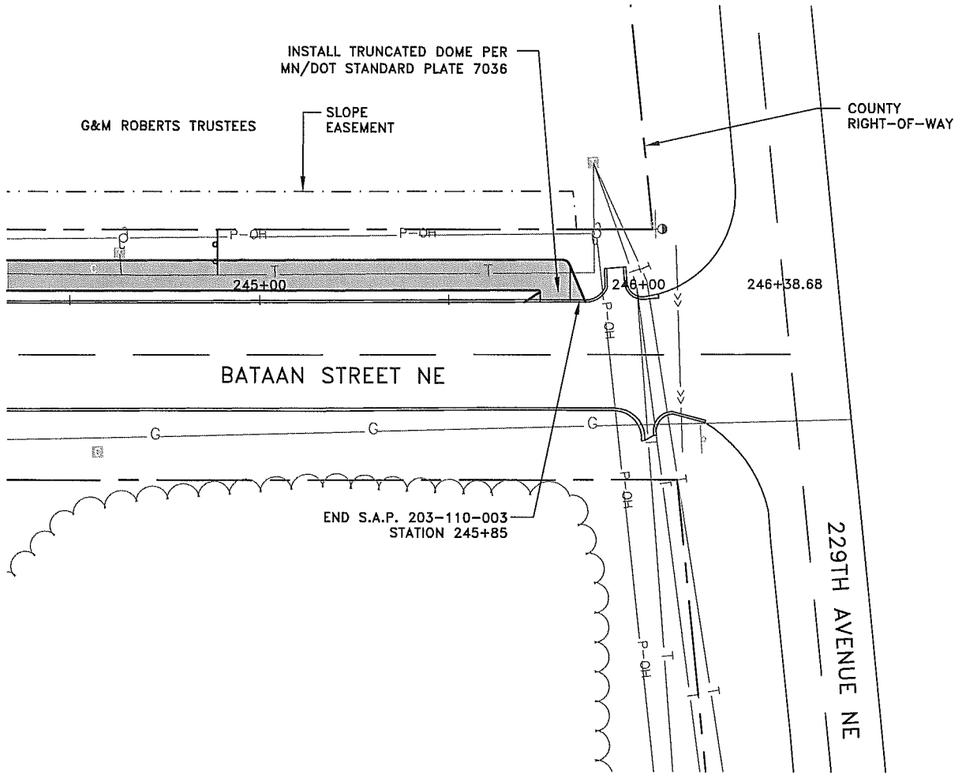

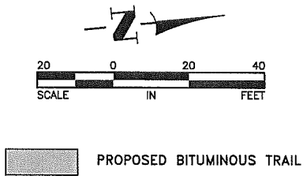

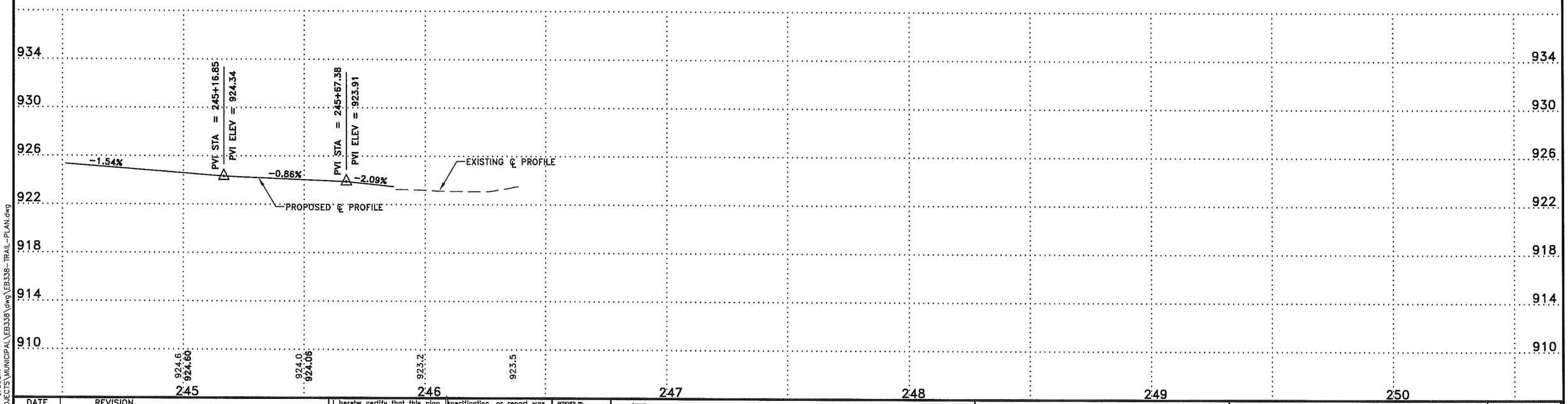

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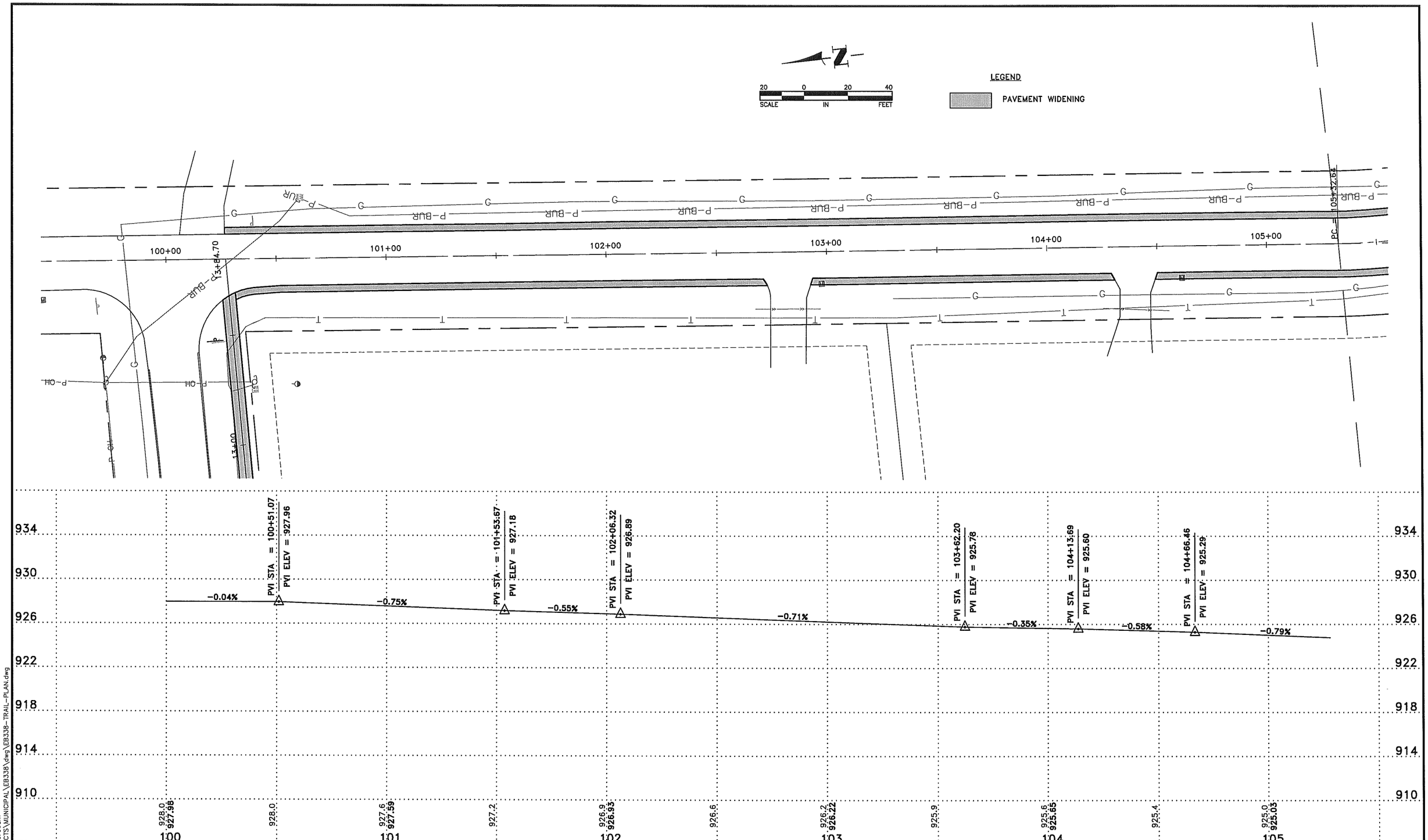

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CITY PROJECT #2011-01

TRAIL CONSTRUCTION PLANS

XYLITE ST AND 222ND LANE
CITY OF EAST BETHEL, MINNESOTA

SHEET 1 OF 4 SHEETS

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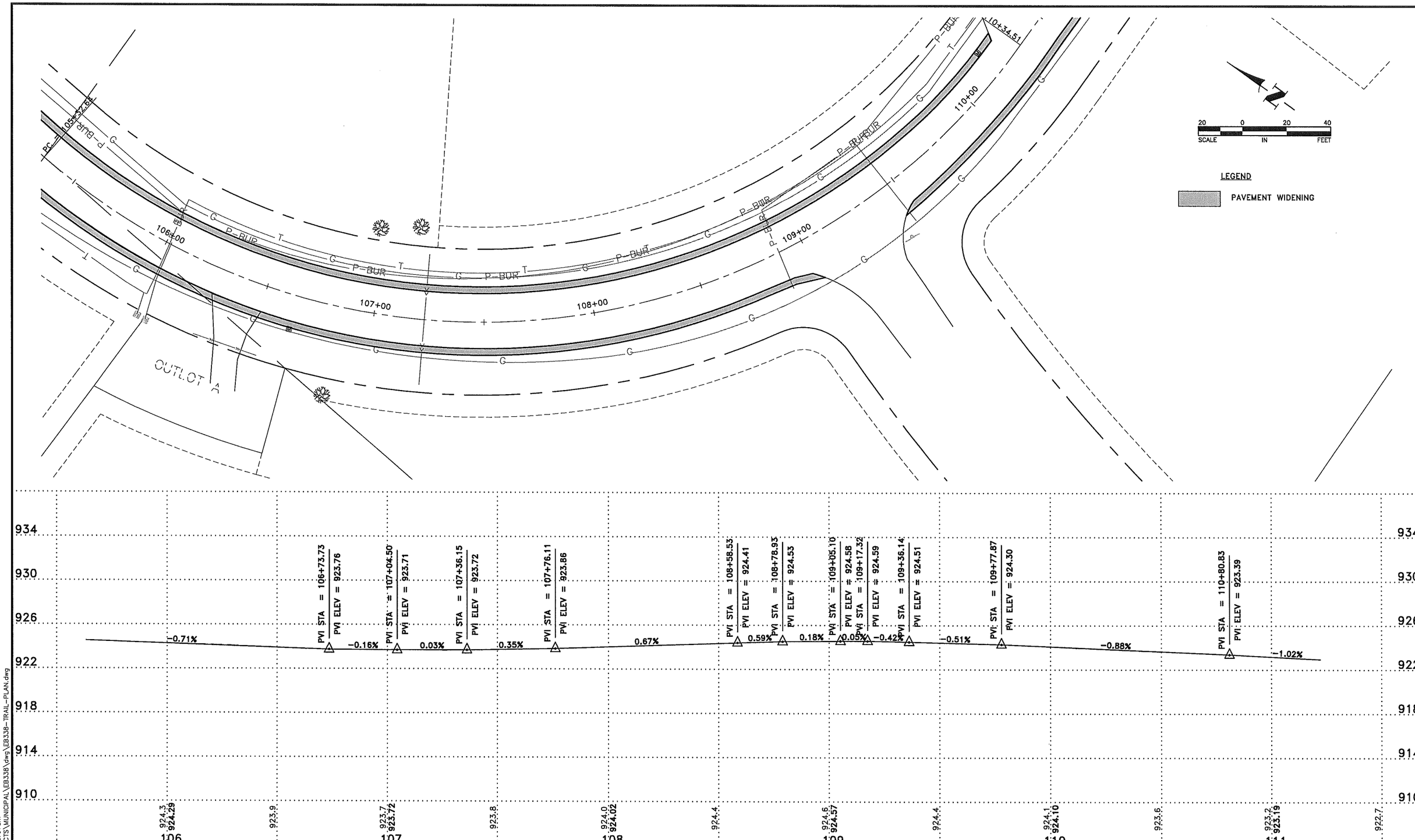

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XYLITE ST AND 222ND LANE
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SHEET 2 OF 4 SHEETS

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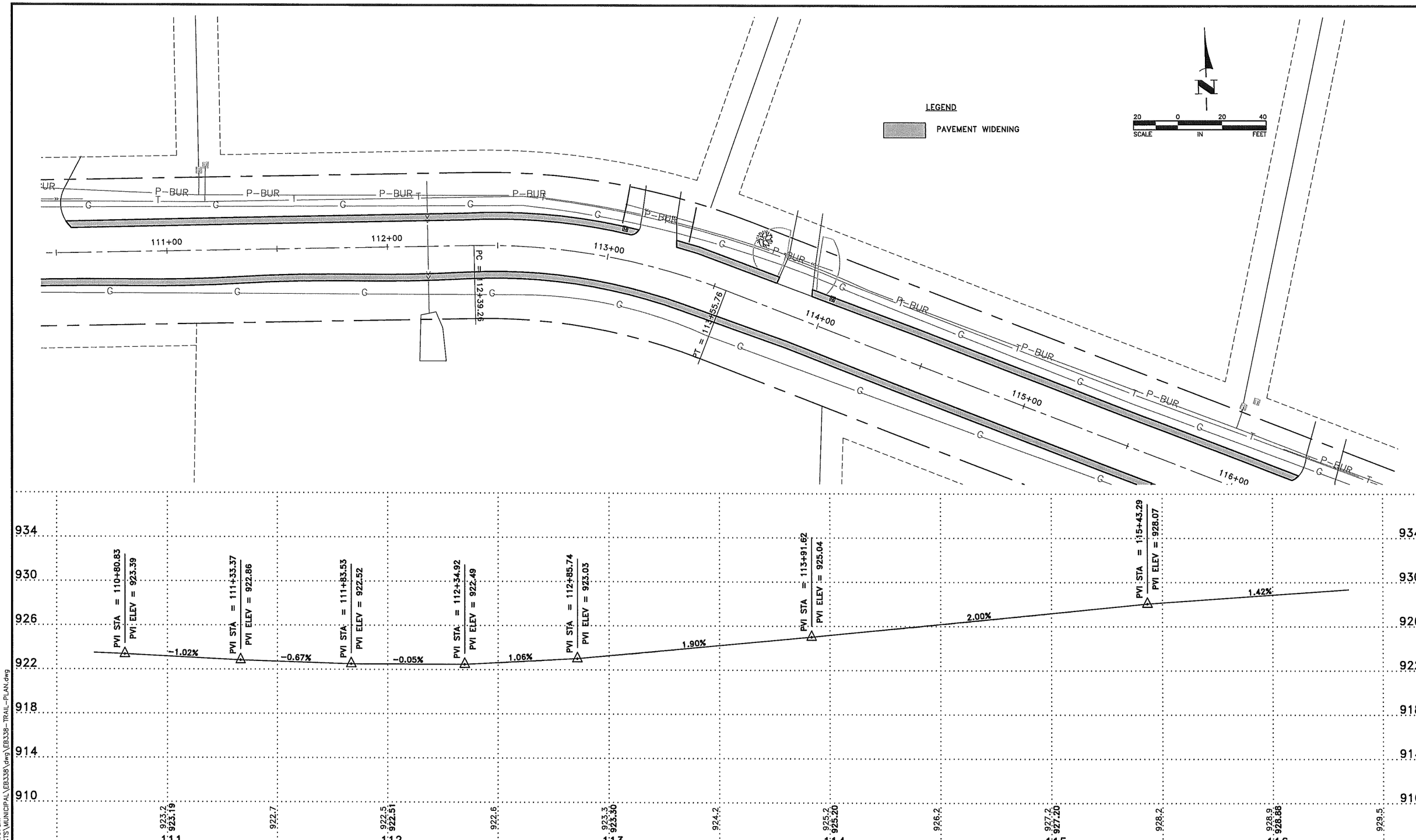

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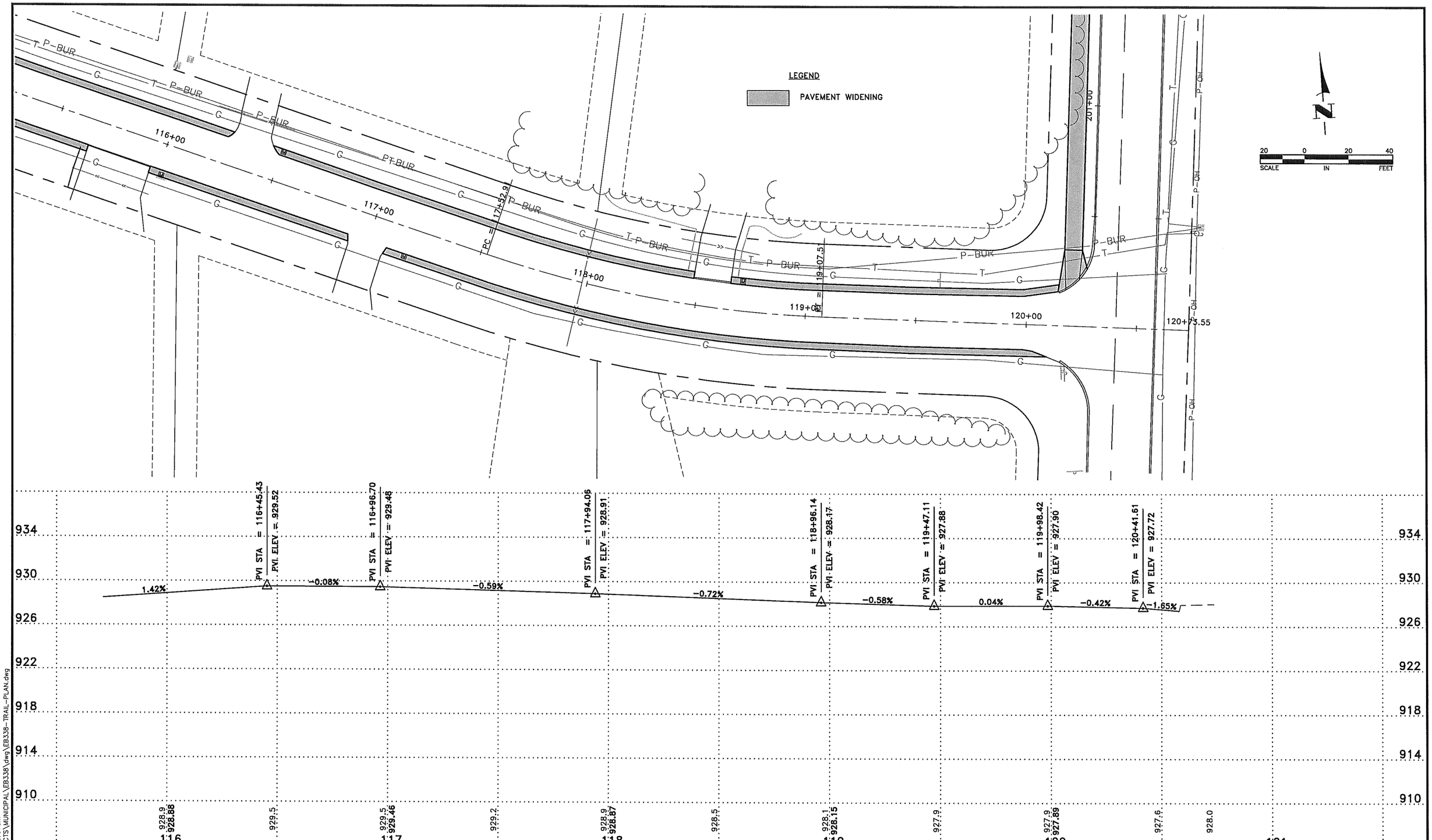

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SHEET 4 OF 4 SHEETS

EB338

City of East Bethel
City Council
Agenda Information

* *

Date:
September 15, 2010
* *

Agenda Item Number:
Item 8.0 C.1
* *

Agenda Item:
Special Assessment Policy
* *

Requested Action:
Staff requests review of a special assessment policy
* *

Background Information:
The first draft of a special assessment policy was presented on August 18, 2010 to the City Council for their review and direction. Several changes suggested by City Council have been made and are included in the revised policy.

To provide flexibility in the policy, all improvement projects except for water and sewer improvements, are assessed to benefitting properties based upon several different methods. Each the method is defined in Section VII of the policy and an Adjusted Area method has been included that allows the City Council to modify the benefited area based on a number of factors, such as storm water runoff. The policy allows for each improvement project to be reviewed individually by the City Council and a method of assessing benefited properties decided at the time of the improvement. Water and sewer assessments use the Equivalent Residential Units method, which is water and sewer use based upon a typical single family household.

A credit to storm sewer assessments for rain gardens was mentioned and so far the policy does not include this type of credit. Research by staff found that some communities provide for rain garden credits, but credits allowed offset annual storm sewer utility fees that maintain the storm sewer system and not assessments associated with initial construction of storm sewer improvements. The credit allowed is typically not only for installation of a rain garden that requires the capture of 50% of the roof runoff, but also for maintaining the vegetation in the rain garden.

We have provided a copy of the policy to the City Attorney for review and comment.
* *

Fiscal Impact:
None at this time
* *

Recommendation(s):
Staff requests Council review the attached Special Assessment Policy and provide direction as it relates to changes, corrections, assumptions, etc. contained in this policy.
* *

City Council Action

Motion by:_____ Second by:_____

_____

_____

_____

Vote Yes:_____ Vote No:_____

No Action Required:_____

CITY OF EAST BETHEL

SPECIAL ASSESSMENT POLICIES

AND PROCEDURES

MANUAL

FOR

PUBLIC IMPROVEMENTS

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SECTION I

GENERAL POLICY STATEMENT

The purpose of this Assessment Policy is to establish a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by the City of East Bethel ("City") for levying special assessments are those specified by Minnesota Statues (MS) Chapter 429 and Chapter 444 which provide that all or part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. They are:

A. The land must have received special benefit from the improvements.

B. The amount of the assessment must not exceed the special benefit. The exception is the case where the project is 100% petitioned by the property owner(s) and they waive their rights to appeal the assessment.

C. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending public improvements to a particular parcel is not the only factor to be considered in determining the amount to be assessed. However, in most cases, the method for determining the value of the benefit to the parcel and therefore the amount to be assessed shall be the cost of the improvement, as long as the cost does not exceed the increase in the market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether or not the costs of the project may exceed any value added to the parcels pre-construction value, the City Council may direct appraisals as may be necessary to support the proposed assessment.

The City must recover the expense of installing public improvements, while ensuring that each parcel pays its fair share of the project cost in accordance with these assessment guidelines. While there is no perfect assessment policy, it is important that assessments be implemented in a reasonable, consistent and fair manner. There may be exceptions to the policy or unique circumstances or situations which may require special consideration by City Staff and the City Council. Such special situations will require the City Staff and City Council to use their best judgment in determining an appropriate amount to specially assess for a public improvement.

This assessment policy is intended to serve as a guide for a systematic assessment process in the City of East Bethel.

SECTION II
DEFINITION OF IMPROVEMENTS ELIGIBLE FOR SPECIAL ASSESSMENT

A. The following public improvements, authorized by Minnesota Statutes, Chapter 429.021, are eligible for special assessment within the City of East Bethel:

1. Streets, Sidewalks, Alleys, and Curbs and Gutters
2. Water Systems
3. Sanitary Sewer and Storm Sewer Systems
4. Street Boulevard Trees
5. Street Lights

B. The City of East Bethel also retains authority to recover, through special assessment, the following:

1. Snow and ice removal from sidewalks.
2. Rubbish removal and litter pickup from streets and sidewalks.
3. Weed elimination from street and private property.
4. Street lighting, sprinkling, dust treatment, surfacing and patching.
5. Care of trees and removal of deceased and/or unsound trees.
6. Removal of obstructions, signs or vegetation within the sight triangles of intersections.
7. Unpaid utility bills
8. Nuisance abatement

C. Minnesota Statutes, Chapter 444 permits the assessment of certain fees related to other public improvements. These charges are generally related to costs of general benefits of public utility systems such as wastewater treatment plants, water treatment plants, wells and water storage facilities such as:

1. Sewer Availability Charges (SAC)
2. Water Availability Charges (WAC)

3. Sewer Connection Charges

4. Water Connection Charges

5. Sewer Area Charges

6. Water Area Charges

This section shall not be construed to limit the City's authority to assess for public improvements pursuant to other provisions of Minnesota Statutes.

SECTION III
INITIATION OF PUBLIC IMPROVEMENT PROJECTS

Initiation of public improvement projects can be undertaken in any of the three following methods:

1. A petition signed by the owners of not less than 35% of the footage of the real property abutting the street(s) named in the petition as the location for the improvement.

2. By a petition signed by all of the owner(s) of real property abutting the street(s) named in the petition as the location for the improvement. (This would include a developer's request as permitted by the City's standard developer's agreement or as provided for in the City's subdivision ordinance.)

3. By the City Council when, in its judgment, such action is in the public interest.

SECTION IV
PUBLIC IMPROVEMENT PROCEDURES

The following is the general procedure which will be followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City of East Bethel. This process is generally initiated in the fall of the year such that construction activity can begin in the spring or summer of the following year.

1. Staff reviews petition for completion and submits petition with recommendation to the City Council; or, City Council directs staff to initiate improvement process when the public interest is served.

2. If Council determines the petition is complete and that the project is necessary. Council orders preparation of a feasibility report.

3. Staff prepares the feasibility report, or reviews report submitted by another agency to satisfy the statutory requirement.

4. Council reviews, accepts or rejects the feasibility report. If accepted, Council orders a public hearing on the petitioned or proposed improvements.

5. Staff publishes hearing notice and mails notice to the affected property owners as prescribed by statute.

6. Council conducts public hearing and adopts or rejects resolution ordering the improvement.

7. If the resolution approving the project is adopted, Staff prepares final plans and specifications for Council review and approval. If approved, Council directs the project be advertised for bids. Bids are solicited, reviewed and tabulated by staff for Council review.

8. Council awards/rejects a contract based on the bids received.

9. If a bid is awarded, staff supervises construction, prepares payment requests for Council approval, and, when the project is completed, prepares an assessment roll.

10. Council reviews assessment roll and orders assessment hearing.

11. Staff publishes hearing notice and mails notice of hearing date and proposed assessments to the affected property owners as prescribed by statute.

12. Council conducts assessment hearing, adopts, revises, or rejects resolution adopting the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor for collection with property taxes.

13. Staff certifies the assessments to the County Auditor.

SECTION V
FINANCING OF PUBLIC IMPROVEMENTS

The City of East Bethel may consider issuing municipal bonds for projects as new development occurs and require public improvements. New development requires

public improvements (e.g. – parks, water, sewer, and street improvements). These improvements will be assessed against the benefiting property owners in accordance with this policy if debt is issued to finance these improvements.

Special assessments are generally accepted as a means by which property owners are permitted to obtain public improvements or services. However, the method of financing these is a critical factor to both the City and the Property owner. Total project costs spread over a very short term can cause an undue hardship on the property owner. Therefore, by this policy, the City recognizes that a fair and equitable finance term is in the best interests of property owners and the City.

Bonds issued by the City to finance public improvements to be assessed are generally issued at the time the contract for the public improvements is awarded.

SECTION VI
GENERAL ASSESSMENT POLICIES
APPLICABLE TO ALL TYPES OF IMPROVEMENTS

DEFINITIONS:

ADJUSTED FRONT FOOTAGE	The number of feet actually utilized in calculating an assessment for a particular property. This may differ from the actual front footage of the property.
ASSESSMENT	A dollar amount charged against a property receiving an improvement benefit.
BENEFITTING AREA	Properties located within the boundaries of a geographic area which will be specifically benefitted by the improvement. The area will be determined by the City Engineer and approved by City Council.
CONDOMINIUM	Individual ownership of a unit in a multi-unit structure (similar to an apartment building). A special relationship exists whereby the individual owns the actual air space within the physical confines of the unit but not the barrier walls themselves.
DRAINAGE DISTRICT	An area defined by the City Engineer which shall form the physical boundaries where benefit exists within a storm sewer project. Property to be included within a district shall be

	all land which contributes to storm sewer runoff as well as land serving as a collection basin for storing such water. Natural geographical features normally form these boundaries.
LATERAL	A lateral sewer is designed to collect the sewage from a project area for conveyance to a trunk facility. A water lateral is sized to provide water in sufficient volumes and pressure as required to serve a defined project area.
MULTI-FAMILY	A structure of more than two units, the primary purpose of which is to provide rental or leased living space to the general public. Building characteristics include common hallways for access purposes and a common parking lot.
NUISANCE ABATEMENTS	The elimination of a nuisance whereby the City acts on behalf of the property owner as authorized by ordinance or State Law to eliminate problems such as junk, weeds, dead trees, etc. The City may collect the charges for all or any part of the cost of eliminating any such nuisance by levying a special assessment against the property benefited.
OVERSIZING	A pipe which is designed and constructed larger and/or deeper than necessary to serve a specific project area.
PUBLIC IMPROVEMENT	A project undertaken by the City under the authority granted in MS 429.021 for the purpose of the installation of improvements such as street, curb & gutter, sewer, water etc. A public hearing shall be conducted to determine the feasibility of the project as it affects the community. Upon authorization, the City will proceed with construction and administration of the project.
RECONSTRUCTION	A roadway or other improvement which previously existed as a paved surface or conveyance of a public utility sewer or water, sanitary sewer or storm sewer. Improvements

	not previously in place are considered new construction.
TOWNHOUSE	Single family attached units in structures housing three or more contiguous dwelling units, sharing a common wall, each having separate individual front and rear entrances; the structure is that of a row-type house as distinguished from multiple-dwelling apartment buildings.
TRUNK	Water and sewer lines that are large mains requiring greater size capacity and deeper pipe construction than the immediate surrounding area requires. However, trunk lines may also be used to provide lateral service.
UTILITY IMPROVEMENT	A defined area within which all area properties are deemed to have been served by an improvement project and are considered to receive benefit.

The cost of an improvement shall be assessed upon property benefited by the improvements based upon the benefit received. The following general principles shall be used as a basis of the City's assessment policy:

> The project cost of an improvement includes the cost of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs including acquisition of right-of-way and/or other property. Financing charges include all costs of financing the project. These costs generally include, but are not limited to, financial consultant's fees, bond attorney's fees, discount charges and capitalized interest. When the project is started and funds are expended prior to receiving the proceeds from a bond sale, the project will be charged interest on the funds expended from the date of expenditure to the date the bond proceeds are received. Council shall take action by resolution to approve any inter-fund loans for improvement projects.

1. <u>Term of Assessments.</u> Special assessments shall be collected in equal annual installments of principal for a period of years. Any assessment that is less than $100.00 shall be prepaid or shall be certified as the entire amount in one year. Public improvement projects that are financed by the City should have a term not great than the term of the bond issued to finance the project. All other special assessments including but not limited to the following shall carry a term of one year.

    1. Nuisance Abatements – 1 year

2. Delinquent Utility Charges – 1 year
3. Emergency Service Charges – 1 year

2. Interest Rate. The interest rate charge on assessments for all projects financed by dept issuance shall be one percent (1%) greater than then the interest rate of the bond issue rounded to the next whole percent. All assessments due within 1 year shall be charged 8% interest rate. This is necessary to ensure adequate funds are available to make principal and interest payments from the special assessment collections allowing for certain delinquencies. Interest on initial special assessment installments shall begin to accrue 30 days from the date of the resolution adopting the special assessment roll. Owners must be notified by mail of any changes adopted by the City Council regarding interest rates or prepayment requirements which differ from those contained in the notice of the proposed assessment.

3. Payment Procedures. The property owner has four options when making assessments payments.

a. Tax Payment – If no action is taken by the property owner, the special assessment installments will appear annually on the individual's property tax statement for the duration of the assessment term.

b. Full Payment – No interest will be charged if the entire assessment is paid in full within 30 days from the date of adoption of the resolution incorporating the special assessment roll.

c. Partial Payment – The property owner has a one time opportunity to make a partial payment to recue the principal amount of the special assessment. This option may only be exercised within 30 days from the date of adoption of the resolution incorporating the special assessment roll.

d. Prepayment – The property owner may at any time prior to November 15th of any year following the adoption of the assessment roll prepay the balance of the assessment with interest accrued through December 31 of the year of payment. The property owner may also choose to pay the remaining assessment balance at any time prior to November 15th of any year with the exception of the current year's installment of principal and interest. Assessments under $100.00 that are not prepaid will be due and payable in one installment in the year following adoption of the assessment roll.

4. Appeal Procedures. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owner is filed with the City Administrator's office prior to the assessment hearing or presented to

the presiding officer at the public hearing at which the special assessment roll will be considered.

If unsuccessful in the appeal of the special assessment to the City Council, the property owner may appeal the assessment to District Court by serving notice of the appeal upon the Mayor and City Administrator within 30 days after the adoption of the special assessment roll and filing such notice with the District Court within 30 days after the adoption of the special assessment roll and filing such notice with the District Court within 10 days after service of the appeal upon the Mayor or City Administrator.

5. Reapportion Upon Land Division. When a tract of land against which a special assessment has been levied is subsequently divided or subdivided by plat or otherwise, the City Council may, on application of the owner of any part of the tract or on its own motion, equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The City Council may require furnishing of a satisfactory surety bond in certain cases as specified in Minnesota Statues Section 429.071, Subd. 3. Notice of the apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. In most cases, dividing the assessment balance evenly on a unit or lot basis would result in equitable apportionment. If equitable in a particular case, such a procedure would be most practical and administratively effective.

SECTION VII
METHODS OF ASSESSMENT

A. GENERAL STATEMENT

There are several different methods of assessment for public improvements that include but are not limited to adjusted front foot per lot and area. For any particular project one of these methods will more adequately reflect the true benefit received in the project than the other methods. The City Engineer, in the feasibility study to the Council, will recommend one or a combination of these methods for each project, based on the method that would best reflect the benefit received. The City Council will select the preferred method of calculating the assessments at the time the project is awarded.

B. POLICY STATEMENT

The following methods of assessment, as described and defined below, are hereby established as the official methods of assessment in the City of East Bethel:

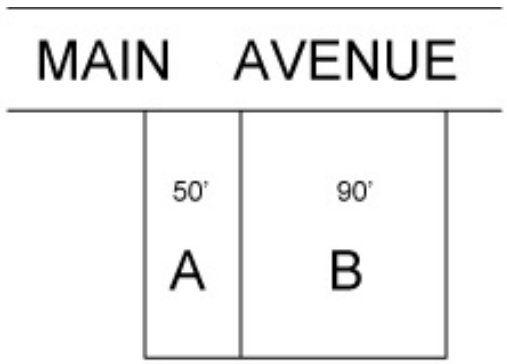
A. Adjustment Front Footage Assessment. The actual physical dimension of a parcel abutting an improvement (i.e., street, etc.) shall **NOT** be

construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature, differ considerably in shape and area. The following procedures will apply when calculating adjusted front footages. The selection of the appropriate procedure will be determined by the specific configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted. Categorical type descriptions are as follows:

1. Standard Lots
2. Rectangular Variation Lots
3. Triangular Lots
4. Cul-de-sac Lots
5. Curved Lots
6. Irregularly Shaped Lots
7. Corner Lots
8. Flag Lots
9. Double Frontage Lots
10. Large Tracts

The ultimate objective of these procedures is to arrive at fair and equitable distributions of the cost whereby consideration is given to lot size and all parcels are comparably assessed.

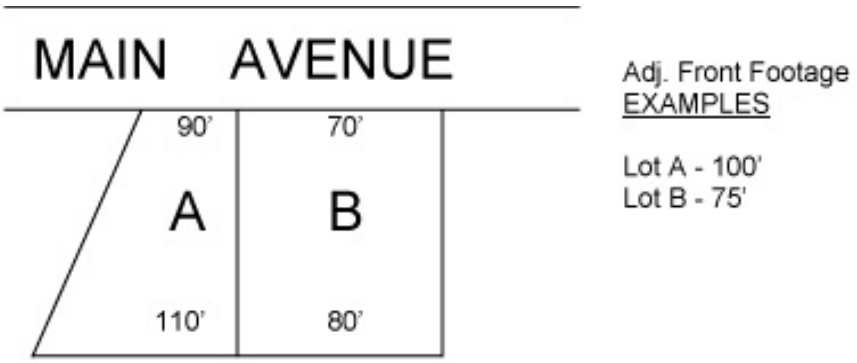
1. <u>Standard Lots.</u> In this instance, the adjusted front footage for rectangular lots will be actual footage of the lot. The frontage measured shall be the lot width at the front lot line.



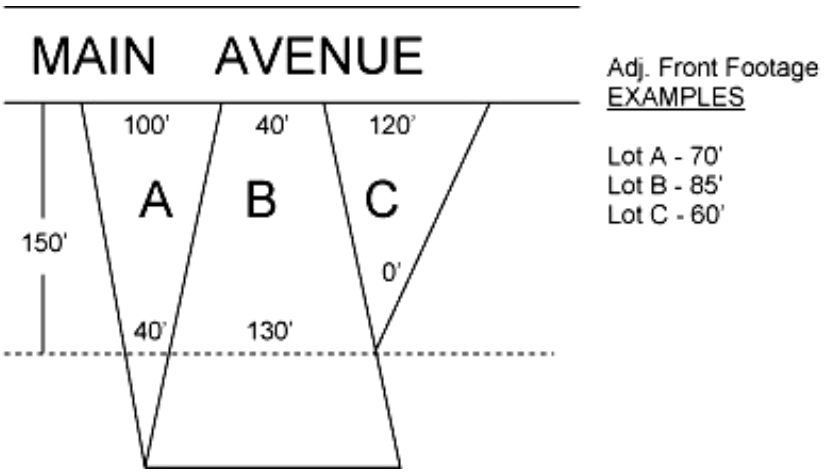
Adj. Front Footage
<u>EXAMPLES</u>

Lot A - 50'
Lot B - 90'

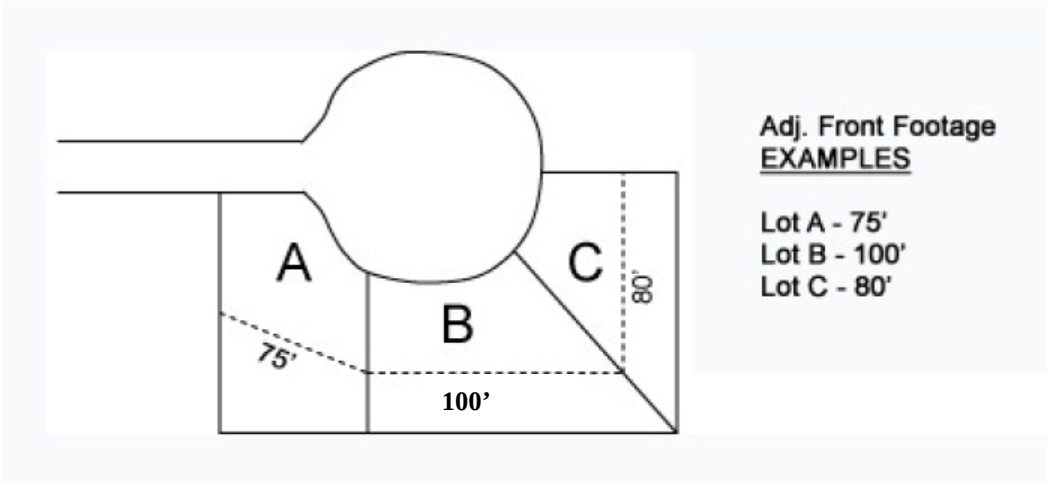
2. Rectangular Variation Lots. For a lot which is approximately rectangular and uniform in shape, the adjusted front footage is computed by averaging the front and back sides of the lot. This method is used only where the divergence between front and rear lot lines is 20 feet or less. If greater than 20 feet, use the irregular shaped lot formula.



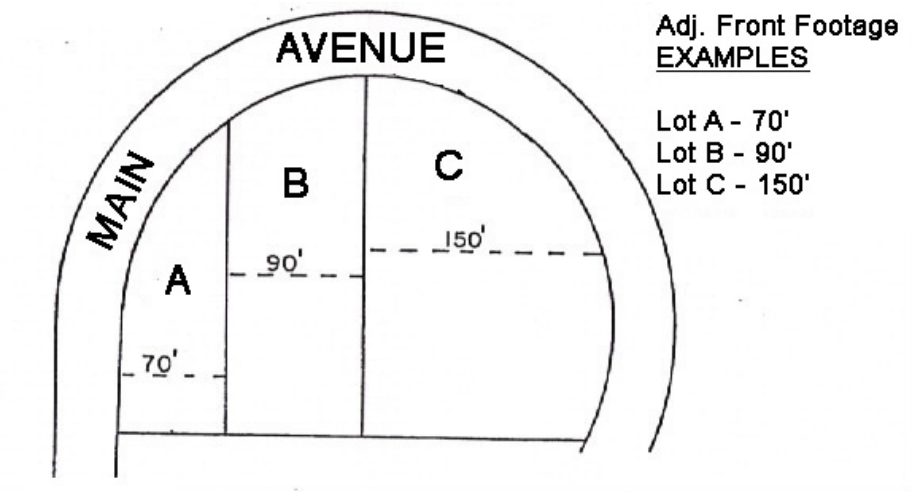
3. Triangular Lots. For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. The measurement at the back lot width shall not exceed a maximum distance in depth of 150 feet.



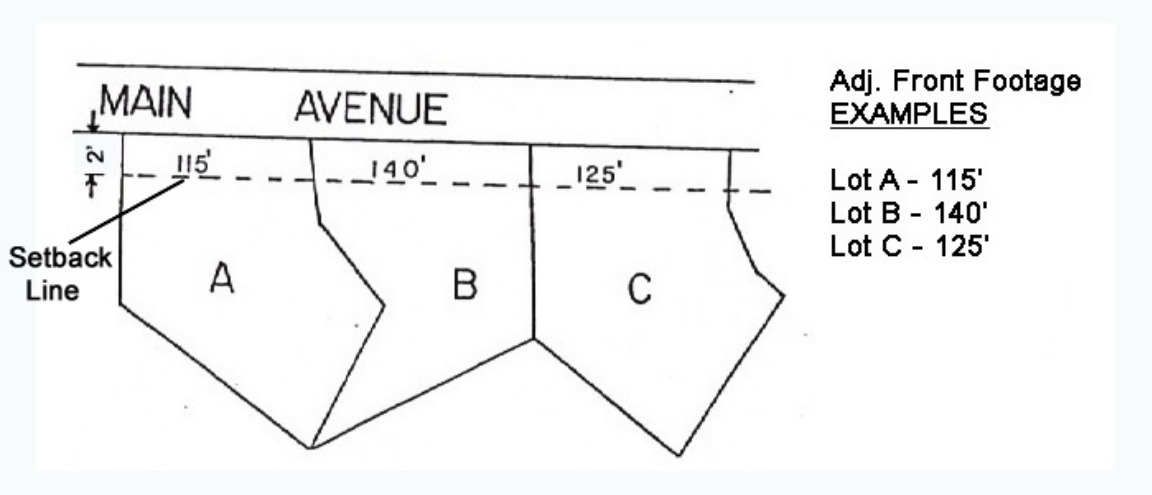
4. <u>Cul-de-sac Lots.</u> The adjusted front footage for those lots that exist on cul-de-sacs will be calculated at the midsection of the lot at the most reasonably defined and determinable position.



5. <u>Curved Lots.</u> In certain situations such as those where lots are located along meandering trail system streets, road patterns create curvilinear frontages. In such instances, the adjusted front footage will be the width of the lot measured at the midpoint of the shortest side lot line.

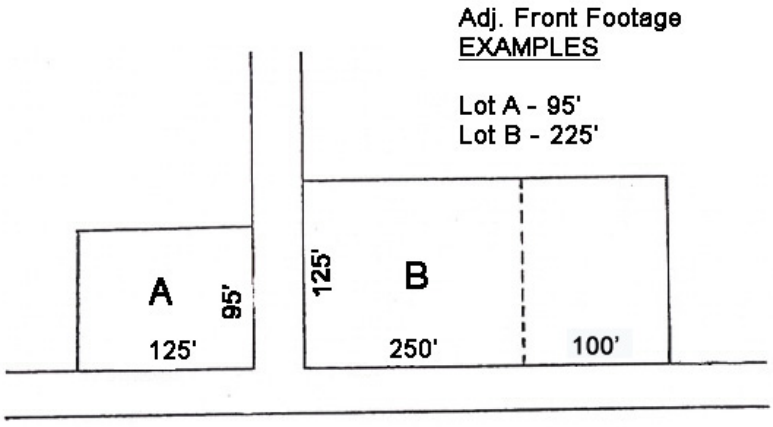


6. <u>Irregularly Shaped Lots.</u> In many cases, unplatted parcels that are legally described by a metes and bounds description, are irregular and odd shaped. The adjusted front footage will be calculated by measuring the lot width at the building setback line.

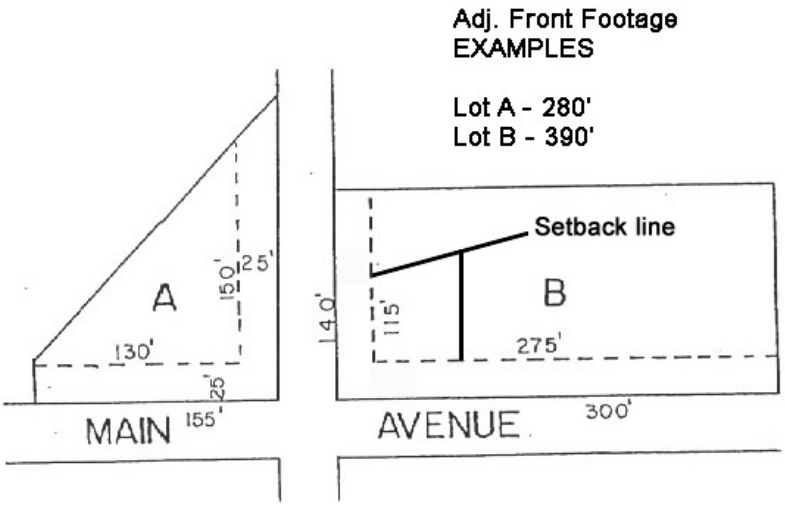


7. Corner Lots.

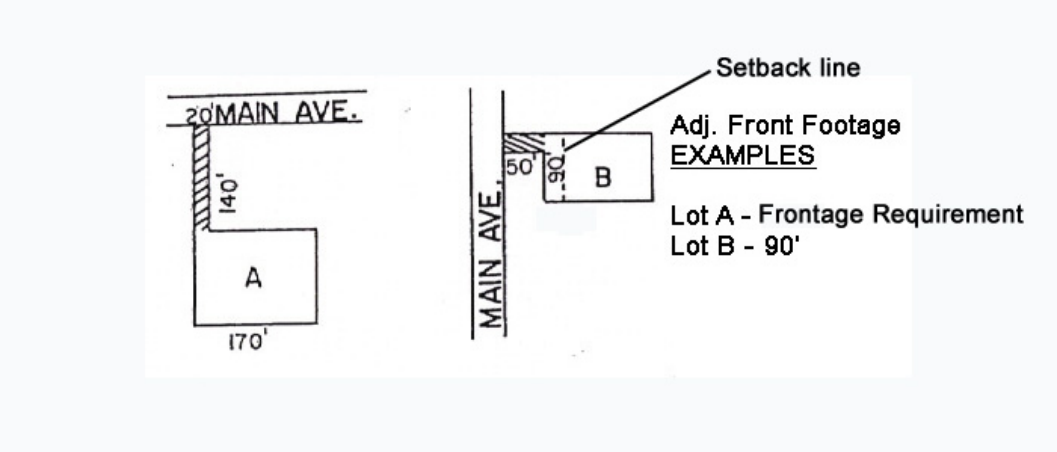
a. <u>Residentially Zoned Corner Lots.</u> The adjusted front footage will be assessed on the short side. A 150 foot side lot allowance credit will apply along the adjacent side street. Any remaining frontage will constitute an additional assessment. The short side will be assessed in those cases where the improvement may exist on one side only as well as for improvements abutting on both sides.



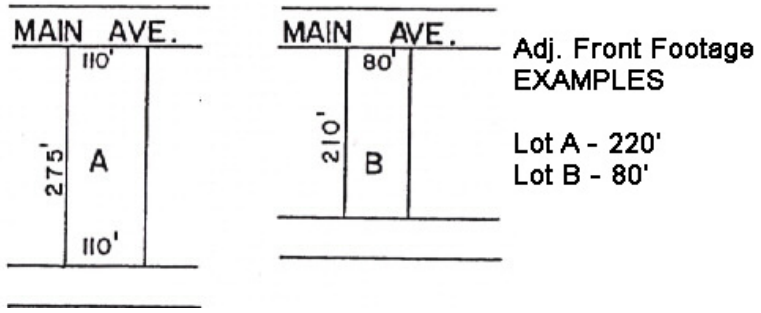
b. <u>Commercial & Industrial Zoned Corner Lots.</u> No allowance relief will be granted because of the higher inherent property value associated with improved traffic frontage and greater visibility along business district and industrial park intersections. The adjusted front footage calculation shall be the entire frontage measured along the setback line comprising the buildable area.



8. Flag Lots. Properties which utilize a narrow private easement or maintain ownership of such access to their property exceeding a minimum length of 125 feet, thereby having a small frontage on a street, will be assigned an adjusted front footage equal to the dimension which is consistent with the subdivision ordinance which prescribes such length as a minimum lot frontage along a public roadway. The adjusted front footage for flag lots whose driveway access is under 125 feet will be measured at the building setback line from the access terminus.



9. Double Frontage Lots. If a parcel, other than a corner lot, comprises frontage on two streets and is eligible for subdivision, then an adjusted front footage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, only a single adjusted front footage only will be computed.



10. Large Tracts Lots. Large tracts may have adjusted front footage on two or more sides. This adjusted front footage shall apply only to improvements on the particular street upon which the adjusted front footage faces. The corner of these large tracts shall be considered as side frontage.

B. Residential Lot. A residential lot is a platted single family residential lot which in accordance with the City of East Bethel zoning and subdivision regulations, cannot be further subdivided and which has only one (1) development right.

C. Equivalent Residential Units (ERU's). A "typical" single family household, based on typical water and sewer use for said single family household. The number of ERU's apportioned to a particular parcel shall be calculated based upon the number of developable lots as governed by the City of East Bethel Zoning Ordinance in effect at the time charges are levied, and as computed in the general conformance with the "reserve Capacity Manual" as published by the Metropolitan Council Environmental Services and all subsequent modifications or revisions thereto. The City may modify ERU calculations from time to time at their own discretion for individual parcels.

D. Gross Area. The total area, in acres or square feet, of a lot or parcel of land including all easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

E. Net Buildable Area. The net buildable area, in acres or square feet, of a lot or parcel of land is its gross area minus the undevelopable or unbuildable area(s) due to the existence of wetlands, floodplains, DNR protected wetlands and/or having restricted soils as determined by an engineered study.

F. Adjusted Area. An area of benefited property that has been modified by an adjustment factor to more accurately represent the true benefit that property receives from an improvement in comparison to other properties in the assessment area. The adjustment will be based on the improvement design parameters that are applicable to that parcel, as approved by the City Council. Design parameters that may be sued to determine the adjustment factor included, but are not limited to storm water runoff, needed fire flow and zoning or future land use.

SECTION VIII
STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS

The following standards are hereby established by the City of East Bethel to provide a uniform guide for improvements within the City and also to be used by the City Engineer in establishing "system costs" as differentiated from "assessable costs" and "City costs."

A. Surface Improvements

Surface improvements shall normally be interpreted to include all improvements visible on or above the ground within the right-of-way, and includes, but is not limited to trees, lighting, sidewalks, signing, street and accessory improvements such as surfacing, curb and gutter, drainage facilities, grading, signalization; and other public improvements such as drainage ponds and facilities, parking lots, parks and playgrounds.

Policy Statement

Prior to public street construction and/or surfacing, or prior to resurfacing of public streets, all utilities and utility service lines, (including but not limited to sanitary sewer, storm sewer, water main, gas, telephone, cable and electric service) shall be installed to serve each known or potential building location when practicable.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete the improvement of a block which has previously been partially completed. Concrete curbing or curb and gutter shall be installed at the same time as street surfacing, except that where a permanent “rural” street design is approved by the City Council, curbs will not be required.

B. Subsurface Improvements

Subsurface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and electric, gas, telephone and gas utilities.

For purpose of definition, main lines are defined as the publicly owned and maintained lines such as trunk lines, interceptors, mains, laterals, etc.

The service lines are those privately owned service lines going from the main line to the property line.

Policy Statement

Subsurface improvements shall be made to serve current and projected land use. All installations shall conform to City standards or standards as established by state and/or federal agencies having jurisdiction over utility operations.

Service lines from the lateral or trunk to the property line for each known or potential building locations may be installed in conjunction with the construction of the lateral or main.

SECTION IX
POLICIES OF REASSESSMENT

The City of East Bethel in constructing or reconstructing any public improvement shall design such improvement to last for a minimum period of time. The life expectancy or service life is stated in the policy statement of this section.

Deviations from these standards may be considered by the Council based on unique or special conditions.

Policy Statement

The following are hereby established as the "life expectancies" or "service life" of public improvements.

1. Sidewalks – 15 years
2. Street improvements, including surfacing and curb and gutter – 20 years
3. Ornamental street lighting (commercial district) – 20 years
4. Water Mains – 30 years
5. Sanitary Sewers – 30 years
6. Storm Sewers – 30 years
7. Wastewater Treatment Plants – 30 years
8. Water Treatment Plants – 30 years
9. Water Storage Facilities – 30 years
10. Municipal Wells – 25 years

Policy Statement – Residential Property

When assessing residential property for reconstruction of improvements that have exceeded their life expectancy, (I.E. sidewalks life expectancy is 15 years) 70% of the total replacement cost will be provided by the City and 30% shall be assessed against the benefiting property.

Reconstruction of improvements that have not exceeded their life expectancy shall be prorated. For instance, a reconstruction project of a street (20 year life expectancy) that is 10 years old will yield an assessment of 50% of the 30% cost share (15%) with the balance being covered by the City.

Policy Statement – Commercial Property

When assessing commercial property for reconstruction of improvements that have exceeded their life expectancy, (i.e. sidewalks life expectancy is 15 years) 100% shall be assessed against the benefiting property.

Reconstruction of improvements that have not exceeded their life expectancy shall be prorated. For instance, a reconstruction project of a street (20 year life expectancy) that is 10 years old will yield an assessment of 50% of the 100% cost share (50%) with the balance being covered by the City.

SECTION X
ASSESSMENT COMPUTATIONS

A. STREET AND CURB AND GUTTER IMPROVEMENTS

1. New Constructions

All new streets will be assessed 100% to the abutting benefited parcels. Street and curb and gutter improvements ~~will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant.~~ will be assessed by one of the methods described in Section VII Methods of Assessment (adjusted front footage, net buildable area, etc.) for each improvement as determined by City Council.

Cost of construction of streets shall be assessed based on the minimum design standards outlined in the City of East Bethel's Engineering Manual. Oversizing costs which are incurred in excess of the standard design may be paid by larger assessment rates to benefited properties.

2. Collector Streets

Collector streets assessed against residential property will be assessed to the equivalent local street costs. All street oversizing costs associated with collector streets will not be assessed. Street oversize costs will be funded through the City Street Capital Fund, Municipal State Aid Construction Fund, Stormwater Utility Fund or other sources deemed appropriate by the City Council.

3. Gravel Streets

Upgrading an existing gravel street located in the Urban Service Area by adding pavement, curb and gutter shall be considered new construction. Costs shall be 100% assessed.

4. Overlay, Seal Coats

Generally overlays will not be assessed, but rather funded through other resources.

B. SIDEWALKS

1. New Construction

New sidewalks installed adjacent to local streets will be assessed 100% to the abutting property on which the sidewalk is located. New sidewalks will be assessed by one of the methods described in Section VII Methods of Assessment (adjusted front footage, net buildable area, etc.) for each improvement as determined by City Council.

2. Reconstruction

Replacement of sidewalks adjacent to local streets will be assessed to abutting residential property at a rate of 30% to the property owner and 70% to the City. Replacement of sidewalks adjacent to local streets will be assessed to abutting commercial property at a rate of 100% to the property owner.

C. STORM WATER DRAINAGE IMPROVEMENTS

1. New Construction

The fundamental concept underlying a storm sewer assessment is that all parcels (and portions of some of parcels) within a drainage area are considered to be benefited as every parcel contributes runoff to the system. The City Engineer shall evaluate each development proposal to ensure that the necessary storm water improvements have been incorporated into the improvement plans. Assessments for storm sewer costs shall be assessed against the benefiting parcel or portions thereof based on the total storm water improvement costs for the drainage district. Storm sewer assessments will be assessed by one of the methods described in Section VII Methods of Assessment (gross area, net buildable area, etc.) for each improvement as determined by City Council.

2. Replacement of Storm Sewers

Replacement costs or reconstruction of existing storm sewers will be assessed at the 30% to the property owner and 70% to the City. The City's cost may be generated through the Storm Water Utility Fund by user fees and capital replacement charges or other sources deemed appropriate by the City Council.

3. Maintenance of Storm Sewer Systems

All maintenance costs for storm sewers, and drainage ponds on public property or in the easements granted for drainage and utilities will be maintained by the City. Revenues to support maintenance activities will come from the Storm Water Utility Fund or other sources deemed appropriate by the City Council.

D. SANITARY SEWER ASSESSMENTS

1. New Construction

Residential Parcels Assessed 100% of the costs to each benefitting parcel on a per ERU basis at the time of permit for connecting to the utility is issued. Assessments for sanitary sewer costs shall be assessed against the benefiting parcel based on the total sanitary sewer improvement costs for the area served.

Commercial/Non Residential

a. Service provided to the parcel. Existing or future developed parcel located adjacent to a trunk or interceptor facility from which a service or services is or are to be extended from the facility to the Right of Way line or some other logical termination point for connection to a structure. 100% of the cost to each benefitting parcel based on a per ERU basis.
b. No service is extended from the facility to the Right of Way line. Future developed parcel located adjacent to a trunk or interceptor facility. Lateral facilities may be extended to the Right of Way line for future extension into the parcel to provide service to multiple units and or to extend to other adjacent parcels. 100% of the cost to each benefitting parcel based on a per ERU basis when connection to utility system permit is approved for existing units or as defined in the Developments Agreement for future development parcels as determined by the City.
c. Future lateral facility installation will be required since parcel not located adjacent to a trunk or interceptor facility. 100% of the cost to each benefitting parcel based on a per ERU basis when connection to utility system permit is approved for existing units or as defined in the Developments Agreement for future development parcels as determined by the City.

2. Sanitary Sewer Systems

Sanitary Sewer Core Facilities include lift stations, intercept lines and other improvements that have a city-wide and/or system-wide purpose. Costs for these improvements will be provided in part, through the collection of a sewer availability and/or connection charges. The collected fee shall be used to cover costs associated with core facility

improvements. These fees will be set annually by the City Council by resolution.

3. Sanitary Sewer Trunk Pipe Area Charge

Charge for the costs associated with installing trunk sewer facilities in order to provide municipal service to the service area for future connection by lateral systems.

4. Sanitary Sewer Trunk Charge

Charge for the costs associated with the increased pipe size for sewer facilities necessary to convey sewer throughout the service area.

5. Sanitary Sewer Lateral

Sanitary sewer lateral costs shall be apportioned to the property benefiting from the lateral sanitary sewer line. Apportioning the costs of the lateral will be done by dividing the costs of the lateral line construction and charging benefiting parcels based upon ERU's.

Where lateral benefit is received from a trunk, the benefiting properties are assessed a lateral benefit charge for the costs associated with installing sewer facilities in order to provide service to benefitting parcels. Costs include, at a minimum, those required to install minimum size facilities, typical 8-inch diameter sewer, required to provide municipal service to the benefitting parcel. In addition to minimum facility costs, additional costs as determined by the City Council necessary to recapture costs associated with the additional benefit to the parcel for the completion of the overall trunk utility collection and distribution system may be included.

E. WATER ASSESSMENTS

1. New Construction

<u>Residential Parcels</u> Assessed 100% of the costs to each benefitting parcel on a per ERU basis at the time of permit for connecting to the utility is issued. Assessments for water costs shall be assessed against the benefiting parcel based on the total water improvement costs for the area served.

<u>Commercial/Non Residential</u>

a. Service provided to the parcel. Existing or future developed parcel located adjacent to a trunk or interceptor facility from which a service or services is or are to be extended from the facility to the Right of Way line or some other logical termination point for connection to a

structure. 100% of the cost to each benefitting parcel based on a per ERU basis.

b. No service is extended from the facility to the Right of Way line. Future developed parcel located adjacent to a trunk or interceptor facility. Lateral facilities may be extended to the Right of Way line for future extension into the parcel to provide service to multiple units and or to extend to other adjacent parcels. 100% of the cost to each benefitting parcel based on a per ERU basis when connection to utility system permit is approved for existing units or as defined in the Developments Agreement for future development parcels as determined by the City.

c. Future lateral facility installation will be required since parcel not located adjacent to a trunk or interceptor facility. 100% of the cost to each benefitting parcel based on a per ERU basis when connection to utility system permit is approved for existing units or as defined in the Developments Agreement for future development parcels as determined by the City.

2. Water Facility Availability Charge

Water system core facilities include wells, water towers, water treatment and other improvements that have a city-wide and/or system-wide purpose. Costs for construction improvements will be provided in part, through the collection of a water facility availability and/or connection charge. These fees will be set annually by the City Council by resolution

3. Water Trunk Pipe Area Charge

Charge for the costs associated with installing trunk water facilities in order to provide municipal service to the service area for future connection by lateral systems.

4. Water Trunk Charge

Charge for the costs associated with the increased pipe size for water facilities necessary to convey water throughout the service area.

5. Water Lateral

Water lateral costs shall be apportioned to the property benefiting from the lateral water line. Apportioning the costs of the lateral will be done by dividing the costs of the lateral line construction and charging benefiting parcels based upon ERU's.

Where lateral benefit is received from a trunk, the benefiting properties are assessed a lateral benefit charge for the costs associated with installing

water facilities in order to provide service to benefitting parcels. Costs include, at a minimum, those required to install minimum size facilities, typical 6-inch diameter water, required to provide municipal service to the benefitting parcel. In addition to minimum facility costs, additional costs as determined by the City Council necessary to recapture costs associated with the additional benefit to the parcel for the completion of the overall trunk utility collection and distribution system may be included.

F. STREET BOULEVARD TREES

All street boulevard trees installed as part of new street construction or in reconstructing existing streets shall be include as part of the overall project cost and include in the assessment calculations.

G. STREET LIGHTS

All costs for new street lights installed as part of constructing new streets or street lights relocated as part of reconstructing streets will be include in the overall project cost and included in the assessment calculations.

H. OTHER IMPROVEMENTS

Based on the City Council determination, all other improvements listed in Section II may be fully assessed or accessed in part as determined by City Council.

SECTION XI
PROPERTIES NOT ASSESSED

Special assessments may not be levied against the properties described as follows as determined by the City Council.

A. A parcel deemed unbuildable because the parcel lies wholly and completely within a National Wetland Inventory wetland, floodplains, DNR protected wetland and/or having restricted soils as determined by an engineering study. No building or fill permits will be issued for such lands where assessments have been removed from the assessment rolls under this provision. All parcels are assumed to be buildable unless it is demonstrated by an engineered study or other government agency study to clearly indicate soils or other mitigating circumstances are clearly present. Demonstration of “unbuildable” is the responsibility of the property owner.

B. Cemeteries.

C. Public transportation rights-of-way.

City of East Bethel
City Council
Agenda Information

* *

Date:
September 15, 2010

* *

Agenda Item Number:
Item 8.0.E.1

* *

Agenda Item:
Code Enforcement Report

* *

Requested Action:
Informational Only

* *

Background Information:
Attached is a copy of the monthly report of code enforcement activities for properties posted as Unfit or Hazardous. The report provides a snapshot of the activity and status of various properties.

Attachments:
Code Enforcement Report

* *

Fiscal Impact:
None

* *

Recommendation(s):
Information Only

* *

City Council Action

Motion by:_____ Second by:_____

_____

_____

_____

Vote Yes:_____ Vote No:_____

No Action Required:__X___

IMAGETREND FIRE BRIDGE

Fire Incident By Street Address
From 08/01/10 To 08/31/10
Report Printed On: 09/09/2010

Incident Number	Incident Date	Alarm Time	Location	Primary Station	Incident Type
EAST BETHEL					
343	08/31/2010	12:30	20978 Jenkins ST NE	99	561 Unauthorized burning
342	08/31/2010	11:18	4364 217th AVE	40	321 EMS call, excluding vehicle accident with injury
341	08/30/2010	04:33	852 Lincoln DR NE	11	321 EMS call, excluding vehicle accident with injury
339	08/28/2010	23:10	4715 229th AVE NE	22	321 EMS call, excluding vehicle accident with injury
340	08/28/2010	16:23	1545 209 AVE NE	11	321 EMS call, excluding vehicle accident with injury
338	08/27/2010	20:23	18164 Hwy 65 NE	11	321 EMS call, excluding vehicle accident with injury
337	08/27/2010	16:13	22435 Palisade ST NE	40	321 EMS call, excluding vehicle accident with injury
336	08/27/2010	09:34	23939 Fillmore ST NE	99	736 CO detector activation due to malfunction
335	08/26/2010	20:18	19458 Leyte STS NE	99	561 Unauthorized burning
334	08/25/2010	18:59	NE County Rd 74 RD NE	22	322 Motor vehicle accident with injuries
333	08/24/2010	01:36	4588 194th AVE NE	12	321 EMS call, excluding vehicle accident with injury
332	08/23/2010	20:27	24355 Highway 65 NE	99	551 Assist police or other governmental agency
331	08/22/2010	16:47	20435 Monroe ST NE	11	561 Unauthorized burning
330	08/22/2010	13:26	524 Sims RD NE	21	137 Camper or recreational vehicle (RV) fire
329	08/21/2010	10:27	156 King RD NE	11	321 EMS call, excluding vehicle accident with injury
328	08/20/2010	21:38	24355 Highway 65 NE	22	321 EMS call, excluding vehicle accident with injury
327	08/19/2010	12:41	265 Dahlia DR NE	40	111 Building fire
326	08/18/2010	20:55	Hwy. 65	88	631 Authorized controlled burning
325	08/18/2010	08:08	541 221st AVE	40	321 EMS call, excluding vehicle accident with injury
324	08/17/2010	12:05	908 229 AVE NE	40	321 EMS call, excluding vehicle accident with injury
323	08/16/2010	11:24	20302 Austin ST	40	321 EMS call, excluding vehicle accident with injury
322	08/16/2010	07:31	3607 223rd AVE NE	40	321 EMS call, excluding vehicle accident with injury
321	08/15/2010	19:49	18341 Lakeview Point Drive DR NE	11	611 Dispatched and cancelled en route
320	08/15/2010	17:27	22182 Vermillion ST NE	99	611 Dispatched and cancelled en route
319	08/15/2010	16:50	23705 HWY 65 NE	40	611 Dispatched and cancelled en route
318	08/14/2010	18:21	520 218 AVE	21	611 Dispatched and cancelled en route
317	08/13/2010	14:33	18164 Hwy 65 HWY NE	40	321 EMS call, excluding vehicle accident with injury
316	08/13/2010	13:54	2523 225th AVE	40	321 EMS call, excluding vehicle accident with injury
315	08/13/2010	10:15	757 Lakeshore DR NE	40	611 Dispatched and cancelled en route
314	08/12/2010	20:52	23239 NE HWY 65 HWY	22	321 EMS call, excluding vehicle accident with injury
313	08/12/2010	13:08	24355 Highway 65 NE	40	131 Passenger vehicle fire
312	08/12/2010	00:23	22223 DURANT ST NE	22	321 EMS call, excluding vehicle accident with injury
311	08/10/2010	20:46	21315 Eveleth ST NE	99	611 Dispatched and cancelled en route
310	08/09/2010	10:20	19525 East Front Blvd NE	40	321 EMS call, excluding vehicle accident with injury
309	08/08/2010	03:21	4500 NE wild rice DR NE	99	444 Power line down
308	08/08/2010	01:39	211th ST NE	99	444 Power line down
307	08/07/2010	15:47	HWY 65 HWY	21	322 Motor vehicle accident with injuries
306	08/07/2010	02:54	844 229 AVE NE	99	730 System malfunction, other
305	08/06/2010	20:46	18164 Hwy 65 HWY NE	11	531 Smoke or odor removal
304	08/06/2010	12:06	524 Sims RD	40	321 EMS call, excluding vehicle accident with injury
303	08/06/2010	03:35	20824 eveleth STS NE	12	321 EMS call, excluding vehicle accident with injury
300	08/05/2010	23:32	18164 65 HWY NE	12	611 Dispatched and cancelled en route
302	08/05/2010	07:26	23558 NW Ulysses St. ST NW	40	321 EMS call, excluding vehicle accident with injury
301	08/05/2010	00:34	1657 214 AVE NE	22	321 EMS call, excluding vehicle accident with injury
299	08/04/2010	18:07	954 197 AVE NE	99	611 Dispatched and cancelled en route
297	08/02/2010	19:42	24355 Hwy. 65 HWY	40	321 EMS call, excluding vehicle accident with injury
298	08/02/2010	17:34	221st AVE NE	22	322 Motor vehicle accident with injuries
Total					**47**

Search Criteria	
Dates	From 08/01/2010 To 08/31/2010
Service	EAST BETHEL
Incident Address	All
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description

POSTED UNFIT/HAZARDOUS PROPERTIES 09/15/10

ADDRESS	ACTION INITIATED	LAST ACTION	STATUS	COMMENTS
607 Viking Blvd.	2/20/08 Posted unfit	5/28/09 court approved abatement	Tracking	Property is for sale.
22906 Jackson St.	3/19/08 Posted unfit	Demo permit issued 4/29/08, Haz. Excavation orders sent 6/29/09	Tracking	On 8/08/10 new owner contacted Building Official and stated that she has closed on the property, currently addressing issues with oak wilt and hopes to start constructing new principle structure within the next couple of months.
19245 Greenbrook Dr NE	5/23/08 Posted unfit	4/9/09	Closed	New owner has removed accessory structures and paid outstanding City assessments.
191 Elm RD	6/6/08 Posted unfit	11/15/08 exterior abatement	Closed	Principle structure has been razed by the county.
2403 Viking Blvd.	7/18/08 Posted unfit		Closed	New owner has razed the structure and cleaned exterior of property
220 Dogwood Rd.	11/6/08 Posted unfit	11/26/08	Closed	Structures removed
204 Dahlia Dr. NE	11/6/08 Posted unfit	4/26/10 Court ordered abatement.	08/10/10 Tracking	Owner has started removing the principle structure. Building department tracking progress.

ADDRESS	ACTION INITIATED	LAST ACTION	STATUS	COMMENTS
619 Lakeshore Dr.	11/13/08 Post as a Hazardous structure	12/04/08	Closed	Structure removed
348 Aspen/ Rev. Bullock property	11/13/08 Blight/Public Nuisance	6/10/09 Meeting with new property owner	Closed	Owner has abated nuisance
172 Juniper Rd.	11/6/08 Posted Unfit	11/24/08	Closed	Structure removed
Castle Towers Trailer Park	6/7/10 posted lot #106 , #149 and #122 as Hazardous/Unfit	6/8/10 Compliance letters for hazardous structures	Tracking	Prosecutor has drafted formal complaints against park owners, building official reviewing documents.
22568 Sandy Dr.	12/10/08 Hazardous/Unfit Structures	02/8/10 Final Compliance letter sent	07/13/10 Tracking	Property owner has obtained demolition permit and has started abatement of the structures.
234 Birch Rd.	3/10/09	6/10/09	Closed	New owner has abated nuisance.
4631 Viking Blvd.	3/13/09 Posted Unfit	4/1/09 Contractor Abated Property	Closed	Property sold and assessments have been paid. New owner plans on rehabilitating the property.

ADDRESS	ACTION INITIATED	LAST ACTION	STATUS	COMMENTS
604 Lincoln Dr.	Posted principle structure located on east end of lot 3/16/09	5/8/09 Demo permit issued on May 8, 2009	Closed	Structure has been removed.
221 Birch Rd.	Demo permit issued 6/4/10	Site inspection by Building Official conducted on 6/7/10	Closed	Wells Fargo has reimbursed the city for abatement and prosecution. (8/31/10)
191 Elm Rd. Garage	Posted structure (Garage) as unfit for human habitation on 9/22/09		Tracking	Owner was ordered not to reside in the garage and given 14 days to clean out the interior. Currently tracking. Have asked Anoka Co. Sheriff to cite individuals with trespass if staying on the property.
421 Cedar Rd	11/17/09 Sent letter to owner to abate nuisance	Issued demo permits 12/02/09	Closed	Demolition permits issued on 12/2/09. Contractor started razing the structure on 12/2/09. Work completed on 12/7/09.

ADDRESS	ACTION INITIATED	LAST ACTION	STATUS	COMMENTS
4306 Channel Ln.	11/19/09 Residential structure posted as unfit for human habitation due to fire damage	12/08/10 Owner reviewing permit requirements with Building Official	Closed	Building permits issues 04/2010.
330 Dogwood Rd.	12/1/09 Primary residence unfit to occupy, public health issue,	Letter sent to owner on 12/02/09	Tracking	Building department is watching the property; it is believed that the structure is occupied. Prior agreement with property owner was that structure shall not be occupied until permits for plumbing and sewer have been issued, inspections approved and finalized.
19079 Greenbrook Dr.	01/05/10 Residential structure posted as Unfit to Occupy	Spoke with maintenance Co. for mortgage lender on 01/11/10	Closed	Property sold, outstanding assessments paid to city, building permits issued for repairs.
775 199th Ave NE.	02/17/10 Residential structure posted as Unfit to Occupy	02/22/10 Sent abatement letter to mortgage company	Tracking	Building Official contacted by lenders representative on 5/6/10. Will ensure outside is cleaned up and building is secured. Lender waiting for expiration of the redemption period.

ADDRESS	ACTION INITIATED	LAST ACTION	STATUS	COMMENTS
3424 Edmar Ln.	Sent Hazardous Bldg. Orders	4/22/10	Tracking	Property owner has hired a demolition contractor to remove the house and garage from the property. Contractor plans on starting the second week of September.
22779 Sandy Dr.	Sent Hazardous Bldg. Orders	06/21/10	Tracking	Building Official has had contact with mortgage lender property preservation department. The mortgage lender is moving forward with the exterior clean up during the redemption period.
265 Dahlia Dr.	Accessory structure posted as Hazardous Bldg. due to fire.	8/27/10	Tracking	Garage suffered severe fire damage.

EAST BETHEL > View Station Info

I want to: - Select from the following -

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 All

Search (*Station Name*): Go

Station Number	Station Name	Address	City	State	Zip	Phone	Status
40	Day All Stations (Weekdays)	2751 Viking Blvd	East Bethel	MN	55011		Active
99	Duty Officer	2751 Viking Blvd.	East Bethel	MN	55011	763-367-7885	Active
88	Night and Weekend All Stations	2751 Viking Blvd.	East Bethel	MN	55011	763-367-7885	Active
11	Station 1 (Weekends)	2751 Viking Blvd	East Bethel	MN	55011		Active
12	Station 1 (Night)	2751 Viking Blvd	East Bethel	MN	55011		Active
21	Station 2 (Weekends)	2375 221st Avenue NE	East Bethel	MN	55011		Active
22	Station 2 (Night)	2735 221st Avenue NE	East Bethel	MN	55011		Active

Records 1-7 of 7

Goto Page: 1

Add a Station

ImageTrend Service Bridge v4.0

City of East Bethel
City Council
Agenda Information

* *

Date:
September 1, 2010

* *

Agenda Item Number:
Item 8.0 F.1

* *

Agenda Item:
Fire Department Staff Monthly Meeting Notes and Reports

* *

Requested Action:
Informational only

* *

Background Information:
September Fire Department Monthly Meeting Notes and August Reports are included for your review.

To aid in your understanding, staff has included as Attachment #1 and #2 the Incident Type Codes and Station Codes as they appear on the reports.

* *

Fiscal Impact:
None

* *

Recommendation(s):
Informational only.

* *

City Council Action

Motion by:_____ Second by:_____

_____

_____

_____

Vote Yes:_____ Vote No:_____

No Action Required:_____

INCIDENT TYPE CODES

100	Fire
200	Overpressure Rupture, Explosion, Overheat (No Ensuing Fire)
300	Rescue and Emergency Medical Service (EMS) Incidents
400	Hazardous Condition (No Fire)
500	Service Call
600	Good Intent Call
700	False Alarm and False Call
800	Severe Weather and Natural Disaster
900	Special Incident Type

Attachment #1

City of East Bethel

Subject: Fire Inspector Report

August 1 – 31, 2010

City of East Bethel Fire Inspection List		
Name	**Address**	**Comments**
Hoffman Bros Sod	19455 Hwy 65	Fire extinguishers, exit signs, and GFI outlets
Avatan	525 Sims Rd	Emergency lighting
Fat Boys Bar	21383 Ulysses St.	2nd inspection: NO VIOLATIONS
Lynn's Grocery & Gas	21329 Hwy 65	2nd inspection: NO VIOLATIONS
American Tool	23773 Johnson St	3rd inspection: NO VIOLATIONS
Continuous Garage Sale	22126 Hwy 65	Tried to check on fire code violations was not open and have not seen them open since.
Castle Towers	24355 Hwy 65	Emergency lighting in shelter
Total Entertainment/MSB	4817 Viking Blvd	Fire extinguishers
E.J.'s Bottle Shop	4832 Viking Blvd	Fire extinguishers, Elec. box cover
Ray Jordan & Sons	1901 Klondike Dr	NO VIOLATIONS
Coon Lake Market	515 Lincoln Rd	2nd inspection: Fire extinguishers
Viking Meadows Golf	1788 Viking Blvd	2nd inspection: NO VIOLATIONS
Gordy's Custom Cabinets	1861 Viking Blvd	2nd inspection: NO VIOLATIONS
NOTE: First Inspections Unless Noted		

13 Businesses Inspected

Reported by: Mark Duchene
Fire Inspectors

East Bethel Fire Department

Monthly Staff Meeting

September 7, 2010

Call to Order:

Chief DuCharme called the meeting to order at 7:11 p.m. There were 26 Fire Fighters (including the day staff), Assistant City Administrator Tammy Schutta, and Council Liaison Steve Channer present for the meeting.

Meeting minutes from the August 2, 2010 were posted previously.

New Year Open Enrollment:

Tammy Schutta passed out documentation to all fire fighters regarding the new open enrollment for the Safer Grant Medical Re-imbursement Plan. She announced that the new term will start on October 1, 2010. She explained how the program and reimbursed expenses will be paid. She also explained that as of January 1, 2011, over the counter medications will no longer be a valid claim due to a change in laws.

Image Trend:

Chief DuCharme discussed the procedure of the fire report entering now currently being entered by the fire fighters online on Image Trend. He announced that he is pleased on how far the fire fighters have come with the report entering. He described some areas on the reports that needed improvement but was pleased with the accomplishment. Chief DuCharme also reminded fire fighters that it is part of their job to fill out fire reports online.

Neighboring Departments ISO Testing:

Chief DuCharme announced that the neighboring fire departments of St. Francis and Oak Grove are performing their ISO testing this month. He encouraged the fire fighters to give these departments our assistance with manpower and trucks. The following dates of the testing procedures are listed below:

September 21	St. Francis
September 22	Oak Grove

Chief's Report:

Payroll needs to be signed before you leave tonight. Pay day is September 15, 2010.

The schedule for this month is:

September 6	Labor Day
September 7	Meeting & Payroll Signing
September 11	House Burn (Princeton)
September 13	Training
September 14	ISO Training
September 20	Maintenance Night
September 21	ISO Training – St. Francis
September 22	ISO Training – Oak Grove
September 25	Fire Fighter 1 – Testing
September 28	Officer Meeting

The schedule for October is:

October 2	House Burn
October 4	Meeting & Payroll Signing
October 4-8	Fire Prevention
October 9	Open House
October 11	Training
October 18	Maintenance Night
October 25	Medical Training
October 25	Officer
October 30	Final House Burn

Maintenance nights: Need to contact Ron within 24 hours of missing to receive assignment and that needs to be completed within 10 days.

New Firefighters in Training:

Chief DuCharme announced that the current 8 new firefighters have been through the agility testing, a medical physical and council approval. They started responding to calls as of September 1, 2010.

Congratulations & Anniversaries:

Richard Williams	29 Years
Lenny Inderlee	26 Years
Dan Berry	12 Years
Craig Chesler	8 Years

Fire Fighter Updates:

Paul Bermudez has now returned to active duty.

Reminders:

Linwood Fire Department dance is scheduled for September 11, 2010.

Administration Report:

Health Insurance Reimbursement Requests are due by October 15, 2010.

Chief 2 – Ardie

- Fire Chief Conference will take place in October 2010.
- Reminded all firefighters to contact the Fire Chief, in advance, if you cannot attend a meeting.

Chief 3 – Ron

- No report.

Chief 4 - Dan

- Chief Berry described medical bags that will include medications, will soon be located on the rescue trucks. He explained that the medications will only be distributed by EMTs only. Also, any EMT that administers medication must log all information including, patient name, date, time, dosage, medication name, etc must be documented for accountability of all medications. Only Aspirin, Nitroglycerin and Epi-pens, under medical direction, will be administered.

Explorers:

Tammy Gimpl announced that the explorers were taken to the State Fair to attend a fire competition and see more fire related displays.

Inspector Report:

Inspector Duchene reported that 13 businesses were inspected in August.
Castle Towers has fixed the emergency lighting in the storm shelter and it is now working properly.

Relief Association Presentation: Troy Lachinski

Mr. Lachinski announced the Firefighter Appreciation Dinner is scheduled for Saturday, December 11, 2010. Matt Herzog is in charge for the morning children's event and Mark Duchene will be lead contact in the committee for preparation for the Dinner. The Appreciation Dinner will be located at Hidden Haven Golf Club.

He also announced that the Fire Relief Association annual meeting, with elections, will take place in October.

Old Business:

Chief DuCharme gave an update on the status of the new Rescue 11 that is being built. He was pleased to announce that everything is on schedule and the truck should arrive later this month.

New Business:

Chief DuCharme announced that the National Volunteer Fire Council's annual Conference will be in Bloomington on September 18 & 19. He encourages all firefighters to attend.

Council Report:

Steve Channer discussed the clean-up at the Recycle Center. It has been undecided whether the oil drop off will reopen in the future. He also answered questions from the firefighters regarding the intersection of 221st Avenue and Hwy. 65. He explained that a stoplight is proposed in the year 2013 but the city is looking at all options to bring that construction date more current.

Adjournment – The meeting was adjourned at 8:33 p.m.

City of East Bethel
City Council
Agenda Information

* *

Date:
September 15, 2010

* *

Agenda Item Number:
Item 9.0 C

* *

Agenda Item:
Closed Session ACHRA Law Suit

* *

Requested Action:
Consider closing the regular session for an Attorney/Client discussion relating to current litigation with the ACHRA

* *

Background Information:
The City's Attorney representing the City in the ACHRA and City lawsuit has asked for a closed session pursuant to Attorney/Client privilege. The session is closed pursuant to Minnesota Statutes 13D.05, Subd. 3.

* *

Fiscal Impact:
None

* *

Recommendation(s):
Staff is recommending closing the regular session to closed session pursuant to Minnesota Statutes 13D.05, Subd 3 for an Attorney/Client discussion of the ACHRA lawsuit.

* *

City Council Action

Motion by:_____ Second by:_____

_____

_____

_____

Vote Yes:_____ Vote No:_____

No Action Required:_____