

**City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: August 14, 2023 at 7:00 p.m.**



This City Council meeting may be monitored live via the following means:
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel
(www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGq/live)

7:00 PM

- 1.0 Call to Order**
- 2.0 Pledge of Allegiance**
- 3.0 Adopt Agenda**
- 4.0 Presentations and Public Hearings**
 - A. Public Hearing: Ord Amendment, Sec. 14-26 & 14-27 Electrical Inspections (p. 3-5)
 - B. Concept Plan: Strandlund Farm, Rural Residential Subdivision (p. 6-11)
 - C. Concept Plan: Hidden Prairie, Rural Residential Subdivision (p. 12-19)
- 5.0 Public Forum**
- 6.0 Consent Agenda (p. 20-21)**

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

 - A. Approve Bill List (p. 22-25)
 - B. Minutes: July 24, 2023 City Council Meeting (p. 26-44)
 - C. Approve Garbage Hauler License Application for Curbside Waste, Inc.
 - D. Res 2023-57, Declaring Domestic Violence Awareness Month (p. 45)
 - E. Res 2023-58, TIF 1-3 Decertification of Thirteen Parcels (p. 46-84)
 - F. SRWMO Legal Funding Request
 - G. Res 2023-59, Constitution Week Proclamation (p. 85)
 - H. Res 2023-60, Approve Temporary Liquor License for Cedar-East Bethel Lions (p. 86)
- 7.0 New Business - Commission, Association and Task Force Reports**
 - A. Planning Commission
 - B. Economic Development Authority
 - C. Park Commission
- 8.0 Department Reports**
 - A. Community Development
 - B. Engineer
 - C. City Attorney
 - 1. Cannabis Legislation Review (p. 87-92)
 - D. Finance
 - E. Public Works
 - F. Fire Department

- G. City Administrator
 - 1. 2024 Preliminary Budget Discussion (p. 93-190)

9.0 Other

- A. Staff Report
- B. Council Reports
- C. Other
- D. Closed Session

10.0 Adjourn

**City of East Bethel
City Council Regular Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: Item 4.0 A

Agenda Item: Public Hearing for City Ordinance, Chapter 14, Article II, Division 2,
Electrical Code Amendments

Background Information:

At the July 24, 2023 City Council meeting Resolution 2023-55 was approved authorizing city staff to terminate the contract for Independent Electrical Inspection Services and prepare ordinance amendments authorizing the MN Department of Labor and Industry the authority of electrical code enforcement, collection of fees, and issuance of electrical permits on September 1st, 2023.

The proposed ordinance amendments to Chapter 14, Article II, Division 2, Electrical Code are attached.

Attachment (s):

- Attachment 1 – City Ordinance, Section 14-25. – Section 14-28. – Redline Revision
- Attachment 2 – City Ordinance, Section 14-25. – Section 14-28. – Clean Copy (Ord. 2023-15)

Recommendation(s): Staff is requesting that Council hold a Public Hearing to discuss revisions to the ordinance as exhibited in Attachment 1, and consider approving those changes to City Ordinance, Chapter 14, Article II, Division 2, Electrical Code.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

DIVISION 2. ELECTRICAL CODE

Sec. 14-25. Adopted by reference; accepted optional chapters.

Except for the Inspection Fee Schedule set forth in Minn. Stats. § 326B.37, the Minnesota Electrical Act, as adopted by the Commissioner of Labor and Industry pursuant to Minn. Stats. § 326B and §§ 326B.31—326B.399, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Department of Labor and Industry, is hereby adopted and incorporated by reference as if fully set forth herein.

(Ord. No. 32, Second Series, § 2, 11-16-2011)

Sec. 14-26. Application, administration and enforcement.

The application, administration, and enforcement of the code shall be in accordance with the Minnesota Electrical Act. The code shall be enforced in accordance with Minn. Stats. §§ 326B.081—326B.085. The ~~building inspections division of the city~~ Minnesota Department of Labor and Industry shall administer the Minnesota Electrical Act and shall be the enforcing agency. ~~The code shall be enforced by the building official, designated by the city.~~

(Ord. No. 32, Second Series, § 2, 11-16-2011, ~~XX-XX-2023~~)

Sec. 14-27. Permit and inspection fees.

The issuance of permits and the collection of fees shall be as is authorized in Minn. Stats. § 326B.36, except that the application shall be submitted directly to the ~~city~~ Minnesota Department of Labor and Industry.

Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by Minn. Stats. §§ 326B.37 INSPECTION FEE SCHEDULE. ~~resolution annually, or as the city council may deem necessary. In addition, a surcharge fee shall be collected on all permits for work governed by this code in accordance with Minn. Stats. § 16B.70. All administrative or inspection fees will be payable to the city.~~

(Ord. No. 32, Second Series, § 2, 11-16-2011, ~~XX-XX-2023~~)

Sec. 14-28. Violations and penalties.

A violation of the Minnesota Electrical Act is a misdemeanor (M.S. § 326B.082, subd. 16) as provided in section 1-14 of this Code.

(Ord. No. 32, Second Series, § 2, 11-16-2011)

Secs. 14-29—14-51. Reserved.

**CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
ORDINANCE NO. 2023-15**

**AN ORDINANCE AMENDING CHAPTER 14, ARTICLE II, DIVISION 2,
SECTION 14-26 & 14-27 OF THE EAST BETHEL CODE OF ORDINANCES
REGULATING APPLICATION, ADMINISTRATION AND ENFORCEMENT
OF THE ELECTRIC CODE IN THE CITY OF EAST BETHEL**

The City Council of East Bethel, Minnesota ordains:

Section 1. Chapter 14, Section 14-26 of the East Bethel Code of Ordinances is hereby amended to read as follows:

Sec. 14-26 Application, administration and enforcement. The application, administration and enforcement of the code shall be in accordance with the Minnesota Electrical Act. The code shall be enforced in accordance with Minn. Stats. §§ 326B.081—326B.085. The Minnesota Department of Labor and Industry shall administer the Minnesota Electrical Act and shall be the enforcing agency.

Section 2. Chapter 14, Section 14-27 of the East Bethel Code of Ordinances is hereby amended to read as follows:

Sec. 14-27. Permit and inspection fees. The issuance of permits and the collection of fees shall be as is authorized in Minn. Stats. § 326B.36, except that the application shall be submitted directly to the Minnesota Department of Labor and Industry.

Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by Minn. Stats. §§ 326B.37 INSPECTION FEE SCHEDULE.

Section 3. All other Titles, Chapters and Sections of the City Code shall remain as written and adopted by the City of East Bethel City Council.

Section 4. The ordinance amendments herein become effective from and after its passage and publication.

Passed by the City Council of East Bethel, Minnesota this 14th day of August, 2023.

Kevin Lewis, Mayor

Attested:

Jack Davis, City Administrator

**City of East Bethel
City Council Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: 4.0 B

Agenda Item: Concept Plan Review – Strandlund Farm Residential Development – 221st Ave NE/ Luan Drive NE – Carrington Development, LLC.

Discussion Information:

On June 15, 2023, Carrington Homes, LLC. submitted an application for a Concept Plan Review for a 21 lot rural residential development at the intersection of 221st Ave NE and Luan Drive NE

Planning Commission:

The Planning Commission held a public hearing and review at its July 25th, 2023 meeting. There were 16 residents who signed up to speak at the public hearing. The comments general address wildlife habitat, increased traffic on the gravel portion of 219th Ave NE, proximity to existing homes, and driveway access onto the county road.

Based on the comments from the public and the Anoka County Highway Department staff met with Anoka County Highway Department Traffic Engineers in an attempt to address concerns of proposed additional accesses onto Luan Drive NE and 221st Ave NE. At the conclusion of the meeting the feedback was provided to the developer who made alterations and amendments to the Concept Plan, to include two new internal streets, the removal of 5 driveway accesses onto County Road 74, the removal of a cul-de-sac that was abutting an existing residential property and the reduction of from 21 parcels to 20 parcels. See Attachment 3 for the amended Concept Plan.

Staff Review:

Conformance with Local and Regional Plans and Ordinances

The property is located within the RR – Rural Residential Zoning District. Within the RR-Rural Residential zoning district the minimum lot size requirement is 2 acres, with a density not to exceed 1 unit per 2.5 acres. All lots within the proposed Strandlund Farm Subdivision meet the 2 acre minimum lot size and the 20 units' fall below the density requirements.

According to Sec. 42 (7) A 2. Rural Residential Zone lot standards require a lot width of 200 feet at the right-of-way as well as the front building setback (40 feet). While addressing the comments from the public, staff and county traffic engineer the developer's amended plan has all 20 lots meet the minimum lot width at the front yard setback however 5 of the lots, on the newly created internal streets that end in a cul-de-sac are less than a 200 foot width at the right-of-way. These reductions can be addressed by the developer applying for a variance for lot width at the right-of way.

In order to eliminate an additional access on County Road 74 the developer is proposing a shared driveway access. Although Sec. 13 – General Building Standards 1A (4) requires driveways must meet a minimum setback of five feet from abutting lots, Anoka County Highway Department Policy states that accesses may be limited to combined accesses with adjoining lots and encourage local sub-dividing authorities to recommend this practice when evaluating approvals of new subdivisions. According to Sec. 10 – General Development Regulations 15. – Driveway Access and Standards (2) Driveway width shall be a minimum of 12 feet wide and cannot exceed 24 feet in width at the right-of-way. The developer could seek a variance for the side yard setbacks in order to address the shared access proposed of an access no larger than 24 feet wide.

Streets

The development is proposed to be access off of Luan Drive NE creating an extension of 219th Ave NE from east to west connecting at the existing termination point of 2700 Block of 219th Ave NE. Luan Drive NE is also Anoka County Road 74 therefore, the Anoka County Highway Department is required to review the plan. They submitted the following preliminary comments on July 12, 2023.

- SB CR 74 right turn lane at the proposed City street access.
- A reconfigured Concept Plan so that all driveways are captured within the new City Street and no driveways have direct access to the county road.

Comments from the Anoka County Highway Department on the amended concept plan were received on August 9, 2023.

- SB CR 74 right turn lane at the proposed City street access.
- The accesses on County Road 74 for Lot 8 and Lot 9 would likely be allowed because of the wetland considerations.
- A request for some additional Right of Way and the southern curve of County Road 74 for future safety engineering redesign

Fire Department

Request consideration for the turning radius of fire apparatus when constructing cul-de-sacs.

Public Works

East Bethel Public Works comments were in relationship to the potential upgrade of the existing gravel portion of 2700 block of 219th Ave NE beyond the new extension.

Parks Commission

The concept plan was reviewed at the August 8, 2023 Parks Commission meeting. They provided a recommendation of cash in lieu of park land with the additional recommendation to provide a trail easement from the north cul-de-sac to 221st for a future connection to the North Anoka County Regional Trail, if feasible.

Next Steps

Based on additional feedback received on the amended concept plan the developer can modify the plans prior to making an application of the preliminary plat.

Recommendation:

The City Council is requested to review this amended Concept Plan and advise the developer on any adjustments to the subdivision plan prior to the creation of a Preliminary Plat application.

Attachments:

1. Location Map
2. Aerial Map
3. Concept Plan - Dated: 6/13/23
4. Revised Concept Plan - Dated: 8/3/23

City Council Action:

Motion by: _____

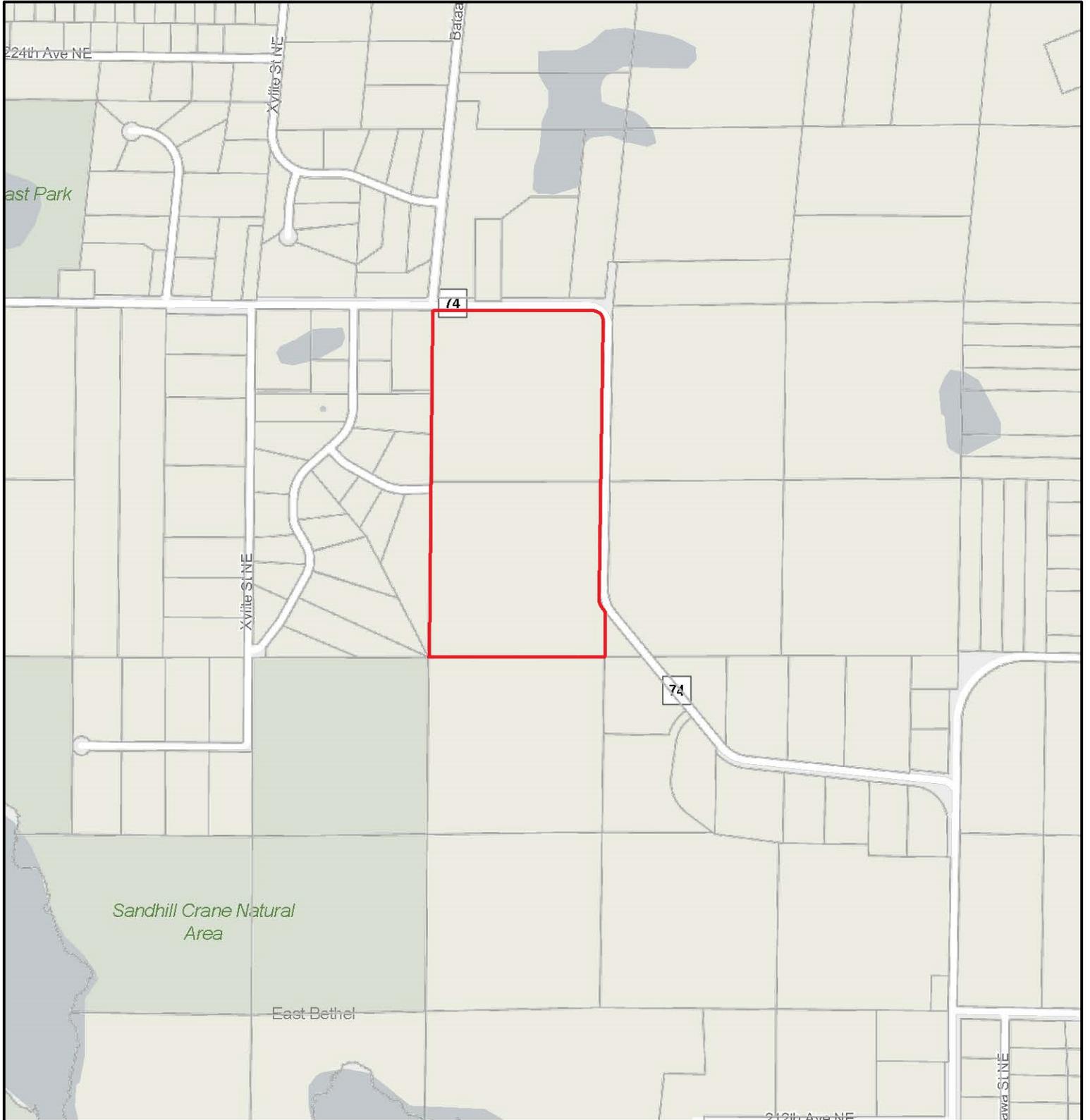
Second by: _____

Vote Yes: _____

Vote No: _____

Strandlund Farm - Location Map

Item 4.0 B, Attachment 1



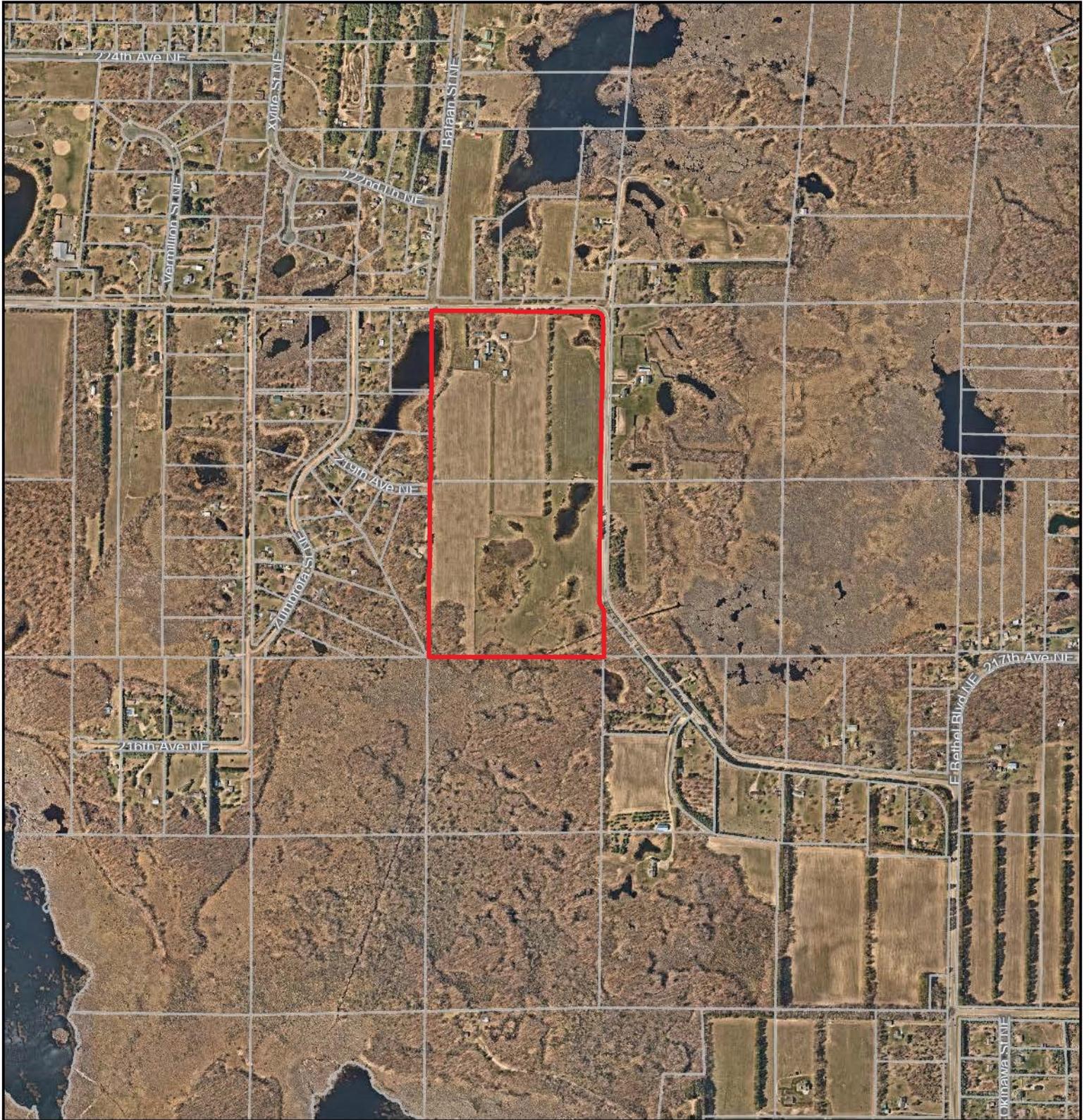
-  Parcels
-  City Mask

1 inch equals 1,008 feet



Strandlund Farm - Aerial Map

Item 4.0 B, Attachment 2



-  Parcels
-  City Mask

1 inch equals 1,008 feet

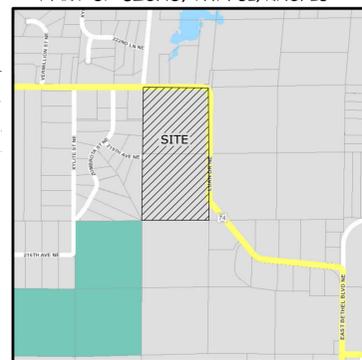


CONCEPT PLAN

~for~ CARRINGTON DEVELOPMENT
~of~ STRANGLUND FARM

VICINITY MAP

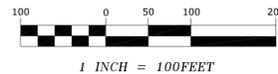
PART OF SEC. 10, TWP. 32, RNG. 23



ANOKA COUNTY, MINNESOTA
(NO SCALE)

NORTH

GRAPHIC SCALE



1 INCH = 100 FEET

BENCHMARK

ANOKA COUNTY BENCHMARK NO. 2025
ELEV.=919.76 FEET (NAVD88)

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- ⊕ DENOTES ANOKA COUNTY CAST IRON MONUMENT
- ⊠ DENOTES ELECTRICAL BOX
- ⊞ DENOTES EXISTING SPOT ELEVATION
- ⊞ DENOTES GAS METER
- ⊞ DENOTES GUY WIRE
- ⊞ DENOTES LIGHT POLE
- ⊞ DENOTES POWER POLE
- ⊞ DENOTES STORM SEWER APRON
- ⊞ DENOTES WET LAND
- ⊞ DENOTES FENCE
- ⊞ DENOTES LIDAR CONTOURS
- ⊞ DENOTES EXISTING STORM SEWER
- ⊞ DENOTES OVERHEAD UTILITY
- ⊞ DENOTES BUILDING SETBACK LINE
- ⊞ DENOTES WETLAND SETBACK LINE
- ⊞ DENOTES BITUMINOUS SURFACE
- ⊞ DENOTES CONCRETE SURFACE
- ⊞ DENOTES GRAVEL SURFACE
- ⊞ DENOTES SOIL BORING, (BY TRADEWELL SOIL TESTING)
- ⊞ DENOTES GROUND ELEVATION 1 FOOT ABOVE MOTTLED



PROPERTY DESCRIPTION

[ANOKA COUNTY TAX DESCRIPTION]
UNPLATTED VILLAGE OF EAST BETHEL NE1/4 OF NW1/4 SEC 10 33 23 EXCEPT THE NORTH 518.60 FEET OF THE WEST 475.00 FEET THEREOF.
AND
UNPLATTED VILLAGE OF EAST BETHEL SE1/4 OF NW1/4 SEC 10 33 23

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 05/26/23.
- Bearings shown are on the Anoka County Coordinate System.
- ADDRESS: 2836 221ST AVE NE EAST BETHEL MN 55011
- PARCEL ID NUMBER: 10-33-23-21-0001
- FEE OWNER: STRANGLUND TRUSTEE, VERNON D
- UNASSIGNED: 10-33-23-24-0001
- STRANGLUND TRUSTEE, VERNON D
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.) and Flood Zone A (No base flood elevations determined.), according to Flood Insurance Rate Map No. 27003C0205E Community No. 270012 Panel No. 0205 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetland delineation by Kjolhaug Environmental Services Company May 17, 2023.

DEVELOPMENT DATA

TOTAL AREA = 73.90± ACRES
PROPOSED NUMBER OF LOTS = 21 LOTS
RIGHT-OF-WAY DEDICATION = 7.59± ACRES
AVERAGE LOT SIZE = 3.16± ACRES

DEVELOPER

CARRINGTON DEVELOPMENT, LLC
STEVE STRANGLUND
P.O. Box 169
EAST BETHEL, MN 55011
(612) 221-4476

EXISTING ZONING

RR-RURAL RESIDENTIAL

OWNER

VERNON D STRANGLUND TRUSTEE

PROPOSED ZONING INFORMATION

RR-RURAL RESIDENTIAL
MINIMUM LOT WIDTH = 200 FEET
AT BUILDING SETBACK = 2 ACRES
MINIMUM LOT AREA = 23,000 S.F.
MINIMUM BUILDBLE AREA = 23,000 S.F.

SETBACKS

COUNTY ROAD = 100 FEET
FRONT ROAD = 40 FEET
SIDE YARD = 25 FEET
REAR YARD = 25 FEET
WETLAND = 25 FEET
WETLAND BUFFER = 15 FEET

NO.	DATE	DESCRIPTION	BY
1	5/31/23	ADDITIONAL TOPO	JEN
2	6/13/23	ADDITIONAL TOPO	JEN
3			

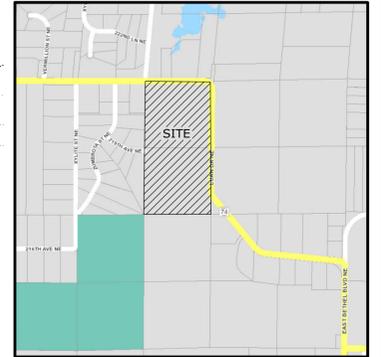
E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

CONCEPT PLAN

~for~ CARRINGTON DEVELOPMENT
~of~ STRANGLUND FARM

VICINITY MAP

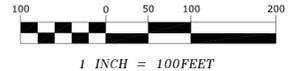
PART OF SEC. 10, TWP. 32, RNG. 23



ANOKA COUNTY, MINNESOTA
(NO SCALE)

NORTH

GRAPHIC SCALE



BENCHMARK

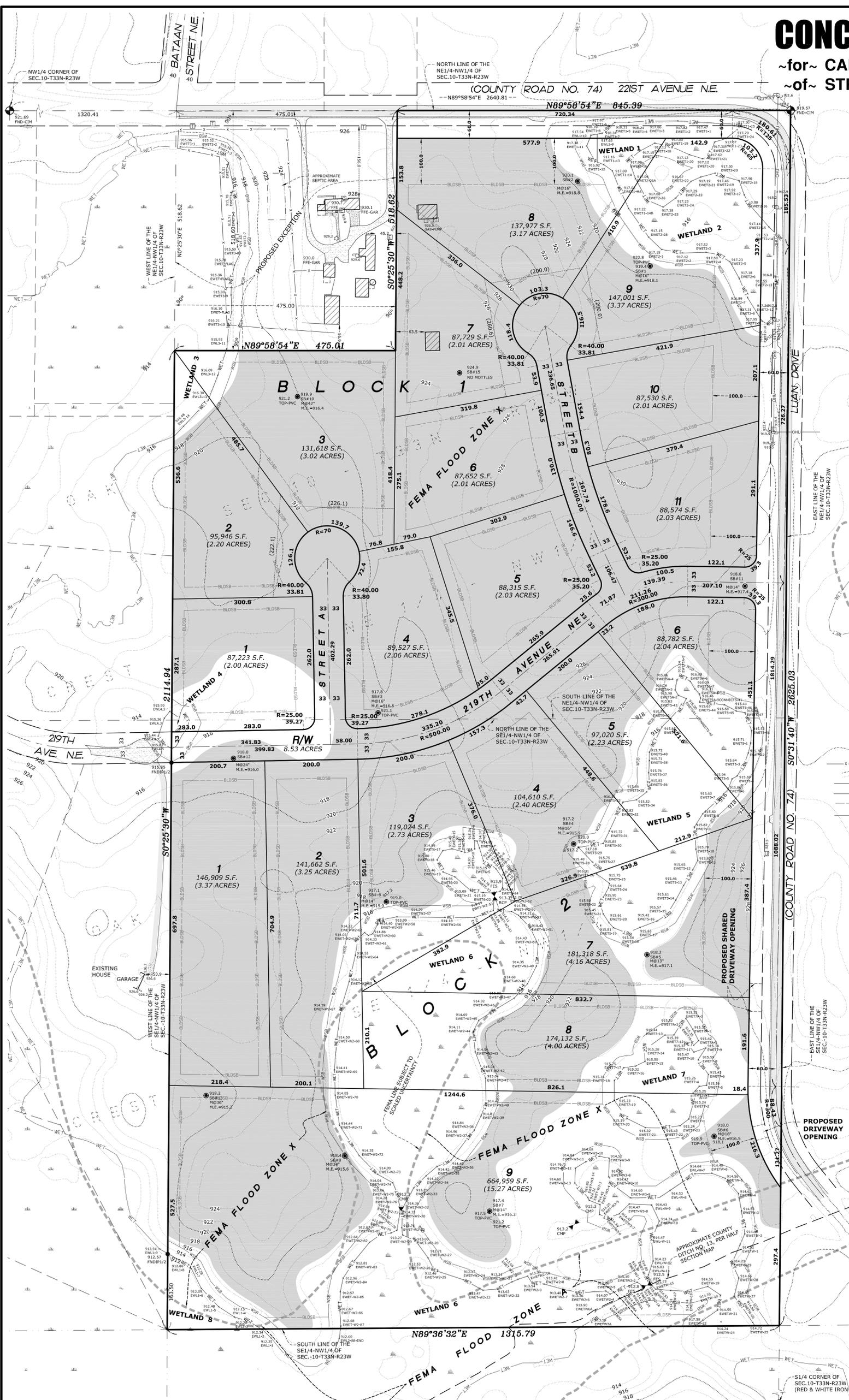
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- ⊠ DENOTES FENCE
- ⊡ DENOTES LIDAR CONTOURS
- ⊞ DENOTES EXISTING STORM SEWER
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- ⊠ DENOTES BUILDING SETBACK LINE
- ⊡ DENOTES WETLAND SETBACK LINE
- ⊞ DENOTES BITUMINOUS SURFACE
- ⊟ DENOTES CONCRETE SURFACE
- ⊠ DENOTES GRAVEL SURFACE
- ⊡ DENOTES SOIL BORING, (BY TRADEWELL SOIL TESTING)
- ⊞ DENOTES GROUND ELEVATION 1 FOOT ABOVE MOTTLED

STREET LENGTHS

219TH AVENUE NE: 1,419 FEET
STREET A: 402 FEET
STREET B: 611 FEET
TOTAL: 2,432 FEET



PROPERTY DESCRIPTION

[ANOKA COUNTY TAX DESCRIPTION]
UNPLATTED VILLAGE OF EAST BETHEL NE1/4 OF NW1/4 SEC 10 33 23 EXCEPT THE NORTH 518.60 FEET OF THE WEST 475.00 FEET THEREOF.
AND
UNPLATTED VILLAGE OF EAST BETHEL SE1/4 OF NW1/4 SEC 10 33 23

NOTES

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- PARCEL ID NUMBER: 10-33-23-21-0001
- FEE OWNER: STRANGLUND TRUSTEE, VERNON D
- UNASSIGNED: 10-33-23-24-0001
- STRANGLUND TRUSTEE, VERNON D
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.) and Flood Zone A (No base flood elevations determined.), according to Flood Insurance Rate Map No. 27003C0205E Community No. 270012 Panel No. 0205 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetland delineation by Kjolhaug Environmental Services Company May 17, 2023.

DEVELOPMENT DATA

TOTAL AREA = 73.90± ACRES
PROPOSED NUMBER OF LOTS = 20 LOTS
RIGHT-OF-WAY DEDICATION = 8.53± ACRES
AVERAGE LOT SIZE = 3.27± ACRES

DEVELOPER

CARRINGTON DEVELOPMENT, LLC
STEVE STRANGLUND
P.O. Box 169
EAST BETHEL, MN 55011
(612) 221-4476

EXISTING ZONING

RR-RURAL RESIDENTIAL

OWNER

VERNON D STRANGLUND TRUSTEE

PROPOSED ZONING INFORMATION

RR-RURAL RESIDENTIAL
MINIMUM LOT WIDTH = 200 FEET
AT BUILDING SETBACK = 2 ACRES
MINIMUM LOT AREA = 23,000 S.F.
MINIMUM BUILDBLE AREA

SETBACKS

COUNTY ROAD = 100 FEET
FRONT ROAD = 40 FEET
SIDE YARD = 25 FEET
REAR YARD = 25 FEET
WETLAND = 25 FEET
WETLAND BUFFER = 15 FEET

NO.	DATE	DESCRIPTION	BY
1	5/31/23	ADDITIONAL TOPO	JEN
2	6/13/23	ADDITIONAL TOPO	JEN
3	8/01/23	ROUGH LAYOUT	JEN
4	8/03/23	REVISE LAYOUT	JEN

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

**City of East Bethel
City Council Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: 4.0 C

Agenda Item: Concept Plan – Hidden Prairie Residential Development – East Bethel Blvd/198th Ave – T.H. Construction of Anoka, Inc.

Discussion Information:

The City Council is asked to review the Concept Plan for a 17 lot Rural Residential development. This is a revision of a previously approved Preliminary Plat for the Hidden Pines Subdivision. The developer acquired additional adjacent land and has submitted a revised plan for consideration.

Conformance with Local and Regional Plans and Ordinances

The property is located within the RR – Rural Residential zoning district. Within the RR- Rural Residential zoning district the minimum lot size required is 2 acres, with a density not to exceed 1 unit per 2.5 acres. All lots within the proposed Hidden Prairie Subdivision meet the 2 acre minimum lot size and the 17 units' fall below the density requirements. Additionally, each lot meets the required minimum 200 foot width at the right-of-way setback line.

Article VI. –Design Standards. Sec. 66-164. Streets (b) *Cul-de-sac shall not be longer than 500 feet, including a terminal turn around which shall be provided at the closed end, with a right-of-way radius of not less than 70 feet. A 50-foot street radius will be required on all cul-de-sac.* There are two cul-de-sacs located in the proposal. The south cul-de-sac is longer than the 500 feet however the north cul-de-sac is shorter than 500 feet. There are over 200 cul-de-sacs across the city with a majority of them exceeding 500 feet in length. The longest is approximately 1 mile and quarter and some can only be accessed from adjacent cities. The unique topographical features, expanse of wetlands and existing development constraints make it difficult to achieve multiple road accesses to parcels of property.

Streets

The development will be accessed off of East Bethel Blvd/County Road 15; therefore, the Anoka County Highway Department is required to review the plan. They submitted a comment letter on December 27, 2022 for the previous approved preliminary plat. When asked to comment on the revised development plan, the ACHD confirmed that their previous from their original letter stand. The developer is required to abide by the requirements of the ACHD.

The internal street will be constructed to city standards with no temporary cul-de-sacs permitted.

Public Works

East Bethel Public Works comments were addressed during the previously approved preliminary plat and they have provided no new comments.

Parks Commission

The new concept plan was placed on the August 8, 2023 Parks Commission meeting and they recommended Park Dedication Fees in lieu of park land. The Parks Plan does not support a park in this area of the city.

Planning Commission

At the July 25, 2023 Planning Commission a Public Hearing was held. Two residents spoke and asked questions about the status of an existing home on a parcel adjacent to the proposed development, lot sizes, and the cul-de-sac future connections. An additional comment was made to ensure that there were not HUD Homes being built in the subdivision. Planning Commissioner Terry was concerned about the length of the road leading to the cul-de-sac turn-arounds and the potential of residents being “cut off by obstructions” in terms of emergency response.

Next Steps

Based on the feedback received on the concept plan the developer can modify the plans prior to making an application of the preliminary plat.

Action Requested

Staff is requesting that City Council review the concept plan and advise the developer on any adjustments to the plan prior to a Preliminary Plat application.

Attachments:

- 1. Location Map
- 2. Aerial Map
- 3. Concept Plan
- 4. Anoka County Transportation Department Comment Letter
- 5. Resolution 2023-01 – Hidden Pines

City Council Action:

Motion by: _____

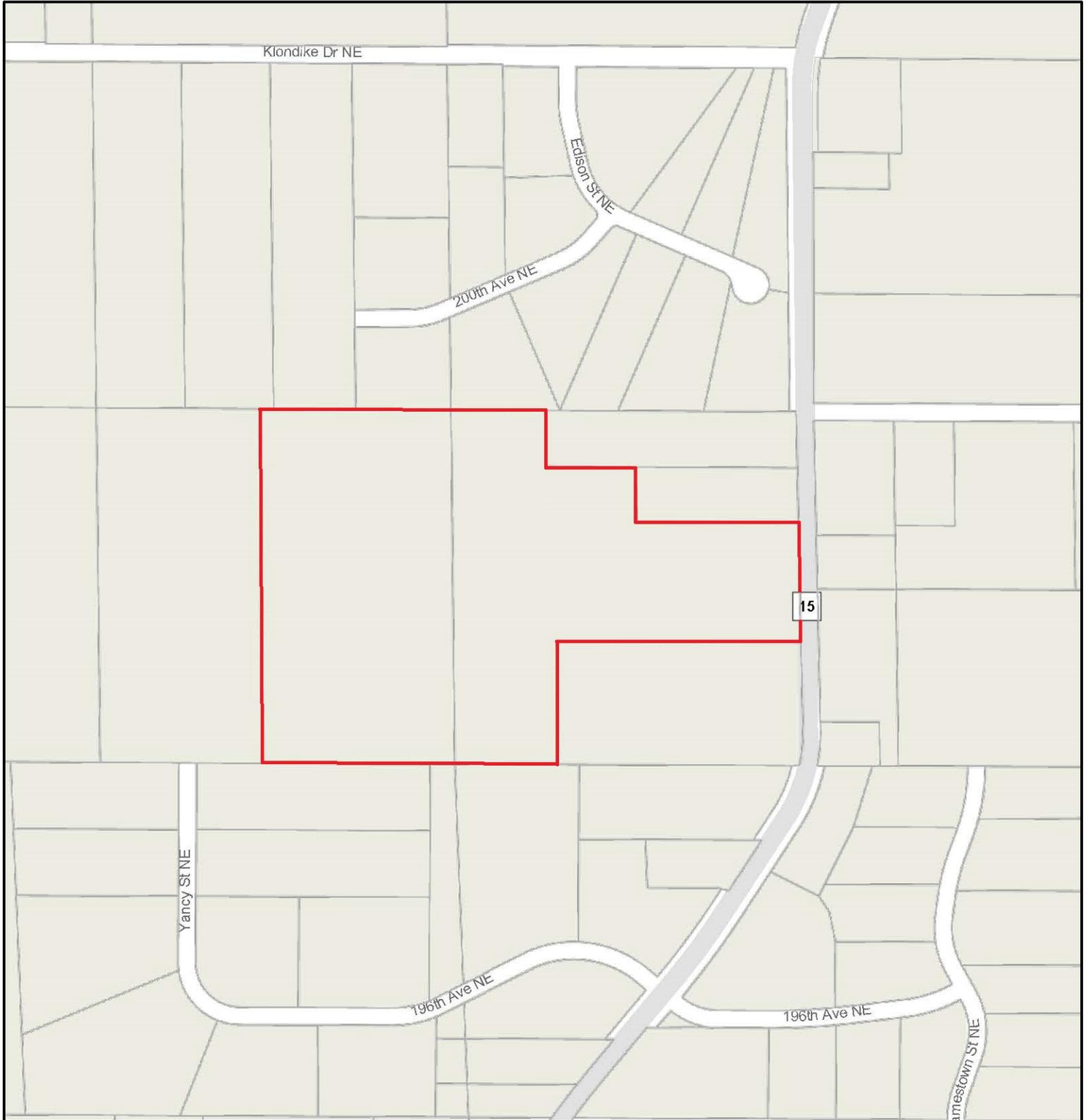
Second by: _____

Vote Yes: _____

Vote No: _____

Hidden Prairie - Location Map

Item 4.0 C, Attachment 1



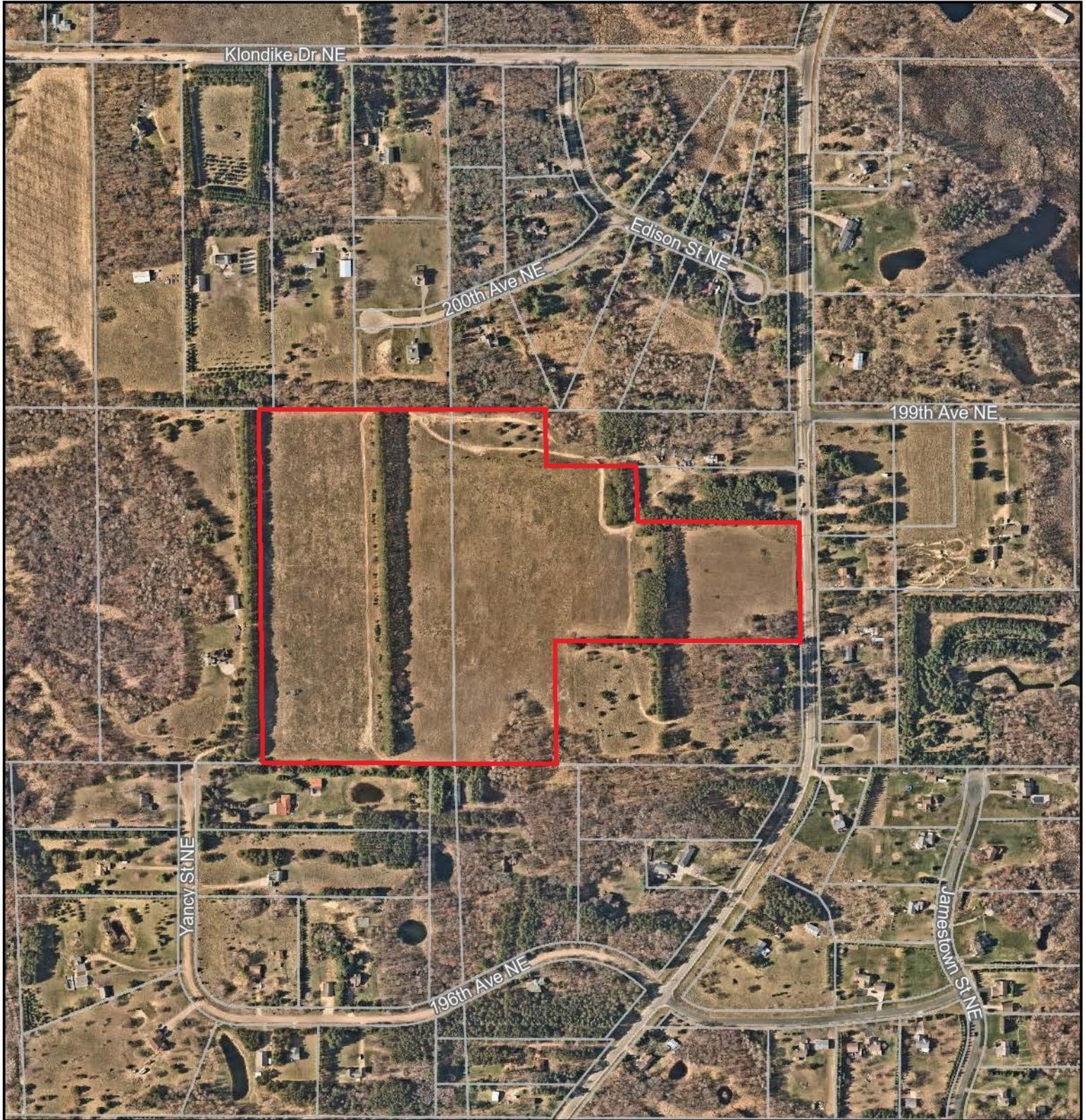
-  Parcels
-  City Mask

1 inch equals 504 feet



Hidden Prairie - Aerial Map

Item 4.0 C, Attachment 2



-  Parcels
-  City Mask

1 inch equals 504 feet



CONCEPT PLAN

~for~ T.H. CONSTRUCTION OF ANOKA, INC.
 ~of~ HIDDEN PRAIRIE

SITE DATA

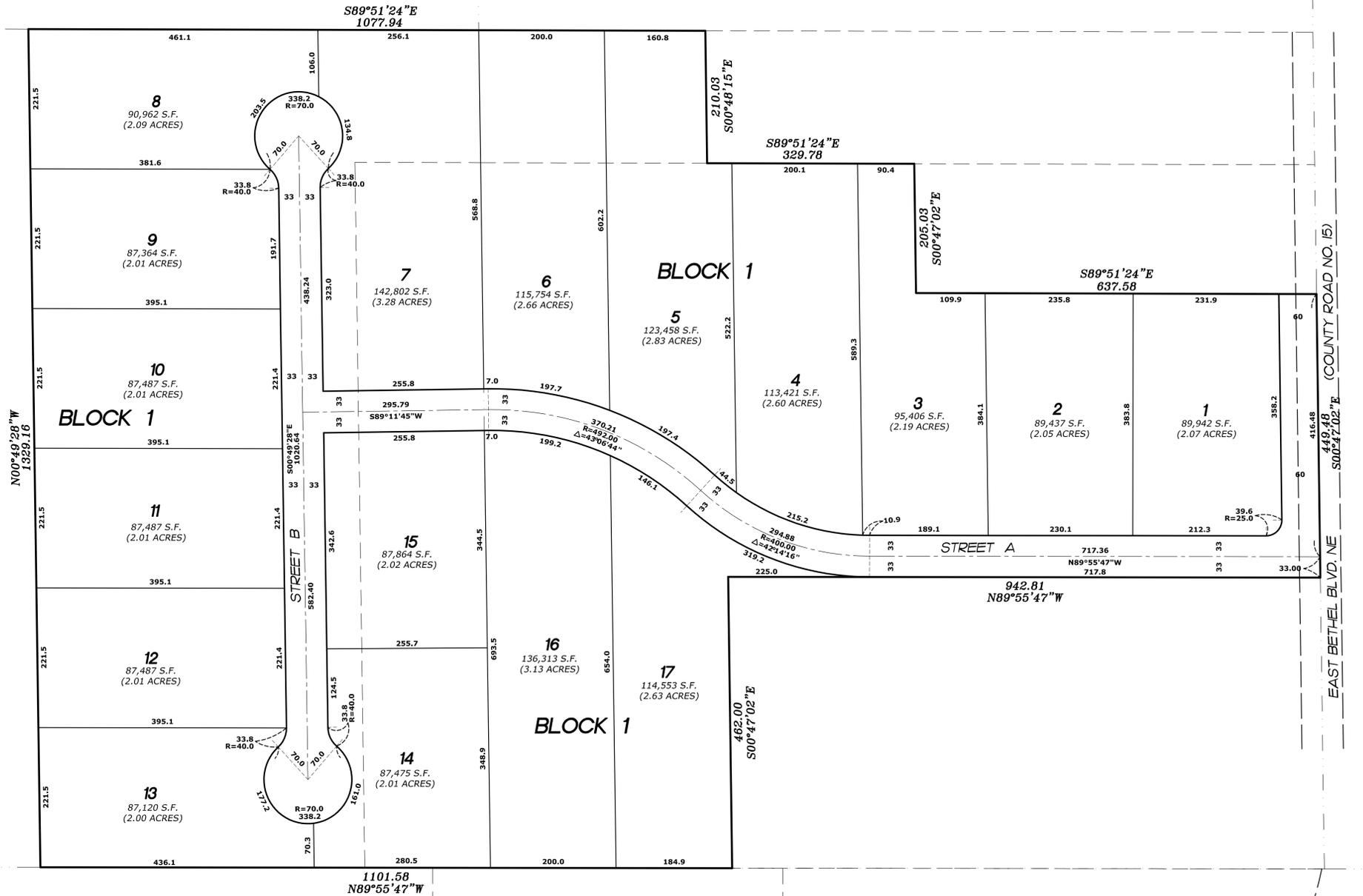
TOTAL BOUNDARY AREA = 1,945,553 S.F. (44.66 ACRES)
 RIGHT OF WAY AREA = 221,221 S.F. (5.08 ACRES)
 LOT AREA = 1,724,332 S.F. (39.58 ACRES)
 DENSITY (44.66 ACRES/17 LOTS) = 2.63 ACRES/LOT
 LOTS = 17

PROPOSED ZONING INFORMATION

RR-RURAL RESIDENTIAL
 MINIMUM LOT WIDTH = 200 FEET
 AT BUILDING SETBACK = 200 FEET
 MINIMUM LOT FRONTAGE = 2 ACRES
 MINIMUM LOT AREA = 23,000 S.F.

SETBACKS

COUNTY ROAD = 100 FEET
 FRONT ROAD = 40 FEET
 SIDE YARD = 25 FEET
 REAR YARD = 25 FEET
 WETLAND = 25 FEET
 WETLAND BUFFER = 15 FEET



NORTH

GRAPHIC SCALE



1 INCH = 100 FEET

E. G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: KCM		JOB NO: 220088PP		DATE: 01/23/23	
CHECK BY: JER		FIELD CREW:			
1	6/9/23	REVISE LAYOUT	KCM		
2	6/13/23	CITY COMMENT	KCM		
3	6/14/23	CITY COMMENT	KCM		
4	6/28/23	CLIENT COMMENTS	KCM		
NO.	DATE	DESCRIPTION	BY		



Anoka County

TRANSPORTATION DIVISION

Highway

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

December 27, 2022

RE: Preliminary Plat – Hidden Pines

Dear Aaron,

We have reviewed the Preliminary Plat for Hidden Pines to be located west of CR 15 (East Bethel Boulevard NE) and south of 199th Avenue NE within the City of East Bethel, and I offer the following comments:

- An additional 27 feet of right of way along CR 15 will be required for future reconstruction purposes (60 feet total right of way width west of CR 15 centerline).
- As proposed, the plat will introduce one new street access point onto CR 15, which will be permitted provided that construction of a SB CR 15 right turn lane is completed in conjunction with the plat.
- Intersection sight distance shall be met to the fullest extent possible at the proposed 198th Avenue.
- No other access points onto CR 15 will be permitted for this plat and the right of access along CR 15 should be dedicated to Anoka County with the exception for the proposed new city street.
- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits can be issued.
- Any utility relocation on the CR 15 right of way, will be required to be coordinated directly by the city/developer.
- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CR 15.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CR 15 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
 Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer

directly adjacent to CR 15 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

The ACHD Engineering Plan Review process will apply to this site. The following items should be submitted to Brandon Ulvenes, Engineer I, Brandon.Ulvenes@co.anoka.mn.us (checklist and payment information are available on our website: <https://www.anokacountymn.gov/4072/Development-Review>):

- Construction plans (including turn lane plans)
- Utility relocation plans
- Traffic Control plans
- Grading and erosion control plans
- Traffic reports for the new traffic signal
- Drainage calculations – Note that the post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year critical design storm
- ACHD Design Requirements Checklist
- Engineering plan review fee (estimated at \$350.00)

Following completion of the ACHD Engineering Plan Review process, the contractor(s) who will be completing any work within the county right of way must begin the ACHD Permit process. One permit for Work within the County Right of Way (\$150.00) and one Street Access permit (\$250.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3142 or via email at HighwayPermits@co.anoka.mn.us for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Logan Keehr
Traffic Engineering Technician

xc: CR 15/Plats+Developments/2022
Jerry Auge, Assistant County Engineer
Jorge Bernal, Traffic Engineering Manager
David Zieglmeier, County Surveyor
Sean Thiel, Signals Manager
Sue Burgmeier, Traffic Engineering Technician
Brandon Ulvenes, Engineer I

CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO. 2023-01

**A RESOLUTION APPROVING THE PRELIMINARY PLAT OF “HIDDEN PINES”
FOR PROPERTY LEGALLY DESCRIBED IN EXHIBIT A:**

WHEREAS, T.H. Construction of Anoka, Inc. has requested approval of a preliminary plat for Hidden Pines; and

WHEREAS, the East Bethel Review Committee has reviewed the preliminary plat and have provided comments; and

WHEREAS, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said plat; and

WHEREAS, as a result of such public hearing, the Planning Commission recommends approval of the preliminary plat to the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of the Planning Commission and approves the preliminary plat of Hidden Pines, with the following conditions:

1. The approved preliminary plat lot lay out is shown as Exhibit B.
2. City of East Bethel Engineer comments dated December 8, 2022 as seen in Exhibit C shall be satisfactorily addressed prior to any grading of the site. The City Engineer will determine when all items have been addressed.
3. The Anoka County Highway Department comments shown in Exhibit D must be satisfactorily addressed.
4. The applicant shall be responsible for the cost of construction of all improvements proposed as a part of the preliminary plat.
5. Prior to final plat recording at Anoka County, a Development Agreement acceptable to the City Attorney must be executed by the Developer and filed with Anoka County.
6. Prior to final plat recording at Anoka County, Vehicle Maintenance Access Easements must be executed.
7. Park dedication fees must be paid prior to the release of the final plat.
8. A wetland delineation must be approved by the City Engineer prior to approval of the final plat.

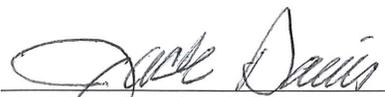
Adopted by the City Council of the City of East Bethel this 9th day of January, 2023.

CITY OF EAST BETHEL



Tim Harrington, Mayor

ATTEST



Jack Davis, City Administrator



**City of East Bethel
City Council Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: Item 6.0 A - H

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approval of Bills

Item B – Minutes: July 24, 2023 City Council Meeting

The July 24, 2023 City Council Meeting Minutes are attached for review, edits and approval

Item C - Approve Garbage Hauler License Application

Request to approve the garbage hauler license application for Curbside Waste, Inc. to operate within East Bethel for commercial and residential hauling in 2023. All application forms have been completed and fees paid.

Item D – Resolution 2023-57, Domestic Violence Month

Every year, October is recognized as Domestic Violence Awareness Month (DVAM). Cities across the nation take the opportunity to honor this month to proclaim October as DVAM. Resolution 2023-57 proclaiming October 2023 as Domestic Violence Awareness Month is requested for approval by City Council by Alexandra House.

Item E – Resolution 2023-58 TIF 1-3 – Decertification of Thirteen Parcels

In 2017 the City of East Bethel authorized the creation of TIF District 1-3 in order to provide gap financing for the construction of a forty-eight unit housing development known as Viking Preserve. In order for TIF District 1-3 to receive tax increment the parcels needed to meet low and moderate income restrictions. Thirteen parcels did not meet these income qualification thresholds and thus need to be removed from the TIF district and decertified by the County. The excess tax increment received since the inception of this district for these parcels will be returned to the County once the City receives the final tax settlement in December 2023.

Item F – Sunrise River Water Management Organizations (SRWMO) Supplemental Funding Request

The SRWMO board is requesting that each SRWMO community, including Ham Lake, contribute an additional \$2,000 toward the Joint Powers Agreement (JPA) revision and legal fees associated with a potential need to dissolve and reform the SRWMO. The City of Ham Lake has objected to the funding formula and the voting requirements for budget approval and are examining their exit options from the SRWMO.

Since October of 2022 Columbus, East Bethel and Linwood have contributed \$1,000 each in additional funds for JPA Amendments and the legal fees leading up to the resolutions of dissolution and reformation of the SRWMO. These funds have been spent and another contribution of \$2,000 is necessary for legal services to close this matter. Ham Lake has also been requested to contribute the extra \$2,000 in addition to the \$1,000 unpaid supplement that the other three members previously paid.

Item G – Resolution 2023-59, Proclamation of Constitution Week

September 17, 2023 marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America. The Daughters of the American Revolution, Anoka Chapter, request that Council adopt Resolution 2023-59 proclaiming September 17-23, 2023 as Constitution Week.

Item H – Res. 2023-60, Approving Cedar East Bethel Lions Temporary Liquor Sales Application

The Cedar-East Bethel Lions Club has applied for a Temporary On-Sale Liquor Permit to sell beer at the SFYHA In The Sticks Hockey Tournament/fundraiser event to be held at the East Bethel Ice Arena located at 20675 Highway 65 NE in East Bethel on September 15-17, 2023. We have received a completed application and staff is recommending approval of Resolution 2023-60.

Fiscal Impact: All items listed above requiring expenditures have approved 2023 Budget funds to cover the expenses.

Recommendation(s): Staff recommends approval of the Consent Agenda as presented.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



City of East Bethel
August 14, 2023
Payment Summary

Payments for Council Approval	
Bills to be approved for payment	\$99,245.36
Electronic Payroll Payments	\$41,956.67
Payroll City Council - August 15, 2023	\$2,232.90
Payroll Fire Department - August 15, 2023	\$13,214.06
Payroll City Staff - August 03, 2023	\$50,187.07
Total to be Approved for Payment	\$206,836.06

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint		Wright-Hennepin Coop Electric	615	49851	\$30.95
Arena Operations	Professional Services Fees	100108	Gibson's Management Company	615	49851	\$10,000.00
Arena Operations	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	615	49851	\$259.65
Arena Operations	Small Tools and Minor Equip	14454	Menards - Forest Lake	615	49851	\$51.98
Building Inspection	Conferences/Meetings		Nick Schmitz	101	42410	\$85.00
Building Inspection	Conferences/Meetings		Steve Lutmer	101	42410	\$45.00
Building Inspection	Electrical Permits	07 2023	Sloth Inspections, Inc.	101		\$818.00
Building Inspection	Information Systems	1402	Metro-Inet	101	42410	\$814.64
Building Inspection	Motor Fuels	24478633	Mansfield Oil Company	101	42410	\$285.12
Building Inspection	Office Supplies	IN4278672	Innovative Office Solutions	101	42410	\$108.47
Building Inspection	Permit Overpayment Return	2023-00793	Riccar Heating and Air	101		\$100.00
Building Inspection	Permit Overpayment Return	2023-00793	Riccar Heating and Air	101		\$1.00
City Administration	Information Systems	1402	Metro-Inet	101	41320	\$1,181.90
City Administration	Office Equipment Rental	506693472	US Bank Equipment Finance	101	41320	\$315.00
City Administration	Office Supplies	IN4278672	Innovative Office Solutions	101	41320	\$122.14
City Administration	Postage/Delivery		Pitney Bowes Bank Inc	101	41320	\$1,500.00
City Administration	Professional Services Fees	M28415	TimeSaver Off Site Secretarial	101	41320	\$909.00
Economic Development Authority	Professional Services Fees	268480	CivicPlus	232	23200	\$1,646.73
Finance	Information Systems	1402	Metro-Inet	101	41520	\$795.49
Finance	SAC Remittance	07 2023	Metropolitan Council	602		\$6,370.00
Finance	SAC Remittance	07 2023	Metropolitan Council	602		(\$63.70)
Finance	Sales Tax Remittance	07 2023	Minnesota Revenue	101		\$268.00
Fire Department	Bldg/Facility Repair Supplies	8154732	Plunkett's Pest Control	101	42210	\$205.00
Fire Department	Bldgs/Facilities Repair/Maint	2529	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2530	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Clothing & Personal Equipment	INV-48255	Alex Air Apparatus 2 LLC	101	42210	\$238.55
Fire Department	Clothing & Personal Equipment	316903	Aspen Mills, Inc.	101	42210	\$238.50
Fire Department	General Operating Supplies	109308784	Fleet Pride	101	42210	\$4.00
Fire Department	Information Systems	1402	Metro-Inet	101	42210	\$1,824.24
Fire Department	Motor Fuels	1014818	Linwood Country Store	101	42210	\$20.36
Fire Department	Motor Fuels	24478633	Mansfield Oil Company	101	42210	\$453.59
Fire Department	Motor Fuels	24478648	Mansfield Oil Company	101	42210	\$360.55
Fire Department	Motor Vehicles Parts	BLN-71828-01	Mills Aftermarket Accessories	101	42210	\$273.48
Fire Department	Motor Vehicles Parts	IEB-0720-41469	North Metro Glass	101	42210	\$65.00
Fire Department	Professional Services Fees	INV74582	Vector Solutions	101	42210	\$3,045.52
Fire Department	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	101	42210	\$34.88
Fire Department	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	101	42210	\$183.76
Fire Department	Repairs/Maint Machinery/Equip	344564	Embedded Systems, Inc.	101	42210	\$112.50



City of East Bethel
August 14, 2023
Payment Summary

Fire Department	Telephone	13299700113501	Midcontinent Communications	101	42210	\$20.25
Fire Department	Telephone	13864340213477	Midcontinent Communications	101	42210	\$207.57
Fire Department	Telephone		T MOBILE	101	42210	\$99.56
Fire Department	Telephone	9939928164	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2527	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2531	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	Cleaning Supplies	IN4278672	Innovative Office Solutions	101	41940	\$70.38
General Govt Buildings/Plant	General Operating Supplies	5169100368	CINTAS	101	41940	\$5.58
General Govt Buildings/Plant	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	101	41940	\$74.57
Legal	Legal Fees	07 2023	Eckberg, Lammers, P.C.	101	41610	\$10,211.76
Mayor/City Council	Commissions and Boards		Sunrise River WMO	101	41110	\$2,000.00
Park Capital Projects	Bldg/Facility Repair Supplies	143414	Town & Country Fence	407	40700	\$18,995.00
Park Maintenance	Bldg/Facility Repair Supplies	132734144-001	SiteOne Landscape Supply	101	43201	\$41.48
Park Maintenance	Chemicals and Chem Products	9796580380	Grainger	101	43201	\$139.20
Park Maintenance	Clothing & Personal Equipment	4162647050	Cintas Corporation	101	43201	\$34.11
Park Maintenance	Clothing & Personal Equipment	4163310372	Cintas Corporation	101	43201	\$33.33
Park Maintenance	Clothing & Personal Equipment	4164007077	Cintas Corporation	101	43201	\$35.02
Park Maintenance	Clothing & Personal Equipment		James Green	101	43201	\$50.00
Park Maintenance	Equipment Parts	P08061	MN Equipment	101	43201	\$204.12
Park Maintenance	Equipment Parts	P49251	MN Equipment	101	43201	\$217.67
Park Maintenance	Equipment Parts	P49376	MN Equipment	101	43201	\$237.91
Park Maintenance	Information Systems	1402	Metro-Inet	101	43201	\$28.72
Park Maintenance	Motor Fuels	24478633	Mansfield Oil Company	101	43201	\$388.79
Park Maintenance	Motor Fuels	24478648	Mansfield Oil Company	101	43201	\$693.37
Park Maintenance	Other Equipment Rentals	MP228587	LRS	101	43201	\$310.00
Park Maintenance	Other Equipment Rentals	MP228588	LRS	101	43201	\$430.00
Park Maintenance	Other Equipment Rentals	MP228589	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228590	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228591	LRS	101	43201	\$150.00
Park Maintenance	Other Equipment Rentals	MP228592	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228594	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228595	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228596	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP228597	LRS	101	43201	\$350.00
Park Maintenance	Park/Landscaping Materials	89951	Bjorklund Companies, LLC	101	43201	\$1,158.14
Park Maintenance	Park/Landscaping Materials	89991	Bjorklund Companies, LLC	101	43201	\$359.55
Park Maintenance	Park/Landscaping Materials	502184	Rivard Companies	101	43201	\$430.80
Park Maintenance	Park/Landscaping Materials	022535	Winnick Supply	101	43201	\$126.20
Park Maintenance	Safety Supplies	5169100368	CINTAS	101	43201	\$56.67
Planning and Zoning	Information Systems	1402	Metro-Inet	101	41910	\$543.09
Planning and Zoning	Legal Notices	959191	ECM Publishers, Inc.	101	41910	\$48.37
Planning and Zoning	Professional Services Fees	M28415	TimeSaver Off Site Secretarial	101	41910	\$317.50
Recycling Operations	Other Equipment Rentals	MP228593	LRS	226	43235	\$80.00
Recycling Operations	Professional Services Fees	08 2023	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	08 2023	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Professional Services Fees	3132b	Evergreen Recycling	226	43235	\$757.50
Recycling Operations	Professional Services Fees	CU-39998	First State Tire Recycle	226	43235	\$154.44
Recycling Operations	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	226	43235	\$545.37
Sewer Operations	Professional Services Fees	0001160608	Metropolitan Council Env Svcs	602	49451	\$5,265.69
Street Maintenance	Bldg/Facility Repair Supplies	331156	S & S Industrial Supply	101	43220	\$17.94



City of East Bethel
August 14, 2023
Payment Summary

Street Maintenance	Bldg/Facility Repair Supplies	0202786	Zahl Petroleum Maintenance Co.	101	43220	\$744.90
Street Maintenance	Bldgs/Facilities Repair/Maint	4162647050	Cintas Corporation	101	43220	\$9.30
Street Maintenance	Bldgs/Facilities Repair/Maint	4163310372	Cintas Corporation	101	43220	\$9.09
Street Maintenance	Bldgs/Facilities Repair/Maint	4164007077	Cintas Corporation	101	43220	\$9.55
Street Maintenance	Clothing & Personal Equipment	4162647050	Cintas Corporation	101	43220	\$34.11
Street Maintenance	Clothing & Personal Equipment	4163310372	Cintas Corporation	101	43220	\$33.32
Street Maintenance	Clothing & Personal Equipment	4164007077	Cintas Corporation	101	43220	\$35.02
Street Maintenance	General Operating Supplies	14651	Menards - Forest Lake	101	43220	\$20.94
Street Maintenance	General Operating Supplies	175586	Metro Products, Inc.	101	43220	\$185.18
Street Maintenance	General Operating Supplies	331224	S & S Industrial Supply	101	43220	\$15.76
Street Maintenance	Information Systems	1402	Metro-Inet	101	43220	\$533.52
Street Maintenance	Lubricants and Additives	109560297	Fleet Pride	101	43220	\$144.90
Street Maintenance	Lubricants and Additives	1539-204376	O'Reilly Auto Stores Inc.	101	43220	\$47.45
Street Maintenance	Motor Fuels	24478633	Mansfield Oil Company	101	43220	\$168.48
Street Maintenance	Motor Fuels	24478648	Mansfield Oil Company	101	43220	\$1,719.55
Street Maintenance	Motor Vehicles Parts	55244	Central Trailer Sales, Inc.	101	43220	\$229.92
Street Maintenance	Professional Services Fees	3070356	Gopher State One-Call	101	43220	\$39.15
Street Maintenance	Refuse Removal	9414257T067	Ace Solid Waste, Inc.	101	43220	\$379.30
Street Maintenance	Street Maint Materials	IN54734	City of St. Paul	101	43220	\$10,960.10
TIF 1-2	Professional Services Fees	959192	ECM Publishers, Inc.	436	43600	\$32.25
TIF 1-3	Professional Services Fees	959192	ECM Publishers, Inc.	437	43700	\$32.25
TIF 1-4	Professional Services Fees	959192	ECM Publishers, Inc.	438	43800	\$32.25
TIF 1-5	Professional Services Fees	959192	ECM Publishers, Inc.	439	43900	\$32.25
Water Utility Operations	Bldg/Facility Repair Supplies	109430901	Fleet Pride	601	49401	\$12.58
Water Utility Operations	Bldgs/Facilities Repair/Maint		Wright-Hennepin Coop Electric	601	49401	\$167.95
Water Utility Operations	Chemicals and Chem Products	13677238	Hach Company	601	49401	\$341.90
Water Utility Operations	Full-Time Employees Regular	0515403	Ferguson Waterworks #2518	601	49401	\$1,850.00
Water Utility Operations	Information Systems	1402	Metro-Inet	601	49401	\$252.40
Water Utility Operations	Safety Supplies	9779641357	Grainger	601	49401	\$149.18
						\$99,245.36



City of East Bethel
August 14, 2023
Payment Summary

Electronic Payroll Payments		
Payroll	PERA	\$9,979.04
Payroll	Federal Withholding	\$6,537.28
Payroll	Medicare Withholding	\$2,774.06
Payroll	FICA Tax Withholding	\$10,945.34
Payroll	State Withholding	\$3,996.87
Payroll	MSRS/H.S.A./HCSP	\$7,724.08
		\$41,956.67

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

July 24, 2023

The East Bethel City Council met on July 24, 2023, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Kevin Lewis Brian Mundle Bob DeRoche
Tim Miller Jim Smith

ALSO PRESENT: Jack Davis, City Administrator
Eric Larson, City Attorney
Rodney Sanow, Fire Chief
Aaron Berg, Community Development Director

1.0 Call to Order

The July 24, 2023, City Council meeting was called to order by Mayor Lewis at 7:00 p.m.

2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

3.0 Adopt Agenda

Mundle stated I'll make a motion to adopt tonight's agenda. Miller stated I'll second. Lewis asked any discussion? DeRoche added Item 4.0.E, Supplemental Payment Summary.

To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes.

Motion passes unanimously.

Lewis stated they would be having the Open Forum first.

5.0 Public Forum

Joe Banta, inquired about the Ordinance regarding dog barking. He noted there was someone on Dogwood that had four dogs. He believed that person should have a kennel license, along with tags, vaccinations, etc. He noted he had called the Sheriff a couple of times this year and Davis had been notified also. He was retired and wanted to open his windows and take a nap but all he heard was dog barking. He asked if the Council was passing Ordinances without them being enforced or where they Ordinances supposed to be abided by. Lewis responded that was the idea.

Mr. Banta asked who was going to take control of letting people know this. He noted he had called the Sheriff out who did not hear the dogs barking. He indicated his other neighbors complained to him about it because they are afraid of retaliation in the neighborhood. He asked if the Ordinances could be put in the newsletters. He suggested if the Sheriff didn't hear the dog barking, they should knock on the door and talk to the person and ask to see the vaccination record and tags for the dog. If that person didn't have that information, then they would be given a warning and a specific amount of time to come into compliance with the Ordinance. And then the Sheriff should come back out and check again. If the person still didn't have the information, the person should be fined.

DeRoche noted if a dog has not bitten anyone, it was not a dangerous dog.

Larson stated Mr. Banta was talking about the enforcement. He recommended they take this under advisement to look at how best to more effectively enforce the dog Ordinance. He noted he would

1 need to look at Mr. Banta's suggestions to see if they were lawful and then figure out what would be
2 the best next step, if any.

3 Davis acknowledged he has had several conversations with Mr. Banta about the Ordinance. He
4 indicated the Anoka County Sheriff's Department enforces the dog Ordinances, so whenever Mr.
5 Banta called, he suggested he call the Sheriff's Department for a Deputy to come out and investigate.
6 He noted if the Deputy detected there was an issue, they could write the owner of the citation a
7 written warning, or make sure that process had started towards some type of enforcement.
8 However, he indicated sometimes the Deputy would come out and the dogs were not barking. He
9 believed there might be a hole in the Ordinance with respect to this they should look at.

10 DeRoche asked if there was something in the Ordinance referring to two people from the same
11 residence calling. Davis noted two different people could call, but it did say if it was two different
12 people from the same household then they will come out and investigate it.

13 Smith asked when the first time Mr. Banta was called about this. Mr. Banta responded he was not
14 sure, but it could have been nine or ten years ago. However, he indicated that was another dog
15 issue.

16 Lewis requested Lieutenant Peterson make a comment. Lieutenant Derek Peterson informed Mr.
17 Banta if he had not reached a resolution regarding a matter, he could call him. He stated when a
18 complaint was received a Deputy would respond, but sometimes they might get a CSO when the City
19 has a contract for a CSO, which they do not right now. He indicated a dog call had a lower priority,
20 but it was still important. He noted they want to use the lowest level of enforcement to correct the
21 behavior. He indicated when he was a working patrol officer, he was not one that went and banged
22 on peoples' doors and started writing citations as there was always education, or reinforcement. He
23 stated if education did not work, then they would go to the enforcement. He did agree that asking
24 for vaccination and licensing of the dog(s) was a good idea. He stated he wanted to help Mr. Banta
25 reach a resolution to this and recommended Mr. Banta continue to call on this. He asked Mr. Banta if
26 he had a paper trail.

27 Lewis asked if they needed to look at the Ordinance. Larson responded they needed to look at the
28 administration enforcement and not the Ordinance language.

29 Berg suggested Mr. Banta should take out his cell phone and record a video of the dog(s) barking and
30 show that to the Deputy as video evidence. He noted when his office received a dog complaint, they
31 cross referenced the list of dog licenses and if the dog were not licensed for that address, a letter
32 would be sent.

33 Mundle noted Ordinances are made the best they could be, but a lot can go down to human error or
34 just simply compliance with the Ordinance. He indicated there can be two sides of a coin.

35 Lewis recommended Mr. Banta video the dog barking. He asked if he had spoken with his neighbor
36 directly about this. Mr. Banta explained he had introduced himself to his neighbor and he said they
37 were new at raising dogs and they would try and get it in check.

38 **4.0 Presentations and Public Hearings**

39 **4.0 A Capstone Concept Plan**

40 Berg stated the City Council is requested to review the concept plan for a Mixed-Use PUD as
41 proposed by Capstone Homes, Inc.

- 42 • The development consists of approximately 160 acres, of which 115 acres are developable, and is
43 located at 1788 Viking Blvd NE.

- Spans across zoning classifications of Mixed Use, Single Family Residential and Rural Residential Districts.
- Over 71 percent of the proposed development is located in the MXU, while 11 percent is in a Single-Family Zone, leaving 17 percent in the Rural Residential Zone.
- Section 56 - PLANNED UNIT DEVELOPMENT (PUD), Subsection D. – A Planned Unit Development is required in Mixed Use Districts in the city. Mixed use allows for commercial, residential, parks and open space and, as such, are in compliance with the East Bethel Comprehensive Plan (See Attachment #3).

The PUD Concept Plan is used to provide feedback to the developer through staff review, the Planning Commission and City Council.

As part of the preliminary review, staff has offered the following comments:

- Access – Ingress and egress to the development will be accessible from Viking Blvd. NE and Sandhill Parkway NE.
- Open Space - Capstone has proposed over 45 acres of open and green space within the 160 acres of the development, which includes over a 1-acre community park space, in addition to walking trails and unique landscaped buffers. (See Attachment 5)
- Streets – Streets and cul-de-sacs, along with utilities should be constructed in compliance with City Code Section 66 – 164 which requires that streets shall provide for future connections to adjoining un-subdivided land.
- Housing - The plan consists of a neighborhood of 350 new single-family homes in two lot styles. With a combination single level, multi-level, or two-story floor plans.
- City Services-The plan indicates the new single-family homes will each be connected to the city sewer and water as a majority of the development is within the Metropolitan Urban Service Area (MUSA). MET Council has confirmed that a MUSA boundary adjustment would require an amendment to the city’s comprehensive plan to extend service to the parcel outside the boundary.
- Density – The plan consist of a density at 3.04 dwelling units per acre which is within the 2040 Comprehensive Plan density range and close to the target average of 3 dwelling units per acre in the MUSA. (See 2040 Comp Plan Table 3-4)
- Parks Commission - The Concept Plan will be placed on an upcoming agenda for the Parks Commission to review and comment.
- Environmental Assessment Worksheet (EAW) – The proposal will require an EAW which includes, but not limited to, a detailed evaluation of Land Use, Natural Resources, Water Use, Geological Conditions, Traffic, Air Emissions, Historical or Archaeological Resources, Impacts on infrastructure and more.

Berg noted at the June 27, 2023 Planning Commission meeting the Planning Commission held a Public Hearing where ten residents spoke. The comments could be classified into three themed categories: the “Rural Feel” of the area, “Traffic Concerns,” and “Density.”

Berg stated this project will generate \$389,000 in annual city property tax revenues at build out in 2029. This estimate is based on an average of \$350,000 of estimated market value for each of the 350 units with a tax classification rate of 0.01 (residential) and the 2023 city tax rate of 31.76%. The city will also collect \$1,960,000 in City SAC and WAC fees over the life of the project (2024 -2029). This amount would pay nearly the entire METC Reserve Capacity Loan Debt. In addition, the increased housing count would be another positive metric in the city’s efforts to attract basic retail, food, and grocery services to the city.

1 Berg indicated staff is requesting the City Council discuss the proposed concept and informally advise
2 the developer on adjustments to the proposal and plan.

3 Matt Barker, Capstone representative, provided a PowerPoint presentation with revisions to the
4 concept plan. He indicated they had taken everyone's comments into consideration from the public
5 hearing and workshop meeting. He indicated the plan updates included: Increased City park space to
6 include 8 acres of active and passive play; removal the 189th access per City comments; softening the
7 density impact in eastern region of the plan; and, contracted with engineers for a Traffic Study of
8 Viking, 187th and Highway 65.

9 DeRoche asked with respect to their traffic study if they were aware of the Elevage development
10 coming in and was that going to be taken into consideration. Mr. Barker responded that the traffic
11 study would take into consideration those traffic points around the Elevage property. He noted it
12 would also take into consideration the school traffic.

13 Mr. Barker showed a couple of different home offerings. He noted with the 30-acre parcel, the ability
14 to connect water and sewer to those homes would require a Comprehensive Plan amendment, which
15 was a process they would be looking at as well.

16 Mundle noted with the 30 acres to the east, part of the premise of when the City Council over time
17 put sewer and water in the City, the Council specified it for the corridor, three quarter miles on each
18 side. He stated it was a commitment at the time that it would not go beyond that no matter if it was
19 a continuing continuous piece of property or not. He did not know how this Council would handle it,
20 but if the Council stuck to that three-quarter mile line and did not allow water and sewer to go
21 beyond that three-quarter mile range, how would that affect them and would this project still go
22 forward without that.

23 Mr. Barker responded that was an interesting question. He indicated they had looked at this as an
24 entire neighborhood from the beginning with respect to the design. He stated to pull a portion of that
25 away from that neighborhood to move a different direction was not something that they were
26 feasibly able to do right now. He indicated they have done that calculation of what would it look like
27 to lose a significant amount of homes that would be able to be built into the development it would
28 impact the overall look of the neighborhood in a financial way for them. He noted it would become a
29 difficult hurdle to get over when they would not be able to have the continuity of the neighborhood
30 through the entire community.

31 Lewis asked if this would kill the deal. Mr. Barker responded if they separated off 30 acres, it would
32 definitely become a difficult hurdle.

33 Lewis noted anything was possible with a revised price. Mr. Barker responded the struggle was
34 where did they moved it. He noted they have tried to maximize the use of the space so if they were
35 going to lose a majority of the homes in that parcel, it became difficult to absorb that into the rest of
36 the development. He was not sure where they had looked at that with their engineers to figure out
37 how that could be changed. He noted the ultimate solution was to try and create some buffer and
38 some ways to kind of soften it so it could work on that parcel. He noted this became a very difficult
39 hurdle when they were talking about a significant amount of lots pulled from the overall
40 development.

41 Berg used a map to show the 30-acre parcel being referred to. Mr. Barker noted they were also
42 having to deal with the wetland and they were not able to go much beyond the point they were at
43 and the City would not be able to grow any further to the east. He stated there was also a huge
44 wetland complex right in the middle of that and that was the reason they were not able to do much

1 development on that. He indicated the 30-acre parcel was somewhat the end of the line where there
2 could be some potential development. He stated it was a stopping point of growth on that parcel and
3 the end of the line to where there could be some potential future connections to the south.

4 DeRoche asked if the rules were the same for the golf course that some of the wetlands could be
5 man-made versus regular wetlands. Davis responded that a lot of the wetlands in the area were
6 natural wetlands. He noted he had not seen the wetland delineation, but there were distinctions
7 between incidental and natural wetlands.

8 Berg stated they also had Anoka County Soil and Water tell them that something created 50 years
9 ago was not classified as a wetland because it had been there so long. He indicated no matter how
10 long it had been there, it was probably classified as a wetland.

11 Mundle understood Mr. Barker's point and it was unique in that perspective. He indicated the
12 Council had to look at this as a whole along the three-quarter corridor. Lewis indicated some
13 precedent would be set otherwise if another developer wanted to do this.

14 DeRoche asked the City Attorney to comment. Larson agreed the Council needed to be concerned
15 about setting precedent. He noted they were talking about an equal protection action, which were
16 very, very difficult ones to prevail on. He stated he agreed this was a fairness standard they were
17 setting and if they did this with this developer, under this exception, they were creating an exception
18 across the City. He noted the question was, was this a one-off exception, or were there other
19 potential exceptions within the City that could also be triggered by this. He indicated this was where
20 the City Planner and Development Director came into gauge on those exceptions.

21 Berg believed this was a classic case of land use and it was a request of a potential landowner for a
22 reclassification which would be looked at on a case-by-case basis just like variances, conditional use
23 permits, applications for land use, etc. He stated because this was currently zoned one way and they
24 were asking for a rezoning in order to do this, this would have to be rezoned in order for this
25 development to happen. He indicated if a future developer saw a similar scenario, they would have
26 to come to the Council with a request for a rezoning classification for a different land use than what
27 existed. He stated the only exception with this one was the developer was looking to extend sewer
28 and water service to this parcel outside of the boundary, which the flexible guidelines from the Met
29 Council was possible, but it would take a Comprehensive Plan amendment which had to be approved
30 by the Met Council.

31 Lewis asked if the currently zoned R1 had to be rezoned. Berg responded it could be because it was
32 within the service boundary right now. He noted in the plan unit development, because it was
33 already within that district, and the mixed-use standard was to provide a variety use of densities and
34 sizes for commercial, so that the City could spread out and become a little bit more diverse in a plan
35 so that the City Council could dictate how they wanted an area to develop.

36 Lewis asked in the commercial area, was a grocery store going to be developed there. Berg
37 responded that was within the Elevage development. He stated the commercial space could hold a
38 grocery store, restaurant, fast food, etc., and on the Final Plat there was a space designated as a
39 future grocery store, which was still in their plan.

40 DeRoche noted if they were talking zoning text amendment, would the mixed use be residential and
41 commercial, or did it have to be all commercial or all residential. Berg responded it was up to the
42 Council to decide what they wanted.

1 Mr. Barker noted with this development, Viking Meadow also maintained ownership over a portion
2 of this that they were currently marketing mixed commercial, which was not shown on their plan.

3 Berg stated the City's Comprehensive Plan and agreement with Met Council was that they would
4 target three units per acre Citywide in the MUSA, so this was below the target range for their already
5 defined level of development.

6 DeRoche asked how did the Met Council, outside of the sewer/water district, have control over how
7 many units per acre. Berg explained the Comprehensive Plan amendment and MUSA.

8 Miller asked if the 30-acre parcel was three per one and not the entire development. Berg responded
9 Capstone was trying to target the entire development to stay below the three.

10 Berg stated at the request of Capstone, he had reached out to the City's Met Council representative
11 and told them the City had a development proposal. He told the representative they wanted to know
12 if this could be brought into the MUSA area to be serviced by service and water and the response he
13 received back was that it could be done but it would take a Comprehensive Plan amendment and
14 approval by the Met Council before that could be brought into the MUSA. He stated they had not
15 had a follow up conversation with the Met Council in terms of timeline or requirements, etc.

16 Mundle did not believe these questions would get solved tonight and would take additional
17 discussion. He appreciated Capstone working with the City and listening to the residents and taking
18 the comments and applying them so they were not at maximum density and allowed for more open
19 space. He liked that half of the 30-acre piece was essentially being left open and if the 30-acre piece
20 parcel was not outside the three-quarter mile mark, he was sure they would be having a different
21 discussion right now. But that was something they would have to address. He complimented
22 Capstone and stated they were doing a good job with their honesty and integrity.

23 Miller inquired about the setbacks from 10 to 7.5. Mr. Barker responded the request in front of
24 Council tonight was for a 45 and a 65-foot lot with 7.5-foot side setbacks. He believed this sat close
25 to the current zoning for the homes.

26 DeRoche stated it was sometimes different in a development versus the neighborhood he lived in
27 where the setback was 10 feet. Berg stated Council gets to decide on a planned unit development.

28 Mundle asked in Viking Meadow, what were the setbacks. Berg responded he would need to check,
29 but he believed they were tighter than the regular zoning standard that was agreed to in that Planned
30 Unit Development.

31 Davis pointed out the MUSA boundary. He noted it was arbitrary and it was almost the dividing line
32 between what was available and what was not available.

33 Lewis stated in his experience in cases like this, there was one thing that made things feasible and
34 that was the price of the land. He noted they could have one house per acre, and that would make
35 sense. He noted it was not incumbent upon the City to change the size and shape of their MUSA to
36 accommodate this as otherwise it was not feasible. He stated he was loath to do that. He noted
37 while he was the Mayor, he was just like another Councilmember and only had one vote, but he was
38 not going to do it. He stated if that affected Capstone's profitability, they needed to change the
39 numbers. He indicated they could always negotiate the value of the land. He stated residents had
40 come up to Open Forum, public hearings, etc. and said they wanted country living. He noted
41 residents also wanted a grocery store, but in order to get a grocery store they needed rooftops. He
42 emphasized with Capstone they had to get their numbers to work.

1 Berg responded to Mundle's previous questions on the Viking Preserve setbacks. He noted some of
2 them look at the smallest at 10 feet, but most of them were 15 feet. For the 10 feet, which told him
3 they were probably 5 feet off the property lines, for a total of 10. He indicated a 7.5-foot setback
4 would be 5 more feet of additional space. Mundle responded he considered that acceptable.

5 Lewis stated his biggest concern other than imposing upon the people who own property adjacent to
6 this, was the traffic impact. He believed this would have an enormous impact on traffic for people
7 going north and south on Highway 65. He noted this would not personally impact him as he lived in a
8 different part of the City, but he could already see what was going to happen. He believed this would
9 have a major impact on rush hour traffic. Mr. Barker believed there was going to be a lot of
10 information that would come from the traffic study.

11 Barker stated Miller had made comments about the setback. He noted one of the things they wanted
12 feedback on was the 45-foot product or the 65-foot product. Miller stated he did not want to be
13 offensive but Viking Meadows was a gorgeous piece of property with trees, character, etc. He
14 indicated he was afraid Capstone would come in and "bulldoze it and make it into a cornfield and
15 then maximize what they could to put houses on it." He noted he was all for development, but in the
16 right way and preserving stuff that was within the City.

17 Miller stated he was having a hard time seeing this as an improvement to the property and
18 preserving the natural beauty of what was there. He was afraid they would create ponds that would
19 have stagnant water and use the sand taken out to fill in other areas of the development. He was
20 concerned how that was going to affect those houses with mosquitoes, etc. He indicated he was very
21 concerned about the existing residents around there also. He asked how that would affect what
22 those residents had and why they moved to the City as well as destroy the natural beauty. He stated
23 he was having a hard time with all of the houses being shoved into such a tight area and maximizing
24 it. He believed the City would lose a lot. He stated Capstone had an opportunity to make this a
25 beautiful development, which was what he was for and what he wanted in the City.

26 Miller stated the City was 40 square miles and he did not want to shove all of the houses into one
27 corner. He indicated he was looking at what the City could potentially lose. Mr. Barker stated that
28 was really important things to think about and what they needed to take into consideration. He
29 noted his background was in landscape design and he thought a lot about that in the development
30 plan. He pointed out what was existing in their plan was that they left 50 acres as wetland and
31 natural areas. He noted when they work in a community, they were always looking for ways they
32 could maximize natural beauty. He stated trees were important to them and they wanted to save as
33 many of them as they could. He noted they did not want to "blow" the land open and turn
34 everything into straight roads. He indicated they understood Miller's concerns and his concerns were
35 also their concerns and what they thought about working through this development and design.

36 Mr. Barker acknowledged it was difficult for the City because what Council was seeing was blobs of
37 different products, but they put a lot of design elements into their projects and thanked the City for
38 the feedback.

39 Steve Bond, Capstone Land Team, stated they had to go with the guidance of the land itself. With
40 respect to density, he noted the land use was calling for a density far greater than what they were
41 proposing. He indicated the golf course wanted to sell and the golf course was not going to keep the
42 land. He acknowledged this was a matter of price, but the golf course did not have to accept
43 anything. He believed the golf course would sell their land for the value their property was guided
44 for. He stated the golf course had set a price, which was probably a fair price based on how many
45 units could be put on this land.

1 Mr. Bond indicated after hearing the City's and resident's concerns, they had never before proposed
2 a project that had as much open space as this one did. He noted the team had been discussing over
3 the past few weeks how much open space would they possibly propose and came up with maximizing
4 the open space around the park. He stated this was bigger than anything they have ever done. He
5 indicated they gave up land that they could have put units on. With respect to the setbacks, he
6 stated they would still have 7.5 feet between the buildings and this was 95 percent of what the
7 setbacks were for this type of housing in the Twin Cities. He indicated they were going far lower than
8 what the land was guided for. He acknowledged the concern the Council had with respect to traffic,
9 but indicated they had taken traffic into account and traffic was decided when the land was.

10 Lewis stated he liked in the Coon Lake Beach area of the City, which was the oldest and densest area
11 of the City and the setbacks Capstone was proposing were smaller than the average ones at Coon
12 Lake Beach.

13 Lewis indicated with respect to traffic, the last time the Comprehensive Plan was revised, he was
14 disappointed to find out that the R1 area was in the MUSA. He stated the one thing they could not
15 do was to allow past decisions that might have been misguided or incorrect to guide their future
16 decisions.

17 Lewis stated there were plenty of people in the City who did not want to be on the hook for millions
18 and millions of dollars of debt. He acknowledged this development would contribute to a lot of
19 money for SAC/WAC which would go towards retiring that debt, but they could not make future
20 development decisions based on one decision made in the past. He indicated this had to be taken on
21 what was the sentiment of the community now.

22 Lewis noted the Council did not serve anyone but the residents and they needed to take the residents
23 into consideration in this decision. Mr. Bona responded he appreciated the comments but noted the
24 golf course landowners had rights under how the land was zoned also.

25 Berg stated 71 percent of the land, which was in the mixed-use district, could be developed per the
26 City's Zoning Code at 6 units per acre. Lewis noted this could not be done if the infrastructure could
27 not handle the traffic.

28 Berg stated it could be proposed to be six units. Lewis stated they could propose whatever they
29 wanted, but they could not force the City to agree to something that was impossible to handle given
30 the existing infrastructure.

31 Berg agreed that even if six units per acre were proposed in the mixed-use district, then the rezoning
32 for the R1 would be used with its current zone which would still trigger an EAW due to the number of
33 units that would be jammed into those two different zones. He indicated there would be a traffic
34 study if they proposed six units per acre and 71 percent was going to trigger that immediately
35 because of the number of units per acre.

36 Lewis stated they could not be forced to move at any particular speed either as the deliberating body.
37 He indicated they had to consider all of the possibilities and they do not have to do this every living
38 hour of every day. He noted they had to learn about the decisions they were going to have to make,
39 which might be frustrating for people, but that was the "nature of the game."

40 Mr. Bona noted they would be doing a traffic study and once the study was completed, Council would
41 have something to discuss. He indicated they wanted to get to the point where a traffic study would
42 get done, which he agreed was a very important issue.

1 Lewis stated he was not a traffic engineer, but he had gone through a previous traffic study and it was
2 clearly insufficient to the reality of the development. He indicated the Council would not “fall for
3 some joke traffic study” that didn’t look at the surrounding area.

4 Lewis stated he loved development and business, but he hated reducing the quality of life for the
5 residents just to make something happen. He indicated he did not want to be the guy who was
6 responsible for the next bad decisions in the City. He believed the traffic would have a big impact on
7 the City.

8 DeRoche agreed with Lewis and indicated he had seen decisions made where the residents were not
9 taken into account. He asked how it was going to impact the residents. He noted most people
10 moved to the City because they did not want the hustle and bustle and being crammed in.

11 DeRoche stated once sewer and water came in, then the Elevage project came in. He noted he was
12 on the Roads Commission at the time and the Roads Commission had turned Elevage down three
13 times, and now there was not a Roads Commission.

14 DeRoche asked how Capstone would get people in and out of there. He indicated when the “goofy”
15 traffic circle was put in, people were still trying to figure out how to navigate it. He stated he could
16 see the same thing here.

17 DeRoche stated when Cambia came in they were told they were not going keep the dirt and all of a
18 sudden the roads were paved and they were assessed exuberant amounts of money and now their
19 property was shut down. DeRoche acknowledged this was not Capstone’s fault, but he could see this
20 as a natural progression as to what has happened in the past and what was going to happen now.

21 DeRoche stated now they were talking about putting in 350 homes and even if they put one vehicle
22 in, he believed this would be an issue with safety and getting people in and out of that area. He
23 asked about a fire egress/ingress.

24 DeRoche believed the developer was a greedy developer because if he were a developer he would
25 want to build also. However, once this was built, the developer left and what would the ramifications
26 and impact on the City be. He noted it was said the City would make \$1.6 million over the life of this,
27 but this was “peanuts” compared to what they hold on this. He noted big numbers did not impress
28 him.

29 DeRoche believed the developer had a great product, but he did not see how it would work and fit in
30 the way Capstone said it would.

31 Mr. Bona thanked the Council and Mayor for their comments and stated their feedback was very
32 important because they had a contract. He stated aside from the traffic study, what else was
33 important.

34 Smith stated there were a lot of good points made and his big concern was with the residents that
35 had to live there. He noted once the development was completed, the developer moved on but it
36 was the residents and the City that had to live with it. He indicated if the Council made a decision and
37 they were wrong, it was going to impact a lot of the residents.

38 Mundle stated the question was what the City would accept in that area.

39 Lewis stated his answer would be run the equation in reverse and see what the maximum size or
40 density of homes would be there with the average family size, occupants, cars which would allow a
41 functional transportation system given the current infrastructure they had. Mr. Bona believed what
42 they proposed would work with the traffic study. He noted the analysis the Mayor had suggested

1 was what they were trying to do. He indicated they had a lot of ideas as to what worked and did not
2 work and they deal with traffic studies in every development. He believed what they proposed for
3 this development would work. He also believed the traffic study would come back and ask for turn
4 lanes in certain spots to make things safer at certain points. He indicated they would have a hard
5 time backing off the density numbers if the traffic analysis ended up supporting it.

6 Lewis stated he wanted the traffic study to look at the entire picture. He noted he would be closely
7 looking at the traffic study and whether it made practical sense. He stated if they just “run a smoke
8 and mirrors deal,” he would be able to figure it out and he would reject it as being bogus.

9 Mr. Bona noted they had their own traffic engineers, but the City would also hire a traffic study. He
10 noted they had done this with other cities also. Lewis noted he did not know how much traffic
11 engineering the City Engineer had, but he was letting Capstone know in advance that Council would
12 be looking at this carefully so they did not damage the residents. He noted this would not affect him,
13 but they were not on the Council to look out for themselves. He recommended Capstone might want
14 to talk to the neighbors who appeared at the Planning Commission public hearing to see what their
15 concerns were also.

16 Mr. Bona asked about the Comprehensive Plan amendment. Lewis responded he would never want
17 to go along with a decision that was made by somebody else.

18 Mr. Bona stated many of the homes would be \$600,000. He noted the average home price would not
19 be \$350,000. He stated the average home price would be over \$400,000. He indicated there were
20 more of the larger homes being proposed.

21 DeRoche asked if Capstone had any concern about people paying that much to live on top of each
22 other. Mundle noted people would pay for the larger homes.

23 DeRoche noted their decision did not affect the Councilmembers, but it affected the City as a whole.
24 He stated they listened to the concerns of the people in the community and he was doing what the
25 residents would want. He indicated that traffic was the biggest issue and right now they were
26 guessing on this.

27 Mr. Bona acknowledged the traffic was a big issue for the Council. He asked Council what size homes
28 they would recommend.

29 DeRoche asked if Capstone had done a market study. Mr. Bona responded they had not. DeRoche
30 believed a market study should be done.

31 Lewis stated he didn't want to see similarity of the design and color either.

32 DeRoche asked what the traffic study timeframe was. Mr. Bona responded that the traffic study
33 would be part of the preliminary plat. He stated if they left the meeting tonight and did not have any
34 idea though the preliminary plat would cost a couple hundred thousand dollars to prepare. He noted
35 they did not want to prepare a preliminary plat if they were on the wrong track with respect to the
36 housing. He stated the traffic study would be happening at the same time as the EAW and other
37 environmental reports and that was why they were trying to get as much specific information as they
38 could to make the plan adjustments.

39 Mundle stated the only big issue he had was the 30 acres that was outside of the three-quarter line.
40 He recognized the Code and the land use and they would figure out about traffic. He appreciated
41 they were allowing a lot of open space and not putting houses on top of each other.

1 Mr. Bona thanked the Council for their time and acknowledged these conversations could be
2 uncomfortable, but Capstone was trying to do what was best for the City and they would like to be a
3 part of the City. He stated they really did care about the residents of East Bethel. He noted their
4 office was in Ramsey and they would not be going anywhere when the development was done.

5 **Informational; no action required.**

6 **4.0 B DEED Application – Nexus Bond Financing**

7 Davis stated the City's bond counsel, Dorsey-Whitney, is requesting an application for local bond
8 financing be signed and sent to the MN Department of Employment and Economic Development
9 (DEED). There is nothing binding regarding the application. The application is just a summary of the
10 financing that is provided to the State. Minnesota law only allows these tax-exempt financings to
11 occur if the State knows about them first. Since the State is not underwriting the bonds, it's just a
12 rubber stamp to make sure that state law procedures are being followed. The Anoka County
13 application has already been sent, so Dorsey-Whitney is just taking the next step in the process for
14 the bond issue.

15 Davis indicated Dorsey-Whitney understands the resolution approving the financing was conditioned
16 on the final amended Conditional Use Permit and PILOT Agreement being approved at an upcoming
17 meeting, but this application needs to get to State staff with sufficient time for them to review before
18 they close their responsibilities for the Nexus financing. The review of the application by DEED will
19 take a few weeks while Dorsey-Whitney finishes up their process with Nexus. This application is
20 standard and DEED reviews all financing like this for every entity involved in tax exempt bonding. The
21 submission of this application does not make the resolution any more effective and it does not bind
22 the City to anything. It is just a statutory requirement that Dorsey-Whitney submit the application
23 after the vote on the resolution.

24 Davis stated Dorsey-Whitney needs to send this to DEED early next week and requests that Council
25 approve the signing of the DEED Signatures (issuer) DEED Application (Nexus – East Bethel) as
26 exhibited in Attachment 1 and 2 to Council's packet.

27 Davis indicated the execution and filing of this application was already approved as part of the July 10
28 resolution, but he wanted to make sure that they had Council's understanding and full authorization
29 for Mayor Lewis and myself to sign the documents.

30 Davis stated a representative from Dorsey-Whitney is in attendance at this meeting to answer any
31 questions relating to this request.

32 Davis noted staff requests Council authorize the Mayor and City Administrator to sign the designated
33 documents as presented in the attachments to Council's packet and submit those to DEED.

34 **Mundle stated I'll make a motion to authorize the Mayor and City Administrator to sign the**
35 **designated documents as presented in the attachments to Council's packet and submit those to**
36 **DEED. DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.
37 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

38 **4.0 C Anoka County Sheriff's Report**

39 Lieutenant Derek Peters presented the June 2023, Sheriff's Report, stating the Sheriff's Department
40 responded to 1 burglary, 2 thefts, 1 criminal sexual conduct, 4 assaults, 1 damage to property, 4
41 personal injury accidents, 19 PD accidents, 50 medical, 31 animal complaints, 23 alarms, 1 felony
42 arrest, 7 misdemeanor arrests, 3 domestic assaults, 2 warrant arrests, 86 traffic stops, and 18 traffic
43 arrests.

1 DeRoche asked if there were cameras put on the speed trailers. Lieutenant Peters responded they
2 did not, but it would be a good idea as it would be a good opportunity for them to catch speeders.
3 He indicated the trailers only worked to some degree and ultimately they had to start taking more
4 enforcement action.

5 **Informational; no action required.**

6 **4.0 D Fire Department Monthly Report**

7 Fire Chief Sanow presented the June 2023 report and noted that they responded to 75 total calls, of
8 which 51 were medical. He stated residents needed to check the DNR website daily for the burning
9 regulations also.

10 DeRoche asked who investigates fires. Sanow responded North County Fire Investigations and the
11 County Sheriff's office.

12 **Informational; no action required.**

13 **4.0 E Supplemental Payment Summary**

14 **DeRoche stated I'll make a motion to approve the Consent Agenda. Mundle stated I'll second.**

15 Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any
16 opposed? That motion passes. **Motion passes unanimously.**

17 **6.0 Consent Agenda**

18 ~~Item A: Approve Bills~~

19 Item B: Approve Meeting Minutes July 5, 2023 City Council Work Meeting

20 Item C: Approve Meeting Minutes, July 10 2023 City Council Meeting

21 ~~Item D: Amendment of Section 9.8 of MNPEA Labor Agreement – Specialty Pay~~

22 **DeRoche stated I'll make a motion to approve the Consent Agenda. Smith stated I'll second.** Lewis
23 asked any discussion? DeRoche requested to pull Item D. Smith requested to pull Item A.

24 To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes.
25 **Motion passes unanimously.**

26 **6.0 A Approve Bills**

27 Smith inquired about the \$250 travel expense for Davis. Davis responded that was mileage for 2
28 months. He noted they were short vehicles and he drove his own vehicle.

29 Smith inquired about the Ekberg Lammers bills. He noted the Mayor had mentioned this at one time.
30 Lewis stated he was looking for a detailed list, so this was a repeat request.

31 Davis apologized for not submitting that and he reviewed each charge and gave an explanation for
32 them.

33 Smith stated it was important the Council was given a breakdown on the bills.

34 Lewis inquired about TIF-1. Davis responded that was the TIF payment to Cedar Creek Senior Living.
35 He explained the TIF process to the Council.

36 Smith asked about the payment to the City of St. Paul. Davis responded that was for asphalt
37 patching.

38 **Smith stated I'll make a motion to approve Item A of the Consent Agenda. Miller stated I'll second.**

39 Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any
40 opposed? That motion passes. **Motion passes unanimously.**

6.0 D Amendment of Section 9.8 of MNPEA Labor Agreement – Specialty Pay

DeRoche asked if they were creating two new positions. Davis responded this was an amendment to the union contract and it would not be a new position. He noted it was a pay raise to compensate one employee who was taking on extra responsibilities in the maintenance field. He noted that employee had improved his skill set and he had done a lot of work so they were able to do more in-house repairs rather than ship the repairs out to commercial repair shops. He stated he had done a good job and the City wanted to make sure they retained him. He noted this was still below the rate other cities paid this type of a position.

DeRoche asked if they were setting a precedent that if somebody did a good job, they would create a new job position and give them more money than the next guy who did a great job. Davis responded this was on a case-by-case basis and it was a unique situation because he was already getting some specialty pay for some of the mechanical duties he took over. He indicated he had done a great job and this was an extra incentive to keep him in the City and not go anywhere else.

Mundle noted a part of this would be that the employee would be completing the ASE certification that would enable him for a raise, which was not unique with Public Works employees.

Lewis stated they had voted on this related item before and this employee's skill set was such that it was a net gain to the City to have him working for the City instead of looking for employment somewhere else.

DeRoche asked if they would just keep bumping people up. Lewis responded he would hope they had that problem, but he doubted they would have it.

Davis stated in the amendment to the union contract, the City controlled the designation of these and with only 8 staff members, only 1 person was needed in this position who was basically a mechanic without being given the mechanics title at this point.

DeRoche asked if this employee did more than just mechanical work because when he looked through the bills, the City paid a lot for maintenance on the equipment. He asked what the employee was doing that was saving money. Davis responded there was some specialty mechanical such as working on fire engines that needed to be sent out. He indicated that sometimes the City needed to turn a repair over quickly and this employee was the only one working on 30 pieces of equipment, so it would not get done in time. He noted they would have a lot of equipment sitting idle when they needed to have it in utilization.

DeRoche stated I'll make a motion to approve Item D of the Consent Agenda. Miller stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 New Business. Commission, Association, and Task Force Reports

No reports given.

8.0 Department Reports**8.0 A Community Development****8.0 A.1 Resolution 2023-55, Electrical Permit Inspection Services**

Berg stated at the June 5, 2023 City Council Work Meeting staff present Council with information on a potential change in electrical inspection services which could create less confusion and more conveniences for residents as well as efficiencies for city staff in application process.

1 Berg noted prior to July 2011, all electrical inspections in the city were conducted by the Minnesota
2 Department of Labor and Industry (DOLI). Changes in regulations provided Local Units of Government
3 an option to contract privately for electrical inspection services.

4 Berg indicated in September 2011, the City of East Bethel contracted electrical inspections with a
5 local inspector who could provide same day inspections and allowed the City to recover a percentage
6 of the permit fees and work. In September 2018, this service transitioned to Sloth Inspections located
7 in Andover. The city is not dissatisfied with Sloth Inspections however staff believe that utilizing the
8 DOLI will be a better value for residents and contractors. Independent contracting of this service has
9 experienced cost increases. The increased costs to cover inflationary expenses has not come with any
10 additional benefits to residents and contractors. Additionally, the DOLI has improved their
11 performance in this area therefore the difference between the two services has since equalized.

12 Berg stated the advantages of contracting the electrical inspection service are/were:

- 13 • 20 percent of the permit revenue is retained by the City to cover the administrative costs for this
14 service

15 The disadvantages of contracting the electrical inspection service are/were:

- 16 • Confusion as who to contact with questions and for inspections.
- 17 • Cost increases passed on to residents for permitting.
- 18 • Scheduling inspections has been reduced to 2 days per week.
- 19 • Additional permits for projects cannot be issued until electrical inspections have been complete,
20 which causes delays for residents and contractors.
- 21 • The financial incentives for the City have been minimized.

22 The advantages of going with DOLI are:

- 23 • Administration of the entire process is no longer a responsibility of or a cost to the City.
- 24 • Electrical questions, permits and inspections are in one place for contractors and residents.
- 25 • Permit costs would be less for contractors and residents.
- 26 • With surrounding cities and counties using the same service, there may advantages and
27 efficiencies in scheduling.

28 Berg noted the disadvantages of contracting with the DOLI were:

- 29 • There could be some initial confusion with transition to new service.
- 30 • An estimated loss of annual revenue in the average amount of \$6,106.62/year.

31 Berg stated there seems to be no additional conveniences or savings for the residents, city or
32 contractors that the independent contracting once provided. Of the 21 Cities in Anoka County, only 7
33 contract with an independent inspector.

34 Berg noted the existing contract with the independent inspector may be terminated with or
35 without cause by either party with 30 days written notice.

36 Berg stated DOLI has requested a minimum of a 2-week notice to prepare for the assumption of the
37 duties. Ordinance revisions will be necessary to reassign the authority to the DOLI and can be
38 accomplished during the 30-day notice period.

39 Berg indicated revenues generated by the current contacted electrical services shows an average of
40 \$6,106.62/ year over the last 5 years.

41 Berg stated staff estimates that on average each electrical permit requires an average of 30 minutes
42 per permit to process from initial application through processing to final billing. The same 5-year

1 average shows that on average 1 electrical permit was issued per day. This puts processing and
2 administrative costs at approximately \$6,760.00/year.

3 Berg recommended that Council approve Resolution 2023-55, authorizing the termination of the
4 contract with the independent electrical inspector, by 30 day written notice, and designate authority
5 of electrical permitting, fee collection and inspection services, by ordinance, to the Commissioner of
6 the Minnesota Department of Labor and Industry beginning on September 1, 2023.

7 **Smith stated I'll make a motion to approve Resolution 2023-55, Authorizing the Termination of the**
8 **contract with the independent electrical inspector, by 30-day written notice, and designate**
9 **authority of electrical permitting, fee collection, and inspection services, by Ordinance, to the**
10 **Commissioner of the Minnesota Department of Labor and Industry beginning on September 1,**
11 **2023. DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.
12 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

13 **8.0 B Engineer Report**

14 None.

15 **8.0 C City Attorney**

16 **8.0 C.1 Live Barn Contract – Ice Arena**

17 Davis stated the St. Francis Youth Hockey Association has requested the City contract with LiveBarn,
18 Inc. to install a fully automated sports broadcasting system for the delivery of on demand video and
19 audio streaming to internet connected devices. LiveBarn is a video service that provides Live
20 Streaming and On Demand replay of amateur and youth sports events. The LiveBarn service is
21 available in most ice arenas in the state. Davis noted access to the LiveBarn services would be
22 through paid subscription to the vendor.

23 Davis indicated the City Attorney reviewed the Live Barn Contract and his recommendations for
24 contract changes/amendments have been accepted by Live Barn. These changes have been
25 incorporated in the proposed contract (Attachment 2 to Council's packet) and are as follows:

26 Section 1.1, Amended: Installation shall include separate internet line.

27 Section 2.1 and 3.1, Amended: The Term of this Agreement is five years.

28 Section 6.1, Amended to include: Section 6.1 is a request by LiveBarn, not a binding obligation
29 on Venue Owner.

30 Section 7.9, Amended: This Agreement is governed by and will be interpreted under the laws
31 of the State of Minnesota. Any disputes shall be heard in the court of the State of Minnesota,
32 venue Anoka County if a state district court action.

33 Section 7.10, Amended t: This Agreement is a public document under the Minnesota Data
34 Practices Act.

35 Section 7.13, Added Section, which provides: Notwithstanding anything to the contrary, the
36 Venue Agreement does not preclude any person or member of the public accessing Venue
37 Owner's public facilities from creating their own video and/or audio at Venue Owner's Ice
38 Rink Sheet; and this Venue Agreement shall be interpreted and applied in a manner that
39 complies, and does not create or constitute a breach or a default, with existing agreements
40 between Venue Owner and others respecting Venue Owner's Ice Rink Sheet.

41 Davis stated this matter was discussed by City Council at the October 3, 2022 Work Meeting but there
42 was no follow up on the request.

43 Davis indicated per the proposed contract there is no cost for the Live Barn installation. The City
44 would not be responsible for damage or malfunction of any equipment. LiveBarn will repair or
45 replace at its cost any malfunctioning components which is required.

1 Davis stated the City might have costs, to be determined, for Wi-Fi upgrades was required and
2 maintenance of this system in the arena. The City would realize revenues from Live Barn and ad sales
3 in amount estimated to be \$300 – 500 per year.

4 Davis requested the City Council to consider approval of the contract with Live Barn for streaming and
5 on demand video services for the East Bethel Ice Arena as exhibited in Attachment 2 to Council’s
6 packet.

7 **Mundle stated I’ll make a motion to approve the contract with Live Barn for streaming and on**
8 **demand video services for the East Bethel Ice Arena as exhibited in Attachment 2 to the Council**
9 **packet. Smith stated I’ll second.** Lewis asked any discussion?

10 DeRoche stated he did not know what this was. Davis explained the subscription service. DeRoche
11 asked did they fall under a certain umbrella insurance. Davis responded the City Attorney could get
12 address this, but they did put up signs that stated people were being videoed.

13 Larson stated the contract template met governmental units for public facilities. He indicated he had
14 reviewed the contract and made the appropriate changes to the contract. He believed the contract
15 was good legally.

16 DeRoche asked if releases were necessary for videotaping people. Davis responded this would be no
17 different than someone going to a baseball game where the cameras showed the crowds.

18 Berg stated there was no expectation of privacy in a public venue.

19 Miller asked if these were fixed cameras or did they move. Alex Goodwin responded they were fixed
20 cameras that would face one side of the arena and it would move back and forth to follow the game.
21 She stated one camera would be on the ice and the other camera would be on the scoreboard. She
22 noted this was good for parents who had multiple kids, so they could still watch them play.

23 Ms. Goodwin stated this was a subscription service where people could watch it on their TV,
24 computer, or other streaming device. She indicated the profits came from people signing up for the
25 subscription service. She noted the audience could be heard, but there was no announcing during
26 the games.

27 To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes.
28 **Motion passes unanimously.**

29 **8.0 D Finance**

30 None.

31 **8.0 E Public Works**

32 None.

33 **8.0 F Fire Department**

34 None.

35 **8.0 G City Administrator Report**

36 **8.0 G.1 August Work Meeting Agenda**

37 Lewis asked for an explanation as to why did the City own the Ice Arena. He requested this be put on
38 the August 7, 2023 agenda.

39 Davis stated Council’s monthly Work Meeting was scheduled for Monday, August 7, 2023 at 7:00 PM.
40 The following items were recommended for discussion: 2024 Preliminary Budget Review and
41 Discussion; and Utility Extension 184th Lane to Briarwood.

1 DeRoche did not think it was necessary to have an August Work Meeting.

2 **9.0 – Other Items**

3 **9.0 A Staff Report**

4 None.

5 **9.0 B Council Reports**

6 Smith noted at the June 26 meeting, Mundle abstained from one of the items. He asked why he had
7 abstained. Mundle responded it was his prerogative to do that and he had no explanation he needed
8 to give.

9 Miller stated Booster Days was fun and it was nice to see the residents there smiling and having a
10 good time. He thanked everyone involved as well as the Booster Days Committee for doing a great
11 job and he looked forward to working with them.

12 Miller stated at the last Council meeting the Council was called out for making snide remarks and
13 exhibiting bad behavior to one of the people on the Booster Committee. He indicated the Council
14 was told they humiliated her; that she was thinking of quitting; and, the Council owed her an apology.
15 He indicated he took this seriously, especially since he was called out, so he went back and reviewed
16 the video a couple of times.

17 Miller indicated he had spoken with the person who this was directed about and it was all a lie. He
18 indicated she had never talked to the person that accused Council of doing this and she had not asked
19 that person to do what she did. He noted she was not going to quit and the Council did not owe her
20 an apology.

21 Miller stated this concerned him, especially when they were called out directly for doing something
22 inappropriate or making someone feel a certain way. He noted they had someone on a Committee
23 who was basically talking for another person without being asked to relay information. He was not
24 sure how this should be handled, but it had to end. He stated it was one thing to be told they owed
25 someone an apology, when in reality it turned out that person owed them an apology.

26 DeRoche agreed. He stated he had read the Minutes and also watched the video a couple of times to
27 see where this came from. He noted the only humor he found that evening was when the Mayor was
28 assigning commission liaisons and Smith made a comment he wanted the Sandhill Crane Commission
29 because it meets every seven years. He indicated he did not know where this came from.

30 DeRoche stated especially with Commission people, it had to stop. He noted this Council had been in
31 place for seven months and the name calling had to quit. He stated they were being told they were
32 slandering people; they were doing this; they were doing that – and that was not happening.

33 DeRoche stated a Commission member could not put that hat on and then put another hat on. If
34 they were a member of a Commission, they have to remember they are on a Commission. He stated
35 even if it were a regular resident and those comments were made, he would still take offense to it.
36 He agreed someone owed them an apology.

37 Lewis stated he had spoken with Ms. Dorn at the Booster Days information booth, who is the person
38 who they were speaking of, and Ms. Dorn did a good job as the primary organizer of Booster Days.
39 He indicated Ms. Dorn reiterated to him exactly what she said and the person who came before
40 Council and grossly attacked them was misinformed.

41 Lewis stated that person needed to apologize to the Council or resign from the Parks Commission,
42 which was the Commission she was on. He stated if people attacked others publicly, they should

1 have the “guts” to come and apologize to them publicly when the attack was found to be without
2 merit.

3 Smith stated he agreed with everything he had heard and a public apology was in order. He
4 requested this person come to the next Council meeting and apologize publicly to them. He stated if
5 she refused to do that, then he wanted the Council to remove her from the Parks Commission
6 because this was important, especially on a Commission where they all worked together and stood
7 together on decisions. He indicated this was way out of line.

8 Miller stated it was one thing to say the truth, and a resident had a right to say whatever they wanted
9 at a public form, but that was not the issue. The issue was when they said something that was a lie
10 and doing it on behalf of someone else who had no knowledge of it. He stated they had to draw the
11 line somewhere and this was it.

12 Davis asked if he should request her to come to the next Council meeting. Smith requested Davis
13 contact her and report back to the Council on the discussion they had.

14 Mundle stated he attended the EDA meeting where they discussed the Business Retention and
15 Expansion Program and possible steps to get this moving. He indicated they also discussed the Viking
16 Meadows Concept Plan.

17 Lewis stated he had received emails and phone calls this past weekend from people upset about a
18 music event on Klondike Avenue. He indicated DeRoche and himself went out and spoke with the
19 owner, but they did not get much headway with him because complaints were still received. He
20 indicated Davis had looked into this and no permit had been issued for this event.

21 Lewis stated he found it strange that people who were basically libertarian type folks wanted to
22 maximize freedom and did not want undue laws. However, he indicated the laws they did have had
23 to be obeyed and he wanted people to obey them and have equal justice under the law. He noted
24 the fact that their forefathers were there 200 years ago, did not give them more credibility under the
25 law and Court than people who just got here. He stated it did not matter if they had more or less
26 money, what color or ethnicity they were, everyone had equal opportunity and equal treatment
27 under the law and people had to obey the permit laws regarding noise. He stated some
28 consequences had to be had, including a hard review of any permit next year.

29 Lewis indicated people had the right to quiet enjoyment of their property which meant their neighbor
30 did not get to play loud music or have barking dogs all night.

31 Lewis stated he was not a fan of the Council Work Meetings. He noted the Ordinance called for two
32 City Council meetings a month. He noted the Council did not get paid \$75 an hour to be here and he
33 understood (especially with the budget discussions) that they needed to commit whatever time was
34 required, but they really wanted to move back to two Council meetings a month as soon as possible.

35 Davis agreed that Council Work meetings were not required in the Ordinance and those Work
36 Meetings were put there to review items so that Council could be better prepared, but if Council
37 didn't want them, they did not have to have them.

38 Lewis believed they could do these things with email communication with respect to preparatory
39 information. He stated he was speaking for at least three of the four Councilmembers and he did not
40 know how Mundle felt about this.

41 Lewis stated the Council approved an Ordinance amendment earlier this year about definition of
42 what a resident was, but the Ordinance did not define what a resident of the City was. He requested

1 “and was on the verging on demanding” that they verify that everyone who was on every
2 Commission was a resident of the City and that it was specified in the Ordinance.

3 Davis asked Laron if that could be done retroactively. Larson responded that could not be done
4 retroactively and what the Council had done was imposed a date of enactment, so anyone who
5 would be applying for an appointment from the date of that Code requirement would show proof of
6 residence, but they could not retroactively go back and make them prove they were a resident.

7 Lewis asked if this was true even if they were supposed to be a resident before the amendment.
8 Larson responded that the change with respect to the definition of resident had particular proof of
9 requirements and that was what he was speaking to. He stated this would be applied for all
10 applicants to the various committees and commissions from that date forward. Lewis stated he
11 disagreed.

12 Lewis stated he wanted added to the next Work Meeting the City Administrator’s position. He stated
13 they needed to start dealing with it as a personnel issue.

14 Davis stated they could do this as a closed session at the next Council meeting. Lewis stated either
15 way, but they needed to start getting real about it.

16 **9.0 C Other**

17 None.

18
19 **10.0 D Adjourn**

20 **DeRoche stated I’ll make a motion to adjourn. Miller stated I’ll second.** To the motion, all in favor
21 say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

22 Meeting adjourned at 9:32 PM.

23
24 Submitted by:

25 Kathy Altman

26 *TimeSaver Off Site Secretarial, Inc.*

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

RESOLUTION NO. 2023-57

**RESOLUTION PROCLAIMING OCTOBER 2023 AS DOMESTIC VIOLENCE
AWARENESS MONTH**

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County and the City of East Bethel; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and the City of East Bethel, and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is National Domestic Violence Awareness Month; and

WHEREAS, during National Domestic Violence Awareness Month, Anoka County and the City of East Bethel organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: October 2023 is proclaimed Domestic Violence Awareness Month.

Adopted this 14th day of August, 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

Adoption Date: October 4, 2017

Modification #1 Approval Date: August 14, 2023

City of East Bethel

Anoka County, Minnesota

MODIFICATION to the Tax Increment Financing (TIF) Plan Tax Increment Financing District 1-3 (Viking Preserve) (a housing district)

Located in Municipal Development District No. 1



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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Modification to the Tax Increment Financing Plan for Tax Increment Financing District 1-3 (Viking Preserve)

FOREWORD

The City of East Bethel, Minnesota (the "City"), staff and consultants have prepared the following information to expedite the Modification of Tax Increment Financing District 1-3 (Viking Preserve) (the "District"), a housing district, located in Municipal Development District No. 1.

STATEMENT OF OBJECTIVES

As modified August 14, 2023

The TIF Plan is being modified to remove 13 parcels from the District that do not meet the low-and moderate-income restrictions for owner-occupied units.

DESCRIPTION OF PROPERTY TO BE REMOVED FROM THE DISTRICT

As modified August 14, 2023

The District is being modified to remove the following 13 parcels from the District:

No.	Parcel
1	303323140009
2	303323140010
3	303323140011
4	303323140012
5	303323140014
6	303323140019
7	303323140020
8	303323140033
9	303323140038
10	303323140039
11	303323140048
12	303323140050
13	303323140054

The pay 2023 net tax capacity of the parcels being removed is greater than the net tax capacity of the parcels when the district was established in 2017.

Appendix A: October 4, 2017 Original TIF Plan



FINAL FOR FILING

**Modification to the Development Program
for Municipal Development District No. 1**

and the

Tax Increment Financing Plan

for the establishment of

**Tax Increment Financing District No. 1-3 (Viking Preserve)
(a housing district)**

within

Municipal Development District No. 1

City of East Bethel
Anoka County
State of Minnesota

Public Hearing: October 4, 2017
Adopted: October 4, 2017

Prepared by: EHLERS & ASSOCIATES, INC.
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***Section 1 - Modification to the Development Program
for Municipal Development District No. 1***

Foreword

The following text represents a Modification to the Development Program for Municipal Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Municipal Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-3 (Viking Preserve).

For further information, a review of the Development Program for Municipal Development District No. 1, adopted October 3, 2012 is recommended. It is available from the City Administrator at the City of East Bethel. Other relevant information is contained in the Tax Increment Financing Plans for the Tax Increment Financing Districts located within Municipal Development District No. 1.

Section 2 - Tax Increment Financing Plan for Tax Increment Financing District No. 1-3 (Viking Preserve)

Subsection 2-1. Foreword

The City of East Bethel (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1-3 (Viking Preserve) (the "District"), a housing tax increment financing district, located in Municipal Development District No. 1.

Subsection 2-2. Statutory Authority

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S.")*, Sections 469.124 to 469.133, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.179, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Municipal Development District No. 1.

Subsection 2-3. Statement of Objectives

The District currently consists of two parcels of land and adjacent and internal rights-of-way. The District is being created to facilitate construction of a 48-unit single-family housing development in the City. Please see Appendix A for further District information. The City has not entered into an agreement at the time of preparation of this TIF Plan, but development is likely to occur in 2017. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Municipal Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Municipal Development District No. 1 and the District.

Subsection 2-4. Development Program Overview

1. Property to be Acquired - Selected property located within the District may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.

Subsection 2-5. Description of Property in the District and Property To Be Acquired

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed in Appendix C of this TIF Plan. Please also see the map in Appendix B for further information on the location of the District.

The City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan. The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

Subsection 2-6. Classification of the District

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is a housing district pursuant to *M.S., Section 469.174, Subd. 11 and M.S., Section 469.1761* as defined below:

M.S., Section 469.174, Subd.11:

"Housing district" means a type of tax increment financing district which consists of a project, or a portion of a project, intended for occupancy, in part, by persons or families of low and moderate income, as defined in chapter 462A, Title II of the National Housing Act of 1934, the National Housing Act of 1959, the United States Housing Act of 1937, as amended, Title V of the Housing Act of 1949, as amended, any other similar present or future federal, state, or municipal legislation, or the regulations promulgated under any of those acts, and that satisfies the requirements of M.S., Section 469.1761. Housing project means a project, or portion of a project, that meets all the qualifications of a housing district under this subdivision, whether or not actually established as a housing district.

M.S., Section 469.1761:

Subd. 1. Requirement imposed.

(a) In order for a tax increment financing district to qualify as a housing district:

- (1) the income limitations provided in this section must be satisfied; and*
- (2) no more than 20 percent of the square footage of buildings that receive assistance from tax increments may consist of commercial, retail, or other nonresidential uses.*

(b) The requirements imposed by this section apply to property receiving assistance financed with tax increments, including interest reduction, land transfers at less than the authority's cost of acquisition, utility service or connections, roads, parking facilities, or other subsidies. The provisions of this section do not apply to districts located within a targeted area as defined in Section 462C.02 Subd 9, clause (e).

(c) For purposes of the requirements of paragraph (a), the authority may elect to treat an addition to an existing structure as a separate building if:

- (1) construction of the addition begins more than three years after construction of the existing structure was completed; and
- (2) for an addition that does not meet the requirements of paragraph (a), clause (2), if it is treated as a separate building, the addition was not contemplated by the tax increment financing plan which includes the existing structure.

Subd. 2. Owner occupied housing.

For owner occupied residential property, 95 percent of the housing units must be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under section 143(f) of the Internal Revenue Code.

Subd. 3. Rental property.

For residential rental property, the property must satisfy the income requirements for a qualified residential rental project as defined in section 142(d) of the Internal Revenue Code. The requirements of this subdivision apply for the duration of the tax increment financing district.

Subd. 4. Noncompliance; enforcement.

Failure to comply with the requirements of this section is subject to M.S., Section 469.1771.

In meeting the statutory criteria the City relies on the following facts and findings:

- The District consists of two parcels.
- The development will consist of 48 units of single family housing
- 95% of the units will be occupied by families of 2 or less with incomes at or below 100% of the area median income (AMI) or 115% of AMI for families with 3 or more persons.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114* or *Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

Subsection 2-7. Duration and First Year of Tax Increment of the District

Pursuant to *M.S., Section 469.175, Subd. 1, and Section 469.176, Subd. 1*, the duration and first year of tax increment of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 25 years after receipt of the first increment by the City (a total of 26 years of tax increment). The City elects to receive the first tax increment in 2020, which is no later than four years following the year of approval of the District. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2045, or when the TIF Plan is satisfied. The City reserves the right to decertify the District prior to the legally required date.

Subsection 2-8. Original Tax Capacity, Tax Rate and Estimated Captured Net Tax Capacity Value/Increment and Notification of Prior Planned Improvements

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2017 for taxes payable 2018.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2019) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the district;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2018, assuming the request for certification is made before June 30, 2018. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Municipal Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2020. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Estimated Tax Capacity upon Completion (PTC)	\$244,446	
Original Estimated Net Tax Capacity (ONTC)	\$3,416	
Estimated Captured Tax Capacity (CTC)	\$241,030	
Original Local Tax Rate	1.16761	Pay 2017
Estimated Annual Tax Increment (CTC x Local Tax Rate)	\$281,429	
Percent Retained by the City	100%	

Tax capacity includes a 3% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 25. The tax capacity of the District in year one is estimated to be \$19,136 and \$131,402 at full build out in 2021.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase

the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

Subsection 2-9. Sources of Revenue/Bonds to be Issued

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by a pay-as-you-go note and interfund loan/transfer. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The total estimated tax increment revenues for the District are shown in the table below:

<u>SOURCES OF FUNDS</u>	<u>TOTAL</u>
Tax Increment	\$4,898,883
<u>Interest</u>	<u>\$489,888</u>
TOTAL	\$5,388,771

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$3,356,049. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

Subsection 2-10. Uses of Funds

Currently under consideration for the District is a proposal to facilitate construction of a 48-unit single-family housing development. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the table on the following page.

<u>USES OF TAX INCREMENT FUNDS</u>	<u>TOTAL</u>
Land/Building Acquisition	\$150,000
Site Improvements/Preparation	\$300,000
Utilities	\$600,000
Affordable Housing	\$1,000,000
Other Qualifying Improvements	\$816,161
<u>Administrative Costs (up to 10%)</u>	<u>\$489,888</u>
PROJECT COST TOTAL	\$3,356,049
<u>Interest</u>	<u>\$2,032,722</u>
PROJECT AND INTEREST COSTS TOTAL	\$5,388,771

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in Subsection 2-9.

Estimated costs associated with the District are subject to change among categories without a modification to this TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. The City may expend funds for qualified housing activities outside of the District boundaries.

Subsection 2-11. Fiscal Disparities Election

Pursuant to *M.S., Section 469.177, Subd. 3*, the City may elect one of two methods to calculate fiscal disparities. If the calculations pursuant to *M.S., Section 469.177, Subd. 3, clause b*, (outside the District) are followed, the following method of computation shall apply:

- (1) *The original net tax capacity shall be determined before the application of the fiscal disparity provisions of Chapter 276A or 473F. The current net tax capacity shall exclude any fiscal disparity commercial-industrial net tax capacity increase between the original year and the current year multiplied by the fiscal disparity ratio determined pursuant to M.S., Section 276A.06, subdivision 7 or M.S., Section 473F.08, subdivision 6. Where the original net tax capacity is equal to or greater than the current net tax capacity, there is no captured tax capacity and no tax increment determination. Where the original tax capacity is less than the current tax capacity, the difference between the original net tax capacity and the current net tax capacity is the captured net tax capacity. This amount less any portion thereof which the authority has designated, in its tax increment financing plan, to share with the local taxing districts is the retained captured net tax capacity of the authority.*
- (2) *The county auditor shall exclude the retained captured net tax capacity of the authority from the net tax capacity of the local taxing districts in determining local taxing district tax rates. The local tax rates so determined are to be extended against the retained captured net tax capacity of the authority as well as the net tax capacity of the local taxing districts. The tax generated by the extension of the less of (A) the local taxing district tax rates or (B) the original local tax*

rate to the retained captured net tax capacity of the authority is the tax increment of the authority.

The City will choose to calculate fiscal disparities by clause b. It is not anticipated that the District will contain commercial/industrial property. As a result, there should be no impact due to the fiscal disparities provision on the District.

According to *M.S., Section 469.177, Subd. 3*:

(c) The method of computation of tax increment applied to a district pursuant to paragraph (a) or (b) shall remain the same for the duration of the district, except that the governing body may elect to change its election from the method of computation in paragraph (a) to the method in paragraph (b).

Subsection 2-12. Business Subsidies

Pursuant to *M.S., Section 116J.993, Subd. 3*, the following forms of financial assistance are not considered a business subsidy:

- (1) A business subsidy of less than \$150,000;
- (2) Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria;
- (3) Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
- (4) Redevelopment property polluted by contaminants as defined in *M.S., Section 116J.552, Subd. 3*;
- (5) Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50% of the total cost;
- (6) Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services;
- (7) Assistance for housing;
- (8) Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance subdistrict as defined under *M.S., Section 469.174, Subd. 23*;
- (9) Assistance for energy conservation;
- (10) Tax reductions resulting from conformity with federal tax law;
- (11) Workers' compensation and unemployment compensation;
- (12) Benefits derived from regulation;
- (13) Indirect benefits derived from assistance to educational institutions;
- (14) Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended through December 31, 1999;
- (15) Assistance for a collaboration between a Minnesota higher education institution and a business;
- (16) Assistance for a tax increment financing soils condition district as defined under *M.S., Section 469.174, Subd. 19*;
- (17) Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current year's estimated market value;
- (18) General changes in tax increment financing law and other general tax law changes of a principally technical nature;

- (19) Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency;
- (20) Funds from dock and wharf bonds issued by a seaway port authority;
- (21) Business loans and loan guarantees of \$150,000 or less;
- (22) Federal loan funds provided through the United States Department of Commerce, Economic Development Administration; and
- (23) Property tax abatements granted under *M.S., Section 469.1813* to property that is subject to valuation under Minnesota Rules, chapter 8100.

The City will comply with *M.S., Sections 116J.993 to 116J.995* to the extent the tax increment assistance under this TIF Plan does not fall under any of the above exemptions.

Subsection 2-13. County Road Costs

Pursuant to *M.S., Section 469.175, Subd. 1a*, the county board may require the City to pay for all or part of the cost of county road improvements if the proposed development to be assisted by tax increment will, in the judgment of the county, substantially increase the use of county roads requiring construction of road improvements or other road costs and if the road improvements are not scheduled within the next five years under a capital improvement plan or within five years under another county plan.

If the county elects to use increments to improve county roads, it must notify the City within forty-five days of receipt of this TIF Plan. In the opinion of the City and consultants, the proposed development outlined in this TIF Plan will have little or no impact upon county roads, therefore the TIF Plan was not forwarded to the county 45 days prior to the public hearing. The City is aware that the county could claim that tax increment should be used for county roads, even after the public hearing.

Subsection 2-14. Estimated Impact on Other Taxing Jurisdictions

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

IMPACT ON TAX BASE			
	2016/Pay 2017 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) Upon Completion	Percent of CTC to Entity Total
Anoka County	283,489,432	241,030	0.0850%
City of East Bethel	9,041,788	241,030	2.6657%
St. Francis ISD No. 15	22,987,547	241,030	1.0485%

IMPACT ON TAX RATES

	<u>Pay 2017 Extension Rates</u>	<u>Percent of Total</u>	<u>CTC</u>	<u>Potential Taxes</u>
Anoka County	0.368410	31.55%	241,030	88,798
City of East Bethel	0.472220	40.44%	241,030	113,819
St. Francis ISD No. 15	0.288930	24.75%	241,030	69,641
Other	<u>0.038050</u>	<u>3.26%</u>	<u>241,030</u>	<u>9,171</u>
Total	1.167610	100.00%		281,429

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the actual Pay 2017 rate. The total net capacity for the entities listed above are based on actual Pay 2017 figures. The District will be certified under the actual Pay 2018 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S. Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$4,898,883;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is not expected. The City currently contracts with the Anoka County Sheriff's Office for police services. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or require that the City expand its contract with Anoka County.

The probable impact of the District on fire protection is not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development.

The probable impact of any District general obligation tax increment bonds on the ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,212,474;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of

tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$1,545,598;

- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

Subsection 2-15. Supporting Documentation

Pursuant to *M.S. Section 469.175, Subd. 1 (a), clause 7* the TIF Plan must contain identification and description of studies and analyses used to make the findings are required in the resolution approving the District. Following is a list of reports and studies on file at the City that support the City's findings:

- The City's 2030 Comprehensive Plan

Subsection 2-16. Definition of Tax Increment Revenues

Pursuant to *M.S., Section 469.174, Subd. 25*, tax increment revenues derived from a tax increment financing district include all of the following potential revenue sources:

1. Taxes paid by the captured net tax capacity, but excluding any excess taxes, as computed under *M.S., Section 469.177*;
2. The proceeds from the sale or lease of property, tangible or intangible, to the extent the property was purchased by the authority with tax increments;
3. Principal and interest received on loans or other advances made by the authority with tax increments;
4. Interest or other investment earnings on or from tax increments;
5. Repayments or return of tax increments made to the Authority under agreements for districts for which the request for certification was made after August 1, 1993; and
6. The market value homestead credit paid to the Authority under *M.S., Section 273.1384*.

Subsection 2-17. Modifications to the District

In accordance with *M.S., Section 469.175, Subd. 4*, any:

1. Reduction or enlargement of the geographic area of the District, if the reduction does not meet the requirements of *M.S., Section 469.175, Subd. 4(e)*;
2. Increase in amount of bonded indebtedness to be incurred;
3. A determination to capitalize interest on debt if that determination was not a part of the original TIF Plan;
4. Increase in the portion of the captured net tax capacity to be retained by the City;
5. Increase in the estimate of the cost of the District, including administrative expenses, that will be paid or financed with tax increment from the District; or
6. Designation of additional property to be acquired by the City,

shall be approved upon the notice and after the discussion, public hearing and findings required for approval of the original TIF Plan.

Pursuant to *M.S. Section 469.175 Subd. 4(f)*, the geographic area of the District may be reduced, but shall not be enlarged after five years following the date of certification of the original net tax capacity by the county auditor. If a housing district is enlarged, the reasons and supporting facts for the determination that the addition to the district meets the criteria of *M.S., Section 469.174, Subd. 11* must be documented. The requirements of this paragraph do not apply if (1) the only modification is elimination of parcel(s) from the District and (2) (A) the current net tax capacity of the parcel(s) eliminated from the District equals or exceeds the net tax capacity of those parcel(s) in the District's original net tax capacity or (B) the City agrees that, notwithstanding *M.S., Section 469.177, Subd. 1*, the original net tax capacity will be reduced by no more than the current net tax capacity of the parcel(s) eliminated from the District.

The City must notify the County Auditor of any modification to the District. Modifications to the District in the form of a budget modification or an expansion of the boundaries will be recorded in the TIF Plan.

Subsection 2-18. Administrative Expenses

In accordance with *M.S., Section 469.174, Subd. 14*, administrative expenses means all expenditures of the City, *other than*:

1. Amounts paid for the purchase of land;
2. Amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the District;
3. Relocation benefits paid to or services provided for persons residing or businesses located in the District;
4. Amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to *M.S., Section 469.178*; or
5. Amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (3).

For districts for which the request for certification were made before August 1, 1979, or after June 30, 1982, and before August 1, 2001, administrative expenses also include amounts paid for services provided by bond counsel, fiscal consultants, and planning or economic development consultants. Pursuant to *M.S., Section 469.176, Subd. 3*, tax increment may be used to pay any **authorized and documented** administrative expenses for the District up to but not to exceed 10 percent of the total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined by *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

For districts for which certification was requested after July 31, 2001, no tax increment may be used to pay any administrative expenses for District costs which exceed ten percent of total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined in *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

Pursuant to *M.S., Section 469.176, Subd. 4h*, tax increments may be used to pay for the County's actual administrative expenses incurred in connection with the District and are not subject to the percentage limits of *M.S., Section 469.176, Subd. 3*. The county may require payment of those expenses by February 15 of the year following the year the expenses were incurred.

Pursuant to *M.S., Section 469.177, Subd. 11*, the County Treasurer shall deduct an amount (currently .36 percent) of any increment distributed to the City and the County Treasurer shall pay the amount deducted to the State Commissioner of Management and Budget for deposit in the state general fund to be appropriated to the State Auditor for the cost of financial reporting of tax increment financing information and the cost of examining and auditing authorities' use of tax increment financing. This amount may be adjusted annually by the Commissioner of Revenue.

Subsection 2-19. Limitation of Increment

The tax increment pledged to the payment of bonds and interest thereon may be discharged and the District may be terminated if sufficient funds have been irrevocably deposited in the debt service fund or other escrow account held in trust for all outstanding bonds to provide for the payment of the bonds at maturity or redemption date.

Pursuant to *M.S., Section 469.176, Subd. 6*:

if, after four years from the date of certification of the original net tax capacity of the tax increment financing district pursuant to M.S., Section 469.177, no demolition, rehabilitation or renovation of property or other site preparation, including qualified improvement of a street adjacent to a parcel but not installation of utility service including sewer or water systems, has been commenced on a parcel located within a tax increment financing district by the authority or by the owner of the parcel in accordance with the tax increment financing plan, no additional tax increment may be taken from that parcel, and the original net tax capacity of that parcel shall be excluded from the original net tax capacity of the tax increment financing district. If the authority or the owner of the parcel subsequently commences demolition, rehabilitation or renovation or other site preparation on that parcel including qualified improvement of a street adjacent to that parcel, in accordance with the tax increment financing plan, the authority shall certify to the county auditor that the activity has commenced and the county auditor shall certify the net tax capacity thereof as most recently certified by the commissioner of revenue and add it to the original net tax capacity of the tax increment financing district. The county auditor must enforce the provisions of this subdivision. The authority must submit to the county auditor evidence that the required activity has taken place for each parcel in the district. The evidence for a parcel must be submitted by February 1 of the fifth year following the year in which the parcel was certified as included in the district. For purposes of this subdivision, qualified improvements of a street are limited to (1) construction or opening of a new street, (2) relocation of a street, and (3) substantial reconstruction or rebuilding of an existing street.

The City or a property owner must improve parcels within the District by approximately September 2021 and report such actions to the County Auditor.

Subsection 2-20. Use of Tax Increment

The City hereby determines that it will use 100 percent of the captured net tax capacity of taxable property located in the District for the following purposes:

1. To pay the principal of and interest on bonds issued to finance a project;
2. To finance, or otherwise pay the capital and administration costs of Municipal Development District No. 1 pursuant to *M.S., Sections 469.124 to 469.133*;
3. To pay for project costs as identified in the budget set forth in the TIF Plan;
4. To finance, or otherwise pay for other purposes as provided in *M.S., Section 469.176, Subd. 4*;
5. To pay principal and interest on any loans, advances or other payments made to or on behalf of the City or for the benefit of Municipal Development District No. 1 by a developer;
6. To finance or otherwise pay premiums and other costs for insurance or other security guaranteeing the payment when due of principal of and interest on bonds pursuant to the TIF Plan or pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165*, and/or *M.S., Sections 469.178*; and
7. To accumulate or maintain a reserve securing the payment when due of the principal and interest on the tax increment bonds or bonds issued pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165*, and/or *M.S., Sections 469.178*.

Revenues derived from tax increment from a housing district must be used solely to finance the cost of housing projects as defined in *M.S., Sections 469.174, Subd. 11 and 469.1761*. The cost of public improvements directly related to the housing projects and the allocated administrative expenses of the City may be included in the cost of a housing project.

These revenues shall not be used to circumvent any levy limitations applicable to the City nor for other purposes prohibited by *M.S., Section 469.176, Subd. 4*.

Tax increments generated in the District will be paid by Anoka County to the City for the Tax Increment Fund of said District. The City will pay to the developer(s) annually an amount not to exceed an amount as specified in a developer's agreement to reimburse the costs of land acquisition, public improvements, demolition and relocation, site preparation, and administration. Remaining increment funds will be used for City administration (up to 10 percent) and for the costs of public improvement activities outside the District.

Subsection 2-21. Excess Increments

Excess increments, as defined in *M.S., Section 469.176, Subd. 2*, shall be used only to do one or more of the following:

1. Prepay any outstanding bonds;
2. Discharge the pledge of tax increment for any outstanding bonds;
3. Pay into an escrow account dedicated to the payment of any outstanding bonds; or
4. Return the excess to the County Auditor for redistribution to the respective taxing jurisdictions in proportion to their local tax rates.

The City must spend or return the excess increments under paragraph (c) within nine months after the end of the year. In addition, the City may, subject to the limitations set forth herein, choose to modify the TIF Plan in order to finance additional public costs in Municipal Development District No. 1 or the District.

Subsection 2-22. Requirements for Agreements with the Developer

The City will review any proposal for private development to determine its conformance with the Development Program and with applicable municipal ordinances and codes. To facilitate this effort, the following documents may be requested for review and approval: site plan, construction, mechanical, and electrical system drawings, landscaping plan, grading and storm drainage plan, signage system plan, and any other drawings or narrative deemed necessary by the City to demonstrate the conformance of the development with City plans and ordinances. The City may also use the Agreements to address other issues related to the development.

Pursuant to *M.S., Section 469.176, Subd. 5*, no more than 10 percent, by acreage, of the property to be acquired in the District as set forth in the TIF Plan shall at any time be owned by the City as a result of acquisition with the proceeds of bonds issued pursuant to *M.S., Section 469.178* to which tax increments from property acquired is pledged, unless prior to acquisition in excess of 10 percent of the acreage, the City concluded an agreement for the development of the property acquired and which provides recourse for the City should the development not be completed.

Subsection 2-23. Assessment Agreements

Pursuant to *M.S., Section 469.177, Subd. 8*, the City may enter into a written assessment agreement in recordable form with the developer of property within the District which establishes a minimum market value of the land and completed improvements for the duration of the District. The assessment agreement shall be presented to the County Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land upon which the improvements are to be constructed and, so long as the minimum market value contained in the assessment agreement appears, in the judgment of the assessor, to be a reasonable estimate, the County Assessor shall also certify the minimum market value agreement.

Subsection 2-24. Administration of the District

Administration of the District will be handled by the City Administrator.

Subsection 2-25. Annual Disclosure Requirements

Pursuant to *M.S., Section 469.175, Subds. 5, 6, and 6b* the City must undertake financial reporting for all tax increment financing districts to the Office of the State Auditor, County Board and County Auditor on or before August 1 of each year. *M.S., Section 469.175, Subd. 5* also provides that an annual statement shall be published in a newspaper of general circulation in the City on or before August 15.

If the City fails to make a disclosure or submit a report containing the information required by *M.S., Section 469.175 Subd. 5 and Subd. 6*, the Office of the State Auditor will direct the County Auditor to withhold the distribution of tax increment from the District.

Subsection 2-26. Reasonable Expectations

As required by the TIF Act, in establishing the District, the determination has been made that the anticipated development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable. In making said determination, reliance has been placed upon written representation made by the developer to such effects and upon City staff awareness of the feasibility of developing the

project site(s) within the District.

Subsection 2-27. Other Limitations on the Use of Tax Increment

1. General Limitations. All revenue derived from tax increment shall be used in accordance with the TIF Plan. The revenues shall be used to finance, or otherwise pay the capital and administration costs of Municipal Development District No. 1 pursuant to *M.S., Sections 469.124 to 469.133*. Tax increments may not be used to circumvent existing levy limit law. No tax increment may be used for the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the state or federal government. This provision does not prohibit the use of revenues derived from tax increments for the construction or renovation of a parking structure.
2. Housing District Exceptions to Restriction on Pooling; Five Year Limit. Pursuant to *M.S., Section 469.1763, (1)* At least 80% of the tax increment derived from the District must be expended on Public Costs incurred within said district, and up to 20% of said tax increments may be spent on public costs incurred outside of the District but within Municipal Development District No. 1; provided that in the case of a housing district, a housing project, as defined in *M.S., Section 469.174, Subd. 11*, is deemed to be an activity in the District, even if the expenditure occurred after five years.

Subsection 2-28. Summary

The City of East Bethel is establishing the District to provide an impetus for residential development and provide safe and decent life cycle housing in the City. The TIF Plan for the District was prepared by Ehlers & Associates, Inc., 3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105, telephone (651) 697-8500.

Appendix A

Project Description

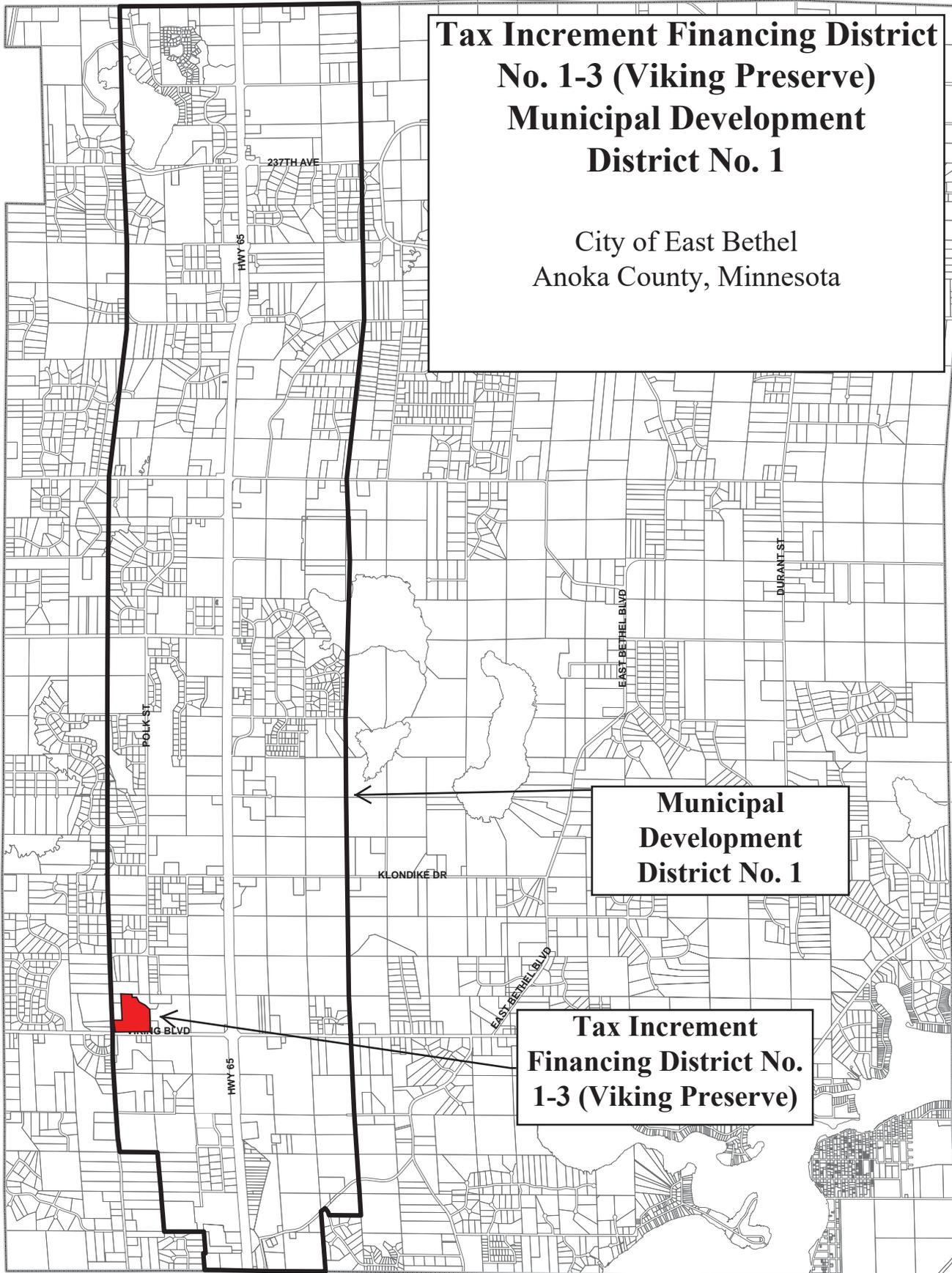
Ram Real Asset Management Group and Shaw Properties LLC are proposing to construct 48 new single-family homes within the City. The City intends to provide assistance to the developer to pay for future qualified costs on a pay-as-you-go basis in order to provide the housing at affordable levels.

Appendix B

Map of Municipal Development District No. 1 and the District

**Tax Increment Financing District
No. 1-3 (Viking Preserve)
Municipal Development
District No. 1**

City of East Bethel
Anoka County, Minnesota



**Municipal
Development
District No. 1**

**Tax Increment
Financing District No.
1-3 (Viking Preserve)**

Appendix C

Description of Property to be Included in the District

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed below.

<u>Parcel Numbers</u>	<u>Address</u>	<u>Owner</u>
30-33-23-14-0008	UNASSIGNED	SHAW PROPERTIES INC
30-33-23-14-0005	937 VIKING BLVD E	SHAW PROPERTIES INC

Following adoption of the TIF Plan but prior to certification of the District, the parcel numbers listed above were replatted. The property to be included in the District is listed below.

<u>Parcel Numbers</u>	<u>Address</u>	<u>Owner</u>
30-33-23-14-0034	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0030	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0020	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0024	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0032	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0042	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0009	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0026	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0041	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0018	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0048	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0044	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0045	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0051	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0047	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0049	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0052	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0046	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0050	UNASSIGNED	SHAW TRUCKING INC

29-33-23-23-0009	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0043	UNASSIGNED	SHAW TRUCKING INC
29-33-23-23-0011	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0053	UNASSIGNED	SHAW TRUCKING INC
29-33-23-23-0010	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0039	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0013	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0021	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0036	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0014	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0023	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0011	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0016	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0027	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0037	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0017	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0040	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0012	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0015	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0033	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0028	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0010	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0031	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0019	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0054	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0035	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0038	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0029	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0022	UNASSIGNED	SHAW TRUCKING INC
30-33-23-14-0025	UNASSIGNED	SHAW TRUCKING INC

Appendix D
Estimated Cash Flow for the District



Viking Preserve
City of East Bethel
48 Single-Family Homes

ASSUMPTIONS AND RATES

DistrictType:	Housing
District Name/Number:	
County District #:	
First Year Construction or Inflation on Value	2018
Existing District - Specify No. Years Remaining	
Inflation Rate - Every Year:	3.00%
Interest Rate:	4.00%
Present Value Date:	1-Feb-19
First Period Ending	1-Aug-19
Tax Year District was Certified:	Pay 2018
Cashflow Assumes First Tax Increment For Development:	2020
Years of Tax Increment	26
Assumes Last Year of Tax Increment	2045
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	Inside(B)
Incremental or Total Fiscal Disparities	Incremental
Fiscal Disparities Contribution Ratio	37.3790% Pay 2017
Fiscal Disparities Metro-Wide Tax Rate	150.0490% Pay 2017
Maximum/Frozen Local Tax Rate:	116.761% Pay 2017
Current Local Tax Rate: (Use lesser of Current or Max.)	116.761% Pay 2017
State-wide Tax Rate (Comm./Ind. only used for total taxes)	45.8020% Pay 2017
Market Value Tax Rate (Used for total taxes)	0.11731% Pay 2017

Tax Rates	
Exempt Class Rate (Exempt)	0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)	
First \$150,000	1.50%
Over \$150,000	2.00%
Commercial Industrial Class Rate (C/I)	2.00%
Rental Housing Class Rate (Rental)	1.25%
Affordable Rental Housing Class Rate (Aff. Rental)	
First \$115,000	0.75%
Over \$115,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)	
First \$500,000	1.00%
Over \$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)	
First \$500,000	1.00%
Over \$500,000	1.25%
Agricultural Non-Homestead	1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
1	30-33-23-14-0008	Shaw Trucking		248,800		248,800	100%	248,800	Pay 2018	Ag Non-Homestead	2,488	Hmstd. Res.	2,488	1
2	30-33-23-14-0005	Shaw Trucking		92,800		92,800	100%	92,800	Pay 2018	Non-H Res. 1 Unit	928	Hmstd. Res.	928	1
				341,600	0	341,600		341,600			3,416		3,416	

Note:

1. Base values are for pay 2018 based upon review of County website on 7-10-17.



Viking Preserve
City of East Bethel
48 Single-Family Homes

PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2018	Percentage Completed 2019	Percentage Completed 2020	Percentage Completed 2021	First Year Full Taxes Payable
	Single-Family	278,000	265,780	48	12,757,440	Hmstd. Res.	127,574	2,658	15%	40%	70%	100%	2023
TOTAL					12,757,440		127,574						
Subtotal Residential				48	12,757,440		127,574						
Subtotal Commercial/Ind.				0	0		0						

Note:

1. Market values are based upon estimates from developer at 95% of sales price.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Single-Family	127,574	0	127,574	148,957	0	0	14,966	163,923	3,415.06
TOTAL	127,574	0	127,574	148,957	0	0	14,966	163,923	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	163,923
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(14,966)
less Base Value Taxes	(3,989)
Annual Gross TIF	144,969



**Viking Preserve
City of East Bethel
48 Single-Family Homes**

TAX INCREMENT CASH FLOW															
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date	
							-	-	-	-				08/01/19	
														02/01/20	
100%	19,136	(3,416)	-	15,720	116.761%	18,355	9,178	(33)	(914)	8,230	7,755	0.5	2020	08/01/20	
							9,178	(33)	(914)	8,230	15,359	1	2020	02/01/21	
100%	51,030	(3,416)	-	47,614	116.761%	55,594	27,797	(100)	(2,770)	24,927	37,936	1.5	2021	08/01/21	
							27,797	(100)	(2,770)	24,927	60,071	2	2021	02/01/22	
100%	89,302	(3,416)	-	85,886	116.761%	100,281	50,141	(181)	(4,996)	44,964	99,215	2.5	2022	08/01/22	
							50,141	(181)	(4,996)	44,964	137,591	3	2022	02/01/23	
100%	127,574	(3,416)	-	124,158	116.761%	144,969	72,484	(261)	(7,222)	65,001	191,981	3.5	2023	08/01/23	
							72,484	(261)	(7,222)	65,001	245,305	4	2023	02/01/24	
100%	131,402	(3,416)	-	127,986	116.761%	149,437	74,719	(269)	(7,445)	67,005	299,194	4.5	2024	08/01/24	
							74,719	(269)	(7,445)	67,005	352,027	5	2024	02/01/25	
100%	135,344	(3,416)	-	131,928	116.761%	154,040	77,020	(277)	(7,674)	69,068	405,419	5.5	2025	08/01/25	
							77,020	(277)	(7,674)	69,068	457,764	6	2025	02/01/26	
100%	139,404	(3,416)	-	135,988	116.761%	158,781	79,390	(286)	(7,910)	71,194	510,663	6.5	2026	08/01/26	
							79,390	(286)	(7,910)	71,194	562,524	7	2026	02/01/27	
100%	143,586	(3,416)	-	140,170	116.761%	163,664	81,832	(295)	(8,154)	73,384	614,932	7.5	2027	08/01/27	
							81,832	(295)	(8,154)	73,384	666,312	8	2027	02/01/28	
100%	147,894	(3,416)	-	144,478	116.761%	168,694	84,347	(304)	(8,404)	75,639	718,233	8.5	2028	08/01/28	
							84,347	(304)	(8,404)	75,639	769,136	9	2028	02/01/29	
100%	152,331	(3,416)	-	148,915	116.761%	173,874	86,937	(313)	(8,662)	77,962	820,573	9.5	2029	08/01/29	
							86,937	(313)	(8,662)	77,962	871,002	10	2029	02/01/30	
100%	156,900	(3,416)	-	153,484	116.761%	179,210	89,605	(323)	(8,928)	80,354	921,959	10.5	2030	08/01/30	
							89,605	(323)	(8,928)	80,354	971,916	11	2030	02/01/31	
100%	161,607	(3,416)	-	158,191	116.761%	184,706	92,353	(332)	(9,202)	82,818	1,022,397	11.5	2031	08/01/31	
							92,353	(332)	(9,202)	82,818	1,071,887	12	2031	02/01/32	
100%	166,456	(3,416)	-	163,040	116.761%	190,367	95,183	(343)	(9,484)	85,357	1,121,895	12.5	2032	08/01/32	
							95,183	(343)	(9,484)	85,357	1,170,921	13	2032	02/01/33	
100%	171,449	(3,416)	-	168,033	116.761%	196,197	98,099	(353)	(9,775)	87,971	1,220,459	13.5	2033	08/01/33	
							98,099	(353)	(9,775)	87,971	1,269,025	14	2033	02/01/34	
100%	176,593	(3,416)	-	173,177	116.761%	202,203	101,101	(364)	(10,074)	90,664	1,318,097	14.5	2034	08/01/34	
							101,101	(364)	(10,074)	90,664	1,366,206	15	2034	02/01/35	
100%	181,891	(3,416)	-	178,475	116.761%	208,389	104,194	(375)	(10,382)	93,437	1,414,815	15.5	2035	08/01/35	
							104,194	(375)	(10,382)	93,437	1,462,470	16	2035	02/01/36	
100%	187,347	(3,416)	-	183,931	116.761%	214,760	107,380	(387)	(10,699)	96,294	1,510,620	16.5	2036	08/01/36	
							107,380	(387)	(10,699)	96,294	1,557,825	17	2036	02/01/37	
100%	192,968	(3,416)	-	189,552	116.761%	221,322	110,661	(398)	(11,026)	99,237	1,605,520	17.5	2037	08/01/37	
							110,661	(398)	(11,026)	99,237	1,652,279	18	2037	02/01/38	
100%	198,757	(3,416)	-	195,341	116.761%	228,082	114,041	(411)	(11,363)	102,267	1,699,521	18.5	2038	08/01/38	
							114,041	(411)	(11,363)	102,267	1,745,837	19	2038	02/01/39	
100%	204,719	(3,416)	-	201,303	116.761%	235,044	117,522	(423)	(11,710)	105,389	1,792,631	19.5	2039	08/01/39	
							117,522	(423)	(11,710)	105,389	1,838,507	20	2039	02/01/40	
100%	210,861	(3,416)	-	207,445	116.761%	242,215	121,107	(436)	(12,067)	108,604	1,884,856	20.5	2040	08/01/40	
							121,107	(436)	(12,067)	108,604	1,930,296	21	2040	02/01/41	
100%	217,187	(3,416)	-	213,771	116.761%	249,601	124,801	(449)	(12,435)	111,916	1,976,204	21.5	2041	08/01/41	
							124,801	(449)	(12,435)	111,916	2,021,211	22	2041	02/01/42	
100%	223,702	(3,416)	-	220,286	116.761%	257,209	128,604	(463)	(12,814)	115,327	2,066,681	22.5	2042	08/01/42	
							128,604	(463)	(12,814)	115,327	2,111,259	23	2042	02/01/43	
100%	230,414	(3,416)	-	226,998	116.761%	265,045	132,522	(477)	(13,205)	118,841	2,156,295	23.5	2043	08/01/43	
							132,522	(477)	(13,205)	118,841	2,200,448	24	2043	02/01/44	
100%	237,326	(3,416)	-	233,910	116.761%	273,116	136,558	(492)	(13,607)	122,460	2,245,053	24.5	2044	08/01/44	
							136,558	(492)	(13,607)	122,460	2,288,783	25	2044	02/01/45	
100%	244,446	(3,416)	-	241,030	116.761%	281,429	140,714	(507)	(14,021)	126,187	2,332,961	25.5	2045	08/01/45	
							140,714	(507)	(14,021)	126,187	2,376,273	26	2045	02/01/46	
Total							4,916,583	(17,700)	(489,888)	4,408,995					
Present Value From 02/01/2018							2,649,842	(9,539)	(264,030)	2,376,273					
Present Value Rate							4.00%								

Appendix E

Housing Qualifications for the District

INCOME RESTRICTIONS - ADJUSTED FOR FAMILY SIZE (OWNER-OCCUPIED HOUSING DISTRICT) -STATE-WIDE		
No. of Persons	100% of Median Income	115% of Median Income
1-2 persons	\$90,400	N/A
3-4 persons	N/A	\$103,960

Source: U.S. Department of Housing and Urban Development

***PLEASE NOTE: THESE NUMBERS ARE ADJUSTED ANNUALLY. ALL INCOME FIGURES REPORTED ON THIS PAGE ARE FOR 2017.

Appendix F

Findings for the District

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-3 (Viking Preserve), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that Tax Increment Financing District No. 1-3 (Viking Preserve) is a housing district as defined in M.S., Section 469.174, Subd. 11.*

TIF District No. 1-3 (Viking Preserve) consists of two parcels. The development will consist of 48 single-family homes within the City. 95% of the units will be occupied by families of 2 or less with incomes at or below 100% of the area median income (AMI) or 115% of AMI for families with 3 or more persons. Appendix E of the TIF Plan contains background for the above finding.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is a housing district that meets the City's objectives for development and redevelopment. The cost of site and public improvements, utility connection fees and installation of utilities makes this housing development infeasible without City assistance. Due to the high cost of building new owner-occupied, single-family affordable housing in the City and the lower sale prices attributable to those single-family homes, this project is feasible only through assistance, in part, from tax increment financing. The developer was asked for and provided a letter and a proforma as justification that the developer would not have gone forward without tax increment assistance.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan: This finding is justified on the grounds that the cost of site and public improvements, utility connection fees and installation of utilities add to the total development costs. Historically, total development costs for affordable owner-occupied single-family homes and the lower sale prices in this area have made development infeasible without tax increment assistance. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-3 (Viking Preserve) conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the TIF Plan for Tax Increment Financing District No. 1-3 (Viking Preserve) will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Municipal Development District No. 1 by private enterprise.*

Through the implementation of the TIF Plan, the City will provide an impetus for residential development, which is desirable or necessary for increased population and an increased need for life-cycle housing within the City.

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF EAST BETHEL, MINNESOTA

HELD: August 14, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of East Bethel, Anoka County, Minnesota, was duly called and held at the City Hall in said City on August 14, 2023, at 7:00 p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-58

**RESOLUTION AUTHORIZING THE ELIMINATION AND
DECERTIFICATION OF CERTAIN PARCELS FROM THE CITY'S TAX
INCREMENT FINANCING DISTRICT NO. 1-3 (VIKING PRESERVE)**

WHEREAS, on October 4, 2017, the City of East Bethel, Minnesota (the "City") created its Tax Increment Financing District No. 1-3 (Viking Preserve) (the "TIF District") within its Municipal Development District No. 1 by approval of a tax increment financing plan (the "TIF Plan") for the TIF District; and

WHEREAS, the City proposes to eliminate certain parcels, which do not comply with low and moderate income requirements, as identified on the attached Exhibit A (the "Parcels") from the TIF District thereby reducing the size of the TIF District; and

WHEREAS, since the current net tax capacity of the Parcels to be eliminated from the TIF District equals or exceeds the net tax capacity of the Parcels in the TIF District's original net tax capacity, the holding of a public hearing is not required by Minnesota Statutes, Section 469.175, Subd. 4.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of East Bethel, Minnesota that the TIF Plan for the TIF District is hereby amended to eliminate the Parcels from the TIF District. The City Administrator is directed and authorized to notify the Anoka County Auditor, in writing, and to provide a copy of this Resolution to decertify the Parcels from the TIF District in accordance with the provisions of this Resolution.

The motion for adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against same:

Adopted this 14th day of August, 2023.

Mayor

Attest:

City Administrator

STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF EAST BETHEL

I, the undersigned, being the duly qualified and acting City Administrator of the City Council of the City of East Bethel, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council City held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a Resolution Authorizing the Removal and Decertification of Certain Parcels from the City's Tax Increment Financing District No. 1-3 (Viking Preserve).

WITNESS my hand as such City Administrator of the City Council of the City of East Bethel, Minnesota this 14th day of August, 2023.

City Administrator

EXHIBIT A

Parcel Identification Numbers

No.	Parcel
1	303323140009
2	303323140010
3	303323140011
4	303323140012
5	303323140014
6	303323140019
7	303323140020
8	303323140033
9	303323140038
10	303323140039
11	303323140048
12	303323140050
13	303323140054

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

RESOLUTION NO. 2023-59

**RESOLUTION PROCLAIMING
SEPTEMBER 17 – 23, 2023 AS CONSTITUTION WEEK**

WHEREAS, September 17, 2023 marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the week of September 17 - 23, 2023 be proclaimed Constitution Week.

Adopted this 14th day of August, 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION 2023-60

**APPROVING APPLICATION FOR A TEMPORARY LIQUOR LICENSE FOR
CEDAR-EAST BETHEL LIONS CLUB FOR THE
2023 SFYHA IN THE STICKS HOCKEY TOURNAMENT FUNDRAISER**

WHEREAS, the Cedar East Bethel Lions, a nonprofit organization, has made application for a Temporary On-Sale Liquor License for the use of their beer wagon at the SFYHA In The Sticks Hockey Tournament/fundraiser event to be held on September 15 through September 17, 2023 at the East Bethel Ice Arena, 20675 Highway 65 NE, East Bethel, MN 55011; and

WHEREAS, section 6-64 of the East Bethel Code of Ordinances restricts the purchase and consumption of 3.2 malt liquor or intoxicating liquor in any place of public gathering in the City, but allows the city council to waive this restriction when it finds that to do so appears in the interest of the public.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA that the application from the Cedar East Bethel Lions for a Temporary On-Sale Liquor License for the 2023 SFYHA In The Sticks Hockey Tournament event on September 15-17, 2023 at the East Bethel Ice Arena, 20675 Highway 65 NE, East Bethel, MN 55011 is approved.

Adopted this 14th day of August, 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

**City of East Bethel
City Council Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: Item 8.0 C.1

Agenda Item: Cannabis Legislation and Business Licensing

Background Information:

City Attorney Eric Larson will review the provisions HF100A Bill which contains the rules and regulations for license issuance for a cannabis business. Mr. Larson will provide comments on recommendations to address this matter.

Attachment(s):

Attachment 1 – City Attorney Staff Report

Attachment 2 – Cannabis Draft Ordinance

Recommendation: Presentation and discussion item regarding the next steps to address licensing and other concerns related to this item.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



City Attorney Staff Report

Date: August 11, 2023

To: Mayor and City Council

From: Eric Larson, City Attorney

Re: **Cannabis and Hemp Moratorium and Ordinance Public Use Prohibitions**

This East Bethel City Attorney Report supplements the Report provided to the City Council at its June 26, 2023 City Council Meeting.

As of August 1, 2023, the consumption of cannabis beverages and the smoking of cannabis products are legal. Below is a summary background of the adult-use cannabis legislation followed by a series of proposals for the City of East Bethel to consider: (1) a moratorium that would prohibit cannabis and hemp businesses in the City of East Bethel until the City has determined where such businesses are appropriately located in which zoning districts within the City, and (2) a public use prohibition of cannabis and hemp beverage consumption and/or smoking in public spaces.

If the City Council decides to pursue either one or both options identified above, they can be placed on August 28th City Council agenda or for a later City Council meeting per Council preference.

CANNABIS LAW GENERALLY

This legislative session Minnesota adopted a new law legalizing adult-use cannabis. Along with legalizing adult use cannabis, the Legislature adopted a series of laws creating various licensing schemes for cannabis businesses and hemp businesses, creating the Office of Cannabis Management to regulate the cannabis and hemp industry, and, importantly for Minnesota cities, setting forth options for local control by cities.

On August 1, 2023, use of recreational cannabis by adults is legal, but the sale of cannabis, cannabis products, and lower-potency hemp edibles is not legal until the Office of Cannabis Management begins issuing cannabis business and hemp business licenses. The Legislature did not identify a date when the Office of Cannabis Management will begin accepting, processing, and granting applications for cannabis businesses and hemp businesses.

Theoretically, the Office of Cannabis Management has the authority to begin issuing licenses as soon as August 1, 2023. It seems generally understood that it will be a year or more before the Cannabis Management begins issuing licenses. Presently, however, when cannabis businesses and hemp business may begin lawful operation in Minnesota cannot be exactly predicted.

The Office of Cannabis Management must consult with a city prior to issuing a license for a cannabis business or hemp business operation to ensure the business complies with the City's zoning code. Once the Office of Cannabis Management issues a license for a cannabis business or hemp business, a city must issue a registration to the licensee for operation in their city unless the city has provided consent for the county to issue registrations for their jurisdiction.

All that being said, edible cannabinoid products, which were made legal in the 2022 Legislative Session, continue to be legal to sell through March 1, 2025. However, once the Office of Cannabis Management begins issuing lower-potency hemp edible licenses, cities would no longer have licensing power over edible cannabinoid products and must begin registering retailers through the city's cannabis retailer registration process.

MORATORIUM AND PUBLIC USE PROHIBITION SUMMARY

In short, cities have the option to prohibit use of cannabis products in public places, restrict the hours of cannabis businesses, limit the number of cannabis businesses, place reasonable time, place, and manner restrictions for cannabis businesses. Cities also have the option to regulate and restrict hemp businesses with their traditional regulatory authority. Cities do not have the option to prohibit cannabis use in their city; and they do not have the option to prohibit cannabis businesses in the city beyond January 1, 2025. And cities may themselves operate a municipal cannabis store.

And, as of August 1, 2023, the consumption of cannabis beverages and the smoking of cannabis products are legal. Currently, the City prohibits the consumption of liquor in public places unless a license has been issued. There is no prohibition respecting the public smoking of tobacco products. The East Bethel City Council may decide what public use prohibitions, if any, the Council may impose on either the consumption of cannabis beverages products or the smoking of cannabis products.

RECOMMENDATION

Moratorium. As the East Bethel City Attorney, I recommend the City Council authorize City staff to notice a public hearing to consider the adoption of an Interim Moratorium Ordinance to prohibit cannabis and hemp businesses in the City of East Bethel until the City has determined where such businesses are appropriately located in which zoning districts within the City of East Bethel.

A public hearing on the moratorium must be held before the City of East Bethel can adopt the moratorium.

Public Use Prohibition. As for prohibiting the use of cannabis product beverage consumption or smoking of cannabis product in public places, this a public policy issue for the City Council to determine and, therefore, I have no recommendation, but of course will draft City Code to achieve the City Council's decision.

Attached is a Draft Interim Moratorium Ordinance.

ORDINANCE NO. _____

**AN INTERIM ORDINANCE OF THE CITY OF EAST BETHEL, ANOKA COUNTY, MINNESOTA
PROHIBITING:
THE OPERATION OF CANNABIS AND HEMP BUSINESSES IN THE CITY UNDER MINNESOTA
STATUTE SECTIONS 342.13(e) AND 462.355**

THE CITY COUNCIL OF THE CITY OF EAST BETHEL DOES HEREBY ORDAIN:

Section 1. An interim ordinance is hereby established as follows:

Section 2. The purpose of this interim ordinance is to protect the planning process and the health, safety, and welfare of the City of East Bethel for the following reasons:

- (1) The State of Minnesota established the Office of Cannabis Management tasked with issuing licenses for the operation of Cannabis Businesses and Hemp Businesses in Chapter 63 of Minnesota Session Law – 2023, Regular Session.
- (2) Chapter 63 of Minnesota Session Law – 2023, Regular Session does not include a date for the Office of Cannabis Management to begin issuing licenses to Cannabis Businesses and Hemp Businesses.
- (3) The City of East Bethel does not currently permit or regulate the uses of Hemp Businesses or Cannabis Businesses.
- (4) Edible Cannabinoid Products are legal for sale under Minnesota Statutes Section 151.72 through March 1, 2025, after which sales of Edible Cannabinoid Products will require a Hemp Business license from the Office of Cannabis Management. Sales of Edible Cannabinoid Products are not subject to this Interim Moratorium Ordinance as sales of Edible Cannabinoid Products are not Hemp Businesses under Minnesota Statute until 2025.
- (5) Activities lawful under the Industrial Hemp Act, Minnesota Statutes Chapter 18K are not subject to this Interim Moratorium Ordinance.

Section 2. Definitions.

Hemp Business means either of the following licensed under chapter 342:

- (1) lower-potency hemp edible manufacturer; or
- (2) lower-potency hemp edible retailer.

Hemp business does not include a person or entity licensed under chapter 18K to grow industrial hemp for commercial or research purposes or to process industrial hemp for commercial purposes.

Lower – potency hemp edible means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
- (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Edible Cannabinoid Product means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

Section 3. The Cannabis Legislation empowering municipalities to adopt an interim ordinance prohibiting the operation of a Cannabis Business within its jurisdiction did not take effect until August 1, 2023. This ordinance is adopted to provide for adequate time for study, analysis, and finalization of City Code amendments regarding time, place, and manner of the operation of a Cannabis Business and Hemp Businesses within the City.

Section 4. Pursuant to Minnesota Statutes, Section 342.1 (e), on August __, 2023, a public hearing was held, after notice duly published as required by law, and the views of all interested persons with respect therefor presented at the hearing having been considered.

Section 5. Pursuant to Minnesota Statutes, Section 342.13(e) and 462.355 Subd. 4, an interim ordinance is hereby adopted authorizing the City to conduct a study regarding the impacts of Cannabis Businesses and Hemp Businesses to determine whether and what revisions to the East Bethel City Code of Ordinances or other regulations on the time, place, and manner of Cannabis Business and Hemp Business operations are warranted for the purpose of protecting the planning process and the health, safety, and welfare of the citizens of East Bethel.

Section 6. Pursuant to Minnesota Statutes, Section 342.13 (e), the operation of Cannabis Businesses in the City of East Bethel is prohibited from and after its passage and publication according to law until January 1, 2025.

Section 7. For avoidance of doubt, any existing businesses or persons legally selling Edible Cannabinoid Products or Industrial Hemp in the City of East Bethel are not subject to the moratoria imposed by this ordinance.

Section 8. Violation of any portion of this ordinance shall be a misdemeanor punishable by imprisonment for up to 90 days and a fine of \$1,000.00 or both, plus the costs of prosecution. Each day that a violation occurs shall be considered a separate offense. The City may enforce any provision of this ordinance by mandamus, injunction or any other appropriate civil remedy in any court of competent jurisdiction.

Section 9. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the East Bethel City Council this __th day of August, 2023.

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

**City of East Bethel
City Council Meeting
Agenda Item Information**



Date: August 14, 2023

Agenda Item Number: Item 8.0 G.1

Agenda Item: 2024 Preliminary Budget Overview and Discussion

Background Information:

On May 10, 2023 the City Finance Committee met with City Staff to review and discuss the 2024 budget. The Finance Committee also discussed the City general fund balance, the actual City financial performance for the prior year and the City's debt service requirements. Concurrent to the Finance Committee meeting, the base budget was submitted to Department Heads for preparation of their individual department budgets. On July 5, 2023 City Department Heads presented their department budgets to the City Council. On August 7, 2023 Paul Lenzmeier from the Anoka County Sheriff's Department presented the 2024 Law Enforcement Contract and any items not reviewed at the July 5, 2023 Work Meeting were discussed

The League of MN Cities released guidance in relation to a one time allotment of Public Safety Aid from the State of Minnesota on August 7, 2023. The City's preliminary allotment for this aid is \$515,964. The final amount will be certified by the MN Department of Revenue by September 1, 2023. Once these funds are certified the City will know the exact amount they will receive. The disbursement of the final funding amounts is scheduled for December 26, 2023. These funds can only to be used to fund public safety related expenditure and the City's contract with Anoka County for Law Enforcement Services is an eligible use.

The two primary open items as it pertains to the 2024 General Fund Budget are the proposal to add one FTE to the Fire Department and the potential use of fund balance to lessen the levy increase.

Fire Department Outreach Coordinator

The Fire Department has proposed to add one FTE to their staff in 2024—Outreach Coordinator. The amount allocated for this position is \$83,400, which includes salary and benefits.

Fund Balance

The City has a fund balance policy that states that the City will maintain an unassigned fund balance in the General fund of at least 40% of next year's budgeted expenditures. In practice, the City has historically maintained and targeted 50% of next years budgeted expenditures to ensure the general fund has adequate cash flow in order to meet operational needs.

The City ended 2022 with a general fund balance of \$3,672,546. Given this amount, estimates for 2023 general fund financial performance and the proposed 2024 expenditure budget the City could potentially use roughly \$348,500 in unassigned fund balance above the 50% threshold to offset the proposed levy increase in 2024.

Without use of the public safety funds or the fund balance, the 2024 increase would be 5.5%. Using the Public Safety Funds or the fund balance would result in a 0% increase.

The remaining schedule for the discussion and consideration of the 2024 Budget is tentatively set as:

- Other Council Meeting agenda items as required prior to September 11, 2023
- September 11 Council Meeting: Consideration of the Preliminary 2024 Budget and Levy
- December 11 Council Meeting: Consideration of the Final 2024 Budget and Levy

Attachment(s):

Attachment 1 - 2024 General Fund Summary – 0% Levy Increase

Attachment 2 – Draft 2024 Preliminary Budget

Recommendation: City Council is requested to propose any further changes to the draft preliminary 2024 Budget and provide direction to staff regarding any adjustments to be made in the attached budget proposal.

General Fund	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget	% Change
Revenues							
	Property Tax	4,894,070.82	5,101,640.08	2,713,397.41	5,144,600.00	5,127,600.00	0%
	Use of Fund Balance	-	-	-	145,000.00	348,500.00	140%
	Franchise Tax	65,463.50	63,711.38	30,175.53	65,500.00	64,500.00	-2%
	Gambling 3% Tax / 10% Contribution	24,900.00	46,031.92	40,307.14	15,000.00	40,000.00	167%
	Special Assessments	-	13,500.00	6,500.00	13,500.00	12,500.00	-7%
	Licenses and Fees	36,261.00	37,772.45	31,100.00	39,000.00	39,400.00	1%
	Building Inspection Permits	480,676.90	299,771.04	220,750.56	308,000.00	347,500.00	13%
	Building Inspection Permits (Bethel)	8,843.78	5,845.32	549.76	2,000.00	2,000.00	0%
	State Aid	293,640.02	309,787.42	217,810.00	276,000.00	299,000.00	8%
	SAFER Grant	-	-	-	-	-	N/A
	Fines and Forfeits	29,341.78	21,964.28	12,199.50	29,000.00	25,000.00	-14%
	Intergovernmental Charges	279,528.94	286,739.43	287,531.47	288,000.00	286,000.00	-1%
	Other Fees	7,103.57	3,383.36	1,567.70	3,700.00	3,700.00	0%
	Cemetery Revenue	10,200.00	10,350.00	7,150.00	5,000.00	7,500.00	50%
	Site Lease Revenue	70,091.73	75,189.93	64,971.52	73,000.00	81,000.00	11%
	Refunds and Reimbursements	51,545.78	53,455.66	11,239.95	27,000.00	28,500.00	6%
	PILOT	-	-	-	-	24,000.00	N/A
	Interest Earnings	2,457.67	24,462.31	39,178.68	15,000.00	60,000.00	300%
Total Revenues - General Fund		6,254,125.49	6,353,604.58	3,684,429.22	6,449,300.00	6,796,700.00	5%
Expenditures							
General Government							
	Council	74,136.01	87,415.84	45,862.17	77,900.00	82,200.00	6%
	City Administration	425,807.10	427,047.63	234,210.06	441,900.00	446,200.00	1%
	Elections	2,419.13	15,551.74	2,593.26	4,000.00	20,500.00	413%
	Finance	310,904.99	379,123.19	232,394.05	409,200.00	426,500.00	4%
	Assessing	59,635.00	58,980.00	29,657.50	62,500.00	62,500.00	0%
	Legal	153,309.20	158,871.61	91,616.08	170,000.00	185,000.00	9%
	Government Buildings	62,026.83	49,222.23	21,676.03	43,000.00	43,500.00	1%
	Risk Management	92,126.00	88,677.00	101,876.00	92,500.00	102,000.00	10%
Total General Government		1,180,364.26	1,264,889.24	759,885.15	1,301,000.00	1,368,400.00	5%
Community Development							
	Planning and Zoning	234,320.03	249,895.09	76,084.84	298,300.00	184,900.00	-38%
	Building Inspection	339,144.86	342,108.66	200,651.05	374,100.00	385,400.00	3%
Total Community Development		573,464.89	592,003.75	276,735.89	672,400.00	570,300.00	-15%
Public Safety							
	Police Protection	1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00	14%
	Fire Protection	826,633.07	960,458.26	561,198.55	987,500.00	1,110,700.00	12%
Total Public Safety		1,983,453.07	2,132,792.26	1,515,055.05	2,213,500.00	2,510,700.00	13%
Engineering							
	Engineering	13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Total Engineering		13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Public Works							
	Public Works - Parks Maintenance	464,218.44	483,091.60	287,616.89	519,600.00	534,200.00	3%
	Public Works - Streets	900,630.19	955,259.43	659,642.41	1,046,300.00	1,076,600.00	3%
Total Public Works		1,364,848.63	1,438,351.03	947,259.30	1,565,900.00	1,610,800.00	3%
Civic Events							
	Civic Events	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Total Culture and Recreation		5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Transfers / Other							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	475,000.00	500,000.00	500,000.00	500,000.00	550,000.00	10%
	Transfer to Parks Capital	90,000.00	95,000.00	100,000.00	100,000.00	100,000.00	0%
	Transfer to Debt Service	531,754.03	-	-	-	-	N/A
Total Other		1,146,754.03	645,000.00	650,000.00	650,000.00	700,000.00	8%
Total Expenditures - General Fund		6,267,442.29	6,092,062.62	4,161,415.24	6,449,300.00	6,796,700.00	5%
Excess of Revenues over Expenditures - General Fund		(13,316.80)	261,541.96	(476,986.02)	-	-	
Tax Levies - City							
	General Fund Tax Levy	4,836,000.00	5,104,200.00	-	5,144,600.00	5,127,600.00	0%
	2013 A	128,500.00	-	-	-	-	N/A
	2008 A	65,000.00	-	-	-	-	N/A
	2015 A	580,000.00	597,000.00	-	614,500.00	632,500.00	3%
	2014 A	331,000.00	331,000.00	-	331,000.00	330,000.00	0%
Total Levy - City		5,940,500.00	6,032,200.00	-	6,090,100.00	6,090,100.00	0.0%
Tax Levies - Special Levies							
	City EDA	121,200.00	136,200.00	-	136,200.00	136,200.00	0%
	City HRA	69,500.00	77,000.00	-	77,000.00	77,000.00	0%
Total Levy - Special Levies		190,700.00	213,200.00	-	213,200.00	213,200.00	0%
Total All Levies		6,131,200.00	6,245,400.00	-	6,303,300.00	6,303,300.00	0.0%



2024 Preliminary Budget

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City of East Bethel
2024 Levy (Summary)

Item 8.0 G.1, Attachment 2

Account Description	2021 Actual	2022 Actual	2023 Budget	2024 Preliminary Budget	% Change
Tax Levies - City					
General Fund Tax Levy	4,836,000.00	5,104,200.00	5,144,600.00	5,500,100.00	7%
2013 A	128,500.00	-	-	-	N/A
2008 A	65,000.00	-	-	-	N/A
2015 A	580,000.00	597,000.00	614,500.00	632,500.00	3%
2014 A	331,000.00	331,000.00	331,000.00	330,000.00	0%
Total Levy - City	5,940,500.00	6,032,200.00	6,090,100.00	6,462,600.00	6.1%
Tax Levies - Special Levies					
City EDA	121,200.00	136,200.00	136,200.00	136,200.00	0%
City HRA	69,500.00	77,000.00	77,000.00	77,000.00	0%
Total Levy - Special Levies	190,700.00	213,200.00	213,200.00	213,200.00	0%
Total All Levies	6,131,200.00	6,245,400.00	6,303,300.00	6,675,800.00	5.9%

CITY COUNCIL

Name	Title	Term Expires
Kevin Lewis	Mayor	01/01/25
Bob DeRoche	Council Member	01/01/25
Brian Mundle	Council Member	01/01/25
Jim Smith	Council Member	01/01/27
Tim Miller	Council Member	01/01/27

CITY OFFICIALS

Jack Davis	City Administrator
Mike Jeziorski	Deputy City Administrator Finance Director
Carrie Frost	Administrative Coordinator
Emily Jabs	Administrative Assistant
Jackie Campbell	Finance Coordinator
Desiree Stanford	Accounting Coordinator
Aaron Berg	Community Development Director
Nick Schmitz	Building Official
Steve Lutmer	Building Inspector
Sherri Eisenbraun	Building Permit Technician
Nate Ayshford	Public Works Manager
Rod Sanow	Fire Chief Emergency Management Director
Ben Uden	Fire Inspector

Organizational Staff Summary		Item 8.0 G.1, Attachment 2			
		2021	2022	2023	2024
City Council	Part Time	5.00	5.00	5.00	5.00
City Administration	Full Time	3.00	3.00	3.00	3.00
	Part Time	0.06	0.06	0.06	0.06
Elections	Part Time		Contract		Contract
Finance	Full Time	2.00	3.00	3.00	3.00
Assessing	Full Time	Contract	Contract	Contract	Contract
Legal	Full Time	Contract	Contract	Contract	Contract
Planning and Zoning	Full Time	2.00	2.00	2.00	1.00
	Part Time	0.06	0.06	0.06	0.06
Bldg Inspection	Full Time	3.00	3.00	3.00	3.00
	Part Time	-	-	-	-
Police	Full Time	Contract	Contract	Contract	Contract
Fire	Full Time	2.00	2.00	2.00	3.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	Full Time	Contract	Contract	Contract	Contract
Street Maintenance	Full Time	5.00	5.00	5.00	5.00
	Part Time	0.30	0.30	0.30	0.30
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time	0.30	0.30	0.30	0.30
Total	Full Time	21.00	22.00	22.00	22.00
	Part Time	5.66	5.66	5.66	5.66

2024 Pay Plan (Hourly)							Item 8.0 G.1, Attachment 2	
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	
1	17.77	18.42	19.07	19.72	20.37	21.02	21.67	
2	19.14	19.84	20.54	21.24	21.94	22.64	23.34	
3	21.05	21.82	22.59	23.36	24.13	24.90	25.67	
4	23.15	24.00	24.85	25.69	26.54	27.39	28.24	
5	25.47	26.40	27.33	28.27	29.20	30.13	31.06	
6	28.03	29.06	30.08	31.11	32.14	33.16	34.19	
7	30.83	31.96	33.09	34.22	35.34	36.47	37.60	
8	33.90	35.14	36.38	37.62	38.86	40.10	41.34	
9	36.87	38.21	39.56	40.91	42.26	43.61	44.96	
10	42.08	43.62	45.16	46.70	48.23	49.77	51.31	
11	44.68	46.32	47.95	49.59	51.22	52.86	54.49	
12	47.36	49.10	50.83	52.56	54.29	56.03	57.76	
13	51.37	53.25	55.13	57.01	58.89	60.76	62.64	
14	54.45	56.45	58.44	60.43	62.42	64.42	66.41	
15	57.73	59.85	61.96	64.07	66.18	68.29	70.41	
16	61.49	63.74	65.99	68.24	70.49	72.74	74.99	
2024 Pay Plan (Annually)								
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	
1	36,962.81	38,315.11	39,667.40	41,019.70	42,372.00	43,724.30	45,076.60	
2	39,806.10	41,262.42	42,718.74	44,175.06	45,631.38	47,087.71	48,544.03	
3	43,782.27	45,384.06	46,985.85	48,587.64	50,189.43	51,791.22	53,393.01	
4	48,158.27	49,920.16	51,682.05	53,443.94	55,205.83	56,967.72	58,729.60	
5	52,978.55	54,916.78	56,855.02	58,793.26	60,731.50	62,669.74	64,607.98	
6	58,309.72	60,443.00	62,576.28	64,709.57	66,842.85	68,976.13	71,109.41	
7	64,129.58	66,475.79	68,821.99	71,168.20	73,514.40	75,860.61	78,206.81	
8	70,504.78	73,084.22	75,663.67	78,243.11	80,822.55	83,402.00	85,981.44	
9	76,680.06	79,485.43	82,290.79	85,096.16	87,901.53	90,706.90	93,512.27	
10	87,520.11	90,722.07	93,924.02	97,125.98	100,327.93	103,529.89	106,731.84	
11	92,940.14	96,340.39	99,740.64	103,140.89	106,541.14	109,941.38	113,341.63	
12	98,515.66	102,119.89	105,724.12	109,328.35	112,932.58	116,536.82	120,141.05	
13	106,845.62	110,754.61	114,663.59	118,572.58	122,481.56	126,390.55	130,299.54	
14	113,265.24	117,409.09	121,552.94	125,696.79	129,840.64	133,984.49	138,128.34	
15	120,084.70	124,478.04	128,871.39	133,264.73	137,658.07	142,051.42	146,444.76	
16	127,903.76	132,583.16	137,262.57	141,941.98	146,621.38	151,300.79	155,980.19	
2024 Cafeteria Contribution								
Full Time Employees					\$1,450 per month			
Seasonal/Part Time								
Mayor					\$525 per month			
Council Member					\$475 per month			
Seasonal and Part Time					\$10.00-\$18.00 per hour			
2024 Fire Fighter and Officer Pay Plan								
Position			# of Positions		Monthly Salary Rate			
Deputy Fire Chief			1		\$ 835.12			
District Fire Chief			2		\$ 688.98			
Captain			2		\$ 292.21			
Lieutenant			5		\$ 203.69			
Training Officer			1		\$ 203.69			
Training/Drill/Fire Call/Duty Officer								
Probationary Firefighter					\$15.63 per hour			
Firefighter I					\$16.83 per hour			
Firefighter II/Officer					\$17.35 per hour			
Firefighter III/Officer					\$19.10 per hour			
Duty Officer					\$292.21 per week			

**City of East Bethel
2024 General Fund Preliminary Budget (Summary)**

Item 8.0 G.1, Attachment 2

<u>General Fund</u>	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget	% Change
Revenues							
	Property Tax	4,894,070.82	5,101,640.08	2,713,397.41	5,144,600.00	5,500,100.00	7%
	Use of Fund Balance	-	-	-	145,000.00	-	-100%
	Franchise Tax	65,463.50	63,711.38	30,175.53	65,500.00	64,500.00	-2%
	Gambling 3% Tax / 10% Contribution	24,900.00	46,031.92	40,307.14	15,000.00	40,000.00	167%
	Special Assessments	-	13,500.00	6,500.00	13,500.00	12,500.00	-7%
	Licenses and Fees	36,261.00	37,772.45	31,100.00	39,000.00	39,400.00	1%
	Building Inspection Permits	480,676.90	299,771.04	220,750.56	308,000.00	347,500.00	13%
	Building Inspection Permits (Bethel)	8,843.78	5,845.32	549.76	2,000.00	2,000.00	0%
	State Aid	293,640.02	309,787.42	217,810.00	276,000.00	299,000.00	8%
	SAFER Grant	-	-	-	-	-	N/A
	Fines and Forfeits	29,341.78	21,964.28	12,199.50	29,000.00	25,000.00	-14%
	Intergovernmental Charges	279,528.94	286,739.43	287,531.47	288,000.00	286,000.00	-1%
	Other Fees	7,103.57	3,383.36	1,567.70	3,700.00	3,700.00	0%
	Cemetery Revenue	10,200.00	10,350.00	7,150.00	5,000.00	7,500.00	50%
	Site Lease Revenue	70,091.73	75,189.93	64,971.52	73,000.00	81,000.00	11%
	Refunds and Reimbursements	51,545.78	53,455.66	11,239.95	27,000.00	28,500.00	6%
	Interest Earnings	2,457.67	24,462.31	39,178.68	15,000.00	60,000.00	300%
Total Revenues - General Fund		6,254,125.49	6,353,604.58	3,684,429.22	6,449,300.00	6,796,700.00	5%
Expenditures							
General Government							
	Council	74,136.01	87,415.84	45,862.17	77,900.00	82,200.00	6%
	City Administration	425,807.10	427,047.63	234,210.06	441,900.00	446,200.00	1%
	Elections	2,419.13	15,551.74	2,593.26	4,000.00	20,500.00	413%
	Finance	310,904.99	379,123.19	232,394.05	409,200.00	426,500.00	4%
	Assessing	59,635.00	58,980.00	29,657.50	62,500.00	62,500.00	0%
	Legal	153,309.20	158,871.61	91,616.08	170,000.00	185,000.00	9%
	Government Buildings	62,026.83	49,222.23	21,676.03	43,000.00	43,500.00	1%
	Risk Management	92,126.00	88,677.00	101,876.00	92,500.00	102,000.00	10%
Total General Government		1,180,364.26	1,264,889.24	759,885.15	1,301,000.00	1,368,400.00	5%
Community Development							
	Planning and Zoning	234,320.03	249,895.09	76,084.84	298,300.00	184,900.00	-38%
	Building Inspection	339,144.86	342,108.66	200,651.05	374,100.00	385,400.00	3%
Total Community Development		573,464.89	592,003.75	276,735.89	672,400.00	570,300.00	-15%
Public Safety							
	Police Protection	1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00	14%
	Fire Protection	826,633.07	960,458.26	561,198.55	987,500.00	1,110,700.00	12%
Total Public Safety		1,983,453.07	2,132,792.26	1,515,055.05	2,213,500.00	2,510,700.00	13%
Engineering							
	Engineering	13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Total Engineering		13,557.41	12,526.34	5,979.85	40,000.00	30,000.00	-25%
Public Works							
	Public Works - Parks Maintenance	464,218.44	483,091.60	287,616.89	519,600.00	534,200.00	3%
	Public Works - Streets	900,630.19	955,259.43	659,642.41	1,046,300.00	1,076,600.00	3%
Total Public Works		1,364,848.63	1,438,351.03	947,259.30	1,565,900.00	1,610,800.00	3%
Civic Events							
	Civic Events	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Total Culture and Recreation		5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Transfers / Other							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	475,000.00	500,000.00	500,000.00	500,000.00	550,000.00	10%
	Transfer to Parks Capital	90,000.00	95,000.00	100,000.00	100,000.00	100,000.00	0%
	Transfer to Debt Service	531,754.03	-	-	-	-	N/A
Total Other		1,146,754.03	645,000.00	650,000.00	650,000.00	700,000.00	8%
Total Expenditures - General Fund		6,267,442.29	6,092,062.62	4,161,415.24	6,449,300.00	6,796,700.00	5%
City Council Packet, page 104							
Excess of Revenues over Expenditures - General Fund		(13,316.80)	261,541.96	(476,986.02)	-	-	



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41110 - Mayor and City Council

DEPARTMENTAL PROFILE

The City Council is comprised of the Mayor and four City Council Members. All are elected at-large. Council Members serve four-year terms with two members up for election every two years. The Mayor serves a two-year term.

DEPARTMENTAL GOALS

To provide leadership and vision for the City while planning for growth / development activity and to adopt policies that are in the best interest of the City and its residents.

EXPENDITURE DETAILS

STAFFING

1- Mayor
 4- City Council Members

103-Mayor and City Council Salary
 \$29,100
 Provides for a monthly salary of \$525 for the Mayor and \$475 for each Council Member

107-Commissions and Boards
 \$21,800
 Upper Rum River Watershed Management Organization -\$9,173
 Sunrise Watershed Management Organization - \$12,647

307-Professional Services
 \$5,000
 Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$21,000

League of Minnesota Cities-\$13,000

Alexandra House-\$4,500

Mediation Services for Anoka County-\$2,500

Stepping Stone - \$450

North TH 65 Corridor Coalition-\$250

MN Mayors Association-\$30

434-Conferences/Meetings

\$1,000

Costs associated with Mayor and City Council members' attendance at League of Minnesota Cities Annual Conference, Local Government meetings, etc.

**City of East Bethel
2024 Preliminary Budget**

Item 8.0 G.1, Attachment 2

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	16,450.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	21,465.10	23,829.67	23,385.62	22,000.00	21,800.00
	E 101-41110-125 FICA/Medicare	2,226.24	2,226.23	1,258.48	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	132.35	73.01	78.77	200.00	200.00
	E 101-41110-201 Office Supplies	-	128.55	-	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	800.00	1,600.00	1,931.40	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	3,660.32	12,350.68	550.00	3,000.00	5,000.00
	E 101-41110-331 Travel Expenses	-	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	-	-	-	200.00	200.00
	E 101-41110-433 Dues and Subscriptions	16,383.00	18,059.18	1,574.18	18,500.00	21,000.00
	E 101-41110-434 Conferences/Meetings	369.00	48.52	633.72	1,000.00	1,000.00
		74,136.01	87,415.84	45,862.17	77,900.00	82,200.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41320 – City Administration

DEPARTMENTAL PROFILE

Pursuant to City Code, Chapter 2-261, the City Administrator is the chief administrative officer of the City responsible to the City Council. The Administrator facilitates and directs implementation of the City Council's policies and directives relating to City operations and activities. Specific activities include recommendations to the Council regarding policies, operations, procedures and providing liaison between the Council, commissions, employees, residents and other governmental entities.

DEPARTMENTAL GOALS

Provide leadership and direction to employees of the City of East Bethel and work to achieve the goals established by the City Council. The Department also provides assistance to all stakeholders, accurate information and courteous service to City residents/visitors.

EXPENDITURE DETAILS

STAFFING

1 City Administrator
 1 Administrative Coordinator
 1 Administrative Assistant
 1 Part Time Cable Technician

101-Full-Time Employees Regular
 \$282,000

Provides for a 3.5% COLA salary increase for three employees and a STEP increase for one eligible employee.

103 – Part-Time Employees
 \$1,700
 Cable Technician for recording evening meetings

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

201-Office Supplies
 \$1,500
 Miscellaneous office supplies including paper, toner, envelopes, and folders

231-Minor Equipment
\$300

307 – Professional Service Fees
\$10,000
Time Savers
Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings.

309 - Information Systems
\$13,500
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network
Anoka County Fiber Internet

321 - Phone
\$1,900
Cell phone for City Administrator and land lines for City Hall.

322-Postage
\$10,000
All postage costs including 4 newsletter mailings throughout the year

331-Travel Expenses
\$1,500 Mileage reimbursement for the City Administrator

342-Legal Notices
\$500
Advertising costs for legal notices regarding ordinances and other legally required notices

351-Printing and Duplicating
\$3,500
City newsletter production and mailing of 4 publications to each resident

413-Office Equipment
\$7,000
Pitney Bowes - postage machine lease - \$700
US Bank Equipment Finance - Ricoh copier/printer lease - \$4,000
Metro Sales – Ricoh copier / printer maintenance/supplies - \$2,300

421-Software License
\$3,500
Leightronix – video hosting/indexing - \$2,500
Software licenses - \$500
Dropbox for Business - \$500

434-Conferences/Meetings
\$500
MCFOA membership

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	275,015.31	271,159.21	143,368.11	277,700.00	282,000.00
	E 101-41320-102 Full-Time Employees Overtime	341.15	1,491.72	99.09	-	-
	E 101-41320-103 Part-Time Employees	1,563.00	1,470.00	630.00	1,600.00	1,700.00
	E 101-41320-122 PERA-Coordinated Plan	19,397.82	19,297.42	10,759.99	20,800.00	21,200.00
	E 101-41320-125 FICA/Medicare	20,842.17	20,675.57	12,442.43	25,700.00	26,200.00
	E 101-41320-126 Deferred Compensation	3,959.20	3,923.25	2,154.04	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	46,795.91	49,700.00	29,925.07	51,300.00	52,200.00
	E 101-41320-151 Worker s Comp Insurance Prem	2,936.33	1,286.75	1,763.64	3,200.00	3,200.00
	E 101-41320-201 Office Supplies	1,725.72	1,493.21	602.17	1,000.00	1,500.00
	E 101-41320-231 Small Tools and Minor Equip	369.99	4,907.85	952.80	300.00	300.00
	E 101-41320-307 Professional Services Fees	12,873.55	12,121.75	7,344.00	10,000.00	10,000.00
	E 101-41320-309 Information Systems	11,041.20	15,933.16	8,798.30	16,000.00	13,500.00
	E 101-41320-321 Telephone	3,321.57	1,849.70	1,049.23	1,800.00	1,900.00
	E 101-41320-322 Postage/Delivery	10,036.57	5,460.92	3,977.46	10,000.00	10,000.00
	E 101-41320-331 Travel Expenses	1,382.64	1,512.72	1,014.07	1,500.00	1,500.00
	E 101-41320-341 Personnel Advertising		425.60	-	-	-
	E 101-41320-342 Legal Notices	166.63	631.13	537.46	500.00	500.00
	E 101-41320-351 Printing and Duplicating	4,410.13	3,738.38	1,415.90	3,500.00	3,500.00
	E 101-41320-413 Office Equipment Rental	6,833.21	6,830.75	3,667.35	7,000.00	7,000.00
	E 101-41320-421 Software Licensing	2,795.00	2,968.54	3,238.95	3,500.00	3,500.00
	E 101-41320-433 Dues and Subscriptions		170.00	-	-	-
	E 101-41320-434 Conferences/Meetings	-	-	470.00	500.00	500.00
		425,807.10	427,047.63	234,210.06	441,900.00	446,200.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41410 – Elections

DEPARTMENTAL PROFILE

This department is responsible for providing access to the election process to the citizens of the City of East Bethel. The department is responsible for determining polling locations, acquiring and maintaining election equipment, contracting election judges, registering municipal candidates and conducting absentee and the primary and general elections.

EXPENDITURE DETAILS

EXPENDITURE DETAILS

219 General Operating Supplies
 \$500

307 Professional Services Fees
 \$15,000
 Election Judge Compensation for two elections: August and November

342 Legal Notices
 \$1,000

402 Equipment Maintenance
 \$4,000
 The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Elections						
	E 101-41410-219 General Operating Supplies	-	-	-	-	500.00
	E 101-41410-231 Small Tools and Minor Equip	-	225.69	-	-	-
	E 101-41410-307 Professional Services Fees	-	11,705.45	-	-	15,000.00
	E 101-41410-342 Legal Notices	-	535.98	-	-	1,000.00
	E 101-41410-402 Repairs/Maint Machinery/Equip	2,419.13	3,084.62	2,593.26	4,000.00	4,000.00
		2,419.13	15,551.74	2,593.26	4,000.00	20,500.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41520 – Finance

DEPARTMENTAL PROFILE

Finance is responsible for all treasury operations of the City including: accounting management (accounts payable and receivable, reconciliations, and reporting to stakeholders), investment management, risk management (property / general liability insurance and workers compensation), utility billing management, human resource management (payroll, benefits, employee recruitment/retention), budget management, audit management, debt service management (new issues, refinances and rating calls). This department is also responsible for overseeing the information technology management (Computer - hardware / software).

DEPARTMENTAL GOALS

Departmental goals include preparation of financial statements that garner a clean audit opinion, continuous analysis of the City's financial condition and continued establishment and implementation of financial policies.

EXPENDITURE DETAILS

STAFFING

1 Finance Director
 1 Finance Coordinator
 1 Accounting Coordinator

101-Full-Time Employees Regular Salary
 \$276,600
 Provides for a 3.5% COLA salary increase for three employees and a step increase for one employee

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

301-Auditing and Accounting Services
 \$25,500
 Annual audit of the City's financial statements

307 – Professional Service Fees

\$1,700

Anoka County - \$1,700

Cost associated with tax levy and special assessment administration

309 - Information Systems

\$11,500

Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support, Voice over internet phone system and data center network

321 - Phone

\$1,000

Cell phone reimbursement for Finance Director and Finance Coordinator

331-Travel Expense

\$200

Mileage reimbursement for: trainings, bank and post office travel

342-Legal Notices

\$1,000

Publishing of the City's annual audit

421-Software License

\$1,700

Financial software license and support necessary if problems arise with Banyon financial and payroll software.

433-Dues and Subscriptions

\$300

American Payroll Association membership which provides education & training, compliance updates and access to a library of resource texts and newsletters.

434-Conferences/Meetings

\$400

Training for the Finance Coordinator, Finance Director and Accounting Coordinator

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	205,168.64	244,732.67	141,127.13	265,400.00	276,600.00
	E 101-41520-102 Full-Time Employees Overtime		261.76	-	-	-
	E 101-41520-122 PERA-Coordinated Plan	15,089.49	18,261.08	10,584.53	19,900.00	20,700.00
	E 101-41520-125 FICA/Medicare	17,111.55	21,555.08	12,661.10	24,700.00	25,600.00
	E 101-41520-126 Deferred Compensation	3,930.35	5,615.53	3,231.06	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	31,200.00	46,200.00	29,925.00	51,300.00	52,200.00
	E 101-41520-151 Worker s Comp Insurance Prem	2,205.81	1,585.86	1,672.43	2,000.00	2,000.00
	E 101-41520-201 Office Supplies	-	25.55	30.79	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip	-	3,136.12	-	-	-
	E 101-41520-301 Auditing and Acct g Services	26,200.00	27,600.00	23,500.00	23,500.00	25,500.00
	E 101-41520-307 Professional Services Fees	1,599.81	1,702.47	1,731.29	1,700.00	1,700.00
	E 101-41520-309 Information Systems	5,070.48	5,437.56	5,568.43	10,000.00	11,500.00
	E 101-41520-321 Telephone	900.36	480.00	-	1,000.00	1,000.00
	E 101-41520-331 Travel Expenses	-	17.88	71.04	200.00	200.00
	E 101-41520-342 Legal Notices	838.50	811.63	591.25	1,000.00	1,000.00
	E 101-41520-421 Software Licensing	1,590.00	1,680.00	1,680.00	1,700.00	1,700.00
	E 101-41520-433 Dues and Subscriptions	-	-	-	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	20.00	20.00	400.00	400.00
		310,904.99	379,123.19	232,394.05	409,200.00	426,500.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41550 – Assessing

DEPARTMENTAL PROFILE

The primary function of this department is the accurate classification and valuation of all real property listed for taxation. Existing properties need to be physically inspected every five years, all newly constructed structures need to be inspected the year of construction.

DEPARTMENTAL GOALS

Ensure full and accurate valuations for all properties within the City to provide an equitable basis for assessing taxes; provide detailed explanations to citizens with concerns about their properties' valuations; analyze and assimilate data acquired in the appraisal process into a format that will be useful and meaningful to the City and its stakeholders.

EXPENDITURE DETAILS

307-Professional Services
 \$62,500

The City currently has a contract with Ken Tolzmann for Assessor Services that runs through 12/31/24.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Assessing						
	E 101-41550-307 Professional Services Fees	59,635.00	58,980.00	29,657.50	62,500.00	62,500.00
		59,635.00	58,980.00	29,657.50	62,500.00	62,500.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41610 – Legal

DEPARTMENTAL PROFILE

Legal provides counsel and support to the City Council and other City staff. In addition, the department prosecutes criminal offenses.

DEPARTMENTAL GOALS

Ensure that the City of East Bethel's interests are proactively, efficiently and thoroughly represented and protected. Closure of many longstanding issues will be aggressively pursued. The City will continue to monitor the current provision of legal services to the City to determine if the aforementioned goals are being met. When it is deemed necessary, legal specialists in various disciplines may be retained to best serve the City's interests. A portion of the cost for prosecution services is recovered through fines and penalties assessed by the court system.

EXPENDITURE DETAILS

303-Legal Services
 \$185,000

The City currently has a contract with Eckberg Lammers for Legal services that runs through May 31, 2026.

Civil Services:
 1/1/24 to 05/31/24 - \$245.00 per hour
 6/1/24 to 12/31/24 – \$245.00 per hour

Prosecution Services:
 1/1/24 to 5/31/24 - \$51,005
 6/1/24 to 12/31/24 – \$73,192

**City of East Bethel
2024 Preliminary Budget**

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	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Law and Legal						
	E 101-41610-303 Legal Fees	153,309.20	158,871.61	91,616.08	170,000.00	185,000.00
		153,309.20	158,871.61	91,616.08	170,000.00	185,000.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41940 – General Government Buildings

DEPARTMENTAL PROFILE

The General Government Buildings department provides for the ongoing cleaning, maintenance and utility costs for City Hall and other general City facilities. Costs for other buildings are charged to the functional department using the respective building.

DEPARTMENTAL GOALS

Maximize the efficiency and usability of City Hall to accommodate employees and equipment necessary to best serve customers of the City of East Bethel; ensure a healthy environment for employees and residents using City facilities.

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for government facilities

219-General Operating Supplies / Safety Supplies

\$1,000

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$1,500

Miscellaneous supplies such as light bulbs, power strips, etc.

381-Electric Utilities

\$13,500

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$6,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,500

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$9,200

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	577.93	906.01	244.92	500.00	500.00
	E 101-41940-219 General Operating Supplies	978.84	726.05	660.11	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,066.71	1,551.60	912.34	2,000.00	1,500.00
	E 101-41940-381 Electric Utilities	13,587.56	11,508.92	7,206.56	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	4,724.14	7,692.19	3,698.93	5,000.00	6,000.00
	E 101-41940-385 Refuse Removal	26,056.93	795.16	530.17	1,000.00	1,000.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	866.00	999.29	325.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	13,168.72	25,043.01	8,098.00	19,500.00	19,500.00
		62,026.83	49,222.23	21,676.03	43,000.00	43,500.00



2024 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 41910 – Planning and Zoning

DEPARTMENTAL PROFILE

The Planning and Zoning division formulates, administrates and interprets ordinances enacted by the City of East Bethel. It is responsible for preparing reports and making presentations to the City Council, Planning Commission (PC) and Economic Development Authority (EDA) to facilitate their decision making. It also assists with code enforcement, oversee GIS functions, economic development, environmental planning, customer service, and related activities.

DEPARTMENTAL GOALS

Improve the assimilating and data processing function for presentations to PC and City Council and EDA; provide timely and thorough review of all PC, City Council and EDA issues; provide accurate information regarding City ordinances and zoning to the public; update GIS functions, provide assistance to residents, developers, real estate agents, appraisers, insurance companies, mortgage companies, etc. regarding City ordinances and procedures. Provide support to EDA.

EXPENDITURE DETAILS

STAFFING

1 Community Development Director

101-Full-Time Employees Regular

\$100,200

Provides for a 3.5% COLA salary increase for one eligible employee and a step increase for one eligible employee

103 – Part-Time Employees

\$600

Cable Technician for recording evening meetings

107 – Commission Member compensation

\$1,700

131-Cafeteria Contribution

\$17,400

City allotment for benefits for full-time employees

307 – Professional Service Fees

\$23,700

Time Savers – Planning and Zoning minute taking - \$2,000

Anoka Conservation District - Land use reviews - \$500

Scanning Services - \$12,000

Code Enforcement Services - \$7,000

Anoka County – Pictometry - \$2,200

309 - Information Systems

\$7,700

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network

321 – Phone

\$500

Cell phone reimbursement for Staff

331 – Travel Expenses

\$100

342 – Legal Notices

\$2,000

Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing

\$6,000

Datafi (GIS) licensing \$5,500

Laserfiche license \$500

423 – Filing Fees

\$2,000

Filing fees at Anoka County (plats, agreements, resolutions, etc)

433 – Dues and Subscriptions

\$1,200

Minnesota Chapter American Planning Association - \$850

Economic Development Association - \$320

434 – Conferences/Meetings

\$1,000

League of MN Cities Workshops

Ehlers Conference

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	154,143.83	156,387.95	42,267.34	179,200.00	100,200.00
	E 101-41910-102 Full-Time Employees Overtime	449.52	452.10	-	-	-
	E 101-41910-103 Part-Time Employees	390.00	4,062.00	189.00	600.00	600.00
	E 101-41910-107 Commissions and Boards	1,100.00	1,060.00	20.00	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	11,648.76	11,927.88	3,170.05	13,400.00	7,500.00
	E 101-41910-125 FICA/Medicare	12,558.60	13,215.44	3,819.29	16,700.00	9,200.00
	E 101-41910-126 Deferred Compensation	3,756.24	3,769.39	1,077.02	4,000.00	2,000.00
	E 101-41910-131 Cafeteria Contribution	31,200.00	32,200.00	9,975.00	34,200.00	17,400.00
	E 101-41910-151 Worker s Comp Insurance Prem	1,695.88	914.62	1,089.53	2,000.00	2,000.00
	E 101-41910-201 Office Supplies	402.25	43.46	-	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	124.54	6,019.54	-	-	-
	E 101-41910-307 Professional Services Fees	-	3,873.05	2,607.00	26,000.00	23,700.00
	E 101-41910-309 Information Systems	5,070.48	6,639.11	3,801.63	10,500.00	7,700.00
	E 101-41910-321 Telephone	420.36	-	-	-	500.00
	E 101-41910-331 Travel Expenses	-	-	24.89	100.00	100.00
	E 101-41910-341 Personnel Advertising	-	652.40	652.40	-	-
	E 101-41910-342 Legal Notices	1,870.57	1,834.15	1,349.69	1,300.00	2,000.00
	E 101-41910-421 Software Licensing	5,250.00	5,400.00	5,400.00	5,900.00	6,000.00
	E 101-41910-423 Filing Fees	3,349.00	828.00	322.00	400.00	2,000.00
	E 101-41910-433 Dues and Subscriptions	791.00	616.00	320.00	1,200.00	1,200.00
	E 101-41910-434 Conferences/Meetings	99.00	-	-	1,000.00	1,000.00
		234,320.03	249,895.09	76,084.84	298,300.00	184,900.00



2024 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 42410 – Building Inspection

DEPARTMENTAL PROFILE

This department is responsible for conducting plan reviews and on-site inspections of all building activity, septic systems installed within the City as required by State Building Code and code enforcement. The Building Official is also the Code Compliance Officer.

DEPARTMENTAL GOALS

Provide plan reviews and permit issuances in a timely manner, i.e., residential reviews and permits issued within 3-14 working days of receipt of complete application; commercial and institutional plan reviews and permits issued within 30 days of receipt of completed application (commercial plan review time frame does not include State or County reviews); conduct on-site inspections as scheduled in a professional manner; provide information to the public regarding building codes, septic codes, and city ordinances; conduct city ordinance violation inspections.

EXPENDITURE DETAILS

STAFFING

1 Building Official
 1 Building Inspector
 1 Building Permit Technician

101-Full-Time Employees Regular
 \$251,000
 Provides for a 3.5% COLA salary increase for three employees.

131-Cafeteria Contribution
 \$52,200
 City allotment for benefits for full-time employees

201- Office Supplies
 \$1,300
 Cabinet and other miscellaneous office supplies

212- Motor Fuels

\$5,000

Reflects the increase in fuel costs and more accurately reflects fuel needed for two vehicles

219-General Operating Supplies

\$1,200

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer, new file cabinets, dividers, picture paper, etc. Updating building code books.

221 – Motor Vehicle Parts

\$1,100

Replacement of tires on one Building Department vehicle

309 - Information Systems

\$11,500

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support, voice over internet phone and data center network

321 – Telephone

\$600

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

Inspection cards, permit applications, postcards for septic pumping and other forms related to building inspection, code enforcement and dangerous dog enforcement

421-Software Licensing

\$4,000

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting). Laserfiche User License \$1,000 initial fee

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$400

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC. MN Building Technician Association.

434-Conferences/Meetings

\$2,900

Building Official/Inspector continuing education to maintain State certifications by attending classes sponsored by the State Building Codes and Standards Department, local colleges, the Minnesota Pollution Control Agency and sewage treatment systems education expenses.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	221,817.04	220,905.37	129,200.00	242,600.00	251,000.00
	E 101-42410-102 Full-Time Employees Overtime	2,403.52	343.88	81.74	-	-
	E 101-42410-122 PERA-Coordinated Plan	16,284.92	16,617.45	9,696.13	18,200.00	18,800.00
	E 101-42410-125 FICA/Medicare	18,864.28	18,648.62	10,552.05	22,900.00	23,700.00
	E 101-42410-126 Deferred Compensation	6,014.32	5,769.39	3,231.06	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	46,800.00	49,000.00	29,925.00	51,300.00	52,200.00
	E 101-42410-151 Worker s Comp Insurance Prem	2,094.22	1,702.06	1,960.16	2,300.00	2,300.00
	E 101-42410-201 Office Supplies	803.44	488.35	64.84	1,300.00	1,300.00
	E 101-42410-212 Motor Fuels	4,577.27	6,365.15	2,845.30	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	33.90	172.24	278.15	1,200.00	1,200.00
	E 101-42410-221 Motor Vehicles Parts	799.80	16.94	92.95	500.00	1,100.00
	E 101-42410-231 Small Tools and Minor Equip	288.32	4,763.65	-	-	-
	E 101-42410-307 Professional Services Fees	966.10	-	-	-	-
	E 101-42410-309 Information Systems	7,605.72	8,274.26	5,702.48	11,500.00	11,500.00
	E 101-42410-321 Telephone	900.01	359.60	-	600.00	600.00
	E 101-42410-331 Travel Expenses		82.50	-	-	-
	E 101-42410-351 Printing and Duplicating	-	120.70	325.00	300.00	300.00
	E 101-42410-421 Software Licensing	2,990.00	2,990.00	2,990.00	4,000.00	4,000.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	-	38.50	-	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	E 101-42410-433 Dues and Subscriptions	348.00	100.00	100.00	400.00	400.00
	E 101-42410-434 Conferences/Meetings	2,554.00	2,350.00	606.19	2,900.00	2,900.00
		339,144.86	342,108.66	200,651.05	374,100.00	385,400.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 42110 – Police

DEPARTMENTAL PROFILE

This department accounts for police protection and animal control services within the City of East Bethel. The level of Anoka County Sheriff provides patrol service for 36 hours daily coverage and 0 hours of weekly coverage by Anoka County Community Service Officers (CSO'S).

DEPARTMENTAL GOALS

Increase the presence of officers in the City's neighborhoods; support City staff with code enforcement and monitoring; provide regular, timely progress reports to the City Council regarding the aforementioned goals; strive to align the perceived priorities of the County Sheriff with the priorities of the City Council; increase the effectiveness, efficiency and accountability of animal control services.

EXPENDITURE DETAILS

307-Professional Services
 \$1,400,000
 Anoka County – Law Enforcement Contract \$1,391,909
 Animal Humane Society—Animal Control \$8,000

**City of East Bethel
2024 Preliminary Budget**

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	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Police Protection						
	E 101-42110-307 Professional Services Fees	1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00
		1,156,820.00	1,172,334.00	953,856.50	1,226,000.00	1,400,000.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 42210 – Fire Department

DEPARTMENTAL PROFILE

The primary mission of the East Bethel Fire Department is to provide a range of programs designed to protect the lives and property of the residents and visitors of the City of East Bethel from the adverse effects of fires, motor vehicle accidents, industrial accidents, hazardous materials incidents, or exposure to dangerous conditions.

DEPARTMENTAL GOALS

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our firefighters. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

EXPENDITURE DETAILS

STAFFING

1 Full-time Fire Chief
 1 Full-time Fire Inspector
 1 Full-time Training/Community Outreach (proposed)
 1 Deputy Fire Chief
 2 District Fire Chiefs
 2 Captains
 3 Lieutenants
 35 Paid On-call Firefighters

101-Full-Time Employees Regular
 \$239,200
 Full-time Fire Chief Position
 Full-time Fire Inspector
 Full-time Training/Community Outreach

103-PT Wages and Salaries
 \$202,500
 Deputy Fire Chief \$835.12 per month
 District Fire Chief \$688.98 per month
 Captain \$292.21 per month
 Lieutenant \$203.69 per month
 Training Officer \$203.69 per month

Probationary Firefighter \$15.63 per hour
Firefighter I \$16.83 per hour
Firefighter II/Officer \$17.35 per hour
Firefighter III/Officer \$19.10 per hour

127- Fire Pensions Contributions-City
\$14,000

Contribution funded directly by City taxpayers. This amount is the estimated amount of a voluntary contribution required by the City. The amount is figured on 35 firefighters at \$400 each.

128-Fire Pensions Contributions
\$80,000

The City receives funds from the State in the form of Fire Aid. This amount is provided directly to the Fire Relief Association to fund pension obligations. The 2024 amount is estimated from the actual amount received in 2022. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution
\$52,200

City share of benefits for full-time employees

135-Disability Insurance
\$1,400

This is the amount paid by the City to fund the disability/life insurance policy purchased on behalf of the Firefighters.

151-Workers Comp Insurance Premium
\$60,000

In addition to the full time Fire Chief and Fire Inspector, the City purchases worker's compensation insurance for volunteer firefighters.

201-Offices Supplies
\$1,000

Provides for consumable supplies for the Fire Department including tablets, pencils and pens.

203-Books/Reference Materials
\$1,000

Provides for training materials, current map books and new up to date code books

211-Cleaning Supplies
\$1,000

Paper towels, toilet paper, cleaning products

212-Motors Fuels
\$20,000

The Department's share of fuel costs for 2024

213- Lubricants and Additives
\$800

Provides for oil, pump lubricants, etc. for firefighting equipment

214-Clothing & Personal Equipment

\$20,000

Personal Protective Equipment for eight Fighters; turnout gear, helmets, boots, Hood and Gloves. All gear needing replacing on a 10 year life cycle per OSHA standards.

215-Shop Supplies

\$300

Materials needed to maintain the shop such as rags, non-vehicle lubricants, miscellaneous nuts/bolts, etc.

217-Safety Supplies

\$13,000

This covers gloves, glasses, coveralls, and medical supplies, medications carried on board rescue trucks. It also covers medical directorship for EMS (Emergency Medical Services) or medical response protocols, medications (epi-pens, nitro, aspirin, and needles).

219-General Operating Supplies

\$3,500

This is for all items used to run the three stations. This increase is based on recent historical expenditures.

221-Motor Vehicles/Equipment Parts

\$5,000

Provides for repair and maintenance items such as filters, hoses, hydraulics, etc. on firefighting equipment

222-Tires

\$2,000

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$3,500

Provides for repairs to any of the three facilities as necessary including plumbing, electrical, mechanical, etc.

229-Equipment Parts

\$800

Provides for replacement parts for equipment items such as pumps, jaws-of-life, etc.

231-Small Tools and Minor Equipment

\$24,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses and the purchase of 7 pagers, three 1 3/4" nozzles, Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols, replacement of 3 hand held radios.

307-Professional Services Fees

\$7,500

Provides initial physicals, continuing health surveillance of firefighters, behavior management assistance, respiratory screening and Hep -b shots as required by NFPA and OSHA

309-Information Systems

\$33,800

Fire Department share of the total cost of Information Network of the City including dispatch computers for Trucks, Inspector and Training Officer.

321-Telephones

\$10,500

Provides for analog line at each station plus one fax line, two cellular phone services, fourteen wireless connections for Mobile Dispatch, cable internet connection at Station 3 for dispatch computer.

351-Printing and Duplicating

\$500

Copying of maps, run, ticket, medical forms, pre-plan books and publishing the SOG manual

381-Electrical Utilities

\$10,500

Electric utility service for three stations

382-Gas Utilities

\$12,000

Gas utility service for three stations

385-Refuse Removal

\$2,300

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$1,500

Provides for repair and maintenance services on fire vehicles that are outside City shop's/repair capabilities

402-Repairs/Maint Machinery/Equip

\$25,500

Repairs to radios, pagers, fire ext., detectors, etc.; warning sirens maintenance and contract,, repair of poles.

403-Bldgs/Facilities Repair/Maint.

\$10,000

Provides for maintenance of air compressor, frozen utility lines, HVAC, electrical repairs etc.; the cleaning and care of six door mats twice a month, and a cleaning service weekly for the restrooms, office area and hallways at Station 1. Painting of the interior and exterior of Stations.

413-Office Equipment Rental

\$2,000

Copier Lease

421-Software Licensing

\$14,000

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System.

431-Vehicle Replacement Charges

\$125,000

Replacement of Apparatus, SCBA and Extrication Equipment from the Equipment Replacement Fund

433-Dues and Subscriptions

\$1,700

Professional firefighter associations for officers and fire inspectors

434-Training

\$25,000

Outside training for Fire Fighters and Officers to meet requirements and EMT Refresher for firefighters.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	127,539.98	179,909.79	91,011.20	181,500.00	239,200.00
	E 101-42210-102 Full-Time Employees Overtime	1,138.14	5,501.41	2,458.08	11,600.00	12,000.00
	E 101-42210-103 Part-Time Employees	190,878.13	195,862.72	97,760.06	195,700.00	202,500.00
	E 101-42210-122 PERA-Coordinated Plan	2,714.71	16,890.04	16,544.07	14,700.00	44,500.00
	E 101-42210-125 FICA/Medicare	24,515.14	24,752.82	9,001.41	27,200.00	20,700.00
	E 101-42210-126 Deferred Compensation	2,510.10	4,077.29	2,154.04	4,000.00	6,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	-	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	75,326.42	80,697.36	4,000.00	75,000.00	80,000.00
	E 101-42210-131 Cafeteria Contribution	21,499.92	35,964.38	19,950.00	36,200.00	52,200.00
	E 101-42210-135 Disability Insurance	1,231.59	1,354.75	1,354.75	1,400.00	1,400.00
	E 101-42210-141 Unemploy Benefit Payments			4.78	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	61,339.73	37,369.86	40,699.75	60,000.00	60,000.00
	E 101-42210-201 Office Supplies	314.91	2,401.35	247.53	1,000.00	1,000.00
	E 101-42210-203 Books/Ref. Materials/Software	358.00	-	74.95	1,000.00	1,000.00
	E 101-42210-211 Cleaning Supplies	560.32	1,761.17	277.34	600.00	1,000.00
	E 101-42210-212 Motor Fuels	13,023.29	18,760.16	9,475.03	20,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	718.78	220.26	14.80	800.00	800.00
	E 101-42210-214 Clothing & Personal Equipment	2,792.29	7,005.93	6,242.65	17,000.00	20,000.00
	E 101-42210-215 Shop Supplies	23.98	8.99	-	300.00	300.00
	E 101-42210-217 Safety Supplies	12,482.32	11,456.85	9,318.90	13,000.00	13,000.00
	E 101-42210-219 General Operating Supplies	3,487.24	1,963.06	1,605.28	3,500.00	3,500.00
	E 101-42210-221 Motor Vehicles Parts	3,089.06	5,605.48	4,947.19	4,000.00	5,000.00
	E 101-42210-222 Tires	1,176.57	1,325.00	-	1,500.00	2,000.00
	E 101-42210-223 Bldg/Facility Repair Supplies	3,156.80	607.09	333.94	3,500.00	3,500.00
	E 101-42210-229 Equipment Parts	193.95	1,575.51	-	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	23,295.77	40,649.58	21,511.36	24,500.00	24,500.00
	E 101-42210-306 Personnel/Labor Relations	100.00	-	-	1,800.00	-
	E 101-42210-307 Professional Services Fees	4,576.50	5,370.00	7,125.00	9,500.00	7,500.00
	E 101-42210-309 Information Systems	11,600.08	17,444.88	13,294.68	22,500.00	33,800.00
	E 101-42210-321 Telephone	8,066.01	10,346.17	6,971.03	10,000.00	10,500.00
	E 101-42210-331 Travel Expenses			34.06	-	-
	E 101-42210-341 Personnel Advertising	314.00	-	-	-	-
	E 101-42210-351 Printing and Duplicating	-	476.30	-	1,000.00	500.00
	E 101-42210-381 Electric Utilities	10,142.14	10,972.49	6,324.36	9,500.00	10,500.00
	E 101-42210-382 Gas Utilities	9,776.92	16,312.16	8,598.46	10,000.00	12,000.00
	E 101-42210-385 Refuse Removal	1,992.39	2,252.65	1,458.86	2,000.00	2,300.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	-	1,372.64	152.87	3,000.00	1,500.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	18,138.15	24,052.23	7,427.50	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,688.72	8,556.14	8,061.28	18,200.00	10,000.00
	E 101-42210-413 Office Equipment Rental	1,945.05	1,525.08	958.46	2,000.00	2,000.00
	E 101-42210-421 Software Licensing	12,000.88	11,058.56	9,842.00	12,500.00	14,000.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	-	-	-	500.00	-
	E 101-42210-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	E 101-42210-433 Dues and Subscriptions	1,035.00	1,810.00	967.00	1,700.00	1,700.00
	E 101-42210-434 Conferences/Meetings	25,890.09	34,188.11	25,995.88	20,000.00	25,000.00
		826,633.07	960,458.26	561,198.55	987,500.00	1,110,700.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 43110 – Engineering

DEPARTMENTAL PROFILE

Engineering encompasses surveys, design support, mapping, planning assistance and other general engineering activities necessary for municipal operations. Services are provided for by a consulting engineer. This department will account for costs that cannot be charged directly to developers or do not directly relate to another functional department.

DEPARTMENTAL GOALS

Provide continued assistance in further updates to the transportation plan; provide review and update services on public work standards for public works facilities and infrastructure; maintain the City's storm water management plan and continue to provide support to City staff and City customers as necessary.

EXPENDITURE DETAILS

302-Engineering Services
 \$30,000
 Project services and support

**City of East Bethel
2024 Preliminary Budget**

Item 8.0 G.1, Attachment 2

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	13,557.41	12,526.34	5,979.85	40,000.00	30,000.00
		13,557.41	12,526.34	5,979.85	40,000.00	30,000.00



2024 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 43201 – Park Maintenance

DEPARTMENTAL PROFILE

Park Maintenance is responsible for the design, construction and maintenance of city parks, trails, pavilions, docks, picnic tables, restrooms, cemeteries etc., including: 17 ball fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, 3 cemeteries, bridges, 6 tennis courts, 14 playgrounds, 6 basketball courts, cross-country ski trails, and walking trails.

DEPARTMENTAL GOALS

Continue weekly summertime safety and maintenance inspections of playgrounds and shelter buildings to ensure high quality facilities; repair/upgrade park signage as necessary; maintain 250 acres of manicured turf areas with a normal mowing cycle of every five days; upgrade and re-chip trails and 14 playgrounds; maintain park amenities; maintain trees, shrubs, and plants.

EXPENDITURE DETAILS

STAFFING

1 – Public Works Maintenance Technician Lead
 3 – Public Works Maintenance Technician
 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
 \$269,200

Provides for a 3.5% COLA salary increase and a STEP salary increase for one eligible employees

102-FT- Overtime
 \$1,200

25 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations including snow and ice removal

103-PT-Wages and Salaries

\$7,000

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$69,600

City allotment for benefits for full-time employees

211-Cleaning Supplies

\$600

Cleaning agents, paper products, brooms, brushes, etc. to maintain park facilities

212-Motor Fuels

\$20,000

Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives

\$500

Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment

\$2,500

12 months of uniform rental for maintenance employees, employee allowance for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$5,000

Includes fertilizer, weed control, etc.

217-Safety Supplies

\$700

Safety vests, gloves, hearing protection, safety goggles and other safety equipment

218-Welding Supplies

\$100

Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies

\$1,200

Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and other supplies for operating the park system

221-Motor Vehicles Parts

\$2,100

Repair parts and maintenance items for licensed vehicles, etc.

222-Tires

\$1,000

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$3,500

Paint, lumber, vandalism repair supplies, and maintenance parts for irrigation systems

225-Park and Landscape Supplies

\$7,000

Black dirt, sod, seed, Ag lime, mulch, lumber for bridges, walkways, class five for parking lots, and asphalt for trails and lots, safety mulch for playgrounds

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$5,000

Parts installed in-house on park maintenance equipment. Includes alternators, belts, batteries, blades and small engine appurtenances. More work has been completed in-house so this category has increased.

231-Small tools and minor equipment

\$1,500

Saws, shovels, hand tools, bobcat attachments, etc. for trails and parks maintenance.

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

309 - Information Systems

\$500

Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support, Voice over internet phone system and data center network

321-Telephone

\$1,900

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

Advertising costs for vacancies created through attrition, resignation and staffing addition

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

Electric service for various parks throughout the City at pavilions and park shelters including the warming building at John Anderson Park

384-Sewer

\$300

Pumping of septic systems at Booster East and Booster West Parks and John Anderson Park

385-Refuse Removal

\$1,000

Contracted refuse removal services at all City parks and tree removal in City Parks

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$1,000

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

402-Equipment Services (Non-licensed)

\$2,500

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

403-Buldings and Facilities

\$3,500

Repair and maintenance services for park buildings and facilities, e.g., significant electrical work, well and septic systems, etc., when City staff are unable to make the necessary repairs

405-Park and Landscape Services

\$1,500

Landscape services that are more efficiently done by outside vendors; cemetery items, head stone maintenance, replacement, surveys and upkeep

415-Other Equipment Rentals

\$10,500

Rental of portable toilets in parks including special events such as Booster Day. Rental of Warming House at the East Bethel Ice Arena.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

Tax exempt licensure for City owned vehicles. Annual assessment from Coon Lake Improvement District of City owned property adjacent to the lake.

431-Vehicle Replacement Charges

\$17,000

Park contribution to Equipment Replacement Fund for future acquisition of equipment and rolling stock

434-Conferneces/Meetings/Training

\$500

Funding for required classes to keep certifications current and continuing education conferences

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	229,641.26	239,086.79	135,909.45	256,300.00	269,200.00
	E 101-43201-102 Full-Time Employees Overtime	1,580.19	1,097.82	965.42	1,200.00	1,200.00
	E 101-43201-103 Part-Time Employees	5,019.00	2,648.00	2,767.88	6,800.00	7,000.00
	E 101-43201-105 Employee On Call/Standby Pay	5,581.56	4,462.75	4,136.98	9,200.00	6,200.00
	E 101-43201-107 Commissions and Boards	620.00	740.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	17,649.93	18,224.77	10,551.46	19,400.00	20,400.00
	E 101-43201-125 FICA/Medicare	22,273.35	23,075.50	13,367.43	26,800.00	27,600.00
	E 101-43201-126 Deferred Compensation	7,620.55	7,736.70	4,307.50	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	62,400.00	67,200.00	39,900.00	68,400.00	69,600.00
	E 101-43201-151 Worker s Comp Insurance Prem	20,795.61	15,726.74	17,936.58	23,000.00	23,000.00
	E 101-43201-211 Cleaning Supplies	949.17	578.16	744.12	600.00	600.00
	E 101-43201-212 Motor Fuels	17,290.42	25,341.94	13,506.52	20,000.00	20,000.00
	E 101-43201-213 Lubricants and Additives	233.01	420.57	121.59	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,834.21	2,625.54	1,879.41	2,000.00	2,500.00
	E 101-43201-215 Shop Supplies	46.85	16.31	-	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,458.40	4,125.06	1,079.12	5,000.00	5,000.00
	E 101-43201-217 Safety Supplies	938.60	596.92	418.51	700.00	700.00
	E 101-43201-218 Welding Supplies	-	112.11	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	363.88	409.11	219.78	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	226.02	1,011.53	387.82	2,100.00	2,100.00
	E 101-43201-222 Tires	470.20	1,044.72	-	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	10,401.62	4,230.15	6,598.54	2,500.00	3,500.00
	E 101-43201-225 Park/Landscaping Materials	6,982.33	9,787.29	1,969.77	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	1,299.33	-	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	8,480.41	9,688.45	2,330.27	5,000.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	4,394.98	3,759.78	599.94	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	370.00	67.50	-	300.00	300.00
	E 101-43201-307 Professional Services Fees	400.00	200.00	795.00	600.00	600.00
	E 101-43201-309 Information Systems	-	344.64	201.04	500.00	500.00
	E 101-43201-321 Telephone	1,035.24	720.00	-	1,900.00	1,900.00
	E 101-43201-341 Personnel Advertising	-	30.00	913.20	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,569.98	4,317.32	2,265.65	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	-	-	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	-	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	-	1,000.00	1,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	-	58.00	2,719.11	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	355.50	5,079.26	109.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	663.75	1,900.00	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	8,587.10	8,796.30	3,447.10	10,500.00	10,500.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	685.99	281.00	468.70	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
	E 101-43201-434 Conferences/Meetings	-	550.87	-	500.00	500.00
		464,218.44	483,091.60	287,616.89	519,600.00	534,200.00



2024 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 43220 – Street Maintenance

DEPARTMENTAL PROFILE

The department is responsible for maintenance of the City’s streets, roadways, storm sewer system, and right-of-ways.

DEPARTMENTAL GOALS

Snow removal from City streets within 24 hours of a snow event; brush cutting and road side ditch mowing such that clear site distances of 100 feet are maintained; annual review of all streets to assess condition; sweep all streets annually; patch and crack seal streets in accordance with road maintenance plan; maintain gravel roads for proper drainage and drivability; maintain storm sewer system in accordance with NPDES plan.

EXPENDITURE DETAILS

STAFFING

- 1 - Public Works Manager
- 1 - Public Works Maintenance Technician Lead
- 3 - Public Works Maintenance Technician
- 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
\$373,300

Provides for a 3.5% COLA salary increase for each employee and STEP increases for two eligible employees

102 FT-Overtime
\$12,000
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
\$7,000
1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$87,000

City allotment for benefits for full-time employees

201 Office Supplies

\$100

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$800

Maintenance facility bathroom and break room supplies, supplies for cleaning maintenance shop and vehicles.

212-Motor Fuels

\$40,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants and Additives

\$5,000

Oil, grease and hydraulic fluid for maintenance equipment, DEF Fluid for Diesel Engines. Increase in preventative maintenance and changing oil on the fire trucks has increased the spending in this category.

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, safety boot allowance per employee

215-Shop Supplies

\$1,500

Tape, grinding wheels, mechanic wire, paints, polishes, zip ties, nuts and bolts, electrical wire and connectors

216-Chemicals and Chemical Products

\$200

Solvents, degreasers, floor dry, oil spill absorbers, etc.

217-Safety Supplies

\$1,800

Safety vests/shirts, ear protection devices, safety glasses and goggles, gloves, chaps, caution tape, warning cones and barricades

218-Welding Supplies

\$1,000

Gases, rods, flat steel and cold rolled stock needed to make repairs and fabricate replacement items on maintenance equipment

219-General Operating Supplies

\$500

Lumber, plastic tarps, erosion control devices, lath for staking, string line, straps

221-Motor Vehicle Parts

\$10,000

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc. More work being completed in-house, more preventative maintenance, less major repairs that need to be contracted out.

222-Tires

\$6,000

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$1,200 ea. and 4 tires on a F-150 for a total cost of \$600. Motor grader is \$10,000. Front end loader is \$7,000.

223-Bldg/Facility Repair Supplies

\$1,000

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$100,500

650 tons of salt -- \$65,000; asphalt patching material at \$25,000; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 and boulevard maintenance materials at \$500; 100 tons of ice control sand--\$1,000; 100 tons of Class V—\$1,500. Salt prices have been up 33% over the past two years.

226-Signs and Striping Supplies

\$11,000

Replacement/upgrade of street signs and lane striping on MSA routes.

229- Equipment Parts

\$14,000

Equipment parts purchased and installed by maintenance employees on non-licensed equipment, including alternators, belts, hoses, starters, lights, mufflers, etc.

230-Snowplow Cutting Edges

\$10,000

Replacement cutting edges for five snowplows. Includes front plow, wing, and underbody at a cost of \$2,000 per truck. An average winter will require one replacement per truck

231-Small Tools and Minor Equipment

\$5,000

Hand tools (wrenches, pliers, screwdrivers, etc.), saws, drills, grinders, shovels, lutes, and compressors

306-Personnel and Labor Relations

\$400

Drug testing for CDL enforcement

307- Professional Service Fees

\$5,000

Animal control trappers and GIS development - \$1,800

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$7,500

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321- Telephone

\$1,600

Cellular phones for Street Maintenance Staff

331 – Travel Expenses

\$1,000

Mileage reimbursement for On Call

341-Personnel Advertising

\$100

General advertising for positions that may open due to attrition or resignation

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

Electric service for maintenance facilities, street lights and signals; projected budgeted amount is in line with historical electrical utility bills

382-Utility Service-Gas

\$7,000

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$3,200

Refuse removal at maintenance facility and tree removal in R.O.W.

388-Utility Services-Hazardous Waste Disposal

\$500

Cleanup and disposal of hazardous waste such as meth lab debris, tires and batteries

401-Motor Vehicle Services (Licensed)

\$8,200

Contractual repairs on City owned equipment that cannot be performed in-house

402-Equipment Services (Non-licensed)

\$6,400

Contractual repairs on City owned equipment that cannot be performed in-house

403-Buldings and Facilities

\$4,000

Air filters, door sweeps, lights, rugs, hand towels, doors, HVAC, etc.

404-Street Maintenance Services

\$55,000

Provides \$15,000 for various street repairs that cannot be handled in house and \$40,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$135,000

Funding for Street Maintenance major equipment purchases through the Equipment Replacement Fund

433-Dues and Subscriptions

\$100

Membership dues for the State contract service; permits the City to more economically purchase off of State contracts that are specified and bid by the State

434-Conferences/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	312,045.89	326,192.68	176,606.69	364,900.00	373,300.00
	E 101-43220-102 Full-Time Employees Overtime	11,950.32	7,286.59	10,622.88	11,600.00	12,000.00
	E 101-43220-103 Part-Time Employees	5,275.50	2,648.00	2,767.87	6,800.00	7,000.00
	E 101-43220-105 Employee On Call/Standby Pay	9,755.86	10,748.93	5,709.36	11,500.00	11,900.00
	E 101-43220-122 PERA-Coordinated Plan	24,599.54	25,432.36	14,494.82	29,400.00	30,100.00
	E 101-43220-125 FICA/Medicare	31,035.16	32,316.70	18,688.94	37,500.00	38,300.00
	E 101-43220-126 Deferred Compensation	9,530.16	9,764.58	5,117.41	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	71,225.90	81,200.00	45,600.00	85,500.00	87,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	37,622.07	20,865.10	23,666.14	40,000.00	40,000.00
	E 101-43220-201 Office Supplies	63.45	43.95	23.99	100.00	100.00
	E 101-43220-211 Cleaning Supplies	521.47	685.98	753.29	800.00	800.00
	E 101-43220-212 Motor Fuels	29,969.22	44,843.37	26,594.90	40,000.00	40,000.00
	E 101-43220-213 Lubricants and Additives	3,715.02	6,703.17	506.11	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	3,691.89	2,901.46	2,149.47	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,719.36	1,189.36	777.79	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	589.07	34.74	69.81	200.00	200.00
	E 101-43220-217 Safety Supplies	1,062.94	2,424.14	188.28	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	300.93	732.38	370.44	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	304.48	203.25	115.23	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	14,245.69	11,940.16	8,892.74	10,000.00	10,000.00
	E 101-43220-222 Tires	6,274.49	7,203.94	7,849.40	6,000.00	6,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	3,182.40	4,528.61	49.86	1,000.00	1,000.00
	E 101-43220-224 Street Maint Materials	45,642.01	65,529.92	89,605.49	83,500.00	100,500.00
	E 101-43220-226 Sign/Striping Repair Materials	10,606.28	4,480.85	2,251.85	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	13,305.11	14,646.84	12,741.89	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	2,763.67	11,680.10	3,851.30	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	10,255.06	5,029.84	1,129.22	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	550.00	767.50	288.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	4,212.24	4,043.61	4,284.72	5,000.00	5,000.00
	E 101-43220-309 Information Systems	5,070.48	8,431.17	3,734.64	6,500.00	7,500.00
	E 101-43220-321 Telephone	1,232.40	1,159.17	-	1,700.00	1,600.00
	E 101-43220-331 Travel Expenses	960.38	988.82	492.73	1,000.00	1,000.00
	E 101-43220-341 Personnel Advertising	-	494.30	652.40	100.00	100.00
	E 101-43220-342 Legal Notices	-	420.00	-	100.00	100.00
	E 101-43220-381 Electric Utilities	21,040.86	20,223.25	11,796.19	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	5,776.05	9,671.23	7,552.42	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	9,101.69	13,411.40	7,792.38	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	135.00	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	4,666.89	1,407.68	24,855.27	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	557.80	1,463.20	358.00	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	5,353.95	5,781.31	1,239.43	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	39,018.34	47,998.54	-	55,000.00	55,000.00
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	4,961.17	226.25	142.00	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00
	E 101-43220-433 Dues and Subscriptions	-	2,110.00	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	1,875.00	270.00	259.06	400.00	400.00
		900,630.19	955,259.43	659,642.41	1,046,300.00	1,076,600.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 45311 – Civic Events

DEPARTMENTAL PROFILE

This department accounts for funding of community events and activities.

DEPARTMENTAL GOALS

Provide funding for events that foster and promote community pride in the City of East Bethel.

EXPENDITURE DETAILS

307-Professional Services
\$6,500 Booster Days Fireworks Display

**City of East Bethel
2024 Preliminary Budget**

Item 8.0 G.1, Attachment 2

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00
		5,000.00	6,500.00	6,500.00	6,500.00	6,500.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 48140 – Risk Management

DEPARTMENTAL PROFILE

Risk Management provides for the City's insurance needs, excluding workers compensation which is charged to the respective departments.

DEPARTMENTAL GOALS

Continually reassess the City's insurance needs; promptly report and follow through on all claims; regularly solicit insurance providers to ensure that the City has the most cost effective coverage in place; complete a comprehensive analysis of all of the City's coverage.

EXPENDITURE DETAILS

307-Professional Services
 \$5,000

The City has a contract that runs through 12/31/24 with Corporate Four Insurance to provide assistance with administering the City's general, property, and vehicle insurance program.

\$5,000 Agent Fees

361-General Liability Insurance
 \$38,000

Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance
 \$45,500

Insurance covering all property owned by the City

363-Automotive Insurance
 \$13,500

Insurance for City vehicles

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Risk Management						
	E 101-48140-307 Professional Services Fees	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	E 101-48140-361 General Liability Ins	33,558.00	32,288.00	38,502.00	33,500.00	38,000.00
	E 101-48140-362 Property Ins	43,253.00	38,314.00	45,329.00	40,500.00	45,500.00
	E 101-48140-363 Automotive Ins	10,315.00	13,075.00	13,045.00	13,500.00	13,500.00
		92,126.00	88,677.00	101,876.00	92,500.00	102,000.00



2024 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 49360 – Transfers Out

DEPARTMENTAL PROFILE

All transfers from the General Fund are identified and accounted for in this department. Transfers include amounts identified for Road Capital for street projects such as mill and overlay and paving projects and General Capital for general capital projects such as buildings, parking lots, etc. By creating this department, the results of operating departments will not be affected by capital spending that tends to fluctuate from year to year. Operating departments' expenditures will reflect only operating costs which should remain fairly consistent from year to year.

DEPARTMENTAL GOALS

Continued accurate tracking and oversight of all inter-fund transfers.

EXPENDITURE DETAILS

932-Transfer to Building Capital Fund
 \$50,000
 Set aside funds for future building needs

935-Transfer to Roads Capital Fund
 \$550,000
 Allocate funding for roads projects to include mill and overlay and construction

936-Transfer to Parks Capital Fund
 \$100,000
 Funding for park projects such as playground equipment replacement

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Transfers / Other						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	475,000.00	500,000.00	500,000.00	500,000.00	550,000.00
	E 101-49360-936 Parks Capital Transfers	90,000.00	95,000.00	100,000.00	100,000.00	100,000.00
	E 101-49360-934 Debt Fund Transfer	531,754.03	-	-	-	-
		1,146,754.03	645,000.00	650,000.00	650,000.00	700,000.00

City of East Bethel

2024 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy		77,000	136,200	213,200
County Grants	66,100			66,100
Fees	2,000			2,000
Interest Earnings	100	1,000	1,000	2,100
Total Revenue	68,200	78,000	137,200	283,400
Expenditures				
Supplies	2,300	-	-	2,300
Fees for Service	65,900	-	13,000	78,900
Transfer to General for Salaries	-	31,000	115,000	146,000
Total Expenditures	68,200	31,000	128,000	227,200
Revenue over Expenditures	-	47,000	9,200	56,200



2024 Budget

FUND: 226 - Recycling Fund
DEPT/ACTIVITY/PROJECT: 43235 – Recycling Operations

DEPARTMENTAL PROFILE

Recycling Operations provide for the collection and disposal of recyclable waste. A grant from Anoka County provides partial funding for this service.

DEPARTMENTAL GOALS

Determine the appropriate role of the City in regard to the operation and funding of the recycling center.

REVENUE DETAILS

33600-County Grants

\$66,100

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed

\$2,000

The City receives revenue for receipts on its “recycling days” and users of the recycled oil receptacle are asked to donate for the service. All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

EXPENDITURE DETAILS

223 – Building Facility Repair Supplies

\$2,000

Recycle building and equipment repair costs

307-Professional Services

\$46,500

Management fees for operating the recycling center.

Cedar East Bethel Lions: \$1,200 monthly to manage the Recycling Center and \$418.04 per month for drop off Saturday recycling: \$20,000

Electronics Recycling: \$2,000

First State Tire Recycling: \$2,000

Evergreen Recycling: \$22,500

322-Postage/Delivery

\$2,000

Share of newsletter costs; delivery of recycled cardboard to the redemption center (all other recyclables' transport costs are paid by the benefiting entity)

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$1,500

Gas service for the recycle building

385-Refuse Removal

\$5,500

Disposal costs of non-recyclable waste left at the recycling center and from Coon Lake clean up day

402-Repairs/Maint Machinery/Equip

\$1,500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$4,400

Repair and maintenance service from outside vendors when city staff is unable to make repairs

415-Other Equipment Rentals

\$1,000

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$1,500

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Recycling						
	E 226-43235-219 General Operating Supplies	529.41	87.79	1,116.67	300.00	300.00
	E 226-43235-223 Bldg/Facility Repair Supplies	3,189.75	4,998.41	72.80	2,000.00	2,000.00
	E 226-43235-307 Professional Services Fees	36,657.82	32,073.66	16,564.25	46,500.00	46,500.00
	E 226-43235-322 Postage/Delivery	2,455.78	1,773.72	991.58	2,000.00	2,000.00
	E 226-43235-331 Travel Expenses	-	5.50	41.92	100.00	100.00
	E 226-43235-351 Printing and Duplicating	443.05	250.83	139.38	300.00	300.00
	E 226-43235-381 Electric Utilities	1,567.88	872.91	485.62	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,299.37	1,820.79	1,024.85	1,500.00	1,500.00
	E 226-43235-385 Refuse Removal	5,573.41	5,827.75	3,877.55	5,500.00	5,500.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	-	1,465.00	-	1,500.00	1,500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	11.00	171.00	14.00	4,400.00	4,400.00
	E 226-43235-415 Other Equipment Rentals	1,050.00	883.93	540.00	1,000.00	1,000.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	1,373.64	1,373.64	1,426.88	1,500.00	1,500.00
		54,151.11	51,604.93	26,295.50	68,200.00	68,200.00



2024 Budget

FUND: 230 – Housing & Redevelopment Authority
DEPT/ACTIVITY/PROJECT: 23000 – Housing & Redevelopment

DEPARTMENTAL PROFILE

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047(the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing within the City of East Bethel which cannot be redeveloped without government assistance.

DEPARTMENTAL GOALS

The East Bethel Housing and Redevelopment Authority’s purpose is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income.

EXPENDITURE DETAILS

933-Transfer to City General Fund

\$31,000

Support Executive Director, Community Development Director, Finance Director, and Support Staff

**City of East Bethel
2024 Preliminary Budget**

Item 8.0 G.1, Attachment 2

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
HRA						
	E 230-23000-434 Conferences/Meetings	-	-	-	500.00	-
	E 230-23000-933 Gen 1 Fund Reimb Transfers	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00
		30,000.00	30,000.00	30,000.00	30,500.00	31,000.00



2024 Budget

FUND: 232 – Economic Development Authority
DEPT/ACTIVITY/PROJECT: 23200 – Economic Development Authority

DEPARTMENTAL PROFILE: The EDA addresses the City’s need to proactively deal with economic development, housing, and redevelopment issues within the city. It is responsible for making presentations to the EDA and City Council to facilitate their decision making. It also includes direct interaction with the business community.

DEPARTMENTAL GOALS: The East Bethel EDA goals are to assist in increasing the amounts and types of services offered within the city, help restore blighted properties by encouraging redevelopment activities, achieve commercial development, encourage development of housing with the city that is safe, diverse, and gives residents affordable options to own a home and markets the City to promote Economic Development activities.

EXPENDITURE DETAILS

107-Commission and Boards
 \$1,000

307-Professional Services Fees
 \$12,000
 \$11,000 - Civic Plus Webhosting
 \$700 - Anoka County Economic Development Cost Share

933-Transfer to City General Fund
 \$117,000
 Support Executive Director, City Planner / Community Development Director, and Support Staff

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
EDA						
	E 232-23200-107 Commissions and Boards	780.00	520.00	-	1,000.00	1,000.00
	E 232-23200-201 Office Supplies		32.14	-		-
	E 232-23200-307 Professional Services Fees	13,372.73	68,773.04	9,772.29	12,200.00	12,000.00
	E 232-23200-433 Dues and Subscriptions	125.00	125.00	215.00	600.00	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	117,000.00	120,000.00	120,000.00	120,000.00	115,000.00
		131,277.73	189,450.18	129,987.29	133,800.00	128,000.00

City of East Bethel 2024 Debt Service Budget

Fund Description	2015A	2014A	Total
Fund Number	310	311	
Revenue			
Levy	632,500	330,000	962,500
Special Assessments	11,500	-	11,500
Interest Earned	1,500	6,000	7,500
Total Revenue	645,500	336,000	981,500
Expenditures			
Principal	205,000	200,000	405,000
Interest	355,000	154,500	509,500
Fiscal Agent Fees	1,500	1,500	3,000
Total Expenditures	561,500	356,000	917,500
Revenue over Expenditures	84,000	(20,000)	64,000

*2015A is the former 2010A--refinanced in 2015.

These were issued to fund construction of water/sewer infrastructure improvements

*2014A is the former 2010B--refinanced in 2014.

These were issued to fund construction of water/sewer infrastructure improvements

City of East Bethel
Debt Service Schedule

Paying Agent
Callable

Bond Trust
2/1/2023

Bond Trust
2/1/2023

	2015A Feb/Aug	2014A Feb/Aug	Total
Original Principal	\$ 11,850,000	\$ 5,485,000	
	310	311	
Principal	205,000.00	200,000.00	405,000.00
Interest	354,600.00	154,575.00	509,175.00
Total 2024	559,600.00	354,575.00	914,175.00
Principal	235,000.00	210,000.00	445,000.00
Interest	345,800.00	149,337.50	495,137.50
Total 2025	580,800.00	359,337.50	940,137.50
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
Total 2026	625,300.00	363,425.00	988,725.00
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
Total 2027	674,250.00	362,025.00	1,036,275.00
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
Total 2028	732,700.00	360,200.00	1,092,900.00
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
Total 2029	779,200.00	367,462.50	1,146,662.50
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
Total 2030	838,675.00	368,712.50	1,207,387.50
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
Total 2031	929,959.38	369,612.50	1,299,571.88
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
Total 2032	992,850.01	375,075.00	1,367,925.01
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
Total 2033	988,618.76	380,012.50	1,368,631.26
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
Total 2034	983,268.76	384,425.00	1,367,693.76
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
Total 2035	981,678.13	382,600.00	1,364,278.13
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
Total 2036	978,750.00	306,100.00	1,284,850.00
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
Total 2037	970,062.50	305,700.00	1,275,762.50
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
Total 2038	965,062.50	309,800.00	1,274,862.50
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
Total 2039	958,650.00	313,300.00	1,271,950.00
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
Total 2040	951,362.50	316,200.00	1,267,562.50
Principal due 2024 to 2040	10,755,000.00	4,460,000.00	15,215,000.00
Interest due 2024 to 2040	3,735,787.54	1,518,562.50	5,254,350.04
Rates	3.0 - 4.0%	3.0 - 4.0%	

City of East Bethel 2024 Enterprise Fund Budget (Summary)

Fund Description Fund Number	Water 601	Sewer 602	Arena 615	Total
Revenue				
Sales	231,000	262,400	208,800	702,200
Penalties	2,000	1,000	-	3,000
Interest	32,000	32,000	3,000	67,000
Total Revenue	265,000	295,400	211,800	772,200
Expenditures				
Transfer to General Fund for Salaries	69,000	69,000	-	138,000
Supplies	25,600	3,000	6,700	35,300
Fees for Service	58,300	89,500	173,100	320,900
Total Current Expenditures	152,900	161,500	179,800	494,200
Net Cash (Inflow / Outflow)	112,100	133,900	32,000	278,000
Depreciation / Other Non Operating Expenses				
Depreciation	258,000	280,000	32,000	570,000
Reserve Capacity Loan Payment	-	232,000	-	232,000
Total Non-Current Expenditures	258,000	512,000	32,000	802,000
Total Expenditures	410,900	673,500	211,800	1,296,200
Net Income	(145,900)	(378,100)	-	(524,000)



2024 Budget

FUND: 601 - Water Fund
DEPT/ACTIVITY/PROJECT: 49401 – Water Utility Operations

DEPARTMENTAL PROFILE

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with two pressure tanks, service the Whispering Aspen development.

DEPARTMENTAL GOALS

Provide adequate capacity, perform required maintenance and work to facilitate the orderly implementation of service to new residents.

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its water operation. The water fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical water customer can be classified into three different categories—residential (whispering aspen), residential (viking preserve) and non-residential each with a fixed and variable component to the cost structure. There are currently 147 residential parcels and 30 (309 ERU’s) non-residential parcels serviced by the City’s water system. All rates are chronicled below:

	2023	2024
RESIDENTIAL Whispering Aspen		
BASE CHARGE	\$18.77 PER MONTH	\$18.77 PER MONTH
USAGE CHARGES		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
COMMERCIAL / Non Residential / PHASE I / Viking Preserve		
BASE CHARGE	\$17.50 PER ERU/MONTH	\$17.50 PER ERU/MONTH
USAGE CHARGES		
0 – 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 Gallons	\$3.50 PER 1,000 Gallons
5,001 to 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 Gallons	\$4.10 PER 1,000 Gallons

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

Cleaning agents for cleaning the lab and treatment room at the water plant

216-Chemicals and Chemical Products

\$7,500

Chemicals added to the water supply for health and safety purposes

223-Bldg/Facility Repair Supplies

\$2,000

Miscellaneous materials for repair and maintenance of the water building

227-Utility System Supplies

\$15,000

Water supply and distribution system; valve boxes, covers, extensions and castings; install 1 new fire hydrant

231-Small Tools & Minor Equip

\$1,000

Tools and equipment required for the daily operation of the water treatment and distribution facilities

307-Professional Services

\$7,000

Required periodic water testing and software upgrades for treatment plant.

309-Information Systems

\$3,500

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321-Telephone

\$5,000

Landline, security line, and DSL line at both Water Treatment plants

381-Electric Utilities

\$20,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$4,000

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,000

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$15,000

General building repair items

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$258,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, and Water Stubs.

933-Transfer to City General Fund

\$69,000

Support Public Works Manager, Public Works Maintenance and Administration Staff

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/25/23	2023 Budget	2024 Preliminary Budget
Expenditures						
	E 601-49401-211 Cleaning Supplies	92.81	45.80	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	5,850.33	7,651.62	4,227.74	5,000.00	7,500.00
	E 601-49401-223 Bldg/Facility Repair Supplies	1,209.36	2,049.69	3,727.78	2,100.00	2,000.00
	E 601-49401-227 Utility Maint Supplies	13,223.45	12,718.16	12,921.26	15,000.00	15,000.00
	E 601-49401-231 Small Tools and Minor Equip	650.00	76.13	-	1,000.00	1,000.00
	E 601-49401-307 Professional Services Fees	8,957.92	1,668.87	3,691.05	7,000.00	7,000.00
	E 601-49401-309 Information Systems	5,070.48	2,512.50	1,766.80	3,000.00	3,500.00
	E 601-49401-321 Telephone	4,704.52	5,113.71	2,948.05	5,000.00	5,000.00
	E 601-49401-381 Electric Utilities	18,356.88	19,449.19	12,913.03	19,000.00	20,000.00
	E 601-49401-382 Gas Utilities	3,313.24	3,841.40	1,878.33	3,000.00	4,000.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	800.00	420.00	-	1,000.00	1,000.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	12,780.50	9,537.40	29,044.42	9,000.00	15,000.00
	E 601-49401-421 Software Licensing	1,315.85	8,894.50	-	1,000.00	1,500.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	849.39	-	436.15	300.00	300.00
	E 601-49401-434 Conferences/Meetings	900.00	940.00	664.50	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	257,948.04	257,948.04	-	258,000.00	258,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers	64,000.00	66,000.00	68,000.00	68,000.00	69,000.00
	Total Expenditures - Water Fund	400,022.77	398,867.01	142,219.11	398,500.00	410,900.00



2024 Budget

FUND: 602 - Sewer Fund
DEPT/ACTIVITY/PROJECT: 49451 – Sewer Utility Operations

DEPARTMENTAL PROFILE

Sewer Utility Operations provide for the collection of sanitary sewage through a system of gravity sewer lines, force mains, and lift stations with delivery to the Metropolitan Council Environmental Service Wastewater Treatment Facility.

DEPARTMENTAL GOALS

Provide adequate capacity to service customers and provide efficient collection of sanitary sewage.

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its sewer operation. The sewer fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical sewer customer can be classified into three different categories—residential, mobile and non-residential each with a fixed and variable component to the cost structure. There are currently 147 residential parcels, 30 (309 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the Metropolitan Council’s sewer system that is located in East Bethel. The 2024 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

Residential / Non-Residential	2023	2024
BASE CHARGE PER ERU	\$6.30 PER MONTH	\$6.30 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
Mobile Park	2023	2024
BASE CHARGE	\$1,190 PER MONTH	\$1,190 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS

EXPENDITURE DETAILS

223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the sewer collection operational

227-Utility Maintenance Supplies

\$500

Sewer system and lift station degreasers and deodorizers and refrigerated sample supply storage unit required by the PCA

231-Small Tools and Minor Equipment

\$500

Various small tools; replacement of chemical feed pumps and regulators

307-Professional Services

\$73,000

MCES waste water treatment charges

2024 - \$73,000 *Estimate from MCES

2023 - \$63,188

2022 - \$48,254

2021 - \$34,948

2020 - \$38,069

2019 - \$33,108

2018 - \$26,152

2017 - \$24,772

2016 - \$20,735

381-Electric Utilities

\$4,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$10,000

Repair services that cannot be performed in-house and sewer line inspection and jetting

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of sewer license

481-Depreciation Expense
\$280,000

The specific items to be depreciated are: manholes, lateral lines, force mains, lift stations, and gravity sewer lines

626-Reserve Capacity Loan Payment
\$232,000

The reserve capacity loan payment is set to begin in 2024 if SAC quota goals are not met in 2023. The loan payment is estimated at \$232,000

933-Transfer to City General Fund
\$69,000

Support Public Works Manager, Public Works Maintenance Staff and Administration Costs



2024 Budget

FUND: 615 - Arena Fund
DEPT/ACTIVITY/PROJECT: 49851 – Arena Operations

DEPARTMENTAL PROFILE

Arena Operations provides for the operation of the City’s ice arena.

DEPARTMENTAL GOALS

Maintain the exterior of the Arena; oversee and coordinate arena management activities; address deferred maintenance items at the facility and improve the financial performance of the Arena

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its arena operation. Thus, the arena fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2024 user rates are proposed to remain the same as 2023. All rates are chronicled below:

ICE ARENA	2023	2024
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

EXPENDITURE DETAILS

211-Cleaning Supplies

\$2,000

Cleaning supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies

\$3,000

Repair and maintain Arena sign, boards, bleachers, HVAC, etc.

307-Professional Services

\$87,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$36,000

Electricity needs of the Arena

382-Gas Utilities

\$25,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$16,500

Outsourced facilities repair not performed by City/Arena employees - \$10,000

Trane - \$6,000 maintenance agreement for ice arena chillers

Wright Hennepin - \$500 Security at the arena

481-Depreciation

\$32,000

Depreciation on Arena and equipment



2024 Budget

FUND: 401 – Building Capital Project Fund
DEPT/ACTIVITY/PROJECT: 40100 – Building Capital Projects

DEPARTMENTAL PROFILE

The Building Capital Projects Fund accounts for general capital projects involving general government facilities.

DEPARTMENTAL GOALS

Identify and prioritize projects that would benefit the City; ensure that improvements are done to City specifications and within budget.

REVENUE DETAILS

39201-General Fund Transfer
\$50,000

GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN

City Hall / Senior Center

2241 221st Avenue NE
East Bethel, MN 55011

Fire Station #1

2751 Viking Blvd NE
East Bethel, MN 55092

Public Works / Fire Station #2

2375 221st Avenue NE
East Bethel, MN 55011

Fire Station #3

342 Forest Road
East Bethel, MN 55092



2024 Budget

FUND: 404 – Park Acquisition & Development Fund
DEPT/ACTIVITY/PROJECT: 40400 – Park Acquisition & Development

DEPARTMENTAL PROFILE

The Park Acquisition & Development Fund accounts for funds received from developers that are to be used for the acquisition/development of major park facilities.

DEPARTMENTAL GOALS

Identify and prioritize recreational opportunities that would benefit the residents of the City. The Fund is currently depleted due to the lack of development activity in the City.

**Parks Capital Improvement Plan
2024-2028
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$66,800			
Park Dedication Fees		\$40,000		\$106,800
Shade Structures for Booster West			\$50,000	\$56,800
2024 Ending Balance				\$56,800
2025 Beginning Balance	\$56,800			
Park Dedication Fees		\$60,000		\$116,800
Playground Equipment			\$40,000	\$76,800
2025 Ending Balance				\$76,800
2026 Beginning Balance	\$76,800			
Park Dedication Fees		\$125,000		\$201,800
Park Pavillion			\$50,000	\$151,800
2026 Ending Balance				\$151,800
2027 Beginning Balance	\$151,800			
Park Dedication Fees		\$125,000		\$276,800
New Park Development			\$100,000	\$176,800
2027 Ending Balance				\$176,800
2028 Beginning Balance	\$176,800			
Park Dedication Fees		\$125,000		\$301,800
Booster West Ballfield Lights			\$300,000	\$1,800
2028 Ending Balance				\$1,800
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$475,000	\$540,000	
Park Dedication Fees- Residential = 10% of land or cash not to exceed \$2,000 per lot. Commercial = 5% of land or cash not to exceed \$2,000 per acre.				



2024 Budget

FUND: 407 – Park Capital Fund
DEPT/ACTIVITY/PROJECT: 40700 – Park Capital Projects

DEPARTMENTAL PROFILE

The Park Capital Fund accounts for improvements to parks as part of the five-year plan Capital Improvement Plan.

DEPARTMENTAL GOALS

Implement improvements identified in the five-year plan within the authorized budget; complete improvements identified by the Parks Commission and approved by the Council.

REVENUE DETAILS

39201-General Fund Transfer
\$100,000
Budgeted transfer amount.

**Parks Capital Improvement Plan
2024-2028
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$33,900			
Transfer From General Fund		\$100,000		\$133,900
Coon Lake Beach Playground Equipment & Skate Park			\$100,000	\$33,900
Misc Park Projects and Tree Planting			\$5,000	\$28,900
2024 Ending Balance				\$28,900
2025 Beginning Balance	\$28,900			
Transfer From General Fund		\$100,000		\$128,900
Bataan St Trail Segment			\$120,000	\$8,900
Misc Park Projects and Tree Planting			\$5,000	\$3,900
2025 Ending Balance				\$3,900
2026 Beginning Balance	\$3,900			
Transfer From General Fund		\$100,000		\$103,900
New Park Development			\$90,000	\$13,900
Misc Park Projects and Tree Planting			\$5,000	\$8,900
2026 Ending Balance				\$8,900
2027 Beginning Balance	\$8,900			\$8,900
Transfer From General Fund		\$100,000		\$108,900
New Park Development			\$90,000	\$18,900
Misc Park Projects and Tree Planting			\$5,000	\$13,900
2027 Ending Balance				\$13,900
2028 Beginning Balance	\$13,900			
Transfer From General Fund		\$100,000		\$113,900
New Park Development			\$90,000	\$23,900
Misc Park Projects and Tree Planting			\$5,000	\$18,900
2028 Ending Balance				\$18,900
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$500,000	\$515,000	



2023 Budget

FUND: 402 – MSA Street Construction Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

The MSA Street Construction Fund accounts for amounts received from the State to improve State Aid roads in the City of East Bethel.

DEPARTMENTAL GOALS

Procure and efficiently spend funds received to improve State Aid routes.

**Street Capital Projects - Fund 402
2024-2028
Funding Analysis**

MUNICIPAL STATE AID FUND - FUND 402	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	-\$1,142,333			
Municipal State Aid Funding		\$641,430		-\$500,903
Davenport St Reconstruction			\$650,000	-\$1,150,903
2024 Ending Balance				-\$1,150,903
2025 Beginning Balance	-\$1,150,903			
Municipal State Aid Funding		\$641,430		-\$509,473
MSA Project			\$0	-\$509,473
2025 Ending Balance				-\$509,473
2026 Beginning Balance	-\$509,473			
Municipal State Aid Funding		\$641,430		\$131,957
Polk-Jackson - Mill & Overlay			\$750,000	-\$618,043
Klondike Drive - Mill & Overlay			\$125,000	-\$743,043
2026 Ending Balance				-\$743,043
2027 Beginning Balance	-\$743,043			
Municipal State Aid Funding		\$641,430		-\$101,613
MSA Project			\$0	-\$101,613
2027 Ending Balance				-\$101,613
2028 Beginning Balance	-\$101,613			
Municipal State Aid Funding		\$641,430		\$539,817
MSA Project			\$0	\$539,817
2028 Ending Balance				\$539,817
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$3,207,150	\$1,525,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MN DOT.



2024 Budget

FUND: 406 – Street Capital Project Fund
DEPT/ACTIVITY/PROJECT: 40600 – Street Capital Projects

DEPARTMENTAL PROFILE

The Street Capital Projects Fund accounts for amounts used for street improvement projects including reconditioning and overlays.

DEPARTMENTAL GOALS

Identify and prioritize street project needs of the City; ensure that improvements are done to City specifications and within budget; complete improvements identified by the Roads Commission and approved by the Council.

REVENUE DETAILS

39201-General Fund Transfer
\$550,000
Budgeted transfer amount

**Street Capital Projects
2024-2028
Funding Analysis**

STREET CAPITAL FUND - FUND 406	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	\$367,550			
Transfer from General Fund		\$550,000		\$917,550
Central Avenue Assessments		\$28,976		\$946,526
189th Avenue Assessments		\$34,345		\$980,871
Fillmore Street Assessments		\$3,050		\$983,921
North Metro JPA Maintenance Projects			\$100,000	\$883,921
Edmar, Vickers, Breezy Point, Yalta, 189th- Overlay			\$325,000	\$558,921
2024 Ending Balance				\$558,921
2025 Beginning Balance	\$558,921			
Transfer from General Fund		\$550,000		\$1,108,921
Central Avenue Assessments		\$28,976		\$1,137,897
189th Avenue Assessments		\$34,345		\$1,172,242
Fillmore Street Assessments		\$3,050		\$1,175,292
North Metro JPA Maintenance Projects			\$105,000	\$1,070,292
Hidden Haven East - Overlay			\$210,000	\$860,292
Hidden Haven West - Overlay/Reconstruct			\$515,000	\$345,292
Cedarbrook - Overlay/Reconstruct			\$250,000	\$95,292
2025 Ending Balance				\$95,292
2026 Beginning Balance	\$95,292			
Transfer from General Fund		\$600,000		\$695,292
Central Avenue Assessments		\$28,976		\$724,268
189th Avenue Assessments		\$34,345		\$758,613
Fillmore Street Assessments		\$3,050		\$761,663
North Metro JPA Maintenance Projects			\$110,000	\$651,663
London, 225th, 226th - Overlay			\$200,000	\$451,663
Pine Crest Estates - Overlay			\$90,000	\$361,663
Sunset Drive- Reclaim and Pave (Linwood)			\$300,000	\$61,663
2026 Ending Balance				\$61,663
2027 Beginning Balance	\$61,663			
Transfer from General Fund		\$600,000		\$661,663
Central Avenue Assessments		\$28,976		\$690,639
189th Avenue Assessments		\$34,345		\$724,984
Fillmore Street Assessments		\$3,050		\$728,034
North Metro JPA Maintenance Projects			\$115,000	\$613,034
Quincy St - Overlay			\$50,000	\$563,034
Raintree - Overlay			\$135,000	\$428,034
224th Ave, 225th Ave -Overlay			\$140,000	\$288,034
2027 Ending Balance				\$288,034
2028 Beginning Balance	\$288,034			
Transfer from General Fund		\$600,000		\$888,034
Central Avenue Assessments		\$28,976		\$917,010
189th Avenue Assessments		\$34,345		\$951,355
Fillmore Street Assessments		\$3,050		\$954,405
North Metro JPA Maintenance Projects			\$120,000	\$834,405
Norseland Manor - Overlay			\$300,000	\$534,405
Naples St, Rendova St, 197th Ave- Overlay			\$10,000	\$524,405
2028 Ending Balance				\$524,405
Total Street Capital Fund Sources and Uses		\$3,231,855	\$3,075,000	

City of East Bethel
2024 Other Governmental Fund Budget (Summary)

Fund Description Fund Number	TIF 1-2 436	TIF 1-3 437	TIF 1-4 438	TIF 1-5 439	Total
Revenue					
Tax Increment	112,000	75,000	100,000	100,000	387,000
Interest Earned	1,400	1,400	1,400	1,400	5,600
Total Revenue	113,400	76,400	101,400	101,400	392,600
Expenditures					
PAYGO	100,800	67,500	90,000	90,000	348,300
Professional Service Fee	11,200	7,500	10,000	10,000	38,700
General Fund Reimbursement	1,400	1,400	1,400	1,400	5,600
Total Expenditures	113,400	76,400	101,400	101,400	392,600
Revenue over Expenditures	-	-	-	-	-

*TIF 1-2 - East Bethel Village Apartments I and II

*TIF 1-3 - Viking Preserve 48 Residential Single Family Homes

*TIF 1-4 - Trident Senior Living

*TIF 1-5 - Aggressive Hydraulics Expansion



2024 Budget

FUND: 701 – Equipment Replacement Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Equipment Replacement Operations provide for the systematic funding and acquisition of major pieces of equipment necessary for City operations. Accordingly, individual department budgets will not fluctuate based on equipment acquisition activities allowing for better long-term financial analyses, benchmarking and comparisons.

DEPARTMENTAL GOALS

Compare the current and future equipment needs of the City with the current equipment inventory; set up a funding plan to ensure that these equipment needs can be met without borrowing by establishing annual departmental funding requirements that ensure funds availability when equipment is no longer economically viable.

REVENUE DETAILS

39201-General Fund Allocation
\$280,000

Equipment Replacement Schedule	Inspection	Parks	Streets	Items	2020 G. 1, Attachment 2	Total
2024 Purchases						
John Deere 1600 Mower (scheduled for 2022)		50,000.00				
Skidsteer (recycling center-used)		25,000.00				
T190 Bobcat			55,000.00			
Total						130,000.00
2025 Purchases						
Single Axle Plow with dump box and plow equipment			350,000.00			
Sweeper			240,000.00			
Ford F-350 4x4		40,000.00				
Landpride 3-Point Mower		17,000.00				
Total						647,000.00
2026 Purchases						
Ford F-450 with dump box/plow			70,000.00			
FORD F-550 - MINI PUMPER REFURBISH				40,000.00		
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH				45,000.00		
Total						155,000.00
2027 Purchases						
Front End Loader			250,000.00			
Kubota		17,000.00				
Kubota with ballfield groomer		20,000.00				
Ford F-450 with dump box/plow			75,000.00			
ROSENBAUERER 6 MAN CAB - 1250 PUMPER REFURBISH				75,000.00		
INTERNATIONAL REG CAB - 1250 PUMPER REFURBUSH				50,000.00		
FORD EXPLORER - DUTY OFFICER Replacement				75,000.00		
SELF CONTAINED BREATHING APPARATUS				500,000.00		
Total						1,062,000.00
2028 Purchases						
Ford F-550 1.5 Ton with dump box			75,000.00			
Excavator			80,000.00			
Ford F-150 4x4			40,000.00			
Vector/Jetter Truck- Used			100,000.00			
Ford F-350 4x4			45,000.00			
Extraction Tools				150,000.00		
Chiefs Auto Replacement				70,000.00		
Total						560,000.00
2029 - 2032 Purchases						
ZTRAK MOWER			12,000.00			
ZTRAK MOWER			12,000.00			
DIAMOND DITCH MOWER			16,000.00			
JOHN DEERE TRACTOR		90,000.00				
FORD F-550 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00			
SINGLE AXLE PLOW WITH DUMP BOX AND PLOW EQUIPMENT			365,000.00			
ASPHALT PAVER - USED			60,000.00			
FORD F-350 4WD			40,000.00			
FORD F-150 4X4			35,000.00			
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,200,000.00		
FIRE TANKER APPARATUS Replacement				1,000,000.00		
FORD 4X4 1T PU - GRASS RIG Replacement				100,000.00		
2020 Chevy Tahoe #9542 Replacement				70,000.00		
Total						3,060,000.00
2033 - 2037 Purchases						
TRACTOR		60,000.00				
FELLING 18 FT TRAILER			12,000.00			
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			360,000.00			
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			365,000.00			
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			80,000.00			
JOHN DEERE GRADER			250,000.00			
PICK UP TRUCK			45,000.00			
FORD ESCAPE 4X4	25,000.00					
FORD ESCAPE 4X4	25,000.00					
FORD 4x4 1T PU - GRASS RIG Replacement				100,000.00		
FORD F-550 - MINI PUMPER Replacement				400,000.00		
FORD 550 QUICK ATTACK WITH PUMPER Replacement				400,000.00		
4 X 4 FOUR DOOR UTILITY PICKUP TRUCK Replacement				100,000.00		
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,200,000.00		
FIRE TANKER APPARATUS REFURBISH				70,000.00		
Total						3,492,000.00
2038 & Beyond Purchases						
VECTOR TRUCK			300,000.00			
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			400,000.00			
FORD ESCAPE 4X4	25,000.00					
INTERNATIONAL REG CAB - 1250 PUMPER Replacement				1,000,000.00		
ROSENBAURER 6 MAN CAB - 1250 PUMPER				1,200,000.00		
Mercury 25 ELHPT - Boat				29,095.00		
Total						2,954,095.00
Total Scheduled Purchases	75,000.00	319,000.00	3,792,000.00	7,874,095.00		12,060,095.00



2024 Budget

FUND: 702 – Compensated Absences Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Compensated Absences Fund provides for the funding of the City's obligation of earned but unused vacation and sick pay benefits. These benefits are payable only upon employees' severance from employment.

DEPARTMENTAL GOALS

Compare each employee's accrued obligation on an annual basis and expense any increase to individual departments. Consequently, the period in which the services are rendered incurs the expense. Individual department budgets will not fluctuate based on employees separation from employment and the accumulation of these benefits.

REVENUE DETAILS

39201-Transfer from General Fund

\$N/A

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.