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8 **CITY OF LAKE FOREST PARK**
9 **TRANSPORTATION BENEFIT DISTRICT**
10 **SPECIAL MEETING MINUTES**
11 **September 24, 2009**

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13 **Board Members present:** Ed Sterner, Board Chair; Alan Kiest, Sandy Koppenol,
14 Dwight Thompson, Donovan Tracy

15 **Board Members absent:** Don Fiene, Catherine Stanford

16 **Staff present:** David Cline, City Administrator; John Hawley, Finance Director; Bob C.
17 Sterbank, Attorney for District; Frank Zenk, Public Services Director; Dennis
18 Peterson, Police Chief; Stephen Bennett, Planning Director; Sarah Phillips,
19 Community and Government Relations Manager; Susan Stine, District Clerk;

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23 **Others present:** 10 visitors

24 **CALL TO ORDER**

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26 Board Chair Ed Sterner called the Transportation Benefit District special meeting to order
27 at 7:18 p.m. on September 24, 2009.

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29 **Adoption of Agenda**

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31 *Board member Thompson moved* adoption of the agenda as proposed. *Board member*
32 *Koppenol seconded. The motion carried unanimously.*

33
34 **Consent Calendar**

35
36 *Thompson moved* adoption of the consent calendar as follows:

37
38 1. June 11, 2009 Transportation Benefit District Meeting Minutes

39
40 *Tracy seconded. The motion carried unanimously.*

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2 **Board Business**

3 2009-2010 Transportation Benefit District Funding Plan

4 Resolution 4/Authorizing 2009-2010 District Funding Plan

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6 Finance Director Hawley provided a brief review of the establishment of the
7 Transportation Benefit District and noted that the Board then established a
8 \$20 vehicle license fee. Hawley said the Board approved an interlocal
9 agreement with the Department of Licensing for collection of the vehicle
10 license fees, and the city is beginning to receive those funds.

11
12 In response to a question from Koppenol, Hawley acknowledged that he is
13 aware of several people who received license renewal notices recently without
14 the fee listed, and he will follow up with the Department of Licensing
15 regarding its implementation of the fee collection.

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17 Hawley said that the Board must determine how to use the funds, and he
18 noted the intent is for street infrastructure preservation and maintenance
19 projects including snow and ice removal.

20
21 Hawley said he worked with the city's public works department to determine
22 the most efficient way to establish a plan and explained a map showing the
23 busiest routes. Those routes represent approximately 28 percent of the city's
24 streets, and the recommendation is to use the same amount of the revenue on
25 the busiest streets. Hawley said that this plan would be easy to implement
26 and track.

27
28 Following discussion, Kiest moved to amend Exhibit A, Lake Forest Park
29 Transportation Benefit District: 2009-2010 Funding Plan as follows:

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31 Third paragraph, line 3: "...guard rail repair, snowplowing/sanding and snow
32 related equipment, signs, striping...."

33
34 Thompson seconded.

35
36 Discussion followed regarding the use of the funds and eligible projects.
37 District Board Attorney Sterbank discussed the development of the
38 agreement with the Department of Licensing and other issues regarding
39 appropriate projects for use of the funds.

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41 The motion carried unanimously.

42
43 Discussion followed regarding street designations, the impact of
44 Transportation Benefit District funds on the city's street capital fund and

1 possible projects. Public Services Director Zenk said no change is anticipated
2 in the city's pavement management plan.

3
4 Koppénol noted that the funding plan should be kept simple and in
5 accordance with what the district is allowed to do.

6
7 Hawley said the proposed plan to use a percentage equal to the busiest routes
8 is straightforward and easy to track.

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10 In response to a question from Sterner, Hawley said action on the proposed
11 resolution would be needed in the next couple weeks.

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14 **ADJOURNMENT**

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16 There being no objection, the meeting was adjourned at 7:46 p.m.

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18 
19 Susan Stine, District Clerk

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21
22 
23 Ed Sterner, Board Chair