

**City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: August 28, 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. TIF Overview – Stacie Kvilvang, Ehlers
 - 1. Res 2023-58, TIF 1-3 Decertification of Thirteen Parcels (p. 3-7)
 - B. Public Hearing: 3.2 % Off-Sale Liquor License Application for River Country Coop (p. 8-9)
 - C. ACSO Monthly Report (p. 10-18)
 - D. Fire Department Monthly Report (p. 19-22)
 - E. Public Hearing: Accessory Storage Container (p. 23-33)
 - F. Capstone Concept Plan (p. 34-42)
 - G. 2024 Preliminary Budget Discussion (p. 43-139)
- 5.0 Public Forum**
- 6.0 Consent Agenda (p. 140)**

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. 141-145)
 - B. Minutes: July 24, 2023 City Council Minutes (p. 146-164)
 - C. Minutes: August 7, 2023 Special Meeting Minutes (p. 165-168)
 - D. Minutes: August 7, 2023 Work Meeting Minutes (p. 169-176)
 - E. Minutes: August 14, 2023 City Council Meeting (p. 177-195)
 - F. Approval of Tobacco License Name Change: River Country Co-op (p. 196)
 - G. City Administrator Employment Notification (p. 197)
- 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 Moratorium (p. 198-202)
- D. Finance
- E. Public Works
- F. Fire Department
- G. City Administrator
 - 1. Set Town Hall Meeting Date (p. 203)
 - 2. September Work Meeting Cancellation (p. 204)

9.0 Other

- A. Staff Report
- B. Council Reports
- C. Other

10.0 Adjourn

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



Date: August 28, 2023

Agenda Item Number: Item 4.0 A

Requested Action: Consider approving Resolution 2023-58

Background Information:

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 the forty-eight unit Viking Preserve housing development. In order for TIF District 1-3 to receive tax increment, the parcels needed to meet low and moderate income requirements. Thirteen parcels did not meet these income qualification thresholds and, therefore, 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.

Stacie Kvilvang, our financial consultant with Ehlers, will present a brief background of Tax Increment Financing (TIF) and review the proposal for the decertification of the properties that do not meet the TIF requirements for the Viking Preserve Project.

Attachment(s):

Attachment 1 – Resolution 2023-58

Recommendation(s): Staff recommends City Council consider approval of the Resolution 2023-58.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

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

HELD: August 28, 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 28, 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 28th 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 28th 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
City Council Meeting
Agenda Item Information**



Date: August 28, 2023

Agenda Item Number: Item 4.0 B

Agenda Item: Public Hearing for 3.2 % Off-Sale Liquor License Application by River Country Coop

Background Information:

Staff is recommending that Council conduct a public hearing to take comments from the public regarding an application and request for a 3.2% Off Sale Liquor License for River Country Cooperative.

The Mayor will open the Public Hearing and invite comments on this license application. When there are no additional comments, a motion to close the hearing should be offered followed by a second and a vote on the motion.

At the conclusion of the public hearing, Council will consider the approval of a 3.2% Off Sale Liquor License for River Country Cooperative dba: Holiday #2653861.

A background check has been completed without issues. All application materials and fees have been submitted for the 3.2% Off Sale Liquor License.

Final approval of the license would be contingent on the approval of State Commissioner of Public Safety. Approval of Council is required prior to action by the State.

Attachment(s):

Fiscal Impact:

Recommendation(s): Staff recommends conducting the public hearing to receive comments on the 3.2% Off Sale Liquor License for River Country Cooperative dba: Holiday #2653861. Once the public hearing is closed and if there are no reasons to deny the license, staff recommends Council consider approval of a 3.2% Off Sale Liquor license for River Country Cooperative dba: Holiday #2653861 located at 1341 187th Lane NE in East Bethel.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License EAST BETHEL License Period From: 7/1/23 To: 6/30/24

Circle One: (New License) License Transfer (former licensee name) Suspension Revocation Cancel (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ Sunday License fee: \$ 3.2% On Sale fee: \$ 3.2% Off Sale fee: \$ 150.00

Licensee Name: RIVER COUNTY COOPERATIVE DOB Social Security #
(corporation, partnership, LLC, or Individual)

Business Trade Name HOLIDAY # 2653561 Business Address 1341 187th Ln. NE City EAST BETHEL

Zip Code 55011 County ANOKA Business Phone (651) 434-1673 Home Phone

Home Address 9072 CANTILL AVE City WILCOX GROVE HEIGHTS, MN Licensee's MN Tax ID # 55076 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Table with 4 columns: Partner/Officer Name (First Middle Last), DOB, Social Security #, Home Address. Row 1: CLAF CHRISTIAN JOHANSON, [redacted], [redacted], [redacted] ST. PAUL, MN 55103

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes) (No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: ACCESS INSURANCE ASSOCIATION Policy # [redacted]

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature (title) Date

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

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



Date: August 28, 2023

Agenda Item Number: Item 4.0 C

Agenda Item: Sheriff's Department Report

Background Information:

Sgt. Matthew O'Connor will present the Anoka County Sheriff's Office monthly report.

Attachment(s):

1. Sheriff's Office July Report
2. CSO Report of Activities
3. CFS Report

Fiscal Impact:

Recommendation(s): No Action Required

East Bethel City Council Report

July 2023



Good evening, Mayor, council members, my name is Matt O'Connor, and I am a Sergeant in our patrol division.

July had a total of 455 calls for service. Deputies responded to 2 burglaries, 1 assault, and 70 medicals. Theft calls were up from 2 in June to 9 in July. There were 11 warrant arrests made in East Bethel which is two arrests more than the previous highest total of 9 that we saw in the month of April. Deputies' traffic enforcement efforts resulted in the issuance of 22 traffic citations on our city roads.

Some notable calls our deputies have handled this past month include:

Deputy Wicklund-HRO violation/Flee Peace Officer In a MV

On 7/1/23 at 1920 hrs, Deputy Wicklund was dispatched to an address located in the 22800 block of Tippecanoe St on a report of a Harassment Restraining Violation (HRO) in progress. Prior to arrival, deputies learned that a black sedan being driven by the suspect was leaving the area southbound on Bataan St from 221st Ave NE. As deputies arrived in the area, Deputy Wicklund attempted to stop the vehicle utilizing his emergency lights and sirens, but the vehicle continued southbound. At this point, a second deputy arrived in the area in front of the vehicle and positioned his squad car at an angle across the roadway to get it to stop. The suspect vehicle rammed this second squad car and attempted to flee the area northbound on Bataan St. Deputy Wicklund continued to follow this fleeing vehicle and eventually utilized a Precision Immobilization Technique (PIT Maneuver) to force the vehicle off the road near Gopher Dr/ 237th Ave NE to effect an arrest of the driver. Deputies transported the male suspect to jail and booked him on an HRO violation and fleeing.

Deputy Johnson-DWI

On 7/9/23, Deputy Johnson was on routine patrol in the area of Viking Blvd NE/ Hwy 65 NE when he noticed a red passenger car traveling westbound on Viking Blvd with grass hanging off of its rear bumper. Deputy Johnson noticed that the vehicle drove over the center line and fog line several times in erratic fashion. Deputy Johnson stopped the car and contacted the driver who exhibited signs of alcohol impairment. Deputy Johnson had the driver perform SFSTs which he ultimately failed. The driver provided a preliminary breath sample which indicated a

.16 result. The driver was arrested and transported to the sheriff's office and submitted to an evidentiary test that recorded a .16 result. The driver was charged with 3rd degree DWI and booked into the Jail.

Deputy Johnson-Warrant Arrest

On 7/16/23 at 2251 hrs., Deputies responded to an address at the 19700 block of Rochester St. NE on an anonymous report of a group of males at the address with several felony warrants for miscellaneous drug offenses. Deputies arrived and located a group of people standing near a vehicle. Deputies recognized one of the males from previous contacts as having outstanding warrants for his arrest. A female was also identified as having an active warrant. These two individuals were properly identified, and their warrants were confirmed through our dispatch center. A male and female were arrested and booked into the Anoka County Jail for the outstanding warrants.

Deputy Sullivan-DWI/Drugs

On 7/24/23, Deputy Sullivan was dispatched to Klondike Dr/Hwy 65 NE on a report of a person sleeping behind the wheel of a silver truck. On arrival, Deputy Sullivan spoke woke the male driver up who exhibited signs of impairment. Multiple bags with what appeared to be narcotics and prescription pills were in plain view near the driver inside of the vehicle. The driver was asked to step out to perform SFSTs which he did and ultimately failed. The driver was arrested for DWI and his vehicle was searched. The search of the vehicle uncovered 136 grams of suspected marijuana, 22 grams of suspected cocaine, hallucinogenic mushrooms, and a large amount of Xanax prescription pills. A warrant for the driver's blood was drafted and signed by a judge. The male was transported to a local hospital for a blood draw and booked into jail on suspicion of DWI and drug possession. Charges are forthcoming pending a forensic examination of the driver's blood and suspected narcotics.

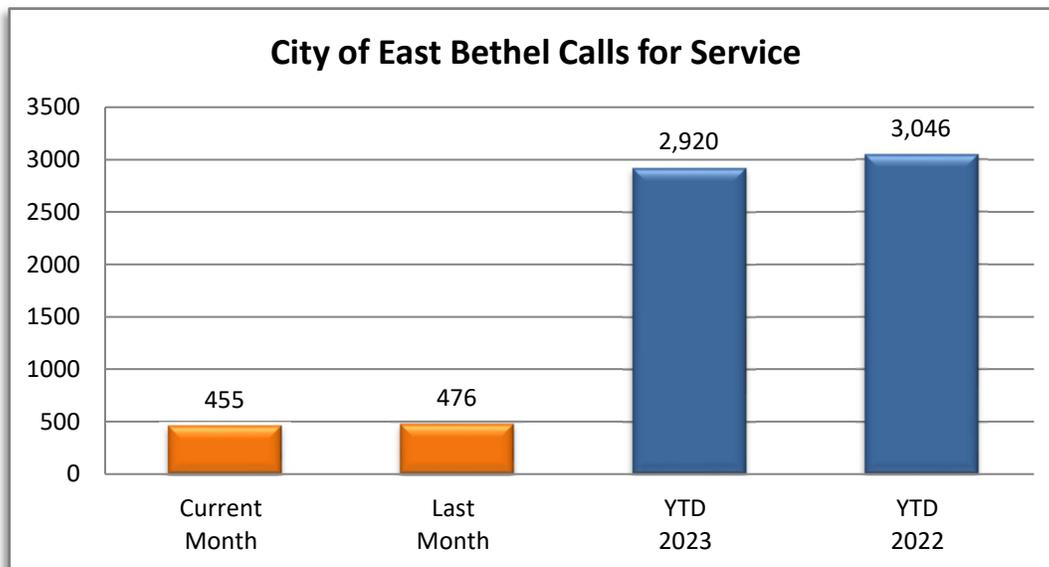
****Property crimes in July were up in July from previous months this year. These thefts occurred during both daytime and nighttime hours. As a reminder for everyone, continue calling to make a report on any suspicious activity in your neighborhood****

Thank you for allowing me to provide a quick update regarding last month's activities.

PATROL DIVISION

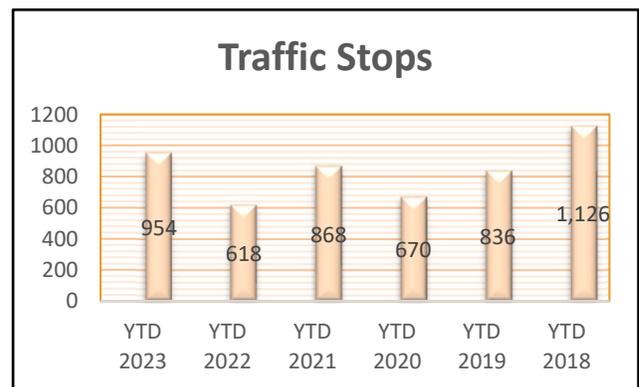
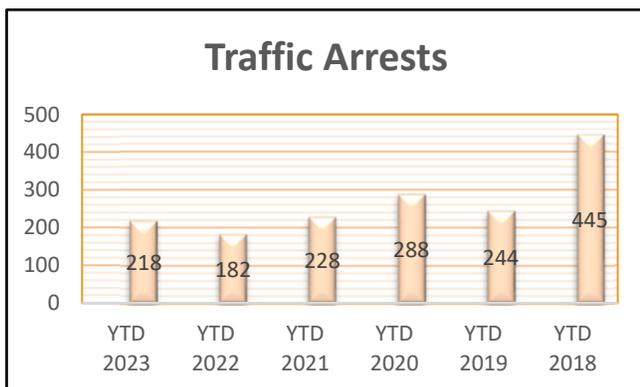
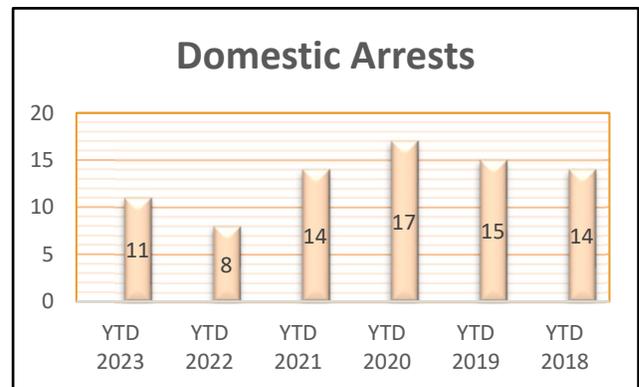
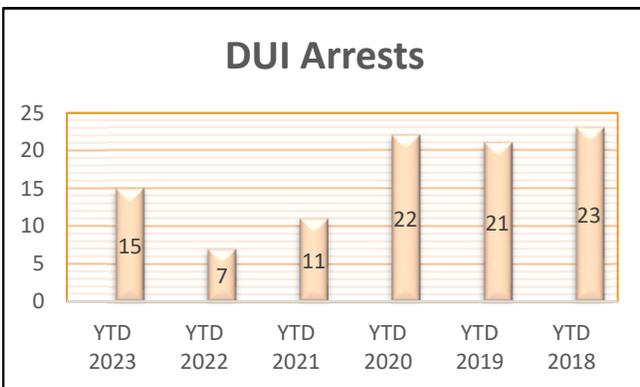
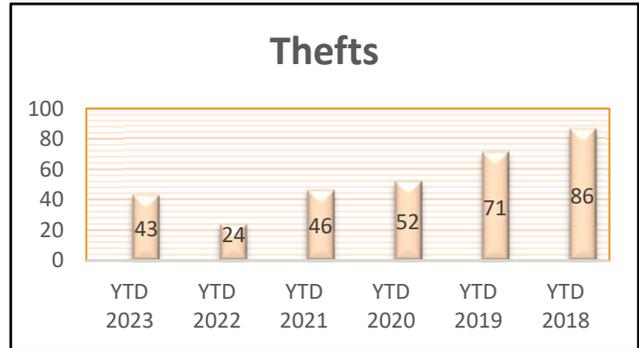
CITY OF EAST BETHEL - JULY 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Calls for Service*	330	360	357	457	485	476	455						2,920	3,046
Burglaries	1	0	0	1	3	1	2						8	3
Thefts	8	1	7	8	8	2	9						43	24
Crim Sex Conduct	1	3	0	0	0	1	1						6	2
Assault	0	1	3	1	4	4	1						14	6
Dam to Property	0	2	1	1	2	1	1						8	9
Harass Comm	0	0	0	0	0	0	0						0	1
PI Accidents	8	9	4	5	2	4	2						34	40
PD Accidents	19	18	15	14	18	19	16						119	117
Medical	59	60	54	60	61	50	70						414	352
Animal Complaint	35	31	16	27	30	31	25						195	148
Alarms	12	12	14	25	14	23	26						126	151
Felony Arrests	0	1	2	2	4	1	4						14	5
Gross Misd Arrests	5	5	3	4	2	0	3						22	12
Misd Arrests	8	5	5	2	5	7	6						38	31
DUI Arrests	2	5	3	3	0	0	2						15	7
Domestic Arrests	0	0	3	1	3	3	1						11	8
Warrant Arrests	1	4	5	9	3	2	11						35	9
Traffic Stops	190	125	144	186	111	86	112						954	618
Traffic Arrests	28	17	37	77	19	18	22						218	182



CITY OF EAST BETHEL

YEAR TO DATE - JULY 2018-2023

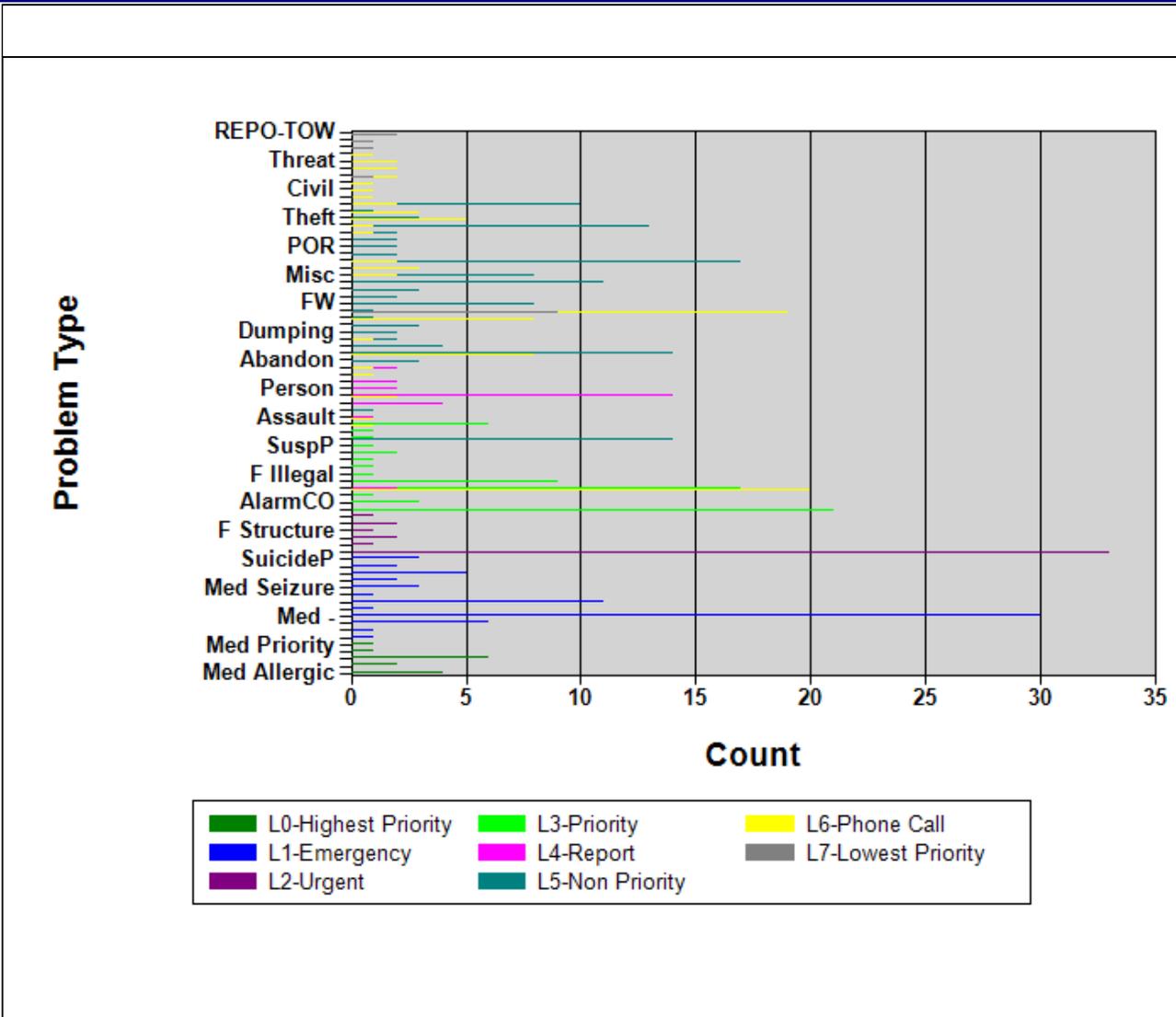


Problem Type Summary

12:46 PM 08/07/2023

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	East Bethel Law
Day Range:	Date From 7/1/2023 To 7/31/2023
Exclusion:	• Calls canceled before first unit assigned



Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	33	0	0	0	0	0	33
Abandon	0	0	0	0	0	3	0	0	3
Abuse	0	0	0	0	0	0	1	0	1
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	21	0	0	0	0	21

AlarmCO	0	0	0	3	0	0	0	0	3
AlarmCOill	0	0	0	0	0	0	0	0	0
AlarmF	0	0	0	1	0	0	0	0	1
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	1	0	0	0	0	0	0	1
AlarmV	0	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0	0
Animal	0	0	0	0	0	14	8	0	22
AnimalResc	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	1	0	2
AssaultP	0	1	0	0	0	0	0	0	1
Boat Assist	0	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0	0
Burg	0	0	0	0	1	1	0	0	2
BurgP	0	0	1	0	0	0	0	0	1
Civil	0	0	0	0	0	0	1	0	1
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	1	0	1
Debris	0	0	0	0	0	4	0	0	4
Deer	0	0	0	0	0	2	1	0	3
Disorderly	0	0	0	0	0	0	0	0	0
Dom	0	0	0	17	2	3	20	0	42
DomP	0	6	0	0	0	0	0	0	6
Drugs	0	0	0	0	0	0	0	0	0
DUI	0	0	0	9	0	0	0	0	9
Dumping	0	0	0	0	0	2	0	0	2
Escort	0	0	0	0	0	3	0	0	3
ExPat	0	0	0	0	0	0	2	1	3
F Aircraft	0	0	0	0	0	0	0	0	0
F Assist	0	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas Odor In	0	0	0	0	0	0	0	0	0
F Gas Odor Out	0	0	0	0	0	0	0	0	0
F Grass fire	0	0	2	0	0	0	0	0	2
F Illegal	0	0	0	1	0	0	0	0	1
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	1	0	0	0	0	1
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	1	0	0	0	0	1
F Structure	0	0	1	0	0	0	0	0	1
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	1	8	0	9
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	1	19	9	29
FW	0	0	0	0	0	8	0	0	8
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	2	0	2
Info	0	0	0	0	0	2	0	0	2
Lift Assist	0	0	0	0	4	0	0	0	4
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	3	0	0	3
LockoutP	0	0	0	0	0	0	0	0	0

MA	0	0	0	0	0	11	0	0	11
MASS	0	0	0	0	0	0	0	0	0
Med -	0	30	0	0	0	0	0	0	30
Med Alarm	0	1	0	0	0	0	0	0	1
Med Allergic	4	0	0	0	0	0	0	0	4
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	2	0	0	0	0	0	0	0	2
Med Breathing Diff	6	0	0	0	0	0	0	0	6
Med Breathing Not	1	0	0	0	0	0	0	0	1
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	11	0	0	0	0	0	0	11
Med Hold	0	0	2	0	0	0	0	0	2
Med ILL	0	1	0	0	0	0	0	0	1
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	1	0	0	0	0	0	0	0	1
Med Seizure	0	3	0	0	0	0	0	0	3
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	2	0	0	0	0	0	0	2
Med Uncon	0	5	0	0	0	0	0	0	5
Medex	0	0	0	0	0	0	0	1	1
Misc	0	0	0	0	0	8	2	0	10
MiscO	0	0	0	0	0	3	3	0	6
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	17	2	0	19
NoTag	0	0	0	0	0	0	0	1	1
Ord	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	2	0	0	2
PD	0	0	0	0	14	0	2	0	16
Person	0	0	0	0	2	0	0	0	2
PI	0	2	0	0	0	0	0	0	2
POR	0	0	0	0	0	2	0	0	2
Property	0	0	0	0	0	2	0	0	2
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	2	2
RJ	0	0	0	0	0	2	1	0	3
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	2	0	0	0	0	2
Slumper	0	0	0	0	2	0	0	0	2
StolenProp	0	0	0	0	0	0	0	0	0
Suicide	0	0	0	0	1	0	1	0	2
SuicideP	0	3	0	0	0	0	0	0	3
Susp	0	0	0	0	0	13	1	0	14
SuspP	0	0	0	1	0	0	0	0	1
Theft	0	0	0	0	0	3	5	0	8
TheftP	0	0	1	0	0	0	0	0	1
Threat	0	0	0	0	0	0	2	0	2
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	1	0	14	0	0	15
Tres	0	0	0	0	0	1	3	0	4
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	2	1	1	0	4
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	1	0	1
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	10	2	0	12
WelfareP	0	0	0	1	0	0	0	0	1

WT

Total

0	0	0	6	0	0	1	0	7
14	66	40	65	29	136	91	14	455

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



Date: August 28, 2023

Agenda Item Number: Item 4.0 D

Agenda Item: Fire Department Report

Background Information:

Fire Chief Rodney Sanow will present the Fire Department's monthly report.

Attachment(s):

Attachment 1 – July 2023 calls and call graph

Fiscal Impact:

Recommendation(s): No Action Required



East Bethel Fire Department July 2023 Response Calls

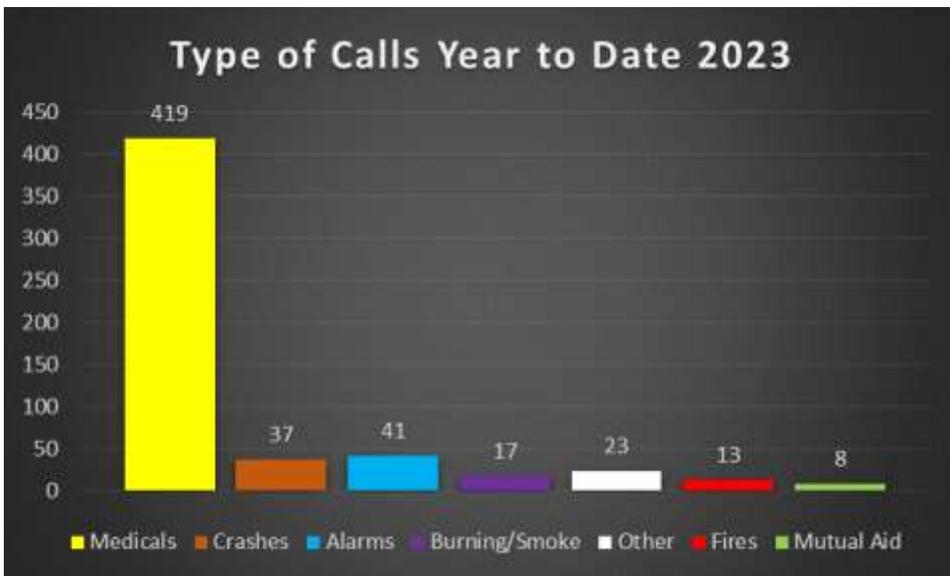
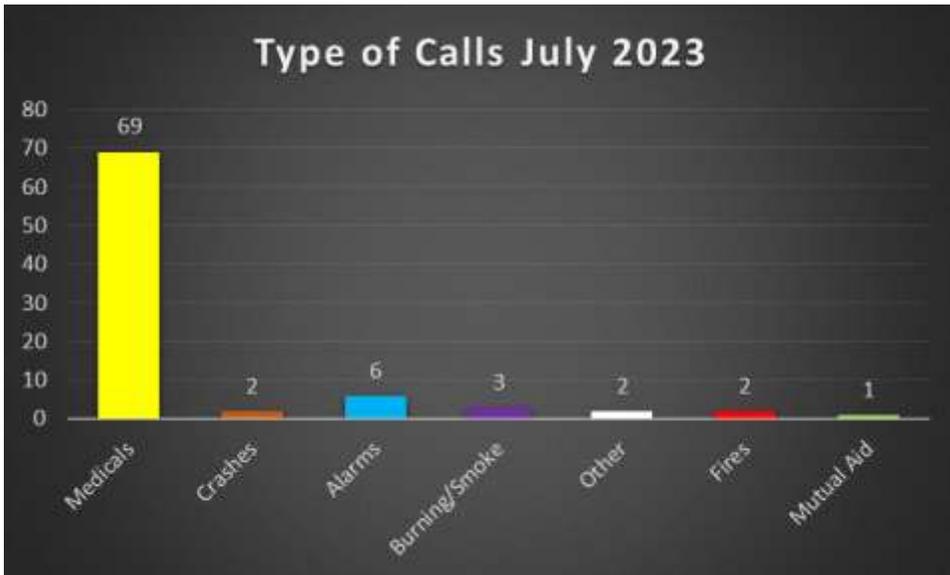
Incident No.	Incident Date	Street Address	Incident Type
474	7/1/2023	734 205th Lane Northeast	EMS call
475	7/1/2023	24355 Hwy 65 Northeast Apt 97	EMS call
476	7/1/2023	2714 219th Avenue Northeast	EMS call
477	7/2/2023	1252 185th Avenue Northeast Apt 223	EMS call
478	7/2/2023	1715 214th Avenue Northeast	EMS call
479	7/2/2023	913 198th Court Northeast	EMS call
480	7/2/2023	21445 University Avenue Northeast	EMS call
481	7/2/2023	23214 Baltimore Street Northeast	EMS call
482	7/3/2023	4247 Viking Boulevard Northeast	Grass fire
483	7/3/2023	4720 209th Avenue Northeast	EMS call
484	7/4/2023	6957 237th Avenue Northeast	Mutual Aid
485	7/4/2023	415 Cedar Road Northeast	Crash
486	7/5/2023	433 Dogwood Road Northeast	Alarms
487	7/5/2023	2006 225th Avenue Northeast	EMS call
488	7/6/2023	22225 University Avenue Northeast	EMS call
489	7/6/2023	2700 Klondike Drive Northeast	Other
490	7/6/2023	19027 Channel Lane Northeast	EMS call
491	7/6/2023	Hwy 65 Northeast and Viking Blvd	EMS call
492	7/7/2023	24299 Fillmore Circle Northeast	EMS call
493	7/7/2023	18164 Hwy 65 Northeast Apt 15	EMS call
494	7/8/2023	1635 207th Avenue Northeast	EMS call
495	7/8/2023	178 F Court Northeast	EMS call
496	7/9/2023	3645 223rd Avenue Northeast	EMS call
497	7/9/2023	19521 5th Street Northeast	Burning/Smoke
498	7/9/2023	20418 Hwy 65 Northeast	EMS call
499	7/9/2023	1617 214th Avenue Northeast	EMS call
500	7/9/2023	23512 Gopher Drive Northeast	EMS call
501	7/9/2023	21445 University Avenue Northeast	EMS call
502	7/10/2023	332 Laural Road Northeast	EMS call
503	7/10/2023	2424 221st Avenue Northeast	EMS call
504	7/11/2023	24355 Hwy 65 Northeast Apt 62	EMS call
505	7/11/2023	22836 Staples Street Northeast	EMS call
506	7/11/2023	913 198th Court Northeast	EMS call
507	7/11/2023	524 Sims Road Northeast	EMS call
508	7/11/2023	24443 Washington Court Northeast	Alarms
509	7/11/2023	24443 Washington Court Northeast	Alarms
510	7/11/2023	24109 Pierce Street Northeast	EMS call
511	7/12/2023	24355 Hwy 65 Northeast Apt 119	EMS call

Incident No.	Incident Date	Street Address	Incident Type
512	7/12/2023	2349 229th Avenue Northeast	Grass fire
513	7/13/2023	19823 Jackson Street Northeast	EMS call
514	7/13/2023	21730 Zumbrota Street Northeast	EMS call
515	7/14/2023	24355 Hwy 65 Northeast Apt 43	EMS call
516	7/14/2023	Hwy 65 Northeast and Viking Blvd	Crash
517	7/14/2023	2742 184th Avenue Northeast	EMS call
518	7/15/2023	24355 Hwy 65 Northeast Apt 97	EMS call
519	7/15/2023	1617 214th Avenue Northeast	EMS call
520	7/15/2023	18507 Hwy 65 Northeast	EMS call
521	7/15/2023	23460 Goodhue Street Northeast	EMS call
522	7/15/2023	18164 Hwy 65 Northeast Apt 103	EMS call
523	7/15/2023	22281 Palisade Street Northeast	EMS call
524	7/15/2023	22266 Palisade Street Northeast	Burning/Smoke
525	7/17/2023	18164 Hwy 65 Northeast Apt 103	EMS call
526	7/17/2023	1139 212th Avenue Northeast	EMS call
527	7/17/2023	18164 Hwy 65 Northeast Apt 56	EMS call
528	7/19/2023	23116 Sunset Road Northeast	EMS call
529	7/19/2023	18164 Hwy 65 Northeast Apt 31	EMS call
530	7/20/2023	2241 221st Avenue Northeast	EMS call
531	7/20/2023	23516 Monroe Street Northeast	EMS call
532	7/21/2023	1280 185th Avenue Northeast Apt 103	EMS call
533	7/22/2023	18164 Hwy 65 Northeast Apt 172	EMS call
534	7/22/2023	3158 Viking Boulevard Northeast	EMS call
535	7/23/2023	19703 Tri Oak Circle Northeast	Alarms
536	7/24/2023	18164 Hwy 65 Northeast Apt 172	EMS call
537	7/24/2023	23249 University Avenue Northeast	Burning/Smoke
538	7/25/2023	3436 228th Avenue Northeast	EMS call
539	7/25/2023	19241 Madison Street Northeast	Alarms
540	7/26/2023	1623 229th Lane Northeast	EMS call
541	7/26/2023	18164 Hwy 65 Northeast Apt 122	EMS call
542	7/26/2023	3091 212th Avenue Northeast	EMS call
543	7/27/2023	22600 East Martin Lake Road Northeast	EMS call
544	7/27/2023	18164 Hwy 65 Northeast Apt 172	EMS call
545	7/27/2023	18121 Deerwood Lane Northeast	Alarms
546	7/27/2023	2419 Viking Boulevard Northeast	Other
547	7/28/2023	18256 Alamo Street Northeast	EMS call
548	7/28/2023	24355 Hwy 65 Northeast Apt 132	EMS call
549	7/28/2023	321 Aspen Road Northeast	EMS call
550	7/28/2023	1035 199th Avenue Northeast	EMS call
551	7/29/2023	19131 Taylor Street Northeast Apt 201	EMS call
552	7/29/2023	22529 University Avenue Northeast	EMS call
553	7/29/2023	22935 Erskine Street Northeast	EMS call

Incident No.	Incident Date	Street Address	Incident Type
554	7/30/2023	914 207th Avenue Northeast	EMS call
555	7/30/2023	23244 Gopher Drive Northeast	EMS call
556	7/30/2023	24355 Hwy 65 Northeast Apt 132	EMS call
557	7/31/2023	18164 Hwy 65 Northeast Apt 31	EMS call
558	7/31/2023	4715 229th Avenue Northeast	EMS call

85 Total calls

- 69 Medicals
- 2 Crashes
- 6 Alarms
- 3 Burning/Smoke
- 2 Other
- 2 Fires
- 1 Mutual Aid



**City of East Bethel
City Council Meeting**



Agenda Item Information

Date: August 28, 2023

Agenda Item Number: 4.0 E

Agenda Item: Public Hearing - Ordinance Amendment Discussion – Storage Containers, Appendix A – Zoning, Section 10-4.

Background Information:

Councilman Tim Miller has proposed amendments to City Ordinance Appendix A – Zoning, Section 10-4, Accessory Storage Containers.

MN State Statute 462.357 OFFICIAL CONTROLS: ZONING ORDINANCE. Subd. 4. Amendments. An amendment to a zoning ordinance may be initiated by the governing body, the planning agency, or by petition of affected property owners as defined in the zoning ordinance. An amendment not initiated by the planning agency shall be referred to the planning agency, if there is one, for study and report and may not be acted upon by the governing body until it has received the recommendation of the planning agency on the proposed amendment or until 60 days have elapsed from the date of reference of the amendment without a report by the planning agency.

East Bethel Appendix A. – Zoning, Sec 04. – Applications and Procedures 11. - Zoning ordinance text and map amendments (Attachment 1)

D. Procedure.

- 1) The planning commission shall consider possible adverse effects of the proposed amendment.
- 4) The planning commission shall make findings of fact and make a recommendation on the request. Such recommendation shall be in writing and accompanied by the report and recommendation of the city staff.
- 5) Upon receiving the report and recommendation of the planning commission and the city staff, the city shall schedule the application for consideration by the city council. Such reports and recommendations shall be entered in and made a part of the permanent record of the city council meeting.

Section 10-4. *Accessory storage containers, as defined in Section 01. General Provisions of Administration, are not a permitted use within the City of East Bethel.* (Attachment 2)

The definition of an accessory storage container is found in Appendix A – Zoning, Section 1 -9 Definitions. (Attachment 3) **Accessory storage container:** *A container placed outdoors and used for the storage of goods, materials, or merchandise that is used in connection with a lawful principal or accessory use of the lot. The term "accessory storage container" includes, but is not limited to, containers such as boxcars, semi-trailers, roll-off containers, slide-off containers, railroad cars, piggyback containers, and portable moving and storage containers. The term "accessory storage containers" does not include a garage, barn, or storage shed accessory to a dwelling provided such structure is not of a type designed, equipped, or customarily used for over-the-road transport of goods, materials, or merchandise.*

Staff Recommendation: Staff have reviewed the ordinance amendment proposal and are supportive of an amendment to the existing ordinance. A staff recommend that the General Regulations applicable to Detached Accessory Structures, as defined in Section 14. Sub. 2., should be included. (Attachment 5)

Planning Commission:

The Planning Commission review the amendment proposal at its August 22nd, 2023 meeting. At the conclusion

of its review, which included a lengthy discussion, the planning commission made a recommendation, by a 4-3 vote, that City Council consider the approval of the proposed amendment with the inclusion-of a 5 acre minimum lot size requirement, a minimum of a Class 5 base or pad for placement and to require that storage containers meet the zoning setback regulations contained in Section 14. - Detached Accessory Structures. *It should be noted that additions recommended by the Planning Commission do conflict with language in the original amendment proposal, which was also included in the approval. Additional modification to the Planning Commission recommendation would be necessary to clarify the conflict.*

Recommendation:

The City Council is requested to hold a public hearing, review the Staff and Planning Commission’s recommendation and approve, deny or modify the proposed ordinance amendment as presented in Ordinance 2023-18.

Attachments:

1. Sec 04. Sub 11. – Applications and Procedures
2. Section 10-4. – Accessory storage containers.
3. Section 1 -9. - Definitions
4. Proposed Ordinance 2023-18
5. Section 14. Detached Accessory Structures

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

11. Zoning ordinance text and map amendments.

- A. *Purpose.* This section specifies the procedures for amendments to the text of this chapter or associated official zoning map.
- B. *Application.*
- 1) An amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map may be initiated by a simple majority of the city council. Any persons owning property within the city, or their designated agent, may initiate an application to amend the district boundaries or designation on the official zoning map for property in which they have a real estate interest.
 - 2) A request for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be filed with the city on an official application form. Such application shall be accompanied by a fee as set forth by the city council. Such application shall include detailed written and graphic materials fully explaining the request. The city may require that the applicant submit the following information before the application can be deemed complete:
 - a) The name and address of the applicant(s) and fee owners;
 - b) The legal description of the area proposed to be rezoned;
 - c) The name and addresses of all the owners of property lying within such area, and a description of the property owned by each;
 - d) The present zone classification of the area and the proposed zone classification;
 - e) A description of the present use of each separately owned parcel within the area, and the intended use of any parcel of land therein;
 - f) A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping, and other improvements;
 - g) A statement of how the rezoning would fit in with the general zoning pattern of the neighborhood, and the zoning plan of the entire city;
 - h) A survey showing the property to be rezoned, and the present zoning of the surrounding area for at least a distance of 350 feet in the MXU all business districts and R-1, R-2 and CL districts, and 1,250 feet in the RR district, including the street pattern of such area, together with an addresses of the owners of the land in each area;
 - i) Proof of ownership of the property;
 - j) Such other information as the city may require.
- C. *Notice.*
- 1) Pursuant to Minnesota Statutes, an application for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be approved or denied within 60 days from the date of its official and complete submission. The 60-day review period can be extended an additional 60 days pursuant to Minn. Stats. § 15.99. If the initial 60-day review period is extended, the city must provide written notice of the extension to the applicant before the end of the initial review period.
 - 2) Upon receipt of a complete application as determined by the city, and following preliminary staff analysis of the application, the city, when appropriate, shall set a public hearing following proper hearing notification. Notice of said hearing shall be published in the official newspaper at least ten days prior to the hearing. Written notification of said hearing shall also be mailed at least ten days prior to

the hearing to all owners of land within 350 feet of the boundary of the property in question if the property to which the amendment applies is an area of five acres or less.

- 3) Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this chapter provided a bona fide attempt to comply with the provisions of this chapter has been made. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be made a part of the record.

D. *Procedure.*

- 1) The planning commission shall consider possible adverse effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following:
 - a) The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the city comprehensive plan;
 - b) The proposed action meets the purpose and intent of this chapter and in the case of a map amendment, it also meets the purpose and intent of the individual district;
 - c) There is adequate infrastructure available to serve the proposed action;
 - d) There is an adequate buffer or transition between potentially incompatible districts;
 - e) The proposed type of building development is in the best interest of the entire city;
 - f) The proposed action will not adversely affect property values; and
 - g) The proposed action is in the interest of the health, safety, and welfare of the public.
- 2) The planning commission, city council, and city staff shall have the authority to request additional information from the applicant.
- 3) The applicant or the applicant's representative may appear before the planning commission in order to present information and answer questions concerning the proposed request.
- 4) The planning commission shall make findings of fact and make a recommendation on the request. Such recommendation shall be in writing and accompanied by the report and recommendation of the city staff.
- 5) Upon receiving the report and recommendation of the planning commission and the city staff, the city shall schedule the application for consideration by the city council. Such reports and recommendations shall be entered in and made a part of the permanent record of the city council meeting.
- 6) Approval of a request shall require passage by a majority vote of the entire city council, except that an amendment changing a district from residential to commercial or industrial shall require a two-thirds majority vote.

(Ord. No. 2021-06, 10-11-2021)

4. Accessory storage containers.

Accessory storage containers, as defined in Section 01. General Provisions of Administration, are not a permitted use within the City of East Bethel.

9. Definitions.

The following words and terms used in this ordinance shall be defined as follows. Words found in this ordinance not defined in this section shall have the meanings customarily assigned to them by any standard dictionary, except where such a meaning is clearly contrary to the intent of this ordinance.

Accessory apartment: An apartment located within a single-family home and is incidental to the principal use to which it is related.

Accessory storage container: A container placed outdoors and used for the storage of goods, materials, or merchandise that is used in connection with a lawful principal or accessory use of the lot. The term "accessory storage container" includes, but is not limited to, containers such as boxcars, semi-trailers, roll-off containers, slide-off containers, railroad cars, piggyback containers, and portable moving and storage containers. The term "accessory storage containers" does not include a garage, barn, or storage shed accessory to a dwelling provided such structure is not of a type designed, equipped, or customarily used for over-the-road transport of goods, materials, or merchandise.

Accessory structure or facility: Any building or improvement clearly subordinate to a principal use such as garages, sheds, or storage buildings located on the same parcel as the principal structure.

Accessory use: A use which is clearly incidental to, customarily found in connection with, and (except in the case of accessory off-street parking spaces or loading) located on the same parcel as the principal use to which it is related. An accessory use includes, but is not limited to, the following:

- A. Residential accommodations for servants or caretakers.
- B. Swimming pools and private recreational facilities for the use of the occupants of a residence or their guests.
- C. Residential- or agriculture-related storage in a barn, shed, tool room, or similar accessory building.
- D. Interior storage of merchandise normally carried in-stock in connection with a business or industrial use unless such storage is excluded in the applicable district's regulations.
- E. Accessory off-street parking spaces, open or enclosed.
- F. Uses clearly incidental to a main use such as, but not limited to, offices of an industrial or commercial complex located on the site of the commercial or industrial complex.

Addition: A physical enlargement of an existing structure, excepting that said physical enlargement shall not be larger than the existing structure.

Adult uses: Adult uses include adult bookstores, adult motion picture theaters, adult motion picture rental, adult mini-motion picture theaters, adult companionship establishments, adult conversation/rap parlors, adult health/sport clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels or motels, adult body painting studios, and other premises, enterprises, establishments, businesses, or places open to some or all members of the public at or in which there is an emphasis on the presentation, display, depiction, or description of "specified sexual activities" or "specified anatomical areas" which are capable of being seen by members of the public.

Agricultural building: A structure on agricultural land designed, constructed, and used to house farm implements, livestock, or agricultural produce or products used by the owner, lessee, or sub-lessee of the building and members of their immediate families, their employees, and persons engaged in the pickup or delivery of agricultural produce or products.

**CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
ORDINANCE NO. 2023-18**

**AN ORDINANCE AMENDING APPENDIX A - ZONING, SECTION 10-4
OF THE EAST BETHEL CODE OF ORDINANCES
REGULATING ACCESSORY STORAGE CONTAINERS
IN THE CITY OF EAST BETHEL**

The City Council of East Bethel, Minnesota ordains:

Section 1. SECTION 10 - 4. of the East Bethel Code of Ordinances is hereby amended to read as follows:

- A. Accessory storage containers, as defined in Section 01. General Provisions of Administration, are permitted within the City of East Bethel on Rural Residential and Agricultural properties, subject to the following requirements:
 - 1) The storage container shall be free of text and graffiti.
 - 2) The storage container shall be a neutral color or shall match the general aesthetics of the primary structure of the property. Neutral colors include white, beige, gray, or a similar earth tone.
 - 3) The storage container shall not exceed a height of 12 feet.
 - 4) Storage containers shall not be stacked on top of each other.

- B. The maximum square footage of storage containers shall be up to 320 square feet for properties under four acres, and an additional 80 square feet for each additional acre thereafter.
 - 1) The storage container shall comply with all setback requirements as specified in the City of East Bethel zoning ordinance.
 - 2) The storage container shall comply with all other applicable city ordinances and regulations.
 - 3) Any violation of this ordinance may result in fines, penalties, or other legal action as deemed appropriate by the City of East Bethel.

Section 2. The ordinance amendments herein become effective from and after its passage and publication.

Passed by the City Council of East Bethel, Minnesota this 28th day of August, 2023.

Kevin Lewis, Mayor

Attested:

Jack Davis, City Administrator

- CODE OF ORDINANCES
APPENDIX A - ZONING
SECTION 14. DETACHED ACCESSORY STRUCTURES

SECTION 14. DETACHED ACCESSORY STRUCTURES

These standards have been established to preserve the character of the principal structure, promote building compatibility, and provide for minimal adverse impacts to surrounding property through the implementation of height, size, location, and architectural regulations.

1. Permit regulations.

All accessory buildings and/or structures over 200 square feet in size require a building permit prior to construction, unless specifically exempt under this ordinance. Accessory structures 200 square feet or less shall not require a building permit unless otherwise required by any other ordinance or state requirement. Accessory structures 200 square feet or less shall comply with all provisions of this section and zoning district regulations.

(Ord. No. 46, Second Series, 9-25-2013; Ord. No. 2020-03, 3-9-2020)

2. General regulations.

- A. No accessory building or structure shall be constructed on any lot prior to construction of the principal structure without prior approval of the city council.
- B. Accessory structures located on lots that are subsequently subdivided shall be considered legal non-conforming structures.
- C. Every exterior wall, foundation, and roof of accessory structure(s) shall be reasonably watertight, weather tight, and rodent proof, and shall be kept in a good state of maintenance and repair. Exterior walls shall be maintained free from extensive dilapidation due to cracks, tears, or breaks of deteriorated plaster, stucco, brick, wood, or other material.
- D. All exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and from decay by painting or other protective covering or treatment. A protective surface of an accessory structure(s) shall be deemed to be out of compliance if more than 25 percent of the exterior surface area is unpainted or paint is blistered or flaking. If 25 percent or more of the exterior surface of the pointing of any brick, block, or stone wall is loose or has fallen out, the surface shall be repaired.
- E. [Reserved.]
- F. No accessory building or detached private garage shall be located nearer the front lot line than the principal building except when the lot is three acres or greater and the existing principal building is located a minimum of 200 feet from the front lot line. Then the accessory building or detached private garage may be located closer to the front lot line than the principal dwelling, but not closer than 50 percent of the principal dwelling's setback. In the case of a corner lot, the front lot line shall be located on the side on which the principal building is addressed. The remaining lot side with street frontage shall meet the minimum front yard setback.
- G. The area of a lean-to shall be included in the allowable square footage of detached accessory structures and will be subject to the square footage restrictions for a lot.
- H. Accessory structures on lakeshore lots may be placed between the principal building and the lakeshore or the right-of-way, and are subject to all setbacks and lot coverage.

- I. [Reserved.]
- J. The structure must not be designed or used for human habitation.
- K. No cellar, garage, tent, or accessory building shall be at any time be used as a residentially occupied space, independent residence or dwelling unit, either temporarily or permanently.
- L. For purposes of accessing storage, accessory structures may have exterior stairs to a second story in a side or rear yard.
- M. Engineered drawings are required for the permitting of all pole buildings over 2,000 square feet.

(Ord. No. 46, Second Series, 9-25-2013; Ord. No. 48, Second Series, 2-5-2014; Ord. No. 48, Third Series, 6-4-2014; Ord. No. 2020-03, 3-9-2020; Ord. No. 2021-06, 10-11-2021)

3. Architectural and design requirements.

Detached accessory structures over 200 square feet shall comply with the following:

- A. Shall incorporate a finished design and color scheme that is coordinated and compatible with the color and design of the principal structure;
- B. Shall include a minimum 12 inch overhang and corner trim elements;
- C. Shall include two architectural features on sides directly adjacent to and visible from a public right-of-way; such as windows, doors, material/color variations, soffits, gables, dormers, and decorative lighting.

(Ord. No. 48, Third Series, 6-4-2014; Ord. No. 2021-06, 10-11-2021)

4. Size and number of accessory structures.

- A. Size of accessory structure:
 - 1) All accessory structures greater than 200 square feet must comply with the following regulations (one shed of 200 sq. ft. or less is allowed on all properties and is not included in the calculation for accessory structures).

Parcel Size	Maximum Square Feet (square footage is inclusive for all allowable structures)	Maximum No. of Detached Accessory Structures	Maximum Sidewall Height Maximum Sidewall Height A, RR, R-1, R-2 & CL Districts*
Less than ½ acres	580 square feet	1	14 feet
½ acres	960 square feet	1	14 feet

¾ acres	1,100 square feet	1	14 feet
1 acres	1,240 square feet	1	14 feet
1¼ acres	1,380 square feet	1	14 feet
1½ acre	1,520 square feet	1	14 feet
1¾ acres	1,660 square feet	1	14 feet
2 acres	1,800 square feet	2	14 feet
2¼ acres	1,950 square feet	2	14 feet
2½ acres	2,100 square feet	2	14 feet
2¾ acres	2,250 square feet	2	14 feet
3 acres	2,400 square feet	2	14 feet
3¼ acres	2,475 square feet	2	14 feet
3½ acres	2,550 square feet	2	14 feet
3¾ acres	2,625 square feet	2	14 feet
4 acres	2,700 square feet	2	14 feet
4¼ acres	2,775 square feet	2	14 feet
4½ acres	2,850 square feet	2	14 feet
4¾ acres	2,925 square feet	2	14 feet
5.0 or more acres	3,000 sq. ft., plus an additional 240 sq. ft., or increment thereof, for each additional acre	4	14 feet
Viking Preserve	200	1	8 feet

* If utilizing the 14 foot sidewall height, refer to Chapter 6: Wall bracing of the International Building Code, as your project may require engineered drawings for building permits to be issued.

- a) Roof pitch shall be no less than the minimum required by the International Building Code and shall not be the focal point of the property.
- b) Accessory structures shall be of similar design and building materials as the principal building. Pole buildings shall match the design of the principal structure as practical as possible.
- c) Accessory structures less than 200 square feet in all districts shall be limited to a sidewall height no greater than eight feet.

- B. Fire escapes, landing places, open terraces, outside stairways, cornices, canopies, eaves, window protrusions, and other similar architectural features that extend no more than two feet into the required front, side, and rear yard setback are exempt from the detached accessory structure square footage calculation.

(Ord. No. 46, Second Series, 9-25-2013; Ord. No. 48, Second Series, 2-5-2014; Ord. No. 48, Third Series, 6-4-2014; Ord. No. 2020-03, 3-9-2020; Ord. No. 2021-06, 10-11-2021)

5. Exemptions.

Properties within the A zoning district are exempt from architectural and design requirements provided the building is used exclusively for agricultural use and is constructed in accordance with all other zoning ordinance regulations.

Structures of a mobile and temporary or recreational nature provided that:

- A. They are not used for storage purposes;
- B. Do not adversely affect surrounding properties;
- C. Are removed or placed more appropriately on the property at the request of the city.

(Ord. No. 19, Second Series, 5-5-2010)

**City of East Bethel
City Council Meeting**



Agenda Item Information

Date: August 28, 2023

Agenda Item Number: 4.0 F

Agenda Item: Viking Meadows - Amended Concept Plan

Discussion Information: On June 21st, 2023 the City Council and Planning Commission held a Joint Special Meeting where Capstone Homes, INC. presented a Concept Plan for a Mixed Use/ PUD residential redevelopment of the Viking Meadows Golf Course located at 1788 Viking Blvd NE.

At the June 27th, 2023 Planning Commission Meeting a Public Hearing was held and feedback was provided to the developer on the Concept Plan proposal.

At the July 24th, 2023 City Council Meeting the Concept Plan proposal was presented to the City Council for feedback.

On August 16th, 2023, the developer submitted a revised Concept Plan for the proposed PUD which is attached for your review. (Attachment 3)

Background Information: The property is located on 129 acres of land which spans across the zoning classifications of Mixed Use and Single Family Residential. The proposal shows that of the 95 acres which are developable, 69 acres will contain a proposed 252 lots. In addition, the amended proposal contains 60 acres of open space which also includes 8.1 acres of park and recreation space. This revised concept plan removes the Rural Residential 30 acre parcel south of 189th Ave NE from the plan. Adjustments made across the entire development have resulted in a decrease of 98 individual lots.

According to City Code Section 49 – 6 Development Procedure. *Mixed-use and single-use projects. The application procedure and applicable general requirements pertaining to planned unit developments (PUD) shall apply to the MXU district, subject to any exceptions, modifications, or additions set forth in the ordinance. Amendments to the PUD can be proposed and implemented upon city council approval.*

The application procedure shall include submittal and approval by the city council of a concept plan prior to the submittal of a PUD request.

According to Section 66 – Subdivisions – Article II. - Concept Plan. *A concept plan review does not convey any legal development rights to the applicant.*

According to 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. The purpose of a PUD is to allow flexibility and variation from conventional ordinance standards in exchange for higher standards of development design and creativity, architectural control, natural resource protection, landscaping, public parks, public and private open space protection, pedestrian access, and multi-use corridor opportunities. The PUD provisions are also intended to promote the efficient use of land and promote cost-effective public and private infrastructure systems.*

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

- Access – Ingress and egress to the development will be accessible from two locations, Viking Blvd. NE and Sandhill Parkway NE. The original proposal contained a potential connection at 189th Ave NE. This

is still being requested to be configured as an emergency only access point. The City Engineer, Public Works Manager, and city staff are working in conjunction with the Anoka County Highway Department to evaluate overall traffic considerations of the area in response to concerns expressed during the first concept plan proposal. A traffic study will still be required.

- Open Space - A primary function for a PUD is to encourage development that preserves and enhances the natural characteristics and valuable natural resources of a site and not force intense developments that use all portions of a given site to arrive at the maximum intensity or density allowed. Capstone has proposed over 60 acres of open green space which includes over 8.1 acres of community park and recreation space with walking trails and unique landscaped buffers. The park area is an increase from the original 1 acre park proposal. (Attachment 4)
- 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. Staff recommends that the streets be city-maintained public streets throughout the development.
- Housing - The amended plan consists of 252 new single family homes which is a reduction from the original 350 proposed. A combination of 50', 70', and 80' lots are proposed as opposed to the 45' and 65' lots that were included in the original proposal.
- City Services - The plan indicates the new single family homes will each be connected to the city sewer and water as the entire development is within the Metropolitan Urban Service Area (MUSA).
- Density - The plan consist of an overall density for the proposed developable land that is under 3 units per acres, which is the city wide density standard based on the 2040 Comprehensive Plan for all properties in the MUSA. (Attachment 5)
- Parks Commission - The developer presented the Concept Plan to the Parks Commission on August 8th, 2023. The Parks Commission was agreeable to the \$1500 fee per lot and 8.1 acres of land. The developer has requested the cash be used for the improvements to the active play area with addition of a nature play facility.
- Financial Impact - The revised project plan would generate a conservative estimate of \$280,100 in annual city property tax revenues at build out in 2028. The city will also collect \$1,431,360 in City SAC and WAC fees over the life of the project (2024 -2028). This amount would pay off the approximately 70% of the principal balance of the METC Reserve Capacity Loan. In addition, the increased housing units would improve the demographics in the local market area which are needed to attract basic retail, food and grocery services to the city.

Planning Commission: The Planning Commission, by a 6-1 vote, made a recommendation of approval of the amended concept to the City Council at its August 22, 2023 meeting.

Attachments:

Attachment 1 - Location Map

Attachment 2 - Aerial Map

Attachment 3 - Amended Concept Plan

Attachment 4 - Open Space Concept

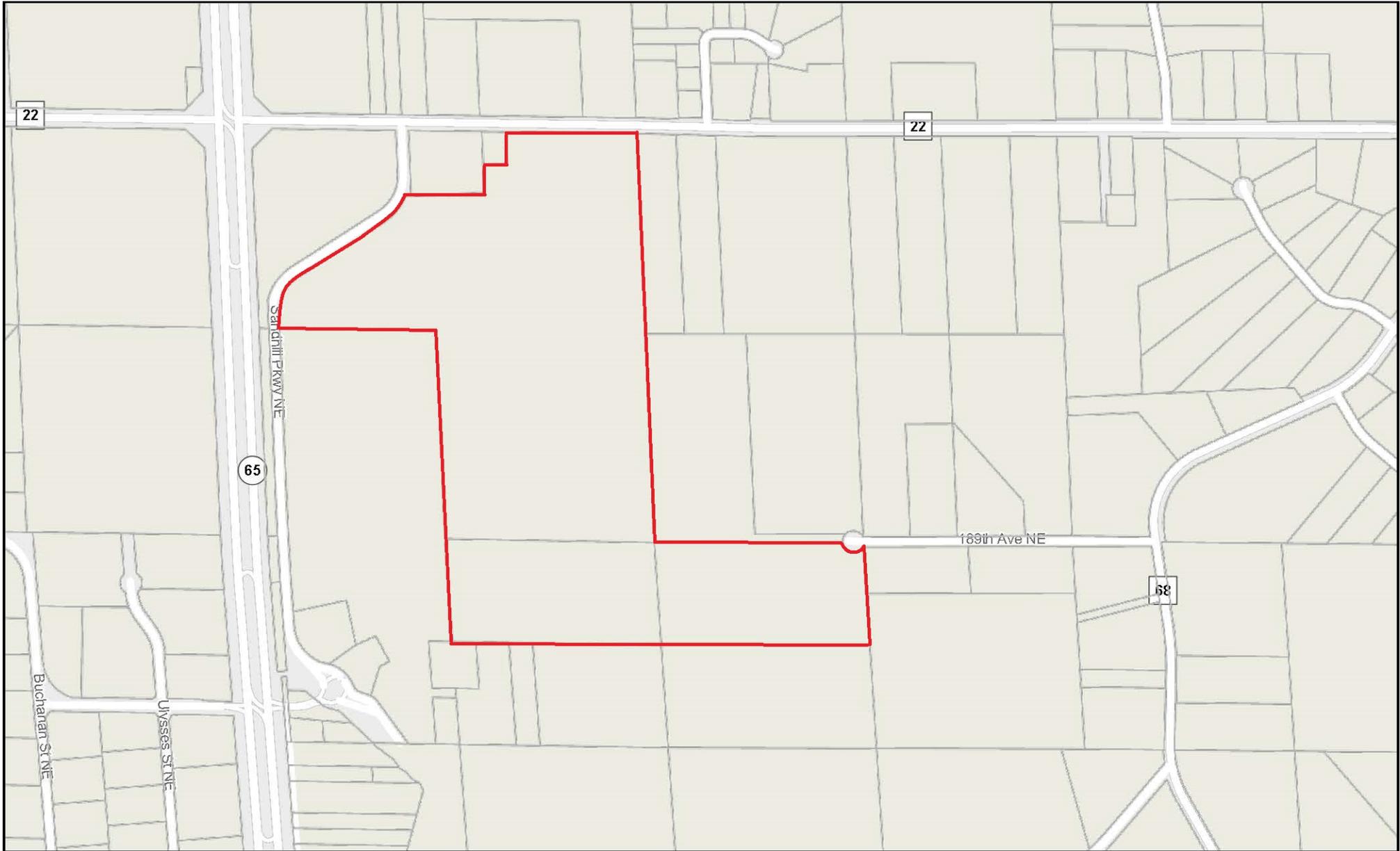
Attachment 5 - 2040 Comprehensive Plan – Table 3.5 Density Table

Attachment 6 – Resolution 2023 – 61

Recommendation: Staff is requesting that City Council consider approval of the amended Concept Plan as exhibited in Attachment 3, by Resolution 2023 – 61, A Resolution Approving the Concept Plan of “Viking Meadows”

Viking Meadows - Location Map

Item 4.0 F, Attachment 1



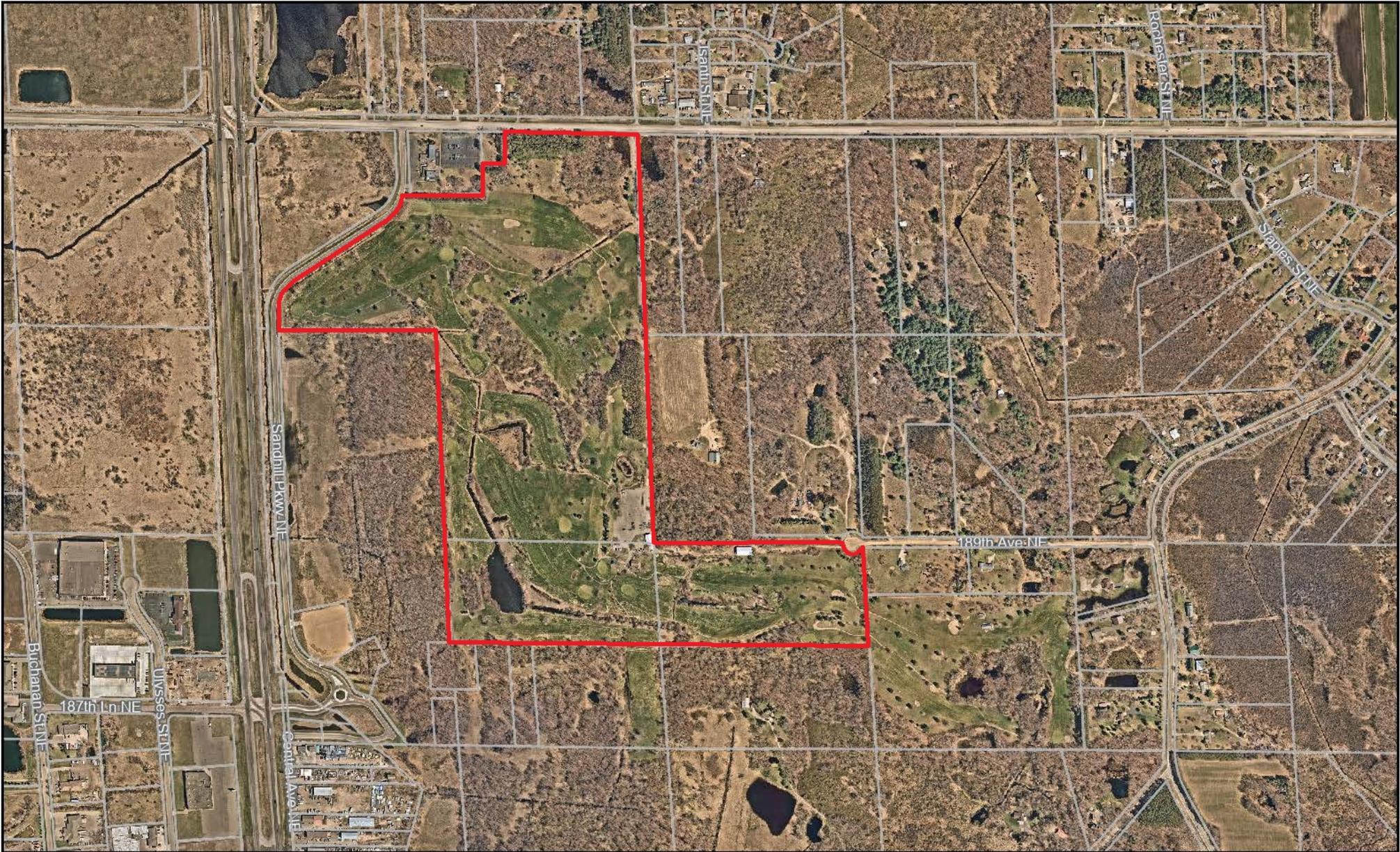
1 inch equals 845 feet



-  Parcels
-  City Mask

Viking Meadows - Aerial Map

Item 4.0 F, Attachment 2



1 inch equals 845 feet

-  Parcels
-  City Mask







East Bethel 2040 Comprehensive Plan Chapter 3: Land Use Plan

TABLE 3-4: RESIDENTIAL GROWTH POTENTIAL BASED ON FUTURE LAND USE DESIGNATIONS AND REDEVELOPMENT AREAS.

Land Use Type	TOTAL Dev. Acres	Acres now-	Acres 2021-	Acres 2031-	Density Range			Yield %	Min Units Now	Min Units 2021-2030	Min Units 2031-2040	TOTAL Minimum Units	Mid Units Now	Mid Units 2021-2030	Mid Units 2031-2040	TOTAL Midpoint Units	
		2020	2030	2040	Min	Mid	Max		2020	2030	2040	Units	Units	Units	2020	2030	2040
2040 Future Land Use	Low Density Res	152.23	58.92	66.08	27.23	2.25	3.125	4	100%	48*	149	61	258	48*	207	85	340
	Medium Density Res	212.44	44.16	140.50	27.78	4	8	12	100%	130*	562	111	803	130*	1,124	222	1,476
	Mixed Use (LDR) ¹	614.68	0	344.24	270.44	2.25	3.125	4	100%	0	775	609	1,384	0	1,076	845	1,921
	Mixed Use (HDR) ²	63.59	7.07	31.65	24.87	12	21	30	100%	106*	380	298	784	106*	664	522	1,292
	Guided Total	1042.94	110.15	582.47	350.32						284	1,866	1,079	3,229	284	3,071	1,674

*City Council Approved Units

Community Designation Density (2021-2040)	5.09
Total expected housing units	4,745
Units considered affordable at <80%AMI	380

¹ Mixed Use (LDR)'s 614.68 developable acres is 72.5% of the overall Mixed Use 847.83 developable acres

² Mixed Use (HDR)'s 63.59 developable acres is 7.5% of the overall Mixed Use 847.83 developable acres

**CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA**

RESOLUTION NO. 2023-63

**A RESOLUTION APPROVING THE CONCEPT PLAN OF “VIKING MEADOWS”
FOR PROPERTY LEGALLY DESCRIBED AS:**

UNPLATTED VILLAGE OF EAST BETHEL THE E 1/2 OF SE 1/4, AND NW 1/4 OF SE 1/4 OF SEC 29 33 23 EXCEPTING THEREFROM HOWEVER TH PT OF N1/2 OF SE 1/4 OF SEC 29 33 23 DESC AS FOL, COM AT A POINT ON CENTER LI NE OF CO ROAD 22 WHICH POINT IS 125 FT W OF NW CORNER OF NE 1/4 OF SD SE1/4, TH S PARALLEL WITH THE W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 466 FT, TH E AT RT ANGLES A DIST OF 466 FT, TH N ON A LINE PARALLEL WITH W LINE OF SAID NE 1/4 OF SE 1/4 A DIST OF 176 FT, TH E AT RT ANGLES A DIST OF 150 FT, TH N ON A LINE PARALLEL WITH W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 290 FT, MORE OR LESS TO CENTE R OF COUNTY ROAD 22, TH WLY ALONG SD CENTER LINE OF SAID ROAD TO POINT OF COM; ALSO EX RD; SUBJ TO EASE OF REC

&

UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NE1/4 OF NE1/4 SEC 32 33 23 -SUBJ TO EASE TO RURAL COOP POWER ASSN

&

UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NW1/4 OF NW1/4 SEC 33 33 23 - SUBJ TO EASE TO RURAL COOP POWER ASSN

WHEREAS, Capstone Homes, INC requested approval of a concept plan for the development of Viking Meadows; and

WHEREAS, the concept plan is in compliance with the local and regional plans; and

WHEREAS, pursuant to published and mailed notice thereof, the Planning Commission recommends approval of the concept plan to 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 concept plan of Viking Meadows with the following conditions:

1. An environmental assessment worksheet (EAW), environmental impact statement (EIS), alternative urban area-wide review (AUAR) as is required pursuant to Minnesota Rules or alternatives as determined by East Bethel City Engineer shall be completed.

2. Any conditions identified through a Traffic Study or alternative assessments identified by the City Engineer shall be satisfactorily addressed prior to Final Plat approval.
3. A Planned Unit Development (PUD) application, development standards, and Master Development PUD Agreement shall be approved prior to the filing of a preliminary plat. If developed in phases, specific PUD standards will need to be approved through a Master Development PUD Agreement for individual phases.
4. A Final Plat must be approved and filed with Anoka County prior to the issuance of a building permit.

Adopted this 28th 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 Clerk

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



Date: August 28, 2023

Agenda Item Number: Item 4.0 G

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. On August 14, 2023 the City Council discussed allocating the one time Pubic Safety Aid of \$515,964 to the 2024 Law Enforcement Contract. Again, these funds can only to be used to fund public safety related expenditures with the City's contract with Anoka County for Law Enforcement Services being an eligible use. The final amount will be certified by the MN Department of Revenue by September 1, 2023 with the actual funding disbursement occurring December 26, 2023.

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 use \$348,500 in fund balance to offset the increase in 2024 expenditures in order to keep the levy flat for 2024 and still be over the targeted 50%.

Levy Options

Use of fund balance \$348,500 = 0% Levy increase
Use of fund balance \$250,000 = 1.6% Levy increase
Use of fund balance \$200,000 = 2.4% Levy increase
Use of fund balance \$100,000 = 3.9% Levy increase
Use of fund balance \$0 = 5.5% Levy increase

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

- 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 – Draft 2024 Preliminary Budget (based on \$348,500 use of fund balance)

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.



2024 Preliminary Budget

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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	5,127,600.00	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%

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 4.0 G, Attachment 1			
		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 4.0 G, Attachment 1
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								
<u>Position</u>			<u># of Positions</u>		<u>Monthly Salary Rate</u>			
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 4.0 G, Attachment 1

<u>General Fund</u>	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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	31,854.25	39,000.00	39,400.00	1%
	Building Inspection Permits	480,676.90	299,771.04	235,282.60	308,000.00	347,500.00	13%
	Building Inspection Permits (Bethel)	8,843.78	5,845.32	4,481.99	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	287,718.31	288,000.00	286,000.00	-1%
	Other Fees	7,103.57	3,383.36	1,652.70	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	11,259.95	27,000.00	28,500.00	6%
	PILOT	-	-	-	-	24,000.00	N/A
	Interest Earnings	2,457.67	24,462.31	48,019.41	15,000.00	60,000.00	300%
Total Revenues - General Fund		6,254,125.49	6,353,604.58	3,712,780.31	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 53							
Excess of Revenues over Expenditures - General Fund		(13,316.80)	261,541.96	(448,634.93)	-	-	



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.

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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 7/31/23	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 7/31/23	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 7/31/23	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 7/31/23	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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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 7/31/23	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 employees 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 7/31/23	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 7/31/23	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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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 7/31/23	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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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 7/31/23	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 7/31/23	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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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 7/31/23	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 7/31/23	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 7/31/23	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 4.0 G, Attachment 1

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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
 \$115,000
 Support Executive Director, City Planner / Community Development Director, and Support Staff

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	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	<u>\$ 11,850,000</u>	<u>\$ 5,485,000</u>	
	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	City Council Packet - Page 114 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 7/31/23	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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 7/31/23	2023 Budget	2024 Preliminary Budget
Expenditures						
	E 615-49851-211 Cleaning Supplies	1,727.65	2,597.57	1,304.88	1,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	1,370.89	666.57	-	2,000.00	1,500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,368.05	27,601.06	910.22	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	-	129.97	699.99	500.00	200.00
	E 615-49851-307 Professional Services Fees	91,500.00	85,468.50	33,987.50	85,000.00	87,000.00
	E 615-49851-309 Information Systems	900.00	900.00	525.00	1,000.00	1,000.00
	E 615-49851-321 Telephone	29.41	119.59	-	100.00	100.00
	E 615-49851-381 Electric Utilities	36,111.83	35,145.92	13,386.83	32,000.00	36,000.00
	E 615-49851-382 Gas Utilities	16,142.93	27,523.53	12,220.72	15,000.00	25,000.00
	E 615-49851-385 Refuse Removal	2,584.85	2,823.32	1,846.04	2,000.00	3,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,924.80	4,754.64	-	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	7,974.51	56,916.11	4,915.60	16,500.00	16,500.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	800.00	420.00	40.00	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	1,417.26	-	-	1,500.00	1,500.00
	E 615-49851-481 Depreciation Expense	51,034.68	48,777.70	-	54,000.00	32,000.00
	Total Expenditures - Arena	215,886.86	293,844.48	69,836.78	216,600.00	211,800.00



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	
<p>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.</p>				



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	Item 4.0 F, Attachment 1	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.

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



Date: August 28, 2023

Agenda Item Number: Item 6.0 A - G

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approval of Bills

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

The previously-tabled minutes for the July 24, 2023, City Council Meeting are attached for review, edits and approval.

Item C – Minutes: August 7, 2023 Special Meeting Minutes

The August 7, 2023 Special Meeting minutes are attached for review, edits and approval.

Item D – Minutes: August 7, 2023 Work Meeting Minutes

The August 7, 2023 Work Meeting minutes are attached for review, edits and approval.

Item E – Minutes: August 14, 2023 City Council Meeting

The August 14, 2023 City Council Meeting minutes are attached for review, edits and approval.

Item F – Approval of Tobacco License Name Change: River Country Co-op

River Country Cooperative currently holds a 2023 tobacco license under dba: Speedway #4793 at 1341 187th Lane NE in East Bethel. Since the owner is staying the same, but the business is changing to Holiday #2653861, River Country Cooperative has requested an updated tobacco license to be issued for the convenience store/gas station. All forms have been submitted and fees have previously been paid. Staff is recommending Council approve a name change to the tobacco license for the convenience store/gas station, River Country Cooperative dba: Holiday #2653861 at 1341 187th Lane NE.

Item G – City Administrator Employment Notification

City Administrator, Jack Davis, will be leaving his position effective December 31, 2023. This departure is due to the expiration of his employment contract of the same date. Council is notified of this matter to allow time to begin the replacement process for this position.

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 28, 2023
Payment Summary

Payments for Council Approval	
Bills to be approved for payment	\$500,381.40
Electronic Payroll Payments	\$37,180.55
Payroll City Staff - August 17, 2023	\$50,301.17
Total to be Approved for Payment	\$587,863.12

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint	44657	AIM Electronics, Inc.	615	49851	\$305.02
Arena Operations	Bldgs/Facilities Repair/Maint	609358	Becker Arena Products,Inc	615	49851	\$25,251.67
Arena Operations	Bldgs/Facilities Repair/Maint	609711	Becker Arena Products,Inc	615	49851	\$13,577.33
Arena Operations	Electric Utilities	082123	Connexus Energy	615	49851	\$658.54
Arena Operations	Gas Utilities	841362522	Xcel Energy	615	49851	\$77.96
Arena Operations	Information Systems	B230817J	Anoka County Treasury Dept	615	49851	\$75.00
Building Inspection	Escrow Reimbursement	2022-00285	Picotte Custom Homes	101		\$6,600.00
Building Inspection	Escrow Reimbursement	2022-00312	Shade Tree Construction	101		\$6,600.00
Building Inspection	Motor Fuels	24538707	Mansfield Oil Company	101	42410	\$387.63
City Administration	Information Systems	B230817J	Anoka County Treasury Dept	101	41320	\$75.00
City Administration	Legal Notices	960985	ECM Publishers, Inc.	101	41320	\$48.37
City Administration	Telephone		CenturyLink	101	41320	\$144.59
Elevage Project	Architect/Engineering Fees		Hakanson Anderson Assoc. Inc.	405	40500	\$0.00
Engineering	Architect/Engineering Fees		Hakanson Anderson Assoc. Inc.	101	43110	\$0.00
Engineering	Architect/Engineering Fees	51198	Hakanson Anderson Assoc. Inc.	101	43110	\$907.50
Engineering	Architect/Engineering Fees	51199	Hakanson Anderson Assoc. Inc.	101	43110	\$1,116.00
Engineering	Architect/Engineering Fees	51200	Hakanson Anderson Assoc. Inc.	101	43110	\$403.96
Fire Department	Bldg/Facility Repair Supplies	027602	Hoffman Bros. Sod, Inc	101	42210	\$188.10
Fire Department	Conferences/Meetings	11733	MN Fire Serv Cert Board	101	42210	\$304.50
Fire Department	Conferences/Meetings	11744	MN Fire Serv Cert Board	101	42210	\$25.00
Fire Department	Electric Utilities	082123	Connexus Energy	101	42210	\$124.51
Fire Department	Electric Utilities	082123	Connexus Energy	101	42210	\$7.60
Fire Department	Electric Utilities	082123	Connexus Energy	101	42210	\$733.06
Fire Department	Electric Utilities	082123	Connexus Energy	101	42210	\$43.02
Fire Department	Gas Utilities	841362522	Xcel Energy	101	42210	\$68.01
Fire Department	Information Systems	B230817J	Anoka County Treasury Dept	101	42210	\$75.00
Fire Department	Motor Fuels	24538707	Mansfield Oil Company	101	42210	\$616.70
Fire Department	Motor Fuels	24538733	Mansfield Oil Company	101	42210	\$353.75
Fire Department	Motor Vehicles Parts	BA080423-31	Emergency Automotive	101	42210	\$198.36
Fire Department	Motor Vehicles Parts	109826026	Fleet Pride	101	42210	\$13.74
Fire Department	Motor Vehicles Parts	1539-210168	O'Reilly Auto Stores Inc.	101	42210	\$194.30
Fire Department	Office Equipment Rental	34653053	GreatAmerica Financial Svcs	101	42210	\$125.78
Fire Department	Safety Supplies	CI00039572	Allina Health System	101	42210	\$806.20
Fire Department	Telephone		CenturyLink	101	42210	\$85.34
Fire Department	Telephone		CenturyLink	101	42210	\$110.66
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	99338	Menards Cambridge	101	41940	\$132.48
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-07-23	Premium Waters, Inc.	101	41940	\$39.38
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	46634	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Electric Utilities	082123	Connexus Energy	101	41940	\$147.78



City of East Bethel
August 28, 2023
Payment Summary

General Govt Buildings/Plant	Electric Utilities	082123	Connexus Energy	101	41940	\$16.34
General Govt Buildings/Plant	Electric Utilities	082123	Connexus Energy	101	41940	\$993.74
General Govt Buildings/Plant	Gas Utilities	841362522	Xcel Energy	101	41940	\$41.32
Legal	Legal Fees	35866	Eckberg, Lammers, P.C.	101	41610	\$7,732.00
Mayor/City Council	Small Tools and Minor Equip		Robert DeRoche	101	41110	\$800.00
MSA Street Construction	Architect/Engineering Fees		Hakanson Anderson Assoc. Inc.	402	40200	\$0.00
Park Maintenance	Bldg/Facility Repair Supplies	14972	Menards - Forest Lake	101	43201	\$139.95
Park Maintenance	Cleaning Supplies	980010	Ham Lake Hardware	101	43201	\$25.99
Park Maintenance	Clothing & Personal Equipment	4164746159	Cintas Corporation	101	43201	\$33.33
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$401.91
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$31.99
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$142.48
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$19.66
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$28.27
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$31.04
Park Maintenance	Electric Utilities	082123	Connexus Energy	101	43201	\$29.00
Park Maintenance	Equipment Parts	109819097	Fleet Pride	101	43201	\$41.10
Park Maintenance	Equipment Parts	109863357	Fleet Pride	101	43201	\$33.10
Park Maintenance	Equipment Parts	109866155	Fleet Pride	101	43201	\$46.21
Park Maintenance	Equipment Parts	109866253	Fleet Pride	101	43201	\$47.73
Park Maintenance	Equipment Parts	P08453	MN Equipment	101	43201	\$103.30
Park Maintenance	Motor Fuels	24538707	Mansfield Oil Company	101	43201	\$528.60
Park Maintenance	Motor Fuels	24538733	Mansfield Oil Company	101	43201	\$680.28
Park Maintenance	Park/Landscaping Materials	978633	Ham Lake Hardware	101	43201	\$25.96
Park Maintenance	Park/Landscaping Materials	978810	Ham Lake Hardware	101	43201	\$25.96
Park Maintenance	Park/Landscaping Materials	023351	Winnick Supply	101	43201	\$149.01
Payroll	Insurance Premium	09 2023	Dearborn Group	101		\$2,004.06
Payroll	Insurance Premium	CNS0001325436	Delta Dental	101		\$51.04
Payroll	Insurance Premium	CNS0001325436	Delta Dental	101		\$684.47
Payroll	Insurance Premium	265869219891	Medica	101		\$8,934.68
Payroll	Insurance Premium	436200092023	NCPERS Group Life Ins	101		\$80.00
Payroll	Union Dues	08 2023	MN Public Employees Assn	101		\$351.00
Planning and Zoning	Architect/Engineering Fees	51192	Hakanson Anderson Assoc. Inc.	101		\$1,340.00
Planning and Zoning	Architect/Engineering Fees	51193	Hakanson Anderson Assoc. Inc.	101		\$181.38
Planning and Zoning	Architect/Engineering Fees	51194	Hakanson Anderson Assoc. Inc.	101		\$550.00
Planning and Zoning	Architect/Engineering Fees	51195	Hakanson Anderson Assoc. Inc.	101		\$510.00
Planning and Zoning	Legal Fees	35866	Eckberg, Lammers, P.C.	101		\$539.00
Planning and Zoning	Legal Fees	35866	Eckberg, Lammers, P.C.	101		\$1,225.00
Planning and Zoning	Legal Notices	960983	ECM Publishers, Inc.	101	41910	\$48.37
Planning and Zoning	Legal Notices	960984	ECM Publishers, Inc.	101	41910	\$48.37
Planning and Zoning	Professional Services Fees	M28460	TimeSaver Off Site Secretarial	101	41910	\$343.00
Recycling Operations	Electric Utilities	082123	Connexus Energy	226	43235	\$56.66
Recycling Operations	Gas Utilities	841362522	Xcel Energy	226	43235	\$26.40
Recycling Operations	Professional Services Fees		Freimuth Enterprises LLC	226	43235	\$133.00
Recycling Operations	Professional Services Fees	479042	Gregory Cardey	226	43235	\$350.00
Sewer Operations	Electric Utilities	082123	Connexus Energy	602	49451	\$69.50
Sewer Operations	Electric Utilities	082123	Connexus Energy	602	49451	\$171.09
Street Capital Projects	Architect/Engineering Fees	51197	Hakanson Anderson Assoc. Inc.	406	40600	\$387.00



City of East Bethel
August 28, 2023
Payment Summary

Street Capital Projects	Street Maint Services	10333	Allied Blacktop Co.	406	40600	\$43,866.00
Street Maintenance	Architect/Engineering Fees	51196	Hakanson Anderson Assoc. Inc.	403	43220	\$194.76
Street Maintenance	Bldg/Facility Repair Supplies	0203262	Zahl Petroleum Maintenance Co.	101	43220	\$40.24
Street Maintenance	Bldgs/Facilities Repair/Maint	4164746159	Cintas Corporation	101	43220	\$9.09
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-07-23	Premium Waters, Inc.	101	43220	\$39.38
Street Maintenance	Clothing & Personal Equipment	4164746159	Cintas Corporation	101	43220	\$33.32
Street Maintenance	Conferences/Meetings		Cody Cheney	101	43220	\$895.00
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
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Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$104.99
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$498.02
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$159.62
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$103.91
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$11.17
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$31.35
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$40.69
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$505.02
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$37.99
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$32.45
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	082123	Connexus Energy	101	43220	\$71.03
Street Maintenance	Gas Utilities	841362522	Xcel Energy	101	43220	\$21.12
Street Maintenance	Lubricants and Additives	109866743	Fleet Pride	101	43220	\$301.17
Street Maintenance	Motor Fuels	24538707	Mansfield Oil Company	101	43220	\$229.06
Street Maintenance	Motor Fuels	24538733	Mansfield Oil Company	101	43220	\$1,687.11
Street Maintenance	Snowplow Cutting Edges	12287	H&L Mesabi	101	43220	\$7,641.00
TIF 1-2	Professional Services Fees		EB Properties, LLC	436	43600	\$220,857.09
TIF 1-2	Professional Services Fees	94899	Ehlers	436	43600	\$420.00
TIF 1-3	Professional Services Fees	94899	Ehlers	437	43700	\$420.00
TIF 1-3	Professional Services Fees	94901	Ehlers	437	43700	\$350.00
TIF 1-3	Professional Services Fees		Viking Preserve, LLC	437	43700	\$122,882.37
Water Utility Operations	Chemicals and Chem Products	6550996	Hawkins, Inc	601	49401	\$2,818.36
Water Utility Operations	Chemicals and Chem Products	6552054	Hawkins, Inc	601	49401	\$50.00
Water Utility Operations	Electric Utilities	082123	Connexus Energy	601	49401	\$332.26
Water Utility Operations	Electric Utilities	082123	Connexus Energy	601	49401	\$1,261.61
Water Utility Operations	Electric Utilities	082123	Connexus Energy	601	49401	\$281.41
Water Utility Operations	Gas Utilities		CenterPoint Energy	601	49401	\$92.88



City of East Bethel
August 28, 2023
Payment Summary

Water Utility Operations	Gas Utilities		CenterPoint Energy	601	49401	\$15.00
Water Utility Operations	Professional Services Fees	230301	Fischer and Sonds	601	49401	\$2,490.00
Water Utility Operations	Reimburse Utility Overpayment		Cambia Hills of EB Receivership	601		\$198.84
Water Utility Operations	Telephone		CenturyLink	601	49401	\$147.81
Water Utility Operations	Telephone		CenturyLink	601	49401	\$193.70
Water Utility Operations	Telephone		CenturyLink	601	49401	\$70.95
						\$500,381.40



City of East Bethel
August 28, 2023
Payment Summary

Electronic Payroll Payments		
Payroll	PERA	\$9,986.63
Payroll	Federal Withholding	\$6,243.37
Payroll	Medicare Withholding	\$2,244.96
Payroll	FICA Tax Withholding	\$8,663.62
Payroll	State Withholding	\$3,660.69
Payroll	MSRS/H.S.A./HCSP	\$6,381.28
		\$37,180.55

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
Lt. Derek Peters, ACSO Liaison

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.

1 Larson stated Mr. Banta was talking about the enforcement. He recommended they take this under
2 advisement to look at how best to more effectively enforce the dog Ordinance. He noted he would
3 need to look at Mr. Banta's suggestions to see if they were lawful and then figure out what would be
4 the best next step, if any.

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

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

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

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

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

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

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

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

40 **4.0 Presentations and Public Hearings**

41 **4.0 A Capstone Concept Plan**

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

- 1 • The development consists of approximately 160 acres, of which 115 acres are developable, and is
- 2 located at 1788 Viking Blvd NE.
- 3 • Spans across zoning classifications of Mixed Use, Single Family Residential and Rural Residential
- 4 Districts.
- 5 • Over 71 percent of the proposed development is located in the MXU, while 11 percent is in a
- 6 Single-Family Zone, leaving 17 percent in the Rural Residential Zone.
- 7 • Section 56 - PLANNED UNIT DEVELOPMENT (PUD), Subsection D. – A Planned Unit Development is
- 8 required in Mixed Use Districts in the city. Mixed use allows for commercial, residential, parks and
- 9 open space and, as such, are in compliance with the East Bethel Comprehensive Plan (See
- 10 Attachment #3).

11 The PUD Concept Plan is used to provide feedback to the developer through staff review, the

12 Planning Commission and City Council.

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

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

38

39 Berg noted at the June 27, 2023 Planning Commission meeting the Planning Commission held a Public

40 Hearing where ten residents spoke. The comments could be classified into three themed categories:

41 the “Rural Feel” of the area, “Traffic Concerns,” and “Density.”

42 Berg stated this project will generate \$389,000 in annual city property tax revenues at build out in

43 2029. This estimate is based on an average of \$350,000 of estimated market value for each of the 350

44 units with a tax classification rate of 0.01 (residential) and the 2023 city tax rate of 31.76%. The city

45 will also collect \$1,960,000 in City SAC and WAC fees over the life of the project (2024 -2029). This

46 amount would pay nearly the entire METC Reserve Capacity Loan Debt. In addition, the increased

1 housing count would be another positive metric in the city's efforts to attract basic retail, food, and
2 grocery services to the city.
3

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

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

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

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

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

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

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

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

1 Berg used a map to show the 30-acre parcel being referred to. Mr. Barker noted they were also
2 having to deal with the wetland and they were not able to go much beyond the point they were at
3 and the City would not be able to grow any further to the east. He stated there was also a huge
4 wetland complex right in the middle of that and that was the reason they were not able to do much
5 development on that. He indicated the 30-acre parcel was somewhat the end of the line where there
6 could be some potential development. He stated it was a stopping point of growth on that parcel and
7 the end of the line to where there could be some potential future connections to the south.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1 residents also wanted a grocery store, but in order to get a grocery store they needed rooftops. He
2 emphasized with Capstone they had to get their numbers to work.

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

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

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

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

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

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

41 Steve Bond, Capstone Land Team, stated they had to go with the guidance of the land itself. With
42 respect to density, he noted the land use was calling for a density far greater than what they were
43 proposing. He indicated the golf course wanted to sell and the golf course was not going to keep the
44 land. He acknowledged this was a matter of price, but the golf course did not have to accept

1 anything. He believed the golf course would sell their land for the value their property was guided
2 for. He stated the golf course had set a price, which was probably a fair price based on how many
3 units could be put on this land.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20 DeRoche stated when Cambia came in they said the roads were going to be kept dirt and all of a
21 sudden the roads were paved and they were assessed exuberant amounts of money and now their
22 level of privacy has gone down. DeRoche acknowledged this was not Capstone’s fault, but he could
23 see this as a natural progression as to what has happened in the past and what was going to happen
24 now.

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

28 DeRoche stated he isn’t going to say Capstone is a greedy developer, because if he were a developer
29 he would want to build also. However, once this is built, the developer leaves and what will the
30 ramifications and impact on the City be. He noted it was said the City would make \$1.6 million over
31 the life of this, but this was “peanuts” compared to what they hold on this. He noted big numbers did
32 not impress him.

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

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

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

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

1 Lewis stated his answer would be run the equation in reverse and see what the maximum size or
2 density of homes would be there with the average family size, occupants, cars which would allow a
3 functional transportation system given the current infrastructure they had. Mr. Bona believed what
4 they proposed would work with the traffic study. He noted the analysis the Mayor had suggested
5 was what they were trying to do. He indicated they had a lot of ideas as to what worked and did not
6 work and they deal with traffic studies in every development. He believed what they proposed for
7 this development would work. He also believed the traffic study would come back and ask for turn
8 lanes in certain spots to make things safer at certain points. He indicated they would have a hard
9 time backing off the density numbers if the traffic analysis ended up supporting it.

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

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

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

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

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

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

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

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

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

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

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

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

8 **Informational; no action required.**

9 **4.0 B DEED Application – Nexus Bond Financing**

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

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

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

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

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

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

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

41 **4.0 C Anoka County Sheriff’s Report**

42 Lieutenant Derek Peters presented the June 2023, Sheriff’s Report, stating the Sheriff’s Department
43 responded to 1 burglary, 2 thefts, 1 criminal sexual conduct, 4 assaults, 1 damage to property, 4

1 personal injury accidents, 19 PD accidents, 50 medical, 31 animal complaints, 23 alarms, 1 felony
2 arrest, 7 misdemeanor arrests, 3 domestic assaults, 2 warrant arrests, 86 traffic stops, and 18 traffic
3 arrests.

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

8 **Informational; no action required.**

9 **4.0 D Fire Department Monthly Report**

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

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

15 **Informational; no action required.**

16 **4.0 E Supplemental Payment Summary**

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

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

20 **6.0 Consent Agenda**

21 ~~Item A: Approve Bills~~

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

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

24 ~~Item D: Amendment of Section 9.8 of MNPEA Labor Agreement — Specialty Pay~~

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

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

28 **Motion passes unanimously.**

29 **6.0 A Approve Bills**

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

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

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

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

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

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

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

4 **6.0 D Amendment of Section 9.8 of MNPEA Labor Agreement – Specialty Pay**

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

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

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

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

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

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

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

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

37
 38 **7.0 New Business. Commission, Association, and Task Force Reports**

39 No reports given.

40 **8.0 Department Reports**

41 **8.0 A Community Development**

42 **8.0 A.1 Resolution 2023-55, Electrical Permit Inspection Services**

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

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

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

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

- 16 • 20 percent of the permit revenue is retained by the City to cover the administrative costs for this
17 service

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

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

25 The advantages of going with DOLI are:

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

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

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

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

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

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

42 Berg indicated revenues generated by the current contacted electrical services shows an average of
43 \$6,106.62/ year over the last 5 years.

1 Berg stated staff estimates that on average each electrical permit requires an average of 30 minutes
2 per permit to process from initial application through processing to final billing. The same 5-year
3 average shows that on average 1 electrical permit was issued per day. This puts processing and
4 administrative costs at approximately \$6,760.00/year.

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

9 **Smith stated I'll make a motion to approve Resolution 2023-55, Authorizing the Termination of the**
10 **contract with the independent electrical inspector, by 30-day written notice, and designate**
11 **authority of electrical permitting, fee collection, and inspection services, by Ordinance, to the**
12 **Commissioner of the Minnesota Department of Labor and Industry beginning on September 1,**
13 **2023. DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.
14 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

15 **8.0 B Engineer Report**

16 None.

17 **8.0 C City Attorney**

18 **8.0 C.1 Live Barn Contract – Ice Arena**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

32 **8.0 D Finance**

33 None.

34 **8.0 E Public Works**

35 None.

36 **8.0 F Fire Department**

37 None.

38 **8.0 G City Administrator Report**

39 **8.0 G.1 August Work Meeting Agenda**

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

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

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

5 **9.0 – Other Items**

6 **9.0 A Staff Report**

7 None.

8 **9.0 B Council Reports**

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

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

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

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

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

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

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

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

40 Lewis stated he had spoken with Ms. Dorn at the Booster Days information booth, who is the person
41 who they were speaking of, and Ms. Dorn did a good job as the primary organizer of Booster Days.

1 He indicated Ms. Dorn reiterated to him exactly what she said and the person who came before
2 Council and grossly attacked them was misinformed.

3 Lewis stated that person needed to apologize to the Council or resign from the Parks Commission,
4 which was the Commission she was on. He stated if people attacked others publicly, they should
5 have the "guts" to come and apologize to them publicly when the attack was found to be without
6 merit.

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

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

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

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

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

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

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

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

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

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

4 Lewis stated the Council approved an Ordinance amendment earlier this year about definition of
5 what a resident was, but the Ordinance did not define what a resident of the City was. He requested
6 "and was on the verging on demanding" that they verify that everyone who was on every
7 Commission was a resident of the City and that it was specified in the Ordinance.

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

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

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

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

21 **9.0 C Other**

22 None.

23
24 **10.0 D Adjourn**

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

27 Meeting adjourned at 9:32 PM.

28 Submitted by:

29 Kathy Altman

30 *TimeSaver Off Site Secretarial, Inc.*
31

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL SPECIAL CITY COUNCIL MEETING

August 7, 2023

The East Bethel City Council met on August 7, 2023, at 6:30 p.m. for a Special City Council meeting at City Hall.

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

ALSO PRESENT: Jack Davis, City Administrator

1.0 Call to Order

The August 7, 2023, Special City Council meeting was called to order by Mayor Lewis at 6:34 p.m.

2.0 Adopt Agenda

Mundle stated I'll make a motion to adopt tonight's 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.

3.0 Conditional Use Permit Amendment - Nexus

Davis stated on August 1, 2018 the East Bethel City Council approved a Conditional Use Permit (CUP) for the operation of a Psychiatric Residential Treatment Facility (PRTF) at 900 189th Ave NE. The facility was operated briefly by Cambia Hills until closing in 2021. Nexus Diversified Community Services, a licensed operator for youth psychiatric residential treatment, intends on purchasing and reopening the facility continuing the previous service provided by Cambia Hills.

Davis noted the property is Zoned Single Family and Townhome Residential (R-2) District in which Licensed Residential Care Facility is permitted by ordinance as a Conditional Use.

Davis stated according to Minn. Stat. § 462.3595, Subd. 3. A conditional use permit is a property right that "runs with the land." That is, it attaches to and benefits the land and is not limited to a particular landowner. State statute says a conditional use permit remains in effect as long as the landowner continues to meet the conditions agreed upon.

Davis noted according to East Bethel Ord. Appendix A, Sec 04, Sub. 9, I. Holders of a CUP or IUP may propose amendments to the permit at any time following the procedures for a new permit set forth in this chapter. No significant changes in the circumstances or the scope of the permitted uses shall be undertaken without approval of those amendments by the city council. The city shall determine what constitutes significant change. Significant changes include, but are not limited to, hours of operation, number of employees, expansion of structures and/or premises, and operational modifications resulting in increased external activities and traffic, and the like. The planning commission may recommend and the city council may approve significant changes and modifications to CUPs or IUPs, including the application of additional or revised conditions.

Davis stated NEXUS is proposing changes to the conditions which constitute changes that require amendment from the CUP that was approved relative to the Cambia Hills operation.

Davis stated the conditions of the Cambia CUP contain language no longer relevant to the property and are identified are as follows:

1. The CUP is only for the 60 bed Cambia Hills Project and is subject to all licensure requirements with the MN Dept. of Health and Human Services as a Psychiatric Residential Treatment Facility Medicaid Certification/Supervised Living Facility Licensure, and subject to all of the licensing requirements as stipulated by MN Dept. of Health.
2. Any expansion of the facility beyond the 60 beds to the maximum 72 beds will require an amendment to the CUP.
3. Cambia Hills will be required to provide the City with a copy of their licensure with the MN Department of Health and Human Services on an annual basis.
4. Cambia Hills will be required to provide a copy to the City, the Anoka County Sheriff's Department, East Bethel Fire Department Safety and E911 plans for the facility.
5. Cambia Hills will be required to enter into a Developer's agreement with the City.
6. Cambia Hills will be required to enter into a Payment in Lieu of Taxes (PILOT) agreement with the City that would commence for pay 2020 taxes.

Davis indicated NEXUS is proposing to amend the CUP with the following:

1. A change from 60 to 40 beds and the age range as indicated on Nexus' license application.
2. A change in client demographic from a range of 6 - 17 years to an age range of 10 -19 years of age.
3. A "Supervised Living Facility" license is named specifically in the previous CUP which is not required by the Minnesota Department of Health.
4. Entering into a new Developers Agreement is unnecessary as the facility has been constructed and all requirements have been met.

Davis stated on July 25, 2023 the Planning Commission held a Public Hearing regarding the CUP request. The only public comment received was a written letter of support from Our Savior's Lutheran Church. After discussion regarding two potential additions to the proposed conditions, the members of the Planning Commission voted 4-1 recommending approval of Resolution 2023-54.

Davis requested the City Council review the Conditional Use Permit for Nexus and consider approval of Resolution 2023-54, as exhibited in Attachment 1 to Council's packet, for the property located at 900 189th NE, East Bethel, MN; PIN 31-33-23-11-0001.

Mundle stated I'll make a motion to adopt Resolution 2023-54, A Resolution Approving a Conditional Use Permit Amendment to Allow for a Reduction in Beds from 60-40, a Demographics Change in Age Range from 6-17 Years of Age to 10-19 Years of Age, the Removal of "Supervised Living Facility" Licensing Requirement and the Requirement of the New Owner to Enter into a Developers Agreement for the Property Location at 900 189 Avenue NE, PIN 31-33-23-11-0001, East Bethel, MN, Anoka County. DeRoche stated I'll second. Lewis asked any discussion?

Smith asked if Cambia was a residential treatment facility. Davis responded Cambia was a psychiatric residential treatment facility. He noted Cambia's clinic opened on March 16, 2020 and the Covid mandates were a week later, so they were restricted as to what they could do, which might have interfered with some of the language in some of their permits. He indicated Cambia closed in May, 2020.

Smith asked if they were now using the same CUP, if they were not a PRTF at that time, could this be done. Davis responded Cambia was operating as a PRTF.

Smith questioned the age of the students and asked if a resident was under 18 and they had not finished high school, could they continue to be a resident until they graduated, even if they were 17

1 years and 11 months old. Dr. Michelle Muray responded stated she had never seen a child linger that
2 long in one of their facilities. She noted they would have a hard time getting an authorization to treat
3 a child for four years.

4 Smith noted the way the CUP was written, it said if they were under 18 and they were going for their
5 high school diploma they could stay there until they reached it. He noted his concern was if they
6 didn't go to school for four years before that due to mental health, could they stay at the facility until
7 they are 22, or until they received their diploma. Dr. Murray responded she did not think so because
8 she believed their school regulations would prevent that from happening. In addition, she indicated
9 that would require them getting permission to treat somebody for four years, which was not likely to
10 happen. She believed the wording there was meant to say they did not intend to take kids who were
11 18 or older. She stated the only thing they would do was take someone who might linger a little
12 longer to get their GED, but she did not think they would get into the scenario that somebody had
13 never been to high school. She noted they would have to have some other kind of plan for that.

14 Smith noted that was not the way the CUP was written. He noted they could have someone in the
15 facility who was 20 and they had to be careful. Dr. Murray responded that their regulations and
16 licensing requirement would take care of that. She noted they had very strict regulations about what
17 age ranges could live together in the facility. She indicated there was no way a 22-year-old would be
18 there as the State was not going to allow them to do that.

19 Miller asked what ages did their license allow. Dr. Murray responded it was from 10 to 19 years old.

20 Miller noted Nexus had agreed to pay for the special assessment on 89th and 187th. He asked if the
21 City had ever assessed the residents on those roads. Davis responded the residents on the northside
22 had been assessed, but they had been deferred until the property was either developed or sold.

23 Miller asked if this would be taken care of now so the residents would not have the assessment. Davis
24 responded that was correct.

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

26 **Motion passes unanimously.**

27 **4.0 Nexus PILOT Agreement**

28 Davis stated the vote for the City's participation in the conduit bond financing for Nexus was
29 approved at the July 24, 2023 City Council Meeting pending approval of a Payment In Lieu Of Taxes
30 (PILOT) Agreement along with an amended Conditional Use Permit (CUP). These items will be/were
31 considered separately with the amended CUP condition addressed as item 3.0 on the agenda for City
32 Council Special Meeting for August 7, 2023.

33 Davis indicated Nexus has agreed to enter into a PILOT Agreement (Attachment 2 to Council's packet)
34 with the City and pay \$24,000 per year with an annual 2.5% increase in payments regardless of their
35 revenues. This agreement would replace the previous Cambia payment formula, be specific to the
36 Nexus operation and cover the City's cost for services to this property. This would be approximately a
37 500% increase over the payment that was to be received from Cambia Hills.

38 Davis noted the \$24,000 payment is in line with the tax scenarios that are exhibited in Attachment 4
39 to Council's packet, scenarios 1 and 2. This payment would cover the costs of public works, law
40 enforcement, fire and other supporting city services that were experienced with the operation of
41 Cambia Hills during their operation between April 1, 2020 and May 1, 2021 (Attachment 6 to
42 Council's packet).

1 Davis stated the City Council is requested to approve Resolution 2023–56 as exhibited in Attachment
2 1 to Council’s packet.

3 **DeRoche stated I’ll make a motion to adopt Resolution 2023-56, A Resolution Approving a Payment**
4 **in Lieu of Taxes (PILOT) Agreement with Nexus Diversified Community Services for the Property**
5 **Location at 900 189 Avenue NE, PIN 31-33-23-11-0001, East Bethel, MN, Anoka County. Smith**
6 **stated I’ll second.** Lewis asked any discussion?

7 Smith asked on page 22/23, did the Attorney review this. Davis responded that the attorney wrote it.

8 Smith inquired about the wording regarding a default and the City certifying an assessment against a
9 portion of the property. Davis responded if there was a default and the City assessed back to the
10 property or the subsequent property owner, this was a requirement that Anoka County wanted in
11 there. He noted if there was ever a default, they didn’t want to be seen as having to collect on that,
12 so it would fall back on the City to do a special assessment on the owner, whether in receivership or
13 the future owner acquired the property.

14 Smith noted it said a portion of the property. Davis responded he believed they referred to the
15 portion that was outstanding on the balance.

16 Smith indicated it also said the City had the right to collect interest, penalties, and late payments.
17 Davis noted every year there was a payment schedule that showed the payments made, what the
18 balance was, and the interest.

19 Smith asked if there should be language for what the payment late fees would be. Davis responded
20 generally they would follow the County’s policy for late fees.

21 Smith noted that was not in the document. Davis responded that could be added. He asked if that
22 could be conditioned on the approval though so this could get done.

23 Lewis believed the amount could not be ascertained in advance so it would revert to the general law.
24 He indicated they could not predetermine every possible situation/condition. Smith responded when
25 it came to late fees, they could decide when they were doing that. He stated he wanted the City to
26 have some recourse if something did happen.

27 Davis noted there was a County policy on late fees and that was what was generally followed.

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

30 **5.0 Adjourn**

31 Special meeting adjourned at 7:00 p.m. by general consensus.

32 Submitted by:

33 Kathy Altman

34 *TimeSaver Off Site Secretarial, Inc.*

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL WORK MEETING

August 7, 2023

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

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

ALSO PRESENT: Jack Davis, City Administrator
Mike Jeziorski, Deputy City Administrator/Finance Director

1.0 – Call to Order

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

2.0 – Adopt Agenda

Mundle stated I'll make a motion to adopt tonight's agenda. DeRoche 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.**

3.0 – 2024 Draft Preliminary Budget

Davis presented the staff report indicating 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.

Davis stated since the July 5, 2023 City Council work meeting, the Anoka County Sheriff's Department updated their 2024 Law Enforcement Contract estimate from \$1,275,158 to \$1,391,909 or \$116,751 more than what was initially provided. This new amount has now been updated in the preliminary budget. The 2023 Law Enforcement Contract amount was \$1,217,878 making the 2024 increase 14.3 percent. A representative from the Sheriff's Department is scheduled to present the Law Enforcement contract at the August 7, 2023 City Council Work Meeting.

Davis noted the preliminary 2024 general fund expenditure budget is proposed to increase by 5 percent or \$347,400. This expenditure increase would then result in a corresponding levy increase (general tax levy and debt service levy) of 6.1 percent or \$372,500 in order to balance the 2024 budget. Overall, the general tax levy, debt service levy, EDA levy, and HRA levy would increase by 5.9 percent or \$372,500.

Davis indicated 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.

Davis stated 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.

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

5 Davis noted the City ended 2022 with a general fund balance of \$3,672,546. Given this amount and
6 the proposed 2024 expenditure budget the City has roughly \$129,000 in unassigned fund balance
7 above the 50 percent threshold that could be used to offset the proposed levy increase in 2024.

8 No use of fund balance = 5.9 percent overall increase

9 \$129,000 use of fund balance = 3.9 percent overall increase

10 Davis stated the remaining schedule for the discussion and consideration of the 2024 Budget is
11 tentatively set as: Other Council Meeting agenda items as required prior to September 11, 2023;
12 September 11 Council Meeting: Consideration of the Preliminary 2024 Budget and Levy; December 11
13 Council Meeting: Consideration of the Final 2024 Budget and Levy.

14 Davis requested the Council discuss the draft of the preliminary 2024 Budget and provide direction to
15 staff regarding any adjustments to be made in the budget proposal.

16 Paul Lenzmeier, Commander of the Patrol Division, stated he had prepared the contract for this year
17 and came up with a 3 percent wage increase, which was part of the deputy's union contract. He
18 noted the City was looking at approximately 1.7 percent increase above the 3 percent increase for
19 wages, for a preliminary number of 4.7 percent increase. He noted the County Board made the
20 decision to give the deputies a \$5.00 per hour increase and in January, 2024, they will get an
21 additional 3 percent increase. He stated the County Board saw that they were falling behind with
22 hiring and retaining employees. He indicated the 1.7 percent for maintenance of squad cars, body
23 worn cameras all remained the same. He stated the only increase was nearly a 15 percent increase in
24 wages, with the final numbers of a 14 percent increase.

25 DeRoche stated he had spoken with a couple of deputies and went over what happened. He
26 indicated initially the 14 percent was a shock, but after talking with a couple of Commissioners he
27 understood the need. He indicated it was tough to keep anybody, especially with some of the things
28 going on and the deputies were almost fighting a losing battle.

29 Commander Paul Lenzmeier stated he described it as an arterial bleed and the County Board put a
30 tourniquet on it. He indicated the County Board was trying to stop the hemorrhaging on the hiring
31 issue they have been seeing.

32 DeRoche stated he had no problem with this.

33 Lewis stated this was a big surprise to them and a big budget item. He asked if their budget included
34 Blaine and Coon Rapids, or were they separate budgets. Commander Paul Lenzmeier responded this
35 was for the deputies and it did not include anybody that had their own Police Department.

36 Lewis suggested reducing the number of deputy hours from 36 to 32. Commander Paul Lenzmeier
37 cautioned doing that as this was a large City with a major highway going through and that was a lot to
38 ask of one Deputy. He noted last year the CSO had been removed from the budget and they had also
39 reduced the cost of squad cars by extending the life of them. He stated they were trying to be fiscally
40 responsible and help the cities handle the costs.

41 Davis asked if a 2-year contract was an option. Commander Paul Lenzmeier responded under their
42 previous administration that had been discussed, but he had spoken with the Sheriff and Chief and
43 asked them not to provide the options because the Deputy contract had a clause in it that the County

1 Board could increase wages at anytime without any type of negotiation. He indicated if they had a 2-
2 year contract, it would be very tough for them to honor something like that and after 2 years, it
3 would jump higher than 3 percent.

4 Mundle asked if there were any areas they could redo something without potentially affecting
5 service. Commander Paul Lenzmeier responded they were down to the bare bones right now. He
6 asked where the public safety money was going as that might be some kind of a lifeline they could
7 use.

8 Davis stated the City had not received any public safety funds, or any notification on that.
9 Commander Paul Lenzmeier stated \$15,000 was allocated to the City of East Bethel. He indicated
10 those funds could not be used for buildings, but they could be used for hiring. Davis stated staff
11 would follow up on this right away.

12 Council held a discussion on various budget items and requested additional information which
13 Jeziorski responded to.

14 Davis stated they needed to try and get the preliminary budget approved at the September 11
15 Council meeting so it could be sent to the County for certification. He indicated staff was looking for
16 some direction now on the levy increase of 6.1 percent for the general and the debt service levy with
17 taking all of the levies into account it is 5.9 percent.

18 After discussion Council agreed to a 2.5 to 3 percent levy increase with a target of 1 or 2 percent.
19 Davis indicated staff would come up with some proposals and suggestions on how they could do that.
20 He indicated they could also lower the levy when they approve the final budget in December.

21 **4.0 – Utility Extension – 184th Lane to Briarwood Lane**

22 Davis presented the staff report indicating the owner of a 9 +/- acre parcel at the intersection of Hwy
23 65 and 181st Avenue is interested in developing this property as a commercial site. The site is not
24 served by water and sewer. The City services terminate approximately 1,400 feet north of the site.
25 Extension of utilities to serve this area are part of the Facilities Plan that was incorporated in the
26 Comprehensive Plan and is inside the Metropolitan Utilities Service Area (MUSA).

27 Davis stated in order to maximize the use of this site for the city's benefit, extension of water and
28 sewer service is essential to attract the retail and food related businesses that residents favor.

29 Davis indicated whatever option and whenever utilities are extended to this area, consideration
30 needs to be given to a sizing that could accommodate service to other adjacent areas that have the
31 potential for future residential and commercial development. There are several alternatives to
32 service the site and are but not limited to the following:

- 33 • Option 1, Service to the Commercial Site Only - the site could be served a private water
34 system, sewage lift station and force main with capacity only to serve the 4-6 potential
35 commercial lots on the site. The cost for this option would be the responsibility of the owner.
36 This option would provide no service extension potential beyond this point and could delay or
37 limit the owner's ability to attract the type of development preferable for this section of the
38 Hwy 65 Corridor.
- 39 • Option 2, Service Area Would Include the Commercial Site and a Potential 53 Acre Residential
40 Property. The cost to extend city water and gravity sewer to serve these 2 properties is
41 estimated to be \$650,000.
- 42 • Option 3, Service Area Would Include the Option 2 Service Area but with Upsized Line Sizes to
43 Align with the City Comprehensive Plan for Future System Extension – this option is only

1 included as it is part of our comprehensive plan. However, the plan for sewer service beyond
 2 the Hwy 65 Corridor, if ever implemented, would most likely be altered from the general
 3 design proposed in the Plan. The estimated cost to extend a 24" gravity sewer and 16" water
 4 line to service the commercial site and provide capacity for future extensions is estimated at
 5 \$1,000,000.

6 Discussion of donation of easements for the utilities with Osborn Development have been
 7 favorable and all properties serviced by any of the extensions shown in Attachment 2 and 3 to
 8 Council's packet are in the MUSA.

9 Davis stated the following is one summary of the how costs for Option 2 could be assigned and
 10 recovered:

11 General Scenario Option 2 – extend 10" water service and 12 "gravity sewer service to the site at a
 12 cost of \$650,000. As it would cost a minimum of \$200,000 to serve the site with private well and
 13 septic service (does not include the acreage loss for well protection area and primary and secondary
 14 drain field area requirements), the assignment of the cost could be as follows:

- 15 • Developers upfront costs*.....\$200,000
- 16 • City costs for line oversizing** \$150,000
- 17 • Assessed Developer Cost for proportion of project cost*** \$ 90,000
- 18 • Trunk Charges for service to 53-acre site east of Osborne site***\$210,000

19 *Cost that would be incurred to install private well and septic applied to municipal project
 20 cost

21 ** Costs recovered by City when 53-acre site exhibited in Attachment 1 is developed

22 ***Developers percentage of total project SAC units 50/170

23 ****Onetime trunk sewer extension charge when development occurs on 53-acre site.

24 Davis noted under this scenario, the developer of the commercial site would pay \$200,000 of the
 25 upfront project cost and \$450,000 from the City Water and Sewer Fund could be used for any city
 26 obligations and the short-term balance recovered by assessments or direct payment from the
 27 developers.

28 Davis indicated for the Osborne Commercial Site it is estimated that approximately \$60,000 in annual
 29 property taxes and up to \$280,000 in SAC and WAC fees would be generated at buildout. The area
 30 identified on the Location Map as "Future Development Area" could generate approximately
 31 \$133,400 in property taxes and \$672,000 in SAC and WAC fees at buildout. The estimates for the
 32 residential development are based on densities for the R-1 zoning.

33 Davis stated use of city water and sewer funds could be used to cover any city obligations and
 34 upfront costs for this project. Our recoverable costs could be secured in part or in whole through
 35 assessments and trunk charges with no use of city general funds. These would be our short-term
 36 opportunity costs to stimulate a needed type of development with no use of city general funds and
 37 with a payback of these monies over a period of time.

38 Davis requested direction from Council as to the City's commitment level to participate in the service
 39 extensions to this site and funding the upsizing of facilities to serve future growth with recovery of
 40 these costs collected from future trunk sewer charges and/or assessments.

41 DeRoche asked if Corn Lake was a pipe dream. Davis explained they had to get it out there with
 42 potentially 240 customers. He indicated unless they develop a system that served all the way around

1 the lake and served the Ham Lake area and over into Columbus, they still have to have a lot of grant
2 money to cover a lot of the cost and make it feasible to do to pay for itself.

3 DeRoche noted they initially said they were going to run it across the channel and the DNR said they
4 would not get permits for that, but there was somebody recently in office that finally admitted to put
5 the sewer/water around Coon Lake really wasn't going to happen. Davis noted there were several
6 problems with which he pointed out linear distance and there was only so much they could assess the
7 property. He indicated getting assessments was going to be a very difficult thing to do. He pointed
8 out this was also in a tight, restricted area and whatever was done, they were going to have to do a
9 complete street reconstruction and with storm drainage, the water and sewer was going to be very
10 expensive.

11 DeRoche pointed out that in 2011 or 2012, they had discussed putting a central station over on Coon
12 Lake Beach on a piece of property the City owned and trying to work with it from that. However, he
13 noted there has been name people that have moved up into the neighborhood were told to put in
14 tanks because sewer would be coming in 5 years, so now those neighborhoods were pumping. Davis
15 indicated this proposal was not related to Coon Lake Beach because he did not think this was a
16 solution to serve it to run a bigger line down there at this time. He stated he was looking to see if the
17 Council wanted to do this.

18 Davis stated the benefits to this are mostly for Mr. Osborne on the commercial development and he
19 explained the two ways that could be done with a lift station and force main. He stated his question
20 was if the City did this, or if Mr. Osborne wanted to go through with this, it would probably cost Mr.
21 Osborne a minimum of \$200,000 to put in his own well and septic system and to serve the
22 commercial side, maybe more at this time. He indicated Mr. Osborne would also probably be
23 expected to pay that up front. He asked if the City also wanted to assess Mr. Osborne for this, for the
24 remainder of the cost and if the City wanted to upsize the line to service.

25 Mundle asked if the proposed developable area also be commercial. Davis responded he doubted
26 that because of its location. He pointed out an area that might be a possibility for commercial. He
27 indicated Mr. Osborne had hired an engineer to do some type of a concept plan for this property, but
28 he was hoping to do the commercial segment first. He noted Mr. Osborne did not have any dates on
29 anything and the City had not received any proposals from him.

30 DeRoche stated he was not a fan of, "you build it, they will come". Davis agreed they didn't want to
31 get caught up in something that never paid off. However, he noted if something was not there, then
32 nobody would come. He indicated the one that that makes this interesting was that it is a short
33 extension and there are ways to recover the cost.

34 Mundle noted right now they were still essentially talking hypothetically and once they get Mr.
35 Osborne's serious intentions, then the City could look at it more seriously. He stated from his
36 viewpoint, if Mr. Osborne was serious and they actually did get something put together, then it would
37 be a discussion as to how to get sewer and water put there.

38 Davis stated in staff's report, it did not include the cost of land for putting in the private system,
39 which could be half an acre to an acre, depending on the sizing of it and what the secondary
40 drainfield area would be. He noted the cost to do that though was a million dollars, so it would not
41 be feasible for the property owner to have that assessed back to him. He stated staff has had one
42 discussion with Mr. Osborne and staff told Mr. Osborne this would be brought before the City Council
43 to get some direction.

1 DeRoche asked if there was any timetable set up. Davis responded they initially wanted to be in the
2 grown by fall to do their first phase, which would be 55 units, the clubhouse, and pool. Once that
3 was finished, they would start on their second phase.

4 Mundle stated his opinion was that they should open talks with Mr. Osborne as to what could be
5 brought forward and that could be planned. Davis responded that would not commit them to
6 anything to see what his next steps would be and what he was willing to do about this.

7 Miller stated he didn't think they should talk about any future development and anybody who
8 wanted to come and purchase land like that it would be a part of the City, they should talk to. Davis
9 stated whatever they did, staff was always going to show Council there was a way to recover cost.

10 DeRoche noted they were going to have a new Public Works building there.

11 Miller asked why was sewer and water system costs so different in the different areas. Davis
12 responded it was built under two different things. He noted Whispering Aspen's water rate was
13 much higher than the water rate down there. He indicated this was because they had initially more
14 customers. He indicated they were trying to equalize those rates.

15 Miller indicated he wanted to see the narrowing of the gap with the higher ones coming down to the
16 lower ones, and not the lower ones inching their way up. Davis responded the 3 percent covered
17 their cost to provide the service, but he agreed with Miller's comments.

18 Lewis agreed they should sit down and talk to people about their plans. He noted he was not
19 interested in pouring out a bunch of money hoping on something eventually. Davis agreed. He noted
20 the important thing was that while Mr. Osborne did not live in the City, his father did and did a lot of
21 things. However, they had somebody that was essentially local that was interested in doing this and
22 he believed at least they could sit down with him and discuss this.

23 Lewis agreed. Davis stated staff will continue to meet with Mr. Osborne to see what they could come
24 up with.

25 **5.0 – Staff Report**

26 Davis presented the staff report indicating in 1988, there was a group of volunteers from Oak Grove
27 St. Francis in East Bethel, it formed the North in Oakland County arena committee to investigate the
28 possibilities as funding for an ICER and to serve that area.

29 Davis noted in 1989, there was five acres of land donated to this committee, which is the site for the
30 Ice Arena . And this made the selection of East Bethel, the site for the arena between those three
31 cities.

32 Davis stated they determined that project funding was to come from income volunteer labor, and
33 services fundraisers. They were looking at a potential grant from the County and it was proposed to
34 the City issue bonds to finance the construction wasn't covered by these other income sources.
35 During this period Anoka County approved a grant of \$225,000 for the project.

36 Davis stated there was an interesting stipulation in that grant is three cities and they all agreed to it.
37 They would never come to the County and ask for another grant for an ICER anywhere in this area.
38 With that, the City agreed to issue \$640,000 in bonds with the bonds to be paid from revenues from
39 the arena. In order to issue the bonds and receive the grant, the committee had to dedicate this site
40 to the City so they would be the eligible applicant.

41 Davis noted to repay the bonds the City leased the proposed facility to the committee, and the lease
42 payments would amortize the bonds. Construction of the project occurred during this period from

1 1992 to 1993. Along with continued numerous fundraising activities, East Bethel Lions donated
2 \$20,000 to the project.

3 Davis stated he did not know exactly how much they raised but it was a fairly significant amount. The
4 facility started construction in 1993. It was opened February 12, 1994. And it was operated and
5 managed by North Anoka Arena Committee in the period from 1994 to 1997. There were claims of
6 unpaid bills from contractors due to construction issues that surfaced after the opening of the
7 building. This led to the threat of liens and lawsuits that could be filed on the building. Also during
8 this time, there appears to have been some issues of cash flow and revenue projections that were not
9 met.

10 Davis indicated this appeared to have been a problem that became more of a problem for the end of
11 this period. In 1998, the issues service to 1996 in 1997, led to lease payments to the City that were
12 unpaid. And the City eventually terminated the lease with the North Anoka Arena Committee and
13 took over the facility. So at that time, that's when the City actually acquired it. When they did that the
14 North Oakland County Arena Committee turned over all their assets to the City including all cash.

15 Davis stated an arena manager was hired and the City ran the arena with part-time help and
16 assistance from public works programs needed between 1998 to 2006. The City operated in
17 magisterial during this period solely and exclusively. From 2006 to 2008, the City contract the
18 management of the operations of the arena to the super rink in 2008. When their contract expired,
19 the ice rink declined to renew their contract and the management was through Gibson Management
20 for a one-year period.

21 Davis indicated since 2009, Gibson has managed the ice arena. During this period, the City has bid
22 this contract twice and both times received no qualified responses. The contract with Gibson
23 Management expires on July 31 2024, and the City will seek proposals for this service in March or
24 April next year.

25 Lewis asked if the facility had even been put up for sale. Davis responded no, and there was a long-
26 term lease with the Park 'N Ride also that would need to be satisfied. He indicated the Park 'N Ride
27 had received a grant on this, so they would have to look into this to see if it would have to be repaid.
28 He noted they had at one time discussed this as a Public Works building, but it might take more to
29 repurpose that as Public Works. He indicated there have been a lot of improvements made recently
30 though, but in the long run the future was going to depend on how good the management of that
31 facility was and what kind of relationship they have with their only two customers (ISD 15 and St.
32 Francis Youth Hockey Association). He stated the building also had limited use for as there was no air
33 conditioning.

34 Davis stated maybe somebody could market it a little better and there might be some chance for
35 some revenue from those sources, but he didn't expect them to be too significant.

36 Davis updated the Council on long-range solutions to traffic in the corridor between 181st Ave and
37 Viking Boulevard and the possibility of getting a dual grant to finish some of the gaps in the service
38 road and then connect to Crosstown which would give a signalized intersection on the north and the
39 south for people to access Hwy 65. He showed on the map what he was talking about asked Council
40 if they want staff to pursue and bring back additional information.

41 Mundle and Lewis said yes.

42 Davis stated since they had a good relationship with MnDOT, he suggested at least exploring this to
43 see what the interest and possibilities were.

1 Davis stated he had one more item. He noted last week they had a meeting with Sunrise River WMO
2 and Ham Lake might be interested in still continuing with the organization.

3 Mundle noted elected officials from Ham Lake actually showed up, which was very helpful, because
4 apparently there was some miscommunication between their representatives and their elected
5 officials.

6 **6.0 – Adjourn**

7 **Mundle stated I'll make a motion to adjourn. DeRoche stated I'll second.** To the motion, all in favor
8 say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

9 Meeting adjourned at 9:02 p.m.

10 Submitted by:

11 Kathy Altman

12 *TimeSaver Off Site Secretarial, Inc.*

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

August 14, 2023

The East Bethel City Council met on August 14, 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
Aaron Berg, Community Development Director

1.0 Call to Order

The August 14, 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. Mundle stated I'll second. Lewis asked any discussion?

Lewis added under the City Administrator's Report a discussion for storage containers.

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

Motion passes unanimously.

4.0 Presentations and Public Hearings

4.0 A Public Hearing: Ord Amendment, Sect 14-26 & 14-27 Electrical Inspections

Lewis opened the public hearing at 7:02 p.m.

Berg stated at the July 24, 2023 City Council meeting Resolution 2023-55 was approved authorizing 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 1, 2023.

Berg requested Council hold a Public Hearing to discuss revisions to the ordinance as exhibited in Attachment 1 to Council's packet, and consider approving those changes to City Ordinance, Chapter 14, Article II, Division 2, Electrical Code.

There were no comments received. Lewis closed the public hearing at 7:04 p.m.

Mundle stated I'll make a motion to adopt 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 Electrical Code in the City of East Bethel. DeRoche 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.**

4.0 B Concept Plan: Strandlund Farm, Rural Residential Subdivision

Berg stated that 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.

Berg indicated 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 generally address wildlife habitat, increased traffic on the gravel portion of 219th Ave NE, proximity to existing homes, and driveway access onto the county road.

Berg stated 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.

With respect to the staff review, Berg indicated 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.

Berg stated 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.

Berg indicated 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.

Berg stated 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.

1 Berg indicated comments from the Anoka County Highway Department on the amended concept
2 plan were received on August 9, 2023.

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

8 With respect to the Fire Department, Berg noted they requested consideration for the turning radius
9 of fire apparatus when constructing cul-de-sacs.

10 With respect to Public Works, Berg stated their comments were in relationship to the potential
11 upgrade of the existing gravel portion of 2700 block of 219th Ave NE beyond the new extension.

12 With respect to the Parks Commission, Berg noted the concept plan was reviewed at the August 8,
13 2023 Parks Commission meeting. They provided a recommendation of cash in lieu of park land with
14 the additional recommendation to provide a trail easement from the north cul-de-sac to 221st for a
15 future connection to the North Anoka County Regional Trail, if feasible.

16 Berg stated based on additional feedback received on the amended concept plan the developer can
17 modify the plans prior to making an application of the preliminary plat. Berg requested the Council
18 review the amended Concept Plan and advise the developer on any adjustments to the subdivision
19 plan prior to the creation of a Preliminary Plat application.

20 Mundle stated he had a concern in the easement for the park trail. He noted if no easement was put
21 in at this point, there would not be a future trail. Berg responded it was his understanding that trail
22 connection coming from west to east across Anoka County was quite a ways out from happening. He
23 indicated there was a potential it could parallel to 21st and make the turn at Luan as well instead of
24 cutting through the residential neighborhood, but that was something that could be explored.
25 Mundle agreed it was fine if they explored this further.

26 Miller asked if there were any future maps. Berg showed the maps and pointed out where the
27 proposed development was as well as the proposed trail.

28 Lewis inquired about the shared driveway. Berg noted City Ordinance did not allow for shared
29 driveways to the same parcel of property and the County would prefer to eliminate the number of
30 accesses by allowing for a shared driveway, which was the County's policy.

31 Steve Strickland, developer, asked if they clarified shared driveway or common lot. He indicated
32 typically, common lot line was what was used in that situation and it was usually not shared. Berg
33 responded they would need to seek a variance from each side for the driveway distance from the side
34 yard.

35 Mr. Strickland responded if the driveways were shared, but if there was a common lot line, there
36 would be a space between them, but they would enter the County Road 15 to 20 feet apart. Berg
37 responded he would look into that.

38 Mr. Strickland noted that was what he had done in Linwood Township. He indicated he had never
39 been asked to do a shared driveway.

40 Lewis stated this looked like a better layout to him, given the concerns about access points and he
41 believed the neighbors would also be happier to not have to look at a cul-de-sac.

42 **Informational; no action required.**

4.0 C Concept Plan: Hidden Prairie, Rural Residential Subdivision

Berg presented staff's report indicating 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.

Berg stated 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.

Berg noted Article VI. –Design Standards. Sec. 66-164. Streets (b) Cul-de-sac shall not be longer than 500 feet, including a terminal turnaround 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-sacs. 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.

Berg stated 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 previously 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.

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

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

Berg noted 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.

Berg indicated 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 no 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.

Berg stated based on the feedback received on the concept plan the developer can modify the plans prior to making an application of the preliminary plat. He indicated 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.

Mundle asked if the City had a policy when a street was going into a parcel like this whether there was other potentially developable parcels around it. He also asked if there were any requirements

1 for a through street or a temporary cul-de-sac that would eventually go through for a street to
2 connect. Berg responded that the City Ordinance dictated if a subdivision was to touch any
3 undeveloped land that a future connection be established. However, he indicated in review of the
4 concept plan, there were residential properties on all three sides of the proposed development.

5 Mundle stated he would like to see two potential streets meeting on the street coming up from the
6 south on Yancy Street and the other parcel to the north of that also. Berg stated prior to this current
7 owner owning the property the previous owner was attempting to do some development work and it
8 was his understanding that the homesteaded parcel owners were not interested in providing any
9 right-of-way access for the previous owner to be able to reach and create a subdivision there. He
10 indicated one of the parcels was divided between two Watershed Districts also, so it was very
11 complicated in terms of taxes and allowable buildings.

12 Berg stated some of the previous owner's problems were the inability to combine lots to create a
13 subdivision on his own with a road between two different Watersheds.

14 Berg indicated from his research people were not interested in providing right-of-way access for any
15 future subdivision in their neighborhood, so he didn't request the developer make any inquires about
16 it this time around as he assumed the response would probably be similar as before, knowing they
17 were going to have some homes in their side yard.

18 Mundle stated he understood why they would not want to give a right-of-way, but at some future
19 time if they sell and a developer buys it, they need to look at future City planning. Berg stated the
20 City could always explore that and make an offer to purchase right-of-way if they wanted to.

21 Mundle responded he did not think the City would want to do that and he was just thinking down the
22 road.

23 Miller referenced page 16 and asked if the cul-de-sacs were a little short. He indicated the Fire Chief
24 had expressed concern about getting fire equipment in and out of different areas if they have to turn
25 around. He thought cul-de-sacs had to be 100 feet across. Berg responded he did cite the Ordinance
26 language out of the existing Code under Article Six where it stated it shall be no longer than 500 feet
27 including a terminal turnaround which shall be provided at the closed end with a right-of-way radius
28 of not less than 70 feet. He indicated a 50-foot street radius would be required on all cul-de-sacs, so
29 the minimum is 70 feet according to the current Code.

30 **Informational; no action required.**

31 **5.0 Public Forum**

32 Lewis stated he had spoken with the City Administrator about the three-minute time limit for
33 comments and he believed that was too short of a time, so they agreed on a five-minute time limit
34 per person for public comment.

35 Brogan Phillips, 1919 241st Avenue NE, stated he wanted to address the dirt road he lived on and
36 noted this year it had been really bad with the amount of dust on the road. He asked if there was
37 something that could be done about it. He noted the road also got a washboard effect that
38 happened quickly. He indicated they could not have their windows open and even with the windows
39 shut they still got dust in their house. He also asked if the City could put up a speed limit sign less
40 than 45 miles per hour.

41 DeRoche asked what was the speed limit on this road. Davis responded it was 55 mph.

1 Mr. Phillips stated some residents used the road like a drag strip. He asked what it would cost the
2 residents if the road was paved. Davis explained how much the City would put towards the
3 maintenance of culverts and the paving of a dirt road. He indicated 241st Avenue was not a good
4 candidate for assessment because it was three-quarters of a mile from Highway 65 to London
5 Avenue. He indicated there were not enough residents on that road to spread the cost out. He
6 acknowledged it did get very dusty there, especially when there were period of no rain. He stated
7 this was something staff could look at to see what could be done for dust control.

8 Davis explained the problem with lowering the speed limit to 30 mph was a State Statute
9 requirement that said driveways had to be so many feet apart and he did not know if this road would
10 qualify, but he would have staff look at it to see what could be done.

11 Lewis suggested looking at soap stock. He indicated this was a valid concern and asked how long was
12 the road. Davis responded he believed the total length of the street, including London was a mile.
13 He noted there might also be other things the City could look into. He suggested Mr. Phillips contact
14 him to go over some options.

15 Davis stated with respect to the speeding on the road, he suggested getting the Deputies out there to
16 run some radar. He didn't know if they would give out tickets, but they could give warning and
17 advice to slow down. He noted staff would check into that also.

18 Greg Connell, 24180 London Street NE, agreed with Mr. Phillips' comments and stated the roads in
19 this area were starting to be speedways. He noted this winter was particularly bad with ruts almost a
20 foot deep. He appreciated anything the City could do to make the roads better in this area.

21 Mr. Connell stated people were also cutting the corner of London Street and 241st Avenue and people
22 had lost control going around that corner.

23 Mundle asked what was the requirement for a stop sign there. Davis responded the City could put a
24 stop sign in just about anywhere they think one was needed. He indicated one other option would be
25 to put curve ahead signs in.

26 Mundle asked Mr. Connell if stop signs were put on both side, did he think that would help the
27 problem. Mr. Connell responded he believed it would help if people stopped. He indicated he was
28 surprised the speed limit was 55 mph on a rural dirt road. He stated he would like to see a speed
29 limit sign put up for a reasonable speed. He did not believe having a police presence would slow
30 people down if the speed limit was 55 mph.

31 Davis noted a police presence tended to slow people down, but that only occurred when the police
32 were there.

33 Miller asked if people were cutting the corner from both sides. Mr. Connell responded they were.

34 Julie Dewitt, 22879 Staples Street NE, stated she was asking for help in regard to her property. She
35 did not believe it should be in the Court system. She indicated on November 8, 2021, she was at a
36 Council Meeting where the Council voted to leave her be and waived fees and revisit the situation,
37 but it was never revisited and now charges had been brought up. She indicated they have five
38 misdemeanors in the Court system and both her and her husband have been charged separately,
39 even though she is 100 percent owner of the property. She did not believe her husband should have
40 been charged.

41 Ms. Dewitt stated the City never revisited the issue. She indicated they were charged with having a
42 two-story structure, but it was not two-story and it was under the requirements of needing a permit

1 for living in a camper. She noted they had a permit and it expired. She stated there was less than
2 100 square feet to finish, but her and her husband are unable to do so.

3 Ms. Dewitt this referred back to 2015 when they went to Court and the entire situation was
4 remedied. And now it was being revisited all of the way back to 2000. She asked if there was a
5 statute of limitations on this.

6 Ms. Dewitt stated the City had indicated things were complaint driven, but there had been no
7 complaints. She noted the accessory building had been removed. She stated the vehicles on the
8 property were gone, except for the school bus which they converted into an RV. She acknowledged
9 the school bus was not licensed as a school bus and there were certain things that needed to be
10 complete before it would be licensed as an RV also. She stated they had moved the school bus from
11 the front to the backyard behind a fence. She noted she was not going to license it right now because
12 she did that once which cost them \$1,000.

13 Ms. Dewitt stated she did not know what debris and junk the City was talking about. She noted they
14 did have old tire rims along the fence line to the curb which were decorative.

15 Lewis stated the Council had been advised by the City Attorney they are to remain silent, listen, and
16 not make any comments on this. He noted this was going to Court.

17 Ms. DeWitt stated the residents and Council needed to understand what was going on behind the
18 scenes. Lewis responded he believed they all do and Council had seen Ms. DeWitt's packet she sent;
19 however, Council could not adjudicate at this meeting. He indicated Council would be watching how
20 her case turned out.

21 Ms. DeWitt noted she had made a data practices request and had not received everything. City
22 Attorney Larson responded the City had fully produced any and all records with respect to the data
23 practices request, and he was fairly confident the County did as well, so Ms. DeWitt had all of the
24 documents the City has in her possession as well as any Anoka County documents. He stated the City
25 as well as the Code Enforcement Officers were just looking for compliance.

26 Larson stated if Ms. DeWitt was saying there had been changes to the property to bring it within
27 compliance, that was very important information and if Ms. DeWitt was amenable to allowing Code
28 Enforcement to go out there and look at the property, that would be very helpful.

29 Larson noted at the end of the day, he hoped the DeWitts were also looking to civilly get this to a
30 resolution and bring things into compliance. However, it sounded to him there were some
31 outstanding matters and whether those could be figured out in a way that would work for both
32 parties, that would be great. If not, he stated this would go to a Judge and the Judge would decide
33 whether the facts given were such that the DeWitt's were or were not in violation of the City Code
34 based upon the facts. He believed it was good under the Public Forum that Ms. DeWitt had an
35 opportunity to present this as all residents have had such an opportunity as a matter of law.

36 Ms. DeWitt asked if the City was going to follow the legal process in one instance, but then request a
37 private meeting with a resident who was going to Court and wasn't that against the legal process
38 when she had an attorney. She noted her husband did not have an attorney and she is the one who
39 should be charged and not him. She wanted the charges dropped against her husband.

40 Lewis stated the Judge would sort that all out.

41 **6.0 Consent Agenda**

42 ~~Item A: Approve Bills~~

43 ~~Item B: Approve Meeting Minutes July 24, 2023 City Council Meeting~~

1 Item C: Approve Garbage Hauler License Application for Curbside Waste, Inc.

2 Item D: Res. 2023-57, Declaring Domestic Violence Awareness Month

3 ~~Item E: Res. 2023-58, TIF 1-3 Decertification of Thirteen Parcels~~

4 ~~Item F: SRWMO Legal Funding Request~~

5 Item G: Res. 2023-59, Constitution Week Proclamation

6 Item H: Res. 2023-60, Approve Temporary Liquor License for Cedar-East Bethel Lions

7 Larson stated the standard operating procedure for the Council was to move to approve the Consent
8 Agenda. He noticed under the *Robert's Rules of Procedure* they follow custom and practice, so he
9 always follows custom and practice. He indicated he made note in the past they had a separate move
10 and approval of the Consent Agenda and then they pull items.

11 Lewis asked if that was the correct way to do it. Larson responded there was a more efficient way of
12 doing this if they want. He noted the more efficient way was since they already approved the agenda
13 which includes the Consent Agenda, they did not need a second motion and they could go ahead and
14 pull items, then they approve the Consent Agenda as pulled and then they go through the remaining
15 items. He believed this would be a more efficient way and that would be his recommendation.

16 DeRoche requested to pull Item B. Lewis requested to pull Item A, E, and F.

17 **DeRoche I'll make a motion to approve the Consent Agenda C, D, G, and H. Smith stated I'll second.**

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

20 **6.0 A Approve Bills**

21 Lewis asked what the Vector Solutions in the amount of \$3,000 was for. Davis responded Vector
22 Solutions was a training program. He indicated some training programs were eligible for
23 reimbursement, but he was not sure if this was one of them and he would need to check on it. He
24 noted this would not be a yearly charge, it was done on an as needed basis or whenever their
25 certifications were up.

26 Lewis pointed out they were not getting the legal details. He asked what \$10,200 was for. Davis
27 responded that was for the prosecution service and there was no itemization for it as it was a flat fee.
28 The other one was for civil service.

29 Lewis asked what the prosecution fees were for. Davis responded DeWitt, Craft, and he believed two
30 or three others that were still in the process.

31 Lewis asked what the \$5,300 was for. Davis responded that was the flow charge they paid each
32 month for the treatment of the sewage discharge.

33 Lewis asked what the EDA Civic Plus charge was for. Davis responded that was the website hosting
34 fee that was charged to the EDA. He noted that was an annual charge.

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

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

38 **6.0 B Approve Meeting Minutes July 24, 2023 City Council Meeting**

39 DeRoche noted on page 27, Line 16, Peterson should be changed to Peters.

40 Lewis requested Lieutenant Derek Peters also be added to those who were present at the meeting.

1 DeRoche stated on page 34, line 17, did not make sense. Davis responded staff would go back and
2 look at the video. DeRoche said he did not think he said the developer was a greedy developer either
3 on line 24. He requested this be checked also.

4 Larson stated in light of these changes, he recommended they be approved at the next Council
5 meeting.

6 **DeRoche stated I'll make a motion to table Item B to the next Council meeting. Smith stated I'll**
7 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked
8 any opposed? That motion passes. **Motion passes unanimously.**

9 **6.0 E Res. 2023-58, TIF 1-3 Decertification of Thirteen Parcels**

10 Lewis asked if there was any time limit to decertifying this. He inquired if time was of the essence
11 one way or the other. Davis responded they have another two weeks. He indicated Stacy Kvilvang
12 from Ehlers was invited to come to the next meeting to answer any specific questions Council might
13 have.

14 Lewis requested Davis pass onto Ehlers that he specifically wanted to know what was the net benefit
15 of having this done, and how much actual benefit the cities received. Davis noted the basic test for
16 TIF was the "but for test, but for the project would not be able to proceed." He believed they did
17 some type of economic analysis also to show the positive benefits the City would receive along with
18 other factors. He reviewed the current TIFs the City had for Council.

19 **DeRoche stated I'll make a motion to table Item E to the next Council meeting. Smith stated I'll**
20 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked
21 any opposed? That motion passes. **Motion passes unanimously.**

22 **6.0 F SRWMO Legal Funding Request**

23 Lewis noted this was a mess and he had spoken to Davis about it as well as to the Mayor of Ham Lake.
24 He requested Mundle as the liaison give an update.

25 Mundle stated the meeting on August 2 had gone well and it was discovered there could have been
26 some miscommunication between Ham Lake, the representatives on the WMO, and the elected
27 officials because the elected officials were not actually attending the meetings. He indicated the
28 elected officials said they would be at all future meetings going forward.

29 Mundle noted after the SRWMO meeting, Ham Lake Council met and he heard that the Ham Lake
30 Council did not want to dissolve the JPA and they wanted to move forward. He noted one issue Ham
31 Lake had was needing an unanimous vote on the JPA budget. Ham Lake suggested they have a three
32 out of four approval of the budget process and the budget could only go up 3 percent or 5 percent.

33 Lewis asked if they needed to do the \$2,000 to do this at this point. Mundle responded they did
34 because the timeframe and was taking so long. He noted the money had already been paid out by
35 the cities, it had run out, and this would allow them to finish what they were doing. He stated they
36 needed additional funding for the water management attorney and if it was not used, it would be
37 returned back to the cities.

38 Lewis asked if Ham Lake would be contributing \$2,000 in addition to the \$1,000 unpaid support
39 supplement that the other three members previously paid. Mundle responded Ham Lake would pay
40 \$3,000.

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

4 **7.0 New Business. Commission, Association, and Task Force Reports**
 5 No reports given.

6 **8.0 Department Reports**

7 **8.0 A Community Development**
 8 None.

9 **8.0 B Engineer Report**
 10 None.

11 **8.0 C City Attorney**

12 **8.0 C.1 Cannabis Legislation Review**

13 Davis stated City Attorney Eric Larson will review the provisions HF100A Bill which contains the
 14 rules and regulations for license issuance for a cannabis business. Mr. Larson will provide
 15 comments on recommendations to address this matter. Davis indicated a presentation and
 16 discussion item regarding the next steps to address licensing and other concerns related to this
 17 item.

18 Larson stated on June 26, 2023, he gave a report about the upcoming new cannabis legislation and at
 19 the time he informed the Council that at the appropriate time, he would probably be bringing a
 20 couple of recommendations.

21 Larson indicated he did have one recommendation to bring to Council for an action item. He
 22 recommended the City hold a public hearing at the next Council meeting for an Interim Moratorium
 23 Ordinance. Larson stated the basis for the Interim Moratorium Ordinance was to put a moratorium
 24 on the retail sale of any cannabis or hemp product within the City.

25 Larson noted effective August 1 of this year, cannabis products can be used and possessed under new
 26 legislation. The sale of cannabis is lawful, as long as they have a license from the State. However, the
 27 Office of Cannabis Management (OCM), which was formed under this new legislation, is just now
 28 getting up and running and will not be able to issue any licenses until at the earliest sometime in 2024
 29 or possibly early 2025 before any businesses is eligible for a license.

30 Larson indicated that being the case since under the law, businesses can in anticipation start getting
 31 ready to essentially sell retail cannabis and hemp. He stated city attorneys are recommending to their
 32 cities to put a moratorium in place in order for every city and in this case, the City of East Bethel to
 33 review its Zoning Code and determine as with any business, where is the proper place for this type of
 34 business and revise the Codes to reflect that.

35 Larson stated for that reason, he recommended pursuant to this new legislation that the City hold a
 36 public hearing and then recommended enacting the proposed moratorium that was included in
 37 Council's packet. Larson recommended the public hearing be held on August 28 or as soon as
 38 practicable given the judgment of the Council.

39 Larson stated a second item he wanted to open up for discussion was whether the public
 40 consumption of cannabis and hemp beverage products, as well as the smoking of cannabis in public,
 41 should be permitted or prohibited in some form.

1 **Mundle stated I'll make a motion to approve authorizing City staff to notice a public hearing to**
2 **consider the adoption of the Interim Moratorium Ordinance to prohibit cannabis and hemp**
3 **businesses in the City of East Bethel. Lewis stated I'll second.** Lewis asked any discussion?

4 DeRoche asked if the State was not going to have licensing until after 2025, why were they doing this.
5 He indicated cannabis could not be sold anyway. Larson responded that right now there were retail
6 sales of edible cannabinoid as well as hemp products that were lawful under State law. He indicated
7 one of his concerns was that existing businesses and edible cannabinoid retail sales were lawful
8 within the City and if they put in an application, even if it sat for 18 months, they were now a lawful
9 business that was entitled in the City to sell wherever they were located. Even if later the City
10 changed the zoning district, the business could make the argument that they are a legal
11 nonconforming and that zoning code did not apply. He stated that was a way he could see a business
12 or individual essentially looking how they could carve out little niches and wedges and gain a little
13 exception or even a monopoly within the City.

14 DeRoche noted a business could not sell it until they get a license, which would not be available until
15 2025, but now Larson mentioned a concern of people selling the cannabinoids, but if they don't have
16 a license, they can't sell it. Larson responded that was not true. He noted businesses that sold edible
17 cannabis, cannabinoids were not required to get a license by the State. He believed there might be
18 some registration requirements within the County.

19 DeRoche stated he was confused because if the licensing was not going to be until 2025 and they did
20 a moratorium, it was for 2024 and the moratorium would expire before someone could legally sell
21 anyway. Larson responded once the OCM got up and running and everything together, then they
22 would open it up for those businesses that want to engage in the retail sale of cannabis and hemp.
23 He explained those businesses would then submit their application and once the OCM saw the
24 application was complete, the City would be notified of where the business was looking to be located
25 and if the business was in a zoning district that is permitted to sell retain cannabis and hemp. If, not
26 then the license could not be issued.

27 Larson stated the other question was how many businesses did the City want to allow. He indicated
28 right now, there was a minimum of one per 15,000 residents, but the City could allow more than that
29 particular minimum also.

30 Larson explained one of the reasons he was recommending a moratorium was to allow staff time to
31 determine the zoning questions about where was the proper place for this business type. He
32 acknowledged this was a new frontier and he could not anticipate what additional questions might
33 come up and how much guidance they would receive from the OCM. He stated the OCM was
34 required to provide certain information and he was interested to see what particular questions and
35 answers came back from them.

36 Larson stated what this was doing was providing a pause for the entire State, but also for the City to
37 see how this is going to play out in the next year and what would the OCM provide as far as guidance,
38 etc.

39 DeRoche asked other than procedurally, why did they need a moratorium to look at zoning. He also
40 asked why they needed a year when they had a year to work with. Larson responded he did not want
41 retail businesses to be unlawfully operating and then found out that the City was finding difficulties
42 shutting them down.

43 Lewis stated he understood. Larson stated he wanted to make it very clear that within the Ordinance
44 itself, it explicitly indicated that it does not impact the lawful sale, the current lawful sale of edible

1 cannabinoids, nor did it impact the current lawful sale of hemp, so it was not prohibiting anything
2 that was lawful. He noted this would give a pause on everything so people did not get ahead of the
3 City and they would not be able to do any cannabis hemp businesses until the City had done its
4 zoning.

5 Lewis indicated this was new and unchartered territory also. DeRoche stated he saw things clearly
6 and believed this was a control thing.

7 Smith stated a business had to have zoning or an ordinance for basically starting a business for like
8 goods and services. Berg stated the City had their commercial zones, light industrial zones, and
9 residential zones and there were allowable uses in each of the business or light industrial districts as
10 well as conditions within those districts. He indicated they would have to look at each district or
11 districts to see if they want to allow this type of a sale in that district.

12 Smith realized a cannabis business had to be in the right place, but his point was that they cannot just
13 go out in a field somewhere and open this type of a business up. Berg responded technically, no they
14 could not. Smith stated technically they should not be able to and he felt they were putting the cart
15 before the horse.

16 Berg stated a moratorium just because it was put into effect and given a sunset date, did not mean
17 they would not go back and remove it six months in advance. Or once a zoning ordinance was put in
18 place and they were ready to start accepting licenses, the moratorium could be removed. He also
19 believed Mundle's motion was just to have the public hearing. Mundle stated that was correct and it
20 was just a motion for a public hearing.

21 DeRoche asked why did they have to have a moratorium and why could they not proceed with doing
22 the work to do the zoning, etc. He stated basically what they were saying was they wanted to have a
23 moratorium so they could control it, but the Council should decide what, where, and how things were
24 going to happen. He stated this should not be done to control something. He stated if staff was
25 going to work on the Ordinances and the guidelines, they should be able to do that without a
26 moratorium.

27 DeRoche stated licensing was not going to happen until 2025, so why did they have to take the step
28 for a moratorium when it didn't matter. He asked why create something, even if the moratorium
29 could be pulled early. He stated it didn't matter if they pulled it or not and he found when something
30 was put into an Ordinance nothing every got retracted. Berg responded the Council did get to set the
31 date that the moratorium ended.

32 Mundle asked if the moratorium would be forced to end because the City could not deny the sale of
33 cannabis. Larson responded the moratorium could go no later than January 1, 2025 at which point it
34 would automatically come off as a matter of law. He noted given the fact that this was new
35 legislation and was taking something that had been historically unlawful, the Legislature allowed for a
36 moratorium to extend it until January 1, 2025 knowing the OCM probably would not be able to
37 provide cities the type of zoning information they would need and they wanted to give the cities
38 some time.

39 Larson stated this was a new Statute and he had many unanswered questions. He knew more about
40 cannabis and hemp than he ever thought he would and he can answer a lot of questions, but another
41 reason he wanted to put a pause on this was to be able to make sure the Council as well as those that
42 are the Council's advisors, such as himself, could make informed decisions as much as possible. He
43 agreed a zoning study would happen, but he wanted to have it under a pause situation.

1 Lewis stated he understood all they were voting on right now was to have a public hearing and he
2 called the question.

3 Miller stated he wanted a public hearing as long as the motion was only for a public hearing.

4 To the motion, all in favor say aye. **Mundle, Lewis, and Miller.** Lewis asked any opposed? **Smith and**
5 **DeRoche.** That motion passes. **Motion passes 3-2.**

6 Larson stated it was his duty as the City Attorney for the City of East Bethel, in light of the fact that as
7 of August 1 of 2023, the use and possession of cannabis was lawful, and, as with many cities where
8 liquor has long been of course, a lawful use and possession as well as tobacco, some cities have
9 prohibited both the use of tobacco and liquor in public places, others have not, and others have
10 chosen one over the other.

11 Larson indicated when he looked at the City of East Bethel's particular Code, he noticed that it
12 prohibited the consumption of liquor in public places unless a license that had been issued for that
13 consumption within a public place. He stated that prompted him to raise the question, what did the
14 City of East Bethel want to do, if anything, as far as the smoking cannabis and hemp in parks and
15 public places. He stated he was not making a recommendation but wanted to bring this to the
16 Council to discuss along with the consumption of cannabis and hemp beverages and public places. He
17 indicated if the Council decided it would like to investigate this, then staff could draft something up.
18 He noted he would not be drafting the document.

19 Mundle asked if this would just be City property. Larson responded it would be City, State, and
20 publicly-owned property. He stated this could also include public easements, sidewalks, etc.

21 DeRoche asked if someone walked outside their home, would they be banned. Berg responded
22 someone's home, front porch, backyard, etc. was protected. DeRoche stated he was not in favor of it
23 being banned in the street or sidewalk, but he could understand a park and schools.

24 Lewis asked if alcohol was banned in the same places. Mundle responded it was. Lewis stated he
25 would see sidewalks and public parks where it was banned.

26 Mundle stated he could see doing this just for parks and City property. Lewis agreed that was more
27 rationale and he would agree to a ban in public parks and possibly other areas depending on the
28 definition.

29 Larson stated a definition could be drafted up so it met the intended purpose for parks and City
30 property.

31 Mundle stated he wouldn't say public, but rather say City-owned property. Berg stated many cities
32 had drafted public consumption Ordinances already, so there were Ordinances out there that could
33 be easily modified or copies that would fit the needs of East Bethel.

34 DeRoche asked who would enforce, would it be on the back of the City to prosecute, and who would
35 pay for the prosecution. Larson responded they did have some models to look at from other cities
36 and he just needed to know how to tweak it so it would fit the objective of the Council.

37 Larson stated with any City Ordinance when there were violations, it would be the public safety
38 personnel to enforce it. He indicated one of the things he looked at when drafting things like this was
39 to make sure he was using similar language so that the protocols law enforcement was doing when
40 they are dealing with alcohol consumption as well as when they are dealing with unlawful smoking of
41 tobacco, that they already have established customs and procedures that they could rely on.

42 Larson pointed out the City had a flat rate for prosecution also.

1 Lewis suggested having the public hearing first. Larson noted the public hearing would be on the
2 moratorium. He stated something could be drafted up regarding public consumption and tweaked
3 until they get a final language that was agreeable to everyone. He noted he could bring this to a
4 workshop for their review.

5 Smith asked how much would this cost residents to get this done because this was over and above
6 their normal fee. Larson responded that was the reason he did not want to do any drafting until he
7 understood what the Council wanted. He informed Smith that he tried to be very smart as to where
8 he put his time and attention for and on behalf of the City as the City Attorney.

9 Smith stated he was trying to be conservative with the resident's money.

10 **8.0 D Finance**

11 None.

12 **8.0 E Public Works**

13 None.

14 **8.0 F Fire Department**

15 None.

16 **8.0 G City Administrator Report**

17 **8.0 G.1 2024 Preliminary Budget Discussion**

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

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

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

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

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

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

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

7 Davis noted the remaining schedule for the discussion and consideration of the 2024 Budget is
8 tentatively set as:

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

12 Davis stated City Council is requested to propose any further changes to the draft preliminary 2024
13 Budget and provide direction to staff regarding any adjustments to be made in the budget proposal.
14 DeRoche asked if the funds had to be used on law enforcement and fire. Davis responded it could
15 not be used to buy equipment. He indicated if they applied this money to the budget when they
16 started out next year they were going to have a revenue gap because this was a one and done deal.
17 He stated if they applied all this to the Sheriff's contract, they could use it for that purpose and then
18 they would have some unrestricted funds going over into the general fund surplus that they could use
19 to apply to the budget next year to makeup for that revenue gap.

20 Lewis stated he was going to ask a question on Smith's favorite topic which was the legal fees that
21 went up 9 percent. Davis responded that was a built-in increase in the contract that went up each
22 year. He indicated the City was requiring more legal options and legal services. He stated they were
23 becoming a more litigious society and wanted to make sure they covered themselves in ways now
24 that they had not thought they would have to do in the past.

25 Lewis stated he had a concern that there was no way to verify the police department numbers and
26 while he was not second guessing the police department's honesty or ability to do accounting, he
27 wanted some verification of the numbers. Davis stated staff could make that request to the Sheriff's
28 Department. He noted he had checked with surrounding cities just to make sure the rates were being
29 charged equally.

30 Lewis stated one of his goals for the Fire Department was less money accumulation at the top and
31 more of it making it to the firefighters or frontline people whether that's equipment or hourly pay.
32 Lewis asked why couldn't the person who was the City's Fire Inspector cover fire inspections three
33 months out of the year and have time to do the recruitment as well as apply for SAFER grants.

34 Lewis stated another thing that was a mystery to him was having five or six members of the Fire
35 Department be certified to do fire inspections. He stated it has always been if someone asked
36 questions in this area, they are attacking the firefighters, which was "baloney". He stated he was
37 looking out for the firefighters and wanted to know that all of the funds were being used efficiently
38 and to make as much money as possible for the frontline people and not just in pensions. He stated
39 pensions were great, but they were deferred money, so that was not the same as being able to pay
40 their bills now. Davis stated he would have the Fire Chief at the next meeting to answer these
41 questions, or if Lewis wanted to meet with the Chief one-on-one, that could be arranged also.

42 Lewis stated the other issue that annoyed him was that the City Administrator negotiated the union
43 pay increase, which then became the basis for non-union staff pay, which he believed was a conflict
44 of interest. He believed there should be at least one elected official working with the City

1 Administrator on that negotiation. Davis responded that could be arranged at the next union
2 negotiation, but he needed to know who the negotiator would be.

3 Lewis stated he has had conversations with his colleagues and the reason things are the way they are,
4 was because people allow it to be that way. He indicated things had to be changed from time to
5 time. He noted it was easy when they are dealing with things like this to just let Davis do it, but it was
6 not appropriate, and they would at least be working hand-in-hand on it.

7 Lewis stated he also did not believe that whatever the union staff got as a pay increase should not
8 necessarily translate into what staff received. Davis responded Council could set standards for that.

9 Miller agreed with Lewis with respect to finding more pay for the Fire Department and this should be
10 a priority. He believed they could get more firefighters if the firefighters received more money. He
11 stated they would go through the budget line-by-line if they needed to, to find the funds for the
12 firefighters. Davis responded that could be the major topic of their discussion at the meeting on the
13 28th.

14 Smith also agreed with Miller and Lewis. He stated as a former firefighter, it was difficult taking time
15 away from the family and being gone in the middle of the night. He stated the firefighters definitely
16 need a pay increase and he knew it could be found in the budget. He indicated they could work
17 together on it and make the decision to make the cuts where they need to so the firefighters could
18 get the money they deserved. Davis responded in the end, the Council was the one who made the
19 final call on the budget.

20 DeRoche agreed with the others and noted while he was not a firefighter, he was an EMT for years
21 and people had no idea what these guys saw. He believed they would get more firefighters if they
22 received more pay. He indicated the training was difficult and it was hard to get up during the middle
23 of the night to go and fight a fire. He noted they had to have law enforcement, firefighters, and
24 public works.

25 Lewis stated without all of that, they would not have a functioning City.

26 Mundle stated he would be saying the same things he had said over the years and he was 100
27 percent behind the Fire Department.

28 **8.0 G.2 Storage Container Discussion**

29 Davis stated there has been a proposal that was submitted to City Council to the Planning
30 Commission to amend an Ordinance as it relates to accessory storage containers. He indicated this
31 has been with the Planning Commission on two occasions and has been tabled.

32 Davis indicated staff was requesting further direction to the Planning Commission, to direct staff to
33 hold a public hearing on this matter for August the 28th 2023 and submit this to the Planning
34 Commission in that interim for their comments and recommendations, so that a decision can be
35 made on these amendments.

36 Davis stated what they were looking for now are some specifics that can be provided to the Planning
37 Commission, maybe in the form of a draft Ordinance, so a public hearing could be held and the
38 changes approved at the August 28 meeting.

39 Miller stated he had it in a different form. He indicated this was presented in May, June, July, and
40 August and it was tabled twice. He indicated he did not think it could get any simpler than this.

1 Miller indicated he was still looking for it to be fine-tuned if need be, but this was exactly what he
2 thought it should be. He noted it was simple, it was easy, it was rural, non-agricultural, and they could
3 go from there. He stated if anybody wanted to change it that was fine.

4 Miller stated they want it fine-tuned. He noted this is what more than a couple of residents had
5 contacted him about. He indicated he did not want to wait any more and this had taken too long to
6 do something.

7 Miller noted he had no idea why they could not get this stuff passed. He pointed out that this was
8 something he handed in earlier. He was looking at a sheet that says these were the recommendations
9 and he did not know where that came from as it was not what he had typed out.

10 Lewis stated that this had dragged on more than long enough and one way or the other they had got
11 to talk about calling the question. Davis responded that was why as a part of the proposal, they were
12 requesting the authorization to go ahead and advertise for the public hearing in two weeks and at
13 that date it could be considered for approval.

14 Lewis asked if the Planning Commission had a public hearing on this. Davis responded they had not
15 and either body could hold the public hearing. He indicated this was the best way for Council to
16 expedite this, but the Planning Commission was having their August meeting on the 22nd, so Council
17 could have them look at this and give their comments and recommendations prior to the 28th.

18 Berg stated the Planning Commission held two public hearings, one for the architectural features in
19 the business or light industrial zone, and the second one was for the expansion of exterior storage in
20 the business or light industrial zone. He stated they had not discussed the exterior storage containers
21 as this was the next one coming up. He indicated this was scheduled for conversation on the 22nd by
22 the Planning Commission level and then it would be presented to Council on the 28th where they
23 could hold the public hearing.

24 Berg indicated it was his understanding of State law as well as the City Code that any Ordinance that
25 touches zoning related issues had to allow the Planning Commission, or the Commission in charge of
26 zoning, an opportunity to review it and provide comment and either approval or denial to the
27 governing body to makes the final decision.

28 DeRoche asked if this had been at two Planning Commission Meetings. Berg responded it had been
29 tabled by the Planning Commission.

30 Smith stated it should not have been tabled by the Planning Commission. He asked if the Planning
31 Commission could hold the public hearing on August 22nd. Berg responded that was not possible as
32 this required a 10-day notice and there was not 10 days before the Planning Commission's meeting.

33 Smith believed what Miller had presented was fine the way it was and wanted to "move this thing
34 along and get it done."

35 Berg pointed out again that State law as well as City Code said that any zoning or land use issue
36 amendment must be reviewed by the Planning Commission for a recommendation. He agreed this
37 needed to be handled and while it was on the previous two Planning Commission's agenda, it had to
38 be tabled because they had other application items that had taken the bulk of their meetings.

39 Smith stated this was tabled, but the Planning Commissioners discussed food trucks. He believed
40 Berg should not have suggested that this be tabled last month.

1 Lewis asked if they should send this to the Planning Commission to look over and make their decision
2 and have the public hearing at the Council meeting at the end of the month so there was sufficient
3 time to get it advertised.

4 Berg stated after the public hearing the Council could make any corrections, additions, amendments,
5 or they could pass what they had in front of them. He noted they could listen or not listen to the
6 Planning Commission's recommendations also. Lewis responded, "we haven't heard jack squat from
7 the Planning Commission."

8 DeRoche asked how did all the zoning happen so quickly in the sewer water district when the
9 apartments were coming in when the TIF was coming through. Lewis responded he was not on the
10 Council and could not provide the answer. He noted Council was expressing their will and they
11 wanted this done.

12 Berg stated there would be three Ordinance revisions items on the Planning Commission agenda on
13 August 22nd and this would be one of the three.

14 Lewis asked where did the food truck issue come from. Berg responded that the City continued to
15 receive requests from mobile food vendors wanting to know what the licensing requirements the City
16 had. He indicated they also had a complaint about the taco truck at a local business. He stated that
17 prompted him to look at the City Ordinances and he found that the City did not have anything that
18 encompassed a mobile food vendor. He indicated the County required a license, but the City did not.

19 Miller asked when was that first proposed. Berg responded last month. He noted last month the
20 Planning Commission had on its agenda the accessory storage containers and the food truck
21 proposals. He stated the Planning Commission chose to table them and then Commissioner Terry
22 said they could look at the food truck as it would not take that long. However, he indicated the food
23 truck discussion took over an hour. He noted this matter would be the first one on the Planning
24 Commission's agenda.

25 Smith stated he found it "kind of funny how the other ones kind of just got sidestepped, but then this
26 food truck all of a sudden just comes in and that's a priority. That's baloney." He stated in his
27 opinion, this stuff has been sitting here forever and they need to get this stuff done faster and quit
28 dragging their feet because it doesn't get done. He noted it was ridiculous.

29 9.0 – Other Items

30 9.0 A Staff Report

31 Davis stated he had been approached by Linwood Township to see if the City would be interested in
32 exploring the possibility of doing a joint contract with the Anoka County Sheriff's Department to see if
33 the costs could be lowered. He told them that they might be interested in that and he would bring it
34 up to the Council. He did not know if there was still time to do this, but they might want to consider
35 it for next year.

36 DeRoche stated Lindwood only had one Deputy. Davis responded this was not something they would
37 do to supplement or increase their hours and it would have to be beneficial to both parties. He
38 indicated this was proposed because Linwood's contract went up to \$40,000 and for them this was
39 big. He stated another problem was that Linwood being a Township had to adopt their budget in
40 March, and they did add some extra funds in there. He stated Linwood just wanted to know if East
41 Bethel would be interested in sitting down and exploring the possibility, which he believed would not
42 hurt anything as maybe there was opportunity there and maybe there wasn't.

43 DeRoche noted Linwood did back the City up when it came to fires also.

9.0 B Council Reports

Mundle stated that they had a Highway 65 Coalition meeting and the project for Blaine from 99th to 107th had become fully funded for \$197 million in just 2.5 years. He noted this would be a whole lot of stuff including overpasses, underpasses. He indicated the entire big plan had been drawn out.

Lewis asked if the presentation was online. Mundle responded he did not think it was. He indicated the project would probably not start until late 2025 or early 2026 and they estimated it would take 2 years to get all that done. He stated there was also another segment that was essentially just Bunker Lake Boulevard where they would do an overpass. After that, they would be focusing on the segment that was from Spring Lake Park to 93rd in Blaine where the interchange at Highway 10 would be reconfigured. Mundle stated there would also be an overlay between Spring Lake Park to East Bethel next fall.

Mundle stated National Night out was good and he attended six different parties and met a lot of residents. He thanked all of the residents who hosted the parties and invited the Council to attend. He also thanked the Fire Department for the transportation.

Miller stated they had a Booster Days meeting and the team did an excellent job, but they are always looking for more volunteers.

9.0 C Other

None.

10.0 Adjourn

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

Meeting adjourned at 9:42 PM.

Submitted by:

Kathy Altman

TimeSaver Off Site Secretarial, Inc.

August 25, 2023

Mayor and Councilpersons,

This letter is to provide notice of my intention to leave my position as City Administrator of the City of East Bethel, effective December 31, 2023. This advance announcement will provide the City the time to initiate and proceed with the selection process for this job.

My last working day in the office will be on or around December 5, 2023, depending on the unused 2023 leave time remaining in my account.

During the remainder of my employment, I am committed to ensuring a smooth transition of the assignment and understanding of my responsibilities and projects to city staff.

It's been an honor and a privilege to serve the people of East Bethel. I will always remember the relationships I've established and the support I've received during my time with the City.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jack Davis". The signature is written in a cursive style with a large, stylized initial "J".

Jack Davis

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



Date: August 28, 2023

Agenda Item Number: Item 8.0 C.1

Agenda Item: Cannabis Moratorium Public Hearing and Discussion

Background Information:

City Attorney Eric Larson will recommend that Council conduct a public hearing to consider 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.

Mr. Larson will provide comments on recommendations to address this matter for further discussion after the public hearing.

Attachment(s):

Attachment 1 – City Attorney Staff Report

Attachment 2 – Interim Moratorium Ordinance

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

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



City Attorney Staff Report

Date: August 24, 2023

To: Mayor and City Council

From: Eric Larson, City Attorney

Re: **Cannabis and Hemp Moratorium**

This East Bethel City Attorney Report supplements the Report provided to the City Council at its June 26 and August 14, 2023 City Council Meetings. At the Monday, August 14, 2023 City Council meeting, the City Council approved a public hearing to consider 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.

MORATORIUM AND PUBLIC USE PROHIBITION

A moratorium would serve these purposes:

- (1) **Prepare for OCM Licensing.** Ensure that licenses are not issued by the Office of Cannabis Management, State of Minnesota (OCM), until the City has determined via its zoning code the appropriate locations for such businesses; and
- (2) **Cannabis Business Location.** Expressly communicate through a valid, legal moratorium that no person should expect to be able to engage in the retail sale of cannabis products at any location within the City of East Bethel until the City has determined via its zoning code the appropriate locations for such businesses; and
- (3) **OCM Guidance and Edible Cannabinoids.** Provide time to obtain guidance from the Office of Cannabis Management as to recommended zoning measures and how licensing and regulations will impact edible cannabinoid products, which were made legal in last year's 2022 Legislative session, but now are under OCM's jurisdiction.

On August 1, 2023, use of recreational cannabis by adults became legal, but the sale of cannabis, cannabis products, and lower-potency hemp edibles are 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. When licensing will occur is unknown. But, the Office of Cannabis Management must consult with a city prior to issuing a license to ensure the business complies with the City's zoning code. But, a city must issue a registration to the licensee for operation in their city if the business is located in the correct zoning district and meets other time, place, and manner requirements.

All that being written, 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. The City of East Bethel does currently license the retail sale of edible cannabinoid products.

Under City of East Bethel Code, Article VIII – Regulating the Sale of Cannabinoid Products, the City licenses and regulates those lawful retail sales. The proposed moratorium expressly does not apply to edible cannabinoid products, but does apply to lower-potency hemp. The Office of Cannabis Management will undertake regulatory control of all those retail sales. The manner of OCM's control will influence how and in what manner cities, such as East Bethel, will want to use its traditional land use and zoning authority.

Accordingly, for the reasons set forth above, the East Bethel City Attorney recommends the Cannabis and Hemp Moratorium.

SUMMARY

The proposed Cannabis and Hemp Moratorium reflects, but also buttresses, the current legal realities in that no person can lawfully retail cannabis and hemp until that person has a license from the Office of Cannabis Management, but ensures the City's registration oversight is in place.

In the event the Office of Cannabis Management is ready to begin licensing earlier than expected, absent the moratorium, the City more than likely would have to register the business; whereas, with the moratorium, the City could not be compelled to register the business.

Finally, persons can be and are very creative in setting forth situations and legal arguments as to why adopted laws and city codes do not or should not apply to them, such as only a delayed state and federal administrative licensing procedure prevented their operations and City zoning regulations are too late. Even though the City Attorney opines that such legal arguments are weak, and probably meritless, a moratorium has been long established as a near full proof measure to defeat such efforts or claims.

RECOMMENDATION

The East Bethel City Attorney recommends the Cannabis and Hemp Moratorium.

Attachments:

- Draft Interim Moratorium Ordinance

ORDINANCE NO. 2023 - 17

**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 24, 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 24th day of August, 2023.

ATTEST:

Jack Davis, City Administrator

Kevin Lewis, Mayor

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



Date: August 28, 2023

Agenda Item Number: Item 8.0 G.1

Agenda Item: Fall Town Hall Meeting

Background Information:

The Fall Town Hall Meeting is held in November and is proposed for a date that doesn't conflict with any other municipal or school district meetings. Staff has reviewed and found there to be no conflicts with the evening meeting schedules for ISD #15, ISD #831, or any East Bethel Commissions or Committees in November 2023 for the dates listed below.

Available dates in November:

- Wednesday, November 1st
- Tuesday, November 7th
- Wednesday, November 15th
- Wednesday, November 29th
- Monday, November 6th (if no Work Mtg)
- Thursday, November 9th
- Wednesday, November 22nd
- Thursday, November 30th

This meeting presents an opportunity for residents to express concerns and present questions to City Council, Staff and other Officials in both a formal and informal setting.

We set the date for this meeting in advance so that we can place the notice on our website calendar, social media accounts, newsletter, and on the cable channel.

Fiscal Impact:

Recommendation(s):

Staff is requesting that City Council set a date for the 2023 Fall Town Hall Meeting.

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____

Vote No: _____

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



Date: August 28, 2023

Agenda Item Number: Item 8.0 G.2

Agenda Item: September Work Meeting Cancellation

Background Information:

Unless there are items that City Council may wish to include on the September Work Meeting Agenda, Staff recommends the cancellation of this meeting

Fiscal Impact:

Recommendation(s):

As noted above

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____

Vote No: _____