

# City of East Bethel

## City Council Agenda

Regular Council Meeting – 7:30 p.m.  
Date: January 20, 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**  
Page 1-3     A.     Sheriff's Monthly Report
- 7:43 PM     **5.0     Public Forum**
- 7:53 PM     **6.0     Presentations/Interviews**  
Page 4-12     A.     Anoka County Highway Department  
Page 13-21     B.     Planning Commission Interviews
- 8:45 PM     **7.0     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 24-28     A.     Approve Bills  
Page 29-38     B.     Meeting Minutes, January 6, 2010 Regular Meeting  
Page 39-42     C.     Res. 2010-03 Supporting Continued Funding of the ACCAP Senior Outreach Program through the Anoka County CDBG Program  
Page 43         D.     Res. 2010-04 Setting Date of Local Board of Appeals and Equalization  
Page 44         E.     Res. 2010-05 Resolution Relating to Financing of the Construction of the Whispering Aspen Well Project by Acceptance of a Grant from Disadvantaged Community Funds and a Financing Agreement for A Public Facilities Authority Loan

### New Business

- 8.0     Commission, Association and Task Force Reports**
- 8:50 PM     A.     Planning Commission  
Page 45-46     1.     Appoint Planning Commission Members
- 9:00 PM     B.     Park Commission  
Page 47-55     1.     Meeting Minutes, December 9, 2009  
Page 56-59     2.     Appoint Park Commission Members
- 9:10 PM     C.     Road Commission  
Page 60-66     1.     Meeting Minutes, December 8, 2009  
Page 67-70     2.     Appoint Road Commission Members
- 9.0     Department Reports**
- 9:20 PM     A.     Engineer  
Page 71-75     1.     Resolution 2010-06 Award Bid for Whispering Aspen Well #2  
B.     Attorney (**No Report**)

- 9:25 PM C. Finance (**No Report**)  
Page 76-80
- 9:30 PM D. Public Works (**No Report**)
- 9:35 PM E. Planning and Inspection/Code Enforcement  
Page 91-92  
Page 93-94
- 1. Code Enforcement Report
- F. Fire Department  
1. January Monthly Meeting and Reports
- G. City Administrator  
1. Town Hall Meetings  
2. Tinklenberg Group

**10.0 Other**

- 9:45 PM A. Council Reports
- 9:55 PM B. Other

10:00 PM **11.0 Adjourn**



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**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 December, 2009.

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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:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

No Action Required:  X

**CITY OF EAST BETHEL – DECEMBER 2009**

<b>ITEM</b>	<b>DECEMBER</b>	<b>NOVEMBER</b>	<b>YTD 2009</b>	<b>DECEMBER YTD 2008</b>
Radio Calls	433	432	4,741	4,756
<b>Incident Reports</b>	426	474	4,845	4,535
Burglaries	4	6	43	65
Thefts	22	29	225	264
Crim.Sex. Cond.	2	1	15	4
Assault	2	1	32	24
Dam to Prop.	12	8	103	141
Harr. Comm.	8	5	46	38
Felony Arrests	3	2	50	32
GM. Arrests	0	0	6	30
Misd. Arrests	21	15	181	363
DUI Arrests	3	5	48	62
Domestic Arr.	0	4	29	46
Warrant Arr.	7	14	86	76
Traffic Arrests	86	83	1,034	777

**CITY OF EAST BETHEL - DECEMBER 2009**  
**COMMUNITY SERVICE OFFICERS**

<b>ITEM</b>	<b>DECEMBER</b>	<b>NOVEMBER</b>	<b>YTD 2009</b>	<b>DECEMBER YTD 2008</b>
Radio Calls	26	3	212	241
<b>Incident Reports</b>	32	9	187	146
Accident Assist	5	0	23	25
Veh. Lock Out	2	0	32	38
Extra Patrol	27	16	419	254
House Check	0	0	6	16
Bus. Check	20	13	265	81
Animal Compl.	9	0	110	114
Traffic Assist	0	0	15	24
Aids: Agency	81	25	620	692
Aids: Public	12	0	320	84
Paper Service	0	0	13	5
Inspections	0	0	0	1
Ordinance Viol.	0	2	4	5



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 6.0 A

\*\*\*\*\*

**Agenda Item:**

Anoka County Highway Department

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**Requested Action:**

Informational only

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**Background Information:**

Ms. Kate Garwood of the Anoka County Highway Department made a presentation to the City's Roads Commission on two grant items that may affect the City. The first is a Transit Grant. Under the terms of this grant, the County would receive grant dollars to assist with commuter/express bus service from the City's Park and Pool lot at the Ice Arena to downtown locations. She will have information regarding participation in the Metropolitan Council's Transit Taxing District and the potential impact on property owners.

The second grant is for a signalization project at the intersection of County Road #74 (221<sup>st</sup> Avenue NE) and State Trunk Highway #65. Ms. Garwood will have funding alternatives and timelines for this project.

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**Fiscal Impact:**

As provided for in the presentation

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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:\_\_\_\_\_



# **TH 65 Transit Service to Minneapolis**

*Congestion Mitigation Air Quality  
Transit Expansion  
2009 Regional Solicitation*

*Anoka County*

*Kate Garwood, AICP  
Multimodal Transportation Manager*

*Matt Parent  
Transportation Planner*

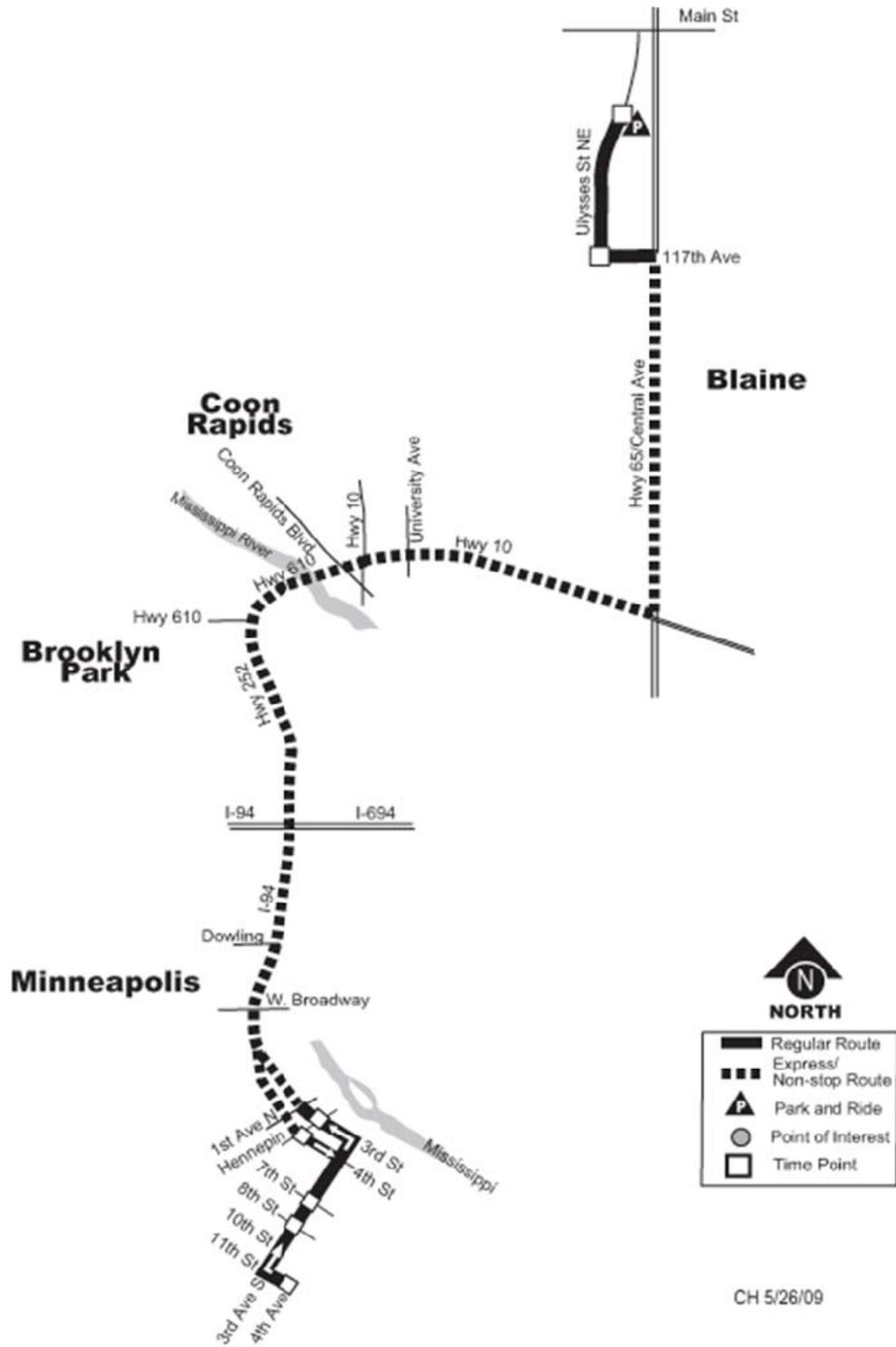
## About the Grant Program. . .

- *Every 2 years, in the odd years (2007, 2009, etc.), the Region (Metropolitan Council) sponsors a **Regional Solicitation**, a competitive process for Federal Funding*
- *The categories for the competition include:*
  - Surface Transportation Program (STP—roads)*
  - Transportation Enhancements (TE—trails, sidewalks, historic features)*
  - Congestion Mitigation Air Quality** (CMAQ—transit expansion & system management, i.e. coordination of signals)*
- *Maximum funding available for any one project is \$7,000,000*
- *Local agencies must provide matching funds equal to at least 20% of the cost of the entire project. (Example: For a project cost of \$5,000,000, the local agency must provide \$1,000,000 and the grant will provide \$4,000,000)*
- *Funding if awarded in 2009, funding would be available in 2013 or 2014, to allow for planning, permitting, and other preparations*
- *Purpose is to allow for development of plans, environmental documents, purchase of ROW and/or capital, and construction, plus any other planning activities needed to implement the grant*
- *Anoka County's application was for **\$8,482,235** for expansion of transit service along TH 65 (\$6,583,786 Federal and \$1,696,447 local match)*

## About the Anoka County Grant Application. . .

- *The grant application was supported by **Blaine, Ham Lake, East Bethel, the North TH 65 Corridor Coalition, Metro Transit and MnDOT Metro***
- *They know traffic on TH 65 is already bad and it is growing*
  - Today, there are **45,000 trips per day at Bunker Lake Boulevard***
  - Blaine traffic brings the total to **60,000 trips per day at TH 10/TH 65***
  - Majority of traffic is on the highway **BEFORE** the urbanized area of Anoka County*
- *The route passes through **9 of the most congested intersections** in the Metro Area, 4 of which are on TH 65 and 5 on TH 252*
- *The request for **transit service, buses, and a park & ride facility***
  - Land in the amount of **6.7 acres***
  - Construction costs for a park & ride lot of up to **400 spaces***
  - 6 coach buses** with 55—62 seats*
  - Operations for 3 years** to demonstrate viability of the route*
- *Location of park & ride is tentatively set at CSAH 14/TH 65*
- *Amount of service is set at **9 trips AM and 9 trips PM** each weekday*
- *As a comparison, the Northstar Commuter Coach service, which started in a similar manner operated **8 trips AM and 8 trips PM** each weekday*

# Proposed Hwy 65 Park & Ride CMAQ Route

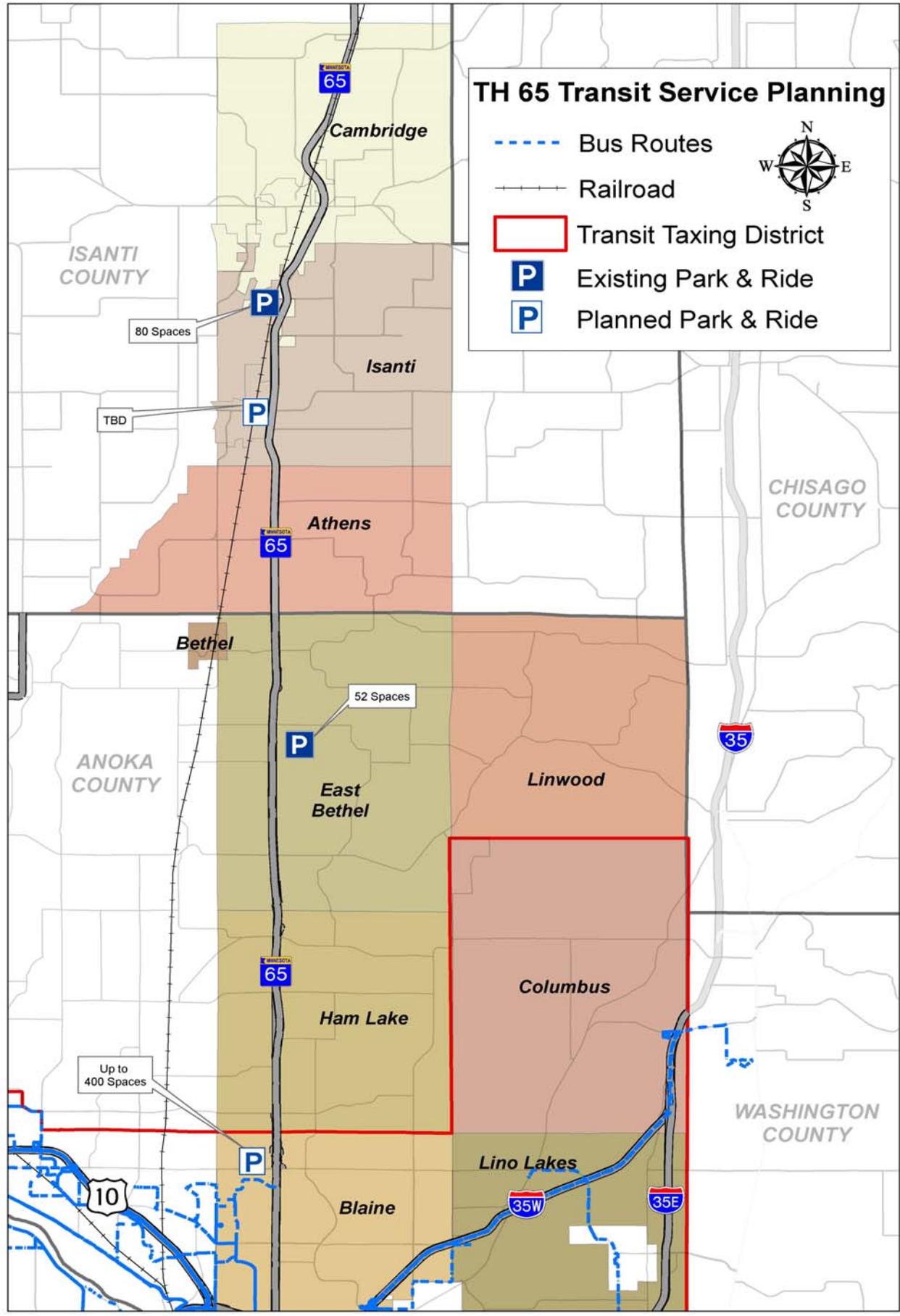


## Opportunities and possibilities. . .

- *Existing park & ride lots include:*
  - City of Cambridge at 313th (Holiday Station)*
  - City of East Bethel at 207th (Ice Arena)*
- *Planned park & ride lots include:*
  - City of Isanti plans near City Hall at the railroad tracks*
  - Athens Township at Town Hall*
  - Grant application includes one in Blaine at CSAH 14*
- *Potential to connect to Isanti and Chisago County residents traveling to Minneapolis for work*
  - 45% to 56% of adult working population in Isanti and Chisago Counties work in the in the Twin Cities area*
  - Limited transit service is available; only Forest Lake to Minneapolis*
- *Potential to develop and maintain interest in Northern Lights Express service in the same manner as was done with Northstar Commuter Coach for Northstar Commuter Rail*
- *Most importantly, opportunity to provide needed service to residents*

# TH 65 Transit Service Planning

-  Bus Routes
-  Railroad
-  Transit Taxing District
-  Existing Park & Ride
-  Planned Park & Ride



## Issues and challenges . . .

- Boundaries to “cross” include:
  - Crossing Anoka County and Isanti County boundary
  - Crossing MnDOT District 3 and Metro District boundary
  - Crossing Metro Transit/Metro Council Transit Taxing District boundary
    - If East Bethel joins the TTD, then Metro Transit can serve
    - If not???
- Funding issues to address include:
  - Heartland Express connection possibilities
    - From Cambridge, Isanti, or Athens Township
  - Anoka County connection possibilities
    - Farther north to East Bethel
    - Farther north into Isanti County

## Next steps . . .

- Determine level of interest of Heartland Express JPB to investigate potential
- Market study to be prepared by Anoka County
- Investigate potential for East Bethel to join the Transit Taxing District
- Investigate potential to “cross” or “erase” political boundaries for the purpose of this transit service

## Contact Information:

Kate Garwood, AICP  
Multimodal Transportation Manager  
Anoka County Highway Department  
1440 Bunker Lake Boulevard  
Andover, MN 55304

Phone: 763.862.4230  
Cell: 612-242-6572  
Email: [kate.garwood@co.anoka.mn.us](mailto:kate.garwood@co.anoka.mn.us)

Matt Parent  
Transportation Planner  
Anoka County Highway Department  
1440 Bunker Lake Boulevard  
Andover, MN 55304

Phone: 763-862-4291  
Email: [matt.parent@co.anoka.mn.us](mailto:matt.parent@co.anoka.mn.us)



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 6.0 B

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**Agenda Item:**

Interview Planning Commission Applicants

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**Requested Action:**

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

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**Background Information:**

Terms for two Planning and Zoning Commission members expire on February 1, 2010, Commission Members Tim Landborg and Lorraine Bonin. Prior to taking his Oath of Office for the City Council, Mr. Steve Channer resigned from the Planning Commission effective January 5, 2010.

In response to these vacancies, we advertised on the City's newsletter, on our community bulletin board and in the Anoka Union. The City received letters of interest from Sherry Allenspach and Heidi Moegerle in response to our ads. In addition, both members who terms expire on February 1<sup>st</sup> have submitted letters expressing an interest in continuing to serve on the Planning Commission. We have included copies of all letters of interest as part of your agenda materials.

There is currently a vacancy on the Roads Commission and the City has not received any additional applications for this vacancy. Perhaps Council could ask the four applicants if they would be interested in serving on the Roads Commission. The term for the Roads Commission appointment is through December 31, 2012.

**Attachment(s):**

1. Letters From Candidates
  - a. Lorraine Bonin
  - b. Tim Landborg
  - c. Sherry Allenspach
  - d. Heidi Moegerle

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**Recommendation:**

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

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**City Council Action**

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

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

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

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

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

Lorraine Bonin  
1950 209th Avenue  
East Bethel, MN  
55011

Oct 22, 2009

City of East Bethel:

I have enjoyed my time as a Planning Commission member, and feel I have contributed a unique perspective. I am interested in continuing for another term, so would like to be considered along with any other candidates.

Sincerely,

Lorraine Bonin

October 23, 2009  
Mayor and Council  
City of East Bethel  
2241 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011

Dear Mayor and Council:

Please consider this my letter of interest to continue serving on Planning and Zoning for another term. I have enjoyed my time on the Commission and would look forward to continuing my service to the community.

Thank you for your consideration.

Tim Landborg  
1507 205<sup>th</sup> Ave NE  
East Bethel, MN 55011

Received  
12/17/09  
PJD

Sherry Allenspach  
3427 217th Ave. NE  
East Bethel, MN 55011

Home 763-434-6686  
Cell: 612-419-4596

December 14, 2009

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

Dear Mayor Hunter and Council members Boyer, Klein, Paavola, and Voss.

This letter is to let you know that I am very interested in the position opening on the Planning Commission. I believe it is important for residents to be involved in their community, and I have served on a Planning Commission in the past. I am aware of the functions of the Planning Commission and its role as an advisory committee to the City Council.

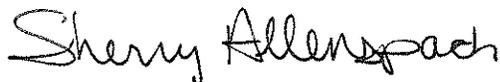
Since moving to East Bethel in September, 2003, I have been involved on the Parks Commission, serving from April, 2004 through 2008. I served as Chair of the commission in 2007 and 2008.

I am currently an ad hoc member of the Economic Development Authority which has kept me involved in the City in 2009. I am interested in remaining on this committee through my appointed term while serving on the Planning Commission.

Prior to moving to East Bethel, I served on the Planning Commission in the City of Maplewood, MN from 1991 through 1993. I then served two terms as an elected member of the City Council, from 1994 through 2001.

I look forward to hearing from you in the near future.

Sincerely,



Sherry Allenspach

Rec'd  
12/31/09  
@ 11:35am  
PJP

# HEIDI L. MOEGERLE

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December 31, 2009

Mayor Greg Hunter  
East Bethel City Council  
2241 221<sup>st</sup> Avenue, NE  
East Bethel, MN 55011

RE: Planning Commission Opening                      HAND DELIVERED 12/31/09

Dear Council:

I am writing to express my sincere interest in working on the Planning Commission of the City of East Bethel.

In September, my 6.5 year commuter relationship with East Bethel, was transformed to that of a full-time resident when I placed my Indiana home for sale.

During those years, I have been married to a 20 year resident of East Bethel, Gary Otremba, and have become familiar with the City of East Bethel, its ordinances, its residents and the unique Minnesota culture. I have attended City Council meetings, met with the Mayor, the City Administrator, the Building Official and the City Planner on a variety of issues. As the President of two Minnesota construction companies, I am knowledgeable about the construction industry generally and residential construction ordinances in East Bethel.

I am an attorney and mediator, licensed in the State of Indiana. I am an independent legal consultant, working to obtain my Minnesota law license. I am also the DFL precinct committee person for the Coon Lake Beach area of the City. Additional information is available in my enclosed resume.

For the foreseeable future, I have ample time to attend and actively participate in planning meetings, to look at properties for which variances are requested and to educate myself further on the planning practices and the planning issues facing the City of East Bethel.

I **love** the rural nature of the City of East Bethel! I believe that its rural qualities are the City's primary charm and should be preserved through a cautious approach to development.

I understand there are pressures on the City to expand its commercial, retail and residential tax base. Some of that pressure comes from the Metropolitan Council. Some of it is intrinsic to being "The Northern Gateway to the Twin Cities". Additional pressure comes from residents that must travel outside the City for access to work, services and retail establishments.

The economic downturn that has curtailed commercial, retail and residential development nationwide and burst the Minnesota real estate bubble offers the City of East Bethel the opportunity, if not an economic mandate, to re-evaluate its development plans.

179 FOREST ROAD  
WYOMING, MN 55092  
(651) 325-5886

Mayor Greg Hunter  
East Bethel City Council  
Page Two  
December 31, 2009

I am interested in becoming a member of the Planning Commission because I believe that I can contribute a unique perspective and a valuable knowledge base to the issues facing the Commission. I understand that, as a junior member of the Planning Commission, I would need to work within the framework of the Commission's duties and dynamics.

I value open and honest discussion of issues. I believe that important decisions should be made upon the best information available after a reasonable assessment of material facts. I would approach all Planning Commission issues with an open, impartial viewpoint and a willingness to learn.

It is my hope that after a review of my qualifications and the necessary interview process, that it is the decision of the Council that I be appointed to fill one of the vacancies on the Planning Commission of the City of East Bethel.

Respectfully submitted,



Heidi L. Moegerle  
Attorney at Law  
HLM:ptb  
Enclosure

# Heidi L Moegerle

179 Forest Road Wyoming, MN 55092  
Home/Mobile: 651-325-5886 \* Fax: 651-464-5590  
[Hmoegerle@mail.com](mailto:Hmoegerle@mail.com)

## CONSTRUCTION INDUSTRY EXPERIENCE:

- 12/2005 to present      President  
**ABMERTO CONSTRUCTION, LLC**  
2009 W. Broadway Avenue, 400-220  
Forest Lake, MN 55025  
(651) 325-5886
- 06/2006 to present      President  
**INDIANA-MINNESOTA CONSTRUCTION COMPANY, LLC**  
2009 W. Broadway Avenue, 400-220  
Forest Lake, MN 55025  
(651) 325-5886

Maintained business in good legal standing, handled information requests regarding projects and employees, prepared taxes, represented company and prepared all correspondence.

## LEGAL EXPERIENCE:

- 07/1997 to present      Attorney at Law  
**Heidi L. Moegerle, Attorney at Law**  
6220 Iona Road  
Indianapolis, IN 46203  
(651) 325-588
- 02/1995 to 06/1997      Associate Attorney  
**COHEN & MORELOCK**  
151 N. Delaware Avenue, # 2000  
Indianapolis, IN 46204  
(317) 462-7787
- 10/1988 to 12/1994      Associate Attorney  
**MILLER MULLER MENDELSON & KENNEDY, nka MONTROSS +  
MILLER MULLER MENDELSON & KENNEDY**  
8900 Keystone Crossing, Suite1250  
Indianapolis, IN 46240  
(317) 574-4500

Handled all aspects of plaintiff's injury law practice as a sole practitioner. Responsible for client intake, witness interviews, evidence identification and gathering, medical record review and summary, medical and legal research, settlement brochure preparation, pleading practice, discovery, depositions, briefs, court appearances, negotiation of liens, mediation, settlement and disbursement of funds. Represented persons injured due to vehicle crashes, medical malpractice, product malfunction and governmental torts.

08/1986 to 10/1988      Law Clerk  
**MILLER MULLER MENDELSON & KENNEDY, nka MONTROSS +  
MILLER MULLER MENDELSON & KENNEDY**  
8900 Keystone Crossing, Suite1250  
Indianapolis, IN 46240  
(317) 574-4500

08/1983 - 07/1985      Lab Technician  
**Medical Genetics Department,  
INDIANA UNIVERSITY SCHOOL OF MEDICINE**  
975 West Walnut Street  
Medical Research and Library Building,IB130  
Indianapolis, IN 46202  
(317) 274-2241

## Education:

Indiana University School of Law, Indianapolis, Indianapolis, Indiana  
J.D., Law  
October 1988  
GPA: 3.0?

Purdue University, School of Science, Indianapolis, Indianapolis, Indiana  
B.S., Biology  
May 1983  
Minor: Psychology

## Training:

Indiana State Bar License - Good Standing, Active  
Indiana Civil Mediator - 40 hours - 1992

## Activities:

2008                      DFL Precinct Committee person, City of East Bethel  
2003 - 2007            Hospice Volunteer and Pet Assisted Hospice Volunteer, Southern Care Hospice,  
                                 Indianapolis, Indiana  
2001                      Horticulture Instructor - Habitat for Humanity, Indianapolis, Indiana  
2000 - 2003            Hospice Volunteer & Pet Assisted Hospice Volunteer. Theracare, fka Hospice  
                                 Preferred Choice, Indianapolis, IN  
  
2000 - 2002            President, Garfield Park Master Gardeners, Indianapolis, Indiana  
1998                      Certified Indiana Master Gardener  
1994                      Candidate, Marion County Clerk of Courts  
  
1992                      Candidate, Indiana State Representative, District 86  
1988                      Admitted, Federal Court Southern District of Indiana  
1988                      Admitted, Indiana State Bar  
1988                      J.D., Indiana University School of Law, Indianapolis



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 7.0 A-E

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**Agenda Item:**

Consent Agenda

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**Requested Action:**

Consider approving Consent Agenda as presented

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**Background Information:**

Item A

Bills/Claims

Item B

Meeting Minutes, January 6, 2009 Regular City Council

Meeting minutes from the January 6, 2010 Regular City Council meeting are attached for your review and approval.

Item C

Res. 2010-03 Supporting Continued Funding of the ACCAP Senior Outreach Program through the Anoka County CDBG Program

ACCAP has requested the City send a letter of support of their funding through the Anoka County CDBG program. Resolution 2010-03 supports continued funding of the ACCAP Senior Outreach program through the Anoka County CDBG program that serves senior populations in the City of East Bethel.

Item D

Res. 2010-04 Setting Date of Local Board of Appeals and Equalization

Anoka County has advised the City that the Local Board of Appeal and Equalization (Board of Review) must meet between April 12 and May 11, 2010 to consider property valuation for taxes payable in 2011. Staff proposes that the Board of Review be scheduled on April 21, 2010 at 6:30 before the regularly scheduled Council meeting. Resolution 2010-04 sets that meeting date and time.

Item E

Res. 2010-05 Resolution Relating to Financing of the Construction of the Whispering Aspen Well Project by Acceptance of a Grant from Disadvantaged Community Funds and a Financing Agreement for A Public Facilities Authority Loan

Resolution 2010-05 provides for the financing for the Whispering Aspen Well Project as follows:

Grant – Disadvantaged Community Funds	\$298,403
Drinking Water Funds Loan	<u>\$ 74,601</u>
Total Whispering Aspen Well Project Cost	\$373,004

The Drinking Water Loan will be paid back over 20 years at a 1% interest rate. The City must lock in the interest rate and proceed with a financing agreement with the Public Facilities Authority (PFA).

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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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



2009 Bills to be Approved for Payment January 20, 2010	\$83,117.57
2010 Bills to be Approved for Payment January 20, 2010	\$35,801.53
Electronic Payments	\$29,021.34
Payroll City Staff - January 7, 2010	\$36,569.22
Payroll Fire Dept - January 15, 2010	\$9,074.14
<b>Total to be Approved for Payment January 20, 2010</b>	<b>\$193,583.80</b>

Approved by Council Member:

Steve Voss	Kathy Paavola	Greg Hunter	Steve Channer	Bill Boyer

**City of East Bethel**  
**January 20, 2010**  
**2009 Payment Summary**

Department	Description	Invoice	Vendor	Fund	Dept	Amount
'05 Klondike MSA Street Projec	Architect/Engineering Fees	26303	Hakanson Anderson Assoc. Inc.	402	40331	270.00
207-209th East 65 Service Road	Architect/Engineering Fees	26309	Hakanson Anderson Assoc. Inc.	402	43121	6,327.95
Arena Operations	Bldg/Facility Repair Supplies	9148163745	Grainger	615	49851	110.12
Arena Operations	Bldg/Facility Repair Supplies	8096	Menards Cambridge	615	49851	42.31
Arena Operations	Professional Services Fees	17	Gibson's Management Company	615	49851	9,797.96
Arena Operations	Repairs/Maint Machinery/Equip	44225-IN	R & R Specialities, Inc.	615	49851	406.20
Assessing	Professional Services Fees	4th Qtr 09	Kenneth A. Tolzmann	101	41550	11,340.14
Cedar Creek Natural History Ar	Architect/Engineering Fees	26306	Hakanson Anderson Assoc. Inc.	407	45202	378.50
Central Services/Supplies	Office Supplies	502578611001	Office Depot	101	48150	33.00
Central Services/Supplies	Printing and Duplicating	10676	Do All Printing.Com	101	48150	201.51
Central Services/Supplies	Telephone	122809	Qwest	101	48150	215.74
City Administration	Unemploy Benefit Payments	UI 4th Qtr 09	MN Dept of Employment and	101	41320	6,026.32
Cty HRA Grant Utility System	Architect/Engineering Fees	130165	Bolton & Menk, Inc.	228	22800	670.50
Engineering	Architect/Engineering Fees	26306	Hakanson Anderson Assoc. Inc.	101	43110	10,966.04
Fire Department	Motor Vehicle Services (Lic'd)	130666	Clarey's Safety Equipment Inc.	101	42210	1,223.72
Fire Department	Bldgs/Facilities Repair/Maint	1831	Structural Glass Products	101	42210	645.50
Fire Department	Motor Fuels	176226	Egan Oil Company	101	42210	506.22
Fire Department	Repairs/Maint Machinery/Equip	235038	Ham Lake Hardware	101	42210	207.93
Fire Department	Repairs/Maint Machinery/Equip	235039	Ham Lake Hardware	101	42210	64.75
Fire Department	Telephone	122809	Qwest	101	42210	344.13
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-12-09	Premium Waters, Inc.	101	41940	18.00
Legal	Legal Fees	123109	Carson, Clelland & Schreder	101	41610	7,914.91
Mayor/City Council	Conferences/Meetings	136810	League of MN Cities	101	41110	285.00
MSA Street Construction	Architect/Engineering Fees	26304	Hakanson Anderson Assoc. Inc.	402	40200	2,356.44
Park Maintenance	Bldg/Facility Repair Supplies	7194	Menards Cambridge	101	43201	14.71
Park Maintenance	Clothing & Personal Equipment	470394331	Cintas Corporation #470	101	43201	45.81
Park Maintenance	Commissions and Boards	121809	Barb Hagenson	101	43201	100.00
Park Maintenance	Commissions and Boards	121009	Bonnie Harvey	101	43201	100.00
Park Maintenance	Commissions and Boards	121909	Dan Butler	101	43201	110.00
Park Maintenance	Commissions and Boards	121909	Kenneth Langmade	101	43201	120.00
Park Maintenance	Commissions and Boards	122309	Sue Jefferson	101	43201	90.00
Park Maintenance	Commissions and Boards	121809	Tim Hoffman	101	43201	110.00
Park Maintenance	Equipment Parts	19124	East Central Diesel & Equip	101	43201	283.22
Park Maintenance	Lubricants and Additives	N15356	Federated Co-ops	101	43201	292.40
Park Maintenance	Lubricants and Additives	N15352	Federated Co-ops	101	43201	300.00
Park Maintenance	Motor Fuels	176226	Egan Oil Company	101	43201	973.50
Park Maintenance	Motor Vehicles Parts	1539-364249	O'Reilly Auto Parts	101	43201	60.55
Park Maintenance	Other Equipment Rentals	35519	Jimmy's Johnnys, Inc.	101	43201	81.44
Park Maintenance	Shop Supplies	6089	Menards Cambridge	101	43201	49.27
Park Maintenance	Tires	273964	Pomp's Tire Service, Inc.	101	43201	45.00
Planning and Zoning	Architect/Engineering Fees	26301	Hakanson Anderson Assoc. Inc.	847		921.72
Planning and Zoning	Architect/Engineering Fees	26302	Hakanson Anderson Assoc. Inc.	837		515.64
Planning and Zoning	Professional Services Fees	237	GIS Rangers	101	41910	924.00
Police	Professional Services Fees	10410	Gratitude Farms	101	42110	352.69
Recycling Operations	Bldg/Facility Repair Supplies	6089	Menards Cambridge	226	43235	28.28
Recycling Operations	Hazardous Waste Disposal	2022397	OSI Environmental, Inc.	226	43235	60.00
Sewer Operations	Bldg/Facility Repair Supplies	11851	St Francis True Value Hdw	602	49451	161.82
Street Maintenance	Bldgs/Facilities Repair/Maint	470394331	Cintas Corporation #470	101	43220	26.48
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-12-09	Premium Waters, Inc.	101	43220	18.00
Street Maintenance	Clothing & Personal Equipment	470394331	Cintas Corporation #470	101	43220	45.86

**City of East Bethel**  
**January 20, 2010**  
**2009 Payment Summary**

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Street Maintenance	Commissions and Boards	122009	Al Thunberg	101	43220	90.00
Street Maintenance	Commissions and Boards	122109	Dennis Murphy	101	43220	80.00
Street Maintenance	Commissions and Boards	122109	Jeff Jensen	101	43220	70.00
Street Maintenance	Commissions and Boards	121909	Michael Warsko	101	43220	70.00
Street Maintenance	Lubricants and Additives	N15352	Federated Co-ops	101	43220	549.66
Street Maintenance	Lubricants and Additives	N15356	Federated Co-ops	101	43220	600.00
Street Maintenance	Motor Fuels	176226	Egan Oil Company	101	43220	2,414.29
Street Maintenance	Motor Fuels	25015	River Country Cooperative	101	43220	112.50
Street Maintenance	Motor Vehicles Parts	1539-365000	O'Reilly Auto Parts	101	43220	70.37
Street Maintenance	Motor Vehicles Parts	210117	S & S Industrial Supply	101	43220	22.48
Street Maintenance	Motor Vehicles Parts	209887	S & S Industrial Supply	101	43220	13.21
Street Maintenance	Motor Vehicles Parts	11770	St Francis True Value Hdw	101	43220	7.10
Street Maintenance	Motor Vehicles Parts	11769	St Francis True Value Hdw	101	43220	30.05
Street Maintenance	Repairs/Maint Machinery/Equip	17257	Central Truck Service, Inc	101	43220	150.70
Street Maintenance	Shop Supplies	6089	Menards Cambridge	101	43220	71.51
Street Maintenance	Street Maint Materials	11048	Bjorklund Trucking	101	43220	777.52
Street Maintenance	Street Maint Materials	70449035	North American Salt Co.	101	43220	9,587.19
Street Maintenance	Telephone	122809	Qwest	101	43220	66.33
Street Maintenance	Welding Supplies	105175378	Airgas North Central	101	43220	288.41
Water Utility Operations	Professional Services Fees	9120463	Gopher State One-Call	601	49401	1.45
Water Utility Operations	Professional Services Fees	75225	Utility Consultants, Inc.	601	49401	546.25
Wild Rice Drive	Architect/Engineering Fees	26308	Hakanson Anderson Assoc. Inc.	402	43123	1,315.27
						<b>\$83,117.57</b>

**City of East Bethel**  
**January 20, 2010**  
**2010 Payment Summary**

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint	122109	Connexus Energy	615	49851	21.32
Arena Operations	Dues and Subscriptions	1153	M.I.A.M.A.	615	49851	140.00
Arena Operations	Electric Utilities	122109	Connexus Energy	615	49851	4,482.00
Arena Operations	Gas Utilities	223823853	Xcel Energy	615	49851	4,041.66
Arena Operations	Refuse Removal	1147219	Walters Recycling, Inc.	615	49851	243.27
Central Services/Supplies	Information Systems	10472	City of Roseville	101	48150	1,251.83
Central Services/Supplies	Information Systems	40188	US Cable	101	48150	1,331.44
Central Services/Supplies	Office Equipment Rental	140948175	Loffler Companies, Inc.	101	48150	460.62
City Clerk	Travel Expenses	10810	Wendy Warren	101	41430	21.00
Fire Department	Bldgs/Facilities Repair/Maint	122109	Connexus Energy	101	42210	5.32
Fire Department	Dues and Subscriptions	2010	MN State Fire Dept Assn	101	42210	288.00
Fire Department	Dues and Subscriptions	2010	NFPA	101	42210	150.00
Fire Department	Electric Utilities	122109	Connexus Energy	101	42210	612.64
Fire Department	Gas Utilities	223823853	Xcel Energy	101	42210	2,751.09
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	14568	GHP Enterprises, Inc.	101	41940	368.72
Fire Department	Motor Vehicles Parts	363311	Boyer Ford Trucks	101	42210	210.82
Fire Department	Refuse Removal	1147217	Walters Recycling, Inc.	101	42210	35.78
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	113323	Robert B. Hill Company	101	41940	19.24
General Govt Buildings/Plant	Electric Utilities	122109	Connexus Energy	101	41940	786.69
General Govt Buildings/Plant	Gas Utilities	223823853	Xcel Energy	101	41940	1,098.43
Legal	Legal Fees	11210	Randall and Goodrich, P.L.C.	101	41610	2,504.85
Park Maintenance	Electric Utilities	122109	Connexus Energy	101	43201	820.22
Payroll	Insurance Premium	40188	MN NCPERS Life Ins	101		144.00
Payroll	Union Dues	40188	MN Teamsters No. 320	101		639.30
Planning and Zoning	Legal Fees	11210	Randall and Goodrich, P.L.C.	903		313.50
Recycling Operations	Bldg/Facility Repair Supplies	10419	Menards Cambridge	226	43235	86.39
Recycling Operations	Electric Utilities	122109	Connexus Energy	226	43235	102.25
Recycling Operations	Gas Utilities	223823853	Xcel Energy	226	43235	363.76
Recycling Operations	Professional Services Fees	40188	Cedar East Bethel Lions	226	43235	1,000.00
Recycling Operations	Refuse Removal	1147220	Walters Recycling, Inc.	226	43235	243.27
Risk Management	Professional Services Fees	167698	T. C. Field & Company	101	48140	6,500.00
Sewer Operations	Bldgs/Facilities Repair/Maint	122109	Connexus Energy	602	49451	24.53
Sewer Operations	Electric Utilities	122109	Connexus Energy	602	49451	883.66
Street Maintenance	Bldgs/Facilities Repair/Maint	122109	Connexus Energy	101	43220	21.29
Street Maintenance	Electric Utilities	122109	Connexus Energy	101	43220	1,355.25
Street Maintenance	Gas Utilities	223823853	Xcel Energy	101	43220	1,598.69
Street Maintenance	Refuse Removal	1147218	Walters Recycling, Inc.	101	43220	243.27
Street Maintenance	Shop Supplies	216471	NAPA Auto Parts	101	43220	63.36
Street Maintenance	Shop Supplies	1539-366062	O'Reilly Auto Parts	101	43220	174.83
Water Utility Operations	Bldgs/Facilities Repair/Maint	122109	Connexus Energy	601	49401	26.67
Water Utility Operations	Electric Utilities	122109	Connexus Energy	601	49401	372.57
						<b>\$35,801.53</b>

**City of East Bethel**  
**January 20, 2010**  
**2010 Payment Summary**

Department	Description	Invoice	Vendor	Fund	Dept	Amount
	<b>Electronic Payments - Payroll</b>					
		PERA				\$6,397.87
		Federal Withholding				\$5,678.29
		Medicare Withholding				\$1,912.54
		FICA Tax Withholding				\$8,177.40
		State Withholding				\$2,456.21
		MSRS				\$4,399.03
						<b>\$29,021.34</b>

## EAST BETHEL CITY COUNCIL MEETING

January 6, 2010

The East Bethel City Council met on January 6, 2010 at 7:30 PM for their regular meeting at City Hall.

MEMBERS PRESENT: Bill Boyer Steve Channer Greg Hunter  
Kathy Paavola

MEMBERS EXCUSED: Steven Voss

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

Call to Order **The January 6, 2010 City Council meeting was called to order by Mayor Hunter at 7:30 PM.**

Oath of Office Sell explained that with the resignation of Council Member Klein, Council declared a vacancy and proceeded to fill the vacancy. As a result of the process, Mr. Steven Channer was selected to serve the remainder of term. Before Mr. Channer is seated, he must take the oath of office. The Clerk will administer the oath of office.

Channer recited the oath as follows: **I, Steven Channer do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Council Member of the City of East Bethel in the County of Anoka and State of Minnesota, to the best of my judgment and ability. So help me God.**

Adopt Agenda **Boyer made a motion to adopt the January 6, 2010 City Council 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.

David Kaisershot of 1128 216<sup>th</sup> Avenue NE said he would like council to consider revising the parking ordinance for tractor trailers. He said we just want to be able to park our tractor in driveway. Kaisershot said we have a lot of money invested in our tractor and have over two acres and cannot park there. Hunter asked why not. David said it is against City rules. Sell said it cannot be parked there for more than 24 hours. He said according to City Code, it is unlawful for tractor trailer to be parked more than 24 hours continuously. Kaisershot said he was parked in his driveway for less than 24 hours and his neighbors called and complained and he received many tickets from the Anoka County Sheriff's Office. Sell said it would be allowed if it was less than 24 hours.

Boyer said he thought the tractors were alright but not trailers. He said this was before our time. Kaisershot said he received several copies of ordinance. He said Larry Martin stopped out and gave him a copy of the ordinance. Kaisershot said if someone came in to unload or load, if they complained the sheriff would site them. He said if he had a utility body he would be able to park legally, but because it is classified as a tractor/trailer and he parks his

tractor there, he cannot park there.

Hunter asked is your trailer there. Kaisershot said no. Hunter said he owns a one-ton vehicle and under state definition it is a truck. Kaisershot said he is parking on hard surface. He said his neighbor parks on gravel, a delivery truck and his other neighbor parks in woods, no hard surface. Sell asked if he could e-mail the location of the others and he will check on the basis of the citations. Kaisershot said he went to court, he paid one ticket and they gave him until January 11<sup>th</sup> to pay the other three. He said he works 5 days a week is only home two days and that is when he is parking. Hunter said he can understand in the spring with weight restrictions, but if you are just parking a tractor that should be allowed. He said he thought it was. Boyer said he thought you could bring the tractors in, but not the trailers. Kaisershot said he falls under the weight restrictions in spring. Sell said he will check it out.

There was no one else present for the public forum so it was closed.

Consent  
Agenda

**Boyer made a motion to approve the Consent Agenda including: 1) Approve Bills; 2) Meeting Minutes, December 16, 2009, Regular City Council; 3) Res. 2010-01 Supporting Funding of the Anoka/Champlin Meals on Wheels; 4) Submittal of RFP for Energy Efficient/Conservation Block Grant Program – ARRA; 5) Approval of Paid-On-Call Firefighters' Medical Reimbursement Program; 6) Amend Health Flexible Spending Account for Paid-On-Call Firefighters Policy; 7) Res. 2010-02 Supporting High Speed Broadband Connectivity; 8) Recycling Grant Agreement – Anoka County. Paavola seconded; all in favor, motion carries. Hunter correction page 19, top para, motion, hunter was a nay, paavola, boyer, klein, aye. Randall said mr. channer asked me if one member goes though the bills particularly. Hunter said we just have the overview and if we have a question we ask usually before. Sell said and he will explain the controversial ones or the eons that need to be explained in the update. All in favor, motion carries.**

Adopt Ord.  
15, Second  
Series,  
Transmission  
Line

Sell explained that concerns had been raised by both residents and City Staff to the adequacy of the City's regulations and other controls covering the location, height, and structural configuration of electric power and communication transmission lines in the City. The City has limited official controls to protect property values and the public health, safety, and general welfare of the City from potential impacts of the extension and construction of transmission lines within the City.

In response, Council directed that a work group be formed to review current regulations and standards and develop a new ordinance that addresses the siting of such facilities. Ordinance #15, Second Series, was the result of the work group efforts.

The purpose of the regulations was to establish general and specific criteria and process for conditional uses for electric power transmission lines. These uses will be subject to careful evaluation to ensure that their location, size, and design are consistent with the standards, purposes, and procedures of the ordinance and the comprehensive plan. Further, these uses shall not have a negative impact on property values or financing options, public safety, public health, and environmentally sensitive areas in the City and such uses will address the future power and communication needs of the City.

The proposed ordinance contains General Standards and Specific Standards. These include that all transmission lines in any zoning district require a Conditional Use Permit (CUP). There are guidelines/standards that City Council must follow when considering granting a

CUP such as the use must be consistent with the goals, policies, and objectives of the comprehensive plan, the use must not have undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements, and the use must not have adverse impact on property values, public health, safety, or welfare, and environmentally sensitive areas.

In addition, Specific Standards outline the application process and requirements. This provides that for a preliminary application submittal and requires the applicant to participate in a work group process in which the proposed project and alternatives for the proposed locations will be analyzed by the work group. The work group will present a recommendation/report to Planning Commission in which the Planning Commission will narrow the alternatives for each proposed siting and/or facility.

Following this process, the applicant will submit an application for a CUP. The ordinance outlines the required information to be submitted with the application. Once the CUP is approved, the applicant would be required to submit a site plan for review in which City Council may consider the site plan at the time of the conditional use request.

Council reviewed the proposed ordinance on November 4, 2009 and directed that outside legal counsel review the proposed ordinance and provides an opinion on the content including the City's authority to enact such an ordinance. In addition, Council directed the proposed ordinance be shared with the League of Minnesota Cities for review.

Mr. Jim Strommen of the law firm Kennedy and Graven was identified as an expert in this type regulation both from a city perspective as well as the regulated industry perspective. He has provided an opinion memo that provides a response to two basic questions.

1. Is the City pre-empted from requiring GRE to obtain a conditional use permit ("CUP") for the proposed transmission line?

Response: The City is not pre-empted by state law from exercising its land use regulatory authority by requiring GRE to obtain a CUP for the type of transmission line being proposed by GRE.

2. If the City is not pre-empted from requiring GRE to obtain a CUP, is there anything in the City's proposed ordinance that goes beyond the scope of the City's land use regulatory authority?

Response: Some of the provisions in the proposed ordinance could be questioned if applied in a manner that prohibits a utility's statutory rights and duties to provide electric service to customers and the Minnesota Public Utilities Commission's authority to regulate that service.

Mr. Strommen concludes that:

There has been discussion of the specific provisions of the proposed ordinance and he has provided alternative language for several items. Based on his review of Minnesota law, the City has the right to enact an ordinance regulating the placement of transmission lines that are not HVTLs permitted through the PUC process.

Mr. Tom Grundhoefer of the LMC has reviewed the ordinance. Mr. Grundhoefer is the LMC General Counsel and provides legal advice to the LMCIT on land use and ordinance

proposals. Mr. Grundhoefer has advised that the ordinance, as revised by Mr. Strommen, would be defended by the LMCIT if challenged.

Staff is recommending adoption of Ordinance #15, Second Series, Transmission Lines as revised by Mr. Strommen.

Boyer asked so this is not a public hearing on this matter. Sell said that is correct the public hearing was held at the Planning Commission meeting last year.

**Boyer made a motion to adopt Ordinance 15, Second Series, An Ordinance Establishing A Requirement and Criteria for Conditional Use Permits for Transmission Lines. Hunter seconded.**

Hunter asked we have this e-mail with the information from Mr. Zisla, the attorney for GRE, is there anything we need to do with this. Sell said no. He said the attorney representing GRE provided an e-mail that indicates that GRE is working on an alternative ordinance, and he is asking council to forgo action on this until council is presented with their ordinance. Sell said in their letter they point out five critical features to their proposed ordinance. He said council has before them the ordinance that staff, the work group you appointed and the attorney the City hired to review the ordinance are proposing. **All in favor, motion carries.**

Adopt  
Summary of  
Ord. 15,  
Second  
Series,  
Transmission  
Line

Sell explained that should Council adopt Ordinance 15, Second Series, Transmission Line Regulations as a part of the East Bethel City Code, state law requires publication of the adopted ordinance or a summary the ordinance adopted. A summary of Ordinance No. 15 will be published upon approval of the summary by City Council.

Staff recommends adoption of the Summary of Ordinance 15, Second Series, Transmission Line Regulations and direction to publish in the City's official newspaper.

**Boyer made a motion to approve the Summary of Ordinance 15, Second Series, An Ordinance Establishing A Requirement and Criteria for Conditional Use Permits for Transmission Lines and direction to publish. Paavola seconded; all in favor, motion carries.**

Appoint Fire  
Department  
Officers

Sell explained that in the past, Officer Positions were elected to two-year terms. Firefighters would apply for Officer Positions and elections were held to determine officer position appointees. In 2007, the City Council adopted Ordinance Number 104B relating to the administration and organization of the City including the Fire Department. Election of officers in the Fire Department was eliminated under the new ordinance. However, the most recent appointment confirmations by the City Council set two-year term limits. Over the next several years, beginning January 1, 2011, this term limits for employees in the Fire Department will be phased out and officers will be appointed to indefinite terms like any other employee. An officer position would become vacant only upon resignation or removal just as any other employee for the City.

Allowing the department to phase out term limits will provide enough time to effectively educate fire fighters on the new procedure/process and transition this change in the department.

There are several officer positions terms that expire December 31, 2010. All qualified firefighters will be given the opportunity to apply for these officer positions in 2010.

In the interim, there are three officer positions with terms that ended December 31, 2009. The District Fire Chief Position and one Lieutenant Position for Station 1 were posted along with one Lieutenant Position for Station 2. Interested firefighters were asked to submit a letter of intent, resume, and any pertinent certificates to the Fire Chief. Based on the selection process that included qualifications, experience and training, individuals were interviewed for these positions.

After review of the qualifications, experience, training and personal interviews with qualified individuals, recommendations for these positions include Station # 1 Assistant Fire Chief: Ron Stanley and Lieutenant: Gary Schultz and, at Station # 2, Lieutenant Tammy Gimpl.

Based on the recommendation of the Fire Chief, the City Administrator is recommending appointment of Mr. Ron Stanley as District Fire Chief and Mr. Gary Shultz as Lieutenant at Station 1 and, Ms. Tammy Gimpl as a Lieutenant at Station #2. These are two year appointments effective January 1, 2010 and ending December 31, 2011.

These positions will be advertised again in the fall of 2011 and recommendations for these positions will be forwarded to the City Council for appointments effective January 1, 2012 for an indefinite term.

**Paavola made a motion to appoint the following officer positions for the Fire Department with terms as indicated: Mr. Ron Stanley as District Fire Chief and Mr. Gary Shultz as Lieutenant at Station 1 and, Ms. Tammy Gimpl as a Lieutenant at Station #2, two year appointments effective January 1, 2010 and ending December 31, 2011. Boyer seconded.**

Boyer said he is somewhat confused. He asked who will be electing the officers once we abolish the term limits. Sell said there are no more elections, the elections went away. He said term limits will also go away. Sell said Ordinance 104B that was adopted in 2007 does not include elections and term limits. He said this is a big change for the fire department and that is why we are suggesting these appointments have two year terms and then these would be the last appointments to have term limits. Sell said after this the appointments would be like any other City employee.

Boyer asked what is the rationale for treating the appointment of fire department officers differently than we do for people that serve on the Planning Commission, Park Commission or Road Commission. He said those people apply and have three year terms. Sell said fire fighters are employees and employees do not serve terms. Paavola said this was discussed at the fire department meeting on Monday and there was no opposition to it. Sell said the only reason we are suggesting terms this time, is this is a big change and the next ones will be indefinite terms. Channer said since there are terms ending in 2010 we will have to do this in one more year.

Boyer asked is the removal process the same as any City employee. Sell said yes, it would start with aggressive discipline. Channer said he assumes we would allow them to vacate this appointment and go back to being a regular firefighter if they requested this. Sell said yes. Boyer said he assumes the Fire Relief Association still appoints officers. Sell said yes, they are not totally separate from the City, but they have in their bylaws to appoint the officers to manage the Fire Relief Association. He said the Mayor and finance director sit

on the board of the Fire Relief Association now. Boyer asked is there a prohibition of someone serving as a fire department officer and as a trustee of the Fire Relief Association. Sell said they can serve as both, and the Fire Chief does just that. He said they can fulfill both. **All in favor, motion carries.**

City Council  
E-Mail  
Addresses

Sell explained that Council Member Channer has requested a City email address. This would allow Council Member Channer to separate his personal e-mail from official City Business. Currently all other Council members are using their personal e-mail addresses for receiving messages related to city business. Although the equipment is personal, the subject and content of any e-mails regarding City business or issues by Council Members using their personal e-mail account is subject to data practices laws.

The City Council may want to consider using a City provided e-mail address. This will better protect Council Members' private electronic communications that are unrelated to City business. Council Members would be able to access their City e-mail account by logging on to the City's network through the Internet. Council Members would then use the City's e-mail system for sending and receiving messages related to City business. Standardizing e-mail addresses may make it easier for residents to communicate with the City Council.

Should City Council use standardized e-mail addresses, the City's Technology Use Policy would be followed. The purpose of this policy is to define acceptable and unacceptable use of the City technology including, but not limited to computer systems, electronic mail (e-mail), the Internet and other information systems. The primary goal of this policy is to maintain appropriate security to protect City data and technology and avoid inappropriate use of City technology.

All data stored on computer media owned, leased or rented by the City, is considered to be owned by the city. All data stored on the City's network is subject to the City's records retention schedule and the Minnesota Data Practices Act. Council Members would not have to retain electronic communications on their home computer relating to City business. Exclusive use of the City e-mail would provide storage on the City's network. However, the City Council would be responsible for managing their own City e-mail account. E-mail that is not an official record of City business should be deleted as soon as possible and should not be retained for more than 120 days.

There is a cost for this service. Our e-mail service provider would charge approximately \$720 annually to have City e-mail addresses for the City Council.

The format for e-mail addresses for City Council would follow this construction: `firstname.lastname@ci.east-bethel.mn.us` (i.e. `steve.channer@ci.east-bethel.mn.us`).

Staff is seeking Council direction.

Hunter said personally he thinks it is a good idea. He said the fact that we retain City e-mails on our personal e-mail could become an issue; there may be something personal that ends up out there because of this. Sell said using a City e-mail address for City business would eliminate the need for you to obtain e-mails in your personal e-mail account. Boyer said speaking for himself personally, if we were to move forward with this, he would merely forward the mail that comes to his City e-mail account to one of his other three e-mail accounts. He said he has enough e-mail accounts to manage. Boyer said he doesn't

be grudge anyone that feels otherwise. He said there are other alternatives we can explore, such as having one general City account such as general.council@ci.east-bethel.mn.us and then have staff forward them to all of us. Boyer said he does receive e-mails from residents, but that is general at his home address. He said he likes the idea of doing it, think it is nice that it is standardized, but he wonders if he knows the address because he works for state government and it is pretty similar for all cities. Boyer said he wonders if that is influencing his discussion.

Sell said this is not an all or nothing proposition. Paavola said all she has is a personal e-mail. She said whatever she gets from the City is deleted immediately, but if it is easier to do another way that is fine for her, Channer asked isn't one of us supposed to hold on to the e-mail. Sell said if someone wanted it, they would go back to the e-mail provider for this. Paavola asked would it be much better as the City is concerned to have it just coming from the City. Channer asked do you have concerns about privacy issues. He said because if you do, the e-mail is encrypted and no one else can read it unless you give them permission to do so. He said if Boyer wants to set up his to forward to his personal e-mail, then he wouldn't have to retain e-mail in both places. Channer said he can be the guinea pig, he doesn't mind. Sell said you can always discontinue this if it doesn't work. Boyer asked would you rather do all or just one e-mail address. He said we could have one address that the e-mails are forwarded to us. Hunter said so we would just have one for council and any one council member would be able to access it and no one could delete it. Boyer said yes.

Channer made a motion that Council adopt standard e-mail addresses (firstname.lastname@ci.east-bethel.mn.us) through the City and accounts will be managed through the City e-mail system on a trial basis until brought up for review for all Council Members. Hunter seconded. Boyer asked when is our next newsletter going out. Sell said it will be going out in the next week or two. He said Voss indicated to him that he didn't have an issue with anything on the agenda, so he thinks he will be agreeable to this. Sell said just for Voss he has three different e-mail accounts and this would make things easier for him.

**All in favor, motion carries.**

Labor  
Agreement  
Teamster's  
Local 320

Sell explained that based on Council direction, we have offered and the Union has accepted a counter offer that includes several provisions relating to wages, cafeteria contributions, comp time, etc. The final document is attached to this agenda item for your review. We have received written confirmation from the Teamster's that this agreement is acceptable.

#### Wages and Salaries

For wages, we have agreement that wages and salaries will remain at 2009 levels and that a provision for a wage negotiation re-opener is provided for in 2011 and 2012. (Attachment #1 to the Agreement)

#### Cafeteria Contributions

The City and employees share in the cost of increases for insurance benefits that affect the amount contributed to the cafeteria plan. For 2009, the amount paid by the City towards the plan is \$857.07 per month. For 2010 only, the City proposed and the Union accepted a cafeteria contribution of \$906.25 that represents an increase of \$23.35 per month per employee. The total per month per employee for 2010 only is \$906.25.

Calculation of City contributions to the Cafeteria Plan for 2011 and 2012 will revert to the original formula wherein the City and Employees share 50/50 any cost increase. (Article XIII of the Agreement)

Compensatory Time

The Council indicated that the provision to reduce the number of hours to be accrued from 60 to a lesser amount. Further, that any amounts remaining in the "Comp Bank" at the end of November of each year of the agreement be paid out. The City offered and the union accepted a reduction to the Comp Time accrual and pay out that limits the accrual for 2010 to 60 hours, 50 hours for 2011 and 40 hours for 2012. Use of Comp Time requires supervisor approval and must be taken in 2 hour increments, at a minimum. (Section 8.5 of the Agreement)

No other changes are recommended.

Staff is recommending adoption and execution of the Labor Agreement between the City of East Bethel and Teamster's Local #320

**Boyer made a motion to adopt the Labor Agreement between the City of East Bethel and Teamster's Local #320 as submitted. Paavola seconded.** Hunter asked did we always have this many holidays. Sell said yes, and they asked for more and he wished them good luck. Boyer said Hunter says this every year. Hunter said we need to visit that next year. **All in favor, motion carries.**

PFA Grant for Well No. 2 at Whispering Aspen

Sell said we received notification via e-mail of a grant award from PFA for Well No. 2 at Whispering Aspen. He said the grant is for \$298,000, which is 80% of the cost. Sell said the PFA was gracious enough to increase our grant request because the bids that came in for well were higher than our estimate. He said that leaves \$74,000 to be financed and based on the information we received today we will be approved for a 1% loan for 20 years. Sell said in that regard there were two households that did not respond to the survey. He said this is important because there is a potential for additional grant money if we have a 100% response to the survey. Sell said we will work on getting the two households to respond so we can see if we can get additional grant money. Hunter said he will work on this for the City even if he has to knock on some doors. Sell said this takes this project way down in costs. Hunter said this is incredible. Paavola said yes it is incredible.

2010 Council Commission Committee Appointments

Sell explained that the list of commission and committee assignments was provided with the December 4, 2009 UPDATE and again in the agenda material for the December 16, 2009 City Council meeting. This item was tabled until this evening. We have provided a list of Commission/Committee Assignments from 2007-2009 and space for 2010 assignments as requested. Staff requests Council direction.

Hunter said there will be an additional opening on the Planning Commission because Council Member Channer will no longer be able to serve on the commission. Sell said we have received Channer's letter of resignation for the Planning Commission. Channer said he resigned yesterday.

**2010 Acting Mayor** -- Council Member Voss

**2010 Road Commission** -- Paavola explained that the members of the Road Commission requested that she stay on the Commission. She said she knows we like to have everyone switch around. Boyer said he finds the switching around annoying, we lose continuity. He said he can see switching every so often, but he thinks yearly is way to fast. Boyer said we appoint commission members for 3 years, but we move Council Members like it is a revolving door.

Channer said yes, by the time you get in the swing of it you are out. He said he found it irritating to have to educate someone continuously with all this switching around. Ken Langmade, chairman of the Park Commission, said he finds working with Council Member Boyer great, he enjoyed this very much and we are just getting to know some of the programs that we would like to hit. He said he would like to keep Boyer on this commission.

A member of the fire department said he thinks it is nice to have the Council Members move around, because then we have someone new that can learn about us and what we do. Channer said he would like to be appointed to the fire department. Paavola said she was on this committee and the fire fighters do a lot of work and are very dedicated. Channer said as far as being a liaison, he thinks it is important to rotate the liaison for the police and fire more than some of the other ones. He said he quantifies these differently, but he agrees with Boyer about the commissions, it took him a whole year to get up to speed as a Planning Commission member.

**Park Commission** -- Boyer

**Planning Commission** -- Voss

**Watersheds** -- Hunter asked if anyone is interested, he has missed the last two meetings, but he can continue as the liaison on this if no one is interested. Hunter will stay on as liaison.

**Cedar Creek Committee** -- Boyer

**Sandhill Crane Committee** -- Hunter said they don't meet. He said we were supposed to meet, we talked about it, but we didn't have an official meeting.

**Fire Department** -- Channer

**Police Liaison** -- Paavola

**Booster Day Committee** -- Hunter and Channer

**Finance Committee** Boyer and Hunter

Hunter reminded all Council Members that they can attend any meeting. He said he will check with Council Member Voss and make sure he doesn't want to change his appointment to any of these commissions. Hunter said he and Voss could switch committees/commissions between the assignments made to them. Sell said a Council Member cannot make a meeting that you are scheduled to go to, let him know and he will broadcast it and someone will usually step up to attend. He said or if you don't want to do it that way, call someone and ask them to go for you.

- |                      |   |
|----------------------|---|
| Fire Department      | Paavola said she attended the fire department meeting on Monday night and they talked about the Safer Grant and Explorer Activities over the holidays. She said it was very interesting. Paavola said she ran into the fire fighters when they were out on the beach, and the little kids that saw them out there were very excited. Paavola wished everyone a Happy New Year.    |
| Transportation Funds | Boyer asked have we heard anymore on supplemental funds for transportation. Sell said we haven't heard anything. Jochum said he also isn't aware of any new things.   |
| Budget               | Boyer asked as far as strategy in terms of the government and legislature, since they are headed back to reformulate the budget, he is wondering if the grant funds could be affected. Sell said his understanding is the grant funds are federal funds. He said the low interest loan money is provided by debt issued by the state, by policy they can't go lower than 1%. Sell |

said those dollars should be secure.

Town Hall Meeting

Hunter asked have we thought about or should we be thinking about the Spring Town Hall meeting. Sell said we will add this as an agenda item for January 20<sup>th</sup> and throw some things out there to see what Council would like to do.

Adjourn

**Boyer made a motion to adjourn at 8:28 PM. Paavola seconded; all in favor, motion carries.**

Attest:

Wendy Warren  
Deputy City Clerk

DRAFT



## ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434 • Phone 763-783-4747 • FAX 763-783-4700 • TTY 763-783-4724  
E-mail: [accap@accap.org](mailto:accap@accap.org)



Mr. Douglas Sell  
City Administrator  
City of East Bethel  
2241 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011

January 2, 2009

Dear Mr. Sell:

I am writing on behalf of the ACCAP Senior Outreach Program, which serves seniors (60+) within the community of East Bethel. I am once again in the process of completing an application for CDBG funds through Anoka County.

**I am contacting you in hopes that I could include in my application a letter of support from the City of East Bethel.** Any words of support would be greatly appreciated.

Also, I enclosed the annual report for the Senior Outreach Program. This report indicates the number of individuals served during the past program year (2009), their ages, gender, living situation, etc. It also indicates the different referrals made which will provide insight into the problems faced by the older residents within your community.

We welcome your referrals whenever a concern exists regarding one of your senior residents.

Thank you so very much!

Sincerely,

Cathey Weidmann  
Director of Senior Programs  
763-783-4717

**ACCAP SENIOR OUTREACH PROGRAM 2009 ANNUAL REPORT**

EAST BETHEL

1 UNDUPLICATED HOUSEHOLDS:

Income Level (# of households)

200% Poverty	Below:	<input type="text" value="3"/>
	Above:	<input type="text" value="0"/>
HUD Section 8	Below:	<input type="text" value="3"/>
	Above:	<input type="text" value="0"/>

Income Unknown:

<u>Size of Household</u>	One:	<input type="text" value="4"/>
	Two:	<input type="text" value="4"/>

Three:	<input type="text" value="0"/>
Four or more:	<input type="text" value="0"/>

Female Head of Household:

<u>Dwelling Type:</u>	Private Home:	<input type="text" value="3"/>
	Mobile Home:	<input type="text" value="5"/>

Senior Housing:	<input type="text" value="0"/>
Apartment:	<input type="text" value="0"/>

2 UNDUPLICATED INDIVIDUALS:

Age (# of Individuals)

Under 59:	<input type="text" value="3"/>
60 - 64:	<input type="text" value="2"/>
65 - 69:	<input type="text" value="1"/>

70 - 74:	<input type="text" value="3"/>
75 - 80:	<input type="text" value="3"/>
80 +:	<input type="text" value="0"/>

Gender (# of Individuals)

Female:

Male:

Race (# of Individuals)

Asian:	<input type="text" value="0"/>
Black/Afr. American:	<input type="text" value="0"/>
Caucasian/White:	<input type="text" value="12"/>

Hispanic:	<input type="text" value="0"/>
Native American:	<input type="text" value="0"/>
Other:	<input type="text" value="0"/>

Disability (# of Individuals):

3 ON-GOING CLIENT VISITS:

4 REFERRALS MADE/AGENCY CONTACTS:  TO 26 PROGRAMS  
(see Attached List)

5 FAMILY INVOLVEMENT:

Households/ family already involved:	<input type="text" value="3"/>
Households/ family became involved through efforts of Outreach:	<input type="text" value="3"/>

6 REQUESTS FOR OUTREACH VISITS FROM OUTSIDE SOURCE:   
(see Attached List)

**EAST BETHEL**

**REFERRALS AND PROGRAM CONTACTS ON CLIENT'S BEHALF**

ACCAP Crisis	2
Energy Assistance Program (EAP)	6
Anoka County Emergency	1
Food Support Program	1
Human Services	1
Income Maintenance	1
Medical Assistance	1
Public Health Nursing	2
Budget Counseling	1
Chores & More Program	1
City/Township/County Offices	2
Clothing Distribution/Closet	3
Community Emergency Assistance Program (CEAP)	1
Equipment Loan Programs	1
Food Shelves	1
Forms Assistance	1
Health Insurance Counseling	1
Holiday Distribution	6
Metropolitan Center for Independent Living (MCIL)	2
Senior Companion Program	2
Senior Partners Care	1
Telephone Assistance Plan (TAP)	1
Transportation	5
Vision Loss Resources	1
Other	2

**TOTAL REFERRALS = 47**

**to 26 different AGENCIES/PROGRAMS**

**REQUESTS FOR OUTREACH VISITS FROM AN OUTSIDE SOURCE**

Anoka County Human Services.....	1
Chores & More Coordinator.....	1
Public Health Nurses.....	1

**TOTAL = 3**

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

**RESOLUTION NO. 2010-03**

**RESOLUTION SUPPORTING CONTINUED FUNDING OF THE  
ACCAP SENIOR OUTREACH PROGRAM  
THROUGH THE ANOKA COUNTY CDBG PROGRAM**

**WHEREAS**, the ACCAP Senior Outreach Program is a valuable and vital service to the community that connects seniors with the services they need to live independently; and

**WHEREAS**, the workers help seniors by making referrals to financial programs, home services and community programs like fuel assistance; and

**WHEREAS**, the program is funded in part, through the CDBG program administered by Anoka County.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City Council supports the continued funding of the ACCAP Senior Outreach program through the CDBG program administered by Anoka County.

Adopted this 20<sup>th</sup> day of January, 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  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2010-04**

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

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

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

**WHEREAS**, Anoka County has established April 12 through May 11, 2010 as the time-frame in which the Local Board of Appeal and Equalization must meet.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the 2010 Local Board of Appeal and Equalization meeting for the City of East Bethel is hereby scheduled for 6:30 p.m. on Wednesday, April 21, 2010.

Adopted this 20th day of January, 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  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2010-05**

**RESOLUTION RELATING TO FINANCING OF THE CONSTRUCTION OF THE  
WHISPERING ASPEN WELL PROJECT BY ACCEPTANCE OF GRANT FROM  
DISADVANTAGED COMMUNITY FUNDS AND A FINANCING AGREEMENT FOR A  
PUBLIC FACILITIES AUTHORITY LOAN**

**WHEREAS**, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

**WHEREAS**, the City Council has directed that a new well, as part of the City's municipal water system, be constructed; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to apply to the Minnesota Public Facilities Authority (PFA) for a loan from the Drinking Water Revolving Loan Fund and a grant from Disadvantaged Community Funds; and

**WHEREAS**, the PFA has determined that 80 percent of the cost of this project qualifies for grant funding from Disadvantaged Community Funds and that the remaining 20 percent can be financed from the Drinking Water Revolving Loan Fund; and

**WHEREAS**, the PFA has estimated the rate on the low interest loan will be 1.00%.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City Administrator is hereby authorized to notify the PFA to lock in the interest rate and proceed with the financing agreement for the Drinking Water Revolving Loan.

Adopted this 20<sup>th</sup> day of January 2010 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

---

Greg Hunter, Mayor

ATTEST:

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Douglas Sell, City Administrator



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

January 20, 2010

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 A.1

\*\*\*\*\*

**Agenda Item:**

Appoint Planning Commission Members

\*\*\*\*\*

**Requested Action:**

Consider appointing members to the Planning Commission

\*\*\*\*\*

**Background Information:**

Earlier this evening, Council interviewed four candidates for three vacancies on the Planning Commission. One position would be to fill the vacancy created with the resignation of Mr. Channer to accept the City Council position. The remaining two positions are end of term appointments.

Planning Commission Member: \_\_\_\_\_

Term: February 1, 2010 – December 31, 2011

Planning Commission Member: \_\_\_\_\_

Term: February 1, 2010 – December 31, 2012

Planning Commission Member: \_\_\_\_\_

Term: February 1, 2010 – December 31, 2012

\*\*\*\*\*

**Fiscal Impact:**

None

\*\*\*\*\*

**Recommendation(s):**

Staff is requesting Council appointment to the Planning Commission.

\*\*\*\*\*

**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

\*\*\*\*\*

**Date:**

January 20, 2010

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 B.1

\*\*\*\*\*

**Agenda Item:**

Park Commission Meeting Minutes for December 9, 2009

\*\*\*\*\*

**Requested Action:**

Information Only

\*\*\*\*\*

**Background Information:**

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

\*\*\*\*\*

**Fiscal Impact:**

None

\*\*\*\*\*

**Recommendation(s):**

Information Only

\*\*\*\*\*

**City Council Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

No Action Required:  X

## EAST BETHEL PARK COMMISSION MEETING

December 9, 2009

The East Bethel Park Commission met on December 9, 2009 at 7:00 P.M at the City Hall for their regular monthly meeting.

MEMBERS PRESENT:      Dan Kretchmar              Kenneth Langmade              Sue Jefferson  
                                 Barb Hagenson              Bonnie Harvey              Tim Hoffman  
                                 Dan Butler

ALSO PRESENT:              Jack Davis, City Public Works Manager  
                                 Bill Boyer, Council Liaison

Adopt                      The December 9, 2009 Park Commission meeting was called to order by Chairman  
Agenda                      Langmade at 7:02 PM.

**Butler made a motion to adopt the December 9, 2009 Park Commission agenda. Kretchmar seconded; all in favor, motion carries.**

Approve                      Butler had one addition, on page 3, paragraph four, At 221<sup>st</sup> and East Bethel Blvd once the  
11-10-2009                      City gets to that location to the south it will be a County Road.  
Minutes

**Harvey made a motion to approve the November 10, 2009 minutes as amended. Hagenson seconded; all in favor, motion carries.**

Parks                      Davis explained we are on target to meet our budget goal for 2009. He said on the second  
Financial                      page of the balance sheets, it shows we have a balance of \$57,000 remaining. Davis said  
Info                              after all of the encumbered expenses, there is about \$25,000 left. He said there is a charge  
                                 for heavy machinery that the funds have been rolled over from 2008. Davis said prior to  
                                 the end of the year we will be ordering some fertilizer and seed to give us a head start on  
                                 Whispering Oaks and Hidden Haven. He said we are trying to expend those funds wisely.

**Butler made a motion to accept the Park Financial Information as presented. Hoffman seconded; all in favor, motion carries.**

Project                      Davis explained at the last meeting it was brought up that the Commission would like to  
Budget                      see the project budget balances. Jefferson said she liked the report. Davis explained that  
Summary                      the Park Acquisition and Development Fund is projected for \$104,000 in revenues in 2010,  
                                 expenditures in 2010 is projected to be \$71,000. He said the projected revenues for the  
                                 Park Acquisition and Development Fund are based on development fees. Davis said we  
                                 are being cautious on this fund.

Davis explained that the Parks Capitol Fund has \$105,000 carryover from 2009 and in 2010 there will be a \$100,000 transfer from City County general fund. He said the 2010 project costs will be \$201,000.

Davis said the Parks and Trails Development Fund balances shown in this report indicate that only the Trails Fund is inadequate at this time to cover the costs of the Phase I-Booster East/Cedar Creek Trail. He said however, this project hasn't been bid and costs could

potentially be lower than the project estimate. Davis said hopefully our engineers will have a preliminary design by the next meeting and we will be able to realize some savings. He said alternate sources of funding may need to be identified and committed to cover the costs of this project. Kretchmar asked if there are alternate sources of funding. Davis said possibly other assistance from Council or scaling back the project. He said there won't be any grant funds. Boyer said the project could span two years. Davis explained we may be able to wait and re-bid the project twice during the year, or we could do a phase each year. Hagenon asked about the \$30,000 in the Park Acquisition fund, could that be transferred to trails. Davis said he would have to ask on that. Boyer said he didn't think it could be. Davis said he thought it might be able to be used for easements.

Butler asked what portion of the \$40,000 was Cemstone. Davis explained it was from Woodlands and the PCA for their purchase. Boyer said currently they wouldn't be developing the land by the trailer court.

Davis explained that the Whispering Oaks sprinkler system has been installed and all of the heads are flagged. He said this project will be finished in 2010.

Davis asked the commission if this is the format you want to see this report in. Kretchmar said yes and Hagenon agreed. Davis explained there is a laundry list of projects that we could spend the left over \$33,000 on. Boyer said we have some commitments to Hidden Haven that we haven't paid for.

#### SAA Lease Extension

Davis said in 1995 the City and Soderville Athletic Association (SAA) signed a lease agreement giving SAA exclusive use of the ball fields Monday through Friday. SAA's lease for the Booster Park ball fields expires on February 15, 2010.

Greg Zimmer, the president of SAA spoke to the commission. He said originally SAA built Booster Park along with the City. The 15 year first lease agreement is up here in February. Zimmer said SAA would like to renew the lease for the next 15 years, so they can use the ball fields at Booster Park. He said he is not aware if any of the Commission members were around when the original lease was negotiated.

Butler said on item 1.B, the first sentence should be to, not too, that needs to be corrected.

Zimmer said SAA would like the Park Commission to agree to a 15 year lease. Hoffman commented that SAA said it would do certain things to the ball field to get them up and running. He asked what SAA will be doing in the future to keep up the ballfields. Zimmer said we talked about doing dugout covers and stuff like that. He said he is not aware of any specific issues.

Butler asked does SAA use the concession stands. Zimmer said yes they do. Butler asked and does it satisfy your needs. Zimmer said yes. Davis said he hears the stands are too small. He said the size is about six feet wide and 10 or 12 feet long. Davis said it has a couple of coolers or refrigerators in it. Butler asked if it is the building that costs us so much to heat. Hoffman said yes. Davis said the huge problem with that building is we never built that building to be heated. He said there is no insulation in the building. Butler asked if SAA uses the water facilities. Zimmer said yes we do and we pay \$1,000 a year to use the site.

Harvey asked if SAA has been responsible for maintaining the fields, fences, bleachers and backstops. She said she is hoping this part of this lease agreement has been fulfilled by SAA. Zimmer said we would have to talk to past board members of SAA to find out. He said maybe Davis can expand on what has been put into the field by SAA. Zimmer said if Davis tells them that the field needs something and we are told about it, we do it. Harvey said she would hope that someone keeps track of what is done at the field and who does it. She said originally the records were kept by Roger Hanson and there should be some record of what SAA provided to the City. Zimmer said he is not sure what has been done in the past 15 years.

Hagenson asked if there would be a new lease agreement drawn up. Zimmer said yes it would be drawn up. Harvey said about a year ago there was an issue with the dugouts and covers for it, did we ever get the covers. Davis said no.

Hagenson said the City and SAA had previously signed a fifteen-year lease. Boyer said he doesn't think the Council will allow that long of a lease. Butler said SAA needs to have a stable operating system where they can rely on a location for a number of years, maybe not 15, maybe 5.

Boyer said in terms of City services that we contract for; we typically use a three-year contract. Butler said for a lease agreement; personally he likes three year leases with an option. He said then it is for a certain period of time, with an option to extend it if everything is going well.

Zimmer said for the 2010 season for 1000 kids, we use a lot of parks and Booster Park. He said we pay field fees for the other parks that we use. Zimmer said the City acquired the land and prepped the land for SAA. He said SAA did put \$100,000 into Booster Park when it was built. Harvey said she feels that estimate is a little high and wishes SAA would keep better track of their records.

Zimmer said we have 1000 kids we have running through this program. He said Booster Park is a great park and we use it a lot. Butler asked if Zimmer had already talked to his board about this. Zimmer said yes we have talked about it and we would like the Park Commission to recommend a lease to the Council. Langmade said a five year lease would give you time to go ahead with your programming.

Davis said if we are going to entertain anything with a lease, we need to look at that language; we would like to get to get some things that are listed in the Ham Lake lease agreements. He said he doesn't have any problem in reserving the fields Monday through Friday for the 2010 season. Davis said he also would have no problem recommending they reserve the fields for SAA. He said it would also give us time to work on this lease agreement.

Boyer said he does not think this is the proper forum to negotiate the lease agreement. He said he believes it is the City Administrator or Davis that should be working on a lease agreement. Hagenson said we should reserve the fields and have staff work on a lease agreement. Hoffman said they are not paying for those fields. Zimmer said they lease the concession stand for \$1,000 and also pay fees for rental of the other parks we use.

Harvey said her concern is did SAA do what was said in paragraph 1 of the lease

agreement. She said if there was no maintenance, then they did not fulfill their requirements. Harvey asked did SAA provide the funds and the City do the work. Davis said SAA paid the City \$1,000 and \$2,900 for field use rental for Booster East, Anderson Lakes, Norsland and one other park for the 2009 season.

Hagenson asked why we granted them a fifteen-year lease. Jefferson said every since we have had that lease we haven't been able to explore any other options. She asked what if we opened it up to anyone. Jefferson said we have always told everyone no. Zimmer said other people use the fields and they work directly through us. He said those different organizations have asked us and we have worked with them to provide the fields to them when they want to use them. Zimmer said there is no way we are hoarding those fields up there.

Hagenson asked what are the fees for the other fields we have out there. Davis said for the fields that are irrigated it is higher than the other fields. Zimmer said SAA is looking for a lease agreement for Booster Park. Butler said it would be approximately \$80.00 a night to use the fields using the city fee schedule. He said we want to help you out, but we just have to figure out how it will work out for both parties. He said it is just a matter of how we do it.

Zimmer said we already paid \$3,700 to run your youth activities. He asked is this covering your costs. Zimmer asked the Commission if they expect SAA to go back and raise the fees this year. He said if Davis tells me this is not covering some costs, you need to let us know what the costs are and SAA will maintain Booster Park. Zimmer said SAA is already leasing your other parks to accommodate your kids.

Boyer asked you want an extension correct. Zimmer said yes. Butler said there is a disparagement between Ham Lake and East Bethel. Zimmer said because we are located down in Ham Lake, it seems they get more. He said we do draw from other areas including Forest Lake, Isanti, Andover, St. Francis and Ham Lake. Zimmer said we are not part of Ham Lake or East Bethel. He said we ran 1,200 kids through fast pitch and baseball last year. Zimmer said it gets to be a nightmare.

Boyer said maybe you can provide Davis with last years agreement with Ham Lake. Zimmer said our agreement with Ham Lake is similar with what we are doing here. Boyer said that is not what we asked you. He also asked if SAA would provide the Park Commission the fees you paid to Ham Lake and the improvements you made to Ham Lake last year. Zimmer said yes he could do that.

Hagenson asked for clarifications on the \$3,700 year. Zimmer said a \$1,000 was for the lease and the rest was for the rental of the other parks. Butler asked do you have a lease for the fields in Ham Lake? Zimmer said no we go year to year with the City of Ham Lake. Butler asked if there is a charge at Ham Lake. Zimmer said yes.

Hagenson asked if Zimmer understands what we were explaining. Zimmer said he is wondering what it would cost to cover the City's costs. He said he would like to work with Davis on this agreement and the Park Commission on this. Zimmer said right now SAA does not have a plan for Booster Park.

Harvey asked when is registration. Zimmer said in February. Davis said right now we do

not have adequate time to work on this prior to the ending of the lease. He said we have not had any requests for use of the fields for weekday use. Davis said he wouldn't have any reservation on committing the fields to SAA for 2010. Hagenson asked what the fee would be for 2010. Davis said maybe we should look at doing something different since it is a long-term agreement and more use.

Boyer said every spring till mid July the City staff time is consumed by maintaining fields. He said we do not get to things in the parks because of this. Hagenson asked what do you see happening. Boyer said he would like the fees to be changed to allow for part time help to be hired be able to maintain the fields and have the main staff work on the projects we need done.

Harvey asked if they let SAA maintain the fields and cut the grass. Boyer said the \$1,000 they pay is for the use of the concession stands. Zimmer said SAA is willing to help you with the costs, but we need to know what the costs are. Hagenson said this should have been started to be negotiated starting earlier this year.

Jefferson asked do we want to extend the lease. Hagenson said we don't meet again until January and they need to get going on their season. Kretchmar asked if you could figure out the fee. Harvey said we are hearing you want a lease agreement and we can't do that. Zimmer asked are you going to extend the lease. Boyer said Zimmer continues interrupting the commissioners then we are done talking. Zimmer said we are willing to help out the Park Department with the costs on Booster Park. Hagenson asked Davis what he suggests on this. Davis said we are having SAA provide some services for the youth program, we have to cover some of our costs too, and there are extra-added expenses. He said if there were no organized baseball then the maintenance of that facility would be much less. Davis said the field is mowed twice a week, there are constant repairs to the irrigation system and they are dragged 5 times a week. He said this year we did quite a bit of fence repair, sweeping of the parking lot and cleaning the concession stands. Kretchmar asked if Davis could develop numbers for SAA. Davis said he could give him some numbers.

Hoffman said the reason no one has applied for the use of the fields is because of the lease agreement. Davis said he will come up with the costs and submit those costs to SAA. He said it will be up to Council to make a decision. Jefferson said she wants to make sure that if she votes on this it is not a lease agreement. Boyer said why would the City agree to that, they won't want their hands tied.

**Butler made a motion to recommend to Council to enter into an agreement with SAA for the fields at Booster Park which would be agreeable to SAA for a period not to exceed one year. Hagenson seconded; all in favor, motion carries.**

Hagenson said you made a great point this is not something we need to rush through. Harvey said she is not very happy since we discussed this before. Kretchmar asked if they are bad tenants. Davis said they have not put in nearly the amount of money they say they have put in to this. He said they make claims that they have donated or spent "X" amount of dollars. Davis said when actually, in the past 6 years they have put in \$5600 in one year and the total was \$6,700 they put in over 6 years. He said he has requested documentation of what they spent from SAA. Davis said we hear they seem to do many more improvements to Ham Lake ball fields. He said granted they may use more fields down

there, but it is still disproportioned.

Butler asked if SAA is a 501.C3. Harvey said yes when they reorganized they gave up their charitable gambling. She said they use to just write out checks for the expenditures not worrying about finances. Harvey said they don't have that money anymore. She said they might have to raise their fees because they don't have charitable gambling fees.

Boyers said about 18% of kids are from East Bethel. Harvey believes they put in about \$70,000 in the beginning. Butler said would we give them a discount based on the number of youth that are residents of East Bethel. The parks are for the City residents first and other that come in and use them. His primary consideration is we want the kids in East Bethel to use these parks. If 20% of the kids are from East Bethel, maybe we should encourage them.

Harvey said when she was involved there was no elementary ball for the kids. Now there is school ball and other programs for the kids through community ed. Consequently SAA is dwindling a little bit because of this. Davis said do you think that when the lease expires if other organizations would want to use them. Hoffman said yes, they probably would use it. Davis said we might want to invite potential field users to a meeting to submit their use of the fields. Boyer said yes we do want residents of City parks to use them, at a certain point of time; a small proportion of kids was getting a huge part of the parks budget. It is hard for him to justify, we can't get anything done in the parks for 10 weeks and unfortunately it is the best 10 weeks of the year. Instead it rolls down until we get through baseball season. That is impacting a large amount of people too. You are balancing these issues. We could get to the point of where we weren't needing all of Davis staff to work in the parks, hiring seasonal people.

Hagenson clarified we could not let them work in the parks because of liability issues correct. Davis said yes. Boyer said and union issues. Jefferson asked would we get the information from the City of Ham Lake too. Davis said yes he would get that information. Davis said he has no reservation about them using the fields for the 2010. Davis believes it is bad business to tie the fields up for 15 years and doesn't understand why they can't operate on a year-to-year basis.

Davis said if we do a lease with them they should have a detailed plan on the improvements they will do each year. Quite a bit of maintenance goes into maintaining the baseball fields that are being used. Eleven ball fields is fairly labor intensive. We drag those fields everyday, which takes about two hours and we mow them twice a week. We are tying up one and a half to two men to maintain ball fields. Butler asked if the part time person in our budget would be able to do all this labor. Davis said that is for two people. Butler said that is \$10,000 and that doesn't include work comp. Davis said the roads take up a tremendous amount of work too during that time of the year. We do need to look at a way to fund seasonal help. Butler asked if the City would be interested contracting services maintaining the fields out to someone and then charges SAA whatever the contract is to do that. He is sure it would cost more than \$10,000 for all 11 fields.

Kretchmar asked if they are paying Ham Lake something, and if they agreed to pay that same amount to us and would we be happy. Davis said we could make a simple call to find out. Boyer said that would be wise.

Boyer said he does not believe SAA has not lived up to the agreement in the lease. He would prefer there would be exchange of cash, not services. Davis said once all the budget cuts were finalized, it would be beneficial to us if we had more help in the summer time.

**Project Report** Davis said the wells for the irrigation systems at Whispering Oaks and Hidden Haven Parks have been completed. He said the piping for these systems has been completed. Davis said electrical service will be done in April 2010 to avoid winter rates which started November 1. He said these systems will not be placed in service until the spring of 2010.

Davis said the Coon Lake Beach Park Improvement Project will commence this month. He said playground equipment and concrete walks have been removed. Davis said the basketball goals on the tennis court will be removed and installed at Hidden Haven Park providing suitable weather continues through the end of this month. He said the completion of these activities will position this project for a late Spring 2010 completion. Davis said most of the topsoil has been brought in also and all the demolition work is complete.

Davis explained that the pad for the skate park has been installed at Maynard Peterson Park. He said relocation of the skate park structures from Hidden Haven Park will be dependent on the weather and may be delayed until the early Spring of 2010.

Davis said the contract for shelter for Cedar Creek was awarded on September 23, 2009. He said Project One Construction was the firm awarded the bid. Davis said the project was bid with shelter itself as the base bid and alternates which included a veneer stone chimney, a tongue and groove deck cedar ceiling, stamped concrete floor and/or a split face block chimney. He said the base bid for the project was \$20,880 and all the alternates were selected with the exception of the split face block chimney for an additional amount of \$30,270 for a total project cost of \$51,150. Davis said there is \$43,000 available in the Parks Capital Fund for this project. He said the balance of the funding will come from the 2010 Parks Capital Projects. Davis said this project is scheduled for completion by May 30, 2010. He said grading for this project has been completed and the concrete piers have been placed. Davis said the contractor is waiting on approval of shop drawings for roof details and a modification to the chimney. He said we had a progress meeting with them Monday. Davis said hopefully by Christmas they will have the block work completed. Butler asked if they were required to provide a bond. Davis said yes.

Butler asked where the pea gravel went from Coon Lake Park. Davis stated it is in their compost at the City shop.

**Council Report** Boyer said the budget transfers were approved. He said the final City budget was approved last Wednesday. Boyer said one thing he would suggest to avoid occurrences like tonight is you might want to adopt a slightly more formal procedure. He said for instance the person presents for a period of time and then questions can be asked. Boyer said this is the way most commission's function. Harvey said Zimmer was on a mission, he wanted a lease and we said we weren't giving him a lease. Boyer said he has been involved with the Park Commission for a long time and we have been very informal on how we have done things. He said as we grow as a City, we may have to change also.

Hagenson said a couple of years ago you talked about combining Roads and Park Commission has it went anywhere. Boyer said no it hasn't. He also stated Roads

Commissions tend to be a relic of a township. Hagenson said it certainly doesn't matter to me; but there is a lot of overlapping. Boyer said as it involves trails it gets murky. Davis said the Road Commission believes they don't have any control over the trails.

Hagenson wondered if Harvey is coming back next year. She stated if Council appoints her. Boyer said there are people that applied for the Council from the commission's, which could affect the make up of the commissions.

Adjourn **Hoffman made a motion to adjourn the December 9, 2009 meeting at 8:40 PM. Hagenson seconded; all in favor, motion carries.**

Submitted by:

Jill Teetzel  
Recording Secretary

DRAFT

CITY OF EAST BETHEL

MY NAME IS KEN LANGMADE.

I HAVE BEEN ON THE EAST BETHEL PARK COMMISSION FOR THE PAST 3 YEARS, THIS LAST YEAR AS CHAIRMAN. I HAVE ENJOYED WORKING WITH THE CITY AND SO AM HOPING YOU WILL CONSIDER ME FOR ANOTHER 3 YEAR TERM.

THANKING YOU AGAIN

*Ken Langmade*

November 13, 2009

City of East Bethel  
2241 221<sup>st</sup> Ave NE  
East Bethel, MN 55011

RE: Parks Commission Position

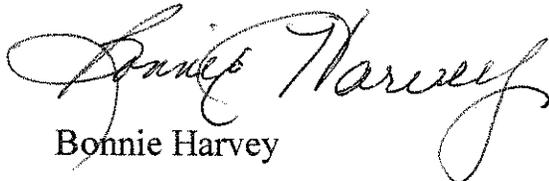
Dear Mayor and City Council Members;

My name is Bonnie Harvey and I have served on the Parks Commission for over 14 years. I am asking to be considered for another term on the Parks Commission.

I have enjoyed the time that I have served and would appreciate an opportunity to serve another term. I would like to continue to help keep our parks in East Bethel up to date, clean and safe for our residents.

Thank you for your time and consideration in this decision and I look forward to hearing from you soon.

Sincerely,

  
Bonnie Harvey



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 8.0 B.2

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**Agenda Item:**

Park Commission Appointments

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**Requested Action:**

Consider the reappointment of Bonnie Harvey and Ken Langmade to the Parks Commission

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**Background Information:**

At the December 2, 2009 meeting, City Council adopted a Commission Appointments Policy that was effective immediately. The purpose of the policy is to identify the process for the consideration and appointment of Commission Members serving on the Parks, Roads and Planning Commission. This policy requires that all Commission vacancies are advertised.

Commission vacancies were advertised in the Anoka Union, on the City's web site and bulletin board. Applications were accepted through noon on December 31, 2009. No additional applications were received.

The City has received letters from Ms. Bonnie Harvey and Mr. Ken Langmade requesting reappointment to the Parks Commission. Ms. Harvey has served on the Parks Commission since 1995. Mr. Langmade has served on the Commission since 2007 and as chairperson for the 2009 term. If reappointed, they would serve from January, 2010 to December, 2013.

**Attachments:**

- 1. Letters requesting reappointment

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**Fiscal Impact:**

None

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**Recommendation(s):**

Staff recommends the re-appointment of Bonnie Harvey and Ken Langmade to the East Bethel Parks Commission.

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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:**

January 20, 2010

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**Agenda Item Number:**

Item 8.0 C.1

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**Agenda Item:**

Road Commission Meeting Minutes for December 8, 2009

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**Requested Action:**

Information Only

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**Background Information:**

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

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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:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

No Action Required:  X

**EAST BETHEL ROAD COMMISSION MEETING**  
**December 8, 2009**

The East Bethel Road Commission met on December 8, 2009 at 6:30 PM at the City Hall for their regular monthly meeting.

MEMBERS PRESENT:      Joe Pelawa                      Pat Monnier                      Deny Murphy  
                                 Roger Virta                      Michael Warsko                      Jeff Jensen  
                                 Al Thunberg

ALSO PRESENT:              Jack Davis, City Public Works Manager  
                                 Kathy Paavola, Council Liaison  
                                 Douglas Sell, City Administrator  
                                 Greg Hunter, Mayor

Adopt                      The December 8, 2009 meeting was called to order by Chairman Jensen at 6:36 PM.  
Agenda

**Thunberg made a motion to adopt the December 8, 2009 agenda. Monnier seconded; all in favor, motion carries.**

Road                      Jensen asked about the 2009 Capital Roads Summary. He said this has to do with part of our  
Financial                      duties and the expenditure guidelines, but we have no say in it or control or input, so as far  
Information                      as he is concerned that is someone else's job to control the budget. Davis explained this has  
– Roads                      been a tradition and it is a matter of information. Jensen said changes we make do not affect  
Capital                      this. Sell said we do not have to supply it if you don't want to see it. Davis explained it is  
Funds                      informational. Paavola said it is nice to see. Jensen said our job is merely advisory, so from  
Summary                      that point of view it isn't much different.

Davis said we are on track to balance out our budget. He said we have direct costs that will be taken out of what is left in the budget.

Monnier asked about the general fund transfer, is that our total. Davis explained it is not allocated in equal transfers. Sell said it coincides with property tax receipts. Monnier asked so we do not get it all at the beginning of the year. Sell confirmed.

Sell explained the LGA unallotment and said the City will receive the funds it expected in December.

Thunberg asked about the project completion. Davis said it is the final payment to Rum River. Thunberg asked if there were any complaints about the lanes being closed on Highway 65 during the construction. Davis said no. He explained that the destination businesses on Highway 65, Hunters Inn and U Pull Parts were not happy with the change but it was needed.

Monnier asked about the Wild Rice Construction payment. Davis said the project was awarded, but it will start in the spring and be finished by the middle of July. He said the 200<sup>th</sup> Lane project will also be done in the spring and the contracts are executed.

Davis said applications to MnDOT for the service road projects from 215 and 221<sup>st</sup> are

cooperative agreements projects are currently being prepared.

Hwy 65 &  
221<sup>st</sup>  
Avenue  
Signal  
Project

Davis explained that in 2007 Anoka County applied for a signalization project at the intersection of Hwy 65 and 221<sup>st</sup> Avenue. Monies for the project were not approved as the project did not receive the necessary ranking required for funding. This project was submitted again in 2009 for funding and at this time the project ranked 4<sup>th</sup> out of 30 projects in the County that were considered for improvements. The project has been identified for funding estimated at \$1.08 million dollars. Construction would include left turn lanes and signals for both directions along Hwy 65. Construction could begin in FY 2013.

Monnier asked why the number four ranking – is it due to the deaths. Davis said they changed the way they do their assessments and also they also are looking at the safety factors of the intersection. He said the Trunk Hwy 65 Commission has also made it one of their goals to get a light at this intersection. Davis said this would be funded through highway safety improvement funds through the state. He said the funds would come from the state and the county would be the grant recipient. Davis said it is possible that the City could advance fund this project to begin construction prior to FY 2013. He said reimbursement for the project would begin as soon as the HSIP funds became available in either FY 2013 or 2014.

Sell explained the cost for the City to advance this would be about \$100,000. He said we are looking at different ways to fund this project, limit the cost of issuance. Sell said we want to have this put together by January for Council. He said the County has received pre-notification of the grant award, which they will receive the official notification in January. Sell said we are asking the county for the City to take the lead on this and then be reimbursed.

Thunberg asked if any of the funds that we have designated in the capitol funds to use in 2010 could be used. Sell said we would like to stay on track with projects and minimize the issuance costs. He said this would be the preferred route. Sell said the county and State will probably not get on this project very fast. Jensen asked why the cost would be \$1.08 million, isn't that high. He said on Highway 65 the most that you would have to do is lengthen the turn lanes. Sell explained the cost would mostly be for construction on 221<sup>st</sup>. He said if you don't do anything about the grading there would be some major issues. Sell said what has confused us is if there is going to be all this grading work why not put an interchange here. Monnier said it would be better to put in an interchange. Sell said Viking does not rank up there for accidents.

Kate Garwood attended the meeting tonight to provide more details on this. She is with the Anoka County Highway Department and will provide the Roads Commission with a presentation on the project and additional information on a Metro Transit Grant that could possibly provide bus service to East Bethel in FY 2013.

Garwood said the County received funding with channelized turn lanes. The money is available in 2013/2014. It will take a year to do the design work, a year to do the environmental work and also time to buy the right of way. There are processes to go through and time lines.

Hunter said the county is really good at reacting, but not planning. He said we need an interchange not a signal. Garwood said a diamond type interchange would cost about \$20

million dollars. She said that is the fact in the metro area. Garwood said when you add right of way in there that is exactly what the cost is. She said MnDOT would never allow it to happen because it would not qualify in front of other intersections on the lists. Hunter said the realization is that it is a County road that goes over a State road. He said to be honest with you we want an overpass in there; let's find out what we can do to get it done. Garwood said the one at County Road 14 we only touched four properties there. She also said the County is also building an interchange on 35E and it is that cost range. Pelawa asked what did the Hwy 169/County Road 33 interchange cost in Sherburne County. Garwood said we are not going to get anywhere arguing about this. Hunter said they have this program and they have the money, we should look and see what we can do. He said just to get this ranked number four, we did a lot to get this done. Thunberg said we don't want to lose the money. Hunter asked what is the cost to do an overpass.

Thunberg asked if the standard cost is for this. Garwood said the one on I35 and County 14 is \$18 million, without right of way. She said that is more of a standard diamond. Jensen asked whose specifications does it go by. Garwood said the State sets the specifications. Pelawa said you pretty much have to go over the State specifications. Jensen said someone is controlling how it is built. He said you have specific specifications that the State wants to see. Jensen asked can the cost be lower, comparing the costs for rural. He asked do we have different criteria due to where it is located. Garwood said comparing I35E and Hwy 65, they are very different highways. She said there may not be the concrete on the ground, but the width is about the same on both of them. Garwood said the difference is County Road 14 is a four-lane bridge; maybe you are looking at a cost of a two-lane bridge. She said if the City would like to do it themselves, it will be low on a priority list. Garwood said the City won't get money from the County or the State, so the City would need to look to Congress. Sell said there are other avenues and contacts have been made. He said the City would be looking at a three-lane bridge. Garwood said oh you mean a suicide bridge. She said those types of bridges are currently being redesigned by the County.

Davis said the money that was approved was for a signalization and channel project, could it be transferred to an interchange. Garwood said no it wouldn't be. She said the money for this project came from a pot of money of approximately \$15 million dollars for small projects. Garwood said the next chance would be an application in 2011, which wouldn't be provided until 2015. She said this money is for high hazard intersections improvements. Garwood said the money is from the Federal Government, this is where small projects can compete.

Monnier said we are just going to keep killing people here. He said the next thing is people will run the light, you can't just cross you have to look for people. Monnier asked how much is a life worth. Garwood said if you don't want the County to build this project, the County wouldn't. Sell explained to Garwood to please not go away from this meeting thinking we said no. Monnier said the light is nice, but not what is needed. Hunter said let's explore it and find out what we have to make up the difference. Jensen said you are talking about funds and different directions; all he knows is a million dollars is what we have to use at this intersection. He said and we are looking at getting our own funds to do this project early. Jensen said but now we are at \$15 million but apparently some people do know what is going on. He asked are we going to wait another three or another six years, we shouldn't. Jensen said the economy and every City is hurting, there are huge issues and in his opinion it might be even harder to get money down the line. He asked why not get something there now, for free. Jensen said why extend it and wait for another few people to die.

Hunter said before the design and buying the light, let us take a look. He said we have been discussing this issue with Oberstar, we have been out to Washington and we have been talking to representatives. Jensen asked what kind of odds are we talking here. Hunter said is it \$20 million. Jensen asked how much will it cost. Monnier said he hopes the County will help us. Hunter asked what has the County done for us. He said he would love to take the \$3 million our residents pay the County each year and use that to do projects. Sell explained there are things called earmarks. He said Oberstar likes to use earmarks, especially if they have to do with trails. Sell said after the next census the City will probably be in his district. Thunberg said we do not want to lose what we have.

Garwood said she is aware of 8 other intersections that need overpasses – these are some of them: Hwy 10 at County Road 57, Hwy 10 at Sunfish, Hwy 10 at County Road 83, Hwy 10 at Armstrong, and Hwy 10 at Ramsey Blvd, Hwy 65 at 109<sup>th</sup>, Hwy 65 at Bunker Lake Road, Hwy 65 at 117<sup>th</sup>, I35W at 95<sup>th</sup>/ Naples, I35 97/Lake Drive.

Garwood explained the population is greater in those areas than it is in East Bethel and the speed limits are 55. She said on the County's 2030 plan, we have our current and projected plan for all those intersections. Garwood said all of the intersections are between \$15 million and \$20 million dollars.

Jensen said it is refreshing to hear a different point of view. He said for ten years, we talk about this intersection and we finally get \$1 million dollars. Jensen said and then there is the talk about if there is some way we can advance this money. He said and now all of the sudden there are other points brought up. Sell asked Garwood what are the chances of the City doing this project. He said we can get it on our radar very quick. Sell asked if the City did the project, we still would have to comply with MnDOT, is that something the County would consider. Garwood said the County would consider it. She said in the County's project plan we have the design and the right of way cost covered, so you would be liable for the design and the right of way costs. Garwood said that would be somewhere between \$250,000 and \$500,000 that would not be covered. She said the Federal money is something the City can advance, but there is no interest payment and the City would not get reimbursed until FY 2014. Sell asked if the County would make a contribution for the design, environmental and right of way that was not built into the project. Garwood said that would be something we could negotiate. She said it will take a minimum of two years to get to construction. Garwood said she does not understand what the City would get out of doing this themselves other than the satisfaction of doing it yourself.

Garwood explained that the County also received a grant for transit. She said the Hwy 65 corridor goes north of Anoka County. Garwood said the County missed the last opportunity in 2007, but we didn't have some of the key pieces in place. She said this time it was a slam-dunk. Garwood said the funding would be received in FY 2013/14/15. She said the County is looking at the possibility of advancing rail money for this project. Garwood said the maximum funding is \$7 million. She said the improvements would be to inter connect the lights on Hwy 65 for timing, the County would receive \$8.5 million.

Garwood said currently the County has received support from the cities of Blaine, Ham Lake, East Bethel, the North TH 65 Corridor Coalition, Metro Transit and MnDOT Metro. She said the funding will go through some of the congested corridors in Anoka County. Garwood said the County plans on purchasing 6.7 acres, installing 400 parking spaces and

purchasing 6 coach buses. She said the operation will include 9 trips in the AM and PM. Garwood said the transit route would start in Blaine. She said Metro Transit only allows facilities to be built in their transit-taxing district. Sell asked about the taxing district. Garwood explained for the City to opt in there would be a tax of approximately \$25 dollars per year per household. She said this would have to be negotiated with Metro Transit.

Garwood explained the routes would be assessed and changed based on contracts. She said the City would have to set up an agreement with Metro Transit and the City does not have to be contiguous to another Metro Transit taxing district. Garwood said the Ham Lake Roads Commission is thinking about it. She said there are several opportunities.

Garwood explained that the route would start in Isanti. She said there is a park and ride lot at the Cambridge Holiday station, an 80 spot park and pool lot. Garwood said Isanti has a lot planned. She said East Bethel has a good location on Hwy 65 at the Ice Arena. Garwood said it was suggested a lot be located at Viking Blvd and Hwy 65. Sell said we have a project along the service road at the ice arena He said we can expand that lot to 100. Garwood explained the people at the Heartland Express said 75% of the population in Isanti work in the cities. She said this has potential to build the travel on the Northern Lights Express.

Garwood said the next steps are the following:

- Determine level of interest of Heartland Express JPB to investigate potential.
- Market study to be prepared by Anoka County
- Investigate potential for East Bethel to join the Transit Taxing District
- Investigate potential to “cross” or “erase” political boundaries for the purpose of this transit service.

Garwood said we would need to assess the bus traveling levels in a marketing study. She said each City would probably expect a park and ride lot, including the City of Ham Lake. She said the land they have is probably near the City of Ham Lake’s sign. Garwood said the best side of Hwy 65 for a park and ride lots is on the southbound side.

Hunter said once the rail was built it was stated the buses would be moved to this area. Garwood said the Northstar is their rail. He said the Northstar Corridor Development authority was in charge of the buses, they moved the buses to St. Cloud. Hunter said the cities and counties have to work together on stuff like this.

Davis said the reason we have gotten where we are at is because we have been pursuing it for so long. Hunter said it is because of the reaction of what we are working on at different levels.

He said they received the pre-award notice in November. Hunter said the actual grant will be awarded in January of 2010. Jensen said the two years is throwing him off. Sell said that is the official County project time schedule. He asked the City Engineer what would be the design cost for this project and he said approximately \$60,000. Paavola said why would it be two years. Sell said if they only sat a month on a desk it would be a miracle. He said the service road project in East Bethel sat at MnDOT for over nine months. Virta said it could be due to the size of the organization and bureaucracy. Jensen asked how far do you push this. Hunter concurred, and also said give us a timeline. Sell said he already explained the issues on Hwy 65 to our congress and legislators and provided information. Hunter said this is the first time we have heard you can’t use the grant money on a different project. Sell said he believes the project could be started by next fall. Jensen said we just

put in signals on East River Road and 61<sup>st</sup>, for \$300,000. He said this is located across from Stevenson Elementary and the entire project was completed in six months. Murphy asked what is the timeline on this. Sell said this coming summer, summer of 2010.

New Speed  
Limit Law

Davis informed the commission about a new state law, which permits cities more latitude in setting speed limits on City streets. This legislation allows cities to designate Rural Residential Districts where speed limits can be posted at 35 mph, if these streets meet the density requirements as outlined for this street category. City staff is determining which roads in the City of East Bethel fall within the definition of Rural Residential Streets and Residential Roadways. Upon completion of this study, recommendations can be made to City Council to post 35 mph speed limits on those streets that qualify. In addition streets that are less than ½ mile in length can be designated as Residential Roadways and posted at 25 mph.

Davis said we have completed the analysis of the streets and almost all of them would be at 35mph. He said it is not a cure all. Davis said the key to regulating in the City is enforcement. He said he will provide a map once the study is completed. Davis said the cost for this project is approximately \$6,000. Davis said currently people drive 45/50 and 55 mph on the roads and we will be able to post it as 35 mph. He said the biggest complaint he gets is speed on streets. Davis said most streets in the City will not meet the urban district designation. Jensen asked how will the signs up get put up. Davis said he would present this to the Road Commission in February and then the commission would make a recommendation to the Council. Monnier asked if the signs have to meet the high reflectivity requirements. Paavola asked if signs are posted are they going to be changed. Davis said no they wouldn't be changed, just new signs added. Jensen asked if there are issues where there is maintenance and public safety. Davis said he thinks it will be the City Council's determination. He said maybe some streets may not even warrant a 35 mph recommendation.

Other  
Business

Davis said this is Joe Pelawa's last meeting. He said there will be a resolution at a Council meeting, to recognize his contributions to the City and commission. Jensen stated there is one opening that is being advertised right now. He said if you know of anyone that would be interested, encourage him or her to contact City Hall.

Adjourn

**Monnier made a motion to adjourn the December 8, 2009 meeting at 8:20 PM. Thunberg seconded; all in favor, motion carries.**

Submitted by:

Jill Teetzel  
Recording Secretary



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 8.0 C.2

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**Agenda Item:**

Road Commission Appointments

\*\*\*\*\*

**Requested Action:**

Consider the reappointment of Roger Virta and Jeff Jensen to the Roads Commission

\*\*\*\*\*

**Background Information:**

At the December 2, 2009 meeting, City Council adopted a Commission Appointments Policy that was effective immediately. The purpose of the policy is to identify the process for the consideration and appointment of Commission Members serving on the Parks, Roads and Planning Commission. This policy requires that all Commission vacancies are advertised.

The Commission vacancies were advertised in the Anoka Union, on the City's web site and City billboard. Applications were accepted through noon on December 31, 2009. No additional applications were received.

The City has received letters from Mr. Roger Virta and Mr. Jeff Jensen requesting reappointment to the Roads Commission. Mr. Virta has served on the Roads Commission since 2004. Mr. Jensen has served on the Commission since 2007 and as chairperson for the 2009 term. If reappointed, they would serve from January, 2010 to December, 2013.

There is an additional vacancy on the Roads Commission created by the resignation of Joe Pelawa. This position will continue to be advertised on the City's website and the City billboard. This position will also be advertised in the City newsletter. This position would be a 2 year appointment as Mr. Pelawa's term ends December 31, 2012.

**Attachments:**

- 1. Letters requesting reappointment

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**Fiscal Impact:**

None

\*\*\*\*\*

**Recommendation(s):**

Staff recommends the reappointment of Roger Virta and Jeff Jensen to the East Bethel Roads Commission for the 2010-2013 term.

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**City Council Action**

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

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

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

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

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

November 9, 2009

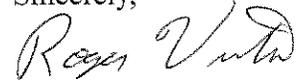
City Administrator  
City of East Bethel  
2241 221st Avenue NE  
East Bethel, MN 55011

Dear Doug:

Jack Davis informed me that my current term as a member of the Road Committee is set to expire in January 2010. I am writing to request that the city council re-appoint me to another term. I believe that I have made some contributions to the work of this committee in the past, and I would like to continue.

Please let me know if there is any other information that I need to provide.

Sincerely,



Roger Virta

COPY

## Jack Davis

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**From:** Jensen, Jeffrey [jensenj@ci.fridley.mn.us]  
**Sent:** Tuesday, November 03, 2009 10:45 AM  
**To:** Jack Davis  
**Subject:** road commission appointment

To: Mayor, Council Members and City Manager.  
Subject: Road Commission Appointment.

Mayor, Council Members and City Manager,

I am requesting to be appointed another term as a Road Commission Member for the City of East Bethel starting in January of 2010. East Bethel is moving forward in the near future with growth and changes and I enjoy helping make recommendations to elected officials on possible actions and policies. I believe my everyday experience with a larger city can help prevent certain growing pains and complications rather than using trial and error. I think the City Council is doing a very good job with understanding the needs of the Public Works but it is also very good to hear recommendations from the Road Commission and Public Works Director on the best way to complete the needs of the public on construction and maintenance. I hope to have done a good job on the Roads Commission and I hope to continue to do so with another appointment to the Commission. Thank You for the consideration.

Jeff Jensen  
1606 214th AVE NE  
East Bethel, MN 55011



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

January 20, 2010

\*\*\*\*\*

**Agenda Item Number:**

Item 9.0 A.1

\*\*\*\*\*

**Agenda Item:**

Resolution 2010-06 Award Bid for Municipal Well No. 2 Construction

\*\*\*\*\*

**Requested Action:**

Consider Resolution 2010-06 Awarding Bid for Construction of Municipal Well No. 2.

\*\*\*\*\*

**Background Information:**

Based on approved plans and specifications, the City Council directed that advertisements be placed for bids for the construction of well no. 2 at Whispering Aspen. Notices and advertisements were placed in the City’s official newspaper, the Construction Bulletin and on the City’s web site. Bids were received and opened on November 12, 2009. Two bids were received. The bids are summarized on the resolution which is included as Attachment 1. A detailed summary of the bids is shown on the Bid Tabulation, which is included as Attachment 2. A project location map is included as Attachment 3.

Municipal Builders, Inc. was the low bidder at \$300,660. Staff has verified submitted references for example projects, proposed project superintendents, project subcontractors, bank references, and bonding company references. Staff has received positive feedback from the reference sources regarding Municipal Builders, Inc. personnel, work, and financial status.

The total project costs are summarized below:

Construction Costs	\$300,660
Connexus Energy Charges	\$ 9,844
Initial Study/Report	\$ 7,500
Engineering Costs	\$ 38,000
Electrical Engineer	\$ 9,500
Grant Household income/Size Survey	\$ 2,500
Legal and Financial Costs	\$ <u>5,000</u>
Total Estimated Project Cost	\$373,004

The total estimated project cost is estimated to be \$373,004. The City has received notice that it will be awarded a Disadvantaged Community Funds Grant in the amount \$298,403 or 80% of the project cost. 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.

**Attachment(s):**

- 1. Resolution 2010-06 Accepting Bid
- 2. Bid Tabulation
- 3. Location Map

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**Fiscal Impact:**

As noted above

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**Recommendation(s):**

Staff recommends approval of Resolution 2010-06 awarding the bid to Municipal Builders, Inc. in the amount of \$300,660 with direction to execute an agreement with Municipal Builders, Inc.

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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. 2010-06**

**RESOLUTION AWARDING BID FOR MUNICIPAL WELL #2**

**WHEREAS**, the City Council approved plans and specifications for the construction of Well #2 at the Whispering Aspen site on October 7, 2009 and directed the project be submitted for bid; and

**WHEREAS**, staff advertised the project in the Construction Bulletin, on the City's web site and in the City's official newspaper; and

**WHEREAS**, construction includes development of Municipal Well No. 2 , well pump, all piping and all electrical revisions to Pump-house No. 1; and

**WHEREAS**, bids were received, opened and tabulated on November 12, 2009; and

**WHEREAS**, the following bids were received:

Municipal Builders, Inc	\$300,660.00
EnComm Midwest, Inc	\$319,913.00;

and

**WHEREAS**, Municipal Builders, Inc of Andover, Minnesota is the lowest responsible bidder for this project.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT:** the Mayor and City Administrator are hereby authorized and directed to enter into a contract with Municipal Builders, Inc. of Andover, Minnesota for the construction of Municipal Well No. 2 Construction in accordance with plans and specifications.

Adopted this 20<sup>th</sup> day of January 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

**BID TABULATION**  
**CITY OF EAST BETHEL**  
**Improvement Project #2009-02**  
**Municipal Well No. 2 Construction, Well Pump,**  
**Piping and Electrical Revisions to Pumphouse No. 1**

Bids opened 10:00 a.m, Thursday, November 12, 2009.  
 There were 2 bids received, as shown herein.

Bid Schedule "A" - Test Well Construction				Municipal Builders, Inc.		EnComm Midwest, Inc.	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY					
1	Mobilization & Demobilization	1	LS	\$3,000.00	\$3,000.00	\$5,100.00	\$5,100.00
2	Drill & Drive 4" Steel Casing	180	FT	\$37.50	\$6,750.00	\$28.50	\$5,130.00
3	Drill 4" Open Hole	95	FT	\$15.00	\$1,425.00	\$11.00	\$1,045.00
4	Gamma Log & Report	1	LS	\$2,025.00	\$2,025.00	\$1,550.00	\$1,550.00
5	F.I.R. Packer & Test Pump	1	LS	\$6,000.00	\$6,000.00	\$4,500.00	\$4,500.00
6	Test Pump	10	HR	\$225.00	\$2,250.00	\$175.00	\$1,750.00
7	Water Quality Tests and Report	1	LS	\$3,000.00	\$3,000.00	\$2,250.00	\$2,250.00
8	Seal Test Well	1	LS	\$2,700.00	\$2,700.00	\$2,100.00	\$2,100.00
<b>Total Bid Schedule "A"</b>					\$27,150.00		\$23,425.00

Bid Schedule "B" - Construct Municipal Well No. 2				Municipal Builders, Inc.		EnComm Midwest, Inc.	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY					
1	Mobilization	1	LS	\$17,850.00	\$17,850.00	\$19,500.00	\$19,500.00
2	Drill/Drive 24" Outer Casing	110	LF	\$210.00	\$23,100.00	\$227.00	\$24,970.00
3	Drill 23" nominal open hole	180	LF	\$115.50	\$20,790.00	\$125.00	\$22,500.00
4	Fill/Bail Open Hole	20	CY	\$105.00	\$2,100.00	\$115.00	\$2,300.00
5	Set 18" Inner Casing	185	LF	\$94.50	\$17,482.50	\$102.00	\$18,870.00
6	Furnish & Install Neat Cement Grout	10	CY	\$472.50	\$4,725.00	\$510.00	\$5,100.00
7	Explosive Development	200	LBS	\$28.25	\$5,250.00	\$28.50	\$5,700.00
8	F.I.R. Development Equipment	1	LS	\$5,775.00	\$5,775.00	\$6,250.00	\$6,250.00
9	Develop Well (Decompressing/Surging)	100	HR	\$183.75	\$18,375.00	\$200.00	\$20,000.00
10	Sandstone Removal	500	CY	\$63.00	\$31,500.00	\$68.50	\$34,250.00
11	F.I.R. Test Pump Equipment	1	LS	\$5,250.00	\$5,250.00	\$5,750.00	\$5,750.00
12	Test Pump Well, Drawdown and Recovery	60	HR	\$157.50	\$9,450.00	\$170.00	\$10,200.00
13	Disinfect Well	1	LS	\$157.50	\$157.50	\$175.00	\$175.00
14	Video Record Well	1	LS	\$997.50	\$997.50	\$1,100.00	\$1,100.00
15	Water Analysis - Report/Permit/Submittals	1	LS	\$1,260.00	\$1,260.00	\$1,400.00	\$1,400.00
16	Plumbness and Alignment Test	1	LS	\$525.00	\$525.00	\$600.00	\$600.00
17	Furnish and Install Submersible Well Pump & Motor	1	EACH	\$10,237.50	\$10,237.50	\$11,150.00	\$11,150.00
18	Electric Cable Submersible (Pump to Well Head)	160	LF	\$6.30	\$1,008.00	\$7.00	\$1,120.00
19	6" Drop Pipe	160	LF	\$36.75	\$5,880.00	\$40.00	\$6,400.00
20	18" Pitless Adapter Unit	1	EACH	\$25,725.00	\$25,725.00	\$27,850.00	\$27,850.00
21	Variable Frequency Drive, Power and Control Conduits & Wiring for Well Pump and Flow Meter and all Miscellaneous Wiring	1	LS	\$23,799.00	\$23,799.00	\$27,500.00	\$27,500.00
22	Miscellaneous Piping, Valves and Fittings	1	LS	\$34,021.00	\$34,021.00	\$34,500.00	\$34,500.00
23	Demobilization & Site Restoration	1	LS	\$8,252.00	\$8,252.00	\$9,303.00	\$9,303.00
<b>Total Bid Schedule "B"</b>					\$273,510.00		\$296,488.00

Bid Schedule "C" - Alternate Bid 1				Municipal Builders, Inc.		EnComm Midwest, Inc.	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY					
1	Furnish and Install by-pass piping, valves and fittings (including additional by-pass piping chemical feed lines and fittings)	1	LS	\$13,767.00	\$13,767.00	\$12,650.00	\$12,650.00
2	Sandblast and repaint existing piping, valves and fittings in Pumphouse No. 1	1	LS	\$5,125.00	\$5,125.00	\$4,900.00	\$4,900.00
<b>Total Bid Schedule "C"</b>					\$18,892.00		\$17,550.00

Bid Schedule "D" - Alternate Bid 2				Municipal Builders, Inc.		EnComm Midwest, Inc.	
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY					
1	Remove existing chlorine pump	1	LS	\$100.00	\$100.00	\$50.00	\$50.00
2	Furnish and install new chlorine pump	1	LS	\$2,095.00	\$2,095.00	\$3,300.00	\$3,300.00
<b>Total Bid Schedule "D"</b>					\$2,195.00		\$3,350.00

**SUMMARY OF BIDDING:**

	Municipal Builders, Inc.	EnComm Midwest, Inc.
Total Base Bid Schedule A and B	\$300,660.00	\$319,913.00
Total Base Bid Schedule A and B + Alternate Bid 1	\$319,552.00	\$337,463.00
Total Base Bid Schedule A and B + Alternate Bids 1 and 2	\$321,747.00	\$340,813.00



# LOCATION MAP ATTACHMENT 3



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

\*\*\*\*\*

**Agenda Item Number:**

Item 9.0 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.

**Attachment(s):**

1. 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

## POSTED UNFIT/HAZARDOUS PROPERTIES 01/20/10

ADDRESS	ACTION INITIATED	LAST ACTION	FORWARDED TO CITY PROSECUTOR	COMMENTS
607 Viking Blvd.	2/20/08 Posted unfit	5/28/09 court approved abatement	11/01/08	Hearing scheduled before Anoka Co. Judge on 28 May, 2009. City granted permission to clean up interior of structure. City will have to return to court to recover assessments.
22906 Jackson St.	3/19/08 Posted unfit	Demo permit issued 4/29/08, Haz. Excavation orders sent 6/29/09	Tracking	Owner contacted Building Official and stated that he has a purchase agreement pending.
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

<b>ADDRESS</b>	<b>ACTION INITIATED</b>	<b>LAST ACTION</b>	<b>FORWARDED TO CITY PROSECUTOR</b>	<b>COMMENTS</b>
<b>204 Dahlia Dr. NE</b>	<b>11/6/08 Posted unfit</b>	<b>7/6/09 Court ordered abatement.</b>	<b>01/15/09</b>	<b>Awaiting court date</b>
<b>619 Lakeshore Dr.</b>	<b>11/13/08 Post as a Hazardous structure</b>	<b>12/04/08</b>	<b>Closed</b>	<b>Structure removed</b>
<b>348 Aspen/ Rev. Bullock property</b>	<b>11/13/08 Blight/Public Nuisance</b>	<b>6/10/09 Meeting with new property owner</b>	<b>Closed</b>	<b>Owner has abated nuisance</b>
<b>172 Juniper Rd.</b>	<b>11/6/08 Posted Unfit</b>	<b>11/24/08</b>	<b>Closed</b>	<b>Structure removed</b>
<b>Castle Towers Trailer Park</b>	<b>Eleven structures posted as Unfit/Hazardous since Oct 2008</b>	<b>01/27/09 Compliance letters for hazardous structures</b>	<b>Tracking</b>	<b>Owners applied and received two demolition permits (Lots 86, 148) on 10/7/09.</b>
<b>22568 Sandy Dr.</b>	<b>12/10/08 Hazardous/Unfit Structures</b>	<b>12/10/08 Compliance letter sent</b>	<b>Tracking</b>	<b>Letter was forwarded to property owner on 10/13/09 asking what their intentions are with the property.</b>

<b>ADDRESS</b>	<b>ACTION INITIATED</b>	<b>LAST ACTION</b>	<b>FOWARDED TO CITY PROSECUTOR</b>	<b>COMMENTS</b>
<b>234 Birch Rd. Rev. Bullock property</b>	<b>3/10/09</b>	<b>6/10/09 Meeting with new owner</b>	<b>Closed</b>	<b>New owner has abated nuisance.</b>
<b>4631 Viking Blvd.</b>	<b>3/13/09 Posted Unfit</b>	<b>4/1/09 Contractor Abated Property</b>	<b>Closed</b>	<b>Property sold and assessments have been paid. New owner plans on rehabilitating the property.</b>
<b>604 Lincoln Dr.</b>	<b>Posted principle structure located on east end of lot 3/16/09</b>	<b>Demo permit issued on 5/8/09</b>	<b>Closed</b>	<b>Structure has been removed.</b>
<b>221 Birch Rd.</b>	<b>Demo permit issued 6/24/08</b>	<b>Building permit issued 4/16/09</b>	<b>Tracking</b>	<b>02/03/10 Resolution and Orders for abatement forwarded to City Council for approval.</b>
<b>191 Elm Rd. Garage</b>	<b>Posted structure (Garage) as unfit for human habitation on 9/22/09</b>		<b>Tracking</b>	<b>Owner was ordered not to reside in the garage and given 14 days to clean out the interior. Building department may move forward and secure the structure. Currently tracking. Have asked Anoka Co. Sheriff to trespass individuals staying at the property.</b>

ADDRESS	ACTION INITIATED	LAST ACTION	FORWARDED TO CITY PROSECUTOR	COMMENTS
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.
4306 Channel Ln.	11/19/09 Residential structure posted as unfit for human habitation due to fire damage			Contacted contractor on 01/11/10 regarding building permit application. Contractor stated that insurance co. is currently reviewing proposal.
330 Dogwood Rd.	12/1/09 Primary residence unfit to occupy (public health issue) (no posting on property)	Letter sent to owner on 12/02/09	Tracking	On 12/1/09 Building Official met with property care taker who represents the owner's interest. Building department found that the home was being occupied without having compliant sanitary facilities. It was determined by the building official that continued use of the home would be a public health issue. The occupant is moving out of the home on 12/5/09, permits will be required to improve the sanitary facilities.
19079 Greenbrook Dr.	01/05/10 Residential structure posted as Unfit to Occupy	Spoke with manager for maintenance co. for mortgage lender on 01/11/10	Tracking	Building and Fire department responded to the property to investigate a call that an uninhabited home may have had the water left on. Upon arrival it was determined that the home was abandoned and that running water had caused extensive damage. Staff forced entry and secured the water. Contact has been made with representatives for the lender and staff is tracking progress.

# To the City of East Bethel

Subject: Fire Inspector Report

This report is to inform the City of East Bethel of business inspections completed by the East Bethel Fire Inspectors since the last report.

December 09

## City of East Bethel Inspection List

Name	Address	Comments
Shepherds Choice	3356 Viking Blvd	Moved to Anoka
Corner Express	4825 Viking Blvd	GFI outlet and Fire extinguisher mounting and obstructed
LB Liquors	3255 Viking Blvd	Fire extinguisher serviced
Macs Store	3255 Viking Blvd	Fire extinguisher serviced
EJs Bar	4832 Viking Blvd	No Violations
R.L. Automotive	1835 Viking Blvd	GFI outlet and Exit signs
Economy Canvas	40 Viking Blvd	Remove locks from exit doors, Maintain a clear path to exit, and exit signs
Saarela Ins	1535 Viking Blvd	Fire extinguisher serviced and Exit signs

00 Businesses Inspected  
00 Recheck

Reported by: Mark Duchene  
Fire Inspector



**East Bethel Fire Department**

**Fire and EMS Combined List by Incident Number**

**Alarm Date Between {12/1/2009} And {12/31/2009}**

<b>Incident</b>	<b>Type</b>	<b>Date</b>	<b>Location</b>	<b>Description</b>
09-0000481-0	FIRE	12/01/2009	19829 UNIVERSITY AVE NE	424 Carbon monoxide incident
09-0000482-0	FIRE	12/02/2009	111 BRYANT LA NE	321 EMS call, excluding vehicle ac
09-0000483-0	FIRE	12/03/2009	HIGHWAY 65 HWY NE & 181 AVE NE	611 Dispatched & cancelled en rout
09-0000484-0	FIRE	12/03/2009	23815 JOHNSON ST NE	321 EMS call, excluding vehicle ac
09-0000485-0	FIRE	12/04/2009	2241 221 AVE NE	322 Motor vehicle accident with in
09-0000486-0	FIRE	12/04/2009	410 206 AVE NE	321 EMS call, excluding vehicle ac
09-0000487-0	FIRE	12/05/2009	22853 TIPPECANOE ST NE	321 EMS call, excluding vehicle ac
09-0000488-0	FIRE	12/07/2009	18164 HIGHWAY 65 HWY NE/lot 18	611 Dispatched & cancelled en rout
09-0000489-0	FIRE	12/07/2009	3882 219 AVE NE	321 EMS call, excluding vehicle ac
09-0000490-0	FIRE	12/08/2009	833 221 AVE NE	321 EMS call, excluding vehicle ac
09-0000491-0	FIRE	12/08/2009	4685 209 AVE NE	321 EMS call, excluding vehicle ac
09-0000492-0	FIRE	12/09/2009	3882 219 LA NE	321 EMS call, excluding vehicle ac
09-0000493-0	FIRE	12/09/2009	HIGHWAY 65 HWY NE & 229 AVE NE	500 Service Call, other
09-0000494-0	FIRE	12/10/2009	HIGHWAY 65 HWY NE & 234 AVE NE	611 Dispatched & cancelled en rout
09-0000495-0	FIRE	12/11/2009	19276 ISETTA ST NE	746 Carbon monoxide detector activ
09-0000496-0	FIRE	12/12/2009	22278 QUINCY ST NE	321 EMS call, excluding vehicle ac
09-0000497-0	FIRE	12/12/2009	19509 ROCHESTER ST NE	321 EMS call, excluding vehicle ac
09-0000498-0	FIRE	12/13/2009	19437 4TH ST NE	321 EMS call, excluding vehicle ac
09-0000499-0	FIRE	12/14/2009	HIGHWAY 65 HWY NE & 221 AVE NE	611 Dispatched & cancelled en rout
09-0000500-0	FIRE	12/14/2009	24355 HIGHWAY 65 HWY NE/lot 174	321 EMS call, excluding vehicle ac
09-0000501-0	FIRE	12/14/2009	18164 HIGHWAY 65 HWY NE/lot 58	611 Dispatched & cancelled en rout
09-0000502-0	FIRE	12/15/2009	19395 4TH ST NE	321 EMS call, excluding vehicle ac
09-0000503-0	FIRE	12/15/2009	3838 NE EDMAR LA	321 EMS call, excluding vehicle ac
09-0000504-0	FIRE	12/15/2009	21548 TYLER ST NE	321 EMS call, excluding vehicle ac
09-0000505-0	FIRE	12/16/2009	21100 POLK ST NE	611 Dispatched & cancelled en rout
09-0000506-0	FIRE	12/17/2009	930 203 LA NE	321 EMS call, excluding vehicle ac
09-0000507-0	FIRE	12/18/2009	VIKING BLVD NE & NORTH COON LAKE DR	321 EMS call, excluding vehicle ac
09-0000508-0	FIRE	12/19/2009	23815 JOHNSON ST NE	300 Rescue, EMS incident, other
09-0000509-0	FIRE	12/19/2009	NE DURANT ST & 221 AVE NE	651 Smoke scare, odor of smoke
09-0000510-0	FIRE	12/19/2009	3918 BREEZY POINT DR NE	114 Chimney or flue fire, confined
09-0000511-0	FIRE	12/19/2009	21383 ULYSSES ST NE	611 Dispatched & cancelled en rout
09-0000512-0	FIRE	12/20/2009	520 BEAVER DAM RD NE	321 EMS call, excluding vehicle ac
09-0000513-0	FIRE	12/20/2009	18164 HIGHWAY 65 HWY NE/lot 18	321 EMS call, excluding vehicle ac
09-0000514-0	FIRE	12/21/2009	21521 POLK ST NE	321 EMS call, excluding vehicle ac
09-0000515-0	FIRE	12/22/2009	4515 224 AVE NE	321 EMS call, excluding vehicle ac
09-0000516-0	FIRE	12/22/2009	447 CEDAR RD NE	424 Carbon monoxide incident
09-0000517-0	FIRE	12/23/2009	18164 HIGHWAY 65 HWY NE/lot 52	321 EMS call, excluding vehicle ac

**East Bethel Fire Department**

**Fire and EMS Combined List by Incident Number**

**Alarm Date Between {12/1/2009} And {12/31/2009}**

<b>Incident</b>	<b>Type</b>	<b>Date</b>	<b>Location</b>	<b>Description</b>
09-0000518-0	FIRE	12/24/2009	HIGHWAY 65 HWY NE & SIMS RD NE	611 Dispatched & cancelled en rout
09-0000519-0	FIRE	12/24/2009	HIGHWAY 65 HWY NE & 221 AVE NE	352 Extrication of victim(s) from
09-0000520-0	FIRE	12/24/2009	1545 209 AVE NE	321 EMS call, excluding vehicle ac
09-0000521-0	FIRE	12/24/2009	HIGHWAY 65 HWY NE & 233 AVE NE	600 Good intent call, Other
09-0000522-0	FIRE	12/24/2009	22531 JEWELL ST NE	321 EMS call, excluding vehicle ac
09-0000523-0	FIRE	12/25/2009	282 200 AVE NE	321 EMS call, excluding vehicle ac
09-0000524-0	FIRE	12/26/2009	418 189 AVE NE	445 Arcing, shorted electrical equ
09-0000525-0	FIRE	12/26/2009	290 LINCOLN DR NE	321 EMS call, excluding vehicle ac
09-0000526-0	FIRE	12/26/2009	20941 NE GHIA STS NE	321 EMS call, excluding vehicle ac
09-0000527-0	FIRE	12/27/2009	18407 HIGHWAY 65 HWY NE	323 Motor vehicle/pedestrian accid
09-0000528-0	FIRE	12/27/2009	209 NE DAVENPORT ST	321 EMS call, excluding vehicle ac
09-0000529-0	FIRE	12/27/2009	22831 Winter Green	111 Building fire
09-0000530-0	FIRE	12/28/2009	18164 HIGHWAY 65 HWY NE/lot 18	321 EMS call, excluding vehicle ac
09-0000531-0	FIRE	12/28/2009	23035 ULYSSES ST NE	321 EMS call, excluding vehicle ac
09-0000532-0	FIRE	12/28/2009	19680 JAMESTOWN ST NE	611 Dispatched & cancelled en rout
09-0000533-0	FIRE	12/30/2009	18164 HIGHWAY 65 HWY NE/lot 68	321 EMS call, excluding vehicle ac
09-0000534-0	FIRE	12/30/2009	23039 HIGHWAY 65 HWY NE	321 EMS call, excluding vehicle ac
09-0000535-0	FIRE	12/31/2009	249 BIRCH RD NE	131 Passenger vehicle fire

EMS Incident Cnt: 0

**Total Incident Count 55**

Fire Incident Cnt: 55



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 9.0 F.1

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**Agenda Item:**

Fire Department Staff Monthly Meeting Notes and Reports

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**Requested Action:**

Informational only

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**Background Information:**

January Fire Department Staff Monthly Meeting Notes and December Reports are included for your review.

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**Fiscal Impact:**

None

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**Recommendation(s):**

Informational only.

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**City Council Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

# **East Bethel Fire Department**

## **Monthly Staff Meeting**

**January 4, 2010**

### **Call to Order:**

Chief DuCharme called the meeting to order at 7pm. There were 31 Fire Fighters (including the day staff) and Council Liaison, Kathy Paavola present for the meeting. Tammy Schutta, Assistant City Administrator/HR Director, was also present for the beginning of the meeting to discuss Health Insurance Reimbursement through the SAFER Grant.

Meeting minutes from December 7, 2009 were posted previously.

### **SAFER Grant Health Insurance Reimbursement:**

Tammy Schutta stated that the wording on the document had to be changed since grant monies cannot be used for Flex Spending Accounts, they can however, be used for Medical Reimbursement Plans. You will not be allowed to enroll for both plans so you will need to choose either the Premium Reimbursement or the Medical Reimbursement Plan.

Open Enrollment will be held again in August 2010 for the next program year.

Mileage for Health related claims is also reimbursable at 16.5 cents per mile.

All forms are due by January 15, 2010 for this first quarter. If you do not have your yellow form turned in you will NOT be reimbursed. Remember this is an 80/20 plan.

You also must meet quarterly call response quotas.

### **Chief's Report:**

Payroll needs to be signed before you leave tonight. Pay dates will be posted.

We have switched from Fire House to Image Trend as of the January 1, 2010. Starting around March 1<sup>st</sup> you will each be entering your own calls. You will each receive your own password to go in and check your call percentages. You will only be able to view the information. No changes can be made.

Lori will be making a master calendar which will include all staff meetings, training dates, officer meetings, maintenance nights, and Relief Assoc meetings. If you have any dates for these items please get them to Lori as soon as possible.

### **Announcement of the new Officers**

Ardie – Deputy Chief  
Ron & Dan – District Chiefs  
Mark & Todd – Captains  
Bill, Gary, Rod & Tammy – Lieutenants

### **The schedule for this month is:**

January 4	Meeting Night / Sign payroll
January 11	NIMS 200 Training
January 18	Maintenance Night
January 25	Officers Meeting

### **The schedule for December is:**

February 1	Meeting Night / Sign Payroll
February 8	Training on Dispatch Computers
February 15	Maintenance Night
February 22	Medical Training & Officer Meeting
March 1, 2010	Fire Fighters will start entering their own calls on Image Trend

### **Explorers**

There are now 12 individuals in the Explorers program. Four were out in the public on the truck with Santa and visited the Coon Lake Beach area for their Christmas party.

On January 19, 2010 the Explorers will be attending a meeting at the Ham Lake VFW where the Lions will express their interest in donating money to the Explorer program.

Clothing has been ordered and should be here with in 2 weeks.

Looking at participating in the State Fair Competition

### **Congratulations & Anniversaries**

Mark Prachar	8 years
Ron Giefer	7 years

## **Officer I Certification**

Congratulations to the following individuals for obtaining their Officer I Certification

Adam Arneson  
Mark Prachar  
Jamie Ostmo  
Tammy Gimpl

Mark Duchene  
Dan Meinen  
Todd Bennett

## **Trucks**

Rescue 11 – Contract out to General with a build date of October 2010

Engine 11 – Work has been completed and we need to make sure that both the pump and the front intakes are drained each time the vehicle goes out. This will extend the life of vehicle.

Utility Truck – Rear u-joint is out and it is out of service until further notice.

Engine 21 – Heater for pump has been replaced. Start thinking about and expressing ideas on what should be refurbished on this vehicle, there is \$60,000 in the budget for this.

## **Review of Calls**

Chief DuCharme provided a year to date call comparison for the last 4 years.

2009=535    2008=507    2007=570    2006=497

Stats:

Busiest day:	Saturday
Time of day w/highest level of calls:	Noon & 7pm
Busiest month:	December
Highest % of calls:	Rescue & EMS

## **Rumor Control**

Nothing

## **Administration Report**

Remember to turn in all training requests. I will be starting to sign you up this Thursday. Also, remember that all lodging reservations will need to be made on your own and will be reimbursed once all receipts, reimbursement forms, and certificates are turned in upon completion of the course.

Rod advised that Hose Testing will take place on May 1, 2010.

Clothing orders for both the Fire Department and the Explorers have been placed and should arrive within 2 weeks. Please make sure you have paid for your order.

The first reimbursement request for the SAFER grant will be submitted this week.

### **Chief 2 - Ardie**

January 21, 2010 we will be hosting the St. Croix Valley Meeting. Ron Stanley is cooking for the event. The dinner will be at 7pm with the meeting starting at 7:30pm. Planning on approximately 40 people.

January 23 & 24, 2010 Ardie will be attending the Fire Department Association meeting in St. Cloud.

January 26, 2010 is the North Suburban Meeting in Golden Valley @ 7pm

January 28, 2010 Anoka County Meeting in Oak Grove

### **Chief 3 – Ron**

Rescue 11

### **Chief 4 - Dan**

We now have 2 sets of Rescue tools in service. Please remember to clean them up when you return from a call. When they are wet or dirty they need to be cleaned up and dried off. These tools are located on Rescue 21, Engine 11, and Utility 11.

Please remember to use the standard doughnut roll on the hose rolls.

### **Training Report**

NIMS 200 – January 2010

EMT Refresher will take place here starting January 6, 2010

Emergency Vehicle Operator (EVO) will take place in Ham Lake and includes Certification

State Fire Schools

## **Old Business**

Mark Prachar stated that their annual snowmobiling trip is scheduled for January 27 – February 2, 2010 so we will be short staffed during that time. Please be aware of that when responding to calls.

## **New Business**

Hot Tamales will no longer be doing the reflective signs and has asked if we want to take it over. Tammy Gimpl suggested that the Explorers take it over in hopes to raise some money for their program. They will talk about it at their next meeting.

There will be new Fire Fighters joining the Department around March.

## **Relief Association**

The Relief Assoc. will provide Lori with meeting dates for 2010.

## **Council Report**

Kathy Paavola reported that the Council likes to switch around and that she might not be attending our meetings anymore. She has enjoyed her time with us.

Kathy stated that it was nice to see the Explorers at the Community Center and she enjoyed her visit with them.

**Adjournment** – The meeting was adjourned at 8:25pm



# City of East Bethel City Council Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 9.0 G.1

\*\*\*\*\*

**Agenda Item:**

Town Hall Meeting

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**Requested Action:**

Consider setting dates/times for Town Hall Meeting

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**Background Information:**

Over the past several years, City Council has directed that a Town Hall meeting be convened in the spring and fall of the year. These meetings allow for citizens to see and hear about activities in the City as well as provide a forum for questions and answers regarding these activities.

In the past, the spring event has been held in April. Regular Council Meeting dates in April include April 7<sup>th</sup> and April 21<sup>st</sup>. April 28<sup>th</sup>, a Wednesday, would be available for the spring event.

It had been suggested that perhaps a single annual event be considered until such time as there are more frequent updates regarding municipal utilities and related development. If Council should consider this course, it is suggested that the spring event would be more informative as it would provide an opportunity to broadcast information regarding the upcoming construction projects that are part of the roads and parks capital improvement programs

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**Fiscal Impact:**

None

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**Recommendation(s):**

Staff is requesting Council direction on the date for the spring Town Hall meeting.

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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:**

January 20, 2010

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**Agenda Item Number:**

Item 9.0 G.2

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**Agenda Item:**

Tinklenberg Group Services

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**Requested Action:**

Staff is requesting Council direction

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**Background Information:**

Based on a conversation and correspondence from Mr. Tinklenberg, the Transportation re-authorization legislation before Congress and some related trail infrastructure will be considered in the next few months. In the past, the City has worked with the Tinklenberg Group to identify financial resources from various local, state, and federal sources to fund various capital projects to include, but not limited to, upgrades of State Trunk Highway #65, utility infrastructure and the trail system in the City.

In 2009, the City contracted with the Tinklenberg Group to provide services to include identification of potential funding sources for the projects noted above. The contract period was through August 31, 2009 in an amount not to exceed \$20,000. Total cost and expenditures for these services were actually \$7,175 at the time the contract ended. The Tinklenberg Group did not identify any funding sources. However, they did provide our legislative delegation copies of the highway, trails and utility infrastructure needs for the community. Mr. Tinklenberg made it clear that without the aid and support of our Representative, Ms. Bachman, funding for any of these projects would be nearly impossible.

We have placed this item before Council seeking direction. Is the City Council interested in entering into an agreement with the Tinklenberg Group to assist the City of East Bethel in its efforts to identify and pursue a variety of funding sources that would allow for implementation of planned projects and services in East Bethel?

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**Fiscal Impact:**

Not available at this time

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**Recommendation(s):**

Staff seeks direction. Should Council wish to move forward with any service agreement with the Tinklenberg Group, staff will attempt to identify potential funding sources.

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**City Council Action**

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

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

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

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

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