

**City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: September 11, 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-XG14pN5JrmBGg/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. Anoka County Sheriff's Office 2024 Law Enforcement Contract Discussion (p. 3-18)
 - B. Adoption of 2024 Preliminary Levy and Budget and ACSO Contract Discussion (p.19-119)
 1. Preliminary 2024 Budget (p. 21-115)
 2. Res. 2023-62, Set Final 2024 Levy & Budget Date (p. 116)
 3. Res. 2023-63, Set the Preliminary 2024 Levy & Budget (p. 117)
 4. Res. 2023-64, Set the Preliminary 2024 EDA Levy & Budget (p. 118)
 5. Res. 2023-65, Set the Preliminary 2024 HRA Levy & Budget (p. 119)
- 5.0 Public Forum**
- 6.0 Consent Agenda**

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.123-126)
 - B. Minutes: August 28, 2023 City Council Meeting (p. 127-147)
 - C. Public Works Technician Successful Probation Completion
 - D. Ice Arena Rental Agreement – SFYHA 9-15-23 Fundraiser (p. 148-151)
 - E. Purchase of Single Axle Snow Plow
 - F. Pay Estimate No. 1 for the 2023 Street Improvement Project (p.152-154)
 - G. Pay Estimate No. 1 for the 183rd Avenue Surface Reconstruction Project (p. 155-156)
 - H. Capstone Traffic Study Request (p. 157)
- 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

1. Ordinance 2023 – 18, Storage Containers (p.158-165)
 2. 1311 229th Ave NE – Legal Nonconforming Expansion Discussion (p.166-171)
- B. Engineer
 - C. City Attorney
 1. Cannabis Ordinance Discussion (p. 172-175)
 - D. Finance
 - E. Public Works
 - F. Fire Department
 - G. City Administrator

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: September 11, 2023

Agenda Item Number: Item 4.0 A

Agenda Item: 2024 Anoka County Sheriff's Office (ACSO) Law Enforcement Contract Discussion.

Background Information:

The following is a chronological summary of discussions with the ACSO regarding the 2024 ACSO Law Enforcement Contract:

June 7, 2023, Staff received a proposed ACSO 2024 Law Enforcement Contract (See Attachment 3) that was an increase over the 2023 contract by 4.7%. This proposal was included in our budget model to formulate our preliminary budget for presentation to City Council on July 5, 2023.

July 20, 2023, Staff was notified that the 2024 ACSO contract would increase by an additional 9% due to a new wage increase approved by the county board on July 17, 2023. As a result, a representative the Sheriff's Office was requested to appear at our August 7, 2023 Work Meeting to discuss the increase.

August 7, 2023, Commander Paul Lenzmeier presented the ACSO Law Enforcement Contract to City Council at their Work Meeting and explained the increase in costs over the 2023 contract and the preliminary budget discussions between staff and ACSO staff in June of 2023. Mr. Lenzmeier's as presented in the minutes for this meeting were as follows:

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

DeRoche stated he had spoken with a couple of deputies and went over what happened. He indicated initially the 14 percent was a shock, but after talking with a couple of Commissioners he understood the need. He indicated it was tough to keep anybody, especially with some of the things going on and the deputies were almost fighting a losing battle. Commander Paul Lenzmeier stated he described it as an arterial bleed and the County Board put a tourniquet on it. He indicated the County Board was trying to stop the hemorrhaging on the hiring issue they have been seeing.

DeRoche stated he had no problem with this.

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

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

Davis asked if a 2-year contract was an option. Commander Paul Lenzmeier responded under their previous administration that had been discussed, but he had spoken with the Sheriff and Chief and asked them not to provide the options because the Deputy contract had a clause in it that the County Board could increase wages at anytime without any type of negotiation. He indicated if they had a 2- year contract, it would be very tough for them to honor something like that and after 2 years, it would jump higher than 3 percent.

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

August 28, 2023, Sheriff Brad Wise addressed Council regarding the cost increases for the 2024 Contract. From the minutes of that meeting the discussion was as follows:

Anoka County Sheriff Brad Wise stated he was present to talk about the contract and the City’s concerns regarding it. He presented an overview of the current times and law enforcement staffing. He noted if the City wanted to have a fully staffed law enforcement agency in the State they needed four things – support of the citizens for the work that was being done; support of the elected officials; a good culture in the law enforcement agency; and competitive wages. He stated if they did not have any one of those four things, they would be in trouble.

Sheriff Wise noted in Minnesota they have had places where citizen support or elected official support was publicly waning and it has been done so in a way that it had caused the number of young people interested in the profession to nearly disappear. He noted that it was nobody in the room’s fault, but they were all paying the price for it.

Sheriff Wise indicated with respect to wages, he did not see the “wild west of labor contracts” as going away any time soon and they would need to get used to it. He noted most law enforcement officers in the State were represented by a union and the Council could read the labor contracts online if they wanted.

Sheriff Wise stated he was a fiscal conservative, but he needed the police to be paid, or he would not have cops working for him. He noted the City of Blaine had their starting wage of \$44.77 per hour for a police officer, which made them among the highest in the State of Minnesota. He indicated Blaine did that to ensure that they were a destination law enforcement agency and they were scooping up the people that were leaving other

law enforcement agencies that did not have the kind of support from the citizens and the City Council.

Sheriff Wise indicated a couple of weeks ago the City of Goodhue lost its police department over a wage dispute where all seven police officers resigned the same day. He indicated ten years ago that would have been unthinkable because there would not have been seven places for those officers to go, but now those same officers had multiple job offers.

Sheriff Wise stated he did not like to have to present East Bethel with a 14 percent increase for the law enforcement contract and if it would not be for public safety, many Cities would be laying off in their police departments.

Lewis thanked Sheriff Wise for his presentation. He acknowledged that the Council was not too happy about the 14 percent increase, but they understood it was based on reality. He requested in the future there was better communication and the City would be advised so they were not taken by surprise.

Lewis questioned why Ham Lake cost was about the same as East Bethels when they had 35 percent more calls. He stated he did not know if the numbers were correct, and they also did not know what the formula was.

Lewis noted Ham Lake had 38 percent more population, but East Bethel was larger geographically. He asked how the pro-rata was made, especially the administrative costs. Sheriff Wise responded he could not give a satisfactory answer off the top of his head with respect to that. He noted it was up to the city councils deciding on what level of service they wanted and whether that might be a function of response times, or it could be the number of calls per service for each individual deputy.

Sheriff Wise believed East Bethel made a higher priority to have more coverage for the number of citizens and that it was a decision of the Council to have done that as opposed to bare bones services and minimal law enforcement services. He indicated somewhere along the line East Bethel decided they wanted deputy coverage that was equal to what Ham Lake was offered, despite the fact that East Bethel's population was smaller.

Sheriff Wise stated in cities like East Bethel the primary benefit of having a contract with the Sheriff's office was that they had built in backup and they do not need to ask for a mutual aid assist. He recommended the Council have a discussion about the level of service and how they wanted to approach the level of service, being respectful to the taxpayers. He indicated he had heard that residents do not mind paying if they know what they were paying for.

Sheriff Wise indicated Ham Lake had "dialed back" its level of service also.

Lewis asked what was the basis for the proration. He noted Ham Lake had 35 percent more calls, but East Bethel was paying essentially the same amount within 10 percent. Sheriff Wise responded that East Bethel citizens were getting more of the deputy's time, along with more investigative time.

Lewis asked if the City should look at the total number of hours and dial it back to 32 or 30 percent. Sheriff Wise responded he was suggesting the City take a look at the level of service and talk to their residents and listen to those residents. He noted service level mattered to people who were victims and they do not want to feel like they were unimportant, or that the officer or deputy had something that they needed to get to that

was more important than that person. He indicated there was a lot to be said for that time investment in the community.

Sheriff Wise recommended the City perform a community survey and ask the residents about the service and whether or not people felt this was something important. He believed the residents liked the level of service they were receiving and the time the deputies spent with them.

Lewis requested Sheriff Wise have his staff write out the methodology and send it to him, particularly how things were calculated and prorated. He noted the administrative proration was a complete black box. Sheriff Wise noted the more calls for service probably equaled to more administrative time, but he would ask his staff to get the information to the City Administrator.

August 29, 2023, Per Mayor Lewis request, Commander Lenzmeier provided the following information:

The PSDS and APS Maintenance Cost \$8,541

**PSDS (\$7,625) is the annual cost for maintenance for our CAD (Computer aided dispatch) and FBR (Field Based Reporting). These are the platforms the deputies use to respond to calls and write reports. This cost is derived from calls for service and each city pays into the PSDS based on the number of calls for service.

**APS (\$916) is the automated Pawn Service now known as LEEDS Online. This is a platform available to all our deputies to track and locate stolen property and identify suspects who frequently pawn items. Cost is divided among all deputies on patrol and charged based on deputies within the contract. Annual cost per deputy is approximately, \$152.

Administrative, clerical, + substation computer line charge- \$121,107 (Error was identified in this calculation, less \$916 from original)

10% of all personnel costs. \$117,307

 **This covers all levels of support services for the law enforcement contract. Records Technicians, County CSO, Human resources, Supervision, Attorney, Accounting, admin assist., crime prevention, etc.

Substation Computer line \$3,800

 **This is a charge for annual IT support and maintenance for the county computer lines. This cost is charged to the Sheriff's Office from Anoka County IT.

August 29, 2023, Mayor Lewis requested additional clarification as to Administrative Costs. His questions pertained to Benefits and proration method for cost calculations and were as follows (Commander Lenzmeier's response on August 30, 2023 are shown in red);

1. Do I understand correctly that P.E.R.A. contributions (pension account) are about 17-18% of salaries? **Correct, PERA is calculated at 17.70%**
2. What does "Severance Allowance" include again? **Severance is 2.7%. Future fringe benefits after termination.**
3. Health Insurance is a very large number; about 13% of salaries. Does this include the officers and their families only and do they pay any portion of their health insurance

premiums? This does include deputies and their families or spouse. The cost for the county is approximately \$19,100 and of that cost, the deputy pays approximately 24%.

4. PRORATION METHODOLOGY: How exactly are the totals prorated out to the contracting cities? Simply according to the number of Sworn Deputy Sheriff Hours called for in the contract? As opposed to factoring in population or area or the recent contract period's history of calls for ACSO services? I am not sure what this question is asking. If you would like to meet in person and discuss question 4 or other questions, please let me know. ~Paul. Mayor Lewis expressed his appreciation for Commander Lenzmeier's comments.

September 6, 2023 - Mayor Lewis had a conversation with Commander Lenzmeier to discuss the proration methodology.

Attachment(s):

Attachment 1 – 2024 Budget Summary (June 7, 2023)

Attachment 2 – 2024 Budget Summary with notes (August 7, 2023)

Attachment 3 – 2023 Budget Summary

Attachment 4 - Proposed 2024 ACSO Law Enforcement Contract

Recommendation: The discussion on this item will be to explore options concerning cost reductions for the ACSO Law Enforcement Contract for 2024 or subsequent years. It is recommended that the amount included in the preliminary budget be considered for approval as presented in item 4.0 B, Preliminary 2024 Budget. The final budget can decreased, should there be any other movements on this matter, and can be adjusted to reflect any reductions prior to or as a part of the final budget approval on December 11, 2023.

Options to consider in the discussion could include but not be limited to:

- Reduction in contracted hours of service. If this option is considered it should be weighed heavily against the potential consequences of a reduction in public safety services;
- Exploration of regional contract that could potentially consolidate and reduce the administrative costs as opposed to individually contracting separate municipal agreements;
- Developing a new methodology to calculate administrative cost allocations that would factor in calls for service, population and other factors that may influence this line item expense; and/or,
- Other alternatives that are relative to the discussion.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required _____

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.) 7.6 Deputies at \$7,932 /month		723,374
2.) 7 Overtime (Average hours/month per Deputy)		43,820
B. Non-Sworn C.S.O.		\$0
C. Benefits for Sworn and Non-Sworn Personnel		
P.E.R.A. (Sworn)	135,793	
P.E.R.A. (Non-Sworn)	0	
FICA	0	
Medicare	11,124	
Severance Allowance	19,531	
Unemployment Compensation	1,151	
Life Insurance	319	
Health Insurance	110,375	
Dental Insurance	4,036	
Long Term Disability Insurance	1,074	
Worker's Compensation	7,212	
Uniforms	9,120	
<i>Total Benefits</i>		299,735

TOTAL PERSONNEL COSTS **\$1,066,929**

II. VEHICLE

A. Police Equipped Vehicles	0.83 Vehicles	41,500
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.) Vehicle		48,750
2.) Emergency & Communications Equipment & replc/maint fees		36,701
3.) Emergency Vehicle Equipment replc. Fee		2,000
3.) Insurance		6,600
4.) Cellular Telephone		3,648
<i>Total Maintenance Costs</i>		97,699

TOTAL VEHICLE COSTS **\$139,199**

III. Administrative Costs

A. PSDS & APS Maintenance costs	8,541
B. Administrative, Clerical,+ substation computer line charge, Etc.	111,409
<i>Total Administrative Costs</i>	\$119,951

IV. TOTAL COST TO CONTRACTING MUNICIPALITY **\$1,326,078**

*Less Amount Received From State for Police State Aid 50,920

NET COST TO CONTRACTING MUNICIPALITY **\$1,275,158**

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$6,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

East Bethel

Thirty Six Hour Coverage

365 DAYS/YEAR

January 2024 - December 2024

0

260 DAYS/YEAR

I. PERSONNEL

A. Sworn Deputy Sheriff			
1.)	7.6 Deputies at \$8,824 /month	15%	804,785 ^{702,312}
2.)	7 Overtime (Average hours/month per Deputy)	15%	48,751 ^{42,544}
B. Non-Sworn C.S.O.			\$0
C. Benefits for Sworn and Non-Sworn Personnel			
	P.E.R.A. (Sworn)		151,076 ^{131,847}
	P.E.R.A. (Non-Sworn)		0
	FICA		0
	Medicare		12,376 ^{10,801}
	Severance Allowance		21,729 ^{18,963}
	Unemployment Compensation		1,280 ^{1,117}
	Life Insurance		319 ³¹⁹
	Health Insurance		110,375 ^{107,160}
	Dental Insurance		4,036 ^{3,625}
	Long Term Disability Insurance		1,195 ^{1,043}
	Worker's Compensation		8,023 ^{7,002}
	Uniforms		9,120 ^{7,925}
	<i>Total Benefits</i>		319,530 ^{289,8}
TOTAL PERSONNEL COSTS		13%	\$1,173,066 ^{1,034,6}

II. VEHICLE

A. Police Equipped Vehicles		0.83 Vehicles	41,500
B. C.S.O. Vehicle		0 Vehicle	0 ^{31,58}
C. Maintenance Costs			
1.)	Vehicle		48,750 ^{43,500}
2.)	Emergency & Communications Equipment & replc/maint fees		36,701 ^{29,803}
3.)	Emergency Vehicle Equipment replc. Fee		2,000 ^{2,000}
3.)	Insurance		6,600 ^{6,380}
4.)	Cellular Telephone		3,648 ^{3,648}
	<i>Total Maintenance Costs</i>		97,699 ^{85,331}
TOTAL VEHICLE COSTS		19%	\$139,199 ^{116,912}

III. Administrative Costs

A. PSDS & APS Maintenance costs			8,541
B. Administrative, Clerical,+ substation computer line charge, Etc.			122,023
<i>Total Administrative Costs</i>			\$130,565 ^{116,912}

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

*Less Amount Received From State for Police State Aid

		14%	\$1,442,830 ^{1,268,0}
			50,920
NET COST TO CONTRACTING MUNICIPALITY			\$1,391,910

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.6 Deputies at \$8,824 /month	804,785
2.)	7 Overtime (Average hours/month per Deputy)	48,751
B. Non-Sworn C.S.O.		\$0
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	151,076
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	12,376
	Severance Allowance	21,729
	Unemployment Compensation	1,280
	Life Insurance	319
	Health Insurance	110,375
	Dental Insurance	4,036
	Long Term Disability Insurance	1,195
	Worker's Compensation	8,023
	Uniforms	9,120
	<i>Total Benefits</i>	319,530

TOTAL PERSONNEL COSTS

\$1,173,066

II. VEHICLE

A. Police Equipped Vehicles	0.83 Vehicles	41,500
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.)	Vehicle	48,750
2.)	Emergency & Communications Equipment & replc/maint fees	36,701
3.)	Emergency Vehicle Equipment replc. Fee	2,000
3.)	Insurance	6,600
4.)	Cellular Telephone	3,648
	<i>Total Maintenance Costs</i>	97,699

TOTAL VEHICLE COSTS

\$139,199

III. Administrative Costs

A. PSDS & APS Maintenance costs	8,541
B. Administrative, Clerical, + substation computer line charge, Etc.	122,023
<i>Total Administrative Costs</i>	\$130,565

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,442,830

*Less Amount Received From State for Police State Aid

50,920

NET COST TO CONTRACTING MUNICIPALITY

\$1,391,910

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$6,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.6 Deputies at \$7,701 /month	702,349
2.)	7 Overtime (Average hours/month per Deputy)	42,546
B. Non-Sworn C.S.O.		\$20,800
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	131,847
	P.E.R.A. (Non-Sworn)	1,560
	FICA	1,591
	Medicare	10,801
	Severance Allowance	18,963
	Unemployment Compensation	1,149
	Life Insurance	319
	Health Insurance	107,160
	Dental Insurance	3,625
	Long Term Disability Insurance	1,043
	Worker's Compensation	7,198
	Uniforms	8,513
	<i>Total Benefits</i>	293,768

TOTAL PERSONNEL COSTS

\$1,059,464

II. VEHICLE

A. Police Equipped Vehicles	0.83 Vehicles	31,582
B. C.S.O. Vehicle	1 Vehicle	7,200
C. Maintenance Costs		
1.)	Vehicle	52,200
2.)	Emergency & Communications Equipment & replc/maint fees	30,348
3.)	Emergency Vehicle Equipment replc. Fee	2,000
3.)	Insurance	9,570
4.)	Cellular Telephone	3,648
	<i>Total Maintenance Costs</i>	97,766

TOTAL VEHICLE COSTS

\$136,547

III. Administrative Costs

A. PSDS & APS Maintenance costs	8,541
B. Administrative, Clerical,+ substation computer line charge, Etc.	110,363
<i>Total Administrative Costs</i>	\$118,904

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,314,916

*Less Amount Received From State for Police State Aid

50,160

NET COST TO CONTRACTING MUNICIPALITY

\$1,264,756

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6,600 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

Anoka County Contract No. _____

LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2023, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of East Bethel, Minnesota, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, hereinafter referred to as the "Municipality", for the period of January 1, 2024, through December 31, 2024, hereinafter referred to as the "Contract Term".

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County, through the Office of the Anoka County Sheriff (hereinafter Sheriff), for the performance of the law enforcement functions hereinafter described within the corporate limits of said Municipality; and

WHEREAS, the County is agreeable to rendering such services and law enforcement functions on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minn. Stat. §§ 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants expressed herein, it is agreed as follows:

I. PURPOSE

The County, through its Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth.

II. SERVICES TO BE PROVIDED BY THE COUNTY

A. Except as otherwise hereinafter specifically set forth, such services shall encompass the duties and functions of the type normally coming within the jurisdiction of the Sheriff pursuant to Minnesota Law, and, in addition, the Sheriff and his duly assigned deputies shall, within the Municipality's corporate limits, exercise all the police powers and duties of city police officers as provided by Minn. Stat. § 436.05.

B. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the sole control of the Sheriff.

C. Such services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the Municipality.

D. Except as otherwise noted, the Sheriff's Office maintains control, and autonomy with respect to the methods, times, means and personnel to be used in furnishing services to the Municipality under this Contract.

E. The County shall furnish and supply all necessary labor, supervision, equipment, and communication facilities for dispatching, jail detention (including the cost of such detention), and daily patrol service as specified in Paragraph II.F. and Attachment A of this Contract, and shall be responsible for the direct payment of any salaries, wages, or other compensation to any County personnel performing services pursuant to this Contract. All County property and equipment used in rendering services under this agreement is, and shall remain, County property.

F. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 36 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided, and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the Municipality.

G. The County patrol cars used for providing the services pursuant to this Contract shall be stored on premises owned by the Municipality. In the event that a suitable and secure storage location is not provided, in the determination of the Sheriff, the patrol cars will be returned to the Sheriff's Office at the end of each shift.

H. The patrol duties shall be conducted out of office space to be located at a suitable location in the Municipality which is sufficient to provide for the clerical needs of the assigned deputies. In the event that a suitable location is not provided, the deputies shall work out of the Sheriff's Office.

III. DUTIES OF MUNICIPALITY

A. It is agreed that the Sheriff shall have all reasonable and necessary cooperation and assistance from the Municipality, its officers, agents, and employees, so as to facilitate the performance of this Contract.

B. This Contract shall not alter the responsibility for prosecution of offenses occurring within the Municipality as is currently provided by law. Likewise, collection and distribution of fine monies and any proceeds from forfeited property resulting from violations occurring in the Municipality shall be controlled in the manner provided by law.

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of One Million Four Hundred Forty-One Thousand Nine Hundred Thirteen Dollars and 00/100s (\$1,441,913.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

The County agrees that the Municipality will receive a credit against its contract price obligation as a result of anticipated Police State Aide. The amount of the credit will be determined by the amount of money received per sworn officer from the State of Minnesota times the number of sworn officers charged for to service this Contract.

V. RENEWAL/AUTOMATIC RENEWAL

This Contract may be renewed for a successive period of one (1) year. Said renewal shall be accomplished in the following manner:

A. Not later than one hundred fifty (150) days prior to the expiration of the current Contract, the County, through its Sheriff, shall notify the Municipality in writing of its intention to renew. Said notification shall include notice of any increase in total contract cost.

B. Not later than ninety (90) days prior to the expiration of the current Contract, the Municipality shall notify the Sheriff in writing if the Municipality does not wish to renew a Contract for a successive one year term. If the Municipality fails to notify the County in

writing that it does not intend to renew the Contract, the Contract shall automatically renew for another one-year period under the terms of this Contract and any increase in costs provided to the Municipality under the notice requirement of section V.A. of this Contract.

VI. COLLABORATION

The County, through its Sheriff or his designee(s), agrees to meet as needed with the governing council of the Municipality. The purpose of said meetings shall be for the Municipality to provide feedback to the County and for the parties to confer and discuss potential improvements in the implementation of services under this Contract. The Sheriff shall make reasonable efforts to consider the Municipality's concerns or requests. The time and place of these meetings shall be determined by the Municipality with reasonable notice to the Sheriff.

VII. DISBURSEMENT OF FUNDS

All funds disbursed by the County or the Municipality pursuant to this Contract shall be disbursed by each entity pursuant to the method provided by law.

VIII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds, and reports of all receipts and disbursements shall be made upon request by either party.

IX. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Contract on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

X. INDEMNIFICATION

The Municipality and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, injuries or sickness resulting from the acts or omissions of the respective offices, agents, or employees, relating to the activities conducted by either party under this Contract.

XI. TERMINATION

This Contract may be terminated by the mutual agreement of the parties. This Contract may be unilaterally terminated by either party at any time with or without cause upon not less than one hundred eighty (180) days written notice delivered by mail or in person to the other party. Notices delivered by mail shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to services rendered prior to such notice of termination.

XII. NOTICE

For purposes of delivering any notices hereunder, notice shall be effective if delivered to the Anoka County Sheriff, 13301 Hanson Blvd NW, Andover, Minnesota 55304, on behalf of the County; and the City Administrator of the City of East Bethel, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, on behalf of the Municipality.

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous contract presently in effect between the parties relating to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, has caused this Contract to be signed by its Mayor and attested by its Clerk, and the County, by resolution of the County Board of Commissioners, has caused this Contract to be signed by the Chairman of the County Board of Commissioners, attested by the County Administrator, and signed by the County Sheriff, all on the day and year first above written.

COUNTY OF ANOKA

CITY OF EAST BETHEL

By: _____
Matt Look, Chair
County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

ATTEST

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
Brad Wise
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Frantz
Assistant County Attorney

Dated: _____

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.6 Deputies at \$8,824 /month	804,785
2.)	7 Overtime (Average hours/month per Deputy)	48,751
B. Non-Sworn C.S.O.		\$0
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	151,076
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	12,376
	Severance Allowance	21,729
	Unemployment Compensation	1,280
	Life Insurance	319
	Health Insurance	110,375
	Dental Insurance	4,036
	Long Term Disability Insurance	1,195
	Worker's Compensation	8,023
	Uniforms	9,120
	<i>Total Benefits</i>	319,530
TOTAL PERSONNEL COSTS		\$1,173,066

II. VEHICLE

A. Police Equipped Vehicles	0.83 Vehicles	41,500
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.)	Vehicle	48,750
2.)	Emergency & Communications Equipment & replc/maint fees	36,701
3.)	Emergency Vehicle Equipment replc. Fee	2,000
3.)	Insurance	6,600
4.)	Cellular Telephone	3,648
	<i>Total Maintenance Costs</i>	97,699
TOTAL VEHICLE COSTS		\$139,199

III. Administrative Costs

A. PSDS & APS Maintenance costs	8,541
B. Administrative, Clerical,+ substation computer line charge, Etc.	121,107
<i>Total Administrative Costs</i>	\$129,648

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

	\$1,441,913
*Less Amount Received From State for Police State Aid	50,920
NET COST TO CONTRACTING MUNICIPALITY	\$1,390,993

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$6,700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

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



Date: September 11, 2023

Agenda Item Number: Item 4.0 B

Agenda Item: 2024 Preliminary Budget and Levy

Background Information:

The 2024 budget was discussed at the July 5, 2023, August 7th, 2023, August 14th, 2023 and August 28th City Council Meetings. Based on the discussions from these meetings along with input from the City Department Supervisors the [2024 Preliminary Budget](#) was prepared for your review and consideration for approval.

2024 General Fund Expenditure Budget

The overall 2024 preliminary general fund expenditure budget is projected to increase by 5% or \$347,400—the following expenditure inputs are the primary drivers of the overall increase.

Staff - Salaries and Benefits

- Per Union Contract – 3.5% COLA increase per 9 union / 13 non-union employees (\$45K Aggregate increase)
- Per Union Contract - \$25 increase to \$1,450 per month cafeteria contribution per 9 union / 13 non-union employees (\$7K Aggregate increase)

Contracted Services

- Election Services - \$17K increase
- City Assessor Contract – 0% or \$0K change (Contract ends 12/31/24)
- City Attorney Contract – 9% or \$15K increase (Contract ends 5/31/26)
- Law Enforcement Contract - 14% or \$174K increase (Anoka County Proposal)
- Insurance Agent Contract – 0% or \$0K change (Contract ends 12/31/24)
- League of MN Cities (Risk Management) – 10% or \$10K increase
- Metro Inet JPA (IT) - \$15K increase

Transfers

- \$0K increase to Equipment Replacement (\$280K Transfer within the department budgets)
- \$50K increase to Street Capital (\$550K Transfer)
- \$0K increase to Building Capital (\$50K Transfer)
- \$0K increase to Park Capital (\$100K Transfer)

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 2024 preliminary expenditure budget it is projected the City could use \$225,000 in fund balance to offset the increase in 2024

expenditures in order to keep the levy increase at a modest 2% for 2024 and still be over the targeted 50%.

2024 Preliminary Levy Summary

The 2024 preliminary General Fund levy is proposed to increase by \$106,500 from \$5,144,600 in 2023 to \$5,251,100 in 2024.

The 2024 preliminary Debt Service levy is proposed to increase by \$18,000 from \$945,500 in 2023 to \$962,500 in 2024.

The 2024 preliminary EDA levy is proposed to remain unchanged at \$136,200.

The 2024 preliminary HRA levy is proposed to remain unchanged at \$77,000.

Overall, the 2024 general fund expenditure increase along with the strategic use of fund balance would then result in a corresponding levy increase (general tax levy, debt service levy, EDA levy, and HRA levy) of 2.0% or \$123,500 in order to balance the 2024 budget.

Attachment(s):

1. Preliminary 2024 Preliminary Budget
2. Resolution 2023-62 Set Final Levy & Budget Date
3. Resolution 2023-63 Set the Preliminary Levy & Budget
4. Resolution 2023-64 Set the Preliminary EDA Levy & Budget
5. Resolution 2023-65 Set the Preliminary HRA Levy and Budget

Recommendation:

Motion I: Staff requests Council consider approval of Resolution 2023-62, Set Final Levy & Budget Date

Motion II: Staff requests Council consider approval of Resolution 2023-63, Setting the Preliminary Property Tax Levy and Budget for 2024.

Motion III: Staff requests Council consider approval of Resolution 2023-64, Setting the Preliminary 2024 EDA Levy & Budget

Motion IV: Staff requests Council consider approval of Resolution 2023-65, Setting the Preliminary 2024 HRA Levy and Budget

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



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	5,251,100.00	2%
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	6,213,600.00	2.0%
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	6,426,800.00	2.0%

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 B, 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 B, 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								
Position			# of Positions		Monthly Salary Rate			
Deputy Fire Chief			1		\$ 835.12			
District Fire Chief			2		\$ 688.98			
Captain			2		\$ 292.21			
Lieutenant			5		\$ 203.69			
Training Officer			1		\$ 203.69			
Training/Drill/Fire Call/Duty Officer								
Probationary Firefighter					\$15.63 per hour			
Firefighter I					\$16.83 per hour			
Firefighter II/Officer					\$17.35 per hour			
Firefighter III/Officer					\$19.10 per hour			
Duty Officer					\$292.21 per week			

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

Item 4.0 B, 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	5,251,100.00	2%
	Use of Fund Balance	-	-	-	145,000.00	225,000.00	55%
	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 29							
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

**City of East Bethel
2024 Preliminary Budget**

Item 4.0 B, Attachment 1

	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

**City of East Bethel
2024 Preliminary Budget**

Item 4.0 B, Attachment 1

	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

	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 90 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 B, 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		
Vactor/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					
VACTOR 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
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2023-62

RESOLUTION SETTING DATE FOR FINAL BUDGET AND TAX LEVY HEARING

WHEREAS, Minnesota Statutes 275.065 requires that on or before September 30th of every year, at a regularly scheduled meeting of the City Council at which the City Council adopts a preliminary property tax levy, the City Council must announce the time and place of a regularly scheduled meeting at which the final property tax levy and budget will be discussed and the final property tax levy and budget will be determined.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: the regularly scheduled meeting on Monday, December 11, 2023 at 7:00 PM at City Hall is hereby designated as the meeting at which City Council will discuss and adopt the final 2024 Property Tax Levy and 2024 Budget.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this resolution be provided to the Anoka County Auditor.

Adopted this 11th day of September 2023, by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2023-63

**RESOLUTION SETTING THE PRELIMINARY PROPERTY TAX LEVY AND
BUDGET FOR 2024**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before September 30; and

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2024.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levies and budgets for the General Fund and the Debt Service Funds for 2024 are as follows:

General Levy:	\$5,251,100
Debt Service Levy:	
2015A	\$ 632,500
2014A	\$ 330,000
	<u>\$6,213,600</u>

**The above levy includes the amount necessary to cover debt service requirements in 2024 and cancels any previous scheduled amounts.*

<u>2024 Expenditures Budgets:</u>	General Fund	\$6,796,700
	Special Revenue Funds	\$227,200
	Debt Service Funds	\$917,500
	Enterprise Funds	\$1,296,200

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 11th day of September 2023, by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2023-64

**RESOLUTION SETTING THE PRELIMINARY ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2024**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before September 30; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2024.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levy and budgets for the Economic Development Authority for 2024 are as follows:

Economic Development Authority Levy	\$136,200
Economic Development Authority Budget	\$128,000

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 11th day of September 2023, by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2023-65

**RESOLUTION SETTING THE PRELIMINARY HOUSING AND REDEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2024**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before September 30; and

WHEREAS, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2024.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levy and budgets for the Housing and Redevelopment Authority for 2024 are as follows:

Housing and Redevelopment Authority Levy	\$77,000
Housing and Redevelopment Authority Budget	\$31,000

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 11th day of September 2023, by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Kevin Lewis, Mayor

ATTEST:

Jack Davis, City Administrator

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



Date: September 11, 2023

Agenda Item Number: Item 6.0 A - H

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approval of Bills

Item B – Minutes: August 28, 2023 City Council Meeting

The August 28, 2023 City Council Meeting minutes are attached for review, edits and approval.

Item C – Public Works Technician Regular Employee Appointment

Cody Cheney was hired as the Public Works Maintenance Technician on March 13, 2023. A 6 month probationary period is required of all new employees. During that time he has met the requirements of the position, gained his commercial driver's license and has been proficient in his duties. Staff recommends his appointment as a regular employee based on the successful completion of the six month probationary period for the position.

Item D – St. Francis Youth Hockey Association (SFYHA) Fund Raiser Hockey Tournament

The third annual SFYHA Fund Raiser Hockey Tournament is scheduled for September 15 -17, 2023. \$15,000, raised from this event in March and September 2022, was donated to the City help pay for arena renovations completed in those years. The SFYHA partnered with the City to raise \$22,500 for dasher board replacement in 2016 and their volunteer efforts for other projects have been an asset to the operation of the area.

The city donated the rental fees for the two previous tournaments but the SFYHA will rent the ice time for 2023 event with the proceeds to be used for needs within their program. This event has been a benefit to both the City and the SFYHA and has been well run and managed by the youth hockey volunteers.

The rental contract for this event, which allows the sale of beer by a third party vendor, is exhibited as Attachment 6.0 E. City Council is requested to approve the rental agreement for the SFYHA Annual Fund Raiser Tournament.

Item E – Purchase of Single Axle Plow Truck with Snow Plow Equipment

As part of the City's Equipment Replacement Program, the 2011 Freightliner single axle snow plow truck is scheduled for replacement in 2023. This piece of equipment will be the oldest plow truck in our operating fleet and has reached the stage in its service life where the maintenance costs are becoming excessive and increasing annually. Due to higher maintenance costs, increased down time and lower productivity of this vehicle which leads to operational inefficiencies and delays in snow clearance, City staff recommends that we replace the 2011 Freightliner plow truck and move it into the back-up snowplow position that will be vacated by the sale of the 2008 Freightliner.

Staff has checked state contracts for single axle trucks with minimum specifications of 18,000 lbs front axle weight, 26,000 lbs rear axle weight, 350 horsepower and a 6 speed automatic transmission. This is consistent with the last vehicle purchased in 2021. The new truck will have

an underbody scraper and rear wing plow consistent with our current plow models that can mechanically remove snow better than a front plow alone and will reduce the need for heavier amounts of sand/salt applied to the road surface. Advances in technology will allow for the new snow plow to use less salt via a prewetting system and also has increased safety features for the operator and other traveling vehicles. From a review of the cab and chassis state contracts, we have identified the following as meeting City needs. The following information provides pricing data for the cab and chassis portion of the replacement program.

Single Axle Dump Trucks – Cab and Chassis

<u>Model</u>	<u>Dealer</u>	<u>Cost</u>
2025 WESTERN STAR 47X	Boyer Truck	\$119,806(\$125,796 - 2025 estimate)
2025 MACK GRANITE 42FR SA	Nuss Truck	\$135,503
2025 VOLVO VHD42F300 SA	Nuss Truck	\$149,778

After researching the truck models and discussing reviews with other agencies, the Mack model has high customer satisfaction, few repair issues and best fits the department’s needs. We currently have two Mack trucks in our operational fleet which helps with keeping parts in stock that fit multiple vehicles and keeps the trucks consistent for multiple drivers. The City of East Bethel currently has a build spot reserved with Mack Trucks that was approved by the City Council in November of 2022. The purchase of any other model truck would require being added to the end of the build list.

Staff researched items on the state contract that included a 10’ dump body, front snow plow, under body mounted scraper, salt pre-wetting system to reduce salt use, and rear mounted wing. From a review of the truck component state contracts, we have identified the following as meeting City needs. The following information provides pricing data for the truck box and plow component portion of the replacement program.

Dump Body, Front Plow, Underbody Scraper, Wing, Pre-Wetting System, and Sander

<u>Make</u>	<u>Cost</u>
Towmaster Truck Equipment	\$169,651

Funds for this acquisition are provided for in the Equipment Replacement Fund for 2023. Due to building delays, supply chain issues, and parts shortages, there will not be any trucks available until late 2024 or early 2025 on the MN State Contract. Staff is seeking consideration to place the order for this truck at this time but payment would not be required until early 2025. \$225,000 has been budgeted for this equipment in 2023. Currently the City is setting aside \$17,500 annually to pay for this equipment. If the City takes delivery of the truck in 2025, the available funding will be \$260,000. The Equipment Replacement Fund will also receive the funds from the auction of the 2008 Freightliner, anticipated to be over \$20,000, to offset the cost of the replacement plow truck. Staff recommends the purchase of the 2025 Mack Granite 42 FR with box and plow equipment from Towmaster Equipment for a total cost of \$305,154. This equipment will meet our current needs and provide a reliable snow plow with a projected service life of 15 years.

Item F - Pay Estimate No. 1 for the 183rd Avenue Surface Reconstruction Project

This item includes Pay Estimate No. 1 to Knife River Corporation for the 183rd Avenue Surface Reconstruction Project. The major work items on this pay estimate include payment for mobilization, excavation, geogrid, reclamation, and culvert construction. Staff recommends partial payment of \$166,485.56. A summary of the recommended payment is as follows:

Total Work Completed to Date	\$175,247.96
Less 5% Retainage	<u>\$ 8,762.40</u>
Total Payment	\$166,485.56

Payment for this project will be financed with Street Capital Funds. Funds, as noted, are available and appropriate for this project. A copy of the Pay Estimate is attached.

Item G - Pay Estimate No. 1 for the 2023 Street Improvement Project

This item includes Pay Estimate No. 1 to T.A. Schifsky and Sons, Inc. for the 2023 Street Improvement Project. This pay estimate include payment for all work except restoration. Staff recommends partial payment of \$289,687.68. A summary of the recommended payment is as follows:

Total Work Completed to Date	\$304,934.40
Less 5% Retainage	<u>\$ 15,246.72</u>
Total Payment	\$289,687.68

Payment for this project will be financed with Street Capital Funds. Funds, as noted, are available and appropriate for this project. A copy of the Pay Estimate is attached.

Item H - Capstone Traffic Study Request

Capstone Homes, Inc. has requested that the City have a traffic study prepared to assess the impact their proposed development’s access points would have with those intersections with Viking Blvd, Sandhill Parkway and 187th Lane and Hwy 65. This study would be commissioned by the City and prepared by an independent consultant. The City Engineer would recommend a firm to propose a scope of services and cost for the study and Capstone would be required to establish an escrow account in an amount to pay for any expenses associated with this work . Staff is requesting that the Council authorize the City Engineer to solicit a qualified firm(s) to prepare this study and submit the proposal(s) to City Council for approval by October 9, 2023. The attached letter of request (Item 6.0 H) is Capstone’s notification of their intent to have the traffic study completed through the city and independent of their input. Capstone’s work items specified in their letter may or may not be included in the deliverables of the study.

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
September 11, 2023
Payment Summary

Item 6.0 A

Payments for Council Approval	
Bills to be approved for payment	\$114,430.88
Electronic Payroll Payments	\$32,861.30
Payroll City Staff - August 17, 2023	\$43,738.26
Total to be Approved for Payment	\$191,030.44

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Water Utility Operations	Refund Overpayment		Andrew & Stephanie Scierka	601		\$251.38
Water Utility Operations	Refund Overpayment		BLAIR, SEAN	601		\$51.34
Planning and Zoning	Escrow Reimbursement		Classic Construction	101		\$1,300.00
Planning and Zoning	Escrow Reimbursement		Classic Construction	101		\$870.00
Finance	SAC Remittance	08 2023	Metropolitan Council	602		\$15,925.00
Finance	SAC Remittance	08 2023	Metropolitan Council	602		(\$159.25)
Finance	Sales Tax Remittance	08 2023	Minnesota Revenue	101		\$1,475.00
Planning and Zoning	Escrow Reimbursement		Stone Group LLC	101		\$1,000.00
Arena Operations	Bldg/Facility Repair Supplies	16806	Menards - Forest Lake	615	49851	\$40.25
Arena Operations	Bldg/Facility Repair Supplies	16823	Menards - Forest Lake	615	49851	\$430.65
Arena Operations	Bldg/Facility Repair Supplies	16826	Menards - Forest Lake	615	49851	(\$160.34)
Arena Operations	Bldg/Facility Repair Supplies	331790	S & S Industrial Supply	615	49851	\$87.47
Arena Operations	Bldg/Facility Repair Supplies	1-5089	Smith Bros. Decorating Co	615	49851	\$94.30
Arena Operations	Bldg/Facility Repair Supplies	024078	Winnick Supply	615	49851	\$193.63
Arena Operations	Bldgs/Facilities Repair/Maint		Wright-Hennepin Coop Electric	615	49851	\$30.95
Arena Operations	Professional Services Fees	100109	Gibson's Management Company	615	49851	\$10,000.00
Arena Operations	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	615	49851	\$259.65
Assessing	Professional Services Fees	3rd Qtr 24	Kenneth A. Tolzmann	101	41550	\$14,828.75
Building Inspection	Information Systems	1457	Metro-Inet	101	42410	\$814.64
Building Inspection	Motor Fuels	24580650	Mansfield Oil Company	101	42410	\$368.22
City Administration	Information Systems	1457	Metro-Inet	101	41320	\$1,181.90
City Administration	Office Equipment Rental	3106248018	Pitney Bowes Global Financial Svcs	101	41320	\$165.33
City Administration	Office Equipment Rental	508939501	US Bank Equipment Finance	101	41320	\$315.00
City Administration	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41320	\$196.75
City Administration	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41320	\$304.00
City Administration	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41320	\$110.50
City Administration	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41320	\$192.00
City Administration	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41320	\$102.00
Finance	Information Systems	1457	Metro-Inet	101	41520	\$795.49
Fire Department	Bldgs/Facilities Repair/Maint	2537	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2538	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Bldgs/Facilities Repair/Maint	8206572	Plunkett's Pest Control	101	42210	\$287.00
Fire Department	Clothing & Personal Equipment	INV-48408	Alex Air Apparatus 2 LLC	101	42210	\$495.48
Fire Department	Clothing & Personal Equipment	INV-48413	Alex Air Apparatus 2 LLC	101	42210	\$221.62
Fire Department	Conferences/Meetings	6083	MN State Fire Chiefs Assoc.	101	42210	\$400.00
Fire Department	General Operating Supplies	99972	Menards Cambridge	101	42210	\$88.62
Fire Department	General Operating Supplies	29121305	Positive Promotions, Inc.	101	42210	\$401.40
Fire Department	Information Systems	1457	Metro-Inet	101	42210	\$1,824.24
Fire Department	Lubricants and Additives	1539-211810	O'Reilly Auto Stores Inc.	101	42210	\$75.98
Fire Department	Motor Fuels	24580650	Mansfield Oil Company	101	42210	\$585.80



City of East Bethel
September 11, 2023
Payment Summary

Item 6.0 A

Fire Department	Motor Fuels	24580665	Mansfield Oil Company	101	42210	\$474.78
Fire Department	Motor Vehicles Parts	110670487	Fleet Pride	101	42210	\$4.36
Fire Department	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	101	42210	\$34.88
Fire Department	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	101	42210	\$183.76
Fire Department	Safety Supplies	85066487	Bound Tree Medical, LLC	101	42210	\$81.47
Fire Department	Safety Supplies	85069160	Bound Tree Medical, LLC	101	42210	\$132.95
Fire Department	Safety Supplies	52008517	Henry Schein, Inc.	101	42210	\$680.52
Fire Department	Safety Supplies	52141355	Henry Schein, Inc.	101	42210	\$1.51
Fire Department	Safety Supplies	52420682	Henry Schein, Inc.	101	42210	\$4.53
Fire Department	Telephone	13864340213535	Midcontinent Communications	101	42210	\$207.57
Fire Department	Telephone		T MOBILE	101	42210	\$99.56
Fire Department	Telephone	9942319650	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2535	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2539	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	General Operating Supplies	5173269651	CINTAS	101	41940	\$24.50
General Govt Buildings/Plant	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	101	41940	\$74.57
Mayor/City Council	Dues and Subscriptions	2023-2024	League of MN Cities	101	41110	\$12,545.00
Mayor/City Council	Dues and Subscriptions	20230901	MN Mayors Association	101	41110	\$30.00
MSA Street Construction	Professional Services Fees	00002787	City of Oak Grove	402	40200	\$10,368.96
Park Maintenance	Bldg/Facility Repair Supplies	16030	Menards - Forest Lake	101	43201	\$183.45
Park Maintenance	Bldg/Facility Repair Supplies	2023432	Minnesota/Wisconsin Playground	101	43201	\$821.44
Park Maintenance	Bldg/Facility Repair Supplies	133513301-001	SiteOne Landscape Supply	101	43201	\$245.28
Park Maintenance	Chemicals and Chem Products	133597443-001	SiteOne Landscape Supply	101	43201	\$325.66
Park Maintenance	Chemicals and Chem Products	133597662-001	SiteOne Landscape Supply	101	43201	\$453.65
Park Maintenance	Clothing & Personal Equipment	4165448814	Cintas Corporation	101	43201	\$91.40
Park Maintenance	Clothing & Personal Equipment	4166142300	Cintas Corporation	101	43201	\$32.96
Park Maintenance	Clothing & Personal Equipment	4166931578	Cintas Corporation	101	43201	\$34.65
Park Maintenance	Equipment Parts	P08933	MN Equipment	101	43201	\$362.60
Park Maintenance	Equipment Parts	133719953-001	SiteOne Landscape Supply	101	43201	\$60.31
Park Maintenance	Information Systems	1457	Metro-Net	101	43201	\$28.72
Park Maintenance	Motor Fuels	1011869	Linwood Country Store	101	43201	\$60.70
Park Maintenance	Motor Fuels	24580650	Mansfield Oil Company	101	43201	\$502.12
Park Maintenance	Motor Fuels	24580665	Mansfield Oil Company	101	43201	\$913.04
Park Maintenance	Motor Vehicles Parts	110938796	Fleet Pride	101	43201	\$81.82
Park Maintenance	Motor Vehicles Parts	110940643	Fleet Pride	101	43201	\$94.15
Park Maintenance	Motor Vehicles Parts	110940782	Fleet Pride	101	43201	\$125.13
Park Maintenance	Other Equipment Rentals	MP231128	LRS	101	43201	\$310.00
Park Maintenance	Other Equipment Rentals	MP231129	LRS	101	43201	\$430.00
Park Maintenance	Other Equipment Rentals	MP231130	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP231131	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP231132	LRS	101	43201	\$150.00
Park Maintenance	Other Equipment Rentals	MP231133	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP231135	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP231136	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP231137	LRS	101	43201	\$80.00
Park Maintenance	Park/Landscaping Materials	502785	Rivard Companies	101	43201	\$813.60
Park Maintenance	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	43201	\$196.75
Park Maintenance	Safety Supplies	5173269651	CINTAS	101	43201	\$35.92
Planning and Zoning	Information Systems	1457	Metro-Net	101	41910	\$543.09
Planning and Zoning	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41910	\$256.00



City of East Bethel
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Planning and Zoning	Professional Services Fees	M28497	TimeSaver Off Site Secretarial	101	41910	\$110.50
Recycling Operations	Other Equipment Rentals	MP231134	LRS	226	43235	\$80.00
Recycling Operations	Professional Services Fees	09 2023	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	09 2023	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Professional Services Fees	3157b	Evergreen Recycling	226	43235	\$900.00
Recycling Operations	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	226	43235	\$545.37
Sewer Operations	Professional Services Fees	0001161971	Metropolitan Council Env Svcs	602	49451	\$5,265.69
Sewer Operations	Software Licensing	00164287	Banyon Data Systems, Inc.	602	49451	\$1,430.00
Street Maintenance	Bldg/Facility Repair Supplies	981814	Ham Lake Hardware	101	43220	\$4.99
Street Maintenance	Bldgs/Facilities Repair/Maint	55155	Aker Doors, Inc.	101	43220	\$209.00
Street Maintenance	Bldgs/Facilities Repair/Maint	4165448814	Cintas Corporation	101	43220	\$24.93
Street Maintenance	Bldgs/Facilities Repair/Maint	4166142300	Cintas Corporation	101	43220	\$8.99
Street Maintenance	Bldgs/Facilities Repair/Maint	4166931578	Cintas Corporation	101	43220	\$9.45
Street Maintenance	Clothing & Personal Equipment	4165448814	Cintas Corporation	101	43220	\$91.39
Street Maintenance	Clothing & Personal Equipment	4166142300	Cintas Corporation	101	43220	\$32.95
Street Maintenance	Clothing & Personal Equipment	4166931578	Cintas Corporation	101	43220	\$34.65
Street Maintenance	Equipment Parts	9812234491	Grainger	101	43220	\$35.40
Street Maintenance	Equipment Parts	331543	S & S Industrial Supply	101	43220	\$6.01
Street Maintenance	Information Systems	1457	Metro-Intnet	101	43220	\$533.52
Street Maintenance	Lubricants and Additives	1539-211811	O'Reilly Auto Stores Inc.	101	43220	\$41.88
Street Maintenance	Motor Fuels	24580650	Mansfield Oil Company	101	43220	\$217.58
Street Maintenance	Motor Fuels	24580665	Mansfield Oil Company	101	43220	\$2,264.32
Street Maintenance	Professional Services Fees	3080357	Gopher State One-Call	101	43220	\$48.60
Street Maintenance	Refuse Removal	9570019T067	Ace Solid Waste, Inc.	101	43220	\$379.30
Street Maintenance	Safety Supplies	5173269651	CINTAS	101	43220	\$35.92
Street Maintenance	Safety Supplies	110670364	Fleet Pride	101	43220	\$42.76
Street Maintenance	Street Maint Materials	IN55038	City of St. Paul	101	43220	\$5,854.00
Street Maintenance	Street Maint Materials	40113861	Martin Marietta Materials	101	43220	\$503.81
TIF 1-2	Professional Services Fees	6106820	Taft Stettinius & Hollister	436	43600	\$1,200.00
TIF 1-3	Professional Services Fees	6106821	Taft Stettinius & Hollister	437	43700	\$1,800.00
Water Utility Operations	Bldgs/Facilities Repair/Maint		Wright-Hennepin Coop Electric	601	49401	\$42.95
Water Utility Operations	Chemicals and Chem Products	INV414322	Indelco Plastics Corporation	601	49401	\$449.35
Water Utility Operations	Information Systems	1457	Metro-Intnet	601	49401	\$252.40
Water Utility Operations	Utility Maint Supplies	0517965	Ferguson Waterworks #2518	601	49401	\$1,000.20
						\$114,430.88



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Electronic Payroll Payments		
Payroll	PERA	\$9,953.11
Payroll	Federal Withholding	\$4,469.47
Payroll	Medicare Withholding	\$1,924.48
Payroll	FICA Tax Withholding	\$7,395.68
Payroll	State Withholding	\$3,004.47
Payroll	MSRS/H.S.A./HCSP	\$6,114.09
		\$32,861.30

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

August 28, 2023

The East Bethel City Council met on August 28, 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
Mike Jeziorski, Deputy City Administrator/Finance Director

1.0 Call to Order

The August 28, 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? 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 TIF Overview – Stacie Kvilvang, Ehlers

4.0 A.1 Res 2023-58, TIF 1-3 Decertification of Thirteen Parcels

Davis stated 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, needed 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.

Davis indicated 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.

Davis recommended City Council consider approval of the Resolution 2023-58.

Stacie Kvilvang, Ehlers, presented an overview on tax increment financing, the City's TIF districts, a status of where all four of the districts were at, and the action before the Council tonight.

Ms. Kvilvang noted tax increment financing was the ability to capture all or a portion of the increased taxes from a development. She indicated when the TIF laws were created in the 1970's, they did not want any of the taxing jurisdictions to be harmed by a development. She stated when a district was created, it was frozen through time and they would continue to collect the taxes off of that. She

1 noted that increased valuation over time was what they captured for the tax increment. She
2 indicated once the district was done at the end of the term, the City received 100 percent of those
3 taxes that are on it. She stated it was just the incremental value in taxes that they were able to
4 receive.

5 Ms. Kvilvang indicated what was not captured in tax increment was the base taxes and the market
6 value taxes.

7 Ms. Kvilvang stated tax increments could be used for land acquisition, demolition, remediation, site
8 improvements such as grading and excavation, underground parking – basically anything from the
9 ground down. She indicated when it came to affordable housing developments, those could be used
10 for anything that was a qualified cost for affordable housing.

11 Ms. Kvilvang indicated the City utilized two types of districts, the Housing Tax Increment Districts
12 which had a 26-year term, and the Economic Development District which were for greenfield
13 development. She noted the future for economic development was in manufacturing warehouse.
14 She stated it was about job creation on those TIF district which had a maximum of 9 years of eligibility
15 that they could collect the increment from.

16 Ms. Kvilvang noted there were two types of things that could happen in a housing district – it could
17 either be rental housing or owner-occupied housing. She noted the qualifications for a rental project
18 was at least 20 percent of the units had to be affordable at 50 percent of the area median income or
19 below, or 40 percent of the units had to be affordable at 60 percent of the area median income or
20 below. She indicated these figures were set annually by HUD. She noted all of the metro councils fell
21 under those same guidelines for income.

22 Ms. Kvilvang stated once a developer constructed a project, they had to report to the City annually to
23 show that they had met the threshold.

24 Ms. Kvilvang indicated for owner occupied housing, the City had a little bit more leeway. She noted
25 95 percent of the lots or units sold had to be for low and moderate income. She stated the first
26 purchaser that was the test threshold that they look at and review to see if they meet the criteria,
27 then after that it could be sold to anybody else in the future.

28 Ms. Kvilvang stated the City had three housing TIF districts, which she summarized for Council. She
29 indicated once the obligations were all paid off in those districts, the City would have a choice to keep
30 the district open and collect the tax increment which they could utilize that increment for other
31 affordable housing developments in the City.

32 Lewis thanked Ms. Kvilvang for her concise presentation.

33 DeRoche asked what was the advantage for a City to keep a TIF open or just close it. Ms. Kvilvang
34 responded the only benefit for a housing district was if they want to have a funding source, which
35 they were able to capture those dollars to do something else they wanted to do for affordable
36 housing. Otherwise, she stated it was best to decertify and get it back on the tax rolls.

37 Ms. Kvilvang stated with economic development districts or other districts, the City did not get that
38 choice. She indicated once those obligations were paid off, they were legally required to decertify
39 those. She noted the City only got a choice on the housing districts.

40 Lewis asked how much had to be repaid on the 13 parcels. Ms. Kvilvang responded that those
41 calculations had been done, but she did not have them with her at the meeting.

1 Lewis asked how did it relate to the two large bills to approve. Jeziorski responded those were the
2 pay as you go notes for the TIF 1-2 and 1-3. He indicated those would be on the bill list semi-annually
3 moving forward.

4 **Mundle stated I'll make a motion to adopt Resolution 2023-58, Resolution Authorizing the**
5 **Elimination and Decertification of Certain Parcels from the City's Tax Increment Financing District**
6 **no. 1-3 (Viking Preserve). DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all
7 in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes**
8 **unanimously.**

9 **4.0 B Public Hearing: 3.25% Off-Sale Liquor License Application for River Country Coop**

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

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

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

18 Davis stated a background check has been completed without issues. All application materials and
19 fees have been submitted for the 3.2% Off Sale Liquor License.

20 Davis indicated final approval of the license would be contingent on the approval of State
21 Commissioner of Public Safety. Approval of Council is required prior to action by the State.

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

27 Lewis opened the public hearing at 7:16 p.m.

28 No comments were made.

29 Lewis closed the public hearing at 7:17 p.m.

30 **DeRoche stated I'll make a motion to approve the 3.2 Off Sale Liquor License for River Country**
31 **Cooperative dba: Holiday #2653861 located at 1341 187th Lane NE, East Bethel. Miller stated I'll**
32 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked
33 any opposed? That motion passes. **Motion passes unanimously.**

34 **4.0 C Anoka County Sheriff's Report**

35 Sergeant Justin Nelson, presented the July 2023, Sheriff's Report, stating the Sheriff's Department
36 responded to 455 calls for service including 2 burglaries, 1 assault, and 70 medicals. He noted theft
37 calls were up from 2 in June to 9 in July. He stated there were 11 warrant arrests, which was 2 arrests
38 more than the previous highest total of 9, which they saw in April. He noted Deputy traffic
39 enforcement efforts resulted in the issuance of 22 traffic citations.

40 DeRoche requested additional patrol be added by CR 22 and Lexington during the evening rush hour.
41 Sargeant Nelson responded he would let the deputies know.

1 Anoka County Sheriff Brad Wise stated he was present to talk about the contract and the City's
2 concerns regarding it. He presented an overview of the current times and law enforcement staffing.
3 He noted if the City wanted to have a fully staffed law enforcement agency in the State they needed
4 four things – support of the citizens for the work that was being done; support of the elected officials;
5 a good culture in the law enforcement agency; and competitive wages. He stated if they did not have
6 any one of those four things, they would be in trouble.

7 Sheriff Wise noted in Minnesota they have had places where citizen support or elected official
8 support was publicly waning and it has been done so in a way that it had caused the number of young
9 people interested in the profession to nearly disappear. He noted that it was nobody in the room's
10 fault, but they were all paying the price for it.

11 Sheriff Wise indicated with respect to wages, he did not see the "wild west of labor contracts" as
12 going away any time soon and they would need to get used to it. He noted most law enforcement
13 officers in the State were represented by a union and the Council could read the labor contracts
14 online if they wanted.

15 Sheriff Wise stated he was a fiscal conservative, but he needed the police to be paid, or he would not
16 have cops working for him. He noted the City of Blaine had their starting wage of \$44.77 per hour for
17 a police officer, which made them among the highest in the State of Minnesota. He indicated Blaine
18 did that to ensure that they were a destination law enforcement agency and they were scooping up
19 the people that were leaving other law enforcement agencies that did not have the kind of support
20 from the citizens and the City Council.

21 Sheriff Wise indicated a couple of weeks ago the City of Goodhue lost its police department over a
22 wage dispute where all seven police officers resigned the same day. He indicated ten years ago that
23 would have been unthinkable because there would not have been seven places for those officers to
24 go, but now those same officers had multiple job offers.

25 Sheriff Wise stated he did not like to have to present East Bethel with a 14 percent increase for the
26 law enforcement contract and if it would not be for public safety, many Cities would be laying off in
27 their police departments.

28 Lewis thanked Sheriff Wise for his presentation. He acknowledged that the Council was not too
29 happy about the 14 percent increase, but they understood it was based on reality. He requested in
30 the future there was better communication and the City would be advised so they were not taken by
31 surprise.

32 Lewis questioned why Ham Lake cost was about the same as East Bethels when they had 35 percent
33 more calls. He stated he did not know if the numbers were correct, and they also did not know what
34 the formula was.

35 Lewis noted Ham Lake had 38 percent more population, but East Bethel was larger geographically.
36 He asked how the pro-rata was made, especially the administrative costs. Sheriff Wise responded he
37 could not give a satisfactory answer off the top of his head with respect to that. He noted it was up
38 to the city councils deciding on what level of service they wanted and whether that might be a
39 function of response times, or it could be the number of calls per service for each individual deputy.

40 Sheriff Wise believed East Bethel made a higher priority to have more coverage for the number of
41 citizens and that it was a decision of the Council to have done that as opposed to bare bones services
42 and minimal law enforcement services. He indicated somewhere along the line East Bethel decided

1 they wanted deputy coverage that was equal to what Ham Lake was offered, despite the fact that
2 East Bethel's population was smaller.

3 Sheriff Wise stated in cities like East Bethel the primary benefit of having a contract with the Sheriff's
4 office was that they had built in backup and they do not need to ask for a mutual aid assist. He
5 recommended the Council have a discussion about the level of service and how they wanted to
6 approach the level of service, being respectful to the taxpayers. He indicated he had heard that
7 residents do not mind paying if they know what they were paying for.

8 Sheriff Wise indicated Ham Lake had "dialed back" its level of service also.

9 Lewis asked what was the basis for the proration. He noted Ham Lake had 35 percent more calls, but
10 East Bethel was paying essentially the same amount within 10 percent. Sheriff Wise responded that
11 East Bethel citizens were getting more of the deputies time, along with more investigative time.

12 Lewis asked if the City should look at the total number of hours and dial it back to 32 or 30 percent.
13 Sheriff Wise responded he was suggesting the City take a look at the level of service and talk to their
14 residents and listen to those residents. He noted service level mattered to people who were victims
15 and they do not want to feel like they were unimportant, or that the officer or deputy had something
16 that they needed to get to that was more important than that person. He indicated there was a lot to
17 be said for that time investment in the community.

18 Sheriff Wise recommended the City perform a community survey and ask the residents about the
19 service and whether or not people felt this was something important. He believed the residents liked
20 the level of service they were receiving and the time the deputies spent with them.

21 Lewis requested Sheriff Wise have his staff write out the methodology and send it to him, particularly
22 how things were calculated and prorated. He noted the administrative proration was a complete
23 black box. Sheriff Wise noted the more calls for service probably equaled to more administrative
24 time, but he would ask his staff to get the information to the City Administrator.

25 **Informational; no action required.**

26 **4.0 D Fire Department Monthly Report**

27 Fire Chief Sanow presented the July 2023 report and noted that they responded to 85 calls, of which
28 69 were medical, 2 crashes, 6 alarms, 3 burning/smoke, 2 fires, 1 mutual aid, and one other. He
29 reminded the citizens that school was going to be back in session soon and to use extra caution on
30 the roads as kids would be walking to the buses.

31 Sanow stated garden debris and leaves were not allowed to be burned and they needed to be
32 composted.

33 Sanow reminded the residents to check their CO and smoke detectors, along with having their
34 furnace checked with the upcoming change of seasons.

35 Mundle asked how the wildfire danger was. Sanow responded it was looking good, but with the start
36 of fall soon everything would be drying out and they would get busy again. He expected burning
37 restrictions would be coming back again sometime in September.

38 **Informational; no action required.**

39 **4.0 E Public Hearing: Accessory Storage Container**

40 Berg presented staff's report indicating Councilmember Tim Miller has proposed amendments to City
41 Ordinance Appendix A – Zoning, Section 10-4, Accessory Storage Containers.

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

8 East Bethel Appendix A. – Zoning, Sec 04. – Applications and Procedures 11. - Zoning ordinance text
 9 and map amendments

10 D. Procedure.

11 The Planning Commission shall consider possible adverse effects of the proposed amendment.

12 1) The Planning Commission shall make findings of fact and make a recommendation on the
 13 request. Such recommendation shall be in writing and accompanied by the report and
 14 recommendation of the city staff.

15 2) Upon receiving the report and recommendation of the Planning Commission and the city
 16 staff, the city shall schedule the application for consideration by the city council. Such reports
 17 and recommendations should be entered in and made a part of the permanent record of the
 18 city council meeting.

19 Section 10-4. Accessory storage containers, as defined in Section 01. General Provisions of
 20 Administration, are not a permitted use within the City of East Bethel.

21 Berg stated the definition of an accessory storage container is found in Appendix A – Zoning, Section
 22 1 -9 Definitions. Accessory storage container: A container placed outdoors and used for the storage of
 23 goods, materials, or merchandise that is used in connection with a lawful principal or accessory use of
 24 the lot. The term "accessory storage container" includes, but is not limited to, containers such as
 25 boxcars, semi-trailers, roll-off containers, slide-off containers, railroad cars, piggyback containers, and
 26 portable moving and storage containers. The term "accessory storage containers" does not include a
 27 garage, barn, or storage shed accessory to a dwelling provided such structure is not of a type
 28 designed, equipped, or customarily used for over-the-road transport of goods, materials, or
 29 merchandise.

30 Berg indicated staff has reviewed the Ordinance amendment proposal and are supportive of an
 31 amendment to the existing ordinance. A staff recommend that the General Regulations applicable to
 32 Detached Accessory Structures, as defined in Section 14. Sub. 2., should be included.

33 Berg stated the Planning Commission review the amendment proposal at its August 22, 2023
 34 meeting. At the conclusion of its review, which included a lengthy discussion, the Planning
 35 Commission made a recommendation, by a 4-3 vote, that City Council consider the approval of the
 36 proposed amendment with the inclusion of a 5-acre minimum lot size requirement, a minimum of a
 37 Class 5 base or pad for placement and to require that storage containers meet the zoning setback
 38 regulations contained in Section 14. - Detached Accessory Structures. It should be noted that
 39 additions recommended by the Planning Commission do conflict with language in the original
 40 amendment proposal, which was also included in the approval. Additional modification to the
 41 Planning Commission recommendation would be necessary to clarify the conflict.

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

4 Lewis opened the public hearing at 7:56 p.m.

5 Rita Biljan, 23600 Goodhue Street, stated she did not want to have storage containers, but at a bare
6 minimum, they should have minimum acreage requirements and some screening as well as requiring
7 containers to be in backyards. She noted there were a lot of people with small lots and they did not
8 have a place to put a container that would be out of site of their neighbors. She did not believe
9 storage containers belonged in residential areas.

10 Julie DeWitt, 22879 Staples Street, stated storage containers should be allowed on 2 or 3 acres. He
11 asked how were they going to justify three accessory structures versus one storage container. Berg
12 stated under the proposed amendment they would not be considered a detached accessory
13 structure, but rather they would just be a storage container in and of itself. He indicated there was
14 no request in the proposal to utilize another storage container. He noted that could be addressed in
15 a different version of the Ordinance.

16 DeWitt asked if a resident would be entitled to three accessory structures and one storage container.
17 Berg responded as proposed there was no prohibition for storage containers above and beyond the
18 allowable detached accessory structures.

19 Lewis closed the public hearing at 8:00 p.m.

20 DeRoche stated if someone did not have enough property, they could not build a large enough shed
21 to put their stuff in, so this would give people something they could put their stuff in. He noted not
22 everyone could afford a wooden shed. He stated if storage containers were allowed on 5 acres that
23 would eliminate everyone on Coon Lake. He indicated there should be some stipulations on this,
24 such as having the storage container the same color as the house. He stated while storage containers
25 were waterproof, they were not secure. He indicated people needed places to put their stuff.

26 Miller agreed with DeRoche and stated this Ordinance was not coming from him, but from residents
27 he had talked to prior to being elected. He indicated he had no interest in obtaining a storage
28 container, but just because he didn't have an interest in something did not mean that the residents
29 and their interests ended.

30 Miller stated he had done some research on storage containers and found that they were rated to
31 last 25 years, whereas a storage shed was rated for 10 years. He stated storage containers were
32 basically insect and mouse proof because of how they were constructed. He indicated storage
33 containers were basically fire retardant. He noted storage companies use these containers all over
34 for storing their tools and materials in a safe manner.

35 Miller stated if he was one of the residents asking for a storage container, why could they not be used
36 if they had the appropriate land in place to put it. He indicated he was not fond of the five-acre
37 requirements and he hoped that people would understand that they are not just going to put it up in
38 their backyard in the middle of yard and they would have to have some thought process with this.

39 Miller believed people would take the Ordinance seriously and would want to have the storage
40 container look good. He stated storage containers held their value also and people wanted them. He
41 indicated the current Ordinance did not allow people to have storage containers, and this was going
42 to free the residents up to basically using their own properties the way they saw fit and that was why
43 the residents moved to East Bethel so they could have land.

1 Miller stated he was in favor of either a concrete pad or class five for the storage container as they
2 were heavy and would sink into the ground otherwise.

3 DeRoche believed they had to be careful when they were discussing this because a lot of the
4 Commissions did not like this and did not want to see it, which he did not think was appropriate
5 because they are supposed to represent everyone.

6 Smith stated he agreed and there was a lot of “I don’t like that and I don’t like this,” that came from
7 the Planning Commission meeting. He stated DeRoche was right and the residents had spoken to
8 them and they want to be able to store their stuff. He indicated it made sense what Miller had come
9 up with and Miller had done a lot of research on this and it sounded like a great thing. He also did
10 not agree with the five acres and wanted it less.

11 Mundle stated he did not agree with this Ordinance and believed it would open up a Pandora’s Box of
12 issues. He believed the Ordinance was incomplete. Mundle indicated when putting together an
13 Ordinance, they had to look at it three different ways for the people that want it, for the people who
14 do not want it, and how the City would enforce it. He stated it was important to address as many
15 factors as they could and then come up with new Ordinances because things were not retroactive
16 with Ordinances. He noted that if this Ordinance was passed tonight and in the next six months, it
17 was found that there was a lot of issues, they could change the Ordinance, but everything had had
18 happened in the previous six months would have been grandfathered in.

19 Mundle asked if storage containers should be licensed by the City and/or should a permit be granted
20 essentially like a building permit, to ensure that the storage container complied with the Ordinance.
21 With respect to placement, he asked if it would meet all of the setbacks, just like an accessory
22 structure would need to be inspected once it was placed. With respect to acreage, five acres had
23 been recommended. He noted Oak Grove had a 7-acre minimum. He asked what kind of screening
24 requirements would there be and would there be a certain maximum number of containers allowed.
25 He asked what usage would be allowed for storage containers (personal, commercial, home-based).
26 He asked how would the City ensure that the containers stayed in good condition and did not
27 deteriorate.

28 Mundle noted in the definitions they had including, but not limited this to box cars, semi-trailers, roll
29 off containers, and railroad cars. He asked if this was just for storage containers, or would they allow
30 semi-trailers as well. He indicated these things should be addressed. He asked what was the City
31 specifically allowing.

32 Mundle indicated the storage container under number 2 would comply with other applicable City
33 ordinances and regulations, but which ones specifically. He asked would signs and logos be allowed.
34 He asked was there any stipulations as to when they were to be removed. He asked if they would be
35 allowed on rental properties. He asked should they be anchored into the ground and did they need a
36 foundation. He asked if they needed a concrete pad under them and if so, how would this affect the
37 impervious surfaces in the area. He asked if this would count toward any other accessory structure.
38 He asked how would they ensure that this did not adversely affect any adjoining properties. He asked
39 if these containers could be modified, and if so would new engineering be needed for them.

40 Mundle asked what portions of Section 14 applied and would a detached accessory structure be
41 allowed before the principal structure.

42 DeRoche asked Mundle where all of these concerns had been since the original concept was
43 proposed in April. He indicated all of a sudden there was a public hearing and Mundle had a list. He
44 indicated they could not plan for everything that could go wrong. He stated if it did not work, then

1 they could tweak it. He indicated they would not constantly say no they were not going to do this or
2 no they were not going to do that if it was not affecting public safety, public health, and it was not an
3 imminent danger to anyone. He noted people had stuff in their yards and people would get citations
4 if they do not get it out because it was visible so this would give them somewhere to put their stuff.

5 DeRoche asked Mundle why all of his concerns were coming out now when he could have emailed
6 staff at any time with his questions and concerns. He noted it was kind of like Mundle wanted to
7 start all over from day one and he was not in favor of all of the questions.

8 Mundle stated Council had not addressed this before and now it had gotten to the point for the
9 Council to discuss it.

10 DeRoche stated they had been discussing this for quite a while and it had not gotten to the Council
11 previously because the Planning Commission had tabled their discussion for two months in a row.
12 Mundle noted the Planning Commission had very full agendas for two months in a row. DeRoche
13 disagreed with Mundle and stated he was at the Planning Commission meetings.

14 Lewis stated it was interesting that Mundle had brought this up because they had discussed the need
15 to improve effectiveness of reasonable consistent Code enforcement and the Council had said this
16 was something they needed to discuss, but so far they had not as it related to this issue. He indicated
17 this was a matter of Code enforcement and asked how did they enforce the Code.

18 Lewis stated this was a balancing act and they did not want to constrain the residents so they did not
19 have quiet enjoyment of their property, but on the other hand they do not want people doing
20 whatever they want. He agreed with DeRoche that they could not prevent every possible negative
21 outcome, but they also do not want it where people were allowed to have zero regard for their
22 neighbors either.

23 Lewis noted he himself had someone with a shipping container down the street from him, so he knew
24 what Mundle was talking about, but he indicated it was a balancing act where they were paid the big
25 bucks to resolve.

26 Berg stated he had some questions for clarification purposes. He noted the storage container was to
27 comply with all setback requirements as specified in the Zoning Ordinance, but what setback
28 requirements were they looking at. He asked if they were looking at residence, septic system, garage,
29 detached accessory, etc.

30 Berg noted the storage container shall comply with all other applicable City Ordinances and
31 regulations, but that was very vague. He suggested they make the storage container included in
32 definition of a detached accessory structure, which then they would have everything set for setbacks.

33 DeRoche stated he wanted to go along with what Miller originally came up with.

34 Mundle stated he wanted to take the time to get it as soon as they could before it was passed. He
35 acknowledged they could not plan for some things, but some of the things were right in front of
36 them. He wanted them to figure out the storage versus cargo versus shipping versus semi-trailer
37 definition along with whether they should be anchored to the ground, what kind of foundation
38 should they have, should they apply with want standards for setbacks, should they be licensed or
39 permitted, should they be inspected to ensure they were complying. He stated those were
40 reasonable items.

41 DeRoche believed this was stonewalling because there had been more than ample opportunity to
42 discuss this and make the changes that were necessary. Mundle stated this was the first time Council
43 had discussed this.

1 DeRoche stated the Planning Commission should have taken care of these issues and questions.
2 Mundle responded that the Planning Commission did not have all of these questions. DeRoche noted
3 a lot of the questions were at the Planning Commission meeting.

4 Smith stated this had been on the Planning Commission's agenda several times and all they had to do
5 was read their packet and they could see everything. He indicated everyone has had the information
6 since May and that was enough time to have questions.

7 Larson stated if he was reading the Council correctly, there appeared to be at least somewhat of a
8 resonance positively with what Berg had with respect to matching storage container and accessory
9 structure with the same setbacks. He stated what Council could do was move to approve with
10 directing staff to essentially bring language back to the next Council meeting that was in conformance
11 with what they had passed as far as an accessory structure and then Council could adopt that new
12 language. Or, if it needed to be tweaked at that point, they at least had the language before them.

13 Smith stated if they agreed to this, he wanted Miller involved with it and he didn't want staff making
14 the decisions on their own.

15 DeRoche did not believe attaching this to the detached structure ordinances was going to create
16 more issues and it was basically going to tell people the same thing they had already been hearing.

17 DeRoche called the question.

18 Berg noted they did not actually have a Resolution in front of them. He stated Council had the actual
19 Ordinance proposal amendments. He indicated if they wanted to direct staff to change something
20 that was fine, but there was no Resolution to approve. He indicated this was a draft Ordinance.

21 Larson stated Council could make a motion to direct staff to revise said Ordinance and Miller should
22 be included in the process.

23 **Lewis stated I'll make a motion to direct staff to revise said Ordinance and include Miller in the**
24 **process. Smith stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.
25 **Lewis, Miller, and Smith.** Lewis asked any opposed? **DeRoche and Mundle** That motion passes.
26 **Motion passes 3-2.**

27 **4.0 F Capstone Concept Plan**

28 Berg presented staff's report indicating on June 21, 2023 the City Council and Planning Commission
29 held a Joint Special Meeting where Capstone Homes, INC. presented a Concept Plan for a Mixed Use/
30 PUD residential redevelopment of the Viking Meadows Golf Course located at 1788 Viking Blvd NE.

31 Berg noted at the June 27, 2023 Planning Commission Meeting a Public Hearing was held and
32 feedback was provided to the developer on the Concept Plan proposal. Berg indicated at the July 24,
33 2023 City Council Meeting the Concept Plan proposal was presented to the City Council for feedback.
34 Berg stated on August 16, 2023, the developer submitted a revised Concept Plan for the proposed
35 PUD which is attached to the meeting packet for review as Attachment 3.

36 Berg stated the property is located on 129 acres of land which spans across the zoning classifications
37 of Mixed Use and Single Family Residential. The proposal shows that of the 95 acres which are
38 developable, 69 acres will contain the proposed 252 lots. In addition, the amended proposal contains
39 60 acres of open space, which also includes 8.1 acres of park and recreation space. This revised
40 concept plan removes the Rural Residential 30-acre parcel south of 189th Ave NE from the plan.
41 Adjustments made across the entire development have resulted in a decrease of 98 individual lots.

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

6 Berg noted the application procedure shall include submittal and approval by the City Council of a
7 concept plan prior to the submittal of a PUD request.

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

10 Berg indicated according to Section 56 - PLANNED UNIT DEVELOPMENT (PUD), Subsection D. – A
11 *Planned Unit Development is required in Mixed Use Districts in the city. Mixed use allows for*
12 *commercial, residential, parks and open space and, as such, are in compliance with the East Bethel*
13 *Comprehensive Plan. The purpose of a PUD is to allow flexibility and variation from conventional*
14 *ordinance standards in exchange for higher standards of development design and creativity,*
15 *architectural control, natural resource protection, landscaping, public parks, public and private open*
16 *space protection, pedestrian access, and multi-use corridor opportunities. The PUD provisions are also*
17 *intended to promote the efficient use of land and promote cost-effective public and private*
18 *infrastructure systems.*

19 Berg stated as part of the preliminary review, staff has offered the following comments:

- 20 • Access – Ingress and egress to the development will be accessible from two locations, Viking
21 Blvd. NE, and Sandhill Parkway NE. The original proposal contained a potential connection at
22 189th Ave NE. This is still being requested to be configured as an emergency only access point.
23 The City Engineer, Public Works Manager, and city staff are working in conjunction with the
24 Anoka County Highway Department to evaluate overall traffic considerations of the area in
25 response to concerns expressed during the first concept plan proposal. A traffic study will still
26 be required.
- 27 • Open Space - A primary function for a PUD is to encourage development that preserves and
28 enhances the natural characteristics and valuable natural resources of a site and not force
29 intense developments that use all portions of a given site to arrive at the maximum intensity
30 or density allowed. Capstone has proposed over 60 acres of open green space which includes
31 over 8.1 acres of community park and recreation space with walking trails and unique
32 landscaped buffers. The park area is an increase from the original 1-acre park proposal.
- 33 • Streets – Streets and cul-de-sacs, along with utilities should be constructed in compliance with
34 City Code Section 66 – 164 which requires that streets shall provide for future connections to
35 adjoining un-subdivided land. Staff recommends that the streets be city-maintained public
36 streets throughout the development.
- 37 • Housing - The amended plan consists of 252 new single-family homes which is a reduction
38 from the original 350 proposed. A combination of 50', 70', and 80' lots are proposed as
39 opposed to the 45' and 65' lots that were included in the original proposal.
- 40 • City Services - The plan indicates the new single-family homes will each be connected to the
41 city sewer and water as the entire development is within the Metropolitan Urban Service Area
42 (MUSA).

- 1 • Density - The plan consist of an overall density for the proposed developable land that is
- 2 under 3 units per acres, which is the city-wide density standard based on the 2040
- 3 Comprehensive Plan for all properties in the MUSA.
- 4 • Parks Commission - The developer presented the Concept Plan to the Parks Commission on
- 5 August 8th, 2023. The Parks Commission was agreeable to the \$1500 fee per lot and 8.1 acres
- 6 of land. The developer has requested the cash be used for the improvements to the active
- 7 play area with addition of a nature play facility.
- 8 • Financial Impact - The revised project plan would generate a conservative estimate of
- 9 \$280,100 in annual city property tax revenues at build out in 2028. The city will also collect
- 10 \$1,431,360 in City SAC and WAC fees over the life of the project (2024 -2028). This amount
- 11 would pay off the approximately 70 percent of the principal balance of the METC Reserve
- 12 Capacity Loan. In addition, the increased housing units would improve the demographics in
- 13 the local market area which are needed to attract basic retail, food, and grocery services to
- 14 the city.

15 Berg stated the Planning Commission, by a 6-1 vote, made a recommendation of approval of the
 16 amended concept to the City Council at its August 22, 2023 meeting. Berg indicated staff is requesting
 17 that City Council consider approval of the amended Concept Plan as exhibited in Attachment 3, by
 18 Resolution 2023 – 61, A Resolution Approving the Concept Plan of “Viking Meadows.”

19 Miller inquired where the commercial area was. Berg pointed out on the map where the commercial
 20 area would be noting that area was outside of the actual development.

21 Miller asked on the frontage road was there going to be any retail. He also asked if the City would
 22 make more from retail connections with SAC/WAC and for property taxes if it was along that section.
 23 Davis responded the City would make more on property taxes if it was commercial as commercial was
 24 essentially taxed twice the rate residents were. He indicated, however, there was no telling what
 25 SAC/WAC charges would be as it was dependent upon the use. He stated if there was a high-water
 26 user, then they would collect more. He stated generally the higher residential properties produce
 27 more in the Elvidge project where there was five acres of an out lot that was slated for commercial
 28 use. He noted the market would determine what would be successful there. He stated the Elvidge
 29 project was better suited and better located than the Capstone project was. He indicated there was
 30 probably little, if any, property within the Capstone boundary that was suitable for commercial use,
 31 with the exception of the northwest corner as pointed out by Berg.

32 DeRoche asked how was the Park Commission’s recommendation of \$1,500 per lot determined.
 33 Davis responded earlier in the year it was decided to go to a per lot requirement because other
 34 formatting was not meeting the needs for park development, acquisition, and improvements. He
 35 indicated it was changed at that time from 10 percent of appraised value and went to \$1,500 per lot
 36 on this type of a development. On a residential subdivision it was \$2,000 per lot.

37 DeRoche asked where was the active play area and additional nature play facility located. Berg
 38 pointed out on the map where the play areas were being proposed.

39 Lewis asked how could they use that amount of money in just those parks. Davis responded it
 40 depended on what the final design was going to be. He indicated it was very expensive. He believed
 41 if the final cost was less than what the park dedication fee was the remainder would be put in cash in
 42 the parks acquisition.

1 Matt Barker, Capstone, stated it was his understanding that there were two options – the developer
2 was asked to give land, or they were asked to contribute dollars. He noted in this case, they were
3 looking at doing both. He stated they suggested that not only would they pay the park fee of \$1,500
4 per lot, but they would also have a space that they believed would work well that could be
5 designated as park given to the City for park use. He indicated they had presented the concept at the
6 Park Commission meeting and noted this was a great resource to any community and it was a great
7 amenity for a neighborhood, as well as it was a place for the community to come together.

8 Miller asked if they were creating ponds and wetland areas in this design. Mr. Barker responded that
9 the ponds were avoiding the wetland areas. He noted there was a wetland delineation that was
10 completed for the property. He indicated the ponds were for stormwater retention and they could
11 not interact with the wetlands in their design.

12 Davis stated this was not going to be 160 acres of house after house after house and there would be a
13 lot of breaks and separation between some of densities, which would give the appearance of a much
14 lower density development even though they were still at 252 units.

15 Miller asked if they were creating their own wetlands there. Davis responded those would not be
16 considered wetlands. He indicated they could go into the creation of wetlands, but they had to go
17 through a lengthy process with the DNR and if they failed then they had to replace them somewhere
18 else. He did not think that was something the City wanted to get into.

19 DeRoche asked if there was an ecological impact statement done on this project. Berg responded
20 that was something that could be potentially part of the statutory requirements based on units and
21 area. He indicated they would defer to the City Engineer to make those recommendations of
22 additional items rather than on what the Statute required.

23 Barker stated there had been a phase one environmental study completed on the property and they
24 had done extensive geological testing to determine depths of soil and materials. He indicated they
25 were creating stormwater ponds and they were moving that material to raise the site to make sure
26 that the site was draining properly.

27 Lewis asked if a concept plan review conveyed any legal development rights to the application versus
28 a concept plan approval. Berg responded until they reached the preliminary plat stage, just because
29 Council potentially approved a concept plan tonight did not mean the developer would get to put a
30 shovel in the ground tomorrow. He indicated this was only giving the developer acknowledgement of
31 the local unit that the plan that they had proposed was something that was desirable to the
32 community and would fit within the guidelines of the Comprehensive Plan. He stated they would
33 need to bring a preliminary plat to meet those guidelines which would give final approval and at that
34 time that would convey some legal authority to the developer.

35 Mundle stated right now they were essentially giving the developer feedback and if the Council liked
36 this proposal, it gave the developer some acknowledgement that they probably had a safe
37 investment to go ahead and spend large amounts of money to do a preliminary plat. Berg agreed and
38 noted this would also kick off the hiring of an engineering firm to do the traffic study, to start
39 requesting the environmental assessments, and getting approval letters from the Corps.

40 Davis stated this gave the developer assurance that they could proceed with the project as long as
41 their preliminary plat essentially overlaid what they were presenting to Council. He noted this gave

1 the developer assurance to go ahead and continue with their planning and engineering to get to that
2 stage.

3 Mundle stated they were in no way rubber stamping this and this was just simply feedback and
4 direction to the Developer. Berg stated they would still need to move into the planned unit
5 development phase of things and define other parameters above and beyond what was coming in the
6 preliminary plat. He indicated that was part of the process and the City could refine the aesthetics,
7 the look, the volume, etc. to some degree once they got to that stage.

8 Lewis stated this version appeared to be denser than the previous version. Mr. Barker explained the
9 change made to the plan noting they had eliminated 100 homes from that plan. He noted the density
10 was 100 percent established on what the City was requiring in the Code and they were not seeking
11 any flexibility. He believed this was taking the advice that was given to them by Council to get a
12 density that was a little bit more friendly to the City.

13 Smith asked if the ponds would all have water in them. Mr. Barker responded there was a ditch that
14 ran through there that appeared to have water in it on a regular basis, but without knowing the
15 engineering and how deep the ponds would be, he did not have an answer to that at this time.
16 However, he noted there was water in several of the ponds on the golf course right now, so they
17 anticipated there would continue to be water in the ponds.

18 Smith expressed concern about stagnant water in the ponds and asked if they would be putting in
19 fountains to keep the water moving. Mr. Barker responded he did not have an answer to that
20 question at this time and they would need to do some research on it. He indicated there would be an
21 HOA and the ponds would be a common area.

22 Smith requested the developer research putting fountains in so the water was not stagnant and
23 smelled. Mr. Barker stated they would check into this.

24 Lewis asked what was the function of the HOA. Mr. Barker responded right now they were proposing
25 improved landscaping and they also had a half-acre recreational green space that was going to be
26 retained as a part of the HOA for some recreational activities, as well as a larger entrance at both
27 Viking and Sandhill Parkway. He noted the landscaping would need to be irrigated. He indicated they
28 were also going to have some type of screening which would need to be taken care of by the HOA.
29 He indicated they HOA might also want to have one garbage hauler to save wear and tear on the
30 City's roads.

31 Lewis noted the City had a lot of ponds, but the City was not in the pond maintenance business and
32 that was one door they did not want to open. Mr. Barker stated he would be happy to come back to
33 the Council for this discussion after he had an answer on the ponds.

34 Miller noted on the east side there was going to be some kind of a buffer between the development
35 and the private residential land that runs across there. He asked if they were going to be right upon
36 the property line. Mr. Barker responded that as it was designed right now, there would be a little bit
37 of space included in there, plus some additional wetlands. But, when they were not presented with
38 those buffering options, then they would follow the setback standards that were in place.

39 **DeRoche stated I'll make a motion to adopt Resolution 2023-63, A Resolution Approving the**
40 **Concept Plan of "Viking Meadows." Mundle stated I'll second.** Lewis asked any discussion? To the

1 motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion**
2 **passes unanimously.**

3 **4.0 G 2024 Preliminary Budget Discussion**

4 Davis presented staff’s report indicating On May 10, 2023 the City Finance Committee met with City
5 staff to review and discuss the 2024 budget. The Finance Committee also discussed the City general
6 fund balance, the actual City financial performance for the prior year and the City’s debt service
7 requirements. Concurrent to the Finance Committee meeting, the base budget was submitted to
8 Department Heads for preparation of their individual department budgets. On July 5, 2023 City
9 Department Heads presented their department budgets to the City Council. On August 7, 2023 Paul
10 Lenzmeier from the Anoka County Sheriff’s Department presented the 2024 Law Enforcement
11 Contract. On August 14, 2023 the City Council discussed allocating the one-time Public Safety Aid of
12 \$515,964 to the 2024 Law Enforcement Contract. Again, these funds can only to be used to fund
13 public safety related expenditures with the City’s contract with Anoka County for Law Enforcement
14 Services being an eligible use. The final amount will be certified by the MN Department of Revenue
15 by September 1, 2023 with the actual funding disbursement occurring December 26, 2023.

16 Davis noted the City has a fund balance policy that states that the City will maintain an unassigned
17 fund balance in the general fund of at least 40 percent of next year’s budgeted expenditures. In
18 practice, the City has historically maintained and targeted 50 percent of next years budgeted
19 expenditures to ensure the general fund has adequate cash flow in order to meet operational needs.

20 Davis stated the City ended 2022 with a general fund balance of \$3,672,546. Given this amount,
21 estimates for 2023 general fund financial performance and the proposed 2024 expenditure budget
22 the City could use \$348,500 in fund balance to offset the increase in 2024 expenditures in order to
23 keep the levy flat for 2024 and still be over the targeted 50 percent.

24 Davis outlined the levy options:

- 25 Use of fund balance \$348,500 = 0% Levy increase
- 26 Use of fund balance \$250,000 = 1.6% Levy increase
- 27 Use of fund balance \$200,000 = 2.4% Levy increase
- 28 Use of fund balance \$100,000 = 3.9% Levy increase
- 29 Use of fund balance \$0 = 5.5% Levy increase

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

- 32 September 11 Council Meeting: Consideration of the Preliminary 2024 Budget and Levy
- 33 December 11 Council Meeting: Consideration of the Final 2024 Budget and Levy

34 Lewis noted in the interest of public disclosure, he met with Davis and Jeziorski last week to go over
35 this topic and they came up with the 1.5 to 2 percent levy change. He believed the residents would
36 understand at this time of inflation and cost increases, this needed to be done. He indicated at the
37 same time, they wanted to be prudent and not use up the surplus more than they needed to.

38 Mundle stated he would be comfortable with the 2 percent ley increase. Lewis believed it would
39 probably be about 1.6 percent increase which he believed was pretty tolerable at a time of 3 to 7
40 percent inflation.

41 Mundle stated he would be agreeable to anything under 2 percent. He noted Minneapolis/St. Paul
42 had an increase of 15 percent.

1 Jeziorski stated they were trying to get some kind of consensus as to what the Council wanted the
2 preliminary budget to look like. He believed they had whittled it down to just this one issue now
3 what they want to use for that fund balance in order to decrease the levy increase for 2024 without
4 jeopardizing or leaving the City vulnerable in future years. He indicated he thought the prudent thing
5 to do was use up the fund balance incrementally and starting with that 1.6 to 2 percent increase was
6 a good start for the preliminary budget. He stated if things changed, they could always decrease it in
7 the final budget.

8 Mundle asked if the Council set this at 2 percent tonight, could it be reduced down to 1.6 percent.
9 Jeziorski responded if the consensus was to do 2 percent, then he would create the budget at 2
10 percent and if things changed between now and December 11, they could always reduce it down.

11 Jeziorski stated the one thing was if they gave this to the County in the preliminary stages, that was
12 what was going to show up on everybody’s preliminary tax statement that they received in
13 November.

14 It was Council’s consensus to have the budget book with a 2 percent total levy increase to be
15 presented at the September 11 meeting.

16 **Informational; no action required.**

17 **5.0 Public Forum**

18 Julie DeWitt stated she was going to have Christine Dahlman speak for her.

19 Christine Dahlman suggested the City have a public forum at the beginning of the meeting in the
20 future so people did not have to wait 2 hours for the public forum to make comments.

21 Ms. Dahlman stated what Ms. DeWitt had not mentioned at the previous Council meeting Open
22 Forum was that she had been through cancer treatments and the previous Council in November 2021
23 voted unanimously to leave them alone and not charge them and readdress the issue. However, the
24 concern was that they were never contacted by the City and next thing they knew they were in Court.

25 Ms. Dahlman stated the building inspector had said Ms. DeWitt’s home was a threat to public safety.
26 A substandard hazard for supposedly curled shingles which they have asked for documentation. She
27 noted Ms. DeWitt could not get any documentation because she has an attorney. She indicated Ms.
28 DeWitt has a Public Defender and the Public Defender had put a motion into the Courts in May asking
29 the Courts to specifically look at the equity in her home to see if she even qualified anymore. She
30 believed that was unfair because Ms. DeWitt had no income right now.

31 Ms. Dahlman stated she had some real concerns about the City’s law firm. She noted the City
32 Attorney’s law firm had stated they were unable to go to a trial because a witness was not available
33 due to emergency surgery, but she saw pictures of that witness in the Philippines.

34 Lewis noted Ms. Dahlman had gone over five minutes and asked the City Attorney what they should
35 do in this situation.

36 Larson stated he wanted to make it very clear that there was a citation and an action before the
37 Court. He noted each one of the allegations that Ms. Dahlman indicated as well as any
38 documentation she had was to be looked at by a Judge who was non-biased – who looked at the
39 evidence and the proper procedures in a non-biased manner. He indicated what Ms. Dahlman was
40 bringing before the Council was public policy and whether the Code was appropriately written and
41 whether it should be rewritten. He indicated if Ms. DeWitt was in compliance with the Code then she
42 would win at Court, and if she was not in compliance, she would lose.

1 Ms. Dahlman stated the City Attorney misled the Council. Larson stated he had not said anything
2 misleading and he had talked about the law.

3 Mr. Dahlman asked why could Mr. Davis work with them to help to clean up their property and
4 willing to work with them to keep them out of Court, but the Council did not. She noted the City
5 Attorney had an obligation by law to enforce the law and he also had an obligation to not charge
6 people when they know there were bogus claims.

7 Lewis noted the Council was not the body that adjudicates this.

8 Larson noted Ms. DeWitt could have had the Code Enforcement Officer come back out.

9 Davis stated he had spoken with Ms. DeWitt and told her that while they had made progress in
10 cleaning up their property, they needed to get together to have a meeting scheduled and find out
11 what they were going to do keep the corrections going. He noted that meeting was held on June 26.
12 He indicated at that meeting, Ms. DeWitt was not willing to discuss anything to continue what
13 needed to be done to come into compliance. He stated at the end of the meeting, Ms. DeWitt was
14 informed that this needed to go to the Court. Ms. DeWitt responded she had given Davis the
15 reasoning.

16 Ms. Dahlman stated this selective enforcement and selective prosecution had to stop. She noted the
17 City Attorney's law firm was lying when they said Mr. Schmidt was having emergency surgery, but
18 there were pictures of him in the Philippines. Larson stated Ms. DeWitt could bring that up with the
19 Judge.

20 Ms. DeWitt stated both her and her husband were being charged separately, but she was the owner
21 of the home.

22 Ms. Dahlman asked if the City was going to pay for their lawyer. Lewis pointed out they had a Public
23 Defender. Ms. Dahlman stated this was selective enforcement. Lewis responded the City did not do
24 selective enforcement and it was equal justice under the law. He stated it was up to the Judge to sort
25 this out.

26 Larson stated the Court would take into account the proper procedures and the truthfulness of
27 witnesses as well as the facts of the case.

28 Ms. DeWitt noted she was still sick and had to go back to therapy and now her husband was ill also.
29 Lewis stated he had faith in the Judge to see the reality. Ms. DeWitt stated she had no faith in the
30 justice system. Lewis wished her well in the process. He indicated the Council would be following her
31 case closely and he was interested in what happened.

32 Ms. DeWitt stated it was disturbing the City Attorney and the Public Defender were in "cahoots."

33 Denise Lachinski stated the next Parks Commission meeting was going to be down at Coon Lake at
34 6:00 p.m. where they will be discussing park improvements and the skateboard park.

35 Ms. Lachinski stated she was sorry that the comments she had made at a previous Open Forum
36 offended and hurt people. She hoped that despite the way it was handled that conversations were
37 being made to increase volunteerism in the City because she felt they needed to get more people
38 involved. She apologized for the disruption of the City business and thanked them their time. Lewis
39 thanked her and indicated, "all is forgotten, all is forgiven."

40 **6.0 Consent Agenda**

41 ~~Item A: Approve Bills~~

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

- 1 Item C: Approve Meeting Minutes, August 7, 2023 Special Meeting Minutes
- 2 ~~Item D: Approve Meeting Minutes, August 7, 2023 Work Meeting Minutes~~
- 3 ~~Item E: Approve Meeting Minutes, August 14, 2023 City Council Minutes~~
- 4 Item F: Approval of Tobacco License Name Change: River Country Co-op
- 5 Item G: City Administrator Employment Notification

6 DeRoche requested to pull Item D. Lewis requested to pull Item A. Smith requested to pull Item E.

7 **Mundle stated I'll make a motion to approve Consent Agenda Items as amended. Miller stated I'll**
8 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked
9 any opposed? That motion passes. **Motion passes unanimously.**

10 **6.0 A Approve Bills**

11 Lewis inquired about an underwater utility ops paid to Fisher and Signs for \$2,500. Davis responded
12 that was for some contractual work they for concrete curb and sidewalk repairs at the facility that
13 resulted in a water break last winter at Whispering Aspen. He noted the clean up work had to wait
14 until spring.

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

18 **6.0 D Approve Meeting Minutes, August 7, 2023 Work Meeting Minutes**

19 DeRoche noted on page 172, line 41, should say Coon Lake. Mundle stated on Page 171, line 9,
20 \$15,000 should be \$515.

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

24 **6.0 E Approve Meeting Minutes, August 14, 2023 City Council Minutes**

25 Smith noted on page 179, line 35 and 38, it should say Steve Strickland.

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

29 **7.0 New Business. Commission, Association, and Task Force Reports**

30 No reports given.

31 **8.0 Department Reports**

32 **8.0 A Community Development**

33 None.

34 **8.0 B Engineer Report**

35 None.

36 **8.0 C City Attorney**

37 **8.0 C.1 Cannabis Moratorium**

38 Larson stated the public hearing had been noticed.

1 Lewis noted today's date was August 28 and not August 24 as indicated. Larson stated he was
2 impressed with this Council on their proofreading skills.

3 Larson stated the Council approved this moving forward in order to give the public an opportunity to
4 be heard on this proposed moratorium. He indicated the proposed moratorium was to give the City
5 time to decide where it wanted its retail cannabis businesses.

6 Larson noted if the City did not put the moratorium in place, it was true that there could not be a
7 lawful business until the Office of Cannabis Management actually issued licenses. He noted the
8 August 1 law was not as clear as it should have been. He indicated someone could actually do retail
9 sales lawfully, but they do not have the administrative license to do so.

10 Larson indicated one of his biggest concerns was there would be a person out there who basically
11 said that the only thing that was stopping them was that they do not have a license, but an
12 application had been submitted. And then they were sitting here and trying to say they were running
13 their business out of their home in a residential area and the City was not allowing those businesses
14 in residential areas. He indicated the City would then have to spend a lot of money and time in trying
15 to address that when all they needed to do was basically pass the preemptive moratorium.

16 Larson stated as the City Attorney he was not saying to prohibit anything that was lawful and to not
17 impinge on what the residents and citizens of the City could do, but rather he was trying to put the
18 City in the best legal and financial situation as far as being able to manage and oversee cannabis.

19 Larson indicated the other thing they needed to decide was if they were going to put a limit on this or
20 have it limitless. He noted they were talking about cannabis, which was another intoxicating
21 substance just like alcohol, and as a result law enforcement was going to be dealing with what did it
22 mean as far as essentially the wellbeing of citizens.

23 Larson stated this was an opportunity for the City to essentially regulate and oversee the retail sale of
24 cannabis in a way that worked for everybody. He indicated the reason he was bringing this and
25 strongly recommending that Council seriously consider this moratorium. He stated he was trying to
26 give the City a preventative measure.

27 Lewis opened the public hearing at 9:36 p.m.

28 An audience member believed this was a good idea.

29 Lewis closed the public hearing at 9:37 p.m.

30 **Mundle stated I'll make a motion to adopt Ordinance 2023-17 and Interim Ordinance prohibiting**
31 **the operation of cannabis and hemp businesses in the City under Minnesota Statute 342.13(e) and**
32 **462.355 with corrections as stated. Lewis stated I'll second.** Lewis asked any discussion?

33 DeRoche stated he did not understand having a moratorium for a year when the licenses did not
34 come out until 2025. He noted that at that point the moratorium would be gone and the City would
35 have spent money creating the moratorium. He indicated he did not see why staff could not do this
36 work without a moratorium and come up with any Ordinances themselves. He saw this as putting
37 the cart before the horse.

38 Mundle asked whether Council approved this or not would staff be drafting the Ordinance for a
39 moratorium. He also asked how much did it cost the City to enact this. Larson explained people were
40 creative and could come up with some creative arguments on this. He indicated he was trying to
41 inoculate the City so they do not have to deal with that.

1 Lewis stated he believed the City had spent approximately \$2,800 on this so far. Larson noted what
 2 the City had spent money on was also an understanding of what the law, which was 150 pages. He
 3 noted his firm had spent hundreds of hours on this and in June he gave a report to the Council laying
 4 out what the law was and at that time he told the Council he was going to recommend a moratorium.
 5 He stated this was very complicated and he was proud of the value that had been provided to the
 6 City with that amount. He stated it would not cost the City any additional legal fees to enact the
 7 moratorium. He indicated what they were seeing now was either they want to risk the City having
 8 issues, or they could improve it and there would not be any issues.

9 DeRoche stated the scare tactics didn't work on him. Mundle stated it was not scare tactics.

10 Smith asked Larson how many other cities had his firm done this for. Larson responded that every
 11 single city his firm represented had done the moratorium. He indicated this was very common.

12 Smith asked if his firm charged the other cities the same \$2,800. Larson responded those cities
 13 probably required the same amount of work, so yes.

14 Smith stated if he had done the same amount of work for other cities and the firm had already done
 15 this several times, then East Bethel should get a discount. Larson responded the City had received a
 16 discount.

17 Smith indicated he did not know how Larson figured that. Larson responded that what he had done
 18 was based upon the hour. He noted he had taken the overall body of work that he had not billed for
 19 and then he put this together. He indicated it took a lot of knowledge to tailor each one of these. He
 20 noted they were starting a new frontier and there was no "plug and play out there." He indicated
 21 they had to start from scratch and they were looking at a 150-page piece of legislation that they were
 22 studying and then taking and putting together into staff reports. He noted they had to figure out the
 23 impact for each of their cities and not every city had edible licensing, etc. He stated he had to look at
 24 all of the different licensing protocols to make sure he was providing the correct advice to the
 25 Council.

26 Smith noted they were not sure if it was right or not because Larson had said it could go the other
 27 way. Larson stated his job was to provide the best service he could and to provide the City with all of
 28 the tools. He indicated he was not going to take any personal umbrage if the Council decided to vote
 29 against it. He stated he wanted to make sure that as best he could, he was giving the Council the
 30 most informed and complete advice possible as their chief legal advisor. He stated he was
 31 exceptionally proud of the product, the service, and the advice he had given the Council. He stated
 32 he would respect whatever the Council decided.

33 DeRoche stated he was confused about when it was legal to sell. Larson explained what he meant by
 34 his earlier comments. He noted he did not want to have a legal gotcha and this was just good risk
 35 management in his opinion.

36 DeRoche called the question.

37 To the motion, all in favor say aye. **Mundle, Lewis.** Lewis asked any opposed? **Miller, DeRoche and**
 38 **Smith.** That motion fails. **Motion failed 2-3.**

39 **8.0 D Finance**

40 None

41 **8.0 E Public Works**

42 None.

1 **8.0 F Fire Department**

2 None.

3 **8.0 G City Administrator Report**

4 **8.0 G.1 Set Town Hall Meeting Date**

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

9 Davis indicated available dates are November 1, 6, 7, 9, 15, 22, 29, and 30. Davis stated this meeting
10 presents an opportunity for residents to express concerns and present questions to City Council, staff,
11 and other Officials in both a formal and informal setting. Davis noted the date for this meeting in
12 advance so that we can place the notice on our website calendar, social media accounts, newsletter,
13 and on the cable channel. Davis stated staff is requesting that City Council set a date for the 2023 Fall
14 Town Hall Meeting.

15 Council chose November 15, 2023 for the Town Hall Meeting date.

16 **8.0 G.2 September Work Meeting Cancellation**

17 Davis stated unless there are items that City Council may wish to include on the September Work
18 Meeting Agenda, Staff recommends the cancellation of this meeting.

19 **Miller stated I'll make a motion to approve cancelling the September Council Work Meeting. Smith**
20 **stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.**

21 Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

22 **9.0 – Other Items**

23 **9.0 A Staff Report**

24 Davis stated he had no staff report.

25 **9.0 B Council Reports**

26 DeRoche stated he agreed with the Fire Chief about people liking to burn garbage. He indicated he
27 liked the smell of wood fires, but not garbage fires.

28 **9.0 C Other**

29 None.
30

31 **10.0 Adjourn**

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

34 Meeting adjourned at 9:56 PM.
35
36

37 Submitted by:

38 Kathy Altman

39 *TimeSaver Off Site Secretarial, Inc.*

CITY OF EAST BETHEL, MINNESOTA

ICE ARENA RENTAL AGREEMENT

This Ice Arena Rental Agreement (the "Agreement") is made and entered into between the City of East Bethel (the "City") and the St. Francis Youth Hockey Association (the "User") for use of the East Bethel Ice Arena for a Special Event to be held at the East Bethel Ice Arena, September 15, 2023 to September 17, 2023 (the "Special Event").

The Special Event the User is hosting at the East Bethel Ice Arena is an adult hockey tournament, which is being held as a fundraiser for User.

The East Bethel Ice Arena (the "Facility") is located at 20675 Highway 65, East Bethel, MN 55011.

This Agreement provides terms and condition for use of the Facility.

Hours of Use

User must arrange all hours of use of the Facility for the Special Event with the City's management contractor, Gibson Management Company. This Agreement does not permit User the access to and use of the St. Francis High School locker room within the Facility.

Hours during which the Facility is available for use by User are September 15-17, 2023, between the times of:

Friday, September 15, 2023; 5:00 PM- 10:00 PM
Saturday, September 16, 2023; 9 AM to 10:00 PM
Sunday, September 17, 2023; 9 AM to 2 PM

Rental Fees

Rental fees will be the normal rental rate of \$192.00/hour. These hours must be scheduled through Gibson Management. Any schedule changes that differ from the hours above (Hours of Use), must be approved by the City.

Facility Reservations

This agreement must be fully executed by September 6, 2023.

All documents required by this agreement must be delivered to:

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

Assignment of Agreement

User may not assign any obligations or responsibilities, in whole or in part, to another party without the express written consent of the City.

Concessions, Admissions and Merchandise

The User shall not conduct any food sales, beverage sales, or merchandise sales without prior written consent of the City and comply with all County and State requirements relating to servers and supervisors.

Alcohol Sales

Beer sales will be permitted in the Facility at the Special Event. User agrees to comply with all liquor licensing requirements as a part of selling Beer at the Special Event. User will hire a third-party Vendor to provide beer sales at the Facility.

Beer Sales are limited to sales between the hours of:

Friday, September 15, 2023, 6:30 PM- 9:30 PM

Saturday, September 16, 2022, noon to 9:30 PM

Beer sales will be controlled by the terms of the temporary license held by the Vendor. The Vendor must provide a copy of its alcohol license and associated insurance policy to the City. City shall be listed as an additional insured on the Vendor's insurance policy.

User understands the City reserves the right to prohibit the serving or sale of beer in the Facility and to suspend beer sales during the Special Event if User (or vendor) fails to comply with any licensing requirements

Sponsorship and Advertising

The User must have advance written approval from the City before posting any materials on the interior walls of the Facility. No materials will be permitted on the exterior walls of the Facility.

Compliance with Law

During the rental period, the User shall comply with all laws, ordinances, rules and regulations of the City, Federal, State, and other local government entities having jurisdiction over the facility. In addition, City in its discretion, may from time to time, add additional requirements for the use of the Facility, including but not limited to any infectious disease restrictions or requirements in force by any agency or governing body applicable to this particular use.

Damage to Property

User shall be responsible for all acts and conduct of all people that use the Facility during the Special Event. This includes, but is not limited to, players, fans, spectators, staff and others granted entrance to the Facility by the User. User must make payment to the City for any and all damages that occur during the Special Event within fifteen days of written notice of such damages to the User.

Indemnification

The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges, including attorneys' fees, incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Facility by the User for the Special Event or by the User's guests or invitees, except to the extent caused by the gross negligence or willful misconduct of the City or its officers, employees or agents.

Waiver and Assumption of Risk

User knows, understands and acknowledges the risks and hazards associated with using the Facility and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Facility for the Special Event and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability.

Participant Waivers

User must obtain waivers from all participants in the adult hockey tournament in advance of participation. The City shall provide the requisite waiver form to the User. User must ensure each participant signs the City-approved waiver form and collected the executed waiver forms, which User shall provide to the City. User must ensure that no participant be allowed to participate in the adult hockey tournament unless the participant has executed a waiver form.

Insurance

The User shall at its expense, obtain liability insurance against claims for bodily injury, death and property damage occurring on or about the Facility premises during the Special Event, such insurance to be on the so-called "occurrence" form with a combined single limit of not less than \$2,000,000.00. The insurance policy shall name the City as additional insured. User shall provide the City with a Certificate of Insurance specifying the above terms. User shall also maintain all workers compensation insurance required by law for any services provided outside the scope of Gibson Management Company's contractual obligations with the City. The City requires the User to provide proof of all insurance requirements before using the facility.

First Aid and Security

The City will not provide any first aid or medical services at the Facility. User agrees to contract independently for any first aid or medical services needed.

Security must be provided by a City-approved service provider for those times that beer sales are scheduled. Security services must be provided by off duty Anoka County.

Sheriff's Department Deputies or by a service that is licensed, bonded, and approved by the City. The User is responsible for contracting for the required Security service.

Unusable Facility

If the City, in its sole discretion, is unable to allow the User to use the Facility at any time during the Special Event period due to destruction of or damage to the Facility, or because of an act of nature or civil emergency, the City may immediately terminate this Agreement and is without any liability to the User.

General Provisions

This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the City and User, and constitutes the entire agreement between the City and the User.

No provision of this Agreement may be changed, waived, or terminated unless it is done in writing and executed by both the City and the User.

It is understood that the City reserves the right to cancel this Contract for any default by the User as per the terms of this agreement.

This Agreement shall be governed by and interpreted in accordance with the laws of the state of Minnesota. If a court of law finds any provision of this Agreement to be contrary to law or invalid, the remainder of the agreement will remain in full force and effect.

This Agreement may be executed in separate counterparts.

IN WITNESS WHEREOF, the City and the User caused this Agreement to be approved on the dates below.

By signing this agreement, I declare that I have read, understand and agree to all of the terms and conditions of this Agreement.

_____ User

_____ Date

The City Council of the City of East Bethel, Minnesota duly approved this Agreement on the _____ of _____, 20____.

By:

Attest:

_____ Mayor

_____ City Administrator

Contractor's Application for Payment No.

1

To (Owner):	City of East Bethel	Application Period:	Through August 31, 2023	Application Date:	September 5, 2023
Project:	183rd Avenue Surface Reconstruction Project	From (Contractor):	Knife River Corporation	Via (Engineer):	Hakanson Anderson

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$ 517,907.30
2. Net change by Change Orders.....	\$ 0.00
3. Current Contract Price (Line 1 ± 2).....	\$ 517,907.30
4. TOTAL COMPLETED AND STORED TO DATE	\$ 175,247.96
5. RETAINAGE:	\$
a. 5% X Work Completed.....	\$ 8,762.40
b. 0% X Stored Material.....	\$ 0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 8,762.40
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 166,485.56
7. LESS PREVIOUS PAYMENTS.....	\$
8. AMOUNT DUE THIS APPLICATION.....	\$ 166,485.56

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Tom Dobris Date: 9/5/23

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

[Signature] 9/5/2023
 (Engineer) Date

OWNER: CITY OF EAST BETHEL

 (Owner) Date

PAY ESTIMATE #1
City of East Bethel
183rd Avenue Surface Reconstruction Project

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 20,000.00	\$ 20,000.00	1	\$ 20,000.00
2	REMOVE SIGN	3	EACH	\$ 25.00	\$ 75.00		\$ -
3	REMOVE MAIL BOX SUPPORT	16	EACH	\$ 100.00	\$ 1,600.00	16	\$ 1,600.00
4	SAWING CONCRETE PAVEMENT - FULL DEPTH	35	LIN FT	\$ 12.00	\$ 420.00	36	\$ 432.00
5	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	309	LIN FT	\$ 5.00	\$ 1,545.00	146	\$ 730.00
6	REMOVE PIPE CULVERT	93	LIN FT	\$ 15.00	\$ 1,395.00	134	\$ 2,010.00
7	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	157	SQ YD	\$ 7.00	\$ 1,099.00	162	\$ 1,134.00
8	REMOVE CONCRETE DRIVEWAY PAVEMENT	23	SQ YD	\$ 10.00	\$ 230.00	41	\$ 410.00
9	EXCAVATION - SUBGRADE (EV)	1,524	CU YD	\$ 23.00	\$ 35,052.00	866	\$ 19,918.00
10	GEOGRID	7,000	SQ YD	\$ 7.65	\$ 53,550.00	6,501	\$ 49,732.65
11	SUBGRADE PREPARATION	56	ROAD STA	\$ 170.00	\$ 9,520.00	56	\$ 9,520.00
12	AGGREGATE BASE CLASS 5	500	TON	\$ 18.20	\$ 9,100.00	297.05	\$ 5,406.31
13	FULL DEPTH RECLAMATION	15,180	SQ YD	\$ 0.90	\$ 13,662.00	15,180	\$ 13,662.00
14	HAUL FULL DEPTH RECLAMATION (EV)	1,633	CU YD	\$ 9.00	\$ 14,697.00	2,076	\$ 18,684.00
15	MILL BITUMINOUS SURFACE	47	SQ YD	\$ 20.00	\$ 940.00		\$ -
16	BITUMINOUS MATERIAL FOR TACK COAT	922	GALLONS	\$ 2.50	\$ 2,305.00		\$ -
17	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	179	SQ YD	\$ 25.00	\$ 4,475.00		\$ -
18	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	1,458	TON	\$ 80.00	\$ 116,640.00		\$ -
19	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	1,944	TON	\$ 79.00	\$ 153,576.00		\$ -
20	15" RC PIPE APRON	4	EACH	\$ 980.00	\$ 3,920.00	6	\$ 5,880.00
21	15" RC PIPE CULVERT	72	LIN FT	\$ 107.00	\$ 7,704.00	104	\$ 11,128.00
22	6" CONCRETE DRIVEWAY PAVEMENT	33	SQ YD	\$ 150.00	\$ 4,950.00	53	\$ 7,950.00
23	MAIL BOX SUPPORT	16	EACH	\$ 200.00	\$ 3,200.00		\$ -
24	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 500.00	\$ 500.00	0.5	\$ 250.00
25	TRAFFIC CONTROL	1	LUMP SUM	\$ 2,400.00	\$ 2,400.00	0.5	\$ 1,200.00
26	SIGN PANELS TYPE C	15.3	SQ FT	\$ 85.00	\$ 1,300.50		\$ -
27	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 1,000.00	\$ 1,000.00		\$ -
28	EROSION CONTROL SUPERVISOR	1	LUMP SUM	\$ 500.00	\$ 500.00	0.5	\$ 250.00
29	CULVERT END CONTROLS	2	EACH	\$ 150.00	\$ 300.00	1.5	\$ 225.00
30	SEDIMENT CONTROL LOG TYPE COMPOST	4,460	LIN FT	\$ 2.20	\$ 9,812.00	2,330	\$ 5,126.00
31	COMMON TOPSOIL BORROW	353	CU YD	\$ 60.00	\$ 21,180.00		\$ -

PAY ESTIMATE #1
City of East Bethel
183rd Avenue Surface Reconstruction Project

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
32	FERTILIZER TYPE 1	1,110	POUND	\$ 0.67	\$ 743.70		\$ -
33	SEEDING	3.7	ACRE	\$ 425.00	\$ 1,572.50		\$ -
34	HYDRAULIC BONDED FIBER MATRIX	11,445	POUND	\$ 0.85	\$ 9,728.25		\$ -
35	SEED, MIXTURE 25-121	451	POUND	\$ 4.85	\$ 2,187.35		\$ -
36	4" SOLID LINE MULTI-COMPONENT	11,200	LIN FT	\$ 0.31	\$ 3,472.00		\$ -
37	4" DOUBLE SOLID LINE MULTI-COMPONENT	5,600	LIN FT	\$ 0.62	\$ 3,472.00		\$ -
38	24" SOLID LINE MULTI-COMPONENT	12	LIN FT	\$ 7.00	\$ 84.00		\$ -
Total Base Bid					\$ 517,907.30		\$ 175,247.96

Contractor's Application for Payment No.

1

To (Owner):	City of East Bethel	Application Period:	Through August 31, 2023	Application Date:	September 5, 2023
Project:	2023 Street Improvement Project	From (Contractor):	T.A. Schifsky and Sons, Inc.	Via (Engineer):	Hakanson Anderson

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$323,239.93
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$323,239.93
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$304,934.40
5. RETAINAGE:	\$	
a. 5% X Work Completed.....	\$	\$15,246.72
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$15,246.72
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$289,687.68
7. LESS PREVIOUS PAYMENTS.....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	\$289,687.68

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:	Date: 9.5.2023
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ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

	9/5/2023
(Engineer)	Date

OWNER: CITY OF EAST BETHEL

_____	_____
(Owner)	Date

PAY ESTIMATE #1
City of East Bethel
2023 Street Improvement Project

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 17,500.00	\$ 17,500.00	1	\$ 17,500.00
2	SALVAGE CASTING	8	EACH	\$ 275.00	\$ 2,200.00	8	\$ 2,200.00
3	REMOVE CASTING	5	EACH	\$ 275.00	\$ 1,375.00	5	\$ 1,375.00
4	SAWING CONCRETE PAVEMENT - FULL DEPTH	78	LIN FT	\$ 5.00	\$ 390.00	38	\$ 190.00
5	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	460	LIN FT	\$ 5.00	\$ 2,300.00	489	\$ 2,445.00
6	REMOVE BITUMINOUS PAVEMENT	311	SQ YD	\$ 9.50	\$ 2,954.50	346	\$ 3,287.00
7	REMOVE CONCRETE PAVEMENT	28	SQ YD	\$ 18.00	\$ 504.00	31	\$ 558.00
8	AGGREGATE BASE CLASS 5	90	TON	\$ 0.01	\$ 0.90		\$ -
9	MILL BITUMINOUS SURFACE	366	SQ YD	\$ 10.00	\$ 3,660.00	784	\$ 7,840.00
10	INTEGRANT CURB DESIGN B6	220	LIN FT	\$ 42.00	\$ 9,240.00	222	\$ 9,324.00
11	BITUMINOUS MATERIAL FOR TACK COAT	2,328	GALLONS	\$ 0.01	\$ 23.28	1,250	\$ 12.50
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	330	SQ YD	\$ 30.00	\$ 9,900.00	339	\$ 10,170.00
13	TYPE SP 4.75 BITUMINOUS MIXTURE FOR PATCHING (2;B)	50	TON	\$ 125.00	\$ 6,250.00	1	\$ 125.00
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	3,239	TON	\$ 73.80	\$ 239,038.20	3,058.46	\$ 225,714.35
15	CONCRETE FLUME	1	EACH	\$ 1,575.00	\$ 1,575.00	1	\$ 1,575.00
16	CASTING ASSEMBLY	5	EACH	\$ 902.01	\$ 4,510.05	5	\$ 4,510.05
17	ADJUST FRAME AND RING CASTING	13	EACH	\$ 500.00	\$ 6,500.00	13	\$ 6,500.00
18	GEOTEXTILE FILTER TYPE 7	31	SQ YD	\$ 6.00	\$ 186.00	31	\$ 186.00
19	RANDOM RIPRAP CLASS II (FIELD STONE)	8	CU YD	\$ 135.00	\$ 1,080.00	8	\$ 1,080.00
20	6" CONCRETE WALK	78	SQ FT	\$ 26.25	\$ 2,047.50	96	\$ 2,520.00
21	7" CONCRETE DRIVEWAY PAVEMENT	320	SQ FT	\$ 15.75	\$ 5,040.00	310	\$ 4,882.50
22	TRUNCATED DOMES	20	SQ FT	\$ 57.75	\$ 1,155.00	20	\$ 1,155.00
23	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,785.00	\$ 1,785.00	1	\$ 1,785.00
24	COMMON TOPSOIL BORROW	40	CU YD	\$ 40.00	\$ 1,600.00		\$ -
25	SITE RESTORATION	630	SQ YD	\$ 3.85	\$ 2,425.50		\$ -
Total Base Bid					\$ 323,239.93		\$ 304,934.40

CAPSTONE

— H O M E S —

September 7th, 2023

Aaron Berg, Community Development Director
City of East Bethel
East Bethel, MN

Re: Request for Traffic Engineering Study – Viking Meadows, East Bethel, MN

Dear Mr. Berg

Thank you for the city's guidance and direction in conducting a Traffic engineering study for the Viking Meadow Concept proposal, approved by the City of East Bethel Council. The development, located to the south of Viking Blvd NE and to the east of TH 65 will be accessed from Viking Blvd NE via two locations, the current access to the Viking Meadows Golf Club, and the other from Sandhill Parkway. It has been recommended that the following scope of services be used to assess the impacts to area traffic associated with the development plans for this site:

- 1) Collect current AM & PM Peak Hour turning movement traffic volume data for the study area including the following intersections:
 - a) Viking Blvd NE & TH 65
 - b) Viking Blvd & Davenport St NE
 - c) Viking Blvd NE & Williams Ct Way/Golf Course Access
 - d) Viking Blvd NE & Greenbrook DR NE
- 2) Develop a traffic operational model of the roadway network.
- 3) Estimate the number of trips generated by the land uses identified in the site plan and distribute the trips to the study area intersections per the existing and anticipated traffic patterns, and according to travel time forecasts.
- 4) Estimate the background year traffic conditions by adjusting the existing traffic to include background growth and other potential developments in the area, for the year after build-out (2028) and for the planning horizon year (2045).
- 5) Establish the Build traffic conditions by adding the net new site generated traffic to the estimated background year traffic conditions for the year after Build out (2028) and the planning year (2045), and compare the roadway operations with and without development of the site.
- 6) Conduct a crash analysis at the study area intersections using statics from the most recent 5 years to identify intersections that may have issues that would be exacerbated by the proposed development.
- 7) Author a traffic memorandum summarizing the methodology, results and conclusions suitable for submission to and approval by the City of East Bethel.

Sincerely



Matt Barker, Capstone Homes

**City of East Bethel
City Council Meeting**



Agenda Item Information

Date: September 11, 2023

Agenda Item Number: 8.0 A1

Agenda Item: Ordinance Amendment Discussion – Storage Containers

Background Information:

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

Planning Commission: The Planning Commission reviewed 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, of approval to the City Council of the proposed amendment with the inclusion, modification or addition 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.*

The recommendation was presented at the August 28th, 2023 City Council meeting. After the public hearing and further discussion staff was directed to work with Councilman Miller to modify the proposed amendment to incorporate some items proposed by the Planning Commission, staff recommendations and council discussion.

At this time, we have not received Councilman Miller’s comments but expect those before the council meeting. Due to the deadline for packet posting, any amendments or comments received post publication will be sent as an addendum prior to the meeting on September 11, 2023.

Staff have completed a redline version of an amendment to Section 14 – Detached Accessory Structures that would simply identify storage containers as Detached Accessory Structures and account for most of the additional items (zoning setbacks, size, height, color, placement, etc.) suggested in the previous discussions.

Recommendation:

The City Council is requested to review the proposed Detached Accessory Structure amendment along with the previously proposed ordinance amendment presented in Ord. 2023-18 and recommend further direction to staff for modifications.

Attachments:

1. Section 10 - 4. – Accessory storage containers.
2. Section 1 - 9. - Definitions
3. Proposed Amendment - Section 14. Detached Accessory Structures
4. Proposed Ordinance 2023-18

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

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.

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.
- N. Storage containers shall be placed on a foundation (minimum of a 1 inch in depth gravel base) to allow for surface drainage and prevent rust or deterioration of container floor.

(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.
- D. Storage containers shall be exempt from architectural feature requirements.

(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*
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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. Do not adversely affect surrounding properties;
- B. Are removed or placed more appropriately on the property at the request of the city.

(Ord. No. 19, Second Series, 5-5-2010, 5-8-23)

**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 11th day of September, 2023.

Kevin Lewis, Mayor

Attested:

Jack Davis, City Administrator

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



Date: September 11, 2022

Agenda Item Number: 8.0 A.2

Agenda Item: 1311 229th Ave NE – Legal Nonconforming Potential Expansion

Requested Action: Discussion Item Only

Background Information:

In 2012, B & T Trucking, an over the road trucking company that has been in business for over 20 years purchased 1311 229th Ave NE and relocated a truck/ motor freight terminal to the city. The property is located in a Light Industrial (I) District and according to Section 48 – 6 A. Trucking and Motor Freight Terminals are a prohibited use. As truck/ motor freight terminals are not permitted in any zone of the city in 2021 B & T Trucking was required to obtain an IUP as they were a legal nonconforming use to ensure compliance for continued use in the city.

The property owners have recently approached the city inquiring about building an additional 50' X 60' storage building to the property. An existing slab with foundation exists immediately west of their existing building on the property. Although an IUP (Res. 2021-28) was granted on May 10th, 2021, the use of the property remains legally nonconforming. Expansion of legal nonconforming uses have been approved by previous City Councils albeit under differing permissions (existing CUPs or previously approved plats prior to zoning changes).

According to Section 05 - Nonconformities - It is the intent of this section to regulate such nonconforming situations to accomplish the following:

- A. Recognize the existence of uses and structures which were lawful when established but which no longer meet all ordinance requirements.
- B. Discourage the enlargement, expansion, intensification, or extension of any nonconforming use or structure and discourage any increase in the impact of a nonconforming use or structure on adjacent properties. Only exceptional cases of any expansion or intensification of a nonconforming use will be permitted and only after city approval of a variance.
- C. Encourage the elimination of nonconforming uses and structures or reduce their impact on adjacent properties.

According to Section 05 -2 A. - *A nonconforming use may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion.*

Sometimes a landowners seek a variance to allow a use of their property that is not permissible under the existing zoning ordinance. Such variances are often termed "use variances" as opposed to "area variances" from dimensional standards. Use variances are not generally allowed in Minnesota. State law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located (Minn. Stat. § 462.357, subd. 6).

According to MN State Statute 462.357 OFFICIAL CONTROLS: ZONING ORDINANCE. Subd. 6. Appeals and Adjustments. The board of appeals and adjustments or the governing body as the case may be, may not permit as a variance any use that is not allowed under the zoning ordinance for property in the zone where the affected person's land is located.

Recommendation:

City staff is seeking direction to provide the property owners a recommendation as to the expansion of the Truck / Motor Freight Terminal. If City Council gives a positive recommendation to move forward, city staff will work with the property owners to begin the process for formal approval.

Attachment:

1. Aerial Photo
2. Location Map
3. Resolution 2021-28

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

Recommendations:

1311 229th Ave NE - Aerial Map

Item 8.0 A2 , Attachment 1



-  Parcels
-  City Mask

1 inch equals 190 feet



1311 229th Ave NE - Location Map



1 inch equals 211 feet



-  Parcels
-  City Mask

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

RESOLUTION 2021-28

A RESOLUTION GRANTING AN INTERIM USE PERMIT FOR B & T TRUCKING, LOCATED AT 1311 – 229TH AVENUE NE, PIN'S 32-34-23-34-0005 AND 32-34-23-34-0006, LEGALLY DESCRIBED AS:

THAT PART OF SOUTH 379.90 FEET OF SE ¼ OF SE ¼ OF SW ¼ OF SECTION 32 TOWNSHIP 34 RANGE 23 LYING WEST OF WESTERLY RIGHT OF WAY LINE OF TRUNK HIGHWAY NO 65, EX RD SUBJECT TO EASEMENT OF RECORD;

AND

THAT PART OF SE ¼ OF SW ¼ OF SECTION 32 TOWNSHIP 34 RANGE 23 LYING NORTH OF SOUTH 379.90 FEET THEROFR & LYING WEST OF WESTERLY RIGHT OF WAY LINE OF TRUNK HIGHWAY NO 65, EX RD SUBJECT TO EASEMENT OF RECORD

WHEREAS, the property owner requested an interim use permit to allow a trucking company classified as a warehousing and distribution center known as B & T Trucking, and;

WHEREAS, the Planning Commission held a public hearing on April 27, 2021; and,

WHEREAS, the Planning Commission finds the request:

1. Will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.
 - The business is similar in nature to businesses to the north.
2. Will not have a negative effect on the values of property and scenic views.
 - There are existing businesses located to the north of the property that are similar in nature with storage of businesses vehicles and equipment.
 - The property is screened from the public right-of-way.

WHEREAS, the Planning Commission recommends to the City Council approval of the interim use permit.

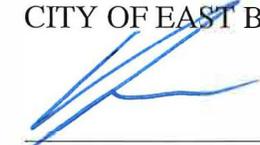
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the interim use permit to allow for the business known as B & T trucking, defined as a truck or motor freight terminal to operate at 1311 – 229th Avenue NE with the following conditions:

1. Permit shall expire when:
 - a. The property is sold, or
 - b. Non-compliance of IUP conditions.

2. No more than fifteen (15) tracker trailers may be stored on the property at any given time.
3. The Interim Use Permit is not transferable to any other businesses.
4. The property must remain neat and orderly and trucks and trailers shall be screened from the public right-of-way.
5. The fenced storage area must not be expanded from the existing footprint.
6. City Council, at their discretion, may modify conditions at any time.

Adopted by the City Council of the City of East Bethel on this 10th day of May, 2021.

CITY OF EAST BETHEL



Steven R. Voss, Mayor

ATTEST:



Jack Davis, City Administrator



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



Date: September 11, 2023

Agenda Item Number: Item 8.0 C.1

Agenda Item: Cannabis Ordinance Discussion

Background Information:

At the Monday, August 14, 2023 East Bethel City Council meeting, the Council indicated a preference to consider adding Intoxicating Cannabinoid Beverages to the City of East Bethel's code prohibiting intoxicating beverages in certain public gathering places. The City Attorney will present a recommendation regarding this matter and review an ordinance amendment to address this concern.

Attachment(s):

Attachment 1 – City Attorney Report

Attachment 2 -Proposed Resolution Amending East Bethel Chapter 6 - Prohibiting Intoxicating Cannabinoid Beverages in Public Places

Fiscal Impact:

To be determined

Recommendation(s):

Council is requested to discuss the proposed amendment as exhibited in Attachment 2 and provide direction to staff as to action on this matter.



City Attorney Staff Report

Date: September 7, 2023

To: Mayor and City Council

From: Eric Larson, City Attorney, & Christina Benson, Assistant City Attorney

Re: **Adding Intoxicating Cannabinoid Beverages to the Prohibition of Intoxicating Beverages in Certain Public Gathering Places**

At the Monday, August 14, 2023 East Bethel City Council meeting, the City Council indicated a preference to add Intoxicating Cannabinoid Beverages to the City of East Bethel’s code prohibiting intoxicating beverages in certain public gathering places.

The amendment to City of East Bethel, Chapter 6 ALCHOLIC BEVERAGES, adds the State of Minnesota’s legal definition of “Intoxicating cannabinoid” to Section 6-51 Definitions, and, adds “intoxicating cannabinoid beverage” to Section 6-64 Restriction on purchase and consumption. This amendment creates a prohibition on consumption of intoxicating cannabinoid beverages consistent with the existing prohibition on purchase and consumption of 3.2 percent malt liquor and intoxicating liquor in designated public gathering spaces. This prohibition does not apply if a permit has been issued allowing such purchase and consumption.

RECOMMENDATION

The East Bethel City Attorney recommends the proposed Chapter 6 Alcoholic Beverages amendment.

Attachments:

- City of East Bethel Chapter 6 Alcoholic Beverages Ordinance Amendment.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF EAST BETHEL, ANOKA COUNTY, MINNESOTA AMENDING
CHAPTER 6 ALCHOLIC BEVERAGES, SECTION 6-51 DEFINITIONS AND SECTION 6-64
RESTRICTION ON PURCHASE AND CONSUMPTION, BY REGULATING THE CONSUMPTION
OF INTOXICATING CANNABINOID BEVERAGES IN CERTAIN PUBLIC GATHERING PLACES.**

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

Section 1. Chapter 6, Section 6-51 Definitions, is amended to read as follows:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Club means any corporation duly organized under the laws of Minnesota for civic, fraternal, social or business purposes or for intellectual improvement, or for the promotion of sports or a congressionally chartered veterans' organization, if it meets all the following conditions:

- (1) It shall have more than 30 members;
- (2) It shall have owned, hired, rented or leased for more than a year a building or space in a building of such extent and character as may be suitable and adequate for the reasonable and comfortable accommodation of its members;
- (3) Its affairs and management shall be conducted by a board of directors, executive committee or other similar body chosen by the members at a meeting held for that purpose;
- (4) No member, officer, agent or employee shall receive any profit from the distribution or sale of beverages to the members of the club, or their guests, beyond a reasonable salary or wages fixed and voted each year by the city council.

Exclusive liquor store means an establishment used exclusively for the sale of those items authorized in Minn. Stats. § 340A.412, subd. 14. It shall be under control of an individual owner or manager.

Intoxicating cannabinoid means a cannabinoid, including an artificially derived cannabinoid, that when introduced into the human body impairs the central nervous system or impairs the human audio, visual, or mental processes. Intoxicating cannabinoid includes but is not limited to a tetrahydrocannabinol.

Intoxicating liquor or *liquor* shall mean any ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages containing more than one-half of one percent of alcohol by volume.

Malt liquor means any beer, ale, or other beverage made from malt by fermentation and containing not less than one-half of one percent of alcohol by volume.

3.2 percent malt liquor means malt liquor containing not less than one-half of one percent of alcohol by volume nor more than 3.2 percent alcohol by weight.

Microdistillery is a distillery operated within the state producing premium, distilled spirits in total quantity not to exceed 40,000 proof gallons in a calendar year.

"On sale" means sale for consumption on the premises only.

"Off sale" means the retail sale of liquor in the original package for consumption off or away from the premises where sold.

Package or *original package* means any corked or sealed container or receptacle holding liquor.

Sale and *sell* include in addition to the accepted meaning of the terms, all barter, gifts, and other means of furnishing intoxicating liquor in violation or evasion of this article.

Table or *sparkling wine* means a beverage made without rectification or fortification and containing not more than 25 percent of alcohol by volume and made by the fermentation of grapes, grape juice, other fruits, or honey.

Wine is a product made from the normal alcoholic fermentation of grapes, including still wine, sparkling and carbonated wine, wine made from condensed grape must, wine made from other agricultural products than sound, ripe grapes, imitation wine, compounds sold as wine, vermouth, cider, perry and sake, in each instance containing not less

than one-half of one percent nor more than 24 percent alcohol by volume for non-industrial use. Wine does not include distilled spirits defined as ethyl alcohol, hydrated oxide of ethyl, spirits of wine, whiskey, rum, brandy, gin or other distilled spirits, including all dilutions and mixtures thereof for non-industrial use.

Section 2. Chapter 6, Section 6-64, Restriction on purchase and consumption, is amended to read as follows:

No 3.2 percent malt liquor or intoxicating liquor or intoxicating cannabinoid beverage shall be consumed in any theater, recreation hall or center, park, ballpark, or other place of public gathering in the city used for the purpose of entertainment, amusement, playing of games or recreation unless a license has been issued by the city of permitting the consumption of such beverages in any such place. The city council, upon application or on its own motion, may waive this restriction by resolution for a period of time not to exceed 72 consecutive hours when it finds that to do so appears in the interest of the public; in the case of such waiver all other applicable provisions of this article must be complied with.

Section 3. 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 11th day of September, 2023.

ATTEST:

Jack Davis, City Administrator

Kevin Lewis, Mayor