

Prepared by: Marcia Westover

**Request**

The City Council is requested to make three appointments to the Planning Commission.

**Background**

The terms of Planning Commissioners John Klossner and Shirley Basta expire on January 31, 2017. Both Mr. Klossner and Ms. Basta have served their full nine (9) year terms. In addition, Jim Godfrey has been elected to a seat on the City Council therefore his term as a Planning Commissioner will end.

Staff placed ads in the local newspapers and on our social media sites in December soliciting applications for these two positions. Eight applications have been received. The applications received are attached to this report.

**Council Action**

A motion to appoint three (3) of the applicants to a three year general term (expiring January 31, 2020) on the Planning Commission.

**Attachments**

1. Planning Commission applications

**Application for Appointment to Cambridge Planning Commission**

Name Julie Immel Date 12/09/2016  
Address [REDACTED]  
Residence in Cambridge Area (years) 14 years Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer Wells Fargo  
Occupation Personal Banker Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study) High School - Some college

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

Cambridge Downtown Task force / Discover Downtown  
Cambridge Steering Committee

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

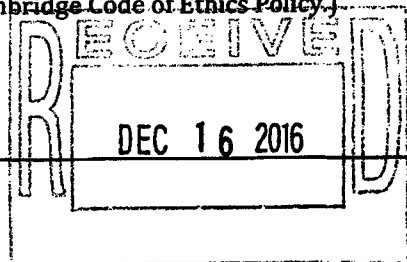
Currently actively heading a subcommittee with the Downtown group  
and interested in the future growth of Cambridge.

**Application Deadline Friday, December 16, 2016.**

**Data Privacy Information**

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy.)

Signature Julie Immel



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**Application for Appointment to Cambridge Planning Commission**

Name Marisa Harder-Chapman Date 12/14/2016

Address [REDACTED]

Residence in Cambridge Area (years) 10 Home Telephone [REDACTED]

E-mail Address [REDACTED] Employer Branch Landscape Nursery

Occupation Web designer, customer service, ordering, etc. Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study) Master of Arts, Holistic Health - St. Catherine University, St. Paul, MN

Bachelor of Arts, Liberal Arts - The Evergreen State College, Olympia, WA

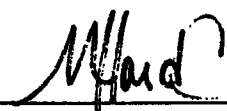
Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) See Attachment A.

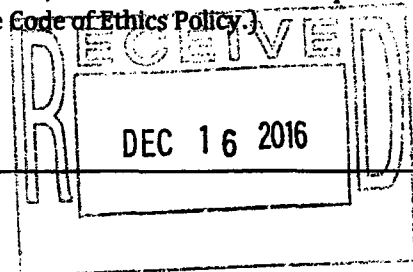
Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) As you can see based on the attachment, I have experience with small-group discussion, consensus-based decision making, and conflict resolution, all of which I think will be very helpful. Furthermore, my educational background has been focused on rigorous research and writing. (Continued on Attachment A.)

**Application Deadline Friday, December 16, 2016.**

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Signature 



**Marisa Harder-Chapman – Attachment A**

**Civic and other activities**

**Isanti County Master Gardeners (2010-2016)**

Research and prepare to present numerous topics to the public including presentations on: organic gardening, wild edibles, infusing oils with herbs, and vermiculture.

Organized speakers for the annual Burst into Spring event (2014).

**Advisory Council Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)**

Planned events, scheduled classes, explored issues through small-group discussion and engaged in consensus driven decision-making.

**Ophelia Project Committee Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)**

Research and discussed relational aggression. Assisted in design of curriculum to teach children about relational aggression and other social issues such as body image, communication skills, critical thinking and conflict resolution.

**Comments (continued)**

All of my civic and educational experiences have allowed me deeply develop my skills as a critical thinker who views the world as a complex system that is made up of shades that are rarely black and white. I pride myself on being able to see issues from multiple sides and communicate where perspectives overlap. I think I would be a valuable addition to the commission.





300 Third Avenue Northeast (763) 689-3211  
Cambridge, MN 55008 (763) 689-6801 FAX  
www.ci.cambridge.mn.us

**Application for Appointment to Cambridge Planning Commission**

Name: Brandon Grell  
Address: [Redacted]  
Residence in Cambridge Area (years) 20

Date: 12/15/16

Home Telephone: [Redacted]

E-mail Address [Redacted]

Employer: Best Jets International

Occupation: Aircraft Mechanic

Work Telephone: [Redacted]

Education (Please indicate highest grade completed or highest degree and major course of study)

Associate's in Aviation Airframe and Powerplant Maintenance

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.)

Cambridge Municipal Airport Advisory Board Member (Current), Participant in the Minnesota Design Team Visit and current member of the Discover Downtown committee.


Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).

\*See attached page

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Signature 

Brandon Grell 12/15/16

**Application for Appointment to Cambridge Planning Commission**

I have attended numerous City Council meetings so I have seen how the Planning Commission interacts and advises the council the council on proposals. I also frequently look at the Planning Commission minutes and packets on the city website to see what the commission is working on.

In my job as an Aircraft Mechanic we are highly regulated by the rules and regulations of the Federal Aviation Administration. On a daily basis I search through the regulations to find out if they apply to certain situations in our daily operations. I also get updates on Notice of Proposed Rulemaking from the F.A.A. when they are deciding to craft new regulations and have to evaluate how it would affect our operation.

I also am a Safety Manager at my workplace. This involves taking safety issues, running them through a cost-benefit-risk analysis, coming up with proposed policy or procedure changes, implementing the rules that are most feasible to our operation and then evaluating the effectiveness of those changes. I feel my experience is relevant to the Planning Commission and the work it performs for the City.

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**Application for Appointment to Cambridge Planning Commission**

Name: **Michael Anthony Stylski, Sr.** \_\_\_\_\_ Date: **December 14<sup>th</sup>, 2016**

Address: \_\_\_\_\_

Residence in Cambridge Area (years): **11** \_\_\_\_\_ Home Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Employer: **Self** \_\_\_\_\_

Occupation: **CEO - SCMA, Inc - Accent Ornamental Iron** \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study) \_\_\_\_\_  
**High School with some specialty courses throughout the years** \_\_\_\_\_

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Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) **Spencer Brook Town Board member 7 years (1998 - 2005), Chair for 6 of 7 years; Helios Masonic Lodge Brother 13 years (2003 - present); Appointed to the Cambridge City Council Aug - Nov 2016; Served with the Isanti Fire Department from 2000 - 2005, serving as Assistant Fire Chief Station #2 - instrumental in getting Station #2 built while on the Spencer Brook Town Board.** \_\_\_\_\_

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary). **Since its inception in 1988, I have successfully managed & expanded Accent Ornamental Iron into Accent Ornamental Iron & Powder Coating/Olin Wrought Iron, and am an active member in the Cambridge business community; 50+ years experience in the building trades (raised in the ornamental iron business); voluntarily provide snow-removal for the Veteran's Memorial Park and other private businesses and homeowners in Cambridge.** \_\_\_\_\_

**Application Deadline Friday, December 16, 2016.**

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Signature \_\_\_\_\_  


**Application for Appointment to Cambridge Planning Commission**

Name Nathan Campion Date 12/14/16  
Address [REDACTED]  
Residence in Cambridge Area (years) 28 Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer Century 21 Moline  
Occupation Real estate associate Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study)  
Graduated with honors from Princeton High School. Then attended Cambridge Community College for Business Management.

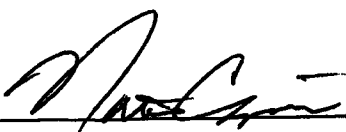
Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) I am a Volunteer youth coach for Cambridge-Isanti Community Education. I volunteer to clean ditches. I've serve on Jury Duty. I've drafted and formed petitions.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) I was a Sergeant for the Sheriffs office for 10 years supervising 30-35 staff. I held and organized meetings, drafted agendas for past, present and future meetings. I'm an active listener with the ability to listen and understand different perspective

**Application Deadline Friday, December 16, 2016.**

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Signature 

It is with the utmost enthusiasm that I am writing this letter. I am passionate about my community I live in and want to be an active member of this great City of Cambridge.

I want to serve my community and give back to the citizens who reside in it. I want to have a voice in decision making. I desire to learn more about the specifics of planning and zoning in the context of our community. I strive to be a productive member of this community and to be a part of the City of Cambridge's success and growth.

Thank you for taking the time to read my short commitment letter for the open seat on the planning commission for the City of Cambridge.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Green". The signature is fluid and cursive, with the first name "Matt" and the last name "Green" clearly distinguishable.

**Application for Appointment to Cambridge Planning Commission**

Name Ted Yehle Date 12-03-2016

Address [REDACTED]

Residence in Cambridge Area (years) 7 MONTHS Home Telephone [REDACTED]

E-mail Address [REDACTED] Employer RETIRED

Occupation \_\_\_\_\_ Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study)  
2 YRS COLLEGE + CERTIFICATES IN ACCOUNTING,  
DRAFTING & SURVEYING FROM DUNWOODY

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.)  
4+ YEARS ON PLANNING & COMMISSION IN  
COLUMBIA HEIGHTS, MN, LAST 2 YEARS CHAIR  
PERSON TILL MOVED IN 2009

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.)  
2+ YEARS ON CHARTER COMMISSION.  
HELPED UPDATE ORDINANCES IN COLUMBIA  
HEIGHTS. ALSO ON OTHER COMMITTEES TO

IMPROVE LIFE IN  
COL. HGTS  
Application Deadline Friday, December 16, 2016.

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Signature  Ted Yehle

(763) 689-3211  
(763) 689-6801 FAX  
12/16/2016  
1:14 PM

**Application for Appointment to Cambridge Planning Commission**

Name TRAVIS MARTILA Date 12/16/16  
Address [REDACTED]  
Residence in Cambridge Area (years) 0.5 Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer ISANTI COUNTY  
Occupation NETWORK OPERATIONS MANAGER Work Telephone \_\_\_\_\_  
Education (Please indicate highest grade completed or highest degree and major course of study)  
HIGH SCHOOL GRADUATE

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) ISANTI COUNTY RURAL BROADBAND COMMITTEE,

CREATIVE DIRECTOR- EVERGREEN COMMUNITY CHURCH, MUSIC VOLUNTEER- CONNECTIONS CHURCH, NEW HOPE COMMUNITY CHURCH, AND STANCHFIELD BAPTIST CHURCH, WEB DEVELOPER FOR 2016 STATE SENATE CAMPAIGN, EAST CENTRAL MINNESOTA WORKFORCE COMMITTEE

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary). I'VE WORKED IN THE PUBLIC SECTOR SINCE 2010, AND HERE IN ISANTI COUNTY SINCE 2013. I'M DEDICATING MY PROFESSIONAL CAREER TO PUBLIC SERVICE, AND I AM VERY INTERESTED IN EXPANDING MY CIVIC SERVICE IN THE CITY IN WHICH I LIVE AND WORK.

**Application Deadline Friday, December 16, 2016.**

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Signature [Signature]

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### Application for Appointment to Cambridge Planning Commission

Name Pamela Streed \_\_\_\_\_ Date 12/16/16 \_\_\_\_\_  
Address [REDACTED] \_\_\_\_\_  
Residence in Cambridge Area (years) ~12 years \_\_\_\_\_ Home Telephone [REDACTED] \_\_\_\_\_  
E-mail Address [REDACTED] \_\_\_\_\_ Employer Central MN Jobs & Training \_\_\_\_\_  
Occupation Employment Specialist \_\_\_\_\_ Work Telephone : \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study) \_\_\_\_\_  
Cambridge High School Graduate, B.A. Carleton College (Asian Studies), 12 Master's level credits  
at U of M in Adult Education, HR Development \_\_\_\_\_

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

I am a member of the Destination Downtown subcommittee, working with the Design Team on how to re-vitalize downtown Cambridge. \_\_\_\_\_

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

Prior to moving back to Cambridge, I worked in regulatory affairs for 19 years. I assisted manufacturers with understanding the regulatory requirements (import/export laws) for the markets in which they hoped to sell their products. I was a VP of Business Development for several years, where I was responsible for strategic planning for new markets (geographical) and new services. I am hoping my familiarity with interpreting technical and legal requirements, as well as strategic planning for both short and long-term growth could be beneficial to the planning commission.

I have lived in a number of different areas and traveled extensively since college, which I believe has given me a new perspective on the potential that the Cambridge area holds. In addition, as someone who grew up here, I am passionate about the area and want to do whatever I can do to assist with planning to continually improve the quality of life for current residents, as well as prepare for growth driven by new residents. \_\_\_\_\_





Prepared by: Marcia Westover

**Request**

The City Council is requested to consider appointments to the Park, Trails, and Recreation Commission for the regular member at large seats currently held by Jennifer Fuhol and Thea Lowman. Both Ms. Fuhol and Ms. Lowman are eligible for re-appointment however they did not re-apply.

Staff placed ads in the local newspapers and on our social media sites in December soliciting applications for these positions. Four (4) applications were received and are attached for your consideration.

Also, student representative Jack Nelson can be re-appointed to a full year term. He was appointed mid-year (June) 2016 due to the former student representative Michael Larson resigning to attend college.

In addition, the Cambridge-Isanti School District Representative, Mark Ziebarth, has re-applied for another term. Mr. Ziebarth's first appointment was in 2014, therefore he is eligible for re-appointment.

**Council Action**

Motion to appoint two (2) of the applicants to a three year general term (expiring January 31, 2020) on the Parks, Trails, and Recreation Commission.

Motion to appoint Jack Nelson as the student representative on the Parks, Trails, and Recreation Commission for a one (1) year term.

Motion to appoint Mark Ziebarth as the Cambridge-Isanti School district representative for a three (3) year term expiring January 31, 2020).

**Attachments**

1. Parks Commission applications.



School District Representative

300 Third Avenue Northeast  
Cambridge, MN 55008  
www.ci.cambridge.mn.us

(763) 689-3211  
(763) 689-6801 FAX

**Application for Appointment  
Cambridge Parks, Trails, and Recreation Commission**

Name Mark Ziebarth Date 12-26-16

Address \_\_\_\_\_

Residence or Business in Cambridge Area (years) 25 Home Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Employer Cambridge-Isanti Schools

Occupation Elementary School Principal Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study)  
Masters Degree + Sixth Year Certificate in  
Education Administration from Saint Cloud  
State University

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.)  
Cambridge Community College  
Foundation Chair, Cambridge City Council 1993-1997,  
Cambridge Rotary Club, Cambridge Jaycees

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).  
I am interested in  
continuing the work I started three years  
ago on Parks, Trails, and Recreation Commission.

**Application Deadline: 4:00 pm, Friday, December 16, 2016.**

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Signature Mark Ziebarth

# Student Representative



300 Third Avenue Northeast  
Cambridge, MN 55008  
www.ci.cambridge.mn.us

(763) 689-3211  
(763) 689-6801 FAX

## Application for Appointment Cambridge Parks, Trails, and Recreation Commission

Name Jack Nelson Date 5-2-16

Address [REDACTED]

Residence or Business in Cambridge Area (years) 16 Home Telephone [REDACTED]

E-mail Address [REDACTED] Employer GJI Theaters

Occupation Student Work Telephone —

Education (Please indicate highest grade completed or highest degree and major course of study)  
In 10<sup>th</sup> grade right now.

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) 2016 Link crew leader.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) Student, student athlete, and live in town near Parks.

**Application Deadline: 4:00 pm, Friday, December 18, 2015.**

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Signature [Handwritten Signature]

**Application for Appointment  
Cambridge Parks, Trails, and Recreation Commission**

Name Julie Immel Date 12/09/2016  
Address [REDACTED]  
Residence or Business in Cambridge Area (years) 14 Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer Wells Fargo  
Occupation Personal Banker Work Telephone ( )

Education (Please indicate highest grade completed or highest degree and major course of study)  
High School, some college

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.)  
Cambridge Steering Committee

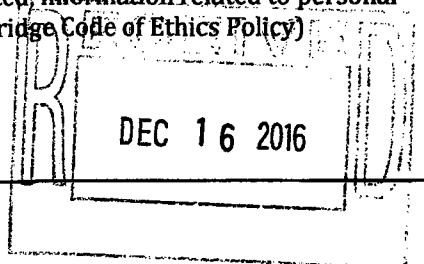
Downtown Task Force/ Discover Downtown  
Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary).  
Currently actively serving on multiple committees with the city and have interest in the future growth of Cambridge.

**Application Deadline: 4:00 pm, Friday, December 16, 2016.**

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Signature Julie A. Immel



**Application for Appointment  
Cambridge Parks, Trails, and Recreation Commission**

Name Marisa Harder-Chapman Date 12/16/2016

Address [REDACTED]

Residence or Business in Cambridge Area (years) 10 Home Telephone [REDACTED]

E-mail Address [REDACTED] Employer Branch Landscape Nursery

Occupation Web designer, customer service, ordering, etc. Work Telephone

Education (Please indicate highest grade completed or highest degree and major course of study)

Master of Arts, Holistic Health - St. Catherine University, St. Paul, MN

Bachelor of Arts, Liberal Arts - The Evergreen State College, Olympia, WA

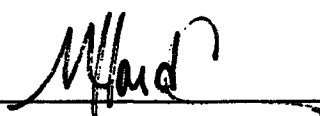
Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) See Attachment A.

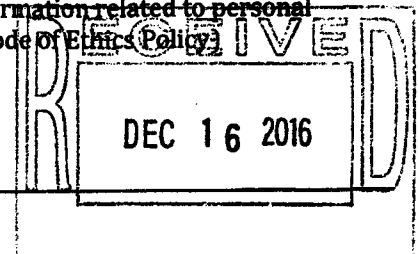
Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) As you can see based on the attachment, I have experience with small-group discussion, consensus-based decision making, and conflict resolution, all of which I think will be very helpful. Furthermore, my educational background has been focused on rigorous research and writing. (Continued on Attachment A.)

**Application Deadline: 4:00 pm, Friday, December 16, 2016.**

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Signature 



Marisa Harder-Chapman – Attachment A

Civic and other activities

Isanti County Master Gardeners (2010-2016)

Research and prepare to present numerous topics to the public including presentations on: organic gardening, wild edibles, infusing oils with herbs, and vermiculture.

Organized speakers for the annual Burst into Spring event (2014).

Advisory Council Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)

Planned events, scheduled classes, explored issues through small-group discussion and engaged in consensus driven decision-making.

Ophelia Project Committee Member, Willow Pond Farm – Center for the Arts and Sciences, North Branch, MN (2009-2010)

Research and discussed relational aggression. Assisted in design of curriculum to teach children about relational aggression and other social issues such as body image, communication skills, critical thinking and conflict resolution.

Comments (continued)

All of my civic and educational experiences have allowed me deeply develop my skills as a critical thinker who views the world as a complex system that is made up of shades that are rarely black and white. I pride myself on being able to see issues from multiple sides and communicate where perspectives overlap. I think I would be a valuable addition to the commission.

**Application for Appointment  
Cambridge Parks, Trails, and Recreation Commission**

Name Tom Koep Date 12/2/16  
Address [REDACTED]  
Residence or Business in Cambridge Area (years) 2 Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer City of St. Francis  
Occupation Public Works Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study)

A.A.S. - Parks and Recreation, Public Works Management Cert.

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) \_\_\_\_\_

Worked with MN DNR for 8 years.

**Application Deadline: 4:00 pm, Friday, December 16, 2016.**

**Data Privacy Information**

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy)

Signature [Handwritten Signature]



**Application for Appointment  
Cambridge Parks, Trails, and Recreation Commission**

Name CHRISTINE ANDRES Date 12-14-2016  
Address [REDACTED]  
Residence or Business in Cambridge Area (years) 25y Home Telephone [REDACTED]  
E-mail Address [REDACTED] Employer ANOKA-RAMSEY COMMUNITY COLLEGE  
Occupation NURSING PROFESSOR Work Telephone \_\_\_\_\_

Education (Please indicate highest grade completed or highest degree and major course of study)  
DOCTORATE DEGREE (UNIVERSITY OF MINNESOTA TWIN CITIES)  
DOCTOR OF NURSING PRACTICE (DNP)  
- FOCUS IN PUBLIC HEALTH NURSING

Civic and Other Activities (Please list past and present civic activities and organizational memberships, particularly those, which may be relevant to the appointment you are seeking. Use additional pages as necessary.) SEE ATTACHMENT.

Comments (Briefly describe other qualifications, experience, and other information which you would like the City to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages as necessary.) SEE ATTACHMENT

**Application Deadline: 4:00 pm, Friday, December 16, 2016.**

**Data Privacy Information**

The information provided by you on this application will be used solely and exclusively for providing you with information pertaining to your application for this commission and, if selected, the information necessary to perform your duties as a member of this commission, in connection therewith, a list containing your name, address, and telephone number(s) will be distributed to appropriate staff. Participation as a commission member is strictly voluntary, and you are not required by law to furnish any of the information requested on this application; if you do not furnish this information, however, we may have trouble contacting you with information regarding your application and, if selected, with your duties on the commission. (If selected, information related to personal economic interests will be requested in accordance with the City of Cambridge Code of Ethics Policy)

Signature Christine Andres

Christine Andres  
December 15, 2016  
Attachment

**Application for Appointment to Cambridge Parks, Trails, and Recreation Commission**

***Civic and Other Activities***

I have years of experience with leadership and membership on boards and committees at the state and local public health level. I have experience on committees in academia.

***Comments***

My area of nursing practice is public health nursing. I have experience in grant writing and development of programming at the local public health level. I am passionate in connecting with opportunities that I can share my nursing lens to improve the health/wellness of populations.

Most importantly, I love the parks! I walk in our city and county parks regularly. I have connections to the improvements of Brown Park as my son completed the shelter as his Eagle Scout project. The parks and trails in Cambridge have created many memories for my family. We are fortunate to have this access in our community.

**7F Joint Powers Agreement for Minnesota Environmental Science and Economic Review Board**

Prepared by Todd Schwab Public Works/Utilities Director

**January 3, 2017**

**Background**

The current MPDES (Minnesota Pollution Discharge Elimination System) wastewater discharge permit is expired and the new permit application that staff submitted is currently in the process of being reviewed by the MPCA (Minnesota Pollution Control Agency). The new permit, in its final version will include many standards that must be met before treated wastewater can be discharged to the Rum River. One of the standards that needs to be met is a standard for Total Phosphorous, which in excessive amounts can lead to large algae blooms. Those algae blooms can cause fish kills in surface waters due to low oxygen levels.

In 1997 Minnesota Environmental Science and Economic Review Board (MESERB) was formed in response to proposed water quality standards, specifically the proposed phosphorus standard. MESERB contested the science that was used to set was not "good science". MESERB is a joint powers organization that consists of 37 member which are comprised of Municipalities, Sanitary sewer Districts, and Engineering Firms.

The intent of MESERB was to form a group that would not lobby but would focus on the scientific and economic foundations affecting wastewater treatment. Some of the services that MESERB provides are Technical Expertise, Wastewater Permit Review, and Pooled Resources. MESERB serves as a vehicle to voice concerns to the regulatory agencies as a group and to use pooled resources to hire qualified scientists to review the "science" used to determine the water quality standard.

I believe that with the timing of our new MPDES permit application and review it would be advantages for Cambridge to join MESERB so we can utilize their services if needed.

The cost to join MESERB would be approximately \$1700 per year and that fee is base from the total number of service connections.

**Recommendation**

Authorize staff to enter into a Joint Powers Agreement with MESERB.

Adopt Resolution No. R17-003 Approving Membership in the Minnesota Environmental Science And Economic Review Board (MESERB)

**Included**

Joint Powers Agreement

Resolution R17-003



**JOINT POWERS AGREEMENT**

The parties to this Agreement are all governmental units existing pursuant to the laws of the State of Minnesota. This Agreement is made and entered into pursuant to Minnesota Statutes, Section 471.59.

WITNESSETH:

WHEREAS, pursuant to Minnesota Statutes, Section 471.59 (Joint Exercise of Powers), governmental units may enter into an agreement through the action of their respective governing bodies to jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised; and

WHEREAS, the operation of publicly owned treatment works and associated water quality standards present significant environmental and economic issues for governmental units; and

WHEREAS, governmental units have a responsibility to their citizenry to monitor and study the science associated with operating publicly owned treatment works and associated environmental standards to ensure that appropriate standards are being applied which protect the public health and are based on sound scientific and economic analysis.

NOW, THEREFORE BE IT RESOLVED, that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Purpose. The purpose of this Agreement is to establish a board that will review and analyze the scientific and economic foundations of state and federal environmental standards, develop methods and programs to improve environmental protection, and communicate information and findings to governmental bodies and agencies, the public, and other interested parties. The initial focus of the board established by this agreement will be the review and evaluation of water quality standards and their applications.
2. Minnesota Environmental Science and Economic Review Board. The parties hereto agree to identify this Agreement and the resulting governing joint powers board, as established in paragraph 3 of this Agreement, as the Minnesota Environmental Science and Economic Review Board (MESERB).

3. Joint Powers Board.

- a. **Establishment; Representation.** The development, management, and control of the Minnesota Environmental Science and Economic Review Board shall be vested in a joint powers board. The joint powers board shall be composed of representatives appointed by each of the member governmental units. Each member governmental unit shall designate one (1) director representative to serve on the joint powers board. Each member governmental unit shall also designate one (1) alternate representative who shall be entitled to attend meetings of the joint powers board and who may vote in the absence of the member's director representative.
- b. **Term.** Each designated director representative and alternate representative of a member governmental unit on the joint powers board shall serve a term of one (1) year or until successors are duly appointed by the governing body of the member governmental unit.
- c. **Vacancy.** A vacancy on the joint powers board shall be filled by appointment by the respective governing body of the member governmental unit left unrepresented by the vacancy.
- d. **Voting; Quorum.** Except as otherwise provided, the transaction of business by the joint powers board shall be by majority vote of those board members present at a meeting at which a quorum is present. At all meetings of the joint powers board, one-half (½) of the board members currently serving on the board shall constitute a quorum for the transaction of business.
- e. **Meetings.** Regular meetings of the joint powers board shall be held at least one (1) time per fiscal year, as called by the president. Except as otherwise provided by law, a meeting of the joint powers board may be conducted either in person, or if authorized by law or by action of the Board of Government Innovation and Cooperation, in writing without a meeting or by telephone conference call or other interactive telecommunication. For action taken in writing without a meeting, concurrence of all director representatives serving on the joint powers board on the date of the written action shall be required.
- f. **Executive Committee.** The joint powers board may establish an executive committee to conduct business on behalf of the joint powers board as delegated to the executive committee by the joint powers board.
- g. **Advisory Committee.** The joint powers board may establish an advisory committee made up of city officials and others interested in environmental issues to study, review and make recommendations to the joint powers board.

- h. **Other Committees.** The joint powers board may establish other committees made up of city officials and others to develop and implement methods and programs in furtherance of this Agreement, and to communicate information and findings to governmental bodies and agencies, the public, and other interested parties.
  - i. **Bylaws.** The joint powers board may adopt appropriate bylaws governing the conduct of the board.
4. **Powers and Duties of the Board.** The joint powers board, in order to carry out the purposes of this Agreement, has the following powers and duties:
- a. To develop and promote methods to improve environmental protection and safeguard environmental resources for future generations;
  - b. To facilitate the further review, study, research and analysis of environmental and economic issues impacting members, including the evaluation of state and federal regulations and permits;
  - c. To monitor environmental and regulatory issues impacting members;
  - d. To coordinate activities, in its discretion, with interest groups and other governmental entities;
  - e. To communicate research and scientific findings to governmental bodies and agencies, the public, and other interested parties;
  - f. To retain consultants to develop and provide members with technical advice and research and analysis on environmental science and economic issues of interest to members;
  - g. To solicit contributions, accept gifts or apply for and use grants or loans of money or other property from the state, any other governmental units, or any organizations or private parties or foundations consistent with the purposes of this Agreement, and may enter into any agreements required in connection therewith and hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or other agreement relating thereto;
  - h. To establish and collect membership dues as provided for in paragraph 8 of this Agreement and establish any other charges for services provided to its members and others; and
  - i. To take such other actions as it deems necessary and appropriate, including but

not limited to, the making of contracts or the initiation or participation in any proceedings at law in which the organization may have an interest, to make effective the general purposes, powers and duties established in this Agreement.

5. Election of Officers. The following persons are hereby designated as the first officers of the Minnesota Environmental Science and Economic Review Board to serve in the capacities set opposite their names until July 1, 1999 or until their successors are duly elected and qualified as provided for in this paragraph:

President	Mr. George Rosati, Public Works Director, City of Mankato
Vice President	Mr. Lyle Zimmerman, Wastewater Plant Manager, City of Rochester
Treasurer	Mr. Eric Sorensen, City Manager, City of Winona
Secretary	Mr. Eric Sorensen, City Manager, City of Winona

The joint powers board shall hold an annual meeting prior to July 1 of each year to elect a president, vice-president, secretary, and treasurer. Any officer serving at the time of an election may be re-elected for an additional term(s). The president and vice-president shall be elected by the joint powers board from those representative directors serving on the joint powers board. The president and vice-president shall not be the same person, and shall not be the secretary or treasurer. The secretary and treasurer may be the same person but need not be a representative of a member governmental unit serving on the joint powers board.

6. Membership. Any governmental unit located within the state of Minnesota that operates a publicly owned wastewater treatment facility within its jurisdiction or is part of a multi-jurisdictional treatment system may become a member of the Minnesota Environmental Science and Economic Review Board. The initial members of the Minnesota Environmental Science and Economic Review Board shall be those governmental units who have executed a copy of this Agreement on or before December 31, 1997 and submitted the same along with payment of its assessment, as provided in paragraph 8 of this Agreement, to the treasurer of the organization as provided in paragraph 5 of this Agreement. Governmental units seeking to join the Minnesota Environmental Science and Economic Review Board after December 31, 1997, shall be admitted only upon executing and submitting an identical copy of this Agreement to the treasurer of the Minnesota Environmental Science and Economic Review Board and upon approval of membership by the joint powers board.

7. Associate Members. The joint powers board may establish a non-voting associate membership category along with corresponding application procedures and charges for governmental entities, businesses, and others interested in participating in the organization's programs.
8. Assessments. Funding for the Minnesota Environmental Science and Economic Review Board shall be provided by assessments paid by participating member governmental units. The assessment for the first year of existence of the Minnesota Environmental Science and Economic Review Board is \$.50 per water billing account existing in the most recently completed fiscal year up to a maximum of 15,000 accounts, the sum of which must be remitted to the joint powers board within sixty (60) days of joining the Minnesota Environmental Science and Economic Review Board. After the initial year of existence ending December 31, 1997, the joint powers board shall establish at its annual meeting as provided in paragraph 5 of this Agreement, an assessment for member governmental units. The treasurer shall notify each governmental unit of its assessment by August 1 of each fiscal year and each member shall remit payment of its respective assessment within sixty (60) days of receipt of notification from the treasurer.
9. Termination. This Agreement shall remain in effect until terminated by action of the joint powers board of the Minnesota Environmental Science and Economic Review Board at a duly qualified meeting. If the joint powers board is terminated, all assets acquired as a result of the joint exercise of powers pursuant to this Agreement remaining after the date of termination and after payment of any outstanding debts or expenses, shall be returned to those member governmental units in good standing on the date of termination in proportion to the respective contributions made by the member governmental unit.

Any individual governmental unit participating in this Agreement may elect to withdraw from participation in the Minnesota Environmental Science and Economic Review Board at any time upon adoption of a resolution of its governing body to that effect submitted to the joint powers board of the Minnesota Environmental Science and Economic Review Board. A withdrawing individual governmental unit shall not be entitled to the return of any assessments previously paid.

10. Governing Law. This Agreement is made pursuant to and shall be construed in accordance with the laws of the state of Minnesota.
11. Severability. In the event that any provision of this Agreement is determined to be invalid, illegal, or unenforceable by any court of competent jurisdiction, or by reason of any existing or subsequently enacted legislation, the other provisions of this Agreement shall remain in full force and effect, and the parties hereto shall negotiate in good faith and agree to such amendments or modifications of or to this Agreement or other appropriate actions as shall, to the maximum extent practicable, in light of such determination, implement and give effect to the intentions of the parties hereto.



12. Amendment. This Agreement may be amended only according to the following procedure:
- a. Proposed amendments must be submitted to the joint powers board of the Minnesota Environmental Science and Economic Review Board for review and approval. Proposed amendments must receive a majority vote of those board members present at a duly qualified meeting at which the vote is taken to be deemed approved. Prior to a meeting of the joint powers board at which amendment of this Agreement is proposed, each member governmental unit shall be given ten (10) days prior written notice of the meeting and the proposed amendment.
  - b. Should an amendment receive the requisite approval from the joint powers board as provided in paragraph 12 (a), the amendment shall be submitted to each member governmental unit represented on the joint powers board. The amendment shall not be enacted unless adopted by resolution of the governing body of each member governmental unit represented on the joint powers board. For purposes of adopting an amendment, member governmental units are those governmental units represented on joint powers board on the date a proposed amendment was approved by the joint powers board.
13. Accounting. The treasurer's city, as designated in this Agreement or another city as designated by the joint powers board, shall be responsible for the accounting for the joint powers board, except that any audit, if deemed necessary by action of the joint powers board, shall be performed by an independent consultant as selected by the joint powers board. The treasurer shall report to the joint powers board regarding the organization's finances, including revenues and expenditures for the fiscal year, at the organization's annual meeting.
14. Mutual Indemnification. Each member governmental unit of MESERB shall be liable for its own acts or omissions to the extent provided by law and hereby agrees to indemnify, save, defend, and hold harmless the other constituent member governmental units, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which member governmental units, their officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of member governmental units, their agents or employees in connection with membership in MESERB or in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement.
15. Statutory Liability Limits. Unless otherwise provided by law, joining MESERB shall not constitute a waiver of a member governmental unit's statutory liability limits or result in the stacking of such limits.

16. Employees of Member Governmental Units and Consultants. Employees or officials of a member governmental unit or consultant performing a function, task or any other activity on behalf of MESERB shall not be considered employees of MESERB for any purpose and shall at all times remain employees of the member governmental unit or consultant. MESERB or its member governmental units shall not be responsible or liable for the payment of wages or any other remuneration to another member governmental unit's employee(s) notwithstanding the fact that such employee(s) may from time to time provide services which benefit MESERB.
  
17. Insurance Coverage Required. The joint powers board shall obtain and maintain liability coverage from a qualified insurance carrier. In the event that procured liability coverage does not cover a particular act or omission, each individual member governmental unit shall not be individually liable unless required by law, in which case any such liability shall be apportioned equally amongst the member governmental units.
  
18. Non-discrimination. The joint powers board shall not discriminate because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.
  
19. Data Practices. Unless otherwise provided by law, MESERB shall be subject to the Minnesota Data Practices Act.
  
20. Captions and Headings. Captions and headings in this Agreement are for ease of reference only and are not intended to alter the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned governmental unit, pursuant to an authorizing resolution of its respective governing body, has caused this Agreement to be signed and delivered on its behalf this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 (Name of Governmental Unit)

BY \_\_\_\_\_  
 Its \_\_\_\_\_

BY \_\_\_\_\_  
 Its \_\_\_\_\_

**Resolution No. R17-003**

**A RESOLUTION APPROVING MEMBERSHIP IN THE  
MINNESOTA ENVIRONMENTAL SCIENCE AND ECONOMIC REVIEW BOARD  
(MESERB)**

**WHEREAS**, the Minnesota Environmental Science and Economic Review Board (MESERB) is a joint powers organization made up of cities, public utilities commissions, sanitary sewer districts, and business associates committed to using established principles of science, law and engineering to advocate for sound and cost-effective environmental regulations; and

**WHEREAS**, MESERB is dedicated to using these principles in the research, study, and analysis of environmental issues impacting the provision of wastewater treatment services in the State of Minnesota; and

**WHEREAS**, MESERB actively monitors environmental activities at a federal, state and local level and provides up to date information and analysis to MESERB members regarding the provision of wastewater services and the impacts of proposed environmental regulations thereon; and

**WHEREAS**, MESERB uses these principles of science, law, and engineering to analyze water quality standards, rules, and mandates imposed by the Environmental Protection Agency and the Minnesota Pollution Control Agency, to ensure accountability for agency activities and to ensure that imposed regulations are justified and will result in measurable improvements to water quality and public health; and

**WHEREAS**, MESERB implements these principles of science, law, and engineering to evaluate new or reissued NPDES Permits of MESERB members to ensure that environmental requirements contained in such permits are appropriate and consistent with applicable rules and regulations; and

**WHEREAS**, MESERB takes collective action and works with environmental interests and federal and state regulators to communicate the comments, concerns, and recommendations of wastewater treatment facility operators and aid in the development of scientifically justified and effective environmental rules and standards.

**NOW THEREFORE, BE IT RESOLVED**, that the \_\_\_\_\_ hereby agrees to join the Minnesota Environmental Science and Economic Review Board (MESERB), hereby directs and authorizes \_\_\_\_\_ and \_\_\_\_\_ to sign the MESERB Joint Powers Agreement and any other associated documentation needed to effect membership in MESERB, and hereby directs and authorizes payment of the membership assessment required to participate in MESERB.

Adopted this 3rd day of January, 2017.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator

## **7G Out of State Travel for ESRI User Conference, San Diego CA – July 10-14, 2017**

Prepared By: Todd Schwab, Public Works/Utilities Director  
January 3, 2017

### **Background:**

On July 10-14, 2017, ESRI is offering a User Conference to ESRI users from around the country. The conference will be held at the San Diego Convention Center and will be attended by over 15,000 professionals across the industry.

ESRI is the company that develops and provides our GIS software, specifically ArcGIS, which is what we are presently using to develop our current GIS platform.

For 5 days in one place, this conference provides up to 16 hours of ESRI specific software training, hundreds of user presentations that share best practices. The conference affords the opportunity to get specific technical questions answered by ESRI staff, as well as vendor and map displays from around the world and user group meetings that will allow connections with GIS users from our specific region. The conference is attended by the commercial sector, government sector, and many non-profit groups. This abundance of user-to-user communication opportunities is essential for learning about real-life GIS experiences, best practices, and tips.

This is a very important year to keep up with changes in geospatial technology because of rapid advancement in the field and the need for expertise in the use of our existing software to develop and use our GIS platform.

The cost for the user conference which would include Registration, Airfare, Transportation, Hotel, and Meals would be approximately \$3500.00. The cost of the conference would be split between the water and wastewater GIS operating budget line item, which has a training component included in the budgeted amount.

### **Recommendation:**

Authorize Alysa Zimmerle, GIS Coordinator/Storm Water Technician to attend the 2017 ESRI user conference in San Diego, California July 10-14<sup>th</sup>.

# Allina Health

Cambridge Medical Center  
**Community Engagement Council**  
Tuesday, November 8, 2016, 3:30-4:30pm  
Administration Board Room

## **AGENDA**

- 3:30-3:40 Introductions/Changes  
Suggest additions to the group for next year
- 3:40-4:10 CHNA Plan  
Our Focus – Mental Health/Wellbeing, Prevention & Misuse of Tobacco/ecigs, alcohol and other drugs, Healthy eating & Being Active  
-Where are we going to start?  
Ideas and partnership
- 4:10-4:20 Updates  
Free Bikes 4 Kidz 103 (April 22)  
Neighborhood Health Connection Grant  
Tobacco-Free Community Grant  
Substance Abuse Coalition  
Change to Chill – Cambridge Middle School  
Isanti Clinic  
Other great partnerships?
- 4:20-4:30 Update from you, Future Agenda Items

### **NEXT MEETING:**

January 10, 2017

### **2017 MEETING DATES:**

March 14, May 9, July 11, Sept 12, Nov 14

**Bike Isanti County**

Isanti County Government Center-Room EOC (lower level)

**November 2nd 10:00-11:00am**

**Meeting Minutes**

Present at the meeting: Melissa Carstensen - Isanti County PH, Melissa Bettendorf - North 65 Chamber, Barry Wendorf - Isanti County Parks, Katie Everett - City of Isanti Parks/Recreation, George Wimmer - City of Isanti Mayor, Joelle Trevdt- Community Education, Darcy Rylander – Allina Health

1. **Master Trail Plan - Review Proposals**-individuals provided feedback on pros and cons based on review process (found on page 2 of the RFP)
  - i. ARI
    1. Pros - GIS Mapping / AutoCad Format, defined time-lines, 3 open houses, face to face meetings, public engagement, and useful product to implement step by step with a bottom up approach.
    2. Cons - Missing the requirements of the Great Minnesota Regional Parks & Trails, no alternative way of collecting information from the community.
  - ii. Karvakko
    1. Pros - Offer the requirements Greater MN Regional Parks and Trails, Social Media/alternative way to connecting with the community to collect data, useful product to implement step by step.
    2. Cons - Broad time lines, 1 face to face meeting, top down process - little community engagement, concern about time committee members might incur with community engagement.

<u>Review Process:</u>	<u>ARI</u>	<u>Karrakko</u>
1. Extent of public involvement	+	-
2. Methods of collecting ideas	+	-
3. Deliverables in each planning phase	+	-
4. Plan outcomes	+	+
5. Cost Analysis	+	+

It was decided by the committee to contract with ARI for the Isanti County Master Trail Plan. Barry Wendorf will contact contractors. Mel and Barry will attend the December 7<sup>th</sup> County Board of Commissioners to get final approval to move forward with Master Trail Plan.

- iii. Funding – Current contributions are SHIP (Mel) - \$10,000, Isanti County Parks (Barry) - \$10,000, Allina Health Foundation - \$2500. Pending Initiative Foundation Grant - \$5,000. Members will continue to search for funding for Master Plan.

Barry will check with County Attorney to see if Isanti County Parks Reserve Fund might be resource.

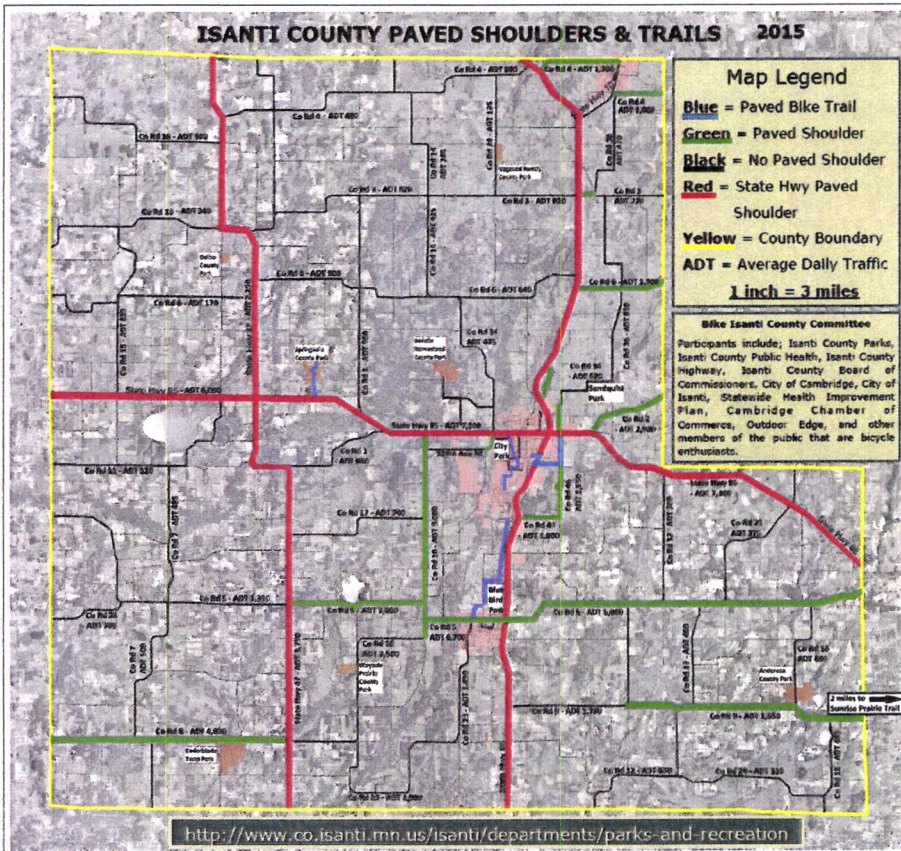
2. Meetings for 2016 hosted at Isanti County Government Center-Room EOC
  - i. **Next meeting was not scheduled**



The arrival of the railroad to Isanti County in 1899 would bring major change to the poor area.

Isanti > Departments > Parks and Recreation > Bike Isanti County

### Bike Isanti County



Isanti County Government Center | 555 18th Avenue SW | Cambridge, MN 55008

Economic Development Websites  
by Golden Shovel Agency

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# Discover Downtown - Meeting #4

Thursday, November 3

5 pm – Board of Education (School Dist. Offices) – 625 Main Street North A | Room 121 A and B

Start: 5 pm. End: 7:00

## Minutes

### I. Logo Update

Brandon presented several design draft options for discussion. The design with the silhouette of downtown buildings seemed to be the most popular. There were suggestions to tweak the design to strengthen the graphic a bit more. Neil offered to have ECM take a look at it for some of the additional tweaks. Everyone appreciated Brandon's time and financial contribution to get the base design drafts for the group.

### II. Downtown 360 Assessment

The group discussed the Secret Shopper feedback and preferred to seek another city who may want to swap downtown assessments. Todd will look into other MN Design Team visits who may be interested in swapping assessments. Kathy and Kersten will work on the next steps.

### III. Wayfinding Speaker - Peter Bruce, Pedestrian Studies Consulting

Peter reviewed several of his downtown projects and how important signage, wayfinding markers and other elements that create strong visual connections to downtown and local businesses. He reviewed a map of downtown and noted several opportunities the group may want to consider to connect the various destination points.

### IV. Subcommittee Reports

#### a. Experience Downtown –

- i. Discussed the need for a 2, 5, and 10 year plan similar to the Comp Plan Steering Committee.
- ii. Do a thorough sidewalk cleaning project
- iii. Have a 'universal' matching of elements in downtown that are consistent in theme and design. Trash receptacles was offered as an example.

#### b. Downtown Promotion –

- i. Promote artwork downtown
- ii. Produce a periodic downtown flyer supporting the brand and themes
- iii. Promote upcoming events
- iv. Work with businesses on directional signage and overall branding
- v. Create a possible "object of interest," something unique to Cambridge that is a focal point for attention for visitors
- vi. Enhance/support more the Chamber's "Buy Locally" programs
- vii. Find a horse and put it back on the building where it once held prominence



- c. Civic Support –
  - i. Work on existing issues that may need modifications to current ordinances
  - ii. Review group ideas for potential need for ordinance modifications
  - iii. Research group ideas for what other cities created in their ordinances
- d. Community Connections –
  - i. Discussed potential plans for the Hwy 95 underpass
- e. Destination Downtown –
  - i. Conducted preliminary research on downtown revitalization ideas
  - ii. Making plans to visit other downtowns (Crosslake, Stillwater, Hudson, White Bear Lake) to see what types of businesses they have that draw traffic to downtown
- f. Community Funding Support –
  - i. Discussed initial resource gathering of community prospects
  - ii. Todd discussed preliminary conversations with the Initiative Foundation and the possible creation of a Cambridge Community Foundation. He requested any potential ideas or sources of funding be sent to him for incorporation into a master prospect list

V. Other Group Discussion

- a. Discussed the possible development of design standards being reviewed by the Comp Plan Steering Committee. There was general consensus as to the need for more information as to what this may include and how it may impact downtown businesses and property owners.
- b. Todd noted that the subcommittees need to continue their research, find more examples of successes, and start collecting images that begin telling each committee's story as to how downtown can incorporate other city successful ideas into their work plan. These images, research and supporting documents will become the basis of their final presentation to the council.

VI. Next Meeting Prep:

- a. All committees continue researching for sources and images pertaining to their work projects
- b. Continue meeting offline to further the committee's work

# Discover Downtown - Meeting #5

Thursday, November 17

5 pm – Minnco Credit Union (Community Room) – 235 1<sup>st</sup>. Ave. West

Start: 5 pm. End: 7:00

## Minutes

### I. Craig Lietha – New Business Owner

Craig introduced himself and his plans to open a new fitness business in the old O'Reilly Auto Parts building. The group welcomed him and congratulated his plans to be downtown.

### II. Subcommittee Reports

#### a. Experience Downtown –

- i. Contacted the City of Hopkins and their downtown work
- ii. Received copies of their related codes and design standards
- iii. Working on universal trash concepts, flag ideas and cleaning of sidewalks

#### b. Downtown Promotion –

- i. Working on plans, branding ideas, involvement from businesses
- ii. Initiated conversations with business owners
- iii. Promote upcoming events
- iv. Trying to conduct a “downtown Christmas caroling” activity
- v. Lynda provided an update on the Snowflake Parade plans
- vi. Lynda mentioned a joint Taxation Hearing meeting including the school district, county and city official to be on hand to answer questions all at one time

#### c. Community Connections –

- i. Lynda provided an update on Hwy 95 underpass plans
- ii. Most recent plans include 4 lanes with a sidewalk on each side
- iii. Encouraged conceptual improvements to tie into downtown

#### d. Destination Downtown –

- i. Prepared a short PowerPoint presentation outlining their activities
- ii. Focusing on Main Street and underutilized buildings
- iii. Reaching out to learn from other cities about how they revitalized their downtowns
- iv. Identified some initial opportunities
- v. Lynda noted the America Legion building may be listed for sale due to recent move

#### e. Civic Support –

- i. Reviewing with city staff how to streamline the cross referencing of existing ordinances with potential projects from the group
- ii. Will review Hopkins codes provided for examples of possible revisions

- f. Community Funding Support –
  - i. Todd provided addition foundation creation information to key person looking into generating interest from several possible core formation individuals
  - ii. Group suggested more development information updates to help tie in other activity with the group's activities
  
- III. Downtown 360 Assessment
  - Todd contacted Pine City about a mutual assessment of their downtowns and they are very interested in participating but need input from the council, planning commission and economic develop agency. Todd developed materials for Pine City for distribution to interested participants.
  
- IV. Downtown Revitalization Photo Examples
  - Todd provided a variety of photos from other cities as examples of their efforts to bring new interest, traffic and businesses to their downtowns.
  
- V. Other Group Discussion
  - a. Group discussed the potential need for a downtown association to help drive the continued collaborative effort supporting the work the group will develop
  - b. Group agreed to host a "Property Owner Forum" to hear from commercial property owners about their past ideas and future plans that could become part of the group's recommendations
  
- VI. Next Meeting Prep:
  - a. All committees will develop a PowerPoint presentation for the next meeting outlining their research of sources and images pertaining to their work projects
  - b. Continue meeting offline to further the committee's work

# Discover Downtown - Meeting #6

Thursday, December 1

5 pm – Board of Education (School Dist. Offices) – 625 Main Street North A | Room 121 A and B

Start: 5 pm. End: 7:30

## Minutes

- I. Photos of Excelsior
  - Todd showed photos of downtown Excelsior showing how well they have collectively created a nice themed storefront appeal and additional classy touches.
  
- II. Subcommittee Presentation Working Drafts
  - a. Community Connections – Showed:
    - i. Highway 95 underpass lighting, pedestrian and painting concepts
    - ii. Wayfinding ideas
    - iii. Transportation options
  - b. Downtown Promotion – Showed:
    - i. Downtown map of stores from Long Beach
    - ii. Shop local website example with electric mapping
    - iii. Business promotion site
    - iv. Eat and Shop Local website example
    - v. Social media examples
    - vi. Similar Snowflake event in Oregon City
    - vii. Keep it local promotion and key fob
    - viii. Chamber bucks
    - ix. Medallion hunt
    - x. Become a downtown member program
  - c. Experience Downtown – Showed:
    - i. Listing of existing concerns
    - ii. Themed amenity ideas
    - iii. Sponsorship ideas
    - iv. Showcasing local artists during annual art fair
    - v. Downtown decorating ideas
    - vi. Community involvement ideas
    - vii. Monument examples
    - viii. Parking and walking sign examples
  - d. Destination Downtown – Showed:
    - i. Underutilized properties
    - ii. Examples of some of the uses that may be popular

e. Civic Support –

- i. Bob and Kim met with Lynda to review many of the past issues property and business owners have had with their ideas or requests
- ii. Noted idea of creating a downtown overlay district that would offer special treatment on codes, zoning, design standards and other elements
- iii. Working on addressing known issues while the team continues to develop their ideas and recommendations
- iv. Bob noted business/property owners will have another opportunity to hook up to 6" water service during planned road work which will save them money since the road will be unearthed due to the work needed.

f. Community Funding Support –

- i. At the top of the meeting Todd offered more ideas on how a foundation can support downtown projects

III. Downtown 360 Assessment

Todd mentioned Pine City is interested in working this but needed to run the concept through several committees for their input

IV. Map Preparation

- a. The group went over to enlarged maps of downtown and began the discussion of different approaches to creating ideas for new businesses and property uses
- b. Todd explained that many of the committees' suggestions will need to be represented on downtown maps so we can show how the ideas may be directly applied to downtown
- c. Todd will try to get maps to the committees so they can start plotting their recommendations

V. Next Meeting Prep:

- a. All committees continue developing research of sources and images pertaining to their work projects and add them to the presentation working draft
- b. Continue meeting offline to further the committee's work

## Cambridge Fire Department General Meeting

November 28, 2016

### Call to Order

18:01 Todd Tomczik

### Members Present

C. Barnes, K. Becker, C. Carlson, R. Dale, S. Duong, C. Haley, J. Henderson, N. Jennissen, J. Kowalik, J. Lentz, W. Pennings, C. Lindquist, D. Matchinsky, S. Minar, A. Mix, S. Okerlund, E. Raati, B. Reents, G. Schlichting, D. Shultz, N. Shatek, T. Tomczik, T. Schwab, D. Vellenga

### Others Present

None

### Approval of October Minutes

**Becker/Lindquist Approved**

### New Business:

Pennings mentioned we would have some members assisting Tony Makati with feeding the National Guard on Saturday Dec. 3, at the AFRC. Mention was made that Duong, Pennings, Schlichting, and Raati would be at the AFRC at 3PM to assist with the event.

Okerlund reminded the group to sell raffle tickets both for the Fish House and the gun raffle.

Pennings commented about the success of the live burn training we hosted on Palm St NE on November 19<sup>th</sup>.

Pennings mentioned that an Ice Rescue training would be held at the Fire Hall on December 17<sup>th</sup> and anybody that wished to attend should let C3 know by the 14<sup>th</sup>.

Okerlund stated that there would not be any regular training or meeting in December. Matchinsky asked if Members that are short on meeting percentage could use optional trainings for credit towards missed regular trainings. Okerlund stated we did not do that and said members have the entire year to ensure they meet the percentage requirements and did want members to assume missed trainings are OK because they can make them up at will.

Tomczik reminded the group that the retiree's dinner would be at Betsy's place on Dec. 3 and took down names of members that would be attending.

**Old Business:**

Tomczik reviewed some statistical info from the State Fire Marshals Report "Fire in MN" some rather interesting information contained in the report was discussed amongst the Department.

**Officers Report:**

Schwab mentioned to the group that the Grass rigs had been drained for the season.

Tomczik mentioned to the group about the importance of clean turnout gear.

**Motion to Adjourn: 18:42**

**Tomczik / Second Lindquist Approved.**



# Cambridge

## **What are our next steps?**

November 16, 2016

2:30 pm – 4:00 pm

Facilitator: Kathy Gilbride, M.Ed  
Central MN Council on Aging

## **Agenda**

1. Welcome and introductions
2. Gathering ideas
3. Identifying what we can do
4. Sharing the leadership role
5. Do we need funding sources?
6. Let's get started!



## **Marcia Westover**

---

**From:** Julie Tooker <jtookер@preshomes.org>  
**Sent:** Friday, November 11, 2016 10:24 AM  
**To:** Alicia Chapman; Andersen sibley, Diane; Andrea Gruber-Alferness; Audrey Clough; Becky Poppen; Ben Dummer (dumm0033@umn.edu); Bruce Hildebrandt; Chris Caulk; Collette Colucci; Craig Rempp; Ellie Madison; Emily Farrah-Miller; Emily Hawkins; Gina Henchen; Greg Anderson; Heidi Vandermeу; Jayne Mund; Joyce Wallace; Judy Foster; Julie Keller; Julie Tooker; Justin Navratil; Karen Carlson; Karen Muhlhauser; Kate Spakyak; Kathy Gilbride; Kimberly Radel; Lisa Budnick; Lisa Lovering; Lori Dimitry; Lynda Woulfe; Marcia Westover; Marge Burns; Martha Ahlschlager; Mary Martin; Matt Larson; Melissa Bettendorf; Molly Carlson; Nancy Johnson; Natalie Matthewson; Nicki Klanderud; Peggy Carpenter; Rachel Kytönen; Rich Smith; Sarah Brown; Shirley Karstens; Susan Morris; Tim Dwyer; Todd Klein; Tony Buttacavoli; Tricia O'Donovan; Vicki Ostrom  
**Cc:** Kathy Gilbride  
**Subject:** IMPORTANT!! PLEASE READ!!!  
**Attachments:** 11162016 What are our next steps.docx  
**Importance:** High

Hello ACT Action Team!

### **CHANGE IN LOCATION OF MEETING NEXT WEEK!**

We are meeting next Wednesday, November 16<sup>th</sup> from 2:30 – 4:00 at MILL RIDGE TERRACE 235 Fern St. N in Cambridge. This is a change in location from our regular meetings. The west side of the river is nothing but dirt piles and pipes all over the place on our campus as we gear up for the start of our new buildings. ☺ You MAY park in any permit parking space at Mill Ridge Terrace labeled with 501 and up, also any visitor parking spots are free for you to use.

Please make every effort to attend this meeting as we have Kathy Gilbride from CMCOA joining us to help us set the compass for the coming year for ACT – Cambridge.

We will spend our time listening to your ideas and developing a plan of action to move forward . You will NOT want to miss this meeting!

The agenda is attached for you.

Have a great weekend and I look forward to putting our heads together next week. ☺

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## Marcia Westover

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**From:** Julie Tooker <jtookер@preshomes.org>  
**Sent:** Wednesday, November 02, 2016 11:09 AM  
**To:** Alicia Chapman; Andersen sibley, Diane; Andrea Gruber-Alferness; Audrey Clough; Becky Poppen; Ben Dummer (dumm0033@umn.edu); Bruce Hildebrandt; Chris Caulk; Collette Colucci; Craig Rempp; Ellie Madison; Emily Farrah-Miller; Emily Hawkins; Gina Henchen; Greg Anderson; Heidi Vandermeу; Jayne Mund; Joyce Wallace; Judy Foster; Julie Keller; Julie Tooker; Justin Navratil; Karen Carlson; Karen Muhlhauser; Kate Spakyak; Kathy Gilbride; Kimberly Radel; Lisa Budnick; Lisa Lovering; Lori Dimitry; Lynda Woulfe; Marcia Westover; Marge Burns; Martha Ahlschlager; Mary Martin; Matt Larson; Melissa Bettendorf; Molly Carlson; Nancy Johnson; Natalie Matthewson; Nicki Klanderud; Peggy Carpenter; Rachel Kytonen; Rich Smith; Sarah Brown; Shirley Karstens; Susan Morris; Tim Dwyer; Todd Klein; Tony Buttacavoli; Tricia O'Donovan; Vicki Ostrom  
**Subject:** ACT - upcoming webinars and other  
**Importance:** High

Good morning Cambridge ACT Action Team!

I received this email from Emily last night(scroll down) and wanted to forward it to you for your consideration. If you would decide to participate in any of the webinars, would you please just shoot me off an email so that I know it? I may look to you for some follow up and perhaps sharing with the group when we meet.

Thank you for being such an important part of our community as we learn to be dementia friendly together.

Please let me know if you have any questions.

Be the light!

Julie

*Julie Tooker*  
Community Relations Director  
GracePointe Crossing  
135 Fern Street North  
Cambridge, MN 55008  
763-691-6192

*"Our mission is to honor God by enriching the lives and touching the hearts of older adults."*

*Love one another*

"So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other." John 13:34



<http://www.gracepointecrossing.org>

ACTion Communities and technical assistance partners,

Check out the upcoming ACT webinars, a new resource on supporting people with dementia at conferences/events and the MGS free webinar on Diagnosing Dementia.

**ACT on Alzheimer's Webinar: Giving Voice Chorus: A Toolkit for Connecting Music, People with Dementia, and Joyful Purpose**

**Presenters: Mary Lenard, co-founder and Karen Kenny, board member**

**Date: November 17, 2016**

**Time: Noon to 1:00 p.m.**

This webinar will introduce you to the recommended steps and resources for replicating an inclusive, professionally led chorus that is tailored to your community. You will learn about assessment and research, rehearsals and performances, staffing and volunteers as well as some financing perspectives.

Participants will:

Learn how to assess a community's preparedness to start a chorus

Seek to build upon community partnerships and collaborations

Understand chorus organizational structure, including rehearsals and performances

Learn about staffing, volunteers and financing

Learn more and register at:

<https://form.jotform.com/metroaging/giving-voice-chorus>

**ACT on Alzheimer's Webinar: Provider Practice Tools and Resources**

**Date: December 15, 2016**

**Time: Noon to 1 p.m.**

**Presenter: Michelle Barclay**

ACT on Alzheimer's®-developed provider practice tools, videos and trainings provide best practices for health care and community settings in supporting persons with memory concerns and their care partners across the care continuum.

Participants will:

Learn how to access ACT on Alzheimer's provider practice tools and resources.

Know the target audience for each practice tool and resource.

Acquire details on ACT's in-person dementia care trainings for providers and care coordinators.

Obtain tips for disseminating the best practice information community-wide.

Learn more and register at:

<https://form.jotform.com/metroaging/ACT-provider-practice-webinar>

Many ACT communities offer conferences and events attended by people with dementia. Check out this new guide on

**Supporting and Accommodating People with Dementia at Professional Conferences and Other**

**Events.** Available: [http://www.dementiaallianceinternational.org/wp-content/uploads/2016/10/Supporting-and-Accommodating-People-with-Dementia-at-Conferences-and-Other-Events\\_2016.pdf](http://www.dementiaallianceinternational.org/wp-content/uploads/2016/10/Supporting-and-Accommodating-People-with-Dementia-at-Conferences-and-Other-Events_2016.pdf)

**MGS Free Webinar: Diagnosing Dementia: Doing So Effectively for Patients, Families and Society**

November 14 at noon

Learn more and register at:

<http://www.mngero.org/upcoming-free-webinar-november-14-at-noon/>

Thank you for your good work creating dementia-friendly communities.

Thanks, Emily

**Emily Farah-Miller**

Program Developer/Executive Co-Lead ACT on Alzheimers

**METROPOLITAN AREA AGENCY ON AGING**

2365 N. McKnight Road, North St. Paul, MN 55109

DIRECT 651-245-2927 | MAIN 651-641-8612 | FAX

EMAIL [efmiller@metroaging.org](mailto:efmiller@metroaging.org)

[www.metroaging.org](http://www.metroaging.org)

Changing aging in our communities.

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**PARKS, TRAILS, AND RECREATION COMMISSION  
NO QUORUM – NO OFFICIAL MEETING  
MEETING SUMMARY – INFORMATIONAL PURPOSES ONLY  
Tuesday, October 11, 2016**

**Members Present:** Chair Kelli Klossner, Lisa Iverson (City Council Representative), and Barry Wendorf.

**Members Absent:** Mark Ziebarth, (Excused), Thea Lowman (Excused), and Jack Nelson (Youth Representative) (Excused), and Jennifer Fuhol.

**Others Present:** Community Development Director Marcia Westover

No official business was conducted as there was no quorum. Westover gave a brief update of the 2017 Arts in the Parks application process and the Long Range Plan for informational purposes only.

---

Marcia Westover, City Planner

**DRAFT**

**PARKS, TRAILS, AND RECREATION COMMISSION  
MEETING MINUTES  
Tuesday, December 13, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held at Cambridge City Hall, 300 – 3<sup>rd</sup> Avenue NE, Cambridge, Minnesota.

**Members Present:** Chair Kelli Klossner, Lisa Iverson (City Council Representative), Barry Wendorf, and Jack Nelson (Youth Representative). Mark Ziebarth arrived at 7:07 pm.

**Members Absent:** Jennifer Fuhol and Thea Lowman

**Others Present:** Community Development Director Marcia Westover

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Klossner called the meeting to order at 7:00 pm and led the Commission in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Iverson moved, seconded by Wendorf, to approve the agenda as presented. Motion carried 4/0.

**APPROVAL OF MINUTES**

Wendorf moved, seconded by Klossner, to approve the September 13, 2016 Parks and Recreation Commission meeting minutes. Klossner noted a copy of the October 11, 2016 summary is attached however there was no quorum or minutes for that meeting. Motion carried 4/0.

**NEW BUSINESS**

**Pickleball**

Westover stated Gary Palmquist and Dick Welch of the Cambridge area Pickleball Club were present to request the City consider being the fiscal host for a pickleball grant they are applying for the City of Cambridge. Klossner asked for clarification of a fiscal host and asked if this means the money comes through the City so there is someone to receive the funds and then pay out the funds. Westover stated this is correct.

Gary Palmquist requested the City to consider being a fiscal agent for a grant they are applying for. Dick Welch gave a brief presentation of what has transpired so far, the growing popularity of pickleball, and what they will be asking for going forward as they look for more opportunities for more players for the future.

Palmquist introduced Mike Mueller who will be writing the application for an Allina Neighborhood Health Connection Grant for the Pickleball Club here in the Cambridge area. Mueller stated they are targeting two groups of people: ages 20 to 50 and age 50 and older. This would require some additional equipment, such as paddles and balls. They would also like to add benches to provide seating for those waiting to play and encourage socializing. Screening to create a windbreak and to act as a privacy barrier for the

neighbors living close by, and a kiosk including a board to post schedules and contact information were also discussed. Mueller stated the grant requires either a government organization or a nonprofit business.

Wendorf stated how great it is to see the increase in the number of people involved in pickleball. Ziebarth thanked Palmquist, Welch and Mueller for all of their work in providing a way for people in Cambridge to be active. Mr. Welch expressed their gratitude and appreciation for all the help the City has been in helping them promote and grow the sport of pickleball. Iverson also thanked them for their hard work and time donated to pickleball.

Wendorf moved, seconded by Ziebarth, to approve a motion to recommend to the City Council that the City of Cambridge act as fiscal agent for the Allina Neighborhood Health Connection Grant should the Pickleball Club receive the grant money. Motion passed 5/0.

### Long Range Plan Discussion

Westover gave a brief summary of the items listed on the 2017 Priority Ranking and Timeline for Parks Improvements. Westover asked the Commission to rank them in order of importance and give each item a guiding timeline.

Westover stated she was given a quote of \$21,000 for a splash pad which is similar to the Splash Pad in Mark Park in Princeton, MN, which expects \$5,500 in operating costs for 2017. They have a seasonal manager and seasonal staff attendants. Insurance is approximately \$1,300 more per year. Westover discussed Bankshot Sports, which is a new idea from Council Member Kirsten Conley Barfknecht, and consists of play courts for people with handicaps or autism who can't play regular sports team against team. Westover stated it is an individualized sport that you play with other kids but you're on your own and you keep your own score. A nine station basketball shoot would cost approximately \$20,000 and provides for a wide variety of users.

Klossner asked if some of the items could be separated out instead of being one large item on the priority list. Westover stated the items could be divided so priorities could be assigned to specific items. Wendorf suggested waiting to move forward with ideas for the Cambridge Isanti Walk/Bike connection until the Bike Isanti County Committee has completed a County Wide Trails and Bike Way Master Plan is complete, which is scheduled to be completed by May 1, 2017. Wendorf recommended adding a 3 basket disc golf instead of a 9 basket disc golf in Pioneer Park. Lack of parking space really limits adding any kind of a team sport here. After some discussion, the best potential location for the splash pad seems to be in Central Green north of the ice rinks. Other discussion items included a possible beach location at Joe's Lake Preserve, adding a basketball court at one of the parks, multiple uses for the hockey rinks, local interest in Fat Tire Bike trails, a multiuse field at Sandquist Park, additional pickleball courts at Central Green, and the primitive trails and potentially adding a body of water to the trail system at Joe's Lake Preserve to walk around. Commissioners expressed a desire for a map showing City owned property along with potential property to be acquired near Joe's Lake Preserve, preliminary costs for adding a beach at Joe's Lake Preserve, and more information about the Bankshot Sports play courts. Staff will provide this information for the Commissioners at a future meeting.

Klossner brought the discussion back to prioritizing the Parks Commission items. Westover stated even deciding on the top four items would help the City Council understand what the Parks Commission deems important. Ziebarth stated five themes seem to capture the top priorities: 1) Water Features, 2) Trails, 3) Programs in City Park, 4) Sports Activities for the

Disabled, and 5) Multiuse Field at Sandquist Park. Westover stated this is a good start and the commissioners can continue working on prioritizing of the Park Commission items.

**2017 Grants Update  
(Concert Series, Movies in the Park, Painting in the Park)**

Westover stated staff submitted two grant applications. The grant application for the summer concert series and the movies in the park is being reviewed next week by the Arts Council. The grant application for the painting in the park was denied. Staff will reapply for this grant in January.

**Next Month – Potential Meeting with Community Education and Outdoor Edge, etc.,  
on Programming**

Westover talked about the potential of meeting with Dan Larson, a local cross country skiing enthusiast, Chris Gibbs, a Fat Tire Bike enthusiast, and K.C. Bohn from Outdoor Edge, discussing rentals of canoes, kayaks, ski equipment, etc. The goal is to come up with ways to involve community members in trails about several sports. It is a possibility of having this discussion at the January meeting.

**OTHER BUSINESS/MISCELLANEOUS**

**City Council Update**

Westover provided an update on the last Council meeting, including a brief update on the progress with the ice hockey rinks.

**Commissioner Concerns**

Ziebarth reported that he has been serving as a Parks Commission representative on the City of Cambridge Comprehensive Plan Steering Committee. Ziebarth reported there have been some good conversations regarding interest in trails, representatives from many area businesses have attended regularly, and the next meeting is scheduled for January of 2017. Ziebarth said it is exciting to see so many people excited about Cambridge's future and this has been a great experience for him.

**ADJOURNMENT**

Wendorf moved, seconded by Larson, to adjourn the meeting at 8:27 pm. Motion carried 5/0.

---

Kelli Klossner  
Cambridge Parks, Trails, and Recreation  
Commission Chair

ATTEST:

---

Marcia Westover, City Planner



Meeting Announcement and Agenda of the Cambridge Planning Commission  
City Hall Council Chambers  
Regular Meeting, Tuesday, December 6, 2016, 7:00 pm

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p. 1)
3. Approval of Minutes
  - A. October 4, 2016, 2016 Regular Meeting (p. 3)
4. Public Comment: For items not on the agenda; speakers may not exceed 5 minutes each.
5. New Business
  - A. **PUBLIC HEARING**-To amend Title IX General Regulations, Chapter 95 Animals to allow pigeons (p. )
  - B. **PUBLIC HEARING**-Menard, Inc., Planned Unit Development and Zoning Map amendment (p. )
  - C. **PUBLIC HEARING** - Menard, Inc., Future Land Use Amendment (p. )
  - D. **PUBLIC HEARING**-Menard, Inc. Vacation of Easements (p. )
  - E. **PUBLIC HEARING**-Menard, Inc. Preliminary Plat request (p. )
  - G. Menard, Inc. Final Plat request (p. )
6. Other Business/Miscellaneous
  - A. City Council Update
  - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use.

Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

## PLANNING COMMISSION MEETING MINUTES

Tuesday, December 6, 2016

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3<sup>rd</sup> Avenue NE, Cambridge, Minnesota.

**Members Present:** Jim Godfrey, John Klossner, Shirley Basta, Joe Morin, Chad Struss, Bob Erickson, and Robert Nelson

**Members Absent:** All Planning Commission Members Present

**Staff Present:** Marcia Westover, Community Development Director/City Planner, and Carri Levitski, Community Development Administrative Assistant

### **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Godfrey called the meeting to order at 7:00 pm and led the Commission in the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Godfrey stated items 5B -5F, the four Public Hearings for Menards, will be done together as one Public Hearing. Klossner moved, seconded by Nelson to approve the agenda as presented. The motion carried 7/0.

### **APPROVAL OF MINUTES**

#### ***October 4, 2016 Regular Meeting Minutes***

Struss amended the minutes to add his name to two aye votes on motions made in the October 4, 2016, meeting minutes on pages 10 and 12 of the meeting packet. Staff will make these changes for the record. Struss moved, seconded by Klossner to approve the October 4, 2016 meeting minutes with the additions noted above. Motion carried 7/0.

### **PUBLIC COMMENT**

Godfrey opened the public comment period at 7:02 pm and without comments, closed the public comment period at 7:02 pm.

### **NEW BUSINESS**

#### **Public Hearing – Amending Title IX General Regulations, Chapter 95 Animals to allow Pigeons**

Carri Levitski stated staff was approached by the property owner of 1337 Taft St. S, Erwin Lopez, regarding allowing pigeons within City limits. Staff discovered the City is "silent" on allowing and regulating pigeons. Mr. Lopez stated he contacted the City prior to moving to Minnesota and was told he could have pigeons. Staff has no record of this conversation. Mr. Lopez has requested the City of Cambridge allow pigeons.

Levitski stated the first week of November, staff started receiving numerous complaints regarding a property owner placing several "chicken coops" in their backyard. Staff met with Mr. Lopez and he explained they compete in sporting events involving a breed of domesticated pigeons called "Birmingham Rollers" AKA "Rollers". Rollers perform backward somersaults in flight.

Levitski reported that staff asked many cities if they allowed pigeons. Out of the cities that responded: 6 do not allow pigeons, 7 allow them but only in rural areas, 10 allow them in residential areas, and 9 cities were "silent" in their City Code regarding pigeons. Staff reached out to the American Racing Pigeon Union and was sent information regarding domesticated pigeons along with a model ordinance. Staff took that model ordinance and amended it based on other city ordinances and staff concerns. Levitski pointed out concerns expressed by the public including noise, disease, loose birds, loft aesthetic, cleanliness of the birds and/or loft(s), and attraction of wild animals if the birds are kept in an outdoor loft, to name a few.

Levitski stated staff is requesting the Commission discuss whether they would like to recommend allowing pigeons within the City limits of Cambridge. If the Commission recommends the City allow pigeons, staff recommends approving Ordinance "A". Attorney Squires has reviewed and approved the proposed ordinance as written. If the Commission doesn't recommend allowing pigeons, the Code must define pigeons as farm animals and Ordinance "B" would need to be forwarded to City Council.

Godfrey brought the discussion before the Commissioners. Nelson asked what would happen if the City remains silent on this issue. Levitski responded the City could not regulate or prohibit pigeons and would have no control over citizens bringing them on to their property. Klossner asked if the complaints came first or if Mr. Lopez approached the City asking about regulations. Levitski stated complaints came in first and when staff contacted Mr. Lopez, he stated he had contacted someone at the City before purchasing the lot and moving the pigeons in, a conversation staff has no record of. Basta inquired whether the pigeons were currently in the buildings. Levitski stated at this time, there are pigeons in the garage.

Godfrey opened the public hearing period at 7:06 pm.

Jennifer Klemz, 1367 Taft St. S., Cambridge, MN stated Mr. Lopez did have the pigeons in the coops, they were often out flying all over, swooping down on neighbors, perching on her roof and making a mess. Klemz stated one of her neighbors found dead pigeons in their yard. Klemz stated Mr. Lopez has 150 pigeons, breeds them, they are very loud, the coops are big and are an eye sore, the pigeon eggs attract coyotes, skunks,

mice, and they are dirty. Klemz asked why the City would consider allowing pigeons when the City does not allow chickens, which requires 10 acres, and do not fly around the neighborhood.

Deb Miller, 1336 Taft St S., Cambridge, MN, stated after reading the staff report in the Planning Commission packet, it sounded like this is a wonderful thing and that Cambridge should allow pigeons within the City limits. Miller stated that if every residence within 350 feet of 1337 Taft St. S., which totals 118 properties, were allowed to have 40 pigeons per residential lot that would equal over 4,000 pigeons just in their neighborhood alone. Miller stated there are negatives to be considered including diseases such as pigeon breeders lung, scarring of lungs, difficulty breathing and occasionally can be fatal.

Rick Reando, 1306 Taft Street S, Cambridge, MN, stated he does not want to see pigeons here in the City limits because of the mess that would be created and the noise would be terrible.

Godfrey closed the public hearing period at 7:16 p.m.

Klossner stated he has the same issues with pigeons as he had when they tried to allow chickens within the City limits; they are noisy, messy, and he personally doesn't want them in the City.

Klossner moved, seconded by Basta, to recommend adopting Ordinance Option B to classify pigeons as farm animals and therefore not permit pigeons within the City limits of Cambridge. Godfrey questioned classifying them as sheep, cows, ducks, swine, clearly those are farm animals and asked if there is another category pigeons would fit into? Levitski clarified that farm animals would be the proper classification for them for the purpose of the City code and, according to staff research with other cities, they are classified as farm animals and defined as pigeons. Levitski stated they are not fowl; they are a bird of their own.

Morin stated he understood having a reasonable amount of pigeons as they can be well trained but don't make a lot of noise, are raced, rollers can be trained to do tricks, the military have used them in reconnaissance work and used pigeons to take pictures and gather data. Morin stated he is not in favor of allowing them in residential areas and rural areas would make more sense.

Nelson stated the City regulates the number of dogs a household can have; can we regulate the number of pigeons a household can have? In looking at this case, this person is a breeder; he is not someone with three kids raising pigeons for a 4-H project. Levitski explained the reason behind allowing 40 birds; for tournaments using Birmingham Rolling pigeons, pigeon owners use kits in tournaments so it would make sense to allow two kits per household which is typical for the sport.

Godfrey asked if the Commissioners adopt Ordinance B, what happens next with that property? Levitski replied staff will forward the Commission's recommendation to City Council and if Council upholds their recommendation, Mr. Lopez would be notified that pigeons are not allowed within the City limits, and staff would work with them on a timeline to remove the lofts and the pigeons from the premises. Levitski stated if you do want to move forward with this motion, she asked if the Commission would amend the motion to include adding the definition of pigeons.

Klossner moved to amend the motion to include the definition of pigeon identified in Ordinance Option A, Basta approved amending the motion. The motion passed unanimously, 7/0, and will be forwarded to City Council for their review on December 19, 2016.

**Public Hearing: Menard, Inc. - Planned Unit Development and Zoning Map Amendment**

**Public Hearing: Menard, Inc. – Future Land Use Amendment**

**Public Hearing: Menard, Inc. – Vacation of Easements**

**Public Hearing: Menard, Inc. – Preliminary Plat Request for Menard 2<sup>nd</sup> Addition**

**Menard, Inc. – Final Plat Request**

Godfrey introduced the four Menard, Inc. Public Hearings, Items 5B – 5E, along with the Final Plat request, and stated one combined public hearing will be held.

Morin stated he would like to recuse himself from this discussion as he lives within 300 feet of the development and wants to avoid a conflict of interest as this decision would affect his property values. Godfrey stated that Morin would be in the audience as a citizen rather than as a Commissioner.

Westover stated Menard, Inc. is in the process of expanding all of their stores to offer more covered storage space for their product. The proposal for Cambridge is to build a new 19,540 square foot warehouse behind the existing warehouse. In order to do this, the stormwater pond to the south of their building needs to be reconfigured and moved.

Menard, Inc. recently purchased additional land from the county that was in tax forfeiture. The land they purchased is defined Lot 1, Block 1, Lot 1, Block 2, and Outlot O Parkwood on the Lakes 3<sup>rd</sup> Addition. The plan is to use part of this land for the pond to make up for the stormwater runoff volume that they are filling with the expansion of the warehouse. The repositioning of the pond does not encompass all of the land recently purchased. The remainder will be left as a townhome lot as originally proposed in the Planned Unit Development (PUD) of Parkwood on the Lakes.

In order to accomplish the building and pond expansion, an amendment to the original Parkwood on the Lakes Planned Unit Development is needed. The final plan and PUD was approved by Council on August 18, 2003 and is subject to the Development Agreement dated September 23, 2003. An amendment to the PUD needs to occur to remove one townhome lot and replace it with the new portion of the pond. Along with the Planned Unit Development will be a zoning amendment. The existing zoning for the lot is R-3 Multiple Family Residence district. An amendment to B-2 Highway Business district needs to occur. Since the land is adjacent and contiguous to the existing B-2 zoning district that Menards is in, staff recognizes this as an acceptable request. In addition, a Future Land Use Map amendment needs to occur to amend the land from residential to commercial.

All of the land must be combined into one lot for the expansion project. A preliminary and final plat have been presented combining all of the land into one lot for the Menards property and an outlot for the pond. The other remaining townhome parcel not needed for the pond was left as a separate lot for future development. As part of the preliminary and final plat process, some existing easements need to be vacated and new easements put in place with the new plat. Therefore, an easement vacation has been requested and the new easements have been shown on the proposed final plat.

Menard, Inc. has also applied for the administrative Site Plan Review process. Staff has reviewed the plans concerning the engineering, planning, and preliminary fire and building review. Westover stated there is a small issue with the pond design. Our City Engineer and Menard's Engineer are working very closely on the calculations and it is almost resolved. Westover asked the Commission to add a condition on all of the Menard, Inc. resolutions in the packet that the approvals are subject to final approval of the Stormwater plan by the City Engineer.

Struss asked if amending the zoning for one parcel, has the City historically done this with other parcels for other businesses or is this new? Westover stated yes the City has done this before.

Godfrey asked if this is still a Planned Unit Development (PUD)? Westover stated it currently is and we are making an amendment to it to allow the pond on the easterly portion of that lot. Godfrey asked if the Menard's lot is currently in a PUD? Westover stated no, Menard's itself is not.

Klossner stated then the townhome parcel that is left, is the idea that parcel will be sold and someone will build a townhome on it. Westover stated that is her understanding. Westover stated the applicant is here and the Commissioners might want to ask him that question.

Godfrey opened the public hearing period at 7:32 pm.

Tyler Edwards, 5101 Menard Drive, Eau Claire, WI, Real Estate Representative from Menard's, addressed the Commissioners. About a year ago, Menard's got a notice that two townhome lots in Cambridge were up for sale. Historically, Menard's is known as a large land owner and when property near their lots comes up for sale, they buy it. Menard's presently owns the whole subdivision across the street from the store. So it's not too much of a stretch for Menard's to own a multifamily lot here in Cambridge. Not knowing this project was coming up, and across the whole Menard's board nationwide, we are expanding and remodeling Menard's stores, keeping them consistent with the times, space for indoor storage, space for internet sales pickup, etc. There is an exterior component and an internal remodeling and restructuring component of this project, which comes a little while after the exterior work is done. The Cambridge store is 15 years old and needs a second drive through warehouse aisle, almost identical to what is already there. It's the same type of structure, the same height, and the same width. Menard's is actually taking some materials stored outside and some materials stored inside the store, adding a little more to what we store here and putting it inside the new warehouse. So by restoring what we already have at the store, we are not going to be adding more trucks coming to the store, not going to be adding more customer traffic. We really are just delivering a better product, having more product on hand, and making it a little bit simpler for us.

The hard part is the fact that the site is very constrained. At some locations, we can just add onto the end of the warehouse or maybe there is field nearby they can buy. That's not the case here. It actually worked out that there is a townhome lot that we owned that we could utilize for a pond area because we have to fill part of our pond to put the new warehouse in. Then that leaves the other lot which we will have for sale just like our lots across the street and hopefully someone will buy and build and match what is up there today.

Joe Morin, 1000 Loop S, Cambridge, MN, stated he and his wife are against this basically because it is already a traffic problem in this area. The drivers that are picking up and dropping off at Menard's come down Flanders Street now and miss their entrance and they go into the residential area and turn around. Or they back up Flanders Street now and cause traffic to divert and cause a traffic nightmare. Or they try to make a U-turn in that intersection up towards Alaska Loop, back into Roosevelt and then go back north on Alabama Street which causes all kinds of traffic headaches. Sometimes they go around Loop and then go back out on to Flanders.

Morin stated Menard's new warehouse is going to be located within 100 feet of the residences there now. It's going to devalue the properties of the people in the townhomes and everyone in the townhome development. With the property value decreased, the increased noise, and the increased lights, Morin stated he doesn't see it as a value to the citizens of Cambridge.

Karen O'Bryan, 33153 Flanders St NE, Cambridge, MN, stated many semi-trucks miss the entrance to the Menard's parking lot and then can't find a place to turn around in the residential area. In the winter when it is snowing, O'Bryan has seen several of the white

Menard's trucks backing up quite a distance on Flanders Street which could cause an accident. O'Bryan talked to the managers at Menard's and WalMart and asked them if they could place a sign so the semi truck drivers could more easily see the place to turn into the parking lot. There was a small sign placed at this point but it is not big enough for drivers to see. O'Bryan suggested a bigger, possible flashing sign be placed at the parking lot entrance.

Godfrey requested Westover read a letter into the record since the author could not attend the meeting. Westover read the letter from Cheryl Morin, 519 Taft Loop S. The letter is part of the permanent record at City Hall.

Dawn Edlund, 345 Roosevelt St. S., Cambridge, lives in the townhomes near Menard's and has lived there 6 years. Edlund stated as far as noise and light, we have more problems with from Walmart than Menard's. Once in a while they will hear noise from Menard's early in the morning but the major noise comes from Walmart, midnight or 1:00 am, forklift noise and people yelling. Walmart lights are much brighter than from Menards. Edlund asked if the pond is going to be like it is now, grown up with pine trees around it? If so, there will be no problems with geese. Edlund said several cars have been parked for long periods of time on this property and should be parked in the parking spaces at the townhomes.

Godfrey closed the public hearing period at 7:46 pm.

Godfrey asked Westover about the pond plan and to clarify they are still working on details. Westover stated that at the time, the pine trees were likely installed because of the City's landscape requirements so we would expect that the same number of trees be replanted and believed this requirement is still in the plans.

Edwards stated Menard's like to reuse existing trees as much as possible. They use the tree relocation equipment and move them on to the new edge. If that is not possible, Menard's will replace them with a 6 to 8 foot tall similar species of trees.

Edwards addressed the issue of truck traffic. Edwards stated there are designated turn lanes and the Menard's building and the Menard's parking lot are both very apparent. Edwards stated he will ask the manufacturing and shipping personnel to mention this to their truck drivers. Edwards stated there will be no new lights added. The lights all face toward the store and are angled that way so the lights do not spill over the property line. As far as property value and noise, the Menard's building was there before the other property was purchased. Edwards stated the new ponding area will match the existing conditions as much as possible to try to control the geese.

Godfrey brought the discussion to the Commissioners for questions, comments or motions.

Nelson commented on the geese and why a pond with cover would be more difficult for the geese to enter. Nelson expressed he hoped the pond will be L-shaped and a



continuation of the same type of cover. Nelson mentioned there is a pond behind WalMart that is not nicely covered like Menard's is and he wondered why.

Westover stated this is likely part of landscaping requirements.

Struss stated for clarification that there is no new materials being shipped to this store so the amount of traffic won't increase or decrease with regard to this. Edwards responded they do not anticipate additional semi trips to the store or a lot of new customer traffic to the store. This project consists of reorganizing what is onsite today, what is in the store and shifting it around.

Klossner stated the largest concern he is hearing is that semi drivers are operating their vehicles in places they shouldn't and perhaps in an unsafe manner. Klossner stated that keeping the store the same size or adding a bit to it isn't going to change that. Klossner suggested asking the police chief for some targeted law enforcement at this location.

Godfrey asked if it is possible to put a large sign, like a truck route sign. Edwards stated it would be fine according to Menard's but he wondered if it met the zoning ordinance. Morin stated the City already put up a sign at Flanders and Second.

Nelson suggested putting a weight limit on the street going south beyond the Menard's turn. Klossner stated he doesn't see how the drivers miss the turn.

Erickson stated that the lot Menard's would like to put a building on is zoned multifamily. At the time surrounding neighbors bought their property, they thought this lot would be residential.

Basta asked what would Menard's do if this was not approved? Edwards stated eventually the store becomes obsolete and it gets moved unfortunately.

Nelson stated nothing will really change for the townhomes' view to the north. The townhomes to the west will see a change because presently there is not a tree in their view all the way to Opportunity Blvd. where there will be trees.

Klossner moved, seconded by Nelson to approve the draft ordinance recommending approval of the Planned Unit Development and Zoning Map amendment, with the condition that the approval of these are subject to final approval of the Stormwater plan by the City Engineer. Motion carried unanimously 7/0.

Nelson moved, seconded by Klossner to approve the draft ordinance recommending approval of the Future Land Use Map amendment with the condition that the approval of these are subject to final approval of the Stormwater plan by the City Engineer. Motion carried unanimously 7/0.

Nelson requested staff to discuss the vacation of easements. Westover stated whenever there is a new plat created with boundary line adjustments, the old lot lines get moved and the old drainage and utility easements need to be vacated and moved. These will be vacated and removed and be reinstated with the new plats and they are shown on the new plats. They are in compliance.

Godfrey questioned the possible irrigation pipe.

Westover stated there is an irrigation line and a meter that extends from the Parkwood Townhomes out to the west on the parcel now owned by Menard, Inc. The irrigation line and meter is all privately owned and installed. It would be an issue for the Parkwood Townhomes Association and Menard's if Menard has to move the pond, then Parkwood Townhomes Association is probably going to want that relocated. City staff went out and looked and the line may be close enough to the sidewalk that potentially wouldn't affect it.

Edwards stated as far as he knows, he doesn't think the Townhomes Association has an easement for the irrigation line on our lot which they would need.

Godfrey suggested adding a condition. Klossner added Menard's resolve to the satisfaction of both parties or move or figure out if it even needs to be moved or addressed where it needs to be concrete language.

Struss asked should we put a contingency on that since the City is not involved and is between two private parties.

Erickson stated he thinks it is best left out.

Erickson moved, Struss seconded to recommend approval of the easement vacations as presented. Motion passed unanimously, 6/0.

Godfrey brought items 5E and 5F, preliminary and final plat, for discussion.

Nelson moved, seconded by Struss, to recommend the City Council approve the preliminary and final plats with the condition that the approval of these are subject to final approval of the stormwater plan by the City Engineer. Motion carried unanimously, 6/0.

## **OTHER BUSINESS / MISCELLANEOUS**

### ***City Council Update***

Godfrey welcomed Commissioner Morin back up for discussion. Westover gave an update to the Commission.

### ***Parks, Trails, and Recreation Commission Update***

Westover gave an update on the parks projects.

**ADJOURNMENT**

Klossner moved, seconded by Morin, to adjourn the meeting at 8:08 pm. The motion carried 7/0.

\_\_\_\_\_  
Godfrey  
Cambridge Planning Commission Chair

ATTEST:

\_\_\_\_\_  
Marcia Westover  
Community Development Director/City Planner

DRAFT

Date: December 20, 2016

To: Isanti County TZD Coalition

From: Bob Bollenbeck, Coordinator

Re: Next Meeting:

**Wednesday, January 4, 2017**

**Cambridge City Hall**

**Noon**

Hello. Enclosed are the materials for the upcoming Isanti TZD Coalition meeting. It will be held at the time and location above. As you can see, we have some timely items to discuss. The current Holiday Impaired Driving Mobilization goes until the end of the month. Feel free to post something or remind others not to drink and drive. I expect Tom Dumont, Mn/DOT District 3 to come to give us an update on the Highway 65/107 intersection. You may recall Tom discussed several options under consideration for improvement. The Fatality Review Committee will be meeting immediately following the Coalition meeting. Thanks & Happy Holidays!

A handwritten signature in black ink, appearing to read "Bob", with a long horizontal flourish extending to the right.

**Isanti County Toward Zero Deaths Program**

**January 4 Coalition Meeting**

**Cambridge City Hall**

**12:00 Noon**

**Preliminary Agenda**

1. Call to Order & Introductions – Bob Bollenbeck
2. Review Summary of the November 2016 TZD Coalition Meeting
3. Discuss state & local crash data
4. Discuss Mobilizations
  - Oct seat belt mobilization results
  - November/December Holiday Impaired Driving wave
  - Upcoming mobilizations
5. Update on Highway 107/65 Intersection Improvements – Tom Dumont
6. Info for senior drivers – AAA pamphlets/discussion
7. TZD Conference – Star Award for Adam Gau, Isanti PD
8. Safe Cab update
9. Other Business – TZD decals
10. Next Meeting – March 1, 2017
11. Adjourn

## **Isanti County Toward Zero Deaths Program**

### **Summary of the November 2, 2016 Coalition Meeting**

Present: Denny O'Brien, Terry Turnquist, Judge Dehn, Judge Brosnahan, Diane Wiss, Dave McKeen, Dan Owl, Wade Book, Scott Fredell, Gene Hill, Joell Tvedt

Others: Chelsea Lemke

Staff: Bob Bollenbeck

The meeting was called to order by Bob Bollenbeck, Coordinator. Introductions were made. Kristen Oster, DPS, was introduced as our new Grant Manager. She talked about her background at Driver & Vehicle Services as well as State Patrol. She also identified her role as the program's grant manager and was welcomed to the Isanti TZD coalition.

Judge Dehn then made a brief demo/presentation about the IntoxBox. He noted we are making this unit available to a local bar. This machine will register BAC readings up to .16 for possible indications of a need for a safe cab ride. The Judge said it came from a local manufacturer who has them operating in other states. He noted details such as unit operation, then demonstrated it. To alleviate potential legal concerns, the manufacturer includes a \$5 Million Insurance Rider. The goal is to "pilot" it in a local bar such as Sidelines. Further discussion followed.

The Summary of the September 7, 2016 Isanti TZD Coalition meeting was reviewed. With no changes or corrections, the Summary was deemed approved by consensus.

The Summary of the September 2016 Fatality Review Committee meeting was reviewed and approved by consensus with no corrections.

The Fatality Review Committee Meeting schedule was discussed. It was noted that our grant proposal stated a goal of 4 FRC meetings during this grant year (which started October 1<sup>st</sup>). Since the FRC met in September, it was suggested that FRC meetings be held January, March, July, and September. FRC Chair Scott Fredell concurred with this schedule.

The state and local crash data was discussed. It was reported that there have been 320 fatal crashes this year compared to 325 last year at the same time. It was also stated that two recent fatal crashes occurred in Isanti County. The TZD Coordinator noted the last couple of years Isanti County crashes have followed the same increase as statewide. Discussion followed.

The Coalition discussed the Enforcement Mobilizations. First, the October seat belt mobilization just ended so it was too soon to have available data to discuss. The Nov/December Impaired Driving mobilization starts the last weekend of the month and runs through the holidays. The enforcement days will be Thursdays, Fridays, and Saturdays. The types of support for the wave

will include a press release, social media messages, electronic signs in the community, and a KBK radio interview. The use of social media was discussed.

Bob reported that KBK offered for us to record some sound bites for the holiday enforcement wave. There was discussion on the use of students to give appropriate messages. Further discussion followed including recording such messages on a cell phone.

The Traffic Safety Roundtable on September 21 was discussed and highlighted. Coalition members involved included Chief Dwyer, Sheriff Caulk, Bruce Hildebrant, and Judge Dehn. They were thanked for their participation. The hour-long program was focused on the 4E's and their contributions to the Toward Zero Deaths goals. It was also noted that the show was available on a podcast link.

Safe Cab was discussed. Judge Dehn highlighted the work of Safe Cab locally and Minnesota Safe Ride. The number of rides and passengers was identified along with the assistance in developing services in other counties. There was discussion of how we might be able to access the fees collected from the impaired driving fines. Kristen said she might be able to find out the status of these funds. Further discussion followed. It was also reported that table tents from Judge Dehn's slogan/poster contest on Distracted Driving will be displayed at the TZD Conference. This led to discussion of how we can provide information for senior citizens. Joell said that Community Education would likely be interested in sponsoring a forum aimed at senior drivers. Further discussion followed.

Bob Bollenbeck stated that TZD Decals for vehicles are available and asked if we should order some. After brief discussion, Bob said he would check into ordering a few.

Under other business, Chief Hill talked about the traffic safety activities conducted by the Resource Officer, Adam Gau, in Isanti. This included innovative programs on seat belts, the use of fatal vision goggles. The Chief then noted that Adam will be getting a Star Award at the TZD Conference for his efforts.

The TZD Conference is scheduled for November 16 & 17 in Duluth. Dan and Bob noted this is a very good conference. Bob said that registration and conference materials are on the Minnesota TZD website.

The next meeting was announced for January 4, 2017 and will be held at Cambridge City Hall. With no further business, the meeting was adjourned.

- Submitted by Bob Bollenbeck, Coordinator

# ISANTI COUNTY NEWS

Published December 7, 2016 at 1:14 pm

By Rachel Kytönen

Public Safety

## **Safe Ride program celebrates 25,000 riders**

Do you want to wake up in your own bed or in a jail cell?

With the help of the Minnesota Safe Ride program, 25,000 people from Isanti, Kanabec, Pine and Sherburne counties have woken up in their own beds unharmed and have caused no harm to others from drunken driving.

Minnesota Safe Ride formed in December 2005 in Isanti County. Since then, Kanabec, Pine and Sherburne counties have also begun their own Safe Ride programs.

The Isanti County Safe Ride program offers rides home to patrons of participating bars and restaurants after an evening of drinking by calling 763-552-TAXI (8294). The service is free to the patron for rides up to \$10; for rides exceeding that amount, the patron is responsible for the difference.

“In December 2005, we started Isanti County Safe Cab by giving three rides to eight people,” said Isanti County Judge James Dehn. “From 2006 to 2015, our DWIs and DUIs have dropped by 69 percent in Isanti County, and for seven years, Isanti County was No. 1 in DWI reduction in the state of Minnesota.”

As of the end of November, Minnesota Safe Ride has provided 10,216 rides to 18,748 passengers in Isanti County; 3,691 rides to 6,296 passengers in Kanabec and Pine counties; and 83 rides to 134 passengers in Sherburne County, for a total of 13,996 rides to 25,178 passengers.

“Be one of the 25,000,” Dehn said. “Don’t be one of the hundreds who get charged with a DWI every year. Be one of the 25,000 who have planned ahead and have made safe choices.”

Loren Davis, former owner of the Cambridge Bar and Grill, has been chairman of Minnesota Safe Ride since its inception and is responsible for tracking the rides and passengers of the Safe Ride program. Davis also received MADD’s Greater Minnesota Public Safety Representative Award in March 2011.

“As far as giving a ride to our 25,000th passenger, that’s a lot of people who are getting home safe and a lot of people on the roads who have gotten home safely by not encountering an impaired driver,” Davis said. “The roads are much safer here in

Isanti County due to the efforts of the Minnesota Safe Ride program. The service is there for people to use and part of the cost of their ride is covered up to the first \$10. I think \$10 will cover approximately 3 to 4 miles; then the balance of the ride is the responsibility of the rider.”

Davis encourages people to use the Safe Ride program.

“I always say to people, ‘Would you rather wake up in your own bed or the Isanti County Jail?’” Davis said. “The program is there for people to use and has been very successful.”



Bob Bollenbeck, of the East Central Regional Development Commission, heads the Isanti County Toward Zero Deaths Safe Roads Coalition.

“The strength of the Safe Cab program is its unique cost-sharing approach. With multiple partners participating, the costs are split so it is affordable for all,” Bollenbeck said. “The Isanti County Toward Zero Deaths program is highly supportive of safe cab services in Isanti County, as these cabs provide a safe alternative to driving impaired.”

Isanti County Judge Amy Brosnahan has been impressed with the program.

“The Isanti County Safe Ride program was part of the landscape when I started as a judge here in Isanti County,” Brosnahan said. “It has been a policy shift from culturally thinking it’s OK to drive when under the influence to it’s not OK and providing resources to make that happen. It’s very exciting to see that we are reducing this type of harm.”

Using the Safe Ride program is about making wise decisions.

“It’s important for people to make wise choices when they are out celebrating,” Dehn said. “Use a sober driver or use the Safe Cab program. Do not consider someone a sober driver if they have only had one or two drinks. A sober driver is someone who is completely sober.”

Being prepared in advance of holiday gatherings is important in getting home safely.

“People need to plan ahead,” Brosnahan said. “When people plan ahead of their celebrations and gatherings, they make good decisions. Plan ahead so everyone stays safe.”

Dehn teaches at the National Judges Convention on his nationally known staggered sentencing program and his tracking of “last place of drink.” Since 1997, Dehn has logged every DWI plea, which includes over 1,200 pleas. With this, he has also collected data on where defendants had their final drinks before driving.

“In May of 2017, I will have been tracking a defendant’s last place of drink for 20 years,” Dehn said. “The Safe Ride program started here in Isanti County after meetings between the courts, law enforcement, bar owners, liquor providers, public safety representatives and community leaders. We were able to form this partnership, and that is what has made this program so successful.”

Davis also encourages bars and restaurants to participate in the Safe Ride program.

“The best way to keep the program going is through charity from the pull tab revenues at the bars,” Davis said. “If every bar would donate one box of pull tab revenues per year to Safe Cab, that is all it would take to keep this program up and running.”

The Safe Cab ride cost sharing is split between McDonald’s Distributing, Rush City; Bernick’s Distributing, St. Cloud; Dahlheimer Distributing, Elk River; participating bars; and a community fund.

Isanti County Safe Cab is a 501(c)(3) nonprofit organization and can always use more donations and funding to keep the program successful. If interested in making a donation, checks can be made to MN Safe Ride and mailed to P.O. Box 167, Cambridge, MN 55008.

**Community Education Advisory Council Meeting  
November 14, 2016  
Isanti Intermediate School**

Members: Joe Morin, George Wimmer, Eric Anderson, Lynn Wedlund, Erika Zdon, Kelly Anderson, Kelli Jasper Klossner, Warren Thunstrom, Randella Swanson, Lucas Lamb, Dave Maurer

- |  |     |            |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve October minutes             | Joe | Approval   |

Reports (comments or questions on the written reports)

- Open forum for members

Staff Report: No staff report

**New Business:**

- |  |      |             |
|--|------|-------------|
| <input type="checkbox"/> Welcome to new members                    |      |             |
| <input type="checkbox"/> Early Childhood focus group update        | Dave | Information |
| <input type="checkbox"/> Facility focus group update               | Dave | Information |
| <input type="checkbox"/> Participating/non participating end       | Dave | Discussion  |
| <input type="checkbox"/> CE Web site                               | Dave | Input       |
| <input type="checkbox"/> Question button: adding an email to this. |      |             |
| <input type="checkbox"/> Other quick updates:                      |      |             |
| <input type="checkbox"/> Reminder: no meeting in December          |      |             |

Next Meeting: January 9<sup>th</sup> at the Education Services Center

**Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program**



# Community Education



CAMBRIDGE ISANTI SCHOOLS

## Community Education Program updates November 2016

### General program update items

- It was decided by the registration software team that we would make the recommendation to move forward with the change over to TIES/FEEPay registration software.

### Adult Basic Education (ABE) updates items

- We had 2 GED graduates in October.
- Just in the past few weeks we have had 3 students obtain employment
- We are looking at ways to increase contact hours, including bringing GED classes to Recovering Hope (a women's' recovery center) in Mora MN.

### Adults with Disabilities update items.

- .

### Adult Enrichment update items

- The pickleball lines are done and the new line have been use for about a month now. The players are loving it and ready for more indoor courts!!!!!!
- To date, we have collected \$1,726.00 from our travel opportunity through Premier World Discovery. This amount does not include the 10% that we are still to receive based on our 2 travelers to Ireland.

### Early Childhood update items

- .392 children and adults attended our annual Halloween Bash on October 28th! The event was held at CPIS and included trunk or treat, games and a snack.
- Date with Dad began 11/3. There are 8 dads and 10 kids attending. This is an evening for dads to come to an ECFE class with their child (ren), have supper, do some activities together and then there is a short separation time for dads to meet with a parent educator.
- Our first Little Tumblers of the year will be November 18th. This is an open gym in the CIHS gymnastics gym on a Friday morning. It is typically very well attended.

### Youth enrichment update items

- We had 78 participants attend Spooky Swim on October 29. The most participants to date!
- Currently there are 18 kids registered for the 2nd year of the Cambridge-Isanti Archery League.
- We have strong numbers for our upcoming Parent/Child Picasso class happening on Saturday, November 12th.

#### Adventure Center update items

- Families continue to inquire about all 4 programs.
- Cambridge School Age after school: 87 enrolled
- Cambridge School Age before school: 17 with a short waiting list
- Isanti School Age after school: 57 enrolled
- Isanti School Age before school: 9 with a waiting list
- Cambridge Preschool: 27 enrolled with a waiting list
- Isanti Preschool: 31 enrolled with a waiting list.
- Approximately 80% of the preschool enrollment is also enrolled at the Cambridge-Isanti Preschool.
- We are open for non school day care on all days possible throughout the school year.

#### Pool updates

- We are moving forward with the partnership with North Suburban Aquatic Club. With an anticipated start date in January.
- We are offering a Scuba class in January.
- Increasing our preschool swim program by offering class during scheduled swimming lesson times.
- Staff safety inservices.

#### Dave's update items

- The ICICLE Community Forum about Taxes will be held on December 1
- The Performing Arts Committee:
  - Planning for next year is underway. Shows set are:
    - Lake Wobegon Brass on December 3rd
    - On Stage With: classical guitar on January 21st
    - On Stage With: Joe and Ella - a jazz tribute February 4th
    - Stages Theatre on February 25th
    - On Stage With: Jack Klatt March 11th

#### Upcoming brochure release dates are:

- Winter/Spring 2017: Monday January 9, 2017
- Fall: August 14, 2017;
- Winter/Spring: January 8, 2018.



## Community Education Advisory Council Meeting



### Minutes from October 10, 2016

Call to order and welcome to guests Joe Morin

- Members in attendance:
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Eric Anderson         | <input checked="" type="checkbox"/> Joe Morin        |
| <input type="checkbox"/> Kelly Anderson                   | <input checked="" type="checkbox"/> Warren Thunstrom |
| <input checked="" type="checkbox"/> Kelli Jasper Klossner | <input type="checkbox"/> Lynn Wedlund                |
| <input checked="" type="checkbox"/> Dave Maurer           | <input checked="" type="checkbox"/> George Wimmer    |
|   | <input checked="" type="checkbox"/> Erika Zdon       |

Minutes recorded by Erika Zdon

September 12, 2016 Community Education Advisory Council minutes were approved: Motion by Kelli Jasper Klossner; second by Warren Thunstrom

#### Reports:

- From the Program Update:
  - Adult Basic Education student participation and contact hours have increased.
  - Adventure Center participation numbers have grown significantly.

#### Staff Report:

Kim Goodmanson – Early Childhood Family Programs Coordinator:

- Nine new parents have joined the Early Childhood Parent Advisory Committee.
- ECFE Halloween Bash is scheduled for October 28, 2016; we are anticipating 600 to 700 people to participate!
- Tina Fiegal was a guest speaker; speaking to teachers during the work day and parents at night.
- ECFE currently has 14 weekly classes; all are well attended.
- ECFE Homecoming Tailgate Party went well and was well attended with over 50 attendees.
- Kim is working with Teaching and Learning Department to update and align curriculum.

#### New Business:

- Three month budget review: Council members reviewed the 2016-2017 budget as of September 30, 2016.
- Early Childhood Focus Group update: The Focus group is looking at many areas, with the base question of how do we prepare all kids to be kindergarten ready? The Focus Group is looking at what an ideal preschool program would look like. This leads to reviewing space, transportation, curriculum alignment and data collection and sharing. Outreach to other

community providers of care for preschool age is a large part when working with community at large (both private daycare and daycare centers.)

- Summer Youth Program Participating/Non-Participating (City and Township) program: This has been in existence for 20+ years. Dave is looking to discontinue this. There is a perceived inequity, with some townships participating and some not participating. This creates confusion and a sense of unfairness for many parents. It is also labor intensive to manage. The Advisory Council, after discussion, was supportive of the decision. Dave will bring a communication plan to the next meeting.
- Community Education website:
  - Adding a “question button” is not as easy as just putting it on the website; this option may require a blog. Staff will continue to work on this.
  - The Flyer Backpack is being set up with some finalization required before it is “live.”

Kelli Jasper Klossner motioned that the meeting be adjourned at 5:47 p.m. George Wimmer seconded the motion. Motion passed.

Next Meeting: November 14, 2016 in Isanti Intermediate School Media Center, Isanti, Minnesota



## Cambridge-Isanti Schools Community Education Advisory Council 2016/2017



### Members

2017

Last Name	First Name	Address	City State Zip	Phone	Cell Phone	Email	City/Township	Year
Anderson	Kelly						Resident, City of Isanti	5
Anderson	Eric						Anoka Ramsey CC	4
Zdon	Erika						Isanti	6
Swanson	Randella						Student representative	1
Thunstrom	Warren						Township representative	2
Lamb	Lucas						Student representative	1

### Relations

Last Name	First Name	Address	City State Zip	Home Phone	Cell Phone	Email	Representing	Year
Morin	Joe						City of Cambridge	2
Wedlund	Lynn						School Board	6*
Wimmer	George						City of Isanti	2
Jasper Klossner	Kelli						Early Childhood AC	2

### Staff

Last Name	First Name	Address	City State Zip	Work Phone	Cell Phone	Email		
Maurer	Dave	District Office	CE Director	763-689-6220		dave_maurer@cambridge.k12.mn.us	Director of CE	
Queener	Ray	District Office	Superintendent	763-689-6201			Superintendent	



Highway 95 (Downtown Cambridge)  
Technical Team Meeting  
November 17, 2016  
1:00 p.m.  
Cambridge City Hall

- I. Underpass Feasibility Analysis Update
  - A. Updated Conceptual Design
    - 1. Revised Project termini (Birch Street to Fillmore Street)
      - a. 4-lane expansion to Main Street (with transition back to 3-lane west of Main)
      - b. MnDOT Reconstruction Project west of Birch Street
    - 2. Highway 95 and Buchanan Street profiles
    - 3. Shared thru/right turn lane to narrow overall width & costs
    - 4. Public street and private property access (e.g. streets/alleys, Cortec Property)
    - 5. Right-of-way impacts
  - B. BNSF Coordination
    - 1. Underpass concerns (shoofly construction, operations, maintenance/bridge ownership)
    - 2. Next Steps (meeting with BNSF staff)
  - C. Geotechnical Investigations
    - 1. MnDOT Foundations Unit coordination
    - 2. Recommended soil boring program (Feasibility Phase and Pre-design Phase)
    - 3. Property access
  - D. Phase II Contamination Investigations
    - 1. MnDOT OES (Contamination Unit) coordination
    - 2. Recommended Phase II scope
    - 3. Property access
  - E. Preliminary Drainage
    - 1. High groundwater and likely need for permanent pumping
    - 2. Coordination with MnDOT Reconstruction Project west of Birch Street
  - F. Preliminary Design & Environmental Review Phase
    - 1. Level 1 Layout
    - 2. EAW
- II. Public/Agency Outreach
  - A. BNSF Meeting
  - B. Task Force Meetings
  - C. Public Open House Meeting





**2016 Budget**

REVENUES	2016 Budget	2017 Budget
Membership Dues	\$4,250	\$3,500.00
Interest	\$1	\$10.00
Other - Misc.	\$0	\$0.00
<b>TOTAL</b>	<b>\$4,251</b>	<b>\$3,510.00</b>

Actual dues rec'd in 2016

EXPENSES	2016 Budget	2017 Budget
Materials/Supplies	\$250	
Management Services	\$1,600	800
Postage/Billings	\$200	
Meeting/Supplies	\$100	
Marketing/Communication	\$3,000	
Accounting/Audit	\$0	
Miscellaneous	\$100	
Special Projects	\$3,500	
<b>TOTAL</b>	<b>\$8,750</b>	<b>7950</b>

I have no recommended changes

website \$500/yr.

Adjourn 7:35

Checking Account Balance as of January 1, 2017	
Beginning Balance	\$20,988
Revenues	\$4,251
Expenses	\$8,750
<b>Ending Balance</b>	<b>\$16,489</b>

\$17,290.00 Includes: interest x 3 months, Q4 wages and J. King payment  
\$3,510.00  
\$8,750.00

**\$12,050**

11-16-16

no meeting in Dec.

Next mtg.

January 26<sup>th</sup>

organizational meeting 7:00 pm

MWDOT 2019/2020

107<sup>th</sup> Signalize intersection

Carolyn Braun done @ end of 2016

Anoka County might take over duties



**Meeting Minutes**

Isanti County Government Center  
Cambridge, MN

October 27, 2016

Co-Chair Braastad called the meeting to order at 7:00 p.m. and called for participation in reciting the Pledge of Allegiance.

<b>Members Present:</b>	Julie Braastad	Anoka County
	Terry Turnquist	Isanti County
	Tom Ryan	City of Blaine
	Jack Davis	City of East Bethel
	Gary Kirkeide	City of Ham Lake
	Lisa Holcomb	Arthur Township

<b>Others Present:</b>	Carolyn Braun	Coalition Administrator
	Rick Olseen	Rep. Nolan Staff
	Janna King	Isanti County EDA
	Doug Fischer	Anoka County Highway Dept.
	Paul Jung	MnDOT Metro District
	Sheila Kauppi	MnDOT Metro District
	Claudia Dumont	MnDOT District 3

Co-Chair Braastad declared a quorum to be present.

\*\*\*\*\*

Davis made motion approving the minutes of the June 23, 2016 Meeting. Holcomb seconded the motion. Motion carried.

\*\*\*\*\*

Braun gave a Treasurer's Report in Thorpe's absence. Motion by Davis, seconded by Ryan to accept the report. Motion carried.

\*\*\*\*\*

With regards to the agenda topic of "RCI's and 65 Corridor Study", Kauppi and Jung presented information regarding a series of Reduced Conflict Intersections (RCI's) that they are planning on implementing on the TH 65 corridor in Anoka County. RCI's provide full through and turning movements (left-thru-right) for TH 65 mainline traffic, but the side street traffic is limited to right-in, right-out. Side street traffic wanting to go thru or left would first need to make a right turn onto mainline 65 and then do a U-turn in the opposite direction to get back to the intersection. An unsignalized RCI currently exists at 169<sup>th</sup> Avenue

New unsignalized RCI's are planned for the following intersections:

- 143<sup>rd</sup> Avenue
- 153<sup>rd</sup> Avenue
- 157<sup>th</sup> Avenue
- 181<sup>st</sup> Avenue
- 187<sup>th</sup> Avenue
- Klondike Drive
- 209<sup>th</sup> Avenue

A new signalized RCI is planned for Viking Blvd.

Samples of RCI layouts, evaluation matrixes and a handout from MnDOT's website for more information on this project was presented to the group. (See attached.)

\*\*\*\*\*

King discussed the findings of the Manufacturer's Survey. Twenty-five businesses responded to the survey. The survey provided additional information to the group on the need for safety and ease of movement on this corridor from a business perspective. (A copy of the survey results is attached.)

Motion by Turnquist, seconded by Ryan to accept the report and make payment to Janna King for the survey.

\*\*\*\*\*

Ideas for future agendas include preparing the 2017 budget, including dues, and continuing discussion of the joint MnDOT and Metropolitan Council's Principal Arterial Conversion Study findings.

\*\*\*\*\*

With regards to working with the legislature, it was decided to wait until the January swearing in of members and start of the legislative session before making any further contact.

\*\*\*\*\*

With regards to future programmed projects, Kauppi stated that there is no change from previous meeting reports. (See attachment for list of upcoming projects. In MnDOT District 3, Dumont noted that they are planning a pavement preservation project on TH 65 from the Anoka-Isanti border to Cambridge in 2019. They are also looking at constructing a signalized "T" intersection at TH 107 in Braham in 2020 (possibly 2019).

\*\*\*\*\*

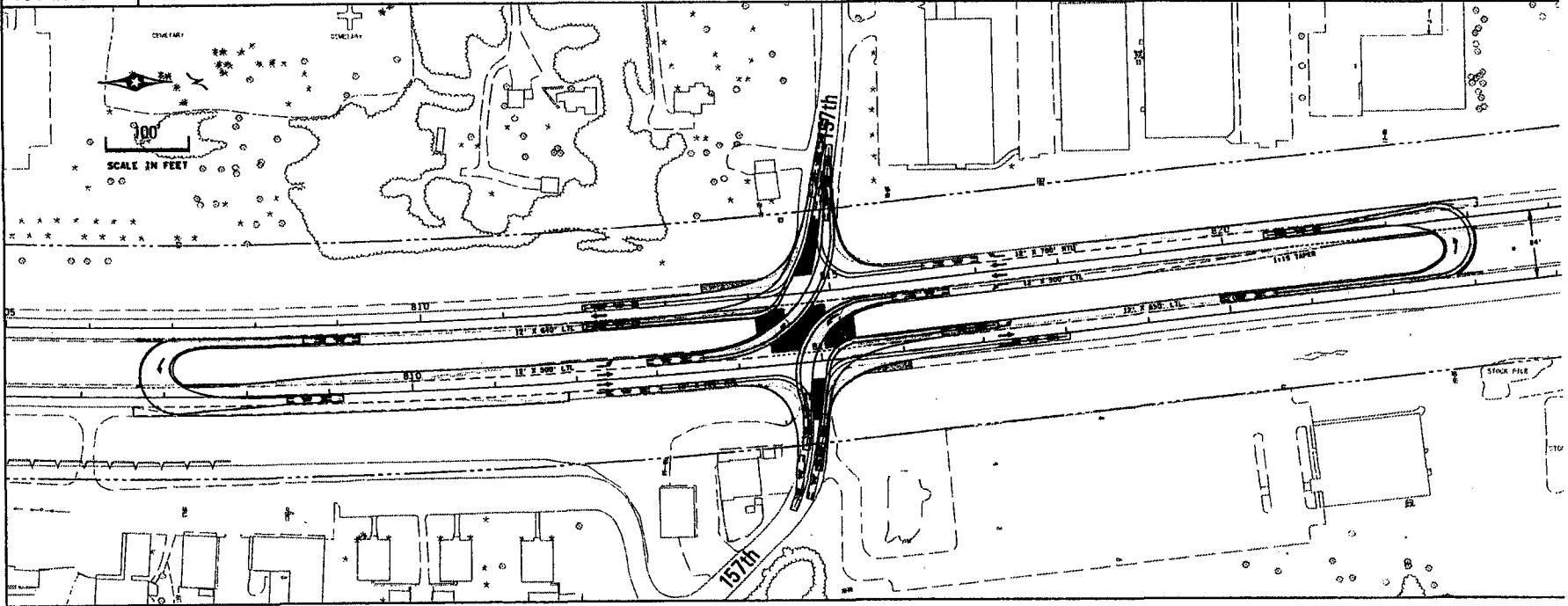
There were no new community updates from the members. The next meeting date is scheduled for Wednesday, November 16th at 7:00 p.m. at the Isanti County Government Center with the primary focus to adopt a budget for 2017.

\*\*\*\*\*

Being no other business for the coalition, the meeting was adjourned at 8:54 p.m.

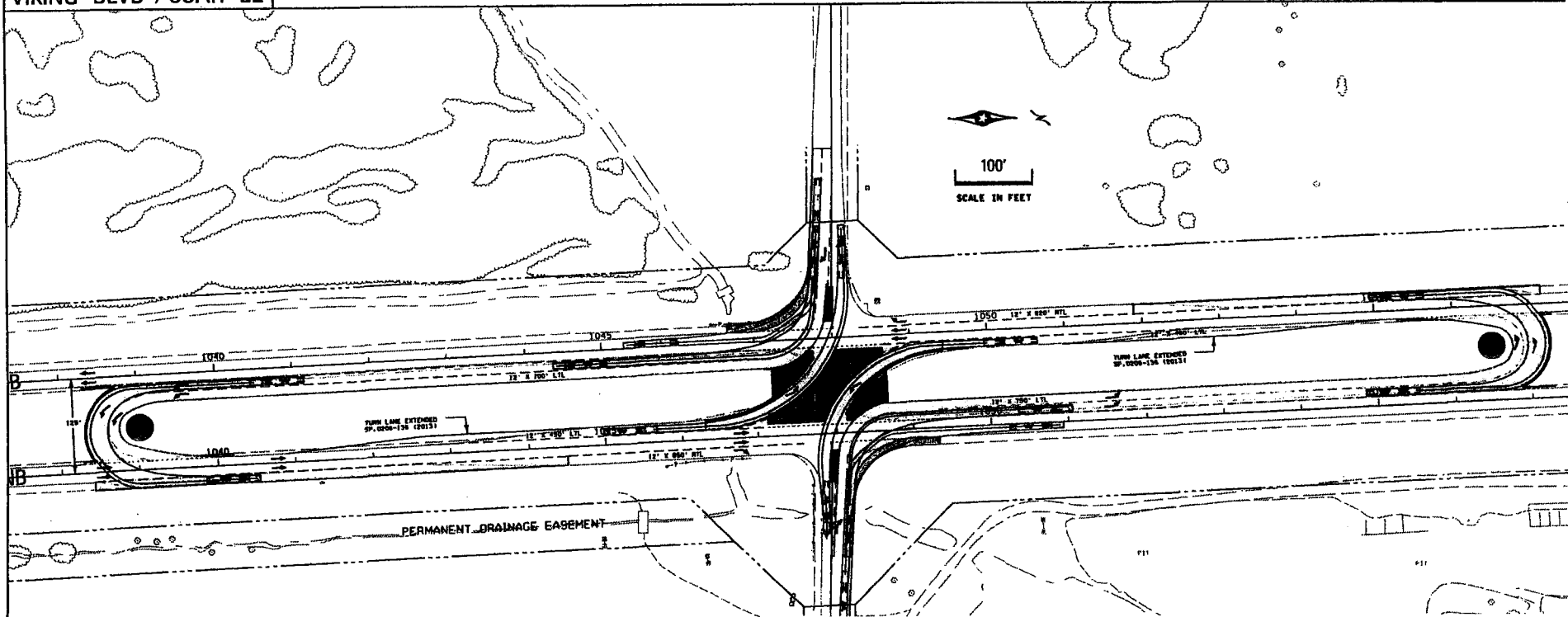
PRELIMINARY  
SUBJECT TO CHANGE  
DATE: 10/20/2016

### 157th AVE



219

### VIKING BLVD / CSAH 22



**Evaluation of Alternatives at MN 65/Viking Blvd.**

<u>Alternatives</u>	<u>Crash Reduction</u>	<u>Average Delay per Vehicle at Intersection</u>	<u>Cost</u>	<u>Right-of-Way</u>	<u>Misc.</u>	<u>Benefit/Cost</u>
Do Nothing	Crash rates likely to increase with higher volumes	Increases from 62 sec now to <b>421</b> in am peak in 2040	0	No R/W Needed	Currently #163 high crash cost intersection in the state.	0
Interchange	Crash rate would likely decrease significantly	Could easily handle 2040 traffic estimates	\$20 Million	Very Large Footprint	MnDOT funding unavailable for decades	N.A.
Double Lefts turns and Through Lanes on Viking, Double left NB	Some reduction as traffic flow is improved	Increases from 49 sec now to 337 in am peak in 2040	3 Million	Widening around Viking will be a challenge	Can be converted to interchange	3
Displaced Left Turn Lane	Few before and after studies	Delay not evaluated	5 Million	North of W. leg of Viking South of E. leg of Viking	Poor design for the traffic characteristics (FHWA criteria)	N.A.
Signalized Reduced Conflict Intersection (RCI)	15% overall 22% injury crashes	Increases from 34 sec now to 159 in am peak in 2040	1.5 Million	Most improvements occur within the MN 65 median	Fewer signal phases. Can be converted to interchange	12

**Evaluation of Alternatives at MN 65/Viking Blvd.**

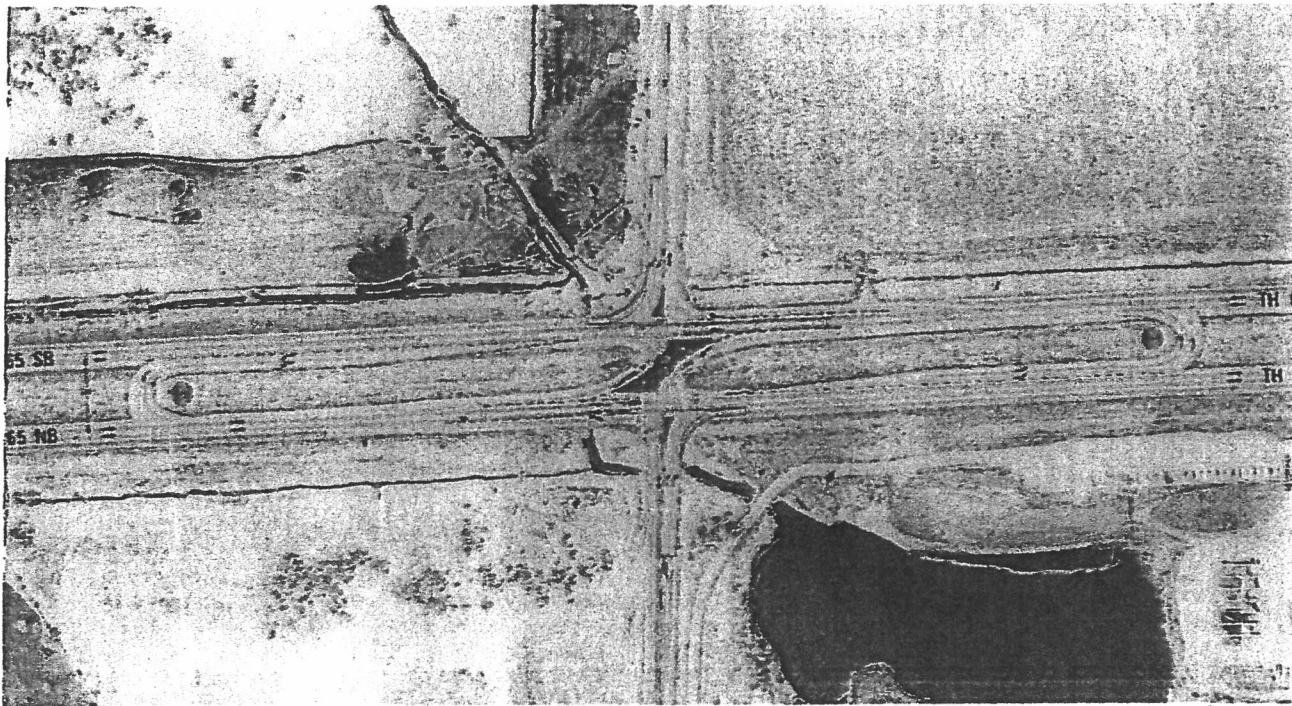
<u>Alternatives</u>	<u>Crash Reduction</u>	<u>Average Delay per Vehicle at Intersection</u>	<u>Cost</u>	<u>Right-of-Way</u>	<u>Misc.</u>	<u>Benefit/Cost</u>
220 Do Nothing			+	+		
Interchange	+	+				
Double Lefts turns and Through Lanes on Viking, Double left NB	0		+	0	+	0
Displaced Left Turn Lane	0	0	0			
Signalized Reduced Conflict Intersection (RCI)	0	0	+	+	+	+

Minnesota Department of Transportation

# Highway 65 Access Management Study

Ham Lake, East Bethel

## About this study



*Proposed Intersection Improvements at Hwy 65 and Viking Blvd.*

MnDOT is studying Hwy 65 from just north of Bunker Lake Blvd in Ham Lake to 245 Ave. N in East Bethel.

### Access management plan

The study will develop an access management plan to guide future decisions on access changes and future access locations in the study area. The access changes identified will help to improve safety and reduce congestion on the highway.

The access management plan will take into consideration growth of the local community, the need for a supporting road network, existing safety problems and current plans for the area and past studies.

When completed, the plan will serve as guidance for MnDOT, Anoka County, the cities of Ham Lake and East Bethel, the Metropolitan Council and residents, businesses and developers.

### Managing congestion

Since there is a significant lack of funding for highway expansion, this study will emphasize lower cost improvements that improve safety and manage congestion on Hwy 65, rather than eliminate it.

### Who is involved?

MnDOT is working in cooperation with the Anoka County, East Bethel, Ham Lake and the Metropolitan Council. For more information, visit the [website](#).

## Video: Proposed Reduced Conflict Intersection

### Understanding Reduced Conflict Intersections

#### MnDOT | Reduced Conflict Intersections



### Study Goals

- Improve mobility
- Increase safety
- Improve access
- Accommodate trucks

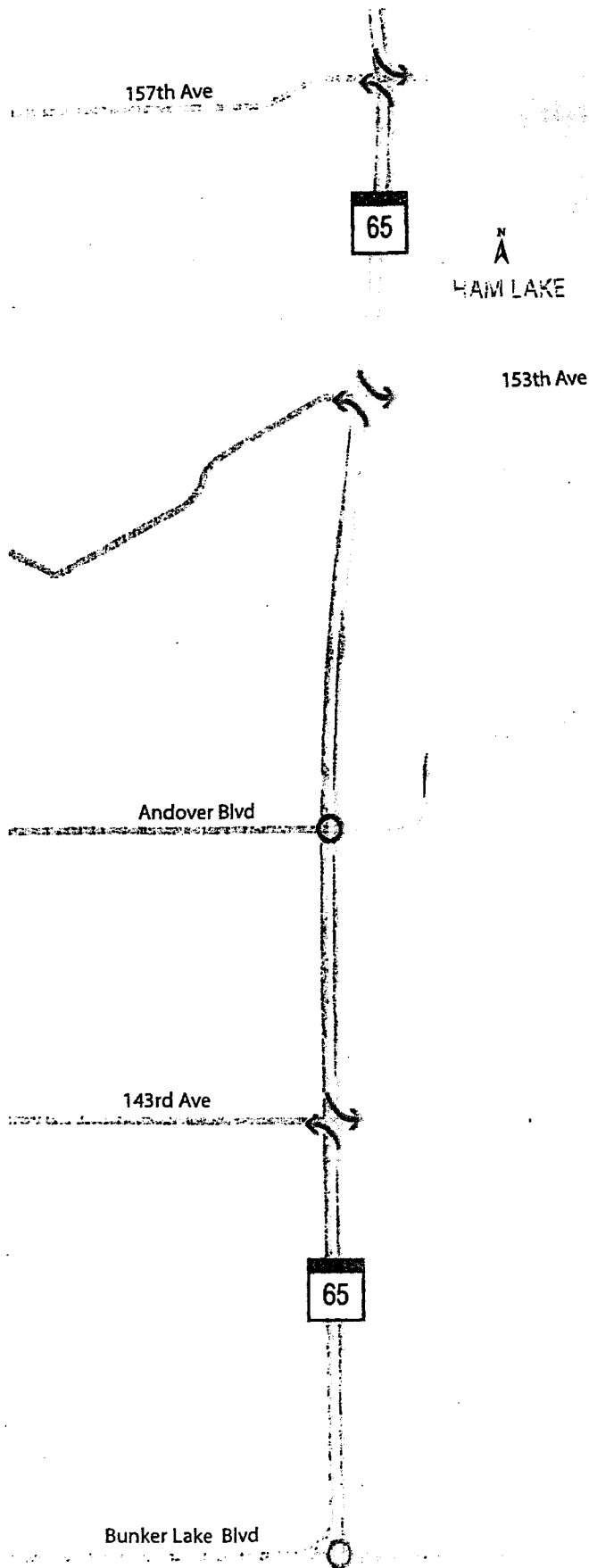
### Status

- Study in progress

### Location

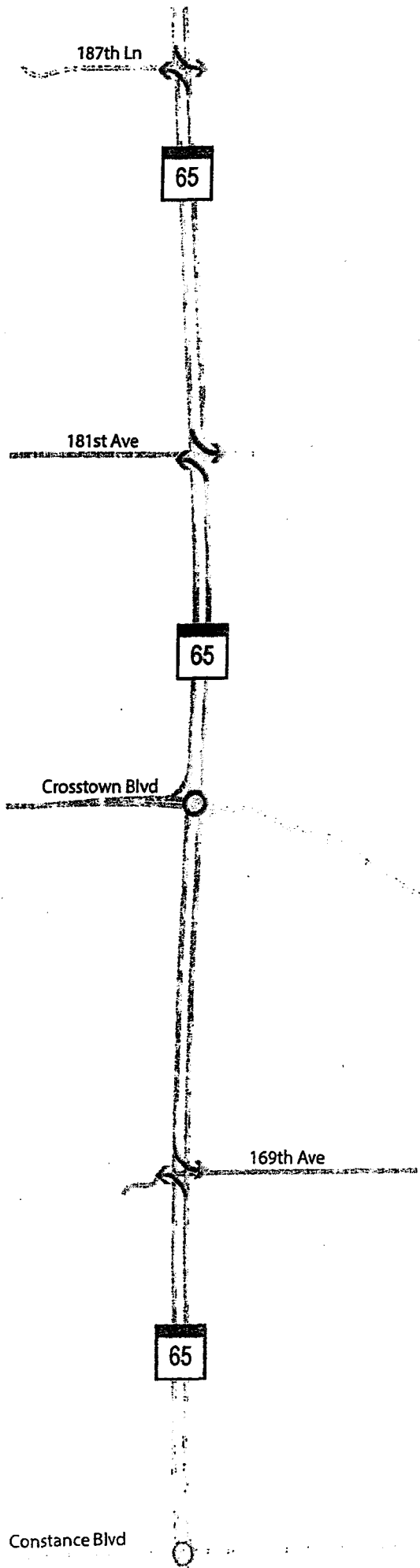
- Hwy 65 from just north of Bunker Lake Blvd in Ham Lake to 245 Ave. N in East Bethel





**LEGEND**

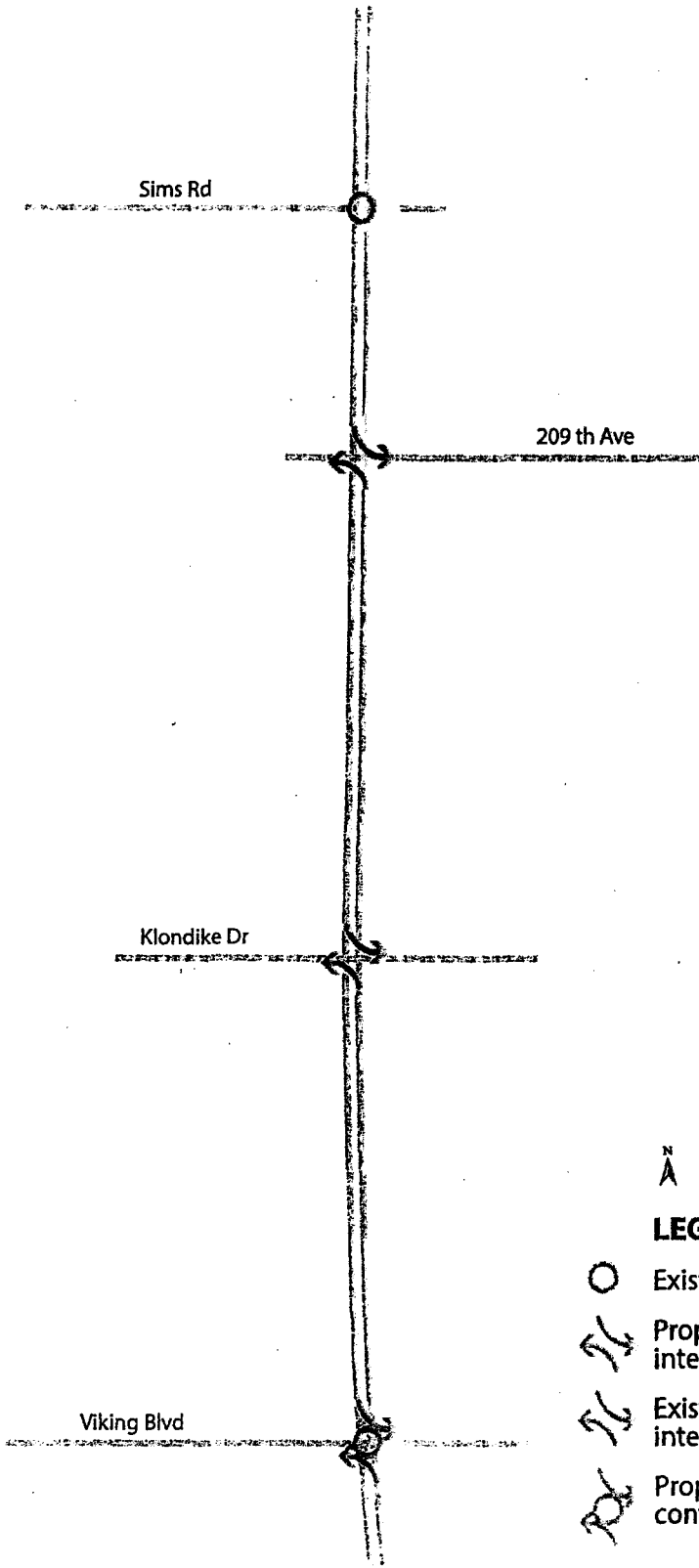
- Existing signal
- ↔ Proposed reduced conflict intersection
- ↔ Existing reduced conflict intersection
- ↔ Proposed signalized reduced conflict intersection



N

**LEGEND**

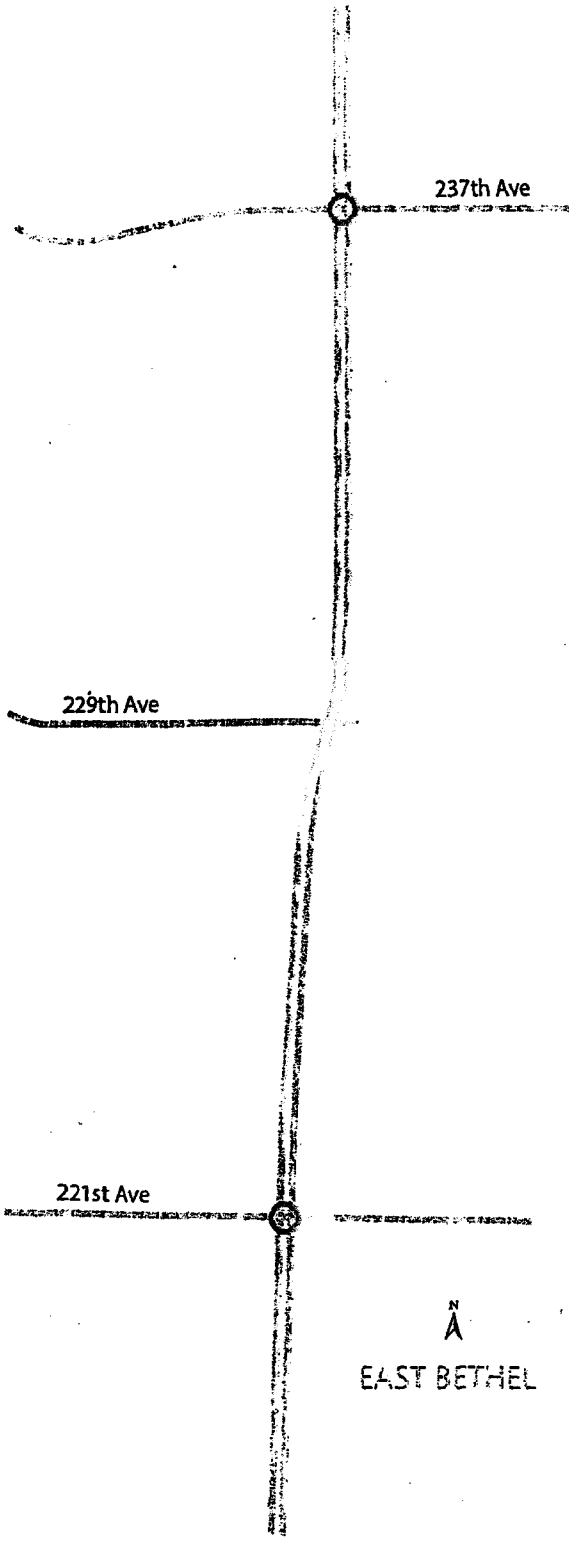
- Existing signal
- Proposed reduced conflict intersection
- Existing reduced conflict intersection
- Proposed signalized reduced conflict intersection



N

**LEGEND**

- Existing signal
- ↔ Proposed reduced conflict intersection
- ↔ Existing reduced conflict intersection
- ↔ Proposed signaled reduced conflict intersection



**LEGEND**

- Existing signal
- ↗ Proposed reduced conflict intersection
- ↘ Existing reduced conflict intersection
- ⊗ Proposed signaled reduced conflict intersection

Minnesota Department of Transportation

# Highway 65 Access Management Study

*Ham Lake, East Bethel*

## Background

### Safety issues

### Continuous frontage road system

There is a continued need to develop a frontage road system on Hwy 65. This system would:

- Remove local trips from Hwy 65
- Provide a safer route for pedestrians and bicyclists
- Relocate existing and future driveways from Hwy 65 to frontage road

Seven of Minnesota's "Top 200" crash intersections from 2012 through 2014 are on Hwy 65 through Ham Lake and East Bethel:

1. Constance Blvd (#51)
2. 237th (#54)
3. 181st Ave. (#70)
4. Crosstown Blvd (#78)
5. Bunker Lake Blvd (#95)
6. Viking Blvd (#163)
7. Sims Rd (#145)

### Potential solution: Reduced Conflict Intersections

#### Improved safety

- Studies show a 70% reduction in fatalities and a 42% reduction in injury crashes

#### Economic benefits

- Good access to local businesses
- Smaller footprint than an interchange or larger intersection designs
- Peak period travel time savings
- Fraction of the cost of building an interchange

#### Decreased delay

- Reduce delay at signalized intersections
- Requires fewer signal phases

## Next steps

Highway 65 and Viking Blvd will undergo further analysis to determine the feasibility and benefits of improvements to this corridor. MnDOT will:

- Consider non-signalized reduced conflict intersections
- Prioritize proposed projects
- Begin public involvement
- Finalize Access Management Plan
- Identify funding opportunities



## 2016 North Trunk Highway 65 Corridor Coalition Manufacturers Survey

### Purpose

The North TH 65 Corridor Coalition is focused on improving transportation access and safety and supporting development along the TH 65 corridor in Anoka, Isanti and Kanabec Counties.

In response to concerns about traffic signals and congestion on TH 65 expressed by manufacturers, business and economic development groups, the Coalition sponsored a survey of manufacturers.

### Survey Distribution

The survey was distributed to manufacturers and in some cases, other tenants of business and industrial parks along the TH 65 corridor from Blaine to Mora in March and April 2016.

Survey links were distributed by city and township officials to businesses in Blaine, Cambridge, East Bethel, Isanti and Mora.

### Who Responded?

Twenty-five businesses that employ 644 people responded to the survey from throughout the corridor.

Survey Respondents		
Blaine	36%	9
Cambridge	12%	3
East Bethel	20%	5
Isanti	20%	5
Mora	12%	3
<b>Total</b>	<b>100%</b>	<b>25</b>

CNC Contract Construction Repair  
 Manufacturer Pressure Machined  
 Plastic Products Metal Medical Devices

Twenty of the twenty-five respondents were manufacturers with a heavy concentration of businesses involved with precision machining of metal products. Manufactured products include medical device companies, precision-machined components, factory automation machines, conveyor components, valves and pressure regulators, pumps, heavy steel products including precision machined products, plastic injection molding, biodiesel, cabinets/finished wood products and plastic products (bags, films, sheeting). Five were involved in other businesses typically located in business and industrial parks including concrete-related construction, repair-related businesses, storage and maintenance of construction equipment and boat sales.

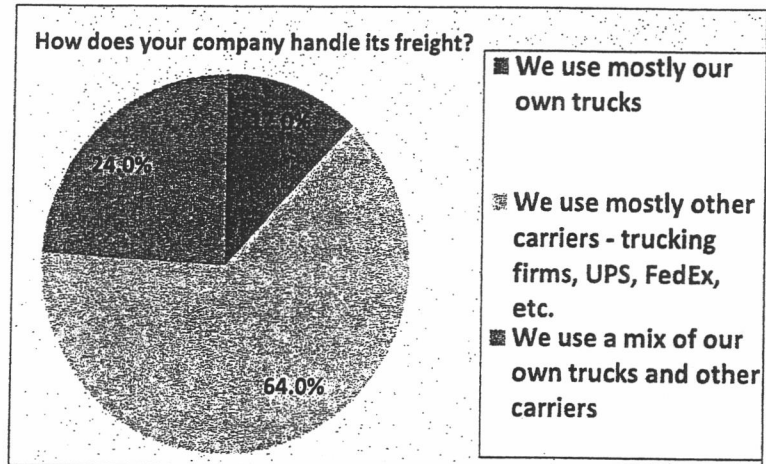


In addition, manufacturers that do not operate their own trucks identified contract carriers that haul freight for them; three contract carriers responded and participated in an interview or survey.

### How much truck traffic do they represent?

The firms, not including contract carriers, estimated that they have 483 inbound semis and 487 outbound semis each week; 49 inbound box trucks and 26 outbound box trucks weekly. They use couriers and other vehicles (UPS, FedEx, delivery vans, customer vehicles) extensively.

**Sixty-four percent of the businesses use mostly other carriers – trucking firms, UPS, FedEx, etc.** Twelve percent use mostly their own trucks and twenty-four percent use a combination of their own trucks and other carriers.



### Quantifying the cost of congestion

Respondents had difficulty quantifying the costs of congestion. No one offered an hourly estimate of operating a truck. Four indicated that the American Trucking Research Institute's most recent calculation of \$67.00 per hour is about right; two indicated "not sure" and nineteen skipped the question. Other cost related comments include:

- Not sure, it is hard to estimate (5 additional variations of this response)
- We get calls many times that trucks are running late due to traffic, resulting in personnel staying later to wait for the trucks to arrive
- We typically avoid the busy times
- Cambridge manufacturer - about five hours per week + delays for contract carriers with 50 semis and 10 box trucks
- Blaine manufacturer - about \$175 per week
- East Bethel respondent - 60 minutes





### **What operating challenges do businesses experience?**

Businesses were asked to identify operating challenges due to traffic signals and congestion. Sixty percent (60%) identified **longer alternate routes** and 56% identified **safety concerns**. Twenty percent identified **additional costs** with contract carriers and couriers, while sixteen percent identified **increased maintenance** due to more stops and starts. Other concerns included load limits on alternate routes (8%) and the need for more vehicles and drivers (4%).

One large contract carrier does not experience problems because semis arrive in the Cambridge/Isanti area before traffic at 4 am and depart after traffic at 9 pm. A smaller contract carrier indicated that stoplights and congestion cause them to run more trucks and drivers, consume more fuel and pay increased maintenance costs due to more stops and starts.

#### **Comments included:**

- Congestion on Hwy 65 causes additional driver time and potential delays
- Higher employment costs due to longer drive times
- Wasted time
- Safety is the biggest concern, I drive that Hwy every day, several times. With 2 lanes going to 3 & 4 I see close calls every day (Mora/Braham area)
- Problem is rush hour traffic on 99th lane as people avoid use of 65 - can't get out of parking lot without risking life and limb.
- Current use of Davenport vs 65 by many drivers really congests our inbound and outbound usage as our facility is on it
- Extended lunch breaks
- I don't have any issues with Hwy 65

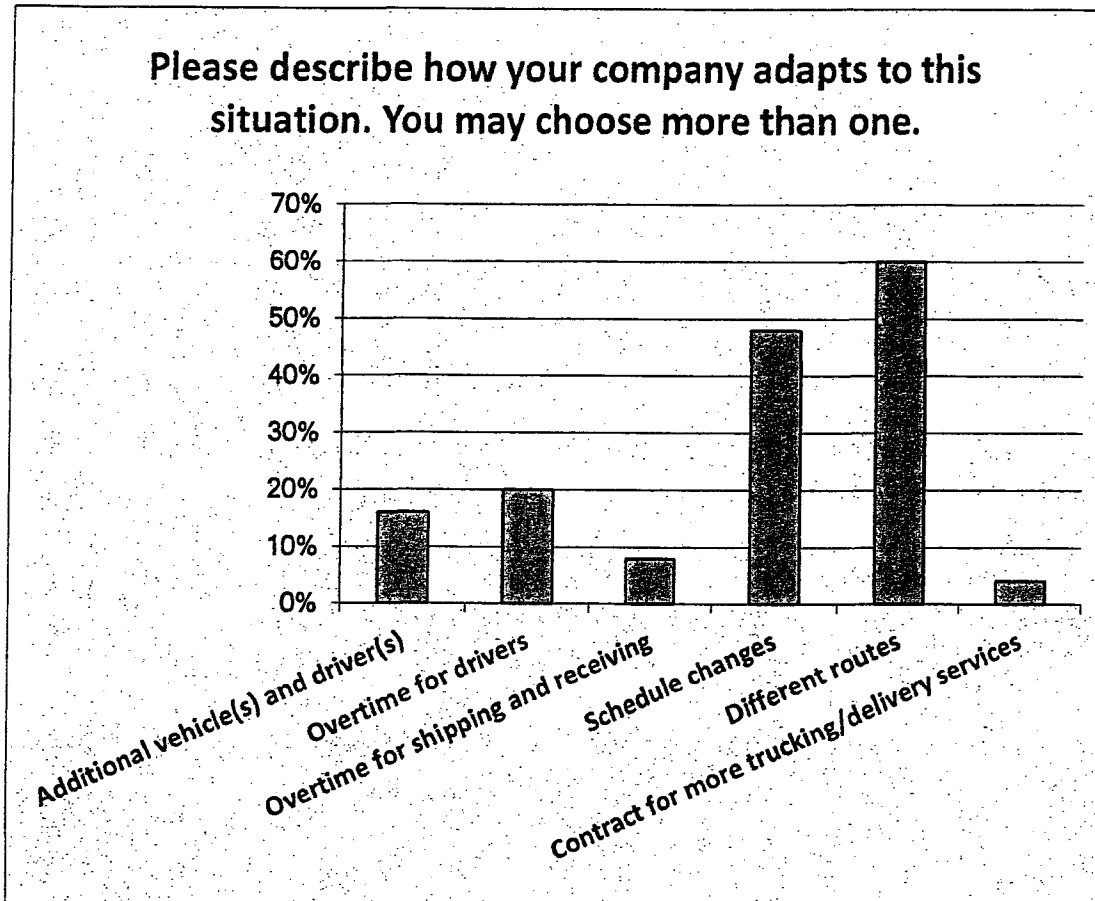
### **How do businesses adapt to stoplights and congestion?**

A contract carrier responds to congestion and stoplights by taking different routes, adding vehicles and drivers and passing along higher transportation costs to the manufacturers.

Sixty-percent of businesses (15) said they use alternate routes. Forty-eight percent (12) made schedule changes; twenty-percent pay overtime for drivers; sixteen-percent (4) use additional vehicles and drivers; eight-percent (2) pay overtime for shipping and receiving and four-percent (1) indicated that they contract for more trucking and delivery services. In the comments section two identified safety concerns and one identified that it increases courier



expenses due to time in transit. Time wasted for business travelers was also identified as an increased expense.



### What areas were identified as the most troublesome?

Businesses and contract carriers identified the following as “most troublesome to you or your transportation providers”. Most respondents focused on intersections in Blaine south of 117<sup>th</sup> and north of US 10 or I-694, but some respondents identified other areas and signal characteristics as problematic.

- No flashing lights on approach to stop lights, which causes traffic at 65-70 mph to suddenly brake when the light changes.
- Inconsistent yellow times, so “making a light” or slamming on the brakes, or gradually slowing down are all equally likely to happen, causing accidents.
- Constant stoplights, even when there is no cross traffic waiting.
- 98<sup>th</sup> to US Highway 10



- Traffic signals
- Every stoplight along the corridor
- Lights in Blaine, Bunker Lake, Constance, Crosstown and Viking Blvd
- About 3 pm it backs up from 93<sup>rd</sup> to 109<sup>th</sup> and we have a ton of people using side roads
- I-694 to 117th
- Co Rd 10 north through 117th Ave
- Intersections at 93<sup>rd</sup> Lane and Hwy 65 and 109<sup>th</sup> and Hwy 65
- Hwy 65 and 93<sup>rd</sup>
- Hwy 65 and 99<sup>th</sup> lights are horrible
- 65 and 99<sup>th</sup>
- 109<sup>th</sup>
- Hwy 65 and 5
- The biggest back-up and concern for safety is at Hwy 65 and 187<sup>th</sup> Ave as well as Hwy 65 and 181 Avenue. It is very dangerous and backed up during morning and afternoon rush. This gets worse if the weather is bad with cars and trucks waiting on tur lanes for the traffic to clear. When the turn lanes back up there is inadequate visibility as well as reduced deceleration for those turning off of the highway.
- TH 65 from Blaine to Isanti
- None; none except during soccer season
- Isanti, Mora
- Perhaps a "local" Isanti thing? Westbound Cajima at Hwy 65 has the stop line about ten feet from the Hwy 65 northbound lanes. EXCEPT that across the intersection at eastbound Cajima at 65, the stop line is about 25 feet from the southbound Hwy 65 lanes, which inhibits cross traffic visibility with the pine trees to the north lining the west side of Hwy 65. Poor design with no apparent reason. Makes crossing the intersection an adventure, and dangerous.

### **Suggested Improvements**

Respondents shared the following suggestions for specific improvements on Highway 65.

- Flashing yellow caution lights prior to intersection when signal will turn red soon
- Longer deceleration/turn lanes. Acceleration lanes for north and south bound access to Hwy 65
- Eliminate stop lights where possible
- No stoplights, add turn arounds and off ramps
- Remove traffic signals
- More overpasses



- More roundabouts
- Continue to minimize cross streets, long term continue to work on to make into controlled access especially on the southern end
- No, short of turning it into a freeway. I like the rotary system but there are too many lanes for it to work well.
- Continue to take out stoplights like you have done a little further north of 109th
- More lanes
- Reduce access points
- Stop the "nuisance" lights that only turn red when you're approaching and stay red for 5 seconds. No reason for this except to slow down traffic.
- So they have to decide whether Hwy 65 is a "highway" or simply a rural road needlessly punctuated with stoplights: Speed up to 65, slow down to zero, repeat constantly. Schizophrenic highway design.
- Off ramps should have been installed on the Paul Parkway bridge
- 4 lanes north of Cambridge



## Highway 65 Projects in Anoka County: 2016–2019

October 27, 2016 · Sheila Kauppi and Paul Jung, MnDOT Metro District

Year	Project	Lead agency	Benefit to Highway 65
2016	Southbound lanes of Highway 65 from 217th Avenue to County Highway 10:  Microsurface.* <b>COMPLETE</b>	MnDOT	<ul style="list-style-type: none"> <li>Improves safety, ride quality and extends the life of Highway 65.</li> </ul>
	Along the east side of Highway 65: Construct backage road (Eveleth Street) between 134th Avenue and Bunker Lake Boulevard. <b>COMPLETE</b>	City of Ham Lake	<ul style="list-style-type: none"> <li>Closes three private driveway accesses to Highway 65. Consolidating access improves safety and mobility on Highway 65.</li> </ul>
2018	Along the east side of Highway 65: Construct backage road (Aberdeen Street) from 144th Avenue to 145th Avenue.  Open to traffic by end of 2018; finishing work will occur in 2019.	City of Ham Lake	<ul style="list-style-type: none"> <li>Closes two accesses to Highway 65. Consolidating access improves safety and mobility on Highway 65.</li> </ul>
2019	At ten signalized intersections on Highway 65 between 85th Avenue and Sims Road:  Lengthen left turn lanes on Highway 65.	MnDOT	<ul style="list-style-type: none"> <li>Improves safety and capacity.</li> </ul>
	At Viking Boulevard: Construct signalized Reduced Conflict Intersection.  At 143rd Avenue, 153rd Avenue, 157th Avenue, 181st Avenue, and 187th Lane: Construct non-signalized Reduced Conflict Intersections.	MnDOT	<ul style="list-style-type: none"> <li>Improves safety and capacity.</li> </ul>

Anticipated year of construction is shown for future projects. Timing may be adjusted if necessary.

\*Microsurface is a 3/8-inch-thick layer placed atop the existing pavement. It's made of a mixture of asphalt, cement, and gravel.



Minneapolis – Duluth/Superior  
Passenger Rail Alliance  
Wednesday, October 26, 2016  
Pine County Courthouse  
Pine City, MN

**MINUTES**

**Appointed Representatives Present:**

Rick Goutermont, \*Lake County  
John Quincy, \*\* City of Minneapolis  
Katie Draper, Mille Lacs Band of Ojibwe

**Alternate Representatives Present:**

None

**Appointed Representatives Not Present**

Steve Raukar, \*St. Louis County, Chair  
Linda Higgins, \*Hennepin County, Vice Chair  
Elissa Hansen, \*\*City of Duluth

\* County Commissioner

\*\* Council Member

**Other meeting attendees attached and made part of the minutes**

**1. Call to order / introductions**

Councilor Quincy, Chair - Pro Tem, called the meeting to order at 10:04 a.m., welcomed all and introductions were made. Three (3) Commissioners in attendance constituted a quorum.

**2. Additions to agenda**

None.

**3. Public Forum / Appearances**

None.

**4. Communications**

A. Welcome letter to Mayor of Superior Bruce Hagen – Received and made part of the minutes.

**5. Consent agenda**

A. Approve minutes from the of September 28, 2016 -

B. Expenditure & Budget Analysis of September 2016-

A motion by Commissioner Goutermont, and support to approve the September 28, 2016 meeting minutes and the September 2016 budget & expenditure reports as presented. Unanimous.

## 6. Reports

A. Media – Jill Brown – *(Attached and made part of the minutes)*.

B. State / Federal / Legislative Report – John Ongaro gave the State Legislative update and informed on the highlights of a recent trip he took as representative from the State of MN at the Midwest Interstate Passenger Rail Commission in St. Louis, MO.

C. Administrative Report – Bob Manzoline - *(Attached and made part of the minutes)*. Bob informs that in July 2017 capital funding will be needed for the Project. The Technical Advisory Committee has been meeting on how to accomplish this during the next Legislative session. Two (2) avenues being discussed: #1 – working in conjunction with Inter City Passenger Rail Office; and with this group a resolution was passed that MN Department of Transportation request from the Governor's Office inclusion of \$26 million for intercity passenger rail projects around the State of MN. #2 – Receiving funding specific to the NLX Project and reviews the four areas in his Administrative Report with Federal funding @ 80% and State funding @ 20% over a 4-5 year period.

D. Department of Transportation – Frances Loetterle – Frank informed that MN Department of Transportation (MNDOT) technical work is focused on completing the Environmental Assessment and Preliminary Engineering with a deadline of June 30, 2017 as the Federal Grant will be exhausted. Completion of the "draft" Tier 2 document is anticipated by the end of 2016, which then a Public Comment period would follow. Four (4) Public Meetings were held in Cambridge, Hinckley, Askov and Superior to present rail crossing improvements. Two (2) of the meeting locations were in Pine County, as that is where most of the crossings in the corridor are located. NLX as a Project is not closing any crossings, but upgrading public crossings to a minimum of gates and flashers, and in most cases, gates, flashers and a median. Every public crossing on the corridor will be upgraded from the standpoint of warning devices. Frank further explains of a couple of crossings in MN and one in WI, where potential closure is being considered, MNDOT has since moved the decision to the MN Department of Rail Safety Office and Wisconsin Department of Transportation who have experience in these areas. These are crossings with issues surrounding them that are unrelated to a passenger trains, and Burlington Northern Santa Fe (BNSF) has informed MNDOT they have no jurisdiction over private crossings, as the arrangements are with the railroad and the landowner to resolve. A meeting is scheduled with (BNSF) on November 10<sup>th</sup> to review Quandel Consultants counter proposal of BNSF proposal for RTC modeling. Engineering work on the grade crossing will be complete by the end of December and plans will then be shared with the various local roadway and County authorities. The Draft Environmental Analysis should be available by the end of December 2016, with a Final Draft June of 2017.

E. Technical Advisory Committee Report – Ken Buehler & Jill Brown – Jill Brown adds to comments that Bob Manzoline relayed earlier in regard to a meeting that was held in October between members of the Technical Advisory Committee and staff at MN Department of Transportation to discuss strategies for the next Legislative session, such as use of property taxes from railroads being dedicated to passenger and freight improvements. Also, pursuing General Obligation Funds for the NLX Project, in addition to the \$21 million Bob Manzoline referenced for Statewide projects including the Northfield corridor.

Ken Buehler informs that the Technical Advisory Committee will assemble after this meeting to keep the Project on schedule and shares an article in Trains Magazine regarding Florida's "Brightline" Service.

**7. Unfinished business**

A. Clarification of the FY 2017 Alliance Budget & Funding Formula - Bob Manzoline explains the error made on the previously adopted 2017 Budget & Funding Formula presented by Hennepin County. A **motion** by Commissioner Goutermont and support to accept the amended Final 2017 budget and funding formula. Unanimous. (*Attached and made part of the minutes*).

**8. New business**

A. Consider the City of Superior joining the Minneapolis – Duluth / Superior Passenger Rail Alliance – Following discussion, a **motion** by Councilor Quincy and support to accept the City of Superior's offer to join the Alliance. Unanimous.

**9. Other business**

A. None.

**10. Next meeting**

Rescheduled to: – November 30, 2016  
Pine County Courthouse @ 10:00 a.m.  
Pine City, MN

**Adjournment**

With no further business a **motion** by Councilor Quincy, to adjourn @ 11:05 a.m.  
Unanimous.

Respectfully submitted by Birdie Oddo.

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Steve Raukar  
Chair of the Alliance





**Minneapolis to Duluth /Superior Passenger Rail Alliance- Attendees**

**Wednesday, October 26, 2016**

**Pine County Courthouse**

**Pine City, MN**

<b><u>Name</u></b>	<b><u>Address/Organization</u></b>
<b>Steve Fecker</b>	<b>Alliance Attorney</b>
<b>Bob Manzoline</b>	<b>St. Louis &amp; Lake Counties RRA</b>
<b>Birdie Oddo</b>	<b>St. Louis &amp; Lake Counties RRA</b>
<b>Jill Brown</b>	<b>NLX Contractor</b>
<b>Ken Buehler</b>	<b>Lake Superior Railroad Museum</b>
<b>John Ongaro</b>	<b>St. Louis County</b>
<b>Leonard Bonander</b>	<b>City of Sandstone</b>
<b>Francis Loetterle</b>	<b>Passenger Rail Office / MN DOT</b>
<b>Rich Olseen</b>	<b>Representative for Rick Nolan's Office</b>
<b>Dean Michalko</b>	<b>Hennepin County</b>
<b>Steve Klumb</b>	<b>Hinckley News</b>
<b>Mark Perry</b>	<b>City of Hinckley</b>
<b>Ailene &amp; Terry Croup</b>	<b>Pick News</b>
<b>Matt Ludwig</b>	<b>Pine County Commissioner</b>
<b>Nacho Diaz</b>	<b>Sub-consultant to Quandel Consultants</b>
<b>Jessica Dexter</b>	<b>ELPC</b>
<b>Charlie Quandel</b>	<b>Quandel Consultants</b>
<b>Nick Baker</b>	<b>Douglas County, WI</b>

January 3, 2016

12A

TO: City Councilmembers  
FROM: Lynda J. Woulfe, City Administrator  
SUBJECT: Discussion Topics for City Council

I have been reflecting over the past few months and have a desire to have more in-depth discussions with City Council on a laundry list of subjects that I believe warrant attention and a game plan. They are:

- **Does the City Council desire to lower our tax rate and levy?**  
Staff members heard several different times over the past year that there is a desire to lower the City's tax rate. A majority of candidates that ran for City Council said they wanted to lower Cambridge's tax burden. As we look at our long range plan and the required levy increases in the future to sustain services is it really achievable? Does the Council desire to engage citizens in a broader debate about current service levels and where they would support a reduction in services? Is there a way to frame the debate about the quality of services provided versus just the tax burden?

If this is a desired focus it would be important to start developing a plan for how this will take place prior to the Council updating its long range financial plan again in June.

- **Discussion on the Council's previously adopted one, two, and five year project goals. Are they still the same goals? Are there new goals? What do you want our work plan to be?**  
Whatever the work plan is, the long range financial plan needs to be updated to match the work plan. The City Council had previously adopted the following goals:

1. City Park
2. Community Aquatics Center
3. Ice Sheets
4. Library
5. Redevelopment of Highway 95 and Downtown Corridor
6. METO Property

Item #1 is 90% completed. There is still some erosion control and diseased/dead trees to take care of. Also need to decide if you want to put in a sprinkler system to keep the grass growing and green around the amphitheater.

Item #2 has been tabled due to the Aquatic Center Feasibility Study and the desire to wait until the City Hall debt has been paid off before adding any additional tax burden to the residents.

Item #3 has been addressed and implemented.

Item #4 – the referendum was defeated, but the Library Task Force would like to try again in 2018. What actions if any does the City Council want to attempt in the interim?

#5 is in progress with the visit from the Minnesota Design Team and current Downtown Revitalization Task Force. I continue to work on securing the funding for a redesign of Highway 95 (either underpass or four lane at grade) via testifying at the Minnesota Legislature and submitting legislative bonding requests.

- **Development of a communications plan that addresses the use of social media, website, and other electronic communications.**
- **2018 Water tower construction and extension of sewer and water to properties in Isanti Township** This will require an orderly annexation agreement and significant meetings with the township and affected property owners. This was touched on during the West Oaks detachment proceedings, but if the City is going to do something in 2018 or 2019, we need to start now.
- **Staffing plan for retirement of City Administrator.**  
My goal, if Council will continue to have me, is to work for the City of Cambridge for two more years. The question for City Council is what does Cambridge's staffing look like after that? How can we best prioritize City projects from the administrative perspective for the next two-five years?
- **Elected Officials Role in Emergency Management**  
We need to conduct some training for our elected officials so you can understand your role in an emergency. We simply don't have enough staff to fill all of the emergency management positions and need to bring a couple of councilmembers in to help with those roles. Are you open to doing that? If so, we need to get you trained and NIMS certified.
- **Council Process, Agendas, Meetings, Communication – any suggestions for improvement or change?**

This is just my list, I am sure you each have your own lists of items you want to discuss in more detail. The next question is – HOW should we do it. A weekend retreat? A series of work sessions and establish a schedule of items to discuss?

I am throwing this out as food for thought in order to generate discussion and direction.