City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: December 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. 2024 Budget Presentation: Public Comment and Approval of City, EDA and HRA Budgets and Levies (p. 1-98)
   1. Res. 2023-87 Adopting the 2024 Budget and Levy (p. 99)
   2. Res. 2023-88 Adopting the 2024 EDA Budget and Levy (p. 100)
   3. Res. 2023-89 Adopting the 2024 HRA Budget and Levy (p. 101)

B. Carla Wirth – City Council Minutes Discussion (p. 102-103)

C. Viking Meadows S2 Traffic Solutions Study & Preliminary Plat Presentation (p. 104-128)

5.0 Public Forum

6.0 Consent Agenda (p. 129-130)

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. 131-134)
B. Minutes: November 13, 2023 City Council Meeting (p. 135-157)
C. Minutes: November 27, 2023 City Council Meeting (p. 158-166)
D. Res. 2023-90, Setting 2024 City Meeting Dates (p. 167-168)
E. Res. 2023-91, TIF 1-2 Permanent Fund Transfer (p. 169)
F. Res. 2023-92, TIF 1-3 Permanent Fund Transfer (p. 170)
G. Res. 2023-93, TIF 1-4 Permanent Fund Transfer (p. 171)
H. Approve 2024 Tobacco License Renewals (p. 172)
I. Approve 2024 Cannabinoid Edibles License Renewal (p. 172)
J. Res. 2023-94, Check Signatory Approval (p. 173)

7.0 New Business - Commission, Association and Task Force Reports

A. Planning Commission
   1. CUP: 18533 Buchanan St NE (p. 174-184)
   2. IUP: Farm Animal (Horse), 716 192 Ave NE (p. 185-191)
   3. Preliminary Plat: 1788 Viking Blvd NE – Capstone Homes, Inc (p. 192-289)

B. Economic Development Authority

C. Park Commission

8.0 Department Reports

A. Community Development
B. Engineer
C. City Attorney
D. Finance
E. Public Works
F. Fire Department
G. City Administrator

9.0 Other

A. Staff Report
B. Council Reports
C. Other
D. Closed Session - Purchase or Sale of Real Property
M.S. § 13D.0 subd. 3(c); Discussion of Sale of City Property: PIN 29-33-23-33-0002

10.0 Adjourn

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11, 2023

Agenda Number: 4.0 A

Agenda Item: 2024 Budget Public Comment Period and Levy Resolutions

Requested Action: Provide the opportunity for input from residents and businesses regarding the 2024 Budget and consider approval of 2024 Budget and accompanying Levy Resolutions.

Background Information:
Minnesota Statute 275.065 requires Cities to conduct a public comment period where stakeholders are offered the opportunity to provide input to the City Council on proposed budgets and tax levies. The State requires that each City announce the date, time and place of the meeting where residents can provide City Council feedback on proposed budgets and tax levies. The date selected must be done at the meeting when the City Council adopts the preliminary budget and levy in September. This meeting date is also listed on the parcel-specific notices for proposed 2024 taxes that the taxpayers received in November from Anoka County.

Council directed that December 11, 2023 as the regular meeting for this opportunity. Staff recommends that Council open the floor for public comment on the 2024 Budget and Tax Levies and then consider the adoption of the General Fund Budget and Levy, the EDA Levy and the HRA Levy with the motions as presented in the recommendation to this report.

Attachment(s):

1.) 2024 Budget
2.) Resolution 2023-87, General Fund Budget and Levy Resolution
3.) Resolution 2023-88, EDA Levy Resolution
4.) Resolution 2023-89, HRA Levy Resolution

Fiscal Impact: As noted in the attachments.

Recommendation:

Motion I: Staff requests Council consider approval of Resolution 2023-87, Setting the Final Property Tax Levy and Budget for 2024

Motion II: Staff requests Council consider approval of Resolution 2023-88, Setting the Final 2024 EDA Levy & Budget

Motion III: Staff requests Council consider approval of Resolution 2023-89, Setting the Final 2024 HRA Levy and Budget

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

2024 Final Budget

THIS PAGE LEFT BLANK
INTENTIONALLY

TABLE OF CONTENTS

Section 1 - General Information		
	Levy Summary	Page: 1
	Leadership	Page: 2
	Organizational Staffing Summary	Page: 3
	Organizational Pay Grade Summary	Page: 4
Section 2 - General Fund		
	General Fund Summary	Page: 5
	General Government	
	Mayor and Council	Pages: 6 - 8
	City Administration	Pages: 9 - 11
	Elections	Pages: 12 - 13
	Finance	Pages: 14 - 16
	Assessing	Pages: 17 - 18
	Legal	Pages: 19 - 20
	Government Buildings	Pages: 21 - 22
	Community Development	
	Planning and Zoning	Pages: 23 - 25
	Building Inspections	Pages: 26 - 28
	Public Safety	
	Police	Pages: 29 - 30
	Fire	Pages: 31 - 36
	Engineering	
	Engineering	Pages: 37 - 38
	Public Works	
	Park Maintenance	Pages: 39 - 44
	Street Maintenance	Pages: 45 - 50
	Civic Events	Pages: 51 - 52
	Risk Management	
	Risk Management	Pages: 53 - 54
	Transfers	
	Transfers Out	Pages: 55 - 56

Section 3 - Special Revenue Funds		
	Special Revenue Funds Summary	Page: 57
	Recycling Operations	Pages: 58 - 60
	Housing and Redevelopment Authority	Pages: 61 - 62
	Economic Development Authority	Pages: 63 - 64
Section 4 - Debt Service Funds		
	Debt Service Funds Summary	Pages: 65 - 66
Section 5 - Enterprise Funds		
	Enterprise Funds Summary	Page: 67
	Water	Pages: 68 - 71
	Sewer	Pages: 72 - 75
	Arena	Pages: 76 - 78
Section 6 - Other Governmental Funds		
	Building Capital	Page: 79
	Park Development	Pages: 80 - 81
	Park Capital	Pages: 82 - 83
	Street Capital	Pages: 84 - 87
	TIF Districts	Pages: 88
Section 7 - Internal Service Funds		
	Equipment Replacement	Pages: 89-90
	Compensated Absences	Pages: 91

City of East Bethel
2024 Final Levy Summary

Account Description	2021 Actual	2022 Actual	2023 Budget	2024 Final 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
Faye Bell	Administrative Assistant
Emily Jabs	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					
		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)

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 Final Budget (Summary)

Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 10/31/23	2023 Budget	2024 Final Budget	% Change
General Fund						
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	44,703.56	65,500.00	64,500.00	-2%
Gambling 3% Tax / 10% Contribution	24,900.00	46,031.92	61,778.61	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	37,393.86	39,000.00	39,400.00	1%
Building Inspection Permits	480,676.90	299,771.04	364,668.31	308,000.00	347,500.00	13%
Building Inspection Permits (Bethel)	8,843.78	5,845.32	9,357.55	2,000.00	2,000.00	0%
State Aid	293,640.02	309,787.42	310,738.68	276,000.00	299,000.00	8%
SAFER Grant	-	-	-	-	-	N/A
Fines and Forfeits	29,341.78	21,964.28	16,563.91	29,000.00	25,000.00	-14%
Intergovernmental Charges	279,528.94	286,739.43	288,612.49	288,000.00	286,000.00	-1%
Other Fees	7,103.57	3,383.36	2,727.68	3,700.00	3,700.00	0%
Cemetery Revenue	10,200.00	10,350.00	8,900.00	5,000.00	7,500.00	50%
Site Lease Revenue	70,091.73	75,189.93	76,726.24	73,000.00	81,000.00	11%
Refunds and Reimbursements	51,545.78	53,455.66	28,230.70	27,000.00	28,500.00	6%
PILOT				-	24,000.00	N/A
Conduit Debt Issuance Fee			100,000.00	-	-	N/A
Interest Earnings	2,457.67	24,462.31	81,775.10	15,000.00	60,000.00	300%
Total Revenues - General Fund	**6,254,125.49**	**6,353,604.58**	**4,152,074.10**	**6,449,300.00**	**6,796,700.00**	5%
Expenditures						
General Government						
Council	74,136.01	87,415.84	69,418.73	77,900.00	82,200.00	6%
City Administration	425,807.10	427,047.63	341,114.39	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	345,195.28	409,200.00	426,500.00	4%
Assessing	59,635.00	58,980.00	44,486.25	62,500.00	62,500.00	0%
Legal	153,309.20	158,871.61	136,135.64	170,000.00	185,000.00	9%
Government Buildings	62,026.83	49,222.23	27,597.26	43,000.00	43,500.00	1%
Risk Management	92,126.00	88,677.00	101,917.00	92,500.00	102,000.00	10%
Total General Government	**1,180,364.26**	**1,264,889.24**	**1,068,457.81**	**1,301,000.00**	**1,368,400.00**	5%
Community Development						
Planning and Zoning	234,320.03	249,895.09	113,078.43	298,300.00	184,900.00	-38%
Building Inspection	339,144.86	342,108.66	299,535.79	374,100.00	385,400.00	3%
Total Community Development	**573,464.89**	**592,003.75**	**412,614.22**	**672,400.00**	**570,300.00**	-15%
Public Safety						
Police Protection	1,156,820.00	1,172,334.00	1,220,706.00	1,226,000.00	1,400,000.00	14%
Fire Protection	826,633.07	960,458.26	808,374.98	987,500.00	1,110,700.00	12%
Total Public Safety	**1,983,453.07**	**2,132,792.26**	**2,029,080.98**	**2,213,500.00**	**2,510,700.00**	13%
Engineering						
Engineering	13,557.41	12,526.34	9,069.29	40,000.00	30,000.00	-25%
Total Engineering	**13,557.41**	**12,526.34**	**9,069.29**	**40,000.00**	**30,000.00**	-25%
Public Works						
Public Works - Parks Maintenance	464,218.44	483,091.60	416,897.70	519,600.00	534,200.00	3%
Public Works - Streets	900,630.19	955,259.43	902,066.34	1,046,300.00	1,076,600.00	3%
Total Public Works	**1,364,848.63**	**1,438,351.03**	**1,318,964.04**	**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**	**5,494,686.34**	**6,449,300.00**	**6,796,700.00**	5%
Excess of Revenues over Expenditures - General Fund	**(13,316.80)**	**261,541.96**	**(1,342,612.24)**	**-**	**-**	

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 10/31/23	2023 Budget	2024 Final Budget
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	23,725.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	21,465.10	23,829.67	25,385.62	22,000.00	21,800.00
	E 101-41110-125 FICA/Medicare	2,226.24	2,226.23	1,815.04	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	2,731.40	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	3,660.32	12,350.68	900.00	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	14,149.18	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	69,418.73	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 10/31/23	2023 Budget	2024 Final Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	275,015.31	271,159.21	211,738.35	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	15,887.76	20,800.00	21,200.00
	E 101-41320-125 FICA/Medicare	20,842.17	20,675.57	18,313.87	25,700.00	26,200.00
	E 101-41320-126 Deferred Compensation	3,959.20	3,923.25	3,074.17	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	46,795.91	49,700.00	42,750.07	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	815.78	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	10,254.75	10,000.00	10,000.00
	E 101-41320-309 Information Systems	11,041.20	15,933.16	12,494.00	16,000.00	13,500.00
	E 101-41320-321 Telephone	3,321.57	1,849.70	1,492.69	1,800.00	1,900.00
	E 101-41320-322 Postage/Delivery	10,036.57	5,460.92	6,979.70	10,000.00	10,000.00
	E 101-41320-331 Travel Expenses	1,382.64	1,512.72	1,241.40	1,500.00	1,500.00
	E 101-41320-341 Personnel Advertising		425.60	-	-	-
	E 101-41320-342 Legal Notices	166.63	631.13	755.23	500.00	500.00
	E 101-41320-351 Printing and Duplicating	4,410.13	3,738.38	2,520.90	3,500.00	3,500.00
	E 101-41320-413 Office Equipment Rental	6,833.21	6,830.75	5,591.24	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	-	-	520.00	500.00	500.00
		425,807.10	427,047.63	341,114.39	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 10/31/23	2023 Budget	2024 Final 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 10/31/23	2023 Budget	2024 Final Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	205,168.64	244,732.67	223,908.95	265,400.00	276,600.00
	E 101-41520-102 Full-Time Employees Overtime		261.76	217.89	-	-
	E 101-41520-122 PERA-Coordinated Plan	15,089.49	18,261.08	16,196.95	19,900.00	20,700.00
	E 101-41520-125 FICA/Medicare	17,111.55	21,555.08	19,466.31	24,700.00	25,600.00
	E 101-41520-126 Deferred Compensation	3,930.35	5,615.53	5,003.48	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	31,200.00	46,200.00	42,750.00	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	7,954.90	10,000.00	11,500.00
	E 101-41520-321 Telephone	900.36	480.00	400.00	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	345,195.28	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 10/31/23	2023 Budget	2024 Final Budget
Assessing						
	E 101-41550-307 Professional Services Fees	59,635.00	58,980.00	44,486.25	62,500.00	62,500.00
		59,635.00	58,980.00	44,486.25	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 10/31/23	2023 Budget	2024 Final Budget
Law and Legal						
	E 101-41610-303 Legal Fees	153,309.20	158,871.61	136,135.64	170,000.00	185,000.00
		153,309.20	158,871.61	136,135.64	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 10/31/23	2023 Budget	2024 Final Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	577.93	906.01	512.90	500.00	500.00
	E 101-41940-219 General Operating Supplies	978.84	726.05	690.19	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,066.71	1,551.60	1,621.93	2,000.00	1,500.00
	E 101-41940-381 Electric Utilities	13,587.56	11,508.92	9,536.79	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	4,724.14	7,692.19	3,791.27	5,000.00	6,000.00
	E 101-41940-385 Refuse Removal	26,056.93	795.16	753.87	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	10,365.31	19,500.00	19,500.00
		62,026.83	49,222.23	27,597.26	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 10/31/23	2023 Budget	2024 Final Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	154,143.83	156,387.95	66,442.54	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	4,983.19	13,400.00	7,500.00
	E 101-41910-125 FICA/Medicare	12,558.60	13,215.44	5,918.11	16,700.00	9,200.00
	E 101-41910-126 Deferred Compensation	3,756.24	3,769.39	1,615.53	4,000.00	2,000.00
	E 101-41910-131 Cafeteria Contribution	31,200.00	32,200.00	14,250.00	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	3,870.50	26,000.00	23,700.00
	E 101-41910-309 Information Systems	5,070.48	6,639.11	5,430.90	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	1,951.84	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	920.00	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	113,078.43	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, divides, 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 10/31/23	2023 Budget	2024 Final Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	221,817.04	220,905.37	194,109.60	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	14,564.35	18,200.00	18,800.00
	E 101-42410-125 FICA/Medicare	18,864.28	18,648.62	15,816.49	22,900.00	23,700.00
	E 101-42410-126 Deferred Compensation	6,014.32	5,769.39	4,846.59	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	46,800.00	49,000.00	42,750.00	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	173.31	1,300.00	1,300.00
	E 101-42410-212 Motor Fuels	4,577.27	6,365.15	4,609.33	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	33.90	172.24	386.84	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	-	4,709.60	-	-
	E 101-42410-309 Information Systems	7,605.72	8,274.26	8,146.40	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	873.43	2,900.00	2,900.00
		339,144.86	342,108.66	299,535.79	374,100.00	385,400.00

2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 10/31/23	2023 Budget	2024 Final Budget
Police Protection						
	E 101-42110-307 Professional Services Fees	1,156,820.00	1,172,334.00	1,220,706.00	1,226,000.00	1,400,000.00
		1,156,820.00	1,172,334.00	1,220,706.00	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 ¾" 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 10/31/23	2023 Budget	2024 Final Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	127,539.98	179,909.79	137,187.36	181,500.00	239,200.00
	E 101-42210-102 Full-Time Employees Overtime	1,138.14	5,501.41	3,234.48	11,600.00	12,000.00
	E 101-42210-103 Part-Time Employees	190,878.13	195,862.72	140,635.00	195,700.00	202,500.00
	E 101-42210-122 PERA-Coordinated Plan	2,714.71	16,890.04	24,854.68	14,700.00	44,500.00
	E 101-42210-125 FICA/Medicare	24,515.14	24,752.82	13,036.26	27,200.00	20,700.00
	E 101-42210-126 Deferred Compensation	2,510.10	4,077.29	3,231.06	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	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	75,326.42	80,697.36	94,071.02	75,000.00	80,000.00
	E 101-42210-131 Cafeteria Contribution	21,499.92	35,964.38	28,500.00	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	14,403.08	20,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	718.78	220.26	90.78	800.00	800.00
	E 101-42210-214 Clothing & Personal Equipment	2,792.29	7,005.93	8,105.62	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	11,026.08	13,000.00	13,000.00
	E 101-42210-219 General Operating Supplies	3,487.24	1,963.06	2,796.70	3,500.00	3,500.00
	E 101-42210-221 Motor Vehicles Parts	3,089.06	5,605.48	5,882.59	4,000.00	5,000.00
	E 101-42210-222 Tires	1,176.57	1,325.00	30.60	1,500.00	2,000.00
	E 101-42210-223 Bldg/Facility Repair Supplies	3,156.80	607.09	727.04	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	21,883.11	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	10,170.52	9,500.00	7,500.00
	E 101-42210-309 Information Systems	11,600.08	17,444.88	18,917.40	22,500.00	33,800.00
	E 101-42210-321 Telephone	8,066.01	10,346.17	10,234.93	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	8,182.55	9,500.00	10,500.00
	E 101-42210-382 Gas Utilities	9,776.92	16,312.16	8,707.42	10,000.00	12,000.00
	E 101-42210-385 Refuse Removal	1,992.39	2,252.65	2,019.96	2,000.00	2,300.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	-	1,372.64	1,202.87	3,000.00	1,500.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	18,138.15	24,052.23	7,540.00	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,688.72	8,556.14	9,469.28	18,200.00	10,000.00
	E 101-42210-413 Office Equipment Rental	1,945.05	1,525.08	1,335.80	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	1,413.25	1,700.00	1,700.00
	E 101-42210-434 Conferences/Meetings	25,890.09	34,188.11	27,950.38	20,000.00	25,000.00
		826,633.07	960,458.26	808,374.98	987,500.00	1,110,700.00

2024 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

EXPENDITURE DETAILS

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 10/31/23	2023 Budget	2024 Final Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	13,557.41	12,526.34	9,069.29	40,000.00	30,000.00
		13,557.41	12,526.34	9,069.29	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 10/31/23	2023 Budget	2024 Final Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	229,641.26	239,086.79	204,631.25	256,300.00	269,200.00
	E 101-43201-102 Full-Time Employees Overtime	1,580.19	1,097.82	1,055.45	1,200.00	1,200.00
	E 101-43201-103 Part-Time Employees	5,019.00	2,648.00	5,693.63	6,800.00	7,000.00
	E 101-43201-105 Employee On Call/Standby Pay	5,581.56	4,462.75	5,832.56	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	15,839.54	19,400.00	20,400.00
	E 101-43201-125 FICA/Medicare	22,273.35	23,075.50	20,021.17	26,800.00	27,600.00
	E 101-43201-126 Deferred Compensation	7,620.55	7,736.70	6,494.72	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	62,400.00	67,200.00	57,000.00	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	793.73	600.00	600.00
	E 101-43201-212 Motor Fuels	17,290.42	25,341.94	20,013.64	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	2,427.46	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	3,635.94	5,000.00	5,000.00
	E 101-43201-217 Safety Supplies	938.60	596.92	611.09	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	688.92	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	9,109.68	2,500.00	3,500.00
	E 101-43201-225 Park/Landscaping Materials	6,982.33	9,787.29	6,483.92	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	3,767.55	5,000.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	4,394.98	3,759.78	648.49	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	991.75	600.00	600.00
	E 101-43201-309 Information Systems	-	344.64	287.20	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	3,644.95	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	7,737.10	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	416,897.70	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 10/31/23	2023 Budget	2024 Final Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	312,045.89	326,192.68	271,537.04	364,900.00	373,300.00
	E 101-43220-102 Full-Time Employees Overtime	11,950.32	7,286.59	11,218.59	11,600.00	12,000.00
	E 101-43220-103 Part-Time Employees	5,275.50	2,648.00	5,693.62	6,800.00	7,000.00
	E 101-43220-105 Employee On Call/Standby Pay	9,755.86	10,748.93	8,759.88	11,500.00	11,900.00
	E 101-43220-122 PERA-Coordinated Plan	24,599.54	25,432.36	21,888.06	29,400.00	30,100.00
	E 101-43220-125 FICA/Medicare	31,035.16	32,316.70	28,224.53	37,500.00	38,300.00
	E 101-43220-126 Deferred Compensation	9,530.16	9,764.58	7,809.96	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	71,225.90	81,200.00	66,975.00	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	37,658.82	40,000.00	40,000.00
	E 101-43220-213 Lubricants and Additives	3,715.02	6,703.17	1,060.50	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	3,691.89	2,901.46	2,647.45	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,719.36	1,189.36	1,221.23	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	539.96	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	300.93	732.38	529.64	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	304.48	203.25	337.11	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	14,245.69	11,940.16	12,707.68	10,000.00	10,000.00
	E 101-43220-222 Tires	6,274.49	7,203.94	8,488.12	6,000.00	6,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	3,182.40	4,528.61	868.12	1,000.00	1,000.00
	E 101-43220-224 Street Maint Materials	45,642.01	65,529.92	109,500.34	83,500.00	100,500.00
	E 101-43220-226 Sign/Striping Repair Materials	10,606.28	4,480.85	7,762.32	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	13,305.11	14,646.84	16,466.84	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	2,763.67	11,680.10	11,492.30	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	10,255.06	5,029.84	1,337.66	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	550.00	767.50	695.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	4,212.24	4,043.61	4,396.77	5,000.00	5,000.00
	E 101-43220-309 Information Systems	5,070.48	8,431.17	5,335.20	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	695.37	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	15,220.53	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	5,776.05	9,671.23	7,548.42	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	9,101.69	13,411.40	8,793.92	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	29,020.54	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	2,915.93	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	39,018.34	47,998.54	30,630.20	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	1,424.06	400.00	400.00
		900,630.19	955,259.43	902,066.34	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 10/31/23	2023 Budget	2024 Final 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 10/31/23	2023 Budget	2024 Final 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	45,370.00	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	101,917.00	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 10/31/23	2023 Budget	2024 Final 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 10/31/23	2023 Budget	2024 Final 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	146.71	2,000.00	2,000.00
	E 226-43235-307 Professional Services Fees	36,657.82	32,073.66	23,399.96	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	61.57	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	603.36	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,299.37	1,820.79	1,073.90	1,500.00	1,500.00
	E 226-43235-385 Refuse Removal	5,573.41	5,827.75	5,761.91	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	780.00	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	35,515.92	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 10/31/23	2023 Budget	2024 Final Budget
HRA						
	E 230-23000-434 Conferences/Meetings	-	-	-	500.00	-
	E 230-23000-933 Gen l 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 10/31/23	2023 Budget	2024 Final 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	11,419.02	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 l Fund Reimb Transfers	117,000.00	120,000.00	120,000.00	120,000.00	115,000.00
		131,277.73	189,450.18	131,634.02	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	**Bond Trust**	**Bond Trust**	
Callable	**2/1/2023**	**2/1/2023**	
	2015A	**2014A**	**Total**
	Feb/Aug	**Feb/Aug**	
Original Principal	$ 11,850,000	$ 5,485,000	
	310	**311**	
Principal	205,000.00	200,000.00	405,000.00
Interest	354,600.00	154,575.00	509,175.00
Total 2024	**559,600.00**	**354,575.00**	**914,175.00**
Principal	235,000.00	210,000.00	445,000.00
Interest	345,800.00	149,337.50	495,137.50
Total 2025	**580,800.00**	**359,337.50**	**940,137.50**
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
Total 2026	**625,300.00**	**363,425.00**	**988,725.00**
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
Total 2027	**674,250.00**	**362,025.00**	**1,036,275.00**
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
Total 2028	**732,700.00**	**360,200.00**	**1,092,900.00**
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
Total 2029	**779,200.00**	**367,462.50**	**1,146,662.50**
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
Total 2030	**838,675.00**	**368,712.50**	**1,207,387.50**
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
Total 2031	**929,959.38**	**369,612.50**	**1,299,571.88**
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
Total 2032	**992,850.01**	**375,075.00**	**1,367,925.01**
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
Total 2033	**988,618.76**	**380,012.50**	**1,368,631.26**
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
Total 2034	**983,268.76**	**384,425.00**	**1,367,693.76**
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
Total 2035	**981,678.13**	**382,600.00**	**1,364,278.13**
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
Total 2036	**978,750.00**	**306,100.00**	**1,284,850.00**
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
Total 2037	**970,062.50**	**305,700.00**	**1,275,762.50**
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
Total 2038	**965,062.50**	**309,800.00**	**1,274,862.50**
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
Total 2039	**958,650.00**	**313,300.00**	**1,271,950.00**
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
Total 2040	**951,362.50**	**316,200.00**	**1,267,562.50**
Principal due 2024 to 2040	**10,755,000.00**	**4,460,000.00**	**15,215,000.00**
Interest due 2024 to 2040	**3,735,787.54**	**1,518,562.50**	**5,254,350.04**
Rates	**3.0 - 4.0%**	**3.0 - 4.0%**	

City of East Bethel
2024 Enterprise Fund Budget (Summary)

Fund Description	Water	Sewer	Arena	Total
Fund Number	**601**	**602**	**615**	
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:

RESIDENTIAL Whispering Aspen	2023	2024
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	2023	2024
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 10/31/23	2023 Budget	2024 Final 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	8,037.35	5,000.00	7,500.00
	E 601-49401-217 Safety Supplies			149.18	-	-
	E 601-49401-223 Bldg/Facility Repair Supplies	1,209.36	2,049.69	3,740.36	2,100.00	2,000.00
	E 601-49401-227 Utility Maint Supplies	13,223.45	12,718.16	13,921.46	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	6,181.05	7,000.00	7,000.00
	E 601-49401-309 Information Systems	5,070.48	2,512.50	2,524.00	3,000.00	3,500.00
	E 601-49401-321 Telephone	4,704.52	5,113.71	4,204.64	5,000.00	5,000.00
	E 601-49401-381 Electric Utilities	18,356.88	19,449.19	16,642.32	19,000.00	20,000.00
	E 601-49401-382 Gas Utilities	3,313.24	3,841.40	2,214.59	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	29,298.27	9,000.00	15,000.00
	E 601-49401-421 Software Licensing	1,315.85	8,894.50	1,850.00	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 l 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**	**157,863.87**	**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
(Residential based on water use during January)		

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

	Account Description	2021 Actual	2022 Actual	2023 Actual 1/1/23 to 10/31/23	2023 Budget	2024 Final Budget
Expenditures						
	E 602-49451-223 Bldg/Facility Repair Supplies	-	422.64	86.14	2,500.00	2,000.00
	E 602-49451-227 Utility Maint Supplies	-	-	-	500.00	500.00
	E 602-49451-231 Small Tools and Minor Equip	-	-	-	500.00	500.00
	E 602-49451-307 Professional Services Fees	34,948.20	48,254.16	57,922.59	63,000.00	73,000.00
	E 602-49451-381 Electric Utilities	3,212.30	3,234.05	2,273.00	4,000.00	4,000.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	5,284.00	-	6,141.72	10,000.00	10,000.00
	E 602-49451-421 Software Licensing	692.50	715.00	1,430.00	1,000.00	1,500.00
	E 602-49451-434 Conferences/Meetings	-	-	-	1,000.00	1,000.00
	E 602-49451-481 Depreciation Expense	279,416.29	279,416.29	-	280,000.00	280,000.00
	E 602-49451-626 Loan Payment	146,468.18	583,642.18	63,188.33	563,000.00	232,000.00
	E 602-49451-933 Gen l Fund Reimb Transfers	64,000.00	66,000.00	68,000.00	68,000.00	69,000.00
Total Expenditures - Sewer Fund		**534,021.47**	**981,684.32**	**199,041.78**	**993,500.00**	**673,500.00**
Net Income - Sewer Fund		**(208,510.99)**	**(571,222.46)**	**81,974.44**	**(740,200.00)**	**(378,100.00)**

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 10/31/23	2023 Budget	2024 Final Budget
Expenditures						
	E 615-49851-211 Cleaning Supplies	1,727.65	2,597.57	1,431.46	1,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	1,370.89	666.57	1,139.51	2,000.00	1,500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,368.05	27,601.06	3,088.02	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	-	129.97	751.97	500.00	200.00
	E 615-49851-307 Professional Services Fees	91,500.00	85,468.50	63,987.50	85,000.00	87,000.00
	E 615-49851-309 Information Systems	900.00	900.00	675.00	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	18,136.52	32,000.00	36,000.00
	E 615-49851-382 Gas Utilities	16,142.93	27,523.53	12,633.62	15,000.00	25,000.00
	E 615-49851-385 Refuse Removal	2,584.85	2,823.32	2,655.27	2,000.00	3,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,924.80	4,754.64	855.60	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	7,974.51	56,916.11	46,976.52	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**	**152,370.99**	**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	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or $3,000,000 whichever is less
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MN DOT.

2024 Budget

FUND: **406 – Street Capital Project Fund**
DEPT/ACTIVITY/PROJECT: **40600 – Street Capital Projects**

DEPARTMENTAL PROFILE

The Street Capital Projects Fund accounts for amounts used for street improvement projects including reconditioning and overlays.

DEPARTMENTAL GOALS

Identify and prioritize street project needs of the City; ensure that improvements are done to City specifications and within budget; complete improvements identified by the Roads Commission and approved by the Council.

REVENUE DETAILS

39201-General Fund Transfer
$550,000
Budgeted transfer amount

Street Capital Projects
2024-2028
Funding Analysis

STREET CAPITAL FUND - FUND 406	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2024 Beginning Balance	$367,550			
Transfer from General Fund		$550,000		$917,550
Central Avenue Assessments		$28,976		$946,526
189th Avenue Assessments		$34,345		$980,871
Fillmore Street Assessments		$3,050		$983,921
North Metro JPA Maintenance Projects			$100,000	$883,921
Edmar, Vickers, Breezy Point, Yalta, 189th- Overlay			$325,000	$558,921
2024 Ending Balance				$558,921
2025 Beginning Balance	$558,921			
Transfer from General Fund		$550,000		$1,108,921
Central Avenue Assessments		$28,976		$1,137,897
189th Avenue Assessments		$34,345		$1,172,242
Fillmore Street Assessments		$3,050		$1,175,292
North Metro JPA Maintenance Projects			$105,000	$1,070,292
Hidden Haven East - Overlay			$210,000	$860,292
Hidden Haven West - Overlay/Reconstruct			$515,000	$345,292
Cedarbrook - Overlay/Reconstruct			$250,000	$95,292
2025 Ending Balance				$95,292
2026 Beginning Balance	$95,292			
Transfer from General Fund		$600,000		$695,292
Central Avenue Assessments		$28,976		$724,268
189th Avenue Assessments		$34,345		$758,613
Fillmore Street Assessments		$3,050		$761,663
North Metro JPA Maintenance Projects			$110,000	$651,663
London, 225th, 226th - Overlay			$200,000	$451,663
Pine Crest Estates - Overlay			$90,000	$361,663
Sunset Drive- Reclaim and Pave (Linwood)			$300,000	$61,663
2026 Ending Balance				$61,663
2027 Beginning Balance	$61,663			
Transfer from General Fund		$600,000		$661,663
Central Avenue Assessments		$28,976		$690,639
189th Avenue Assessments		$34,345		$724,984
Fillmore Street Assessments		$3,050		$728,034
North Metro JPA Maintenance Projects			$115,000	$613,034
Quincy St - Overlay			$50,000	$563,034
Raintree - Overlay			$135,000	$428,034
224th Ave, 225th Ave -Overlay			$140,000	$288,034
2027 Ending Balance				$288,034
2028 Beginning Balance	$288,034			
Transfer from General Fund		$600,000		$888,034
Central Avenue Assessments		$28,976		$917,010
189th Avenue Assessments		$34,345		$951,355
Fillmore Street Assessments		$3,050		$954,405
North Metro JPA Maintenance Projects			$120,000	$834,405
Norseland Manor - Overlay			$300,000	$534,405
Naples St, Rendova St, 197th Ave- Overlay			$10,000	$524,405
2028 Ending Balance				$524,405
Total Street Capital Fund Sources and Uses		$3,231,855	$3,075,000	

City of East Bethel
2024 Other Governmental Fund Budget (Summary)

Fund Description Fund Number	TIF 1-2 436	TIF 1-3 437	TIF 1-4 438	TIF 1-5 439	Total
Revenue					
Tax Increment	112,000	75,000	100,000	100,000	**387,000**
Interest Earned	1,400	1,400	1,400	1,400	**5,600**
Total Revenue	**113,400**	**76,400**	**101,400**	**101,400**	**392,600**
Expenditures					
PAYGO	100,800	67,500	90,000	90,000	**348,300**
Professional Service Fee	11,200	7,500	10,000	10,000	**38,700**
General Fund Reimbursement	1,400	1,400	1,400	1,400	**5,600**
Total Expenditures	**113,400**	**76,400**	**101,400**	**101,400**	**392,600**
Revenue over Expenditures	**-**	**-**	**-**	**-**	**-**

*TIF 1-2 - East Bethel Village Apartments I and II
*TIF 1-3 - Viking Preserve 48 Residential Single Family Homes
*TIF 1-4 - Trident Senior Living
*TIF 1-5 - Aggressive Hydraulics Expansion

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**	**Fire**	**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		
Extracation 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

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. 2023-87

RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY AND BUDGET FOR 2024

WHEREAS, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2023.

WHEREAS, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2023.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City of East Bethel, MN hereby proposes that a tax is to be levied on all taxable real and personal property within the City of East Bethel for the purpose and sums as follows:

General Levy:	$5,251,100
Debt Service Levies:	
2015A	$ 632,500
2014A	$ 330,000
Total Levies	**$6,213,600**

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

2024 Expenditure Budgets:	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 December, 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____

Kevin Lewis, Mayor

ATTEST:

_____

Matt Look, City Administrator

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-88

RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2024

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2023; 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 property tax levy and budgets for the Economic Development Authority for 2024 are as follows:

Economic Development Authority General Levy $136,200

Economic Development Authority Expense 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 December 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____

Kevin Lewis, Mayor

ATTEST:

_____

Matt Look, City Administrator

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-89

RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2024

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2023; 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 property tax levy and budgets for the Housing and Development Authority for 2024 are as follows:

Housing and Redevelopment Authority General 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 December 2023 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

_____

Kevin Lewis, Mayor

ATTEST:

_____

Matt Look, City Administrator

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11, 2023

Agenda Number: 4.0 B

Agenda Item: Recording Secretary Contract Addendum for 2024

Background Information:
The City has contracted with Timesaver Off Site Secretarial, Inc. (TOSS) to produce the minutes for City Council Meetings since 2014. The costs for this service are hourly based and are budgeted at $12,600 for 2024.

To comply with ESST requirements, the unit rates in the contract addendum reflect increases of $1.50 per hour and 50 cents per page. The base rate and unit rate first hour reflect an increase of less than 5.25% over the 2023 costs.

TOSS has provided exceptional service and staff recommends approval of the addendum for the contract extension.

Estimated cost for staff preparation of these minutes is estimated to be $17,760 per year based on the minimum number of meetings for Council, EDA, Planning and Parks Commissions (60). In addition to the direct cost savings, outsourcing the minute preparation to TOSS allows approximately 480 additional staff hours to be devoted to other essential job functions.

Carla Wirth from TOSS will be present to answer questions.

Attachment(s):
1.) 2024 TOSS Contract Addendum

Fiscal Impact: As noted in the attachments.

Recommendation:
Staff recommends approval of the addendum for the 2024 contract extension.

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT

Dated: December 31, 2023

By and between TimeSaver Off Site Secretarial, Inc. and the City of East Bethel, 2241 – 221st Avenue NE, Cedar, MN 55011.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2022, shall be extended under the same terms and conditions to December 31, 2024.

2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:

   a. Base Rate: One Hundred Sixty-Seven and 00/100 dollars ($167.00) for any meeting up to one (1) hour (billable time) plus Thirty-Nine and 50/100 dollars ($39.50) for each thirty (30) minutes following the first one (1) hour; **or**

   b. Unit Rate: Fifty-Three and 25/00 dollars ($53.25) for the first hour of meeting time and Thirty-Five and 50/100 dollars ($35.50) for every hour after the first hour plus Sixteen and 50/100 dollars ($16.50) for each page of draft minutes for submission to the City of East Bethel for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January ___, 2024

CITY OF EAST BETHEL

By:_____
Kevin Lewis

Its: Mayor

October 27, 2023

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth
Carla Wirth

Its: President & CEO

Viking Meadows Residential Development

SSTS
S² TRAFFIC SOLUTIONS

TRAFFIC IMPACT STUDY

in

East Bethel, MN

December 6th, 2023

Draft
12/06/2023 1:50:01 PM

VIKING MEADOWS RESIDENTIAL DEVELOPMENT
EAST BETHEL, MN
TRAFFIC IMPACT STUDY
DECEMBER 6th, 2023

Prepared For:

CITY OF EAST BETHEL
2241 221st Avenue NE
East Bethel, MN 55011

Prepared By:

SSTS, LLC
612-968-4142
PROJECT NO. 2023_033

I hereby certify that this plan, specification, or report was prepared by me, or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota:

VERNON SWING, P.E.

Date: _____ Lic. No.: 41417

Draft
12/06/2023 1:50:02 PM

Table of Contents

I. Introduction **1**

II. Existing Conditions **4**

A. Study Area Intersections 4
B. Roadway Descriptions 4
C. Data Collection and Existing Traffic Volumes 4
D. Crash Data 5

III. No-Build Alternative **8**

A. Background Growth 8
B. Anticipated Improvements for No-Build Conditions 9
C. Results of Analysis 9

IV. Build Alternative **12**

A. Site-Generated Traffic 12
B. Trip Distribution and Assignment 12
C. Build Traffic Volumes 12
D. Build Geometry for Access 12

V. Operational Analysis **16**

A. Intersection Operational Description 16
B. Results of Analysis – 2028 Conditions 17
C. Results of Analysis – 2045 Conditions 19

VI. Summary and Recommendations **22**

List of Tables

Table 1. Study Area Intersections 4
Table 2. Roadway Descriptions 4
Table 3. Intersection Crash Summary 5
Table 4. Trip Generation 12
Table 5. 2028 Operations 18
Table 6. 2045 Operations 20

List of Figures

Figure 1. Vicinity Map 2
Figure 2. Site Pla 3
Figure 3. Existing Geometrics 6
Figure 4. Existing Traffic Volumes 7
Figure 5. Background Development Locations 8
Figure 6. 2028 No-Build Traffic Volumes 10
Figure 7. 2045 No-Build Traffic Volumes 11
Figure 8. Trip Assignment 13
Figure 9. 2028 Build Traffic Volumes 14
Figure 10. 2045 Build Traffic Volumes 15

TECHNICAL APPENDICES (Available Upon Request)

A. Traffic Counts
B. Trip Generation Calculations
C. Detailed Results of the Operational Analysis

I. Introduction

An approximately 155-acre site (termed “Proposed Project” in this study) is proposed to be developed in East Bethel, Anoka County, MN. The Proposed Project is comprised of residential land uses and consists of 242 single family homes once fully built out. Construction of the Proposed Project is anticipated to be completed in 2027. The Proposed Project is located to the south of Viking Blvd (CSAH 22) and east of newly constructed Sandhill Pkwy. The site location is illustrated on Figure 1, "Vicinity Map".

Access to the site is proposed via the following:

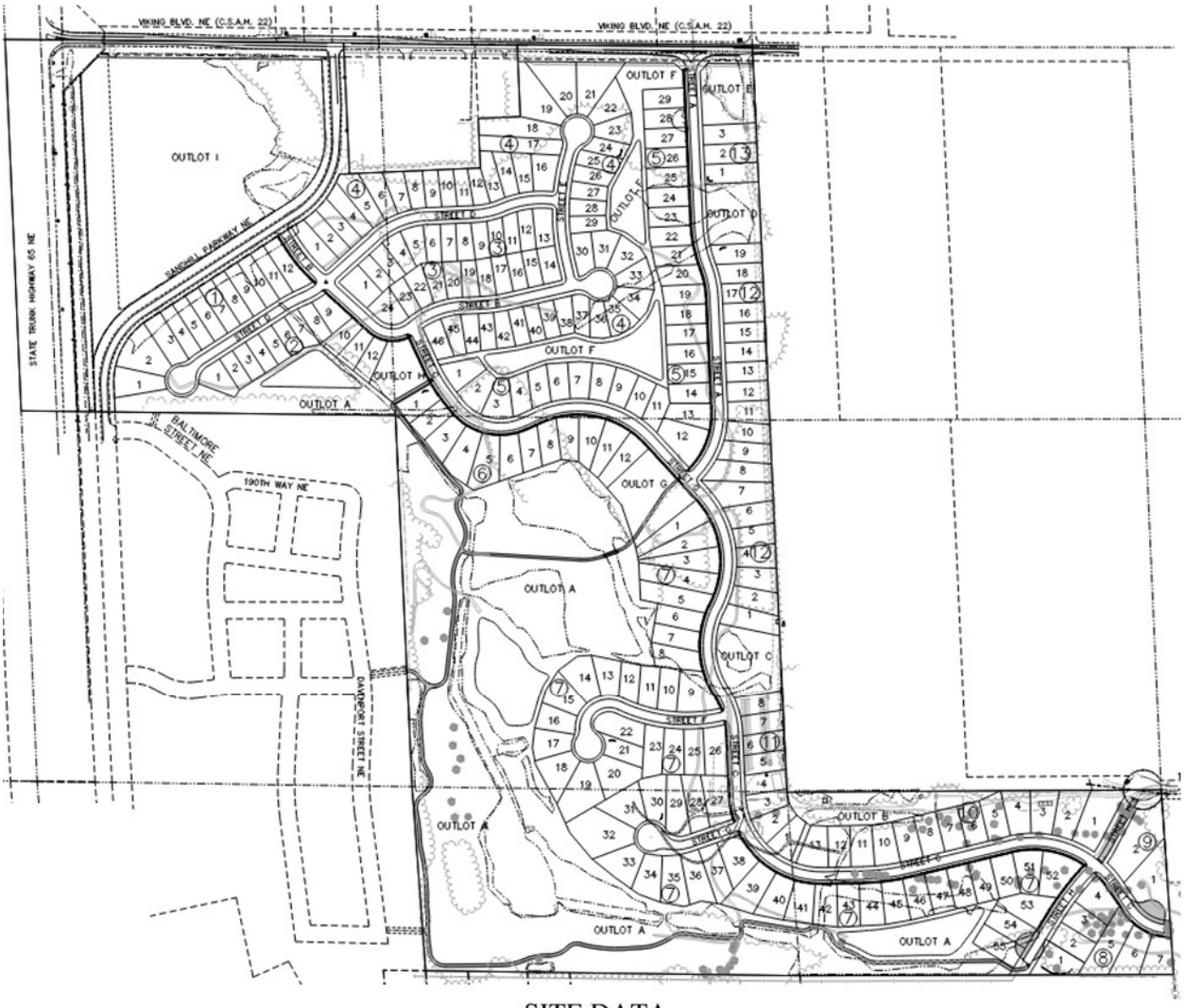
- An access roadway on Sandhill Parkway
- An access roadway on Viking Blvd with limited right-in/right-out movements.

The purpose of this study is to evaluate the impact of traffic generated by the Proposed Project on the operations and safety of the adjacent roadway network. The study focuses on the roads and intersections that provide direct and indirect access to/from the site. This study details the existing and future roadway conditions at studied intersections and access points and includes traffic volumes, lane geometrics and traffic operational analysis results. Recommendations regarding roadway improvements to accommodate the anticipated growth in background traffic, as well as the site-generated traffic are included.

This study focuses on the following years to account for full buildout of the Proposed Project and includes forecast No-build conditions and trip generation estimates to be included with the Build conditions:

- **Year 2028** – This year is studied as the year after full build out when traffic patterns have been established to provide a thorough assessment of traffic and to address potential traffic concerns.
- **Year 2045** – This year is studied assuming full construction of the Proposed Project and is considered a planning level analysis to correspond with the current planning year horizon.

Figure 1 - Vicinity Map



SITE DATA

TOTAL SITE AREA	±155.42 AC.	EXISTING ZONING	MXU/R-1
TOTAL ROW AREA	±29.35 AC.	PROPOSED ZONING	MXU/R-1
TOTAL OUTLOT AREA	±61.16 AC.		
OUTLOT A	±37.20 AC.	UTILITIES	AVAILABLE
OUTLOT B	±1.54 AC.		
OUTLOT C	±1.15 AC.	MINIMUM RESIDENTIAL SETBACK DATA:	
OUTLOT D	±0.94 AC.	FRONT	25 FT.
OUTLOT E	±0.93 AC.	SIDE (GARAGE)	10 FT.
OUTLOT F	±3.76 AC.	SIDE (HOUSE)	10 FT.
OUTLOT G	±1.25 AC.	SIDE CORNER	20 FT.
OUTLOT H	±0.70 AC.	REAR SETBACK	25 FT.
OUTLOT I	±13.69 AC.		
TOTAL LOT AREA	±64.91 AC.		
SMALLEST LOT	±7,051 S.F.		
LARGEST LOT	±29,438 S.F.		
AVERAGE LOT	±11,684 S.F.		
TOTAL NUMBER OF LOTS	242		
GROSS DENSITY	1.56 LOTS/AC.		

Figure 2 - Conceptual Site Plan (From Others)

II. Existing Conditions

A. Study Area Intersections

Study area intersections were defined with input from the City of East Bethel. Table 1 lists the twelve study area intersections, associated existing traffic control and date of turning movement counts (further described in the Data Collection & Existing Traffic Volumes section below).

Table 1. Study Area Intersections

Study Intersection	Control	Date of Turning Movement Count
TH 65 & Crosstown Blvd (CSAH 18)	Signal	Thursday, November 2nd, 2023
TH 65 & 187th Ln South U-Turn	Yield	July 2019 (Elevage Traffic Study)
TH 65 & 187th Ln	Stop	Thursday, November 2nd, 2023
TH 65 & 187th Ln North U-Turn	Yield	July 2019 (Elevage Traffic Study)
TH 65 & Viking Blvd South U-Turn	Signal	Balanced Between Counts
TH 65 & Viking Blvd	Signal	Thursday, November 2nd, 2023
TH 65 & Viking Blvd North U-Turn	Signal	Thursday, November 2nd, 2023
Viking Blvd & Sandhill Pkwy	Stop	Tuesday, November 14th, 2023
Viking Blvd & Golf Club Access	Stop	Thursday, November 2nd, 2023
Viking Blvd & Greenbrook Dr	Stop	Tuesday, November 14th, 2023
Crosstown Blvd & Xylite St	Stop	Thursday, November 2nd, 2023
Sandhill Pkwy & 187th Ln	Roundabout	Thursday, November 2nd, 2023

Note: 2019 traffic counts have been adjusted to account for background growth to the current 2023 count year.

B. Roadway Descriptions

The existing conditions of the study area roadways are noted in Table 2. Additionally, Figure 3 shows the existing lane geometry and traffic control at the study intersections.

Table 2. Roadway Descriptions

Roadway (Ownership)	Functional Class	Typical Section	Posted Speed	AADT (Year)*
TH 65 (MnDOT)	Principle Arterial	4-Lane Divided Rural	65 mph	31,500 (2018) (MnDOT)
Viking Blvd/CSAH 22 (Anoka Co)	A Minor Arterial: Connector	2-Lane Undivided Rural	55 mph	6,300 (2019) (MnDOT)
Crosstown Blvd/CSAH 18 (Anoka Co)	A Minor Arterial: Expander	2-Lane Undivided Rural	45 mph	9,905 (2022) (MnDOT)
Greenbrook Dr/Xylite Rd/CR 68 (Anoka Co)	Major Collector	2-Lane Undivided Rural	55 mph	2,662 (2022) (MnDOT)
187th Ln (City of East Bethel)	Local	2-Lane Undivided Rural	30 mph	520 (2023) (PM Count)
Sandhill Pkwy (City of East Bethel)	Local	2-Lane Undivided Rural	30 mph	960 (2023) (PM Count)

*AADT Sources: (MnDOT) from MnDOT's Traffic Mapping Application
(PM Count) from assuming PM counts are ~10% of ADT, due to lack of recent AADT counts

C. Data Collection and Existing Traffic Volumes

AM and PM peak hour turning movement counts were conducted at study area intersections on the days noted in Table 1. The AM peak traffic hour was found to generally occur from 7:00 - 8:00 AM and the

PM peak traffic hour was found to occur from 4:30 - 5:30 PM (See Figure 4, Existing Traffic Volumes).

D. Crash Data

A review of intersection crash records was conducted to evaluate the safety of the study area and to determine if the addition of future traffic growth could exacerbate existing safety issues. Historical crash data was obtained from MnDOT's Crash Mapping Analysis Tool (MnCMAT2) and the following two factors were considered in the crash analysis:

1. **Crash Rate** - Crashes are a function of exposure. Roadways with higher traffic volumes experience more crashes than similar roadways with lower volumes and a crash rate must be considered to normalize the locations and accurately assess the safety. Intersection crash rates are defined by the number of crashes occurring per million entering vehicles (MEV).
2. **Critical Crash Rate** - Critical crash rate comparison identifies locations that have a crash rate higher than similar facilities by a statistically significant amount. The critical crash rate is calculated by adjusting the system wide average crash rate based on the amount of exposure and a statistical constant indicating level of confidence. Although varying confidence levels are typically utilized, the 99.5 percentile confidence interval was selected for all safety calculations for this study. At locations where the actual crash rate exceeds the critical crash rate, it is 99.5 percent certain that the crashes are a result of deficiencies in the intersection design or other factors.

Crash data from the reduced conflict intersections (RCIs) on TH 65 was only obtained for the most recent three years as these were recently constructed in 2019. Additionally, crash data for the TH 65 & Viking Blvd intersection was only obtained for two years as side-street no turn on red restrictions were applied in 2020 due to safety issues. Table 3 summarizes the intersection crash data for the study area and provides a comparison of crash rates to critical crash rates.

Table 3. Intersection Crash Summary

Study Intersection	Control	Years of Data	Total Crashes	Entering ADT	Crash Rate	Critical Crash Rate	Under Critical Threshold?
TH 65 & Crosstown Blvd (CSAH 18)	Signal	5	29	38,800	0.41	0.86	Yes
TH 65 & 187th Ln South U-Turn	Yield	3	1	31,500	0.03	0.28	Yes
TH 65 & 187th Ln	Stop	3	4	35,100	0.10	0.24	Yes
TH 65 & 187th Ln North U-Turn	Yield	3	0	31,500	0.00	0.28	Yes
TH 65 & Viking Blvd South U-Turn	Signal	3	1	31,500	0.03	0.28	Yes
TH 65 & Viking Blvd	Signal	2	12	37,800	0.43	0.86	Yes
TH 65 & Viking Blvd North U-Turn	Signal	3	4	31,500	0.12	0.88	Yes
Viking Blvd & Sandhill Pkwy	Stop	Recently Constructed - No Crash Data					
Viking Blvd & Golf Club Access	Stop	5	0	6,300	0.00	0.43	Yes
Viking Blvd & Greenbrook Dr	Stop	5	2	8,962	0.12	0.37	Yes
Crosstown Blvd & Xylite St	Stop	5	2	9,720	0.11	0.36	Yes
Sandhill Pkwy & 187th Ln	Roundabout	Recently Constructed - No Crash Data					

* System wide average crash rates were found in MnDOT's Intersection Green Sheets

All of the study area intersections have a crash rate under the critical crash rate and existing conditions and intersection design are not currently contributing to a safety problem and traffic from the Proposed Project is not likely to exacerbate existing safety issues.

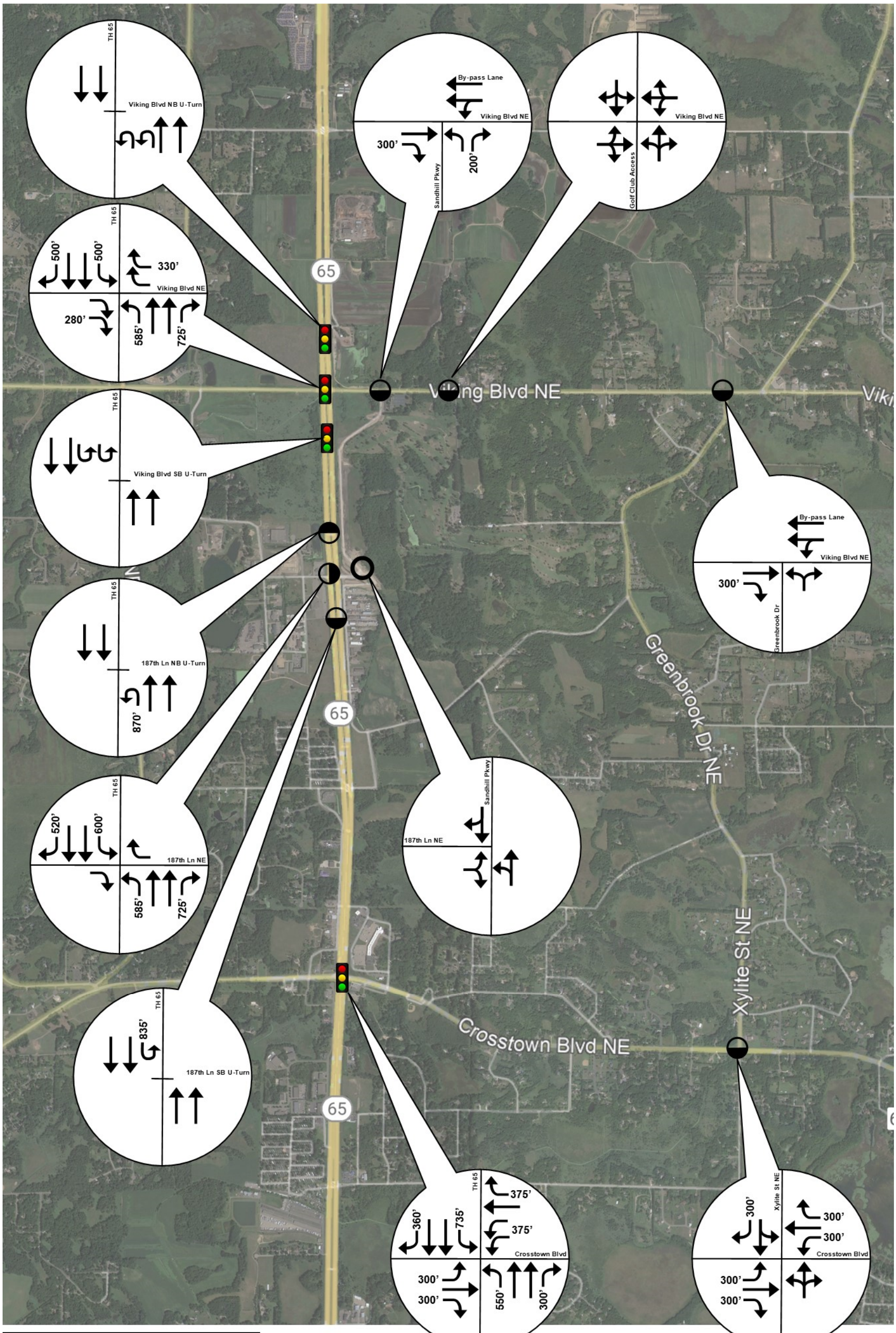


Figure 3. Existing Geometrics

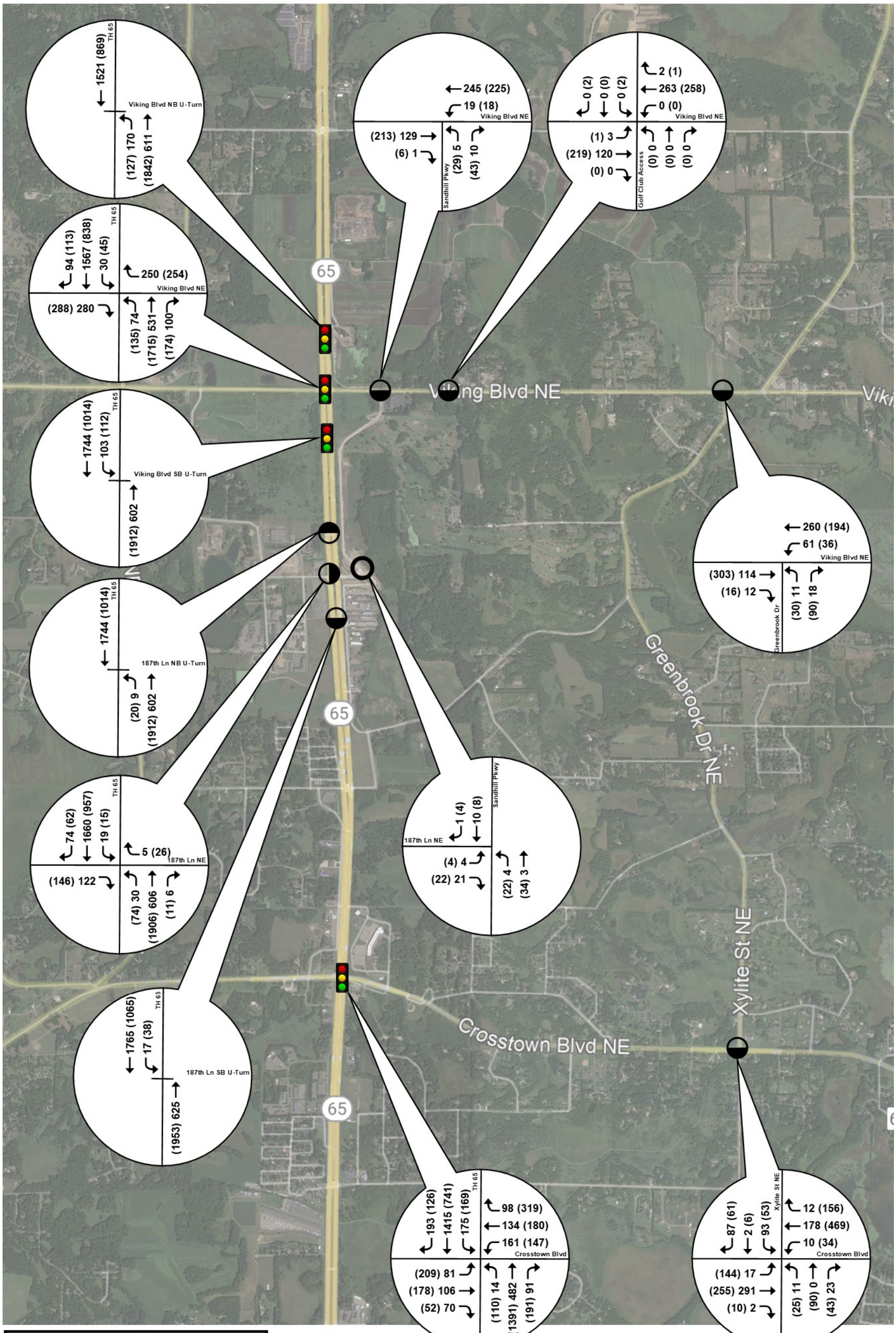


Figure 4. Existing Traffic Volumes

Draft
12/06/2023 1:50:02 PM

III. No-Build Alternative

To address the impacts of a development on the surrounding roadway system, it is necessary to predict the traffic that would be present on the roadway system at the time of completion of the Proposed Project, without the inclusion of the Proposed Project. This is considered the No-Build scenario, and serves as a basis with which to compare Build scenarios. In this study two design years were analyzed 2028, the year after completion of the Proposed Project, and 2045, the current planning year horizon.

A. Background Growth

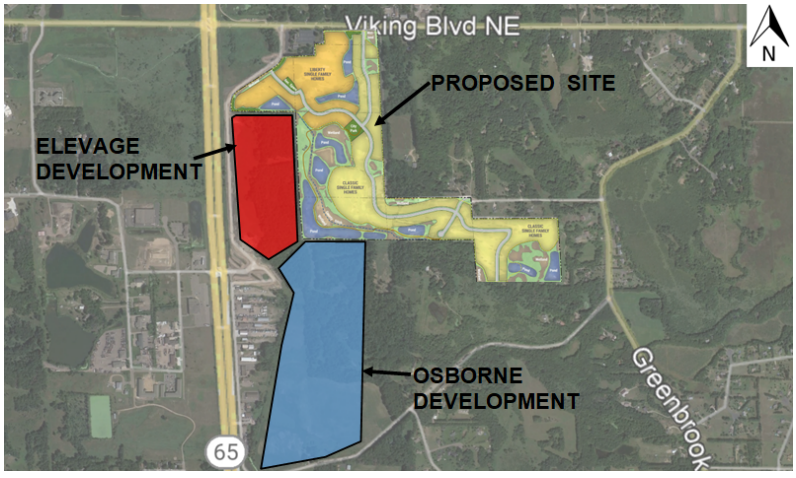
To develop background growth a three-step approach was taken. First, a high-level background annual growth rate in traffic was determined for the study area. Review of **Anoka County's 2040 Transportation Plan Update**[1] indicates that the traffic in the area is expected to increase by approximately 1.0% per year based on interpolation of 2015 to 2040 ADT volumes. The noted 2040 ADT volumes account for development assumptions in the area including the Proposed Site and adjacent parcels.

Second, traffic from nearby planned developments, not including the Proposed Project, was considered. Conversations with the City indicate traffic from the following two nearby developments should be included in background traffic conditions:

- Elevage Development - A 66-acre residential and mixed-use development assumed to be fully built in year 2028 and included in the 2028 No-Build conditions. A traffic Study was completed for this development which concluded that traffic signals at TH 65 & 187th Ln N RCI intersections were recommended. As a result, traffic signals and dual westbound right turn lanes are assumed in the 2028 No-Build conditions.
- Osborne Development - A residential and mixed-use development assumed to be fully built after year 2028 and included in the 2045 No-Build conditions.

The locations of these developments are illustrated on Figure 5. The associated trips were estimated per ITE's **Trip Generation Manual** [2] and were distributed through the study network based on existing/predicted travel patterns for residents, patrons and employees.

Figure 5. Background Development Locations



[1] **Anoka County's 2040 Transportation Plan Update –** November 2019, Study Link
[2] **Trip Generation Manual**, Institute of Transportation Engineers (ITE), 11th Edition

Third, the ADT volumes from the Proposed Site and the two nearby planned developments (Elevage Development and Osborne Development) were subtracted from the 2040 ADT volumes presented in Anoka County's Transportation Plan update and an updated annual growth rate of 0.37% was calculated and used for this study.

B. Anticipated Improvements for No-Build Conditions

As noted in the **Elevage Development Traffic Impact Analysis**[3], traffic signals and dual westbound right turn lanes are recommended at the TH 65 & 187th Ln N RCI intersections to mitigate impacts from site traffic. Review of the data and the reported traffic volumes in the Elevage Analysis indicate these improvements are needed and they are included in the 2028 No-Build background conditions for this study.

Review of **Anoka County's 2040 Transportation Plan Update** indicates the TH 65 & Crosstown Blvd NE (CSAH 18) intersection is a priority intersection (medium designation) for grade separation in the future as there are existing capacity deficiencies. This will be considered in recommendations for the TH 65 & Crosstown Blvd NE (CSAH 18) intersection and the ultimate design and timing of the project will be determined by MnDOT. Review of MnDOT, County and City plans indicate no other major future projects in the study area that would impact traffic operations.

Figures 6 and 7 illustrate the No-Build traffic volumes with the growth rate applied to the existing traffic volumes and with the inclusion of traffic for the two nearby developments for years 2028 and 2045, respectively.

C. Results of Analysis

The study area intersections identified in Section II were analyzed for the 2028 and 2045 No-Build scenarios. Complete discussion of the results of these analyses is provided in Section V – Operational Analysis, where a comparison with corresponding design year Build alternatives is made.

[3] **Elevage Development/East Bethel PUD Traffic Impact Analysis**, Kimley Horn, September 16, 2019

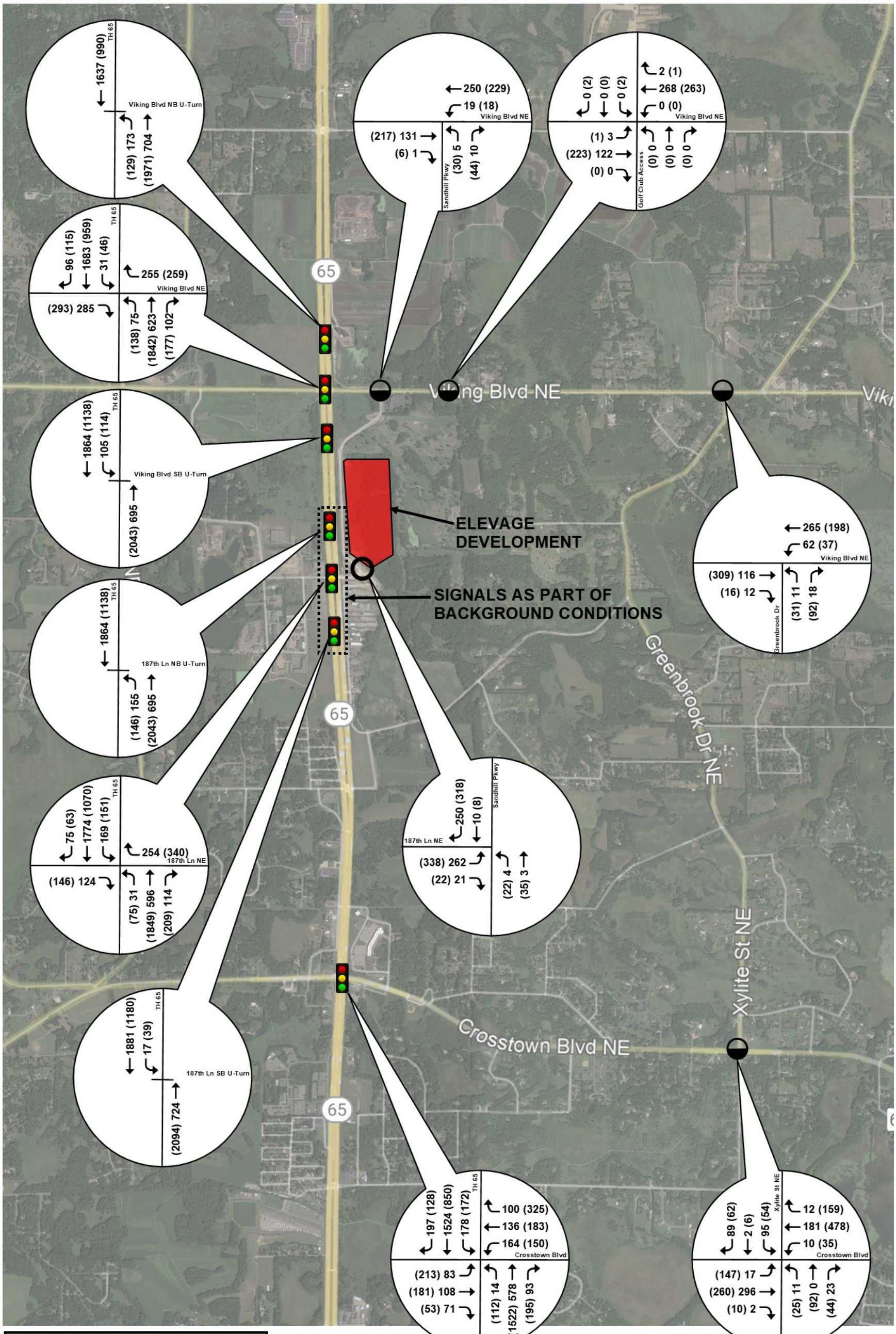


Figure 6. 2028 No-Build Traffic Volumes

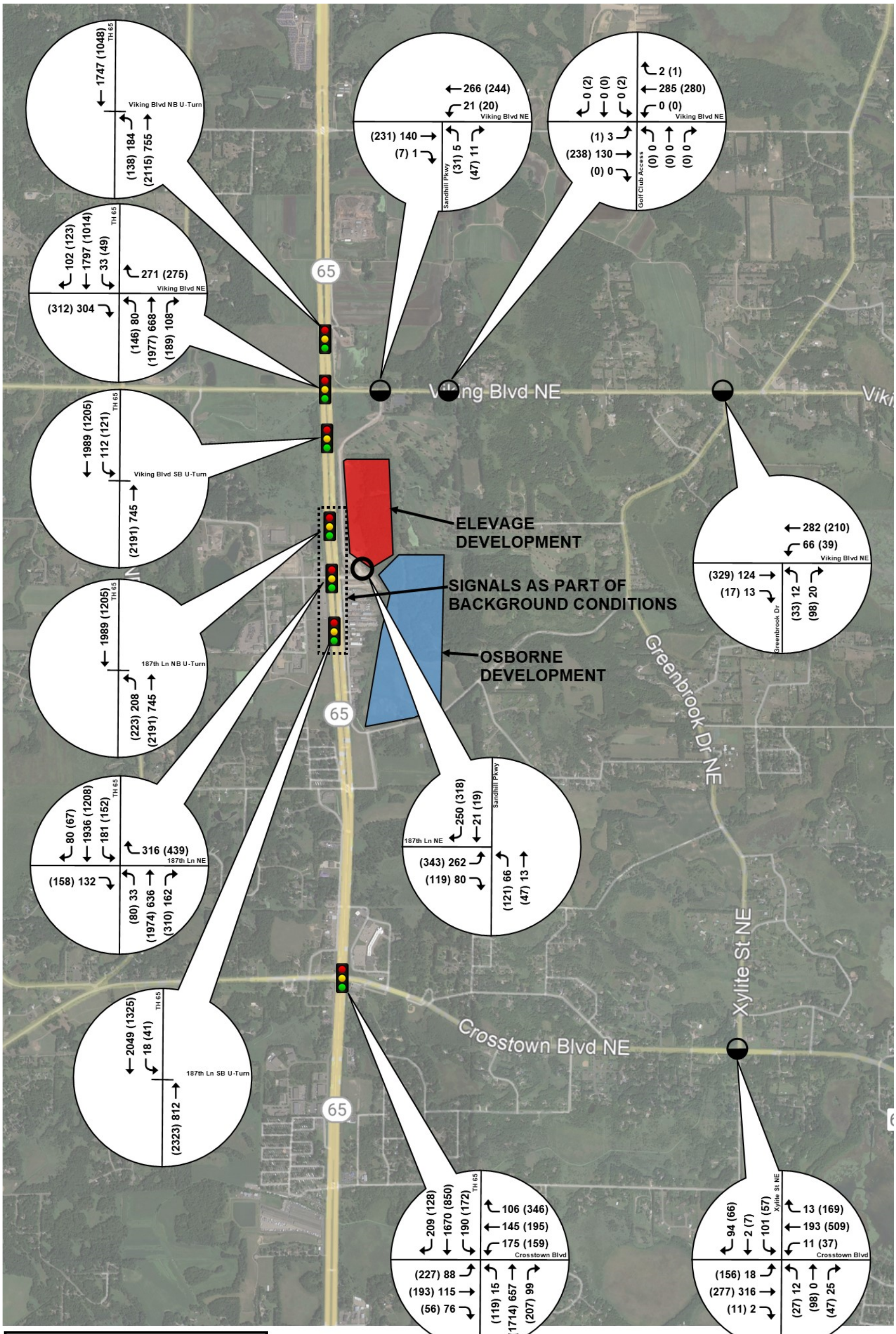


Figure 7. 2045 No-Build Traffic Volumes

IV. Build Alternative

A. Site-Generated Traffic

The number of vehicle trips generated by the Proposed Project were estimated for the weekday daily, and AM and PM traffic peak hours using the data and methodologies contained in **Trip Generation, Edition 11, published by the Institute of Transportation Engineers (ITE).** Table 4 summarizes trip generation estimates.

Table 4. Trip Generation

Land Use	Type	Land Use Code	Size	Trips Generated:				
				AM Peak		PM Peak		Weekday
				Enter	Exit	Enter	Exit	ADT
Single Family Housing	Residential	210	242 units	42	127	143	84	2,282
Totals				**42**	**127**	**143**	**84**	**2,282**
				169		**227**		

- Per the data and methodologies in Trip Generation, 11th Edition and Trip Generation Handbook, 3rd Edition, published by ITE.

B. Trip Distribution and Assignment

The distribution of site-generated traffic from and to the adjacent street system was based on existing volume patterns and anticipated travel patterns for residents. Figure 8, Trip Assignment depicts the distribution of the estimated site-generated traffic entering and exiting the study area roadway network.

C. Build Traffic Volumes

When combined, the site-generated traffic volumes and No-Build scenario traffic volumes result in the Build scenario traffic volumes, shown on Figures 9 and 10 for the 2028 and 2045 analysis years, respectively.

D. Build Geometry for Access

With the construction of the proposed project, the County is proposing dedicated eastbound and westbound turn lanes on Viking Blvd (CSAH 22) at Sandhill Parkway. Additionally, the easternmost site access (previous Golf Club Access) will be limited to a right-in/right-out access on Viking Blvd (CSAH 22).

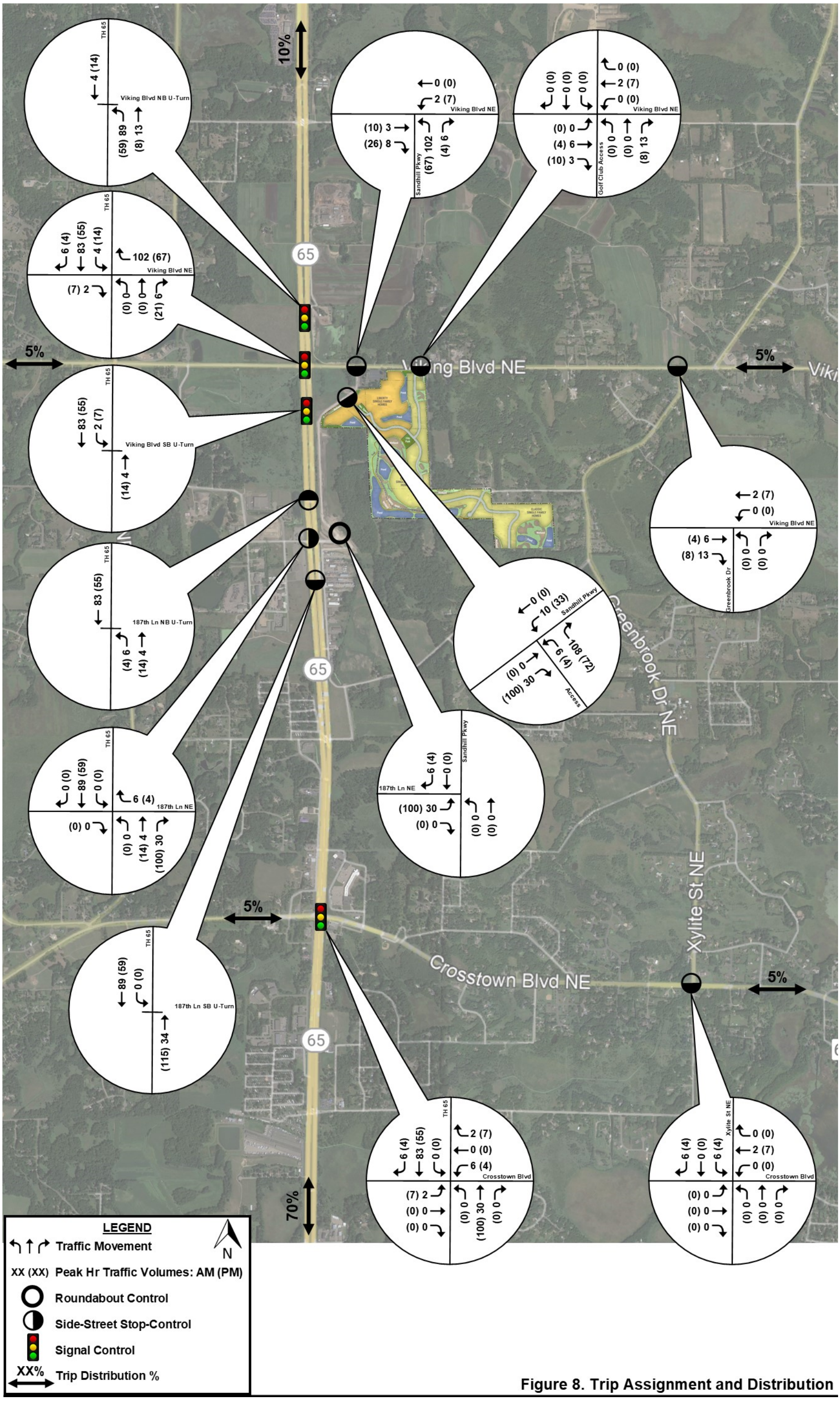


Figure 8. Trip Assignment and Distribution

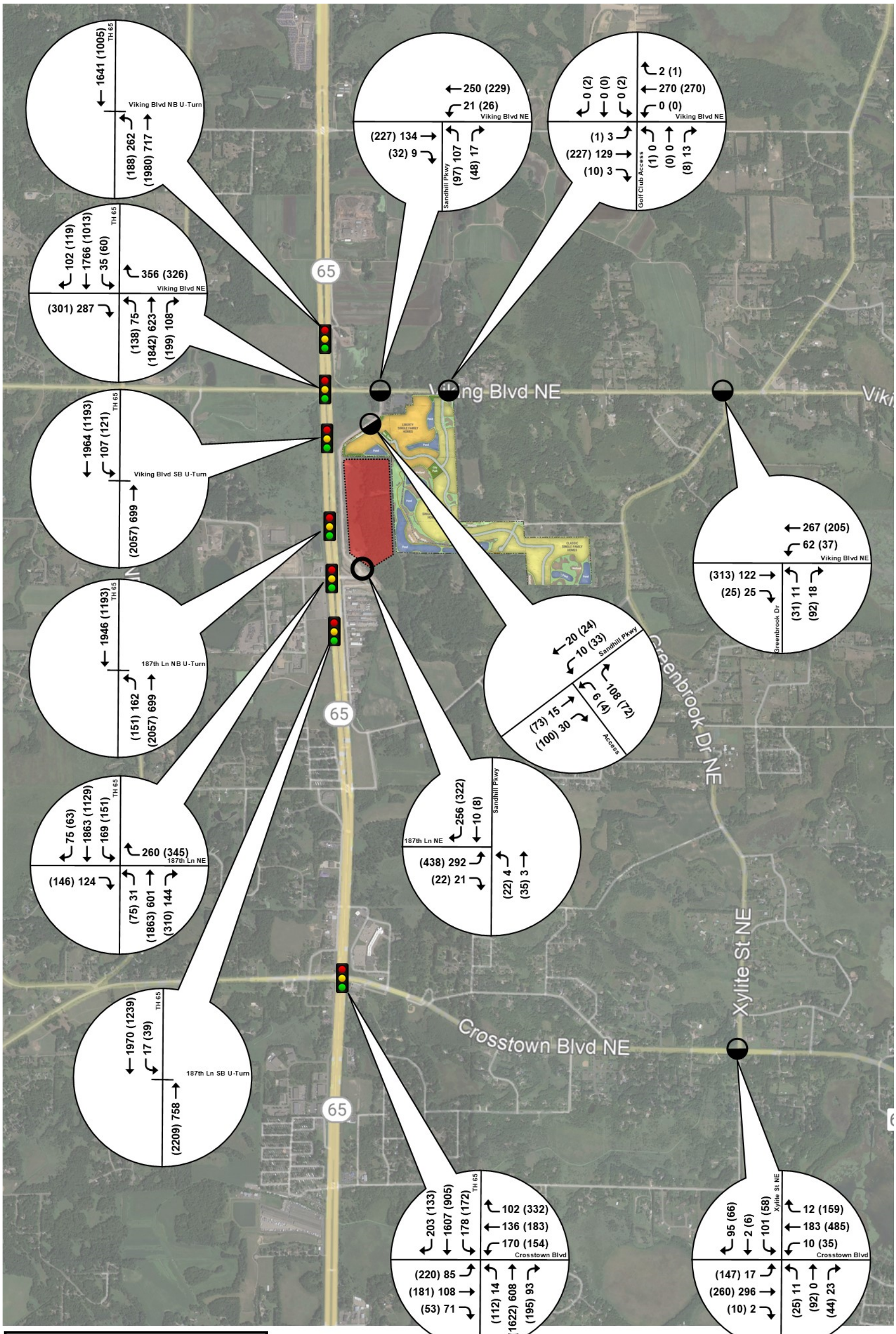


Figure 9. 2028 Build Traffic Volumes

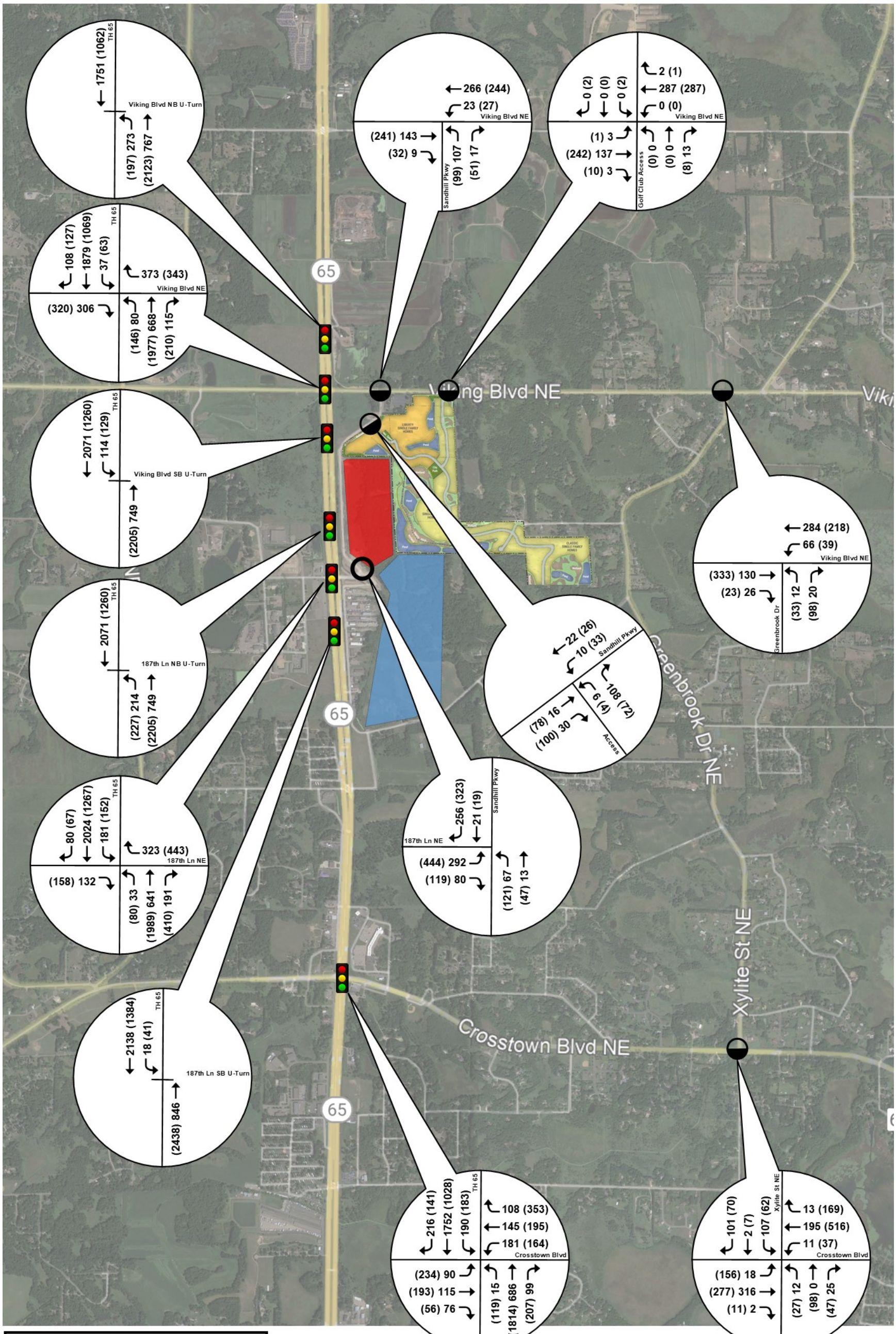
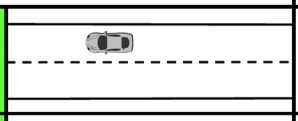
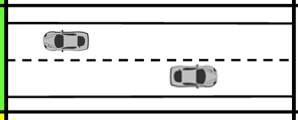
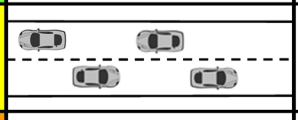
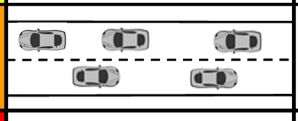
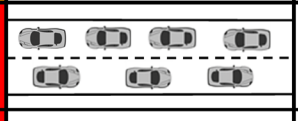
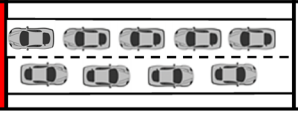


Figure 10. 2045 Build Traffic Volumes

V. Operational Analysis

A. Intersection Operational Description

The operating conditions of transportation facilities, such as roadways, traffic signals, roundabouts and stop-controlled intersections, are evaluated based on the relationship of the theoretical capacity of a facility to the actual traffic volume on that facility. Various factors affect capacity including travel speed, roadway geometry, grade, number of travel lanes, and intersection control. The current standards for evaluating capacity and operating conditions are contained in ***Highway Capacity Manual***[4]. The procedures describe operating conditions in terms of driver delay represented as a Level of Service (LOS). Operations are given letter designations with "A" representing the best operating conditions and "F" representing the worst. Generally, Level of Service "D" represents the threshold for acceptable overall intersection operating conditions during a peak hour. TH 65 is a prioritized high volume MnDOT roadway where traffic progression is prioritized and, as result, minor mainline left turns and side-street operations often fall in the LOS "E and F" range and are considered acceptable. The following chart summarizes the level of service and delay criteria for signalized and unsignalized intersections.

Level of Service		Description	Delay (sec)	
			Signalized	Unsignalized/ Roundabout
A		Primarily free-flow operation.	0-10	0-10
B		Reasonably unimpeded operation.	>10-20	>10-15
C		Stable operation. The ability to maneuver is more restricted than LOS B.	>20-35	>15-25
D		Less stable operation. Small increases in flow may cause large increases in delay and reduced speeds.	>35-55	>25-35
E		Unstable operation. Low speeds and considerable delay.	>55-80	>35-50
F		Congested operation. High delay and extensive queuing.	>80	>50

For side street stop-controlled intersections special emphasis is given to providing an estimate for the level of service of the minor approaches. Traffic operations at an unsignalized intersection with side street stop-control can be described two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes. Second, it is important to consider the delay on the minor approaches, since the mainline does not have to stop. It is common for intersections with higher mainline traffic volumes to experience increased levels of delay and poor level of service on the side

[4] ***Highway Capacity Manual (HCM)***, Transportation Research Board, 6th Edition

streets. For example, the acceptable threshold for a high-priority/high-volume mainline movement might be "C," while LOS "F" on a low-priority/low-volume side-street movement might be appropriate.

A final fundamental component of operational analyses is a study of vehicular queuing, or the line of vehicles waiting to pass through an intersection. An intersection can operate with an acceptable Level of Service, but if queues from the intersection extend back to block entrances to turn lanes or accesses to adjacent land uses, unsafe operating conditions could result. In this report, the industry design standard 95th percentile queue length is used. The 95th percentile queue length refers to the length of vehicle queue that has only a five-percent probability of occurring during an analysis hour.

This study has utilized the current industry Synchro/SimTraffic software package (11th Edition) to analyze the 2028 and 2045 No-Build and Build conditions for both the AM and PM peak hours. It is noted, the reported results are from the aggregate of 10 SimTraffic simulations which use a random number generator to seed the network with vehicles. These results reflect dynamic conditions and are more accurate than the results of the static analysis reported by Synchro. Due to the random number generator results can sometimes show slightly better operations on minor movements when the intersections are operating well and have increased traffic volumes. This can be seen when delays and queues noted for minor movements in the Build Scenario are slightly less than the No-Build Scenario. Base existing signal timings from MnDOT and existing truck percentages were used in the Synchro/SimTraffic analysis.

B. Results of Analysis – 2028 Conditions

This section contains the results of the intersection operational analyses and provides recommendations, as necessary to mitigate the impacts. Table 5 summarize the results of the operational analyses for the 2028 No Build and Build scenarios. As noted in Section III. No-Build Alternative, traffic signals are assumed at the TH 65 & 187th Ln RCI and U-turn intersections. Proposed access intersections are shaded gray.

Table 5. 2028 Operations

Intersection	Measure of Effectiveness (Delay in Sec and Queue in Ft)				
	Criteria	2028 No-Build		2028 Build	
		AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
TH 65 & Crosstown Blvd (CSAH 18) (Signal)	*Overall LOS & Delay*	C 34.1	E 77.3	D 35.0	E 75.0
	Worst Movement LOS & Delay	F 120.3 (NBL)	F 403.7 (WBT)	F 90.5 (NBL)	F 420.8 (WBT)
	95th Percentile Queue	SBT - 371'	NBT - 1332'	SBT - 395'	WBT - 1443'
TH 65 & 187th Ln South U-Turn (Signal - Background Conditions)	*Overall LOS & Delay*	A 4.8	B 11.6	A 5.1	B 15.9
	Worst Movement LOS & Delay	D 48.5 (SBU)	D 41.3 (SBU)	D 49.3 (SBU)	D 47.8 (SBU)
	95th Percentile Queue	SBU - 43'	NBT - 125'	SBU - 42'	NBT - 346'
TH 65 & 187th Ln (Signal - Background Conditions)	*Overall LOS & Delay*	A 9.2	B 12.8	A 8.2	B 12.7
	Worst Movement LOS & Delay	D 38.7 (SBL)	E 60.6 (SBL)	D 42.8 (NBL)	E 56.6 (SBL)
	95th Percentile Queue	SBT - 215'	NBT - 215'	SBL - 178'	NBT - 234'
TH 65 & 187th Ln North U-Turn (Signal - Background Conditions)	*Overall LOS & Delay*	A 6.4	A 6.9	A 6.5	A 7.2
	Worst Movement LOS & Delay	D 48.9 (NBU)	D 52.9 (NBU)	D 42.5 (NBU)	E 58.5 (NBU)
	95th Percentile Queue	NBU - 195'	NBU - 201'	NBU - 187'	NBU - 213'
TH 65 & Viking Blvd South U-Turn (Signal)	*Overall LOS & Delay*	A 4.9	A 8.1	A 4.7	A 9.1
	Worst Movement LOS & Delay	B 13.4 (SBU)	D 54.8 (SBU)	B 14 (SBU)	D 54.4 (SBU)
	95th Percentile Queue	SBU - 91'	NBT - 230'	SBU - 98'	NBT - 286'
TH 65 & Viking Blvd (Signal)	*Overall LOS & Delay*	A 8.0	A 9.7	A 8.6	A 10.7
	Worst Movement LOS & Delay	D 36.1 (WBR)	E 75.4 (WBR)	D 32.4 (WBR)	E 76.7 (SBL)
	95th Percentile Queue	EBR - 169'	NBT - 179'	EBR - 170'	NBT - 255'
TH 65 & Viking Blvd North U-Turn (Signal)	*Overall LOS & Delay*	B 19.2	A 8.4	B 10.9	A 7.2
	Worst Movement LOS & Delay	C 26.6 (NBU)	B 15 (SBT)	C 29.1 (NBU)	C 22.2 (NBU)
	95th Percentile Queue	SBT - 135'	SBT - 106'	SBT - 200'	NBU - 194'
Viking Blvd & Sandhill Pkwy (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 0.9	A 1.4	A 2.5	A 2.2
	Worst Movement LOS & Delay	A 6.1 (NBL)	A 7.2 (NBL)	A 7.5 (NBL)	A 8.1 (NBL)
	95th Percentile Queue	NBR - 20'	NBR - 44'	NBL - 54'	NBL - 60'
Viking Blvd & Golf Club Access (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 1.3	A 1.1	A 1.3	A 1.2
	Worst Movement LOS & Delay	A 2.1 (EBL)	A 6.1 (SBR)	A 4.3 (NBR)	A 5.4 (SBL)
	95th Percentile Queue	EBLTR - 6'	SBLTR - 21'	NBLTR - 35'	NBLTR - 28'
Viking Blvd & Greenbrook Dr (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 1.2	A 3.5	A 1.2	A 4.0
	Worst Movement LOS & Delay	A 7.4 (NBL)	B 12.4 (NBL)	A 6.8 (NBL)	B 15.6 (NBL)
	95th Percentile Queue	NBLR - 35'	NBLR - 53'	NBLR - 37'	NBLR - 67'
Crosstown Blvd & Xylite St (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 5.2	A 7.1	A 5.8	A 7.7
	Worst Movement LOS & Delay	A 9.5 (SBL)	C 23.4 (NBT)	A 9.8 (SBL)	C 26.4 (NBT)
	95th Percentile Queue	SBLT - 59'	NBLTR - 100'	SBLT - 60'	NBLTR - 118'
Sandhill Pkwy & 187th Ln (Roundabout)	*Overall LOS & Delay*	A 3.1	A 3.0	A 3.4	A 3.4
	Worst Movement LOS & Delay	A 5 (EBL)	A 4.5 (EBL)	A 5.2 (EBR)	A 5 (EBL)
	95th Percentile Queue	EBLR - 79'	EBLR - 87'	EBLR - 94'	EBLR - 102'
Sandhill Pkwy & Access (Side-Street Stop-Controlled)	*Overall LOS & Delay*	NA		A 1.9	A 1.7
	Worst Movement LOS & Delay			A 5.8 (WBL)	A 5.7 (WBL)
	95th Percentile Queue			WBLR - 54'	WBLR - 50'

- Level of Service reported from an average delay from 10 SimTraffic simulations for overall intersection and worst movement.
- 95th percentile queues are a result from an average of 10 SimTraffic simulations and the longest queue per intersection is reported.

The results shown in Table 5 indicate the following for 2028 No-Build and Build conditions:

- **2028 No-Build** – Delay, LOS and queueing are all acceptable on an overall intersection and individual movement basis without the Proposed Project for all intersections except TH 65 & Crosstown Blvd (CSAH 18). The following discusses potential improvements:
    - TH 65 & Crosstown Blvd (CSAH 18) Signalized Intersection – This intersection experiences unacceptable delays and long queues with the 2028 No-Build conditions. Additional lanes on all approaches and signal timing updates improve operations to LOS D/E but not to levels expected related to the high costs for these improvements. **Anoka County's 2040 Transportation Plan Update** notes this intersection is a medium priority

intersection for grade separation. It is recommended this intersection be monitored and studied further by MnDOT and Anoka County for a future grade separation project.

- **2028 Build -** Delay, LOS and queueing are all acceptable on an overall intersection and individual movement basis with the proposed project. No operational issues are expected at the proposed access points. Roadway and intersection mitigation measures are not needed to accommodate site-generated traffic from the Proposed Project. As noted above, it is recommended that MnDOT and Anoka County monitor the TH 65 & Crosstown Blvd (CSAH 18) signalized intersection for a future grade separation project.

C. Results of Analysis – 2045 Conditions

The long-range planning horizon year is 2045 and a 0.37% annual growth rate and inclusion of traffic from adjacent developments was assumed, as mentioned in the No-Build section. The results of the analysis of the 2045 No-Build and Build traffic conditions are summarized in Table 6. Proposed access intersections are shaded gray.

Table 6. 2045 Operations

Intersection	Criteria	Measure of Effectiveness (Delay in Sec and Queue in Ft)			
		2045 No-Build		2045 Build	
		AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
TH 65 & Crosstown Blvd (CSAH 18) (Signal)	*Overall LOS & Delay*	C 38.5	F 96.0	C 39.5	F 100.4
	Worst Movement LOS & Delay	F 95.3 (NBL)	F 495.8 (WBT)	F 87.5 (EBL)	F 492.4 (WBT)
	95th Percentile Queue	SBT - 508'	WBT - 1560'	SBT - 515'	WBT - 1518'
TH 65 & 187th Ln South U-Turn (Signal - Background Conditions)	*Overall LOS & Delay*	A 6.0	B 16.8	A 6.3	B 18.0
	Worst Movement LOS & Delay	D 47.7 (SBU)	D 46 (SBU)	D 52.6 (SBU)	D 47.8 (SBU)
	95th Percentile Queue	SBU - 49'	NBT - 219'	SBU - 45'	NBT - 367'
TH 65 & 187th Ln (Signal - Background Conditions)	*Overall LOS & Delay*	A 9.6	B 14.4	A 9.9	B 14.2
	Worst Movement LOS & Delay	D 45.7 (NBL)	E 58.6 (SBL)	D 44.8 (NBL)	E 66 (SBL)
	95th Percentile Queue	SBL - 191'	NBT - 257'	SBL - 204'	NBT - 255'
TH 65 & 187th Ln North U-Turn (Signal - Background Conditions)	*Overall LOS & Delay*	A 8.2	A 11.0	A 8.8	A 9.0
	Worst Movement LOS & Delay	D 44.5 (NBU)	F 90.1 (NBU)	D 46.9 (NBU)	E 61 (NBU)
	95th Percentile Queue	NBU - 239'	NBU - 399'	NBU - 271'	NBU - 278'
TH 65 & Viking Blvd South U-Turn (Signal)	*Overall LOS & Delay*	A 5.2	A 10.6	A 5.6	A 10.8
	Worst Movement LOS & Delay	B 16.9 (SBU)	E 58.3 (SBU)	B 16.5 (SBU)	E 62.2 (SBU)
	95th Percentile Queue	SBU - 104'	NBT - 309'	SBU - 108'	NBT - 307'
TH 65 & Viking Blvd (Signal)	*Overall LOS & Delay*	A 8.3	A 10.2	A 9.0	B 11.1
	Worst Movement LOS & Delay	D 36.9 (WBR)	F 82.6 (SBL)	D 33.2 (WBR)	F 84.1 (SBL)
	95th Percentile Queue	EBR - 171'	NBT - 225'	EBR - 172'	NBT - 290'
TH 65 & Viking Blvd North U-Turn (Signal)	*Overall LOS & Delay*	A 9.6	A 6.8	A 12.3	A 8.0
	Worst Movement LOS & Delay	C 33.4 (NBU)	B 19.2 (NBU)	C 34.8 (NBU)	C 23.9 (NBU)
	95th Percentile Queue	SBT - 151'	NBU - 156'	SBT - 217'	NBU - 173'
Viking Blvd & Sandhill Pkwy (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 1.0	A 1.4	A 2.4	A 2.2
	Worst Movement LOS & Delay	A 6.3 (NBL)	A 6.8 (NBL)	A 7.6 (NBL)	A 8.3 (NBL)
	95th Percentile Queue	NBR - 22'	NBR - 42'	NBL - 50'	NBL - 58'
Viking Blvd & Golf Club Access (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 1.3	A 1.2	A 1.4	A 1.2
	Worst Movement LOS & Delay	A 2.1 (WBR)	A 8.5 (SBL)	A 4.6 (WBR)	A 6.5 (SBR)
	95th Percentile Queue	EBLTR - 4'	SBLTR - 18'	NBLTR - 34'	NBLTR - 31'
Viking Blvd & Greenbrook Dr (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 1.2	A 3.9	A 1.2	A 3.7
	Worst Movement LOS & Delay	A 5.7 (NBL)	B 13.6 (NBL)	A 7.6 (NBL)	B 13.2 (NBL)
	95th Percentile Queue	NBLR - 37'	NBLR - 63'	NBLR - 37'	NBLR - 60'
Crosstown Blvd & Xylite St (Side-Street Stop-Controlled)	*Overall LOS & Delay*	A 5.7	A 8.3	A 5.9	A 8.5
	Worst Movement LOS & Delay	A 9.5 (SBL)	C 30.8 (NBT)	B 10.7 (SBL)	C 31.4 (SBT)
	95th Percentile Queue	SBLT - 55'	NBLTR - 129'	SBLT - 58'	NBLTR - 125'
Sandhill Pkwy & 187th Ln (Roundabout)	*Overall LOS & Delay*	A 3.4	A 3.3	A 3.5	A 3.7
	Worst Movement LOS & Delay	A 5.2 (EBL)	A 4.6 (NBT)	A 5.3 (EBL)	A 4.9 (EBL)
	95th Percentile Queue	EBLR - 92'	EBLR - 92'	EBLR - 95'	EBLR - 100'
Sandhill Pkwy & Access (Side-Street Stop-Controlled)	*Overall LOS & Delay*	NA		A 1.7	A 1.6
	Worst Movement LOS & Delay			A 6.2 (WBL)	A 5.2 (WBL)
	95th Percentile Queue			WBLR - 53'	WBLR - 49'

- Level of Service reported from an average delay from 10 SimTraffic simulations for overall intersection and worst movement.
- 95th percentile queues are a result from an average of 10 SimTraffic simulations and the longest queue per intersection is reported.

The results shown in Table 6 indicate the following for 2045 No-Build and Build conditions:

- **2045 No-Build** – Delay, LOS and queueing are all acceptable on an overall intersection and individual movement basis without the Proposed Project for all intersections except TH 65 & Crosstown Blvd (CSAH 18). As noted in the 2028 No-Build conditions, it is recommended that MnDOT and Anoka County monitor the TH 65 & Crosstown Blvd (CSAH 18) signalized intersection for a future grade separation project. It is noted that some minor left turn movements on TH 65 at Viking Blvd and the 187th Ln northern U-turn intersections experience LOS F. These types of operations are common on high volumes corridors such as TH 65 where signal timings prioritize through volume progression. Review indicates acceptable queue lengths.

- **2045 Build -** Delay, LOS and queueing are all acceptable on an overall intersection and individual movement basis with the proposed project. No operational issues are expected at the proposed access points. Roadway and intersection mitigation measures are not needed to accommodate site-generated traffic. As noted above, it is recommended that MnDOT and Anoka County monitor the TH 65 & Crosstown Blvd (CSAH 18) signalized intersection for a future grade separation project.

VI. Summary and Recommendations

The preceding analysis has evaluated the potential traffic impacts of the approximately 155-acre Viking Meadows Development on the operations of the study area intersections in the City of East Bethel, Anoka County, MN.

Two design years were considered in this study, 2028 to provide a thorough assessment of full build traffic and 2045 to remain consistent with the long-range planning horizon. For both design years, No-Build and Build scenarios were analyzed and compared to assess the development's impact, and the area's future infrastructure needs.

Full development of site is expected to result in approximately 2,282 vehicle trips using the proposed site access locations per average weekday. Peak hour trips are estimated at 169 trips (42 entering and 127 exiting) during the AM peak hour and 227 trips (143 entering and 84 exiting) during the PM peak hour.

Access to the site is proposed via a full movement access on Sandhill Pkwy and a limited right-in/right-out access on Viking Blvd.

Growth in background traffic at a rate of 0.37 percent per year is accounted for in the analysis, as well as inclusion of site generated from the Elevage Development and Osborne Development. For background traffic conditions (to accommodate Elevage Development traffic) traffic signals at TH 65 & 187th Ln N RCI intersections were assumed as well as dual westbound right turn lanes on 187th Ln at TH 65.

Review of historical crash data indicates no existing safety issues at the study area intersections. It is noted that the recent safety upgrades at the TH 65 & Viking Blvd signal were considered.

The following bullet points summarize roadway recommendations:

- **Year 2028 Conditions** – Background (No-Build) and site generated traffic (Build) are adequately accommodated by all but one of the surrounding intersections and proposed accesses and geometric improvement measures are not needed. The TH 65 & Crosstown Blvd (CSAH 18) signalized intersection experiences unacceptable delays and long queues with the 2028 No-Build conditions. It is recommended this intersection be monitored and studied further by MnDOT and Anoka County for a future grade separation project as noted in **Anoka County's 2040 Transportation Plan Update.**
- **Year 2045 Conditions** – Background (No-Build) and site generated traffic (Build) are adequately accommodated by the surrounding intersections and proposed access locations and geometric improvement measures are not needed. As noted above it is recommended this intersection be monitored and studied further by MnDOT and Anoka County for a future grade separation project.

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11, 2023

Agenda Item Number: Item 6.0 A-J

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approve Bills

Item B – November 13, 2023 City Council Meeting Minutes
Minutes from the November 13, 2023 City Council meeting are attached for your review.

Item C – November 27, 2023 City Council Meeting Minutes
Minutes from the November 27, 2023 City Council meeting are attached for your review.

Item D - Res. 2023-90, Setting 2024 City Meeting Dates
City Council annually adopts a resolution setting the meeting dates for City Council, EDA, Planning, and Park Commissions. This calendar is approved in advance of year end 2023 to establish the schedule beginning January 1, 2024. Resolution 2023–90, the attachment for this item, provides the proposed schedule. If there are no pressing items for a meeting agenda the meeting listed may be cancelled. Furthermore, additional special meetings may be called with the proper advanced notice.

The proposed changes in the monthly meeting dates are as follows:

- The City Council meeting normally scheduled for the fourth Monday in May has been moved to fifth Wednesday due to a conflict with the Memorial Day holiday;
- The City Council meeting normally scheduled for the second Monday in November has been moved to the second Wednesday due to a conflict with the Veterans Day holiday;
- The Park Commission meeting normally scheduled for the second Tuesday in August has been moved to second Wednesday due to a conflict with the State Primary Election;
- The Planning Commission meeting normally scheduled for the fourth Tuesday in December has been moved to Tuesday, December 17, 2024 due to the conflict with City Hall being closed for the Christmas holiday;
- The City Council work meetings and EDA meetings have no schedule changes.
- The HRA meeting schedule for 2024 was approved at the October 23, 2023 HRA meeting, but are included for reference.

Item E – Res. 2023-91, TIF 1-2 Permanent Transfer
The City of East Bethel authorized the creation of TIF district 1-2 in order to provide gap financing for the construction of a 67 unit Apartment complex in the City. TIF District 1-2 requires administrative staff time in order to maintain the financial system of the district. Staff recommends Council consider approving a one-time transfer of $1,400 from fund 436 to the General fund to cover these expenses for 2023.

Item F – Res. 2023-92, TIF 1-3 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-3 in order to provide gap financing for the construction of a 48 single family (of which only 35 qualified) home development in the City. TIF District 1-3 requires administrative staff time in order to maintain the financial system of the district. Staff recommends Council consider approving a one-time transfer of $1,400 from fund 437 to the General fund to cover these expenses for 2023.

Item G – Res. 2023-93, TIF 1-4 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-4 in order to provide gap financing for the construction of a 70 unit Senior Living facility in the City. TIF District 1-4 requires administrative staff time in order to maintain the financial system of the district. Staff recommends Council consider approving a one-time transfer of $1,400 from fund 438 to the General fund to cover these expenses for 2023.

Item H – Approve 2024 Tobacco Licenses

The licensees on the attached list have submitted applications for tobacco license renewal effective January 1, 2024. We are waiting on fee payments from two applicants. All other applicants have paid the required fees, and necessary forms by December 31, 2023 as required by statute.

Item I – Approve 2024 Cannabinoid Edibles License

Request to approve the cannabinoid edibles license effective January 1, 2024. The licensee has paid the application fees, and submitted all required forms.

Item J – Res. 2023-94, Setting Check Signatories for 2024

Resolution 2023-94 provides for the City Administrator, Mayor and one Council Member to be the official check signers for the City. The City Administrator and Mayor will primarily sign checks with the one Council member acting as a backup in case of an absence.

Fiscal Impact: Items requiring expenditures have approved 2023 Budget funds to cover their costs.

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
December 11, 2023
Payment Summary

Payments for Council Approval

Bills to be approved for payment	$60,506.30
Electronic Payroll Payments	$36,003.26
Payroll City Staff - December 7, 2023	$48,339.14
Total to be Approved for Payment	$144,848.70

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	22406	Menards - Forest Lake	615	49851	$159.98
Arena Operations	Bldg/Facility Repair Supplies	0080538-IN	R & R Specialities, Inc.	615	49851	$382.10
Arena Operations	Bldgs/Facilities Repair/Maint	35030950556	Wright-Hennepin Coop Electric	615	49851	$30.95
Arena Operations	Information Systems	B231120J	Anoka County Treasury Dept	615	49851	$75.00
Arena Operations	Professional Services Fees	100112	Gibson's Management Company	615	49851	$10,000.00
Arena Operations	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	615	49851	$322.10
Arena Operations	Repairs/Maint Machinery/Equip	0080537-IN	R & R Specialities, Inc.	615	49851	$150.00
Arena Operations	Telephone	12 2023	T MOBILE	615	49851	$34.62
Arena Operations	Telephone	120823	T MOBILE	615	49851	$29.65
Building Inspection	Conferences/Meetings	783274	Nick Schmitz	101	42410	$630.00
Building Inspection	Conferences/Meetings	780868	Steve Lutmer	101	42410	$600.00
Building Inspection	Electrical Permit Reimbursement	2023-00620	BLEES, GREGORY	101		$90.00
Building Inspection	General Operating Supplies	171245653	Uline	101	42410	$159.70
Building Inspection	Information Systems	1608	Metro-Inet	101	42410	$814.64
Building Inspection	Motor Fuels	24842883	Mansfield Oil Company	101	42410	$308.11
Building Inspection	Office Supplies	IV00536226	SPS Works	101	42410	$50.40
Building Inspection	Telephone	12 2023	T MOBILE	101	42410	$34.62
Building Inspection	Telephone	120823	T MOBILE	101	42410	$29.65
Central Services/Supplies	Office Supplies	1024326664	Pitney Bowes Inc.	101	48150	$162.38
City Administration	Information Systems	B231120J	Anoka County Treasury Dept	101	41320	$75.00
City Administration	Information Systems	1608	Metro-Inet	101	41320	$1,181.90
City Administration	Information Systems	1642	Metro-Inet	101	41320	$595.00
City Administration	Office Equipment Rental	3106398051	Pitney Bowes Global Financial Svcs	101	41320	$165.33
City Administration	Office Supplies	IN4391632	Innovative Office Solutions	101	41320	$10.54
City Administration	Office Supplies	810145	J.P. Cooke Company	101	41320	$86.35
City Administration	Professional Services Fees	M28760	TimeSaver Off Site Secretarial	101	41320	$470.00
City Administration	Telephone	12 2023	T MOBILE	101	41320	$34.62
City Administration	Telephone	120823	T MOBILE	101	41320	$29.65
City Administration	Travel Expenses	12 2023	Desiree Stanford	101	41320	$100.22
Finance	Information Systems	1608	Metro-Inet	101	41520	$795.49
Fire Department	Bldgs/Facilities Repair/Maint	7592	Alex Air Apparatus 2 LLC	101	42210	$220.00
Fire Department	Bldgs/Facilities Repair/Maint	2562	Bill's Quality Cleaning	101	42210	$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2563	Bill's Quality Cleaning	101	42210	$53.00
Fire Department	Cleaning Supplies	230677-1	Papco, Inc.	101	42210	$49.50
Fire Department	Conferences/Meetings	CI00044730	Allina Health System	101	42210	$806.20
Fire Department	Conferences/Meetings	CI00044747	Allina Health System	101	42210	$550.00
Fire Department	Information Systems	B231120J	Anoka County Treasury Dept	101	42210	$75.00
Fire Department	Information Systems	1608	Metro-Inet	101	42210	$1,824.24
Fire Department	Motor Fuels	24842806	Mansfield Oil Company	101	42210	$323.05
Fire Department	Motor Fuels	24842883	Mansfield Oil Company	101	42210	$490.16
Fire Department	Motor Vehicle Services (Lic d)	010001376249	Blaine Brothers Inc.	101	42210	$612.01
Fire Department	Motor Vehicles Parts	405778	Auto Nation Inc.	101	42210	$12.01
Fire Department	Motor Vehicles Parts	MP110623-50	Emergency Automotive	101	42210	$214.02
Fire Department	Motor Vehicles Parts	MP112123-51	Emergency Automotive	101	42210	$33.74
Fire Department	Motor Vehicles Parts	112863154	Fleet Pride	101	42210	$21.59
Fire Department	Motor Vehicles Parts	112876480	Fleet Pride	101	42210	$117.15
Fire Department	Motor Vehicles Parts	112894947	Fleet Pride	101	42210	$799.99

City of East Bethel
December 11, 2023
Payment Summary

Fire Department	Motor Vehicles Parts	112968941	Fleet Pride	101	42210	($32.65)
Fire Department	Motor Vehicles Parts	112985621	Fleet Pride	101	42210	($21.59)
Fire Department	Motor Vehicles Parts	113001953	Fleet Pride	101	42210	($130.37)
Fire Department	Motor Vehicles Parts	1539-222968	O'Reilly Auto Stores Inc.	101	42210	$1.40
Fire Department	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	101	42210	$92.06
Fire Department	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	101	42210	$37.84
Fire Department	Small Tools and Minor Equip	1223-891	Advanced First Aid	101	42210	$911.00
Fire Department	Small Tools and Minor Equip	17514895	W.S. Darley & Co.	101	42210	$279.02
Fire Department	Telephone	13864340213707	Midcontinent Communications	101	42210	$207.57
Fire Department	Telephone	121323	T MOBILE	101	42210	$99.70
Fire Department	Telephone	9949594198	Verizon	101	42210	$560.14
Fire Department	Tires	1-136383	Steve's Tire Inc.	101	42210	$745.40
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	996018	Ham Lake Hardware	101	41940	$9.57
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2560	Bill's Quality Cleaning	101	41940	$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2564	Bill's Quality Cleaning	101	41940	$168.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	48496	Robert B. Hill Company	101	41940	$18.00
General Govt Buildings/Plant	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	101	41940	$80.95
Mayor/City Council	Office Supplies	112723	Carrie Frost	101	41110	$70.73
Mayor/City Council	Professional Services Fees	2023	Leon Mager	101	41110	$100.00
Mayor/City Council	Professional Services Fees	2023	Radja Lohse	101	41110	$100.00
Park Maintenance	Clothing & Personal Equipment	4175360779	Cintas Corporation	101	43201	$33.29
Park Maintenance	Clothing & Personal Equipment	4176095499	Cintas Corporation	101	43201	$33.29
Park Maintenance	Equipment Parts	112815739	Fleet Pride	101	43201	$9.89
Park Maintenance	Equipment Parts	P53981	MN Equipment	101	43201	$105.40
Park Maintenance	Equipment Parts	1539-217630	O'Reilly Auto Stores Inc.	101	43201	$13.25
Park Maintenance	Information Systems	1608	Metro-Inet	101	43201	$28.72
Park Maintenance	Motor Fuels	1019509	Linwood Country Store	101	43201	$44.89
Park Maintenance	Motor Fuels	24842806	Mansfield Oil Company	101	43201	$621.26
Park Maintenance	Motor Fuels	24842883	Mansfield Oil Company	101	43201	$420.14
Park Maintenance	Safety Supplies	541201333237964	Capital One Trade Credit	101	43201	$112.69
Park Maintenance	Safety Supplies	541202338230375	Capital One Trade Credit	101	43201	($8.71)
Payroll	Sales Tax Remittance	11 2023	Minnesota Revenue	101		$261.00
Planning and Zoning	Commissions and Boards	2023	Gabriel Hanschen	101	41910	$140.00
Planning and Zoning	Commissions and Boards	2023	Glenn Terry	101	41910	$260.00
Planning and Zoning	Commissions and Boards	2023	JOE REITER	101	41910	$180.00
Planning and Zoning	Commissions and Boards	2023	Randy Plaisance	101	41910	$140.00
Planning and Zoning	Commissions and Boards	2023	Sharon Johnson	101	41910	$240.00
Planning and Zoning	Commissions and Boards	2023	Sherry Allenspach	101	41910	$200.00
Planning and Zoning	Commissions and Boards	2023	Tanner Balfany	101	41910	$220.00
Planning and Zoning	Dues and Subscriptions	730	East Bethel Chamber	101	41910	$125.00
Planning and Zoning	Escrow	2023	GOLDMANS GREEN HOUSE	101		$1,800.00
Planning and Zoning	Filing Fees	23-42497	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-44519	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-44519	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-44519	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-44519	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-44519	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Filing Fees	23-45757	Anoka County Property Tax	101	41910	$46.00
Planning and Zoning	Information Systems	1608	Metro-Inet	101	41910	$543.09
Planning and Zoning	Zoning and Subdiv. Fees	2023	GOLDMANS GREEN HOUSE	101		$1,410.00
Recycling Operations	Professional Services Fees	12 2023	Cedar East Bethel Lions	226	43235	$419.72
Recycling Operations	Professional Services Fees	12 2023	Cedar East Bethel Lions	226	43235	$1,200.00
Recycling Operations	Professional Services Fees	3257b	Evergreen Recycling	226	43235	$660.00
Recycling Operations	Professional Services Fees	113023	Freimuth Enterprises LLC	226	43235	$90.00
Recycling Operations	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	226	43235	$604.53
Street Maintenance	Bldgs/Facilities Repair/Maint	4175360779	Cintas Corporation	101	43220	$9.08

City of East Bethel
December 11, 2023
Payment Summary

Street Maintenance	Bldgs/Facilities Repair/Maint	4176095499	Cintas Corporation	101	43220	$9.08
Street Maintenance	Bldgs/Facilities Repair/Maint	17569	Superior Automotive	101	43220	$385.00
Street Maintenance	Clothing & Personal Equipment	4175360779	Cintas Corporation	101	43220	$33.29
Street Maintenance	Clothing & Personal Equipment	4176095499	Cintas Corporation	101	43220	$33.29
Street Maintenance	Equipment Parts	58725	Central Trailer Sales, Inc.	101	43220	$390.58
Street Maintenance	Equipment Parts	112928639	Fleet Pride	101	43220	$6.35
Street Maintenance	Equipment Parts	5989 FX	Hose Pros, Inc.	101	43220	$37.09
Street Maintenance	Information Systems	1608	Metro-Inet	101	43220	$533.52
Street Maintenance	Motor Fuels	24842806	Mansfield Oil Company	101	43220	$1,540.71
Street Maintenance	Motor Fuels	24842883	Mansfield Oil Company	101	43220	$182.06
Street Maintenance	Motor Vehicles Parts	112898724	Fleet Pride	101	43220	$9.99
Street Maintenance	Motor Vehicles Parts	112900302	Fleet Pride	101	43220	$55.99
Street Maintenance	Professional Services Fees	3110357	Gopher State One-Call	101	43220	$25.65
Street Maintenance	Refuse Removal	1523	A Family Tree & Brush Service	101	43220	$4,725.00
Street Maintenance	Refuse Removal	9923784T067	Ace Solid Waste, Inc.	101	43220	$269.97
Street Maintenance	Small Tools and Minor Equip	995362	Ham Lake Hardware	101	43220	$39.98
Street Maintenance	Snowplow Cutting Edges	1-111800	Country Side Services	101	43220	$638.00
Street Maintenance	Street Maint Materials	IN56468	City of St. Paul	101	43220	$863.00
Street Maintenance	Street Maint Materials	1250647	Compass Minerals	101	43220	$7,454.98
Street Maintenance	Street Maint Materials	1251278	Compass Minerals	101	43220	$2,458.91
Street Maintenance	Telephone	12 2023	T MOBILE	101	43220	$34.62
Street Maintenance	Telephone	120823	T MOBILE	101	43220	$29.65
Street Maintenance	Tires	1-136382	Steve's Tire Inc.	101	43220	$1,096.00
Water Utility Operations	Information Systems	1608	Metro-Inet	601	49401	$252.40
Water Utility Operations	Professional Services Fees	12 2023	Desiree Stanford	601	49401	$2.96
Water Utility Operations	Utility Maint Supplies	0523036	Ferguson Waterworks #2518	601	49401	$1,361.60
Water Utility Operations	Utility Maint Supplies	0523037	Ferguson Waterworks #2518	601	49401	$143.67
						$60,506.30

City of East Bethel
December 11, 2023
Payment Summary

Electronic Payroll Payments		
Payroll	PERA	$9,915.34
Payroll	Federal Withholding	$5,716.76
Payroll	Medicare Withholding	$2,154.72
Payroll	FICA Tax Withholding	$8,075.58
Payroll	State Withholding	$3,472.76
Payroll	MSRS/H.S.A./HCSP	$6,668.10
		$36,003.26

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

November 13, 2023

The East Bethel City Council met on November 13, 2023, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

ALSO PRESENT: Jack Davis, City Administrator
Eric Larson, City Attorney
Aaron Berg, Community Development Director
Nate Ayshford, Public Works Manager
Carrie Frost, Administrative Coordinator

1.0 Call to Order

The November 13, 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 adding under bills paid Supplemental Payment Summary of $105 and under the Consent Agenda adding Item K Scoreboard for East Bethel Ice Arena. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

4.0 Presentations and Public Hearings

4.0 A Candidate Interview – City Administrator Position

Lewis stated there had been a lot of speculation and talk, and just to address the obvious question of "What is the point of a change? What is the reason? What is the purpose?" He indicated it was just widely believed in corporate world, government, non-profits, fraternal organizations, faith communities, and just about any kind of organization you can think of, that occasional change in senior management is a healthy thing for any organization whether it is business, government, or otherwise. He noted Davis has been the City Administrator for 12.5 years as compared to his predecessor which was 7 years. He stated what it does is it brings a fresh perspective, a different person's experiences, a fresh perspective to the job, and if there is any baggage to overcome it, it kind of goes with the person and you start making fresh baggage.

Lewis indicated with respect to the attributes they were looking for (what he was looking for in particular) and kind of drove this process was someone with intelligence, good character, integrity, and a breath and depth of experience; not just in government operations, but in business (ideally entrepreneurial) so they know how businesses operate. He noted this is a very diverse job and you have to have a lot of different experience; it is a broad kind of job that requires broad experience. He stated also municipal and/or County and/or State experience knowing how the different levels of government operate would be very useful as well.

Lewis stated he could get into a lot of reaction to some of the stuff that has been said, not just because it was addressed at him, but what bugged him was when facts were confused with opinions. He indicated a famous Senator by the name of Patrick Davis Moynihan – "he was a very liberal Democratic Senator from New York State, and he is famous for a lot of things," but one thing was a quote that said, "You are entitled to your own opinions, you are not entitled to your own facts."

Lewis stated facts as he thinks John Adams said, "facts are stubborn things, they are either real or they are not." He wanted to make it very, very clear for the record that before an acquaintance of his recommended the person they were going to interview, he had not so much as heard the person's name before. He indicated he had never met him, had any relationship with him, none of it. He stated those that have been promoting that storyline are just making it up out of whole cloth. "Just so you know. And that is on the public record and I will stand by that, no problem."

Lewis said he wanted to give a brief introduction by way of reading an excerpt of that person's resume:

> Education – Full Degree from Bethel College in International Relations, Political Science. Minor in Economics.
>
> Master's in Public Administration with emphasis on governments, governance, and policy from Grand Canyon University.
>
> Professional Experience – City of East Ramsey elected Councilmember representing the city at large as Mayor pro tem for five years.

Lewis stated this person was born and bred in Anoka County and is an Anoka County resident.

> Anoka County elected Commissioner representing District 1, Anoka, Ramsey, Nowthen, and Saint Francis 2011 to present.

Lewis stated this was 13 years as the years are inclusive on the Board of Commissioners of Anoka County and the Board Chair this year.

> Chair of the Finance Committee, the Regional Rail Authority, and Internal Audit Committee. Vice-Chair of Transportation, past member of the Transportation Advisory Board.
>
> Lead Commissioners on Highway 10 and Highway 47 project improvements.
>
> Successfully lobbied Federal and State for federal transportation investment dollars in Anoka County.
>
> Implemented debt reduction strategies, self-insurance strategies, and cost saving measures that led to tax cuts and reduced government spending.

Lewis stated this person was also an entrepreneur. He noted they have had their own business for 23 years headquartered in Anoka, which was a printer and distributor of campaign sign products and coordinator of political advertising needs. He indicated this person had established the company from ground up and provided print solutions for 300+ US Congressional, Governor, State Senate, and State House Representatives. He stated this person advised on numerous campaigns and maintained a 40 percent market share in the Minnesota marketplace.

Lewis stated that was the person they were going to be talking to and a little bit about their background. The only other thing he wanted to read in for anyone watching and for the record: "As I conducted phone interviews with two references, one was a County Administrator in Minnesota, and the other was a County Attorney. And they were people who knew this…you know references are

always a skewed view, if you can call them references, and I have never come across a bad reference. People don't give you names of people who are going to run them down. But, still these are people with some substance and in the case of the woman who was the County Administrator for 33 years of working with Anoka County, so she knows the County extremely well and worked her way up all of the way up at a time that wasn't so easy for women."

Lewis stated "The candidate is a principled individual with a reputation for integrity. Candidate has extensive practical, that's 17 years, experience as an elected representative at the municipal and County government levels, this includes day-to-day experience working with staff at both levels to produce results which best serve residents. Intelligent, well educated, and self-motivated to not only work toward established goals, but also possesses a curiosity to learn more about all matters affecting outcomes, especially the points of view of others."

Lewis stated, "It is important for the position that Jack has filled for the past 12 ½ years and this person is being considered to fill. It is great to be principled and have your opinions thought out, but if you can't hear other people, you are not very effective. You have to be able to hear the other people whether you agree or not, at least respect them and be able to work with people. That is why he is up for consideration for the City Administrator as I'm a bit hard-headed, but that's my problem."

Lewis stated, "The candidate has hands-on experience working down an excessive debt burden to a manageable level. When he came into the County Board of Commissioners, Anoka County had a very high debt level in a situation not analogous to ours, I'll put it that way, and it took a lot of work across a lot of years to work that down and get it under control. But that is useful experience, I think for our situation. Private sector experience as owning his own business for the past 20 plus years. That is important to understanding the business sectors' needs in attracting the same kind of people to East Bethel. I don't think it can replace experience owning your own business, working in a business, whatever with just studying about it and you have to actually do it on a day-to-day basis to know what it's like."

Lewis stated, "Both references that County staff will be able to work well with the candidate since they are well acquainted and have a mutual respect already. Business contacts at the State Capitol should prove useful to East Bethel's concerns being heard, including grant seeking, input to transportation system design, etc."

Lewis stated this came from the business this person had been doing campaigns for people at the State level as he made a lot of contacts, "so you have the ability to form relationships with people who might be able to help you out if they are still in power at the State level."

Lewis noted they were still a little early and he did not think this person was here yet. If not, they can just move to the next thing on the agenda. He had suggested 7:15 p.m. and they got done a little quicker than expected.

Lewis stated, "That was the background and when they get here, they get here, not because they are sitting for a key people with the key people of the City as they are sitting in the room right here now, but that is…you can say a lot of good things about Jack, and on the 27th in the afternoon they are having an open house in honor of Jack to not only recognize his contributions to the City but one thing that is very important to this person who is being considered is the quality of the staff that we have in East Bethel and for the key employees of the City who are sitting right here and that is a tribute to that gentleman right there. You can always tell a good manager, by the quality of their staff and this person is enthusiastic about working with all of you guys – he has watched videos and

has seen all of you people and how you conduct yourselves. And I might have put in a good word or two for you too."

Lewis recommended proceeding to the next item and coming back to this item once the person gets here.

4.0 B Delinquent Utility Public Hearing, Res. 2023-79

Davis stated that East Bethel Code of Ordinances, Chapter 74, Sec. 74-126 (b) provides for the collection of delinquent accounts through the property tax assessments. This ordinance provides the opportunity for property owners that are delinquent in payments to the City for utility services to come before the City Council to state their objections. This public hearing meets the requirements of the Ordinance. Davis noted the public hearing must be conducted before the final certification of delinquent amounts is forwarded to the County for collection with property taxes.

Davis stated the Council set November 13, 2023 as the public hearing date for individuals wishing to object to the delinquent charges being collected through the assessment process. All affected property owners were notified via U.S. Mail and were instructed to contact Staff if they intended to speak before the City Council. No affected property owners contacted staff. Davis indicated the final list of properties with delinquent charges must be provided to the County Auditor no later than November 30, 2023 (Minnesota Statute 429.061, Subd. 3).

Davis requested that the Council conduct a public hearing for delinquent utility charges for collection on the 2024 property taxes. At the conclusion of the hearing, if there is no evidence or statements that support the modification of the assessment list, Council is requested to approve Resolution 2023-79, as a final certification for delinquent utility charges for collection with 2024 property taxes.

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

Brian Bezanson, resident, asked if there was a split between rental properties and homeowners. Davis responded they appear to be all homeowners. Mr. Bezanson stated he was stunned with so many properties being in arrears. Davis noted this has remained almost unchanged for the past ten years. Mr. Bezanson stated he remembers back in the days when he had to get every paycheck in the bank right away.

Lewis closed the public hearing at 7:18 p.m.

DeRoche stated I'll make a motion to adopt Resolution 2023-79, Final Certification of Delinquent Charges for Collection with 2024 Property Taxes. 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 A Candidate Interview – City Administrator Position - Continued

Lewis welcomed Matt Look as the candidate for the City Administrator position.

Matt Look, 9036 Collins Drive, Ramsey, thanked Council for the opportunity to interview for the position. Mr. Look noted he started his political career by finishing a four-year degree at Bethel College 30 plus years ago, in International Relations, Political Science, and he had a minor in economics. He noted he had a professor that worked for Henry Kissinger under the Nixon administration and this professor had ties with the Central Intelligence Agency, and they were looking for candidates for a program, so he interviewed for that program and was moving along in being considered for that program until the Clinton administration cancelled funding for it.

Mr. Look stated his trajectory changed at that point and he went into corporate America. He noted he worked for 3M for a short while, and then he worked for McLean Midwest and Heating,

Ventilating and Air Conditioning. After that he went to work for Modine Manufacturing out of Wisconsin, which is also a large company.

Mr. Look stated he started a printing company in the year 2000, which catered to political candidates. He stated his first customer was Senator Rod Grams and since then he has had many customers, many of which are at the State legislature with some being Federal. He stated that afforded him an opportunity to lobby extensively at the State, County, and City levels.

Mr. Look noted that as he was working with the various candidates, he could not understand what would possess someone to run for a City Council, so he thought he would try it, at which time he was elected to the Ramsey City Council. He indicated he served four years on the Ramsey City Council. He noted during that time he was frustrated with the County with some of the things that were going on, and he decided to run for the County Board.

Mr. Look stated he was elected to the County Board and has been serving on the County Board now for 13 years. He indicated he has been in public service for 17 years. Mr. Look indicated this year he was voted by his peers as Chair of the Board. He noted he had served as Vice Chair in the past.

Mr. Look stated he had enjoyed working with the County and the County employees are dedicated to serving the constituents. He indicated it been a “great tour” on the County Board, but after almost 20 years in public service, he started thinking what being a post-Commissioner would look like with his background.

Mr. Look noted he had also served as the Chair of the Finance Committee, and Chair of the Regional Rail Authority. He indicated he had also served on the Transportation Committee, the Building Maintenance and Construction Committee, IT Committee, Public Safety Committee, property records and taxation to name a few. He stated that he currently served on 17 Boards and Commissions.

Mr. Looks stated he has had extensive public experience. He stated he also has a Master’s from the Grand Canyon University. He indicated he believed he had the skills, whether in finance or in lobbying, to directly relate to some of the projects that the City might be working on in the near future. He stated his goal would be to help manage and implement policy set forth by the policymakers, and to continue the legacy that Davis has had over these years. He asked if the Council had any questions.

Lewis requested the Council focus on three areas: Qualification, vision for what Mr. Look would want to do if offered the job, and what questions Mr. Look has for the Council.

Mundle asked Mr. Look how he found out about the position. Mr. Look responded he was informed by a colleague that this position was or would become available. He indicated there was a coordination with the Mayor to meet. He noted he had never met the Mayor before and had never considered working for East Bethel in the past and it was a good time to learn and chat a bit.

DeRoche asked what Mr. Look could do for East Bethel with respect to social media and hearsay. Mr. Look responded there were two ways to handle social media – they could ignore it, or they could face it head on. He stated he faced things head on and setting the record straight. He believed in social media today with the advent of Covid, there was a desire to retell narratives and to change history. He indicated whatever the truth was, it needed to be addressed. He stated it was important to have a positive message to always be reminding people of the good work the City was doing; the good projects that are underway; and there will always be challenges. He stated there would always be opportunities in those challenges. He indicated a lot of constituents do not spend the time the Council spent on topics, so they might not have all of the information. He stated it was important the

residents had faith in the Council and understood that the work they are doing is good and important and they can trust that the Council was going to look out for them in the end.

DeRoche asked Mr. Look how important did he think it was to have a good line of communication between himself as a City Administrator and the residents. Mr. Look responded it was important to answer questions honestly and respectfully on various topics residents asked him. He noted if he tried to hide things that would come out and it would become an integrity issue at that point. He stated sometimes the truth hurts, but as long as he was being honest, he believed that would be respected.

Miller asked Mr. Look if he was a micromanager, or did he sit back and let staff do their job based on their qualifications. Mr. Look responded he was not a micromanager. He stated his expectation was with hiring professionals that he let the professionals do their work. He noted if a staff member was not capable of doing the work, that was a different scenario, but he would encourage them to get training or resources they needed to get their job done. He stated he wanted to give people the ability to think outside of the box and come up with other ideas that were not thought of before.

Smith stated it was his opinion that the City was over ordinanced. He asked Mr. Look if he had any ideas as to how to get things done without dragging it out and keep things moving forward. Mr. Look responded he would take a look at this. He noted he was not sure of the process of how everything worked yet. He believed the door was wide open as far as the policies the Council set and how to set it as long as it was within the law.

Smith believed it moved way too slow and he was hearing Mr. Look was not afraid to dig into stuff, which is what he is looking for.

Lewis stated Mr. Look is currently the Chairman of the Boad of Commissioners of Anoka County and he will be phasing into this job and out of that job over the course of the next couple of months. And they were able to work together on details and come to a reasonable agreement with Mr. Look working for 60 percent of the City Administrator's salary in this interim period with it not accumulating for later. He noted Mr. Look could not give 100 percent to the job here, but he was probably going to give more than 60 percent of it and he plans to phase out of the other job. He indicated that was a deal making ability that he respected, and he believed Mr. Look would be very helpful in working with staff and working with developers in town along with government officials. He noted how you really get things done was by having a ability to do that kind of stuff, which was on Mr. Look more than him.

Lewis asked Mr. Look that given what he now knows and based on his background, and knowing he is going to learn a lot more in the next couple of months, what would be his primary goal if he were the City Administrator for the next year or two and what is top of mind for him going into this. Mr. Look responded that was multifaceted. He indicated he wanted to come in and learn the City's culture, get to know the staff, and ensure the transition is smooth and not shocking to anyone. He stated he wanted to get to know the business community and the interests that are out there. He believed this would happen organically and it would take some time. He indicated he wanted to look at some of the challenges that they have in terms of issues that are brought up or whatever the challenges are that are currently on the table and how could they work to solve those and handle those things most efficiently. He stated he wanted to make sure they could get things done reasonably without creating enemies. He indicated he wanted to follow things efficiently and give out accurate information along with making sure everyone was heard. He noted he wanted to ensure that the policies set were implemented also. He noted the Council was paid the big bucks for the policy and it was staff's responsibility to implement what Council wanted.

Lewis noted he got the sense that they could count on Mr. Look to give them feedback and to have give and take which would provide the best results.

Mundle asked Mr. Look to explain his understanding of the principles of municipal budgeting and financial management. He asked how would he come in to set up the budgets and handle expenses. Mr. Look responded with the County in prior years there was always this desire to take the last year's budget and add inflation to it, which essentially made up the new budget, but this year they did a zero-based budget where they went back and had staff identify every single dollar that they needed as a way to reset things for them. He noted if they haven't turned over every single rock to try and determine where the costs were going and how much expenses they had, it made it hard to go to the taxpayer and say they needed more revenue. He believed an honest evaluation had to be made and from there the budget would be decided. He stated they all know that the needs had to be handled first, so he would spend a lot of time looking at the budget and trying to determine what costs were versus what was budgeted and at the end of the year, how much was being spent of that budget versus maybe overspent, or whatever the issue(s) might be.

Mundle asked Mr. Look how he has managed growth in his previous positions and the challenges he faced. Mr. Look responded there was development that can happen and then there's development that was waiting to happen but needs an incentive to happen. He explained a development in the City of Ramsey called Town Center and the challenges they faced with that development. He indicated they needed to find the find things that would tip development in their favor such as shorter commutes. He stated the improvements that would be done on Highway 65 were going to radically change the area here and controlling that change was going to be up to the Council.

Lewis stated it was all about finding the leverage point.

Miller asked Mr. Look why he was attracted to this position. Mr. Look responded the size of East Bethel was perfect and he believed it would afford him the opportunity to really develop in this position. He believed he was well suited for the challenges East Bethel faced and it would take some thinking outside of the box to get some of the work done and coming up with different ways to trying to handle the challenges.

Mundle asked Mr. Look if he knew of the challenges East Bethel had and if he was familiar with the water and sewer system. Mr. Look responded he was familiar with the debt service portion of the water and sewer system.

Mundle noted one of the biggest things as to why East Bethel had to develop was to keep tabs on the water and sewer, and the other portion was economic development and how to adequately fit that development into the culture of East Bethel. Mr. Look stated he believed the infrastructure was there and now they had to find out how that fit with their culture. He noted that was important because when the City developed, it could offset some of those costs. He stated the alternative was to try and approach the legislature and identify ways to try and mitigate some of those costs, which if Council agreed, that would be something he would certainly work on.

Lewis stated he believed they could do more with regard to grant seeking to get debt relief or remediation and Mr. Look's background would be helpful for that. He stated he also felt very strongly, and he was working on it independent of what he is doing with the City of East Bethel, was to get the law changed in Minnesota so that four people sitting on a City Council could not put millions of dollars of debt on their residents without a referendum. He noted under the law that is legal, but he believed it was completely immoral and he was working on his own time to change that law. He stated Mr. Look might be able to counsel him with respect to pressure points. He stated that

law needed to be changed and it should be submitted to the residents and not decided by people during their lame duck period before they had to leave office. He believed Mr. Look's background would be helpful for the City as well.

Mr. Look stated this legislature might not be the one to write to and try and tackle that, but that did not mean Lewis should not lay the groundwork and to make people aware of it. He noted sometimes they could definitely impact change as there are people who could come to their aid, but it boiled down to making somebody aware of what was going on as they might not even be aware of it. He noted it was important to educate people.

Mundle asked Mr. Look what was his approach to managing personnel issues such as hiring, discipline, and performance evaluations. Mr. Look responded in terms of hiring, it was important to make sure that their qualifications were going to meet the requirements of the job and managing that employee along to way to make sure they were meeting the goals of that position. He indicated it was hard to hold somebody accountable if they were not giving them reviews along the way and evaluating the work product. He stated with respect to discipline, his philosophy is "You're going to see the light, and you'll hear the horn and if you're still on the intersection, it's gonna get messy." He stated giving people discipline was not an area anyone liked or enjoyed but give people a fair warning that it was not working out, that they were not meeting expectations, and they need to improve in specific areas - along with giving them ample time opportunity. He noted it could boil down to resources such as education. He stated if it was just a lack of working out, then there had to be a change with a possible amicable separation at that point. He stated he would make sure that everything was done to try and improve that employee and get them to where they needed to be to fulfill the requirements of the position.

Lewis stated that being clear what the expectations are is so critical for employee success. He noted most of them have managed one person or another at some point in their lives and his heart went out to them because it "sucks" to fail and the employer knows the employee is not cutting it. He indicated it was so frustrating, and hopefully you can find something else that will work out for them, but it's a mutual interest kind of thing. He stated nobody likes dealing with it - it's just a heartbreaking thing.

Mundle asked Mr. Look what experience he had with working with unions. Mr. Look responded at the County level they did not negotiate with the unions and they hired attorneys to do that for them. He noted one of the reasons they did that was because non-union people would get the same increase that the union people did, which from his standpoint, was a conflict of interest. He indicated it would be up to Council if they would want an attorney to do the negotiations with the union. He stated by having an attorney do the negotiations, all sides were reasonably happy. He stated his goal was to make sure that both sides were reasonably happy.

Lewis stated he definitely believed in arm's length negotiations in that situation. He indicated vested interest and all that don't work.

Mundle stated I'll make a motion to table this to the next Council meeting to allow staff to do the proper background checks and to have an employment packet.

Lewis stated that information was given to Council earlier today. Mundle stated he had a full-time job and did not have time to fully evaluate everything.

Lewis stated he was not in favor of the motion and as no one seconded the motion, it had died for lack of a second.

DeRoche stated I'll make a motion to appoint this applicant to the City Administrator position pursuant to the contract that is part of the package and subject to a background check. Miller stated I'll second. Lewis asked any discussion?

Mundle asked what the offer was. Lewis responded there was a termination without cause, and there was a six-month severance, which was the same as Mr. Davis's contract. He noted the salary being offered was $146,621, but until February 22 when Mr. Look would be severed from the County employment, Mr. Look would work at 60 percent of the normal salary. He stated this was not being accumulated for later payment. He noted there was four weeks' vacation, in recognition of Mr. Look's extensive career. Mr. Look would get the same fringe benefits as the other employees get.

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

4.0 C Res. 2023-67, Counting Write-In Votes for Elective Offices

Frost stated that in the last session of the Minnesota Legislature, changes were made to election law that went into effect on July 1, 2023. Among these are changes that cities can now adopt a Resolution requiring that either:

- OPTION 1: Write-in candidates must submit a request in order to have their individual votes tallied; or
- OPTION 2: Write-in candidates will only have their individual votes tallied if the total number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.

Frost noted counting only registered write-in candidates aligns with the write-in recording process with Federal, State, and County offices.

Frost stated this information was presented at the September 25, 2023 City Council meeting, but no action was taken on the item. The Election Coordinator will present information and answer questions about the process of counting write-in votes for municipal contests in the elections.

Frost indicated the City's election staff recommends approving Resolution 2023-67, which utilizes Option #1 for counting write-in votes, and requires any write-in candidates to submit a request to have their individual votes tallied.

DeRoche asked why this had not been done before. Frost responded that was the way it was done at the State and County and this would have the City fall in line with how it was done at the State and County. DeRoche commented that made sense.

Lewis asked what happens to the write-in votes that were not requested in advance to be counted. Frost responded they would be counted, but this was not something they will do just by default.

Lewis stated he did not follow. He indicated they've got a bunch of Popeyes and Minimes, and they didn't request to be counted as a write-in, so what happens to it. Frost responded it still counted as a vote on there, but it was a group of write-ins.

Frost stated she was just the staff person and she would count them if Council wanted her to. Lewis stated his concern was all of the things they've gone through with elections in the past several cycles. Not East Bethel necessarily, but in the larger picture and he was naturally skeptical of anything that allows anybody with malintentions to divert votes or count them a different way. He stated he was a little cynical. He indicated this was where he was coming from; it was his problem; and his cross to bear.

DeRoche stated I'll make a motion to adopt Resolution 2023-67, Resolution for Counting Write-In Votes for Local Elective Office. 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 D Easement Vacation – 4455 224th Avenue NE

Berg stated that on April 15, 1998, February 13, 2023, and March 27, 2023 property owners in the Oak Meadow Estates requested and were granted partial easement vacations. The property owners at 4455 224th Avenue NE have the same easement on their property and are requesting a partial easement vacation.

Berg indicated in 1975, as part of the preliminary plat process of the Oak Meadow Estates subdivision, the City Engineer recommended that easements for future streets be included in the plat. The easements in the recommendation were defined as, "the area of the abutting lots and that the centerline of the street be the lot line between the two lots, and that a 33' wide drainage easement be provided off of both of the lots, making a total width of 66', and that further a quit-claim deed be executed in the name of the city to cover road easement along 33' of each lot abutting the future street."

Berg noted in April 1978, the final plat of Oak Meadow Estates was recorded and is included as Attachment 3 for your review. As part of the recorded final plat in 1978 ten, 58' wide drainage and utility easements were recorded on abutting lots throughout the subdivision creating a total five 116' wide drainage and utility easements. No quit-claim deeds can be located for any of the parcels.

Berg stated although drainage and utility easement widths can vary from one subdivision to the next based on the uniqueness of topography, drainage structures construction or ditches, the standard easement in Rural Residential Zones is a 10' width on abutting properties creating a total of a 20' width easement. Additionally, the current residential road standard in East Bethel would call for a total of a 66' right of way matching the recommendation of the City Engineer in 1975.

Berg noted the parcel of land abutting the north lot line of 4455 224th Avenue NE is a developed lot in the Deer Haven Subdivision. The City has no plans to construct a future road in this easement. Berg indicated the City Engineer and the Public Works Director have reviewed the propose vacation request and have no concerns or objections.

Berg requested that the City Council to hold a public hearing and consider the approval to vacate a portion of the drainage and utility easement located at 4455 224th Ave NE with the conditions set forth in attached Resolution 2023-76.

Lewis opened the public hearing at 8:21 p.m.

There were no comments made.

Lewis closed the public hearing at 8:21 p.m.

Mundle stated I'll make a motion to adopt Resolution 2023-76, Resolution Granting a Partial Easement Vacation at 4455 224th Avenue NE, Oak Meadows Estates. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

5.0 Public Forum

Brian Bezanson, 22337 Quincy, stated he was surprised that Mr. Look was going to resign from the Anoka County Board. Lewis stated Mr. Look is on a National board where he represented the County

and they were having a meeting in Washington in February, so he wanted to complete his work on that before he handed it off. He noted in the interim, Mr. Look would be working on a 60 percent salary as a give-and-take with the City of East Bethel.

Mr. Bezanson stated someone in East Bethel had forwarded him an opinion that was written by the Attorney General's office on an inquiry from the Anoka County Sheriff about whether someone could serve on the Anoka County Board and still take the administrator job in East Bethel. Lewis stated Mr. Look had inquired at the Attorney General's Office regarding this and found out there was nothing in the law that precludes him from doing this, but he had told Mr. Look that the City would not be interested in him working for both the County and the City on a long-term basis. On the interim, that was fine.

Mr. Bezanson stated just because something was legal, did not mean it was right and in his opinion, why it might be legal to use this as a hiring process where to him, it was obvious that this was a done deal when Mr. Look came in tonight. He stated the Council had implied that. He again stated, just because it was legal, did not mean it was right. Lewis thanked him for expressing his opinion and that was why they had the Public Forum.

Lewis stated just so everyone knows, every step of the way he was working with the City Attorney to make sure everything was legal and he was aware, and it was his original intent, to advertise it, etc. the typical way and then he happened to run into Mr. Look and he honestly could not imagine finding anyone else better suited for this job. He stated if Mr. Look was acceptable to the rest of the Council…then someone on the Facebook page (and he would avoid Facebook like a "hot poker"), but his wife was on it and people keep sending him stuff. He noted people wanted to know why they were not hiring a professional like they are doing at the County level and the estimate for hiring a consulting firm to find a City Administrator in the salary range they were talking about would have cost the City $35,000 to $45,000 and that was a considerable amount of money. He indicated if their likelihood was 1 in 20 or 1 in 30 of finding someone equally or better than Mr. Look, and they were going to save all of that money too. He noted if it doesn't work out, then it could be advertised.

Mr. Bezanson stated if this did not work out, it was on Lewis. Lewis responded, absolutely.

Mr. Bezanson stated Lewis was running a one-man gang on this deal and if he was telling the truth, why didn't Lewis let everyone know who it was until the packet came out, and it was his understanding that the packet did not come out until today. Lewis stated the packet came out this morning and that was because there was enough "B.S." out there that he did not want to provide any more material to make up nonsense. He indicated it did not take a village to hire a public administrator, a City Administrator; it takes a City Council who is informed, elected, and accountable to the people. He stated they can all put it on him as he took the lead on it and he was very impressed when he met Mr. Look when he is not that easily impressed meeting people. He noted he was aware of all of the things they are dealing with such as the water and sewer and the indebtedness and he thought this was a good fit. He noted Mr. Look's personality and his ability to work with other people, that was key too. Mr. Lewis stated the finger can be pointed at him.

Mr. Bezanson stated he spent one partial and two four-year terms as a councilmember and he had been involved in the vetting and hiring of employees, and at the time they had a City Clerk and there was not a City Administrator so he understood the entire process and how it should be run. He stated they would vet with two people. Lewis stated that was fine and he got it. He indicated this was a call on his part and he was admitting it.

Bezanson stated to go back to where he was before he was interrupted, they would have two people cut the list down to three and then those three would be interviewed by the entire Council. He noted it has been done once before and people have been hired that way. Lewis stated one of the reasons he is on the City Council is because he is the only one with experience hiring that gentleman over there. He was here when David got thrown out a window and they hired Jack.

DeRoche stated when Davis came in there was not a bunch of applications, interviews, etc., and he wanted to get the record straight. Mr. Bezanson stated he understood that.

DeRoche stated people on the internet and in the so called "know" are saying Davis was brought up from his position as an Assistant City Administrator; he was the Public Works Supervisor. He noted Davis was brought up because of his past experience, so the hoopla of having a lot of applications was "crap," and Lewis stated he was not acquainted with Mr. Look. DeRoche indicated Lewis had asked him to be on the Council, not because he was Lewis' neighbor, but Lewis knew that he had experience on the Council and not because they are neighbors or he knew somebody. He was asked to be on the Council because of his experience. He stated if people wanted to make "crap" up, that was fine but make it based on the facts.

Bezanson stated, "Don't say 'you' when you are talking to me about stuff being fabricated." He stated he did not belong to any internet sites other than one that was strictly a twin cam gearhead site and a fishing site. He stated to him, social media was going to be the downfall of this Country.

DeRoche stated Bezanson had insinuated that Lewis was an acquaintance of Mr. Look. Bezanson stated he did not.

Mundle asked if there were any more facts that people wanted to talk about. If not, they should maybe put this to a close. Mr. Bezanson stated he had his say.

Lewis stated he appreciated Mr. Bezanson for being here and expressing his opinions and thoughts.

6.0 Consent Agenda

~~Item A: Approve Bills~~
Item B: Approve Meeting Minutes October 23, 2023 City Council Work Meeting
~~Item C: Approve Amended Meeting Minutes, October 9, 2023 City Council Meeting~~
~~Item D: Planning Commission Reappointments – Tanner Balfany and Glenn Terry~~
~~Item E: State Election Funds Agreement~~
Item F: Res. 2023-78, Accepting Work for the Anderson Meadows Development
Item G: 2024 Pay Equity Report: 2023 Compensation Plan
Item H: Res. 2023-82, Accepting Work for the 181st Ave Street Reconstruction
Item I: METC Reserve Capacity Loan
Item J: Pay Estimate No. 2 for the 2023 Street Improvement Project
~~Item K: Score Board for East Bethel Ice Arena~~

Mundle requested to pull Item K for discussion. DeRoche requested to pull Item D. Smith requested to pull Item A. Lewis requested to pull Item C, Item E, and Item I.
Mundle stated I'll make a motion to approve Consent Agenda, as amended. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

6.0 A Approve Bills

Smith questioned the charge on page 19 for the Fire Department for $960 for meetings. Davis responded that was a conference for Fire Chief officials that the Fire Chief goes to annually.

Smith asked what the Hass Alert charges was for on page 20 under the Fire Department. Davis responded that was for the purchase of the emergency notifications for the optic cams on the vehicles.

Smith asked on page 21 under recycling operations, what were the payments to the Cedar East Bethel Lions for. Davis responded the $1,200 was what the Lions were paid annually because they operate the center during the week by helping come to the recycle center to help sort the cardboard and glass containers. The $400 was what the Lions paid to subcontract that out for running the recycling Saturdays.

Smith asked if the City received anything back from recycling. Davis responded the City received some back, but all of this was paid for from the recycling grant and it was not paid from the City or general fund levies. He noted the City received a $68,000 grant from the County to pay for the costs.

Lewis inquired under planning and zoning what was the SSTS, LLC in the amount of $10,850 for. Davis responded that was the first half payment for the traffic study.

Lewis asked under payroll what was MSRs/HSA/HCSP for. Davis responded that was the full State retirement system and health savings accounts.

Lewis asked what was HCSB. Davis responded that was the health care.

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

6.0 C Approve Amended Meeting Minutes, October 9, 2023 City Council Meeting

Lewis stated his comments acknowledging Troy for his extreme amount of work over the years to make sure that the firemen and good pension system were back in the notes as they should have been the last time he looked at them, but now the Minutes said October 10 when they should say October 9. He requested they be changed to October 9.

Lewis stated I'll make a motion to approve Item C of the Consent Agenda with the correction of the date to October 9. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

6.0 D Planning Commission Reappointments – Tanner Balfany and Glenn Terry

DeRoche stated the Planning Commission was recommending the reappointments of Balfany and Terry. He indicated he had some reservations that he wanted to discuss with staff at another time, but for now he was okay with the two reappointments. Davis stated if DeRoche had comments, they could go over those now, or they could meet at a future time.

DeRoche stated he wanted the way this was done to be restructured. He noted that the people on the Commissions were supposed to be representative of all of the people, and he believed the Chairperson of the meetings should get the facts out and not keep repeating it over and over and over and over. He believed that was why the meetings were taking so long. He stated those needed to be separated out, the point was made, the information was given, and they needed to move on. He stated whoever sits in the Chair position needs to deal with the facts and cannot take things personally. He stated the Council had to make decisions and it is not based on what they like, but it is based on the facts coming before them.

DeRoche stated he thinks it troubles people when they go to the Planning Commission and all they hear is, "I don't like that, or I don't like structures this way, etc." He stated it was fine that they don't

like it, but he believed they should keep that to themselves, or just keep it to themselves. He indicated he was the Council liaison to the Planning Commission and he was not in charge of it, so it was not his situation, but those were his concerns.

DeRoche stated Balfany had a lot of knowledge and a lot of history, and one thing people had to realize was when Commissioners left, the Commission lost all of that knowledge. He noted new people came onto the Commissions and knew nothing, which could lead to a worse situation.

Lewis stated he did not appreciate it very much on February 27, 2023 when three members of the Planning Commission showed up at a Council meeting and two of them spoke to them over something simple and they seemed outraged. He noted Balfany himself said that it was "ridiculous" what they were proposing. He stated what they were proposing was a word that was used often in the City Code – resident – actually be defined. He indicated he had happened to look in the definitions and nowhere in the City Code did it define the word resident. He stated you have to be a resident to be on the City Council and you have to be a resident to be on the Commissions.

Lewis indicated all they were doing was using the State approved definition for the term resident, and these people acted "like we murdered their dog. I mean, it's like it was ridiculous." He believed Balfany's behavior was ridiculous, and he did not enjoy or respect it one bit.

Lewis stated for that reason, he was was not inclined to agree with DeRoche. However, he indicated he has had a lot of people give him second chances in life when he misbehaved, so he was inclined to do the same with others. He noted in all honesty, his personal opinion was that a person who clearly was the Chair at the time and led the contingent that showed up here and gave the Council a dressing down as if we were doing something wrong, in his opinion does not deserve to be the Chairman anymore. He hoped that the Planning Commission would have Sharon Johnson be the Chairman. He stated that was his personal opinion.

Smith agreed with Lewis and noted he would definitely be in favor of Sharon Johnson as the Chairman and that was his opinion.

Lewis noted this would be up to the Planning Commission as they approved their own Chairman, but he hoped they would at least listen to what the City Council was saying.

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

6.0 E State Election Funds Agreement

Lewis asked what was the basis for allocation of the funds. Ms. Frost responded that she believed it was based on the percentage of registered voters.

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

6.0 I METC Reserve Capacity Loan

Lewis stated he pulled Item I because he was the pain in the neck that wanted to look at the alternative amortization for the Metropolitan Council reserve capacity loan. He indicated it was good that they did a quick analysis and based on Jeziorski's opinion, which and he valued a great deal, they were just going to go with the 10-year amortization and that way it was consistent, the least interest accrual, and it was only $100,000 difference per year anyway. He was glad they went through the exercise, but he would defer to Jeziorski's opinion on this.

Lewis stated I'll make a motion to approve Item I of the Consent Agenda. Smith stated I'll second. Lewis asked any discussion?

Mundle asked if the City was locked into this or in five years could it be changed. Davis responded if conditions change, it could be renegotiated or it could be paid off.

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

6.0 K Score Board for East Bethel Ice Arena

Mundle asked Davis for an introduction on this item.

Davis stated this was an issue they have had with the scoreboard. He indicated the scoreboard operated in a very harsh and unforgiving environment of extreme temperatures, humidity, and condensation issues, and as a result, the scoreboard was having issues that are beyond repair.

Davis noted this had happened a year earlier than they had budgeted for replacement. He indicated they have had a lot of complaints from parents to solve the problem temporarily. He stated the scoreboard was visible from the player's bench and the coaches' side from the west end, but it was not visible from the bleachers' side, so there was an issue that this scoreboard needed to be replaced.

Davis indicated if they are going to replace it this year, the order needed to be placed now because it would take until January for it to come in and to get any use out of it and try to mitigate some of the concerns of the parents of the St. Francis Youth Hockey Association and the high school team had. He noted there were funds available for the scoreboard without endangering the cushion that was available for emergency repairs. He noted they could accumulate these funds as to payments that they get from US Rentals to the end of the year. He stated they should be back up around the $100,000 minimum that they need to keep for emergency repairs.

Mundle asked if this would be installed in January. Davis responded that was correct. He stated in staff's conversations with the Youth Hockey Association on this being a project for next year, ways have been discussed to increase the advertising revenue. He noted to help pay this back, these scoreboards would have the capacity to have ads placed on them.

Davis stated they had also talked about some other fundraisers, and they might even have to look at the potential for examining the rental charges for the next year. He indicated they were going to be in okay financial shape if the Council decided to do this, but they would have to look at some other sources of revenue to help the City get this fund replenished faster.

Lewis stated I'll make a motion to approve Item K of the Consent Agenda. Smith stated I'll second. Lewis asked any discussion?

DeRoche asked why did a locker room clock cost $725. Ayshford responded the locker room clock would correspond with the main clock, so the team could tell when the period intermissions were over. He indicated that was not included with what they were purchasing as it was not an option. He stated that was one of the add on items. He indicated he did not understand why it was so expensive either, but that was not included in with what they were proposing. He indicated team names were also another option they were not purchasing as that would add another $10,000 to the cost.

DeRoche asked what canvas floor artwork was. Ayshford responded that underneath the scoreboard was a big panel where they could have whatever they wanted such as the City logo, or it could be somebody who wanted to sponsor the rink, or it could be something fun like a Sandhill Crane.

DeRoche asked if St. Francis Hockey kicked in for any of this. Ayshford responded all of the funding came from the ice rentals and there was no public funds or tax dollars spent on it.

Lewis asked if this was all money from the youth hockey in high school ice rentals-based cash flow positive. Ayshford responded yes.

Davis stated staff had been working with the Youth Hockey Association and had a great relationship with them. He noted the Association had done fundraising and had contributed some funds over the past two years for improvements in the arena.

Lewis asked why was the City still in the business of owning an ice arena. He noted East Bethel was a government entity and not a business. Davis responded the short answer was that no business wanted it.

DeRoche asked what benefits did the kids from East Bethel get when the Hockey Association and high school from St. Francis pretty much dominated the rink. He asked when did the East Bethel kids get time in the arena.

Lewis asked if they have considered opening the ice arena up for public skating. Davis responded it was open for skating on Wednesdays from 3-5 p.m., but they were not attracting too many people. He indicated they could not afford to give the prime ice time away because they needed that revenue to run the arena. He stated they had an outdoor rink also which was available for skating all of the time. He noted as long as they were going to have to run the arena to have it cashflow, they were going to have to sell prime ice time to the high school or Hockey Association. He explained that the funds generated to run the ice arena were generated from user fees and not tax dollars for its operation.

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

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

7.0 A Planning Commission

7.0 A.1 Variance Application Reconsideration – 185XX 3rd St NE

Berg stated at the October 9, 2023 City Council meeting, a Planning Commission recommendation to deny the variance request was approved by a unanimous vote of the City Council.

Berg referenced Sec. 4, Sub. 10. I. Reapplication, indicating: No application for a variance for a particular use on a particular parcel shall be resubmitted for a period of one year from the date of denial of the previous application unless a decision to reconsider such matter is made by a majority vote of the full City Council.

Berg indicated the applicant immediately requested a decision be made in order for him to reapply for a variance for a front lot line reduction from 200 feet to the 105.88 feet, for a single access point as opposed to two in his current request. The City Council requested this be brought back to the Planning Commission for a recommendation in regard to the resubmittal for a variance within a one year period.

Berg stated on October 24, 2023 the Planning Commission discussed the reconsideration request and unanimously recommended that the City Council deny the applicant's request to allow a reapplication for a front lot line reduction for a period of one year, beginning on October 9, 2023.

Berg requested that the City Council consider the Planning Commission's recommendation and direct staff to inform the applicant of the Council's final reconsideration decision.

DeRoche stated his decision was the same as the first time Council heard this and he did not see this as a benefit to the City.

DeRoche stated I'll make a motion to deny. Smith stated I'll second. Lewis asked any discussion?

Smith stated the residents spoke loud and clear as to what they wanted on this and it did not benefit the City and that was why he was in favor of the denial.

Lewis noted the Planning Commission considered this matter very thoroughly and he commended them for doing that.

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

7.0 A.2 Use Variance Request – 1311 229th Avenue NE

Berg stated in 2012, B & T Trucking, an over the road trucking company that has been in business for over 20 years purchased 1311 229th Avenue NE and relocated a truck/ motor freight terminal to the City. Berg indicated 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, B & T Trucking was required in 2021 to obtain an IUP. This would ensure compliance for continued use in the city as a legal nonconforming.

Berg noted the property owners approached the City inquiring about constructing an additional 50' by 60' storage building to the property. An existing slab with foundation already exists immediately west of their existing building. Although an IUP (Res. 2021-28) was granted on May 10, 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).

Berg stated at the September 11, 2023 City Council meeting the potential expansion was presented to the City Council who gave a positive informal recommendation for staff to work with the property owner to seek formal approval of the expansion.

Berg noted on October 24, 2023, the Planning Commission held a public hearing, discussed the request and made a findings of fact in regards to the request along with a recommendation of approval of the variance.

1. The property owner proposes to continue the legal, nonconforming use of the property. The existing use of the property is considered a reasonable use and is allowed by city code as a legal, nonconforming use. B & T Trucking would like to expand the structures so they can continue to operate his businesses efficiently by storing the commercial vehicles on site.

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner. B & T Trucking has been operating a business from the property in a Light Industrial Zone since 2012. On September 21, 2016, City Council adopted regulations prohibiting Trucking and Motor Freight Terminals. The business can only be expanded with an approved variance.

3. The variance(s) will not alter the essential character of the locality. The business has been at this property since 2012. The existing structures and commercial vehicles have been a

mainstay of the business. The presence of the commercial vehicles and the expansion of the buildings will not alter the character of what already exists on the property.

Berg stated the City Council should review the request, consider the Planning Commission's formal recommendation and approve the variance with conditions as presented in Resolution 2023-72.

Mundle stated I'll make a motion to approve Resolution 2023-72, Resolution Approving a Variance for the Expansion of a Legal Nonconforming Use on a Light Industrial (I) Property Located at 1311 229th Avenue NE, for PINS 32-23-23-34-0005 & 32-34-23-34-0006 with conditions. Miller stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 A.3 Preliminary Plat – Strandlund Farm

Berg stated on July 25, 2023 a Concept Plan for a 21-Lot Rural Residential Subdivision, Strandlund Farm, was presented to the Planning Commission. After a public hearing and Planning Commission recommendations the developer made revisions and presented a revised Concept Plan to the City Council on August 14, 2023 for feedback.

Berg indicated on October 10, 2023 the developer submitted an application for the Preliminary Plat of Strandlund Farm. The plat consists of 20 buildable single family rural residential lots on 73.90 acres. Of the proposed lots, one lot is at the minimum of 2.00 acres. The average lot size in the proposed plat is 3.27 acres therefore all lots meet city code requirements.

Berg stated this subdivision will be accessed off Luan Drive NE / Anoka County Highway 74 by the creation of a new section of 219th Avenue NE. The new section of 219th Avenue and all internal streets will be constructed to the minimum design standards.

Berg noted the Anoka County Highway Department was sent the Preliminary Plat for review. A comment letter was received on October 19, 2023 and is included as Attachment 5 to Council's packet for review. Any and all comments from the Anoka County Highway Department will need to be satisfactorily addressed by the developer prior to filing a final plat.

Berg stated the Public Works Department reviewed the submitted preliminary plat and are in support of the subdivision as proposed with the recommendation of removal of the gravel cul-de-sac on 219th Avenue and make the full connection to the platted road.

Berg indicated the City Engineer's comments were received on November 7, 2023 and are included as Attachment 4 to the Council's packet. The developer will need to satisfactorily address any and all comments prior to filing a final plat.

Berg stated the Fire Department's comments regarding cul-de-sac radius identified in the Concept Plan were satisfactorily addressed.

Berg indicated the Building Official had no comments at the preliminary plat stage of the development.

Berg stated the Parks Commission reviewed the initial concept plan at their August 8, 2023 meeting and made a recommendation of park fees in lieu of land with the possible exception of providing a trail easement from the cul-de-sac to 221st Avenue NE. The updated preliminary plat will be reviewed at the November 14, 2023 Parks Commission Meeting.

Berg noted the park dedication fee is determined by 10% of the fair market value of the undeveloped land; not to exceed $2,000.00 per acre. Staff will work with the property owner to determine the

amount required for park dedication fees, which will need to be paid prior to the release of the final plat for filing with Anoka County.

Berg stated on October 24, 2023, the Planning Commission held a public hearing where two residents spoke. They were immediate neighbors on 219th Avenue NE and expressed concerns related to the road connection, water runoff, soil testing and the creation of a berm. After a review of the Preliminary Plat the Planning Commission, by a 4-0 vote recommended to the City Council approval of the Preliminary Plat.

Berg requested the City Council review the request, consider the Planning Commission's formal recommendation, and approve the Preliminary Plat of Strandlund Farm as presented, with conditions identified in Resolution 2023-73.

Mundle stated I'll make a motion to approve 2023-73, A Resolution Approving the Preliminary Plat of "Strandlund Farm" for Property Legally Described in Exhibit A attached to the Council's packet. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 A.4 Preliminary Plat: Classic Commercial Park 5th Addition

Berg stated in November 2019, T & G Land, Inc. filed a Final Plat for Sauter Commercial Park Fourth Addition which included a 20-acre Outlot for future development. In January 2020, CD Properties North, LLC. purchased the property. CD Properties North, LLC has submitted a Preliminary Plat, known Classic Commercial Park Fifth Addition, application to divide the existing Outlot into 3 parcels. The plat consists of two Commercial parcels and an additional Outlot. Berg indicated staff had reviewed the submission along with the Sauter Commercial Park Fourth Addition Plat details and offer the following comments:

A Commercial Site Plan must be reviewed and approved prior to the issuance of any building permits. Required submittal plans include, but are not limited to, the following: grading and drainage, architectural, landscaping, lighting, storm water, and utility plans.

The lot will be served by municipal sewer and water. All fees associated with municipal services are required to be paid prior to the issuance of any building permits.
Cash-in-lieu of land will be collected prior to the issuance of any building permits. Required park fees will reflect the most current fee schedule at the time the building permit is issued.

Berg stated on October 24, 2023 the Planning Commission held a public hearing and recommend approval of the Preliminary Plat for Classic Commercial Park 5th Addition.

Berg requested the City Council review the preliminary plat request, consider the Planning Commission's formal recommendation, and approve the Preliminary Plat as presented in Resolution 2023-74.

Lewis inquired that when the park fees were calculated, was that based on the property being marketed. Berg responded it was based on the raw land value, but not yet marketed.

Smith stated I'll make a motion to approve Resolution 2023-74, Resolution Approving the Preliminary Plat of "Classic Commercial Park Fifth Addition" Legally Described as: Sauter's Commercial Fourth Addition, Outlot A. Miller stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 A.5 Final Plat: Classic Commercial Park 5th Addition

Berg stated in November 2019, T & G Land, Inc. filed a plat for Sauter Commercial Park Fourth Addition which included a 20-acre Outlot for future development. In January 2020, CD Properties North, LLC. purchased the property. CD Properties North, LLC has submitted a Final Plat, known Classic Commercial Park Fifth Addition, application to divide the existing Outlot into three parcels. The plat consists of two Commercial lots and an additional Outlot. Berg indicated staff had reviewed the submission along with the Sauter Commercial Park Fourth Addition Plat details and offer the following comments.

Berg noted a Commercial Site Plan must be reviewed and approved prior to the issuance of any building permits. Required submittal plans include, but are not limited to, the following: grading and drainage, architectural, landscaping, lighting, storm water, and utility plans.

Berg stated the lot will be served by municipal sewer and water. All fees associated with municipal services are required to be paid prior to the issuance of any building permits.

Berg noted cash-in-lieu of land will be collected prior to the issuance of any building permits. Required park fees will reflect the most current fee schedule at the time the building permit is issued.

Berg stated on October 24, 2023 the Planning Commission held a public hearing and recommend approval of the Final Plat for Classic Commercial Park 5th Addition.

Berg requested the City Council review the Final Plat request, consider the Planning Commission's formal recommendation, and approve the Final Plat as presented in Resolution 2023-75.

Smith stated I'll make a motion to approve Resolution 2023-75, A Resolution Approving the Final Plat of "Classic Commercial Park Fifth Addition". Miller stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 B Economic Development Authority

None.

7.0 C Park Commission

None.

8.0 Department Reports

8.0 A Community Development

None.

8.0 B Engineer Report

None.

8.0 C City Attorney

None.

8.0 D Finance

None.

8.0 E Public Works

None.

8.0 F Fire Department

None.

8.0 G City Administrator Report

8.0 G.1 Sunrise River WMO Joint Powers Agreement Amendment

Davis stated the City of Ham Lake approved the Sunrise River Water Management Organization amended JPA Agreement at their October 2, 2023 Meeting. This concludes a year of discussions with Ham Lake regarding their consideration to leave the Sunrise River WMO and finalizes their decision to remain as a member.

Davis noted the current JPA was approved in 1985 and has only been amended once. That revision was in 2011 and changed the timing of invoicing to the members from annual to a semi-annual billing cycle. Davis indicated the Sunrise River Water Management Organization was established pursuant to a JPA which was entered into among the member communities in accordance with Minnesota Statutes, sections 103B.201 thru 103B.255. Davis stated the SRWMO board recognized a need to update the JPA and worked with the WMO's attorney to develop the updated JPA.

Davis noted the member communities agreed to replace the formula previously used to divide non-operational costs with set percentages that reflect the last division generated by the formula. The parties agreed dividing the costs using fixed percentages rather than a formula was the best means of allocating non-operational costs and agreed to an equal percentage division (25% each) of operational costs.

Davis stated the amendments proposed to the JPA are mainly referencing conditions and requirements to State Statutes which govern the operation of the WMO. These type of changes ensure the JPA is not static and stays current with any legislative changes. The main procedural amendment was to determine the number of member votes required to approve the annual SRWMO budget.

Davis indicated the City of Columbus approved both the amended JPA and the 2024 Budget at their October 25, 2023 meeting. On September 26, 2023, Linwood Township Supervisors voted to accept the JPA concepts and will be voting on the approval of the JPA and 2024 Budget at their upcoming meeting.

Davis requested that the City Council consider approval of Resolution 2023-80, a Resolution Approving an Updated Joint Powers Agreement for the Sunrise River Watershed Management Organization.

Mundle stated I'll make a motion to approve Resolution 2023-80, Resolution Approving an Updated Joint Powers Agreement for the Sunrise River Watershed Management Organization. Lewis 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.

8.0 G.2 Sunrise River WMO 2024 Budget

Davis stated the Sunrise River Water Management Organization (SRWMO) is a joint powers organization consisting of Columbus, East Bethel, Ham Lake, and Linwood. The SRWMO Joint Powers Agreement provides rules and procedures for operation of the SRWMO. Membership in Watershed Management Organizations and Watershed Management Districts is mandated by the Minnesota Bureau of Soil and Water Resources (BSWR) for all municipalities in the seven county Metro area.

Davis noted through the SRWMO, the communities jointly address water resources issues in this watershed. The organization is operated by an appointed board which consists of two representatives from each member locality. City Councilperson Brian Mundle and Citizen Member Leon Mager are East Bethel's representatives on the SRWMO. The SRWMO Board does not have employees. Instead, it works through cooperative efforts of the member cities and townships or contracts with the Anoka Conservation District or other consultants.

Davis indicated the SRWMO's draft 2024 budget is submitted to each member City/Township annually for their comment and approval and is exhibited as Attachment 1 to Council's packet. Any requests to modify this budget need to be submitted to the SRWMO prior to their April 7, 2022 meeting. After that date, and absent any comments or direction from East Bethel, our portion of the budget would be considered approved at the level indicated in the draft 2023 SRWMO Budget.

Davis stated the draft budget submitted for consideration is $47,186 and would be funded by proportional amounts from the member municipalities. For comparison, the average budget from the preceding three years was $45,190. Davis reviewed the previous nine years budget and the City's portion.

Davis indicated the SRWMO understands that fluctuating budget proposals can be difficult for the members to accommodate and they recognize the difficulties this can pose. As opposed to levying excess dollars in years of lesser obligations and carrying those funds forward to years with projected increased costs, this is still a better budgeting option to deal with these changing requests for funds.

Davis stated East Bethel's portion of the budget, as presented in Attachment 1 to Council's packet, is proposed to be $13,456 for 2024 or an increase of 6.4% from the 2023 City share of $12,647. Davis recommended the City Council consider approval of the SRWMO Draft 2024 Budget as exhibited as Attachment 1 to Council's packet.

Mundle stated I'll make a motion to approve the SRWMO Draft 2024 Budget. DeRoche stated I'll second. Lewis asked any discussion?

DeRoche inquired as to how the percentages were figured out on the top with Linwood at 47 percent, etc. Davis explained the new ratio that was discussed was public waters and public lands was the ratio of two acres in the watershed. But what they decided to do was market value and that market value really had no influence on this, so there would be a percentage assigned to each one to cover those operating costs.

Mundle believed this would be a more consistent method as the calculations did not need to be done every year and they would pretty much know where they were going to fall.

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

9.0 – Other Items

9.0 A Staff Report

Davis stated he had no staff report.

9.0 B Council Reports

Smith stated he had an exciting time touring the sewage treatment plant and water plant for the City along with a member of the staff of the Met Council and also Nate Ayshford. He stated Wednesday night from 6 p.m. to 9 p.m. was the fall Town Hall meeting which was being held in the Senior Center. He stated both he and Miller attended the grand opening or ribbon cutting for NEXUS Psychiatric Residential Treatment Facility and he wished them well.

Mundle stated he attended the Sunrise WMO and the additional money they had requested for attorney's fees with respect to the JPA Agreement had come in under budget, so the City would be getting $109.75 back. He asked if the City wanted this as a check, or as a credit against next year's budget payment. He noted there was also some work that needed to be done on the bylaws where the money could be applied also. Davis recommended they apply the credit to that payment. Lewis agreed.

Mundle stated there would also be a boundary change between the Sunrise River and Coon Creek Water District with some very small changes right around Coon Lake.

Mundle stated he had attended the Highway 65 Coalition meeting and summarized for Council what was discussed at that meeting.

DeRoche stated last weekend on Coon Lake there was an armed robbery off Elm where some items were stolen. He noted people should not keep their garage door openers in their vehicles as they can be used to enter homes.

Lewis noted his *East Bethel Bulletin* was still not in his mailbox. Davis responded there was an issue with the mailing list when they switched printers where it was misplaced and it had to be resent to them. Lewis asked if they would be getting it in time to advertise Davis's recognition event on the 27th.

Smith stated during NEXUS negotiations he believed they said that once they were ready to operate, they would have a monthly meeting. He indicated he would like to have a Councilmember(s) attend those meetings. He requested staff check with NEXUS on what the schedule of those meetings will be.

Miller stated Smith and him had spent time with Fire Chief Sanow reviewing the Fire Department's complete budget from the top to bottom with the goal being of trying to identify the true wants versus the needs of the Fire Department and to get a better understanding of how their budget operated. He noted the Fire Department's budget would be adjusted to make it more clear for the Council to understand for the future. Smith noted the Fire Department would have an actual budget by December 11.

9.0 C Other

None.

10.0 Adjourn

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

Meeting adjourned at 9:32 PM.

Submitted by:
Kathy Altman
TimeSaver Off Site Secretarial, Inc.

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

November 27, 2023

The East Bethel City Council met on November 27, 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
Nate Ayshford, Public Works Manager
Mike Jeziorski, Deputy City Administrator/Finance Director

1.0 Call to Order

The November 27, 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 Anoka County Sheriff's Report

Lieutenant Derek Peters presented the October 2023, Sheriff's Report, stating the Sheriff's Department responded to 375 calls for service including 2 burglaries, 8 thefts, 4 assaults, 1 damage to property, 4 PI accidents, 16 PD accidents, 58 medical, 32 animal complaints, 17 alarms, 1 felony arrest, 6 Gross Misdemeanor arrests, 4 Misdemeanor arrests, 1 drug arrest, 3 domestic assaults, 6 warrant arrests, 109 traffic stops, and 30 traffic arrests.

Miller asked if there was any update on the armed robbery. Lieutenant Peters responded that two people were placed into custody. He indicated it was still an ongoing investigation and he would not share anything specific.

Mundle asked how was the call volume in 2023 compared to other years. Lieutenant Peters responded they were within approximately 300 calls down compared to 2022. He noted with the colder months ahead, calls generally slowed down.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Sanow presented the October 2023 report and noted that they responded to 69 calls, of which 54 were medical, 4 crashes, 4 alarms, 1 burning/smoke, 2 other, 2 fires, and 2 mutual aid. He stated as of now the Fire Department has responded to 870 calls for service compared to 833 calls for service in 2022.

Sanow stated on December 9, the Fire Department along with Santa Claus will be out in the fire trucks collecting non-perishable food and other items for the North Anoka County Emergency Food Shelf (NACE). He indicated the routes will be posted on social media. He stated food items needed were canned fruit, personal care items, box or bag cereal, juices particularly apple juice, and toilet paper.

Sanow reminded people who purchased real Christmas trees to make sure they are watered well. He stated a six-foot tree took approximately a gallon of water per day to keep it from drying out.

Mundle requested the map of Santa's route be posted on the City's website.

Lewis thanked Sanow.

Informational; no action required.

5.0 Public Forum

There were no comments made at the Public Forum.

6.0 Consent Agenda

~~Item A: Approve Bills~~
~~Item B: Cancellation of VieBit Indexing Service for Website Media Center~~
~~Item C: Resolution 2023-81, 2024 Fee Schedule Adoption~~
~~Item D: Personnel Policy Amendment: Sick and Safe Time Personnel Policy Update~~
~~Item E: Recording Secretary Contract Addendum for 2024~~
~~Item F: Approve the Successful Probationary Period Completion for Paid on Call Firefighters~~
~~Item G: Paid on Call Firefighter Hiring Request~~
Item H: Re-Appointment of Park Commissioner Member Al Westlund
~~Item I: Purchase of Playground Equipment for Coon Lake Beach Park~~

Mundle requested to pull Items F and G.

DeRoche noted there were no Minutes from the last Council meeting. Davis responded there was an issue with getting the information to the recording secretary and Carrie Frost had to correct a file. He indicated TimeSaver had the files now and both sets of Minutes would be available for approval at the next Council meeting.

Miller stated he wanted to pull Item A. Smith stated he wanted to pull Item E. Mundle stated he wanted to pull Items F and G. Lewis stated he wanted to pull Items A, B, C, D, E, and I. DeRoche stated he wanted to pull Item I.

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

6.0 A Approve Bills

Lewis stated Davis had brought up before the meeting that there is a correction to one of the legal bills that was overstated, so it was a correction in the right direction, or a good direction from the City's point of view. Davis stated he had received an email from the City Attorney today who informed him there was an error in his billing. He noted the final bill will be reduced from $5,757 to $5,267. He recommended that correction be made.

Larson apologized for the error and stated he was glad he caught it. Lewis thanked Larson.

Miller asked what the bill for Kangas Tank was for. Davis responded that was the service the City used to clean the bottom of the water tank. He indicated there was extreme mold growth on the tank. He stated they had received 3 bids for this with the lowest bidder not being qualified to do the service, and Kangas was the second lowest bid. He noted this was the second time they have had to clean the tank and it appeared this was something that would need to be done every five to six years.

DeRoche asked what kind of chemicals were used to clean it. Davis responded it was just power washed.

Miller inquired about the professional services fee for the Summit Fire Protection. Davis responded one bill was for the monitoring of the emergency or burglary system at the water treatment plant, and the other bill was for the fire reporting system layer. He stated the bills were identical, but they were for two different services.

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

6.0 B Cancellation of VieBit Indexing Service for Website Media Center

Lewis stated this was the first he has ever heard of this. He asked if they cancelled the service, which was the posting service. Davis responded it was the indexing which comes up where you can turn the broadcast or the replay on and you can go directly to the item you want to select, but the City can get the same thing done on YouTube at no charge.

Lewis asked if it would still be on the City's Media Center. Davis responded that was correct. Lewis asked if it would be loaded over from YouTube. Davis responded that was correct.

DeRoche stated the City had a terrible problem getting communication out on either YouTube which would stop or the City's Channel 10 would stop. He asked if anyone had figured this out. Davis responded there were several reasons for this. He noted the last time there was a power outage, it burned up a box that had to be replaced. He indicated staff would be recommending to the City Council in the near future to put out RFPs to explore looking at having an upgrade to the entire system to be done at the beginning of next year.

DeRoche asked if somebody could check and see during the meeting if it was broadcasting out. He indicated they would not have to sit there all night, but within the first hour or first hour and a half was usually when it would happen. Davis stated normally the City received calls, texts, and complaints that it was not working. He suggested if anyone had any issues with the broadcast, they should email or text the City, or call the next day and let Carrie Frost or him know what the issue was. He indicated that way it could be documented.

DeRoche asked the audience if they could hear them in the back of the room or was it muffled. The audiences response was inaudible. He noted they did not know how to rectify the problem as they had tried having microphones of people, but somebody forgot to take one off. He stated one of the biggest things he has heard is that people can't see the meetings.

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

6.0 C Resolution 2023-81, 2024 Fee Schedule Adoption

Lewis stated he was not "keen" on the changes and these all fall on the homeowners.

DeRoche asked what drove this from $50 to $100 for a permit. Davis responded generally staff had found that these were a little over the time it took to issue a permit, process a permit, and follow up on it. He noted they generally allowed 2 hours. He noted the increased charge was necessary to cover the actual cost of the time spent on it.

Lewis stated it was his feelings that these all pretty much fall on the homeowners, and he did not see the point of it, especially miscellaneous permits that do not require plan review, to increase it from 50 to 100 bucks. He stated he did not see the point of that stuff.

DeRoche stated I'll make a motion to table Item C to the next meeting. Smith 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.**

6.0 D Personnel Policy Amendment: Sick and Safe Time Personnel Policy Update

Lewis asked what did this mean and was safe time a new thing. Davis responded that is the moniker that the State of Minnesota had attached to how sick time was to be addressed. He noted this was a new law passed by the legislature effective January 1, 2024. He indicated that was their title for the revisions that are necessary to be complaint with State law.

Lewis stated I'll make a motion to approve Item D of the Consent Agenda. Mundle 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.**

6.0 E Recording Secretary Contract Addendum for 2024

Lewis stated the reason he pulled this was because of two recent episodes where there were errors made. One being the October 9 Minutes where it specifically omitted the positive comments he made about Troy Lachinski. He noted he was at the EDA meeting last week and when he reviewed the materials for the meeting where it said that Aaron Berg and Davis were at the meeting. He noted Berg was not at that meeting. He asked why would it say that Berg was at the EDA meeting when he had never been at a meeting. He stated he wanted Ms. Wirth to come before them at the next meeting to explain how these things are happening with omissions and co-missions. He stated he really would like to understand because it seemed it was not a misprint or a grammatical error or something. He stated he was perplexed since they have become the permanent record. He indicated in addition to the videos for however long they are held onto, he wanted to make sure that the minutes were right and correct. He requested Ms. Wirth attend the next meeting to answer these questions because he was still perplexed about it.

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

6.0 F Approve the Successful Probationary Period Completion for Paid on Call Firefighters

Mundle congratulated Tyus Carlson and Lindsay Synowczinski on their completion of the probationary period and being paid on call firefighters.

Mundle stated I'll make a motion to approve Item F of the Consent Agenda. Miller stated I'll second. Lewis asked any discussion?

DeRoche stated in the past it was normal for the Fire Chief to have those two show up at the Council meeting and introduce them to the public. He asked if this was not done any longer. An audience member made a comment which was inaudible.

DeRoche noted he was asking this because everybody knows how fair they are and this could get some more coming in. He stated this was great news.

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

6.0 G Paid on Call Firefighter Hiring Request

Mundle stated new recruit Jack Olson had applied to join the Fire Department. He congratulated Mr. Olson for initiating this endeavor and wished him luck through the probationary period and hoped after the probationary period, they could approve him as a full-time firefighter.

Mundle stated I'll make a motion to approve Item G of the Consent Agenda. Lewis 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.**

6.0 I Purchase of Playground Equipment for Coon Lake Beach Park

Lewis stated he had talked enough and requested DeRoche take this one.

DeRoche stated the purchase of playground equipment for Coon Lake Beach was long overdue. He indicated he had been on Coon Lake for two years and it seemed like they had either gotten used to the "crappy" equipment, or nothing at all. He thanked Park Council Liaison Miller for his work on this and for doing quite a bit for the beach.

Miller thanked DeRoche and stated that was one of the better meetings they had this year. He noted residents came from just about every area over there, and it was packed. He stated they had their input and got to put the choices in what they wanted. He noted Ayshford did a great job. He stated they had about $100,000 to use this year and $50,000 of it was going into buying all new equipment and the remaining $50,000 was going to go into security measures, some resurfacing stuff to make it safer for the kids, safer for people who are in the area. He indicated this will really, really make the place nice and it was well overdue.

Lewis asked if the ballfield was going to be getting new equipment. DeRoche responded they got new dugouts.

Lewis asked if the little playground next to the parking lot was any of this going toward that. DeRoche responded it was kind of asking for trouble to put swing sets and stuff that close.

Lewis stated because there really isn't much space at the back of the parking lot on the east, on the west side of the parking lot where the skateboarding thing is.

Miller indicated all those demands were going to be addressed with the second half of the money. Davis stated the second half of the $50,000 would probably be at the next Parks Commission meeting, or the first one in January to see what could be done.

Lewis stated additionally, at Maynard Peterson Park, one of the interesting things that Miller did was research on grants that were available to help exactly this kind of local investment. He asked if any grant money played into this at all, or if that is something for down the road to keep in mind. Miller responded that was something once they purchased the items, he believed some of it could be sent for reimbursement.

Davis did not believe there was any grant money associated with this. He believed it was all from either the Parks Capital or Parks Acquisition and Development Fund. He stated he did not know if the grant request had been submitted because that always gets approved by the City Council before a submission was made, but he would check that.

Lewis stated he thought that showed good initiative on your part and was promising because this is long overdue and he did not say that as someone who lives down there. He noted he was a little past the age of using the playground equipment, but he did talk to some young people down there one day and they said that what was needed was some stuff that did not have broken chunks falling off every few minutes.

Miller stated it was great that when they had a meeting in that area, they all came out in droves, which was great.

Lewis stated he was proud of them.

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

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

7.0 A Planning Commission

7.0 A.1 Conditional Use Permit: 18651 Buchanan St NE, Matt's Plumbing

Berg stated Mr. Matt Ariola, owner of Matt's Plumbing Solutions / Fish Investments, LLC., a licensed commercial and residential plumbing contractor, serving the Twin Cities Metro and surrounding area since 2009, is in search of a suitable industrial location to relocate his growing business. Matt's intends on purchasing, contingent Conditional Use Permit (CUP) approval, the existing Designing Earth Contracting location at 18651 Buchanan Street NE; Lot 2, Block 1, Saunters Commercial Park, PID: 32-33-23-24-0003.

Berg indicated the 2.16-acre property has an existing 3,000 Sq. Ft office, 5,000 sq. ft of customer parking lot, 4,500 sq. ft warehouse, and 47,000 Sq. Ft of screened exterior rear and side yard storage.

Berg stated the property is zoned Light Industrial (I) and in accordance with Appendix A, Sec. 48 (4), Construction, Trade, and Service Business are permitted by a Condition Use Permit (CUP).

Berg noted Sec. 24 (4) states that: *Exterior storage is permitted in I-1 and B-3 districts as a conditional use permit and subject to the following conditions:*

1. *Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.*
2. *Maximum amount of exterior storage cannot exceed 2 times the square footage of the Principal Building.*
3. *Exterior storage cannot exceed the maximum allowable height of the principal building.*

Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and cannot exceed the square footage of the Principal building and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.

Berg stated the 18651 Buchanan Street NE location has an existing exterior storage area, rear and side yard, approximately five times the size of the principal building; however, it's fully fenced meeting all of the screening requirements of the ordinance and reducing the visual impact from the right of way.

Berg noted accessory storage containers, as defined in Section 01. General Provisions of Administration shall not be permitted.

Berg stated Matt's seven employees and equipment will be out on jobsites daily as this is skilled labor residential or commercial jobsite service-based business. The existing 5,000 sq. ft. parking area is designated for 14 vehicles and with the abundance of exterior yard there should be sufficient parking for employees in the event more employees are added. Vehicles over 20,000 GVWR, construction equipment, and trailers shall be required to be parked in the Exterior Storage yard or behind screening.

Berg indicated the light industrial (I) district is intended and designed to provide areas of the city suitable for activities and uses that are industrial in nature. The proposed use aligns with the approved 2040 Comprehensive Plan.

Berg stated on October 14th, 2023, the Planning Commission Meet and held a public hearing. At the conclusion made a unanimous recommendation to the city council of approval of the Conditional Use Permit.

Berg recommended the City Council review the request, consider the Planning Commission's formal recommendation and approve the Conditional Use Permit as presented in Resolution 2023-77.

Lewis stated to whoever was transcribing the audio that Berg just said October 14, 2023, even though it says November. He noted he was just letting them know in the interest since he is the one "whining" about the accuracy of the minutes. He stated he would try to do his part to help.

Berg apologized and noted he was a month behind. Lewis stated, "we all do it."

Mundle stated I'll make a motion to approve the CUP as presented in Resolution 2023-77. DeRoche stated I'll second. Lewis asked any discussion?

Lewis stated it sounded like this sort of fits Mr. Ariola's business perfectly and they were happy for him and happy to have him.

Mundle thanked Mr. Ariola for coming to East Bethel, and stated if there was any way that they could be of help or assistance, to reach out.

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

7.0 B Economic Development Authority

None.

7.0 C Park Commission

None.

8.0 Department Reports

8.0 A Community Development

None.

8.0 B Engineer Report

None.

8.0 C City Attorney

None.

8.0 D Finance

None.

8.0 E Public Works

None.

8.0 F Fire Department

None.

8.0 G City Administrator Report

9.0 – Other Items

9.0 A Staff Report

None.

9.0 B Council Reports

Mundle stated he attended the EDA meeting where Gregory Frahm-Gillis provided an update on the internet solution that Anoka County was working on. He noted the grant applied for, for the fixed wireless solution was not approved. He indicated right now they are seeking a new Chief Technology Officer and once they have one in place, they would be creating a plan for 2024. He stated when they originally started this, they did set aside funds and those funds were still available, so they would be looking at how to use them to help things out.

Mundle stated the EDA also discussed some next steps in the Business Retention and Expansion program.

Mundle noted this was the last meeting Davis would be at before taking a much-deserved vacation. He thanked Davis for his 12 plus years of service to the City. Davis thanked Mundle and stated he appreciated it very much.

Lewis stated Davis had 17 years all together with East Bethel and 12 years of that as the City Administrator. He indicated they were going to give Davis a presentation of a plaque.

Mundle asked Davis if he would like to do that at a future meeting. Davis stated that was fine.

Lewis stated Matt Look was there and it seemed like a good idea to him for the incoming City Administrator to give the recognition plaque to the outgoing City Administration. He hoped it was okay. He asked if Mr. Look had anything he wanted to say.

Mr. Look stated to Davis, on behalf of a grateful community, we have a token of appreciation for your years of service, recognition of all those years of service during this time. For 17 years you've led on very difficult times. I mean, whether it's City sewer projects, or whether it's COVID or other, you know, other difficulties like that, your leadership has been very important during this time. So we want to thank you for that leadership. And we want to wish you well in your new ventures. And thank you again for everything you've done for the City of East Bethel. We have a token of appreciation for you. Davis thanked him.

9.0 C Other

None.

9.0 D Closed Session

9.0 D.1 Purchase or Sale of Real Property M.S. Section 13D.0 subd. 3(c); Discussion of Sale of City Property: PIN 36-33-23-34-0002

Larson stated thank you Mr. Mayor. For the benefit of the public, we'd note that at this time the Council's about to go into Closed Session to review purchase or sale of real property M.S. Section 13D.0 Subd. 3(c); Discussion of Sale of City Property: PIN 36-33-23-34-0002.

This Closed Session will be tape recorded as required by Statute with that tape being maintained for a period of two years. The Council will come back into Open Session after having concluded its Closed Session and announce if there are any actions taken during the course of the Closed Session. With that being said, Mr. Mayor, I recommend that a motion be made to go into Closed Session for the purposes I've indicated.

Mundle stated I'll make a motion to go into Closed Session at 7:46 p.m. for the purposes that City Attorney's indicated. Miller stated I'll second. Lewis asked any discussion? All in favor say aye? **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

(Council moved into Closed Session.)

(Council reconvenes Open Session.)

Larson stated thank you Mr. Mayor. For the benefit of the public and for the record, we note the Council is back in Open Session after having concluded a Closed Session. He indicated the results of the Closed Session, a motion was made and seconded and passed an action item that the City staff should pursue the discussion of the sale of City property.

10.0 Adjourn

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

Meeting adjourned at 8:03 PM.

Submitted by:
Kathy Altman
TimeSaver Off Site Secretarial, Inc.

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-90

RESOLUTION SETTING CITY MEETING DATES FOR 2024

WHEREAS, the City Council meets for regular meetings on the 2nd and 4th Mondays of the month at 7:00 PM; and

WHEREAS, the City Council meets for work meetings on the 1st Monday of the month at 7:00 PM; and

WHEREAS, the Park Commission meets on the 2nd Tuesday of the month at 6:30 PM; and

WHEREAS, the Planning Commission meets on the 4th Tuesday of the month at 7:00 PM; and

WHEREAS, the Economic Development Authority meets on the 3rd Monday of the month at 7:00 PM.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2024 Meeting Schedule for the regular City Council, City Council Work Meetings, Park Commission, Planning Commission, Housing Redevelopment Authority and Economic Development Authority meetings to be held at City Hall at 2241 221st Ave. NE is as follows:

City Council

January 8	July 8
January 22	July 22
February 12	August 12
February 26	August 26
March 11	September 9
March 25	September 23
April 8	October 14
April 22	October 28
May 13	November 13 (2nd Wednesday)
May 29 (5th Wednesday)	November 25
June 10	December 9
June 24	December 23

City Council Work Meetings

January 2 (1st Tuesday)	July 1
February 5	August 5
March 4	September 3 (1st Tuesday)
April 1	October 7
May 6	November 4
June 3	December 2

Park Commission

January 9	July 9
February 13	August 14 (2nd Wednesday)
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

EDA

January 16 (3rd Tuesday)	July 15
February 20 (3rd Tuesday)	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16

Planning Commission

January 23	July 23
February 27	August 27
March 26	September 24
April 23	October 22
May 28	November 26
June 25	December 17 (3rd Tuesday)

HRA

(previously approved at 10/23/2023 HRA meeting)

January 22	July 22
April 22	October 28

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-91

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-2 in order to facilitate the construction of East Village Apartment Complex.

WHEREAS the City of East Bethel created Fund 436 TIF 1-2 (Tax Increment Finance District 2) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-2 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 436 TIF District 1-2 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of $1,400 from fund 436 TIF District 1-2 to the 101 General Fund.

Effective Date. This resolution is effective at 12/11/23.

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-92

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-3 in order to facilitate the construction of a 48 unit single family home development (of which only 35 qualified) known as Viking Preserve.

WHEREAS the City of East Bethel created Fund 437 TIF 1-3 (Tax Increment Finance District 3) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-3 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 437 TIF District 1-3 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of $1,400 from fund 437 TIF District 1-3 to the 101 General Fund.

Effective Date. This resolution is effective at 12/11/23.

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-93

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-4 in order to facilitate the construction of an 70 unit Senior Living facility in the City.

WHEREAS the City of East Bethel created Fund 438 TIF 1-4 (Tax Increment Finance District 4) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-4 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 438 TIF District 1-4 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of $1,400 from fund 438 TIF District 1-4 to the 101 General Fund.

Effective Date. This resolution is effective at 12/11/23.

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

APPLICATIONS COMPLETED FOR TOBACCO LICENSE - 2024

Company	Address	Pymt Rec'd	License #
Dino Mart #1	23705 Hwy 65 NE	X	T2024-06
Dollar General #22023	1300 209th Ave NE	X	T2024-02
Dollar General #21783	4849 Viking Blvd. NE		T2024-14
E&K Convenience (Speedway #105)	4852 Viking Blvd. NE	X	T2024-01
Go For It (Viking ARCO) Convenience Store	3255 Viking Blvd NE	X	T2024-05
Hidden Haven Country Club	20520 Polk St. NE	X	T2024-12
Holiday #2653861	1341 187th Lane NE	X	T2024-07
Kwik Trip #1171	18755 Sandhill Parkway NE	X	T2024-03
Route 65 Discount Liquor	18453 Highway 65 NE	X	T2024-09
Route 65 Pub & Grub	18407 Highway 65 NE	X	T2024-08
Snak Atak #4	23733 Hwy. 65 NE	X	T2024-11
The Smoke Saloon	18429 Highway 65 NE	X	T2024-10
Wayne's Liquor	21340 Aberdeen Street NE	X	T2024-04
White Pines General Store Inc.	515 Lincoln Drive NE		T2024-13

APPLICATION COMPLETED FOR CANNABINOID EDIBLES LICENSE – 2024

Company	Address	Pymt Rec'd	License #
The Smoke Saloon	18429 Highway 65 NE	X	CE2024-01

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-94

RESOLUTION DESIGNATING CHECK SIGNATORY APPROVAL

WHEREAS, the City of East Bethel must approve those City officials designated to sign checks for the City's First Bank and Trust Checking Account;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the following persons are designated official signatories for the City of East Bethel's First Bank and Trust Checking Account:

Mayor:	Kevin Lewis
Council Member:	Brian Mundle
City Administrator:	Matt Look

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11, 2023

Agenda Item Number: 7.0 A.1

Agenda Item: Conditional Use Permit (CUP): TEAM PROPERTIES GROUP, LLC. – 18533 Buchanan St NE.

Requested Action: Consider approving a CUP for a Construction Service Business

Background Information: Jennifer O'Brien, owner of TEAM Drywall, Inc., an East Bethel based commercial and residential drywall company for over 32 years has purchased 18533 Buchanan St NE (formally Northern Asphalt) with the intent to grow and expand operations.

The 2.19 acre property has an existing 6,000 Sq. Ft office and Warehouse, 6,300 Sq. Ft of customer parking lot, and 40,500 Sq. Ft of screened exterior rear and side yard storage.

Property Zoning
18533 Buchanan St NE; Lot 5, Block 1, Saunters Commercial Park, PID: 32-33-23-24-0006 is zoned Light Industrial (I) and in accordance with Appendix A, Sec. 48 (4), Construction, Trade, and Service Business are permitted by a Condition Use Permit (CUP).

Exterior Storage
Sec. 24 (4) states that: *Exterior storage is permitted in I-1 and B-3 districts as a conditional use permit and subject to the following conditions:*

1. *Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.*
2. *Maximum amount of exterior storage cannot exceed 2 times the square footage of the Principal Building.*
3. *Exterior storage cannot exceed the maximum allowable height of the principal building.*

Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and cannot exceed the square footage of the Principal building and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.

The 18533 Buchanan St NE location has an existing exterior storage area, rear and side yard, approximately 6 times the size of the principal building however it's fully fenced meeting all of the screening requirements of the ordinance and reducing the visual impact from the right of way.

Accessory storage containers, as defined in Section 01. General Provisions of Administration, shall not be permitted.

Parking
TEAM Drywall, Inc. currently has one (1) employee and equipment will be out on jobsites daily as this is skilled labor residential or commercial jobsite service based business. The existing 6,300 sq. ft. parking area is designated for 17 vehicles and with the abundance of exterior yard there should be sufficient parking for employees in the event more employees are added. Vehicles over 20,000 GVWR, construction equipment, and trailers shall be require to be parked in the Exterior Storage yard or behind screening.

2040 Comprehensive Plan

The light industrial (I) district is intended and designed to provide areas of the city suitable for activities and uses that are industrial in nature. The proposed use aligns with the approved 2040 Comprehensive Plan.

Planning Commission: The Planning Commission held a Public Hearing at its November 28th, 2023 meeting. There were no public comments and the Planning Commission, by a vote of 6-0, recommends approval of the Conditional Use Permit to the City Council.

Recommendation: City Council should review the request, consider the Planning Commission's formal recommendation and approve the CUP as presented in Resolution 2023-83.

Attachments:

1. Resolution 2023-83, approving a CUP for the operation of a Construction, Trade, and Service Business and Exterior Storage.
2. Location Map
3. Aerial Map
4. Applicants Letter

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO. 2023-83

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE OPERATION OF A CONSTRUCTION TRADE AND SERVICES BUSINESS, WITH EXTERIOR STORAGE, AT 18533 BUCHANAN ST NE, EAST BETHEL, PIN 32-33-23-24-0006, LEGALLY DESCRIBED AS:

LOT 5, BLOCK 1, SAUTERS COMMERCIAL PARK

WHEREAS, the contract property owner requested approval of a conditional use permit for the operation of a 6,000 square foot Construction, Trade, and Service Businesses facility; and

WHEREAS, the property is zoned (I) – Light Industrial, in which Construction, Trade, and Service Businesses is permitted by Condition Use Permit (CUP); and

WHEREAS, the property is zoned (I) – Light Industrial in which exterior storage is permitted by Condition Use Permit (CUP); and

WHEREAS, the City's Planning Commission conducted a public hearing on this matter on November 28, 2023; and

WHEREAS, as a result of the review, the Planning Commission recommends approval to City Council of the CUP to allow the operation of a 6,000 square foot Construction, Trade, and Service Businesses facility, with 40,500 square feet of exterior storage for the following reasons:

1. It meets the intent of the Comprehensive Plan.

2. Allows a new trade business to begin operation within the City of East Bethel.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of the Planning Commission and approves the CUP to allow the operation of a 6,000 square foot Construction, Trade, and Service Businesses facility, with 40,500 square foot of exterior storage, on the property legally described as Lot 5, Block 1, Sauter's Commercial Park with the following conditions:

1. Any change in Use, other than those permitted by zoning code, must be approved by City Council.

2. Exterior storage is limited to:
   a. rear and side yards,
   b. shall be screened from the right of way,
   c. not to exceed the maximum allowable height of the principal building,
   d. not allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area,
   e. commercial vehicles, trailers, equipment, tools and materials associated with the principal use of the business.

3. The owner will be required to sign a separate Conditional Use Permit Agreement identifying the conditions as approved by the East Bethel City Council on December 11th, 2023.

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

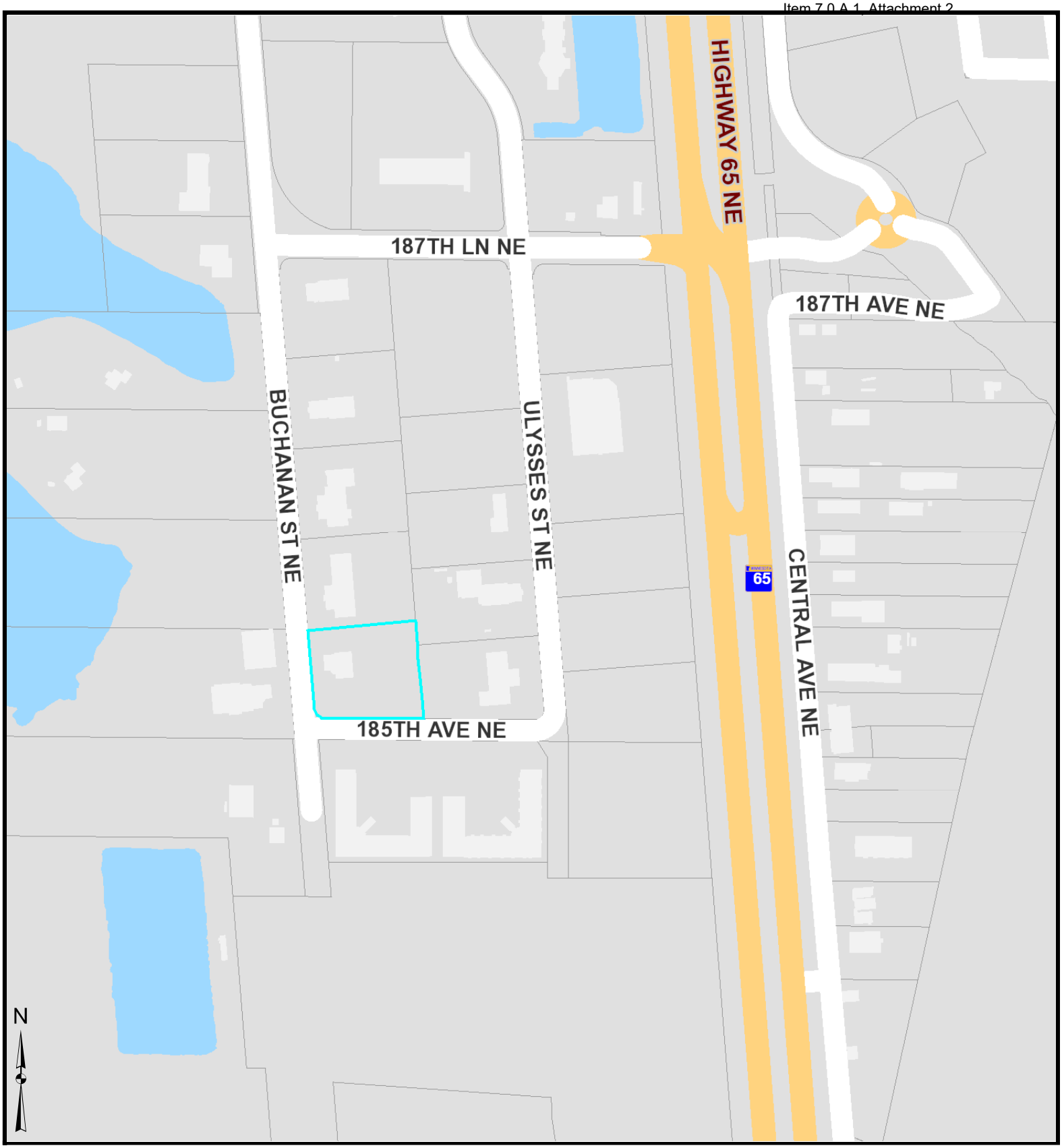
CITY OF EAST BETHEL:

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

18533 Buchanan St NE - Location Map



Parcel Information:
32-33-23-24-0006
18533 BUCHANAN ST NE
EAST BETHEL
MN 55011
Plat: SAUTER'S COMMERCIAL PARK

Approx. Acres: 2.19
Commissioner: JULIE BRAASTAD

Owner Information:
JP INVESTMENTS LLC
18533 BUCHANAN ST NE
EAST BETHEL
MN
55011

Anoka County GIS | 1:4,800 | Date: 10/30/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

18533 Buchanan St NE - Aerial Map

1 inch equals 383 feet

Parcels

City Mask

City of East Bethel

N

October 30, 2023

Map Powered By DataLink

wsb

November 15th, 2023

Aaron Berg - Community Development Director
Members of the City Council & Planning Commission

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

RE: Team Drywall, Inc New Office/Shop

Mr. Aaron Berg and Members of the City Council/Planning Commission:

Team Drywall, Inc has been an active and successful business in the East Bethel community for over 32 years. Previously run from a home office, with goals to grow and expand in a community that has helped us flourish thus far, we sought out a location in the East Bethel Commercial Park. We have now acquired a 2.5 acre headquarter office, with a shop, and gated yard that will continue to be, as well as increase, the convenience for our clients and staff; give us room to grow and expand; and bring a successful business, and more employment opportunities into the heart of the East Bethel city.

Currently, Team Drywall, Inc's focus is primarily residential and commercial drywall work. We work with 15-20 Minnesota and Wisconsin builders/contractors, and predominantly utilize 25-30 sub-contractors throughout both states. We are also active and supportive members of our community sponsoring multiple youth organizations such as community hockey and softball teams.

Team Drywall, Inc. has goals within the next year to create an in-house labor team, and more robust administrative staff, offering more job opportunities for local community members. The in-house staff, along with the new building, shop, and yard allow us to grow into even more construction and contracting fields such as: wood and metal framing, insulation, painting, finish carpentry, etc. We believe these staffing and expansion plans, along with an aggressive marketing plan, and our new presence in the Commercial Park, will allow us to continue to be successful, active, supportive, and contributing members of the great East Bethel community.

Please feel free to contact me if you have questions regarding Team Drywall, Inc. or our goals within this community.

Thank you,

Jennifer O'Brian

Jennifer O'Brian – Owner
Team Drywall, Inc.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
CONDITIONAL USE PERMIT (CUP)
AGREEMENT

CUP 2023-03

Dated:	December 11th, 2023
Property Owner:	TEAM PROPERTIES GROUP, LLC. 18533 Buchanan St NE Cedar, Minnesota 55011
Property Applicant:	Jennifer O'Brian
Parcel Numbers:	PIN: 32-33-23-24-0006
Parcel Location:	18533 Buchanan St NE CEDAR, MN 55011
Legal Descriptions:	LOT 5 BLOCK 1 SAUTERS COMMERCIAL PARK
Present Zoning District:	LIGHT INDUSTRIAL (I) DISTRICT

CONDITIONAL USE PERMIT AGREEMENT (CUP): to allow the operation of a Construction, Trade, and Service Businesses facility, with exterior storage, located at 18533 Buchanan St NE, Cedar, Minnesota on the real property in Anoka County, Minnesota.

GENERAL DESCRIPTION

TEAM Drywall, INC., a licensed commercial and residential drywall contractor headquartered in East Bethel is in the process of expansion and has purchased an existing location at 18533 Buchanan St NE; Lot 5, Block 1 Saunters Commercial Park, PID: 32-33-23-24-0006. The 2.19 acre property at 18533 Buchanan St NE has an existing 6,000 Sq. Ft office and warehouse, 5,000 Sq. Ft of customer parking, and 40,500 Sq. Ft of screened exterior rear and side yard storage.

PLANNING COMMISSION ACTION

On November 27th, 2023, the Planning Commission heard the request for a Conditional Use Permit to allow the operation of a Construction, Trade, and Service Businesses facility, with exterior storage, located at 18331 Buchanan St NE, Cedar, Minnesota on the real property in Anoka County, Minnesota. By a X-X vote, the Planning Commission approved a recommendation to City Council for consideration of this matter.

CITY COUNCIL ACTION

On December 11th, 2023, the City Council approved the Conditional Use Permit (CUP) to

allow the operation of a Construction, Trade, and Service Businesses facility, with exterior storage, located at 18533 Buchanan St NE, Cedar, Minnesota on the real property in Anoka County, Minnesota.

DECISION

The City Council hereby grants the CUP to allow the operation of a Construction, Trade, and Service Businesses facility, with exterior storage, located at 18533 Buchanan St NE, Cedar, Minnesota on the real property in Anoka County, Minnesota.

CONDITIONS AND REQUIREMENTS

The granting of a (CUP) Conditional Use Permit for the operation of a Construction, Trade, and Service Businesses facility, with exterior storage, located at 18533 Buchanan ST NE, Cedar, Minnesota on the real property in Anoka County, Minnesota, is subject to the following conditions:

1. Any change in Use, other than those permitted by zoning code, must be approved by City Council.
2. Exterior storage is limited to:
   a. rear and side yards,
   b. shall be screened from the right of way,
   c. not to exceed the maximum allowable height of the principal building,
   d. not allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area,
   e. commercial vehicles, trailers, equipment, tools and materials associated with the principal use of the business.
3. The owner will be required to sign a separate Conditional Use Permit Agreement identifying the conditions as approved by the East Bethel City Council on December 11th, 2023.

ACCEPTANCE

IN WITNESS WHEREOF, the parties have executed this Conditional Use Permit and the owners and lessees acknowledge their acceptance of the above conditions.

Dated,____day of _____, 2023.

CITY OF EAST BETHEL

By: _____ _____

Kevin Lewis, Mayor City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this ___ day of _____, 2023, before me a notary public, personally appeared Kevin Lewis and _____, the Mayor and City Administrator of the City of East Bethel, a municipal corporation under the laws of the State of Minnesota, who signed the foregoing instrument and acknowledged said instrument to be the free act and deed of the City.

_____
Notary Public

The undersigned Jennifer O'Brian (TEAM PROPERTIES, LLC.) hereby accept the foregoing conditions and agreed to be bound thereby.

APPLICANT:

_____

Jennifer O'Brian

TEAM PROPERTIES, LLC.

On this ____day of _____, 2023, before me a notary public, personally appeared Jennifer O'Brian, who signed the foregoing instrument and acknowledged said instrument to be the free act and deed of the City.

_____

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
COMMUNITY DEVELOPMENT
DEPARTMENT CITY OF EAST BETHEL
2241 - 221ST AVENUE NE EAST
BETHEL, MN 55011

CERTIFICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

I, the undersigned, being the duly qualified and acting Clerk of the City of East Bethel, do hereby certify that I have carefully compared the foregoing Conditional Use Permit dated the _____day of _____, 2023, with the original on file in my office and the same is a full, true and complete transcript thereof.

Witness my hand as such City Clerk and the corporate seal of the City of East Bethel this ____day of _____, 2023.

_____

City Administrator
City of East Bethel

_____

Kevin Lewis
Mayor
City of East Bethel

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11, 2023

Agenda Item Number: 7.0 A.2

Agenda Item: Interim Use Permit – Farm Animal (Horse) 716 192nd Ave NE

Requested Action: Consider an IUP application for one (1) horse at 716 192nd Ave NE

Background Information: In late July 2023, the City of East Bethel received a complaint about code violations at 716 192nd Ave NE. During the investigation the Code Enforcement Officer discovered that in addition to the code violations there was also a horse on the property. A standard city code enforcement letter was issued identifying the code issues and a request that the property owner contact the city.

The property owner, Wendy Cisneros and Leyva Pinal, came to East Bethel City Hall to discuss the identified code issues with staff. At the conclusion of the discussion multiple permit applications and Interim Use Permit were applied for by Cisneros in the following week.

Upon review of the building permit applications it was discovered by the city's Residential Building Inspector there were construction code related deficiencies, as well as excessive number of detached accessory buildings, and the IUP requirements for farm animals (horse) were not met.

A subsequent meeting was scheduled with the property owners and the issues were identified along with a plan to remedy the city's concerns by Novembers 15th, 2023. The applicants complete all of the necessary corrective actions and an inspection was completed on November 3rd, 2023.

Sec. 10-157. - Interim use permit required. *The keeping of animals regulated under this article will be allowed only after issuance by the city of an IUP for such keeping. The procedure for an IUP will be in accordance with the city's zoning ordinance, set forth in appendix A to this Code. The required public hearing will be before the planning commission. The final decision on the IUP will be made by the city council not earlier than seven days after the public hearing.*

The applicants are requesting an Interim Use Permit to keep the one (1) horse on the property.

Property Zoning
The property is zoned Rural Residential and is 4.86 acres in size.

City Ordinance Section 10-151 Section regulates the issuance of Interim Use Permits, imposing acreage requirements for domestic farm animals, which provides:

Sec. 10-151. - Interim use permit (IUP) and acreage requirements for domestic farm animals; nondomestic animals prohibited.

(c) *No animal regulated by this article can be kept on a parcel of land located within a platted subdivision or on any parcel of land of less than three acres. Provided further, that if 80 percent of the lots within a platted subdivision are larger than three acres, an IUP for keeping a regulated animal may be issued for any of those lots larger than three acres.*

Brookside Place was platted in 1978 and includes 10 lots. (Attachment 4) Of the10 lots included in the plat only 4 or 40% of the lots meet the acreage requirement outlined in Sec. 10-151. 716 192 Ave NE is one (1) of the 4 that are larger than 3 acres.

Sec. 10-152. - Domestic farm animal shelter setbacks, paddocks, and pasture land. Regulates shelter, pasture and setbacks requirements. During the November 3rd inspection staff were able to verify that the minimum requirements for the keeping of 1 horse could be and have been met (1 acre of pasture, an adequate 12' X 30' shelter, food, water and all setbacks are met).

Planning Commission: On November 28th 2023, the Planning Commission met and held a Public Hearing. City staff did request that the Planning Commission consider a limited term (1-3 years) IUP due to the deviation from the zoning standard identified in Sec. 10-151(c), to evaluate if it has an impact on the neighborhood. There were no public comments made at the time and after discussion the Planning Commission made a recommendation of approval to the City Council. The Planning Commission did not find a limited term IUP necessary. City Staff did received a phone call and voicemail, the day after the Planning Commission Meeting from a neighbor, who had received a Public Hearing Notice by mail, requesting the city not issue a permit for a horse due to the way the applicant treats other animals (dogs) on the property. There were no additional details shared and the complainant did not want a call back on the matter.

Recommendation: City Council should review the request, consider the Planning Commission's formal recommendation and approve, deny, or amend the IUP as presented in Resolution 2023-84.

Attachments:

1. Resolution 2023-84
2. Location Map
3. Aerial Map
4. Brookside Place Plat

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA

RESOLUTION NO. 2023-84

A RESOLUTION **GRANTING** AN INTERIM USE PERMIT FOR THE KEEPING OF NO MORE THAN ONE HORSE ON PROPERTY LOCATED AT 716 192 AVE NE, EAST BETHEL, MINNESOTA (PIN: 30-33-23-42-0025).

LOT 3 BLOCK 2 BROOKSIDE PLACE

WHEREAS, the property owners of 716 192nd Ave NE requested an interim use permit for keeping of one horses, and;

WHEREAS, the Planning and Zoning Commission held a public hearing on November 28, 2023; and,

WHEREAS, the Planning and Zoning Commission finds the request:

1. This property is zoned RR - Rural Residential and the keeping of farm animals is considered an Interim Use within this district.

WHEREAS, the Planning and Zoning 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 keeping of one horse on property located at 716 192nd Ave NE with the following conditions:

1. An Interim Use Permit Agreement must be signed and executed by the applicant and the City.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
    a. The property is sold, or
    b. Noncompliance of IUP conditions
4. Property owner shall have thirty (30) days to remove the approved domestic farm animals upon expiration of the IUP.
5. Property may be inspected and evaluated annually by city staff.
6. Foals over the age of six (6) months that remain on the parcel will be counted towards the number of horses allowed in the IUP.

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

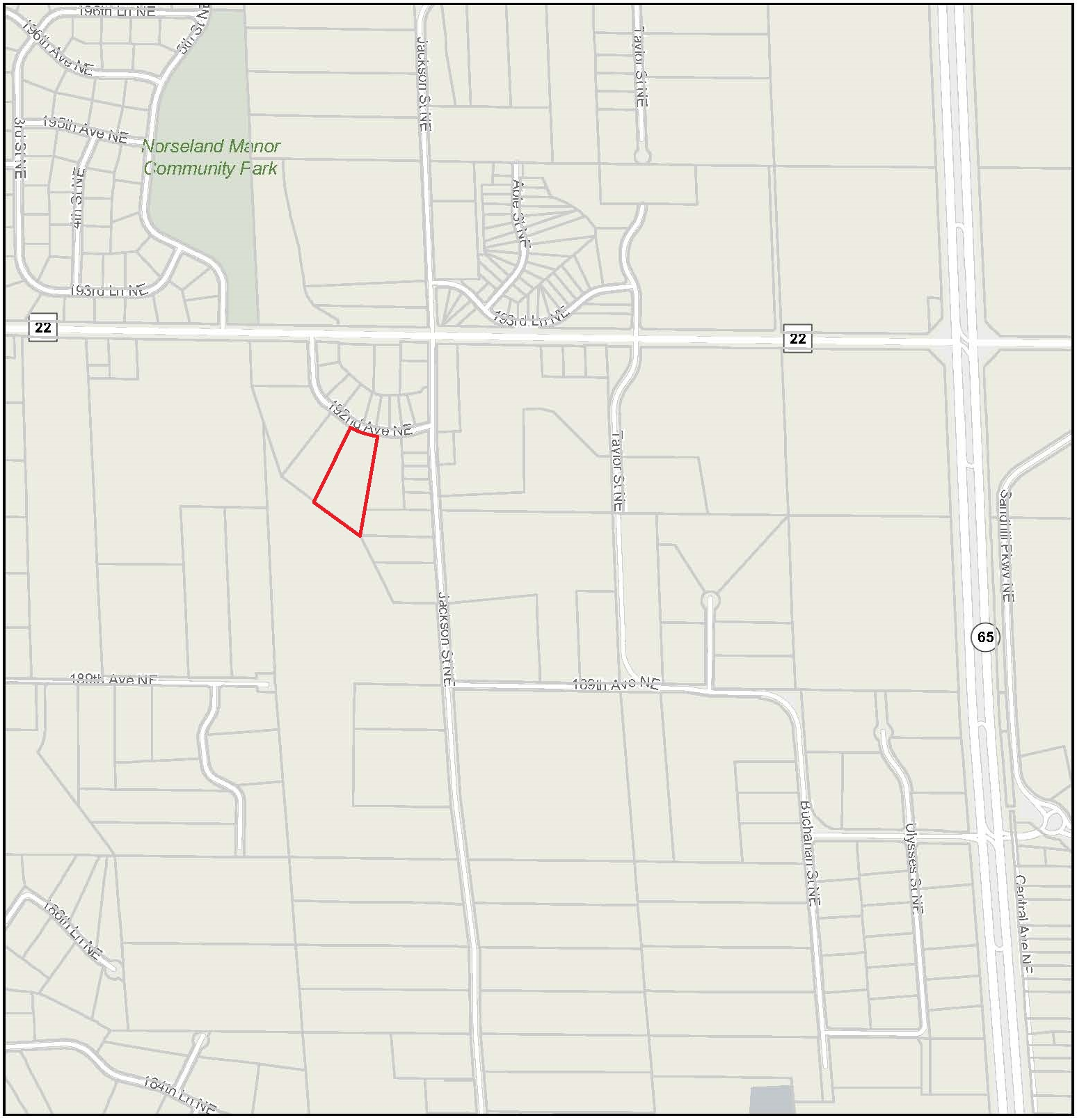
CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
City Administrator

716 192nd Ave NE - Location Map



1 inch equals 1,437 feet

Parcels

City Mask

City of East Bethel

N

November 14, 2023

Map Powered By DataLink

wsb

716 192nd Ave NE - Aerial Map

1 inch equals 1,085 feet

Parcels

City Mask

East City of Bethel

N

November 14, 2023

Map Powered By DataLink

wsb

BROOKSIDE PLACE

City of East Bethel, Anoka County, Minnesota

KNOW ALL MEN BY THESE PRESENTS that Ritchie M. Henrikson and Phyllis E. Henrikson, husband and wife, owners and proprietors of the following described property:

All that part of the West Half of the Southeast Quarter of Section 30, Township 33 North, Range 23, West of the Fourth Principal Meridian, Anoka County, Minnesota, described as follows:

Commencing at the northeast corner of said West Half of the Southeast Quarter of Section 30, thence South 3 degrees 22 minutes 42 seconds East, on an assumed bearing, along the east line of said West Half of the Southeast Quarter of Section 30, a distance of 193.07 feet to its intersection with a line 192.73 feet at right angles to and parallel with the north line of said West Half of the Southeast Quarter of Section 30, said point of intersection being the point of beginning; thence continuing South 3 degrees 22 minutes 42 seconds East, along the east line of said West Half of the Southeast Quarter of Section 30, a distance of 172.03 feet to the centerline of County Ditch No. 67, also known as Crooked Brook; thence along said centerline on a bearing of South 68 degrees 56 minutes 36 seconds West a distance of 92.09 feet; thence continuing along said centerline on a bearing of South 40 degrees 10 minutes 23 seconds West a distance of 36.61 feet; thence continuing along said centerline on a bearing of South 78 degrees 49 minutes 26 seconds West a distance of 154.95 feet; thence continuing along said centerline on a bearing of North 89 degrees 13 minutes 41 seconds West a distance of 145.94 feet; thence continuing along said centerline in a northwesterly direction along a tangential curve, concave to the north, having a radius of 143.50 feet, and a central angle of 38 degrees 25 minutes 14 seconds, a distance of 96.23 feet; thence continuing along said centerline on a bearing of North 50 degrees 48 minutes 28 seconds West a distance of 237.36 feet; thence continuing along said centerline in a northwesterly direction along a tangential curve concave to the northeast, having a radius of 131.95 feet, and a central angle of 48 degrees 54 minutes 11 seconds, a distance of 112.62 feet; thence continuing along said centerline on a bearing of North 1 degree 54 minutes 17 seconds West a distance of 98.77 feet; thence continuing along said centerline on a bearing of North 7 degrees 04 minutes 32 seconds East a distance of 75.58 feet to the north line of the West Half of the Southeast Quarter of Section 30; thence East along said north line of the West Half of the Southeast Quarter of Section 30, a distance of 461.11 feet, to a point which lies 240.03 feet West of the northeast corner of said West Half of the Southeast Quarter of Section 30; thence South 192.73 feet; thence East on a line 192.73 feet at right angles to and parallel with said north line of the West Half of the Southeast Quarter of Section 30 a distance of 251.41 feet to the point of beginning.

All that part of the west half of the Southeast Quarter and the east half of the Southwest Quarter of Section 30, Township 33 North, Range 23 West of the Fourth Principal Meridian, Anoka County, Minnesota, described as follows:

Beginning at the intersection of the southerly line of 192nd Avenue, NE, extended easterly, with the east line of the west half of the Southeast Quarter of Section 30, said point of intersection bearing South 3 degrees 22 minutes 42 seconds East, a distance of 701.11 feet from the northeast corner of said west half of the Southeast Quarter of Section 30; thence South 3 degrees 22 minutes 42 seconds East, along said east line of the west half of the Southeast Quarter of Section 30, a distance of 187.52 feet to the north line of the South 433.05 feet of the Northwest Quarter of the Southeast Quarter of Section 30; thence South 89 degrees 56 minutes 46 seconds West along said north line of the South 433.05 feet of the Northwest Quarter of the Southeast Quarter of Section 30, a distance of 270.91 feet to the west line of the East 270.91 feet of the Northwest Quarter of the Southeast Quarter of Section 30; thence South 3 degrees 22 minutes 42 seconds East along said west line of the East 270.91 feet of the Northwest Quarter of the Southeast Quarter of Section 30, a distance of 433.05 feet to the south line of the Northwest Quarter of the Southeast Quarter of Section 30; thence North 89 degrees 56 minutes 46 seconds East along said south line of Northwest Quarter of the Southeast Quarter of Section 30, a distance of 270.91 feet to the east line of the west half of the Southeast Quarter of Section 30; thence South 3 degrees 22 minutes 42 seconds East along said east line of the west half of the Southeast Quarter of Section 30, a distance of 700.51 feet; thence South 89 degrees 56 minutes 46 seconds West, a distance of 384.11 feet; thence North 27 degrees 30 minutes 49 seconds West, a distance of 561.93 feet; thence North 53 degrees 54 minutes 55 seconds West, a distance of 749.57 feet; thence North 19 degrees 03 minutes 19 seconds West, a distance of 719.38 feet to a line 400.00 feet South of, as measured at right angles to and parallel with, the north line of said Northwest Quarter of the Southeast Quarter of Section 30; thence East along said line 400.00 feet South of, as measured at right angles to and parallel with, the north line of said Northwest Quarter of the Southeast Quarter of Section 30, a distance of 446.58 feet to the westerly line of Madison Street, NE; thence southerly and easterly along the westerly line of Madison Street, NE and the southerly line of 192nd Avenue, NE, on a curve concave to the northeast, said curve having a delta angle of 36 degrees 37 minutes 35 seconds and a radius of 293.00 feet, a distance of 187.30 feet; thence South 52 degrees 36 minutes 00 seconds East along the southerly line of 192nd Avenue, NE, a distance of 185.13 feet; thence continuing easterly along the southerly line of said 192nd Avenue, NE, on a curve concave to the northeast, said curve having a delta angle of 28 degrees 34 minutes 00 seconds and a radius of 458.79 feet, a distance of 228.74 feet; thence South 81 degrees 10 minutes 00 seconds East along said southerly line of 192nd Avenue, NE, a distance of 101.31 feet; thence continuing easterly along the southerly line of 192nd Avenue, NE, on a curve concave to the north, said curve having a delta angle of 25 degrees 30 minutes 00 seconds and a radius of 507.94 feet, a distance of 226.06 feet; thence North 73 degrees 20 minutes 00 seconds East along the southerly line of 192nd Avenue, NE, and its extension easterly, a distance of 184.87 feet to the point of beginning.

Have caused the same to be surveyed and platted as BROOKSIDE PLACE, and do hereby donate and dedicate to the public for the public use forever, the drainage and utility easements, street and boulevard as shown on the plat. In witness whereof said Ritchie M. Henrikson and Phyllis E. Henrikson, husband and wife, have caused these presents to be signed this 23 day of December, 1977.

SIGNED: Ritchie M. Henrikson
Ritchie M. Henrikson

Phyllis E. Henrikson
Phyllis E. Henrikson

STATE OF MINNESOTA)
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 23 day of December, 1977 by Ritchie M. Henrikson and Phyllis E. Henrikson, husband and wife.

Walter Zubrzycki
Notary Public, Anoka County, Minnesota
My Commission Expires 8-2-82

WALTER ZUBRZYCKI
ANOKA COUNTY
NOTARY PUBLIC-MINNESOTA
MY COMMISSION EXPIRES AUG. 2, 1982

I hereby certify that I have surveyed and platted the property described on the plat as BROOKSIDE PLACE; that this plat is a correct representation of said survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that the monuments for the guidance of future surveys have been correctly placed in the ground as shown on the plat; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands or public highways to be designated on the plat other than as shown.

Ron Murphy
Ron Murphy
Minnesota Registered Surveyor No. 10832

STATE OF MINNESOTA)
COUNTY OF ANOKA)

Above certificate subscribed and sworn to before me this 9th day of December, 1977.

Phyllis M. Prokopowicz
Phyllis M. Prokopowicz, Notary Public,
Anoka County, Minnesota.
My Commission Expires March 27, 1984

Phyllis M. Prokopowicz
NOTARY PUBLIC — MINNESOTA
ANOKA COUNTY
MY COMMISSION EXPIRES MAR. 27, 1984

Approved by the City Council of the City of East Bethel, Minnesota, at a regular meeting held this 4th day of January, 1978.

CITY COUNCIL OF EAST BETHEL, MINNESOTA

Wayne E. Anderson
Mayor

Sharon Klobuchar
City Clerk

Checked and approved this 19th day of January, 1978.

Roland W. Anderson
Roland W. Anderson, County Surveyor
Anoka County, Minnesota

"NO DELINQUENT TAXES AND TRANSFER ENTERED"
Jan 19 1978
Charles R. Holmes
Auditor, Anoka County
BY [illegible] Deputy

488439

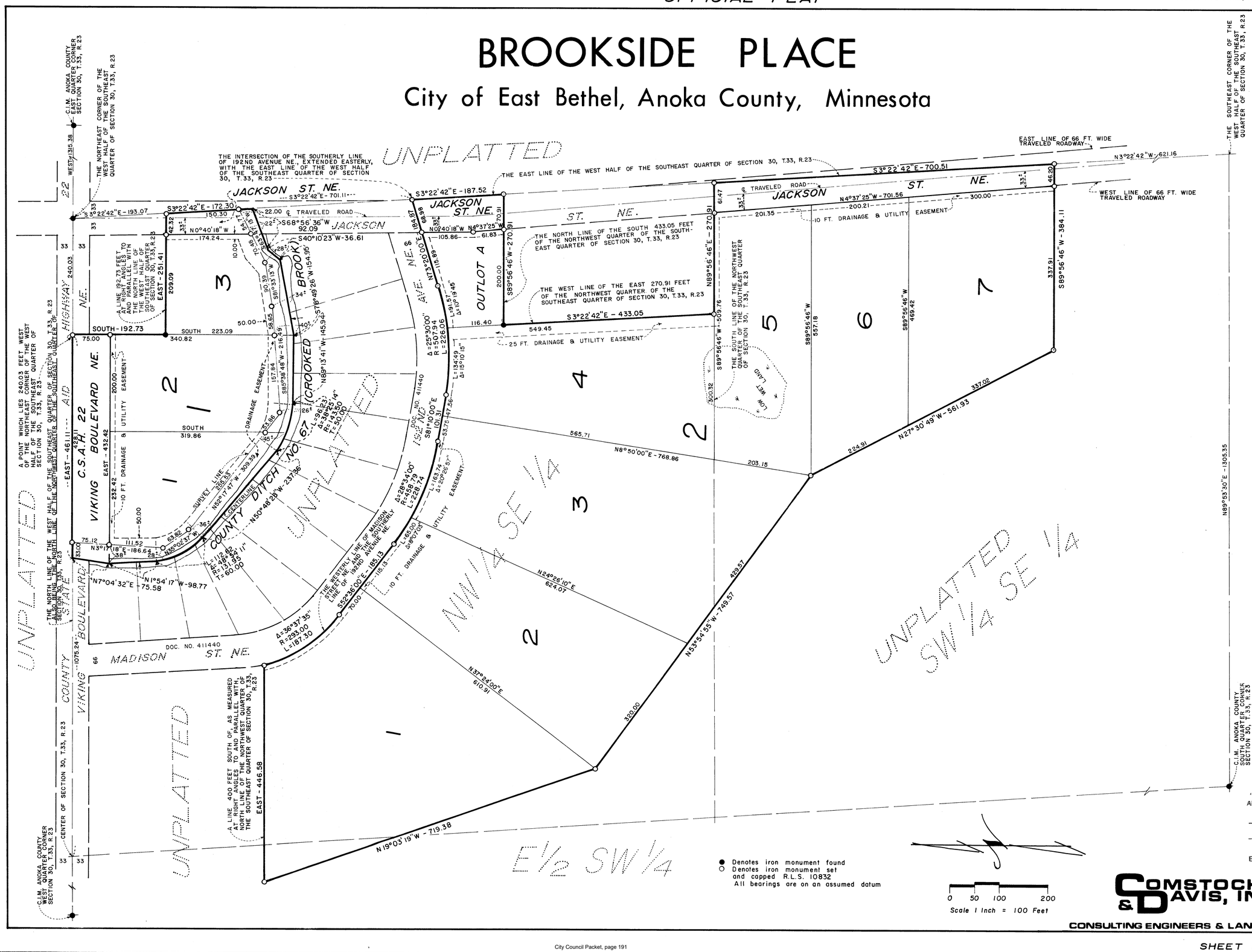
OFFICE OF COUNTY RECORDER
STATE OF MINNESOTA, COUNTY OF ANOKA
I hereby certify that the within instrument was filed in this office for record on the JAN 19 1978 A.D., 19___ 2 o'clock P.M., and was duly recorded in book 95 OF PLATS page 14

Fred J. Arndall
County Recorder
By V. L. Holdermeier
Deputy

COMSTOCK & DAVIS, INC.
CONSULTING ENGINEERS & LAND SURVEYORS

BROOKSIDE PLACE

City of East Bethel, Anoka County, Minnesota



SHEET 2 OF 2 SHEETS

City of East Bethel
City Council Meeting
Agenda Item Information

Date: December 11th, 2023

Agenda Item Number: 7.0 A.3

Agenda Item: Preliminary Plat/Planned Unit Development (PUD) – Viking Meadows – 1788 Viking Blvd – Capstone Homes, INC.

Background Information: On November 8th, 2023, a Preliminary Plat and PUD application from Capstone Homes, INC. for the redevelopment of Viking Meadows was received. The proposal shows the redevelopment of 155 acres of land which spans across the zoning classifications of Mixed Use and Single Family Residential. The proposal shows 95 acres of developable land will contain a proposed 242 lots. In addition, the proposal contains 60 acres of open space which also includes over 10 acres of park and recreation space. (Attachment 3)

- At the June 27th, 2023 Planning Commission Meeting a Public Hearing was held and feedback was provided to the developer on a Concept Plan proposal.
- At the July 24th, 2023 City Council Meeting the Concept Plan proposal was presented to the City Council for feedback.
- On August 22th, 2023 a revised Concept Plan was presented to the Planning Commission and by a 6-1 vote, a recommendation of approval was forwarded to the City Council.
- On August 28th, 2023 the revised Concept/PUD Plan was presented to the City Council along with the Planning Commission's Recommendation. The City Council unanimously voted to approve the Concept Plan by Resolution 2023-61.
- On November 28th, 2023 the Preliminary Plat and PUD application was presented to the Planning Commission and by a 5-1 vote, a recommendation of approval was forwarded to the City Council.

As part of the preliminary plat/ PUD review, staff have reviewed the following ordinances to ensure the proposal is in alignment and compliance.

SECTION 66-12. - Compliance with comprehensive plan, zoning ordinance, and official map. *No subdivision of land shall conflict with the provisions of the comprehensive plan, the city's zoning ordinance, which is set forth in Appendix A to this Code, or official maps.* (Attachment 4)

SECTION 49. - MIXED USE (MXU) DISTRICT
1. - Purpose. *The mixed use (MXU) area is comprised of a number of land uses that provide mixed-use development, commercial workplace, neighborhood and parks/open space components.*

2. - Permitted uses. A. *The primary land uses within the MXU district shall include office, retail, and residential uses. The mix, location, and relationship of these uses shall conform to the land use plan, the purpose statement, and all the specific findings of the city council. In addition, the applicant shall demonstrate to the satisfaction of the city that the proposed lot sizes and land uses and their mix and location are compatible and complementary both internally and with adjacent land uses.*

East Bethel 2040 Comprehensive Chapter 3: Land Use Plan - *Mixed Use district is intended to provide development flexibility, allowing for both commercial and residential uses. For the purposes of the household forecasts and Housing Chapter, Mixed Use has a guideline of 72.5% Low Density Residential, 20% General Commercial, and 7.5 % High Density Residential. The actual percentage will be determined at the time of preliminary plat approval and may include Medium Density Residential, Light Industrial and/ or Public when deemed appropriate.* (Attachment 5)

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

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

SECTION 56 - PLANNED UNIT DEVELOPMENT (PUD)

Subsection 1. – Purpose.
The purpose of a PUD is to allow flexibility and variation from conventional ordinance standards in exchange for higher standards of development design and creativity, architectural control, natural resource protection, landscaping, public parks, public and private open space protection, pedestrian access, and multi-use corridor opportunities. The PUD provisions are also intended to promote the efficient use of land and promote cost-effective public and private infrastructure systems.

Public benefit: The public benefits to the surrounding neighborhood and the city as a whole that are intended to be derived from the approval of a planned unit development include, but are not limited to:

A. Preservation and enhancement of desirable site characteristics and open space.

B. A pattern of development which preserves natural vegetation, topographic and geologic features.

C. Preservation and enhancement of historic and natural resources that significantly contribute to the character of the city.

D. Use of design, landscape, or architectural features to create a pleasing environment or other special development features.

E. Provision of a variety of housing types in accordance with the city's housing goals.

F. Elimination of blighted structures or incompatible uses through redevelopment or rehabilitation.

G. Business and commercial development to enhance the local economy and strengthen the tax base.

H. To assure the development of a complex unit of associated uses is planned as a single entity and to effectuate the policies and standards of the comprehensive plan.

As part of the approval process, the PUD must demonstrate the public benefits to the surrounding neighborhoods and the city as a whole. Public benefit in this proposal includes, but is not limited to the following:

Preservation and enhancement of desirable site characteristics and open space. There are a vast number of wetlands/low areas on the properties. The developer will protect and enhance the areas and create additional amenity areas such as open space/gathering areas and trails. The amenities will be accessible to the public. Once the entire development is completed/built out, trails and open spaces will be connected throughout the development as well as to the adjacent development areas.

The pattern of development preserves natural resources that significantly contribute to the character of the city. The existing wetlands will be further enhanced to provide open space and accessible trails. Wetland impacts will be mitigated on-site. Storm water management basins will be enhanced by additional plantings and designed as wet ponds.

The use of design, landscape, and architectural features will create a pleasing environment or other special development features. Additional landscaping will be added throughout the site. Also, areas of the site that are wooded will be preserved wherever possible.

Variety of housing types will be available in accordance with the city's housing goal. The development will provide a variety of Rambler, Multi-level, Split Entry and Two-Story style homes positioned between existing Rural Residential parcels and complementary to the adjacent Elevage townhome and Commercial Development. (Attachment 9)

Development to enhance the local economy and strengthen the tax base. The preliminary plat projected plan would generate a conservative estimate of $300,000 in annual city property tax revenues at build out in 2028. The city will also collect $1,355,200 in City SAC and WAC fees over the life of the project (2024 -2028). This amount would pay off approximately 70% of the principal balance of the METC Reserve Capacity Loan. In addition, the increased housing units would improve the demographics in the local market area which are needed to attract basic retail, food and grocery services to the city.

Subsection 3 - Rules and standards.

B. *The granting of a PUD does not alter in any manner the underlying zoning district uses. Building permits shall not be issued which are not in conformity with the approved PUD.*

Subsection 4 **- Development standards.** The development standards for a PUD shall be guided by the underlying zoning district and established with PUD approval with the exception of the following standards:

A. Minimum area for a PUD. The minimum total area required for a PUD shall be three acres of contiguous upland (excluding wetlands). Tracts of land less than three acres may qualify only if the applicant can show that the minimum lot area requirement should be waived because a PUD is in the public interest and that one or both of the following conditions exist:

1) Unusual physical features of the property itself or of the surrounding neighborhood are such that development under the standard provisions of the normal district would not be appropriate in order to conserve a physical or terrain feature of importance to the neighborhood or community.
2) The property is adjacent to or across the street from property that has been developed under the provisions of this section and will contribute to the amenities of the neighborhood.

B. Commercial and industrial sites. All commercial and/or industrial sites shall at a minimum have two principal buildings or two principal uses on site to qualify as a PUD. All commercial and/or industrial sites that have two or more principal buildings must be processed as a PUD.

C. Open space. A primary function for a PUD is to encourage development that preserves and enhances the natural characteristics and valuable natural resources of a site and not force intense developments that use all portions of a given site to arrive at the maximum intensity or density allowed. In evaluating each individual proposal, the recognition of this objective will be a basic consideration in granting approval or denial. All open space shall be labeled as such and as to its intent or designed functions.

D. Relationship to adjacent areas. The design of a PUD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PUD shall be so designed to minimize any undesirable impact of the development on adjacent properties and, conversely, to minimize any undesirable impact of adjacent land use and development characteristics on the PUD.

Staff have determined that the proposal, with the approval of a Home Owners Association, is in compliance with 2040 comprehensive plan, zoning ordinance, and official zoning map. Additionally the proposed Preliminary Plat and PUD meets the intent of the criteria for granting a PUD based on ordinance Section 56. PLANNED UNIT DEVELOPMENT.

As part of the preliminary plat and PUD review, staff offer the following additional review and comments on Preliminary Plat design: (Attachment 9)

Chapter 62 - STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES - DIVISION 2. - CONSTRUCTION OF STREETS

Sec. 62-69. - Review and approvals. – The city engineer appointed by the city council, and at the city council's direction, shall take charge of the review and approval of final plans and specifications for any or all streets, roadways and drainage facilities improvements within the city. The city maintenance supervisor may do a cursory review of the plans and specifications and direct his comments to the city engineer.

(1) Review and approval shall be stated in a written report prepared and signed by the city engineer.

(2) Review and approval shall be conditioned by the satisfactory compliance with this division and other city ordinances and policies as described herein.

The Developer, City Engineer, Public Works Manager, and city staff have met with and are working in conjunction with the Anoka County Highway Department to evaluate and address the overall traffic considerations of the area.

Additionally, the independent contracted traffic study results have been presented to the City Council and Staff.

- Access – Ingress and egress to the development will be accessible from two locations, Sandhill Parkway NE and Viking Blvd. NE. The original proposal contained a potential connection at 189th Ave NE however, after public comments and discussion, City Staff requested this to be configured only as an emergency access point.
- Open Space - A primary function for a PUD is to encourage development that preserves and enhances the natural characteristics and valuable natural resources of a site and not force intense developments that use all portions of a given site to arrive at the maximum intensity or density allowed. Capstone has proposed over 60 acres of open green space which includes over 10 acres of community park and recreation space with walking trails and unique landscaped buffers. (Attachment 8)
- Streets – Streets and cul-de-sacs, along with utilities should be constructed in compliance with City Code Section 66 – 164 which requires that streets shall provide for future connections to adjoining un-subdivided land. Staff recommends that the streets be city-maintained public streets throughout the development.
- Housing - The amended plan consists of 242 new single family homes on a combination of 55', 70', and 80' lots.
- Commercial – The plan includes a 15 acre Commercial Outlot, at the intersection of Highway 65 and Viking Blvd. NE, identified for future commercial space.
- City Services - The plan indicates the new single family homes will each be connected to the city sewer and water as the entire development is within the Metropolitan Urban Service Area (MUSA).
- Density - The plan consist of an overall density for the proposed developable land that is under 3 units per acres, which is the city wide density standard based on the 2040 Comprehensive Plan for all properties in the MUSA. (Attachment 6)
- Environmental – Specific environmental assessment questions, as required by the City Engineer, have been researched and the results from Kjolhaug Environmental Services Company, Inc. have been submitted for review. (Attachment 7)
- Parks Commission – On November 14th, 2023 the developer presented the Preliminary Plat Parks Plan to the Parks Commission. The Parks Commission was agreeable to the $1,500 fee per lot and 10.95 acres of upland and recreation space with the Park Dedication Fees being directed back to the Viking Meadows public park improvements. A reduction in per lot fee shall be included in the PUD agreement.
- HOA – The plan proposes the entire community of Viking Meadows will be included in a Home Owners Association. It is our goal of the HOA to assist the city with architectural control and standards for residents while providing improved common areas fully irrigated and maintained for all to enjoy. The Home Owners Association which will be responsible for common areas, landscaping along the entrances of Sandhill Parkway and Viking Blvd NE, as well as the proposed .7 acre park.
- Design Standards - The plan calls for a minor deviations from design standards however a PUD provides the city flexibility in allowing for exceptions. Exceptions must be defined and approved in PUD/ Developers Agreement. The single family home construction and architectural design will be required to be in substantial conformity to the architectural plans as submitted. (Attachment 10)

All comments from the City Engineer must be satisfied prior to the application of a Final Plat. Any and all ACHD Engineering comments must be satisfied prior to application of a Final Plat, including but not limited to a Plan Review, ROW Access Permit and County Ditch Review. (Attachment 11 & Attachment 12)

Planning Commission: The Planning Commission held a Public Hearing at its November 28, 2023 meeting. Only one (1) property owner spoke and was in support of the Preliminary Plat. After review and discussion the Planning Commission, by a 5-1 vote, recommended approval of Preliminary Plat and PUD to the City Council.

Recommendation: City Council should review the request, consider the Planning Commission's formal recommendation of approval and consider approval of the Preliminary Plat and PUD as presented in Resolution 2023-85 (Preliminary Plat) and 2023-86 (PUD).

Attachments:

1. Resolution 2023-85, Viking Meadows Preliminary Plat
2. Resolution 2023-86, Viking Meadows PUD
3. Developers Letter
4. City Current Zoning Map
5. East Bethel 2040 Comprehensive Chapter 3: Land Use Plan
6. Preliminary Plan Set
7. Open Space Exhibit
8. East Bethel 2040 Comprehensive Chapter 3: Land Use Plan - Table 3-4
9. Kjolhaug Environmental Services Company, Inc. Report
10. Design Standard Renderings
11. City Engineers Comment Letter
12. Anoka County Engineer Comment Letter

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO. 2023-85

APPROVING THE PRELIMINARY PLAT OF "VIKING MEADOWS" FOR PROPERTIES LEGALLY DESCRIBED AS

UNPLATTED VILLAGE OF EAST BETHEL THE E 1/2 OF SE 1/4, AND NW 1/4 OF SE 1/4 OF SEC 29 33 23 EXCEPTING THEREFROM HOWEVER TH PT OF N1/2 OF SE 1/4 OF SEC 29 33 23 DESC AS FOL, COM AT A POINT ON CENTER LI NE OF CO ROAD 22 WHICH POINT IS 125 FT W OF NW CORNER OF NE 1/4 OF SD SE1/4, TH S PARALLEL WITH THE W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 466 FT, TH E AT RT ANGLES A DIST OF 466 FT, TH N ON A LINE PARALLEL WITH W LINE OF SAID NE 1/4 OF SE 1/4 A DIST OF 176 FT, TH E AT RT ANGLES A DIST OF 150 FT, TH N ON A LINE PARALLEL WITH W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 290 FT, MORE OR LESS TO CENTE R OF COUNTY ROAD 22, TH WLY ALONG SD CENTER LINE OF SAID ROAD TO POINT OF COM; ALSO EX RD; SUBJ TO EASE OF REC
&
UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NE1/4 OF NE1/4 SEC 32 33 23 -SUBJ TO EASE TO RURAL COOP POWER ASSN
&
UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NW1/4 OF NW1/4 SEC 33 33 23 - SUBJ TO EASE TO RURAL COOP POWER ASSN

WHEREAS, Capstone Homes, INC has requested approval of a preliminary plat for Viking Meadows; and

WHEREAS, city staff reviewed and determined the preliminary plat is required for a planned unit development in Mixed Use zoning; and

WHEREAS, the approved land use in the 2040 East Bethel Comprehensive Plan for 122 acres is Mixed Use which provides development flexibility, allowing for both commercial and residential land uses; and

WHEREAS, the approved land use in the 2040 East Bethel Comprehensive Plan for 20 acres is R1 Single Family, which is intended and designed to provide for certain low-density residential areas now developed with single-family dwellings and areas where similar residential development is likely to occur.

WHEREAS, by city ordinance a PUD may be applied to any business or residential zoning districts.

WHEREAS, on August 28th, 2023, a Concept Plan was reviewed and approved by Resolution 2023-61; and

WHEREAS, on November 28th, 2023, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said preliminary plat; and

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of the Planning Commission and approves the Preliminary Plat for Viking Meadows with the following conditions:

1. The approved preliminary plat lot lay out is shown as Exhibit A.
2. All comments of the City Engineer must be satisfactorily addressed prior to the release of any final plat.
3. All comments of the Anoka County Engineer must be satisfactorily addressed prior to the release of any final plat.
4. The applicant shall be responsible for the cost of construction of all improvements proposed as a part of the preliminary plat.
5. Park dedication fees must be paid prior to the release of the final plat at each phase of development.
6. A complete application for a Final Plat must be submitted within two (2) years of approval of the Preliminary Plat.
7. Architectural design must be in substantial conformity to the architectural plans depicted in Exhibit B.
8. A Master Development PUD/ Developers Agreement must be approved for each phase of the development. Each agreement will specify PUD design standards and developer obligations for the specified phase.

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO. 2023-86

APPROVING THE PLANNED UNIT DEVELOPMENT OF "VIKING MEADOWS" FOR PROPERTIES LEGALLY DESCRIBED AS

UNPLATTED VILLAGE OF EAST BETHEL THE E 1/2 OF SE 1/4, AND NW 1/4 OF SE 1/4 OF SEC 29 33 23 EXCEPTING THEREFROM HOWEVER TH PT OF N1/2 OF SE 1/4 OF SEC 29 33 23 DESC AS FOL, COM AT A POINT ON CENTER LI NE OF CO ROAD 22 WHICH POINT IS 125 FT W OF NW CORNER OF NE 1/4 OF SD SE1/4, TH S PARALLEL WITH THE W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 466 FT, TH E AT RT ANGLES A DIST OF 466 FT, TH N ON A LINE PARALLEL WITH W LINE OF SAID NE 1/4 OF SE 1/4 A DIST OF 176 FT, TH E AT RT ANGLES A DIST OF 150 FT, TH N ON A LINE PARALLEL WITH W LINE OF SD NE 1/4 OF SE 1/4 A DIST OF 290 FT, MORE OR LESS TO CENTE R OF COUNTY ROAD 22, TH WLY ALONG SD CENTER LINE OF SAID ROAD TO POINT OF COM; ALSO EX RD; SUBJ TO EASE OF REC
&
UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NE1/4 OF NE1/4 SEC 32 33 23 -SUBJ TO EASE TO RURAL COOP POWER ASSN
&
UNPLATTED VILLAGE OF EAST BETHEL N1/2 OF NW1/4 OF NW1/4 SEC 33 33 23 - SUBJ TO EASE TO RURAL COOP POWER ASSN

WHEREAS, Capstone Homes, INC has requested approval of a planned unit development for Viking Meadows; and

WHEREAS, city staff reviewed and determined the planned unit development is required in the Mixed Use zoning; and

WHEREAS, the approved land use in the 2040 East Bethel Comprehensive Plan is Mixed Use which provides development flexibility, allowing for both commercial and residential land uses; and

WHEREAS, on August 28th, 2023, a Concept Plan was reviewed and approved by Resolution 2023-61; and

WHEREAS, the Viking Meadows PUD consists of a concept of the residential development of the land shown in Exhibit A; and

WHEREAS, on November 28th, 2023, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said PUD; and

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of the Planning Commission and approves the Planned Unit Development for Viking Meadows with the following conditions:

1. A Master Development PUD/ Developers Agreement shall be approved for each phase. Each agreement will specify PUD design standards and developer obligations for the specified phase.
2. The approved Preliminary Plat lot lay out is shown as Exhibit A.
3. All conditions of Preliminary Plat approval must be satisfied prior to the release of a final plat.
4. Architectural design must be in substantial conformity to the architectural plans depicted in Exhibit B.
5. A Homeowners Association (HOA), consistent with the approved Viking Meadows PUD, shall be organized by the Developer, approved by the City and shall be recorded against the lots consistent with the approved Viking Meadows PUD prior to the conveyance of any lot.

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

CITY OF EAST BETHEL

_____
Kevin Lewis, Mayor

ATTEST:

_____
Matt Look, City Administrator

CAPSTONE
— HOMES —

Mr. Aaron Berg - City Planner
City of East Bethel
2241 221st Ave NE
East Bethel, MN 55011

November 9th, 2023

Mr. Berg

Capstone Homes is grateful for the opportunity to present our Preliminary Plat Plans and PUD Application for Viking Meadows, a new Single-Family Neighborhood, located on Viking Boulevard just east of Highway 65 and Sandhill Parkway in East Bethel. Capstone Homes will be the developer and home builder of this exciting new Neighborhood. The Preliminary Plans submitted show our design for a community with a combination of 55', 70' and 80' Single Family home lots in two distinct neighborhoods. The Viking Meadows community is intended to serve Residential Home buyers looking for their first home, a home for growing families, a community for families to connect, or those who are looking for a comfortable retirement home. With a variety of home options Capstone anticipates a broad demographic of buyers.

In planning for Viking Meadows, Capstone followed the Comprehensive plan guidance of the Mixed-Use zoning, specifically the R-1 and R-2 guidance. Additionally, a portion of the development area was left available for Commercial use, accessible from Viking Boulevard, Sandhill Parkway and highly visible from Highway 65. The East Bethel Mixed-Use PUD defines its primary function as "Encouraging Development that preserves and enhances the natural characteristics and valuable natural resources of a site." For this reason, we have left substantial areas of Wetland, ponds, water ways and green spaces as enhanced natural characteristics fully benefiting the homeowners who will call Viking Meadows home. The Landscape exhibit shows the full extent of this open area. Additional changes from the originally proposed concept plan significantly softened density impacts to adjacent R-1 zoned neighbors and provides a natural transition from higher density areas to the West. The majority of the Viking Meadows perimeter remains open space and wetlands, which creates a great view shed for the new homes and great buffering for adjacent parcels.

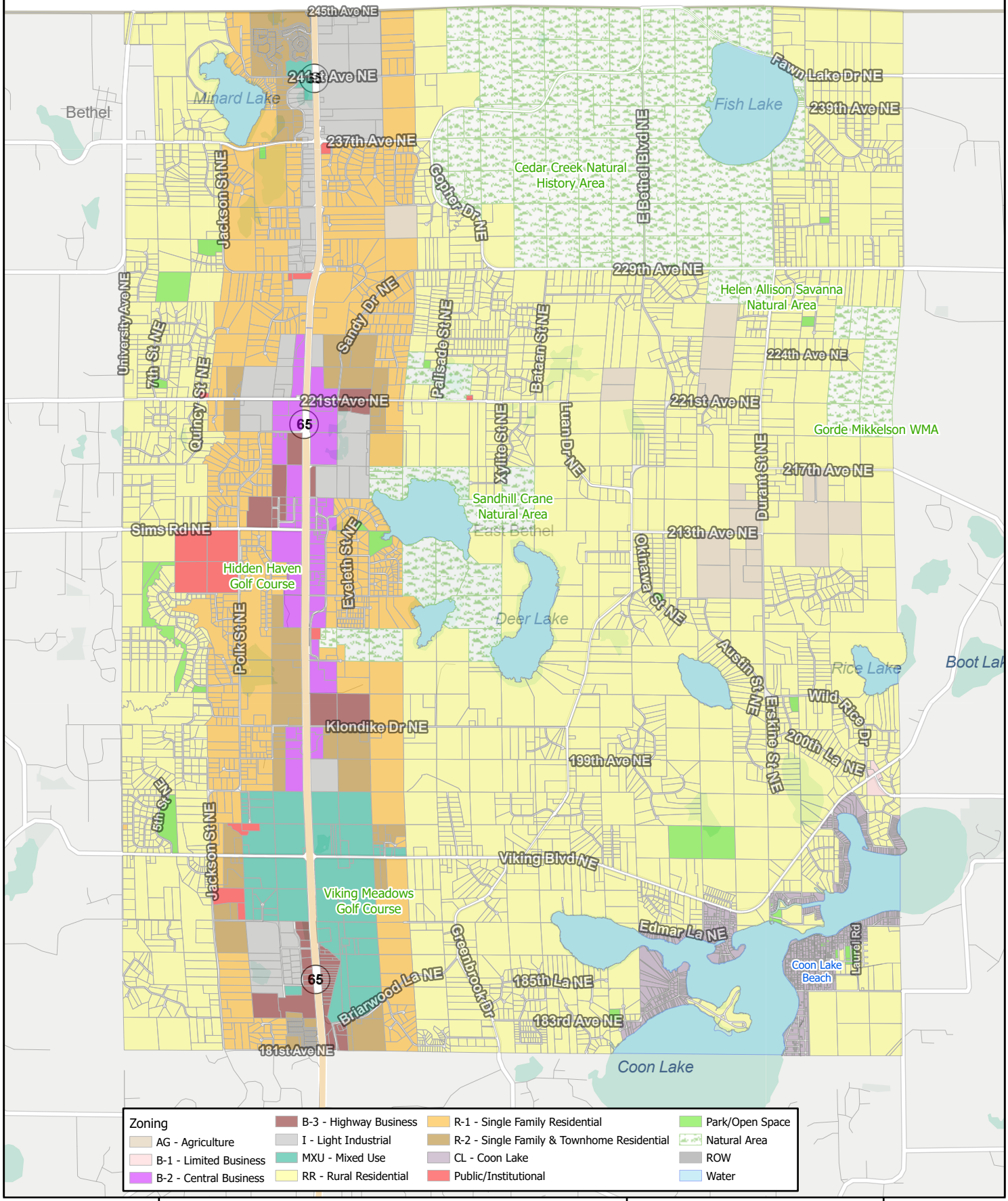
As directed by City Staff and Council, the approval of the application will require the City Council's decision to permit Residential Homes built in accordance to the R-1 and R-2 standards. The Southern 20 Acre parcel included in Viking Meadows is in the R-1 Zoning district and does not require the PUD for development, however it will remain in the PUD as a part of the full project.

We appreciate the opportunity to partner with East Bethel in presenting the Viking Meadows Community. If there are any questions regarding the project and this application, please reach out directly to the team at Capstone Homes. We look forward to working with you and your team as we build new homes in East Bethel.

Regards,

Matt Barker
Capstone Homes - Community Manager

CAPSTONE HOMES, INC.
14015 SUNFISH LAKE BLVD, SUITE 400 | RAMSEY, MN 55303
O: 763-427-3090 | F: 763-712-9060



Official Zoning Map

Adopted May 22, 2023

City of East Bethel, MN

N

0 1 Mile

1 inch equals 1 mile

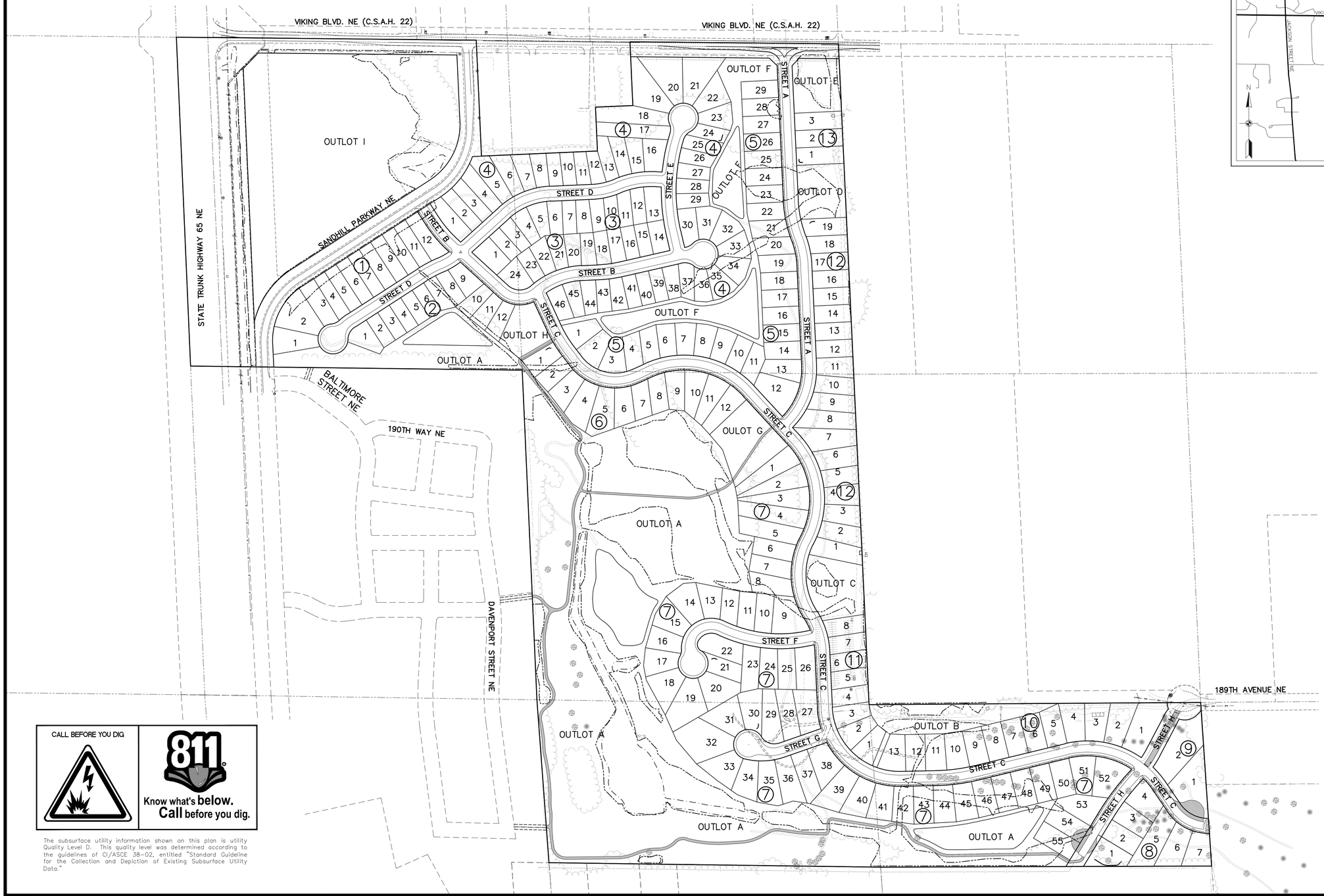
High Density Residential	
Appropriate Zoning	B-3 Highway Commercial, *MXU Mixed Use*
Limited Secondary Zoning	R-2

Mixed Use	
Purpose	Mixed Use district is intended to provide development flexibility, allowing for both commercial and residential uses. For purposes of the household forecasts and the Housing Chapter, Mixed Use has a guideline of 72.5% Low Density Residential, 20% General Commercial, and 7.5% High Density Residential. The actual percentage will be determined at the time of preliminary plat approval and may include Medium Density Residential, Light Industrial and/or Public when deemed appropriate
Location Criteria	Inside the MUSA.
Minimum Requirements for Development	Mixed Use subdivisions are expected to be provided with the full urban infrastructure, such as sidewalks, neighborhood parks, and streets with good access and interconnectivity. Commercial and business development is most appropriate when adjacent to or visible from the Highway 65 corridor.
Utilities	Municipal water and sanitary sewer are required.
Typical Uses	Small-lot single family; Townhomes, including single-story attached housing; duplexes; and multiplex buildings; Apartment-style housing; group residential; residential with medical and/or assistive services; Retail, including grocery store; Office buildings or office complex; commercial complex; places of worship; elementary and secondary schools; public parks and open space; private recreation spaces. Light industrial uses may be deemed appropriate when adjacent to existing industrial or other high intensity businesses or adjacent to planned Light Industrial or Medium Density land uses.
Density	The Mixed Use Residential designation is anticipated for a range of densities between 2.25 and 30.0 units per acre.
Appropriate Zoning	CC City Center, *MXU Mixed Use*, R-1, R-2, B-2, B-3
Limited Secondary Zoning	LI Light Industrial, PUD

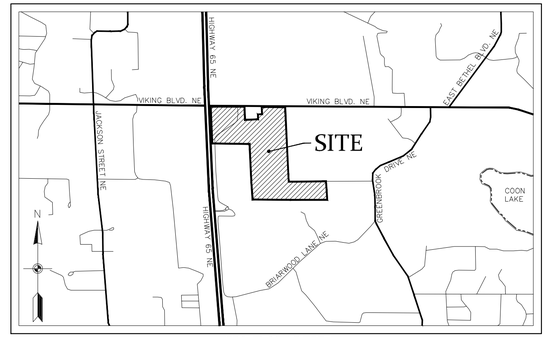
General Commercial

VIKING MEADOWS

EAST BETHEL, MINNESOTA



VICINITY MAP



NOT TO SCALE

SHEET INDEX

1.	COVER
2.	EXISTING CONDITIONS
3.	PRELIMINARY PLAT INDEX
4–11.	PRELIMINARY PLAT
12.	REMOVALS PLAN INDEX
13–14.	REMOVALS PLAN
15.	PRELIMINARY SITE & UTILITY PLAN INDEX
16–17.	PRELIMINARY SITE & UTILITY PLAN
18.	PRELIMINARY GRADING & EROSION CONTROL PLAN INDEX
19–26.	PRELIMINARY GRADING & EROSION CONTROL PLANS
27–29.	DETAILS
L1–L7.	LANDSCAPE PLAN

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

N

0 100 200 400

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSD Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

COVER

1 of 29

Save Date: 11/13/23 | f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_cover.dwg

#10242-03

PROPERTY DESCRIPTION:

The North Half of the Northwest Quarter of the Northwest Quarter of Section 33, AND the North Half of the Northeast Quarter of the Northeast Quarter of Section 32, AND the East Half of the Southeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 29, all of the above being in Township 33 North, Range 23 West, Anoka County, Minnesota.

EXCEPTING THEREFROM, however, that part of the North Half of the Southeast Quarter of Section 29, Township 33, Range 23 described as follows: Commencing at a point on the center line of County Road No. 22, which point is 125 feet West of the Northwest corner of the Northeast Quarter of the Southeast Quarter, thence South parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 466 feet; thence East at right angles a distance of 466 feet; thence North on a line parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 176 feet, thence East at right angles a distance of 150 feet, thence North on a line parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 290 feet, more or less, to the center of County Road 22, thence Westerly along said center line of said Road to point of commencement.

GENERAL NOTES:

1) *Bearings shown hereon are based on the East line of Southeast 1/4 of Section 29, Township 33, Range 23, which is assumed to bear S02°39'20"E.*
2) *Surveyed property contains ±6,770,236 sq. ft. (±155.42 acres).*
3) *Highway Easement per Doc. No. 292388 is proposed to be vacated/released.*
4) *Right of way easement in favor of the Rural Cooperative Power Association per Doc. No. 148918 is blanket in nature and will need to be confined or released.*
5) *Permanent utility easement in favor of Connexus Energy per Doc. No. 2247116.002 will need to be corrected, amended, or released.*

LEGEND

- Denotes Found 1.5 Inch MNDOT Right of Way Disc
- Denotes Anoka County Section Monument, as noted
- Denotes Found Iron Monument, as noted
- Denotes Existing Fence as noted
- Denotes Access Control per MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT NO. 02–M27
- Denotes Light Pole
- Denotes Miscellaneous Sign
- Denotes Utility Pole
- Denotes Sanitary Manhole
- Denotes Storm Manhole
- Denotes Water Manhole
- Denotes Miscellaneous Manhole
- Denotes Catch Basin
- Denotes Flared End Section
- Denotes Service
- Denotes Soil Boring/Test Hole
- Denotes Curb Stop
- Denotes Fire Hydrant
- Denotes Gate Valve
- Denotes Cleanout
- Denotes Mail Box
- Denotes Telephone Box
- Denotes Utility Box
- Denotes Electric Transformer
- Denotes Electric Box
- Denotes Television Box
- Denotes Electric Meter
- Denotes Gas Valve
- Denotes Gas Meter
- Denotes Existing 2 Ft. Contour
- Denotes Underground Telephone
- Denotes Underground Electric
- Denotes Underground Gas
- Denotes Underground Television
- Denotes Underground Fiber Optic
- Denotes Overhead Utility Lines
- Denotes Watermain
- Denotes Sanitary Sewer
- Denotes Storm Sewer
- Denotes Gravel Surface
- Denotes Concrete Surface
- Denotes Bituminous Surface
- Denotes Wetlands delineated by Kjolhaug in 2022

DETAIL A (NO SCALE)

DETAIL B (NO SCALE)

DETAIL C (NO SCALE)

DETAIL D (NO SCALE)

0 100 200 400 (SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL 3890 PHEASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL 763.489.7900 FAX 763.489.7959 CARLSONMCCAIN.COM	I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota Print Name: Thomas R. Balluff, L.S. Signature: Date: 11/14/23 License #: 40361	DRAWN BY: NJS ISSUE DATE: 11/14/23 FILE NO: 2519	Revisions:	**EAST BETHEL 648-1, LLC** 14015 Sunfish Lake Blvd. NW, Suite 400 Ramsey, MN 55303	**VIKING MEADOWS** East Bethel, MN **EXISTING CONDITIONS**	2 of 26

[Save Date: 11/14/23] f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_excon.dwg

VIKING MEADOWS

PROPERTY DESCRIPTION: (Per Schedule A of Title Commitment File No. 676021 Revision No. 1, with a commitment date of October 31, 2023 at 7:00 A.M., prepared by Land Title, Inc. as issuing agent for Stewart Title Guaranty Company)

The North Half of the Northwest Quarter of the Northwest Quarter of Section 33, AND the North Half of the Northeast Quarter of the Northeast Quarter of Section 32, AND the East Half of the Southeast Quarter and the Northwest Quarter of the Southeast Quarter of Section 29, all of the above being in Township 33 North, Range 23 West, Anoka County, Minnesota.

EXCEPTING THEREFROM, however, that part of the North Half of the Southeast Quarter of Section 29, Township 33, Range 23 described as follows: Commencing at a point on the center line of County Road No. 22, which point is 125 feet West of the Northwest corner of the Northeast Quarter of the Southeast Quarter, thence South parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 466 feet; thence East at right angles a distance of 466 feet; thence North on a line parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 176 feet, thence East at right angles a distance of 150 feet, thence North on a line parallel with the West line of said Northeast Quarter of Southeast Quarter a distance of 290 feet, more or less, to the center of County Road 22, thence Westerly along said center line of said Road to point of commencement.

GENERAL NOTES:

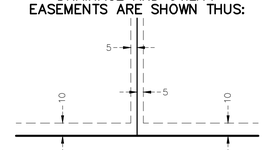
1) Bearings shown hereon are based on the East line of Southeast 1/4 of Section 29, Township 33, Range 23, which is assumed to bear S02°39'20"E.

2) Surveyed property contains ±6,770,236 sq. ft. (±155.42 acres).

SITE DATA

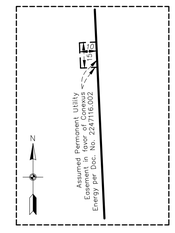
TOTAL SITE AREA	±155.42 AC.	EXISTING ZONING	MXU/R-1
TOTAL ROW AREA	±29.35 AC.	PROPOSED ZONING	MXU/R-1
TOTAL OUTLOT AREA	±61.16 AC.		
OUTLOT A	±37.20 AC.	UTILITIES	AVAILABLE
OUTLOT B	±1.54 AC.		
OUTLOT C	±1.15 AC.	MINIMUM RESIDENTIAL SETBACK DATA:	
OUTLOT D	±0.94 AC.	FRONT	25 FT.
OUTLOT E	±0.93 AC.	SIDE (GARAGE)	10 FT.
OUTLOT F	±3.76 AC.	SIDE (HOUSE)	10 FT.
OUTLOT G	±1.25 AC.	SIDE CORNER	20 FT.
OUTLOT H	±0.70 AC.	REAR SETBACK	25 FT.
OUTLOT I	±13.69 AC.		
TOTAL LOT AREA	±64.91 AC.		
SMALLEST LOT	±7,051 S.F.		
LARGEST LOT	±29,438 S.F.		
AVERAGE LOT	±11,684 S.F.		
TOTAL NUMBER OF LOTS	242		
GROSS DENSITY	1.56 LOTS/AC.		

PROPOSED DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

DETAIL A
(NO SCALE)



LEGEND

- ◆ – Denotes Found 1.5 Inch MNDOT Right of Way Disc
- ◉ – Denotes Anoka County Section Monument, as noted
- ● – Denotes Found Iron Monument, as noted
- ○ – Denotes 5/8 inch by 14 inch rebar marked with RLS 54850
- △ – Denotes Access Control per MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT NO. 02-M27
- Denotes Building Setback Line
- Denotes Existing Tree Line
- Denotes Wetlands delineated by Kjolhaug in 2022

0 100 200 400
(SCALE IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature: Thomas R. Balluff
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT INDEX

3 of 26

[Save Date: 11/14/23] f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat index.dwg

Northwest corner of the Northeast 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

OWNER: BRIAN M KNUTSON PID: 29-33-23-14-0002

OWNER: ARTIE HOFFMAN PID: 29-33-23-14-0004

OWNER: HOFFMAN BROS PROPERTIES LLC PID: 29-33-23-14-0003

OWNER: DAWN DANIELS PID: 28-33-23-23-0009

VIKING BLVD. NE (C.S.A.H. NO. 22)

North line of the East Half of the Southeast 1/4 of Section 29, Township 33, Range 23 (Centerline of County Road 22 as monumented)

S89°25'45"E 836.51

1/2" open pipe RLS 54850

East Quarter corner of Section 29, Township 33, Range 23 (cast iron monument)

Line parallel with the West line of the Northeast 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

N02°33'40"W 256.29

OWNER: MINNESOTA EDUCATION TRUST PID: 29-33-23-41-0001

EXCEPTION

OWNER: MINNESOTA EDUCATION TRUST PID: 29-33-23-41-0002

EXCEPTION

Highway Easement per Doc. No. 292388 (to be vacated and released)

Drainage and Utility Easement

N87°26'20"E 150.00

RLS 41578

RLS 5065

Line parallel with the West line of the Northeast 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

N02°33'40"W 176.00

N87°26'20"E 466.00

STREET A

STREET D EAST ±1,277,469 sq.ft. 164.4

STREET E

STREET E 211.1

OUTLOT E ±40,493 sq.ft.

OUTLOT D ±40,979 sq.ft.

OUTLOT F ±163,833 sq.ft.

WETLAND

East line of the Southeast 1/4 of Section 29, Township 33, Range 23

OWNER: DOUGLAS & JULIE A HOULE PID: 28-33-23-32-0001

(SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

4 of 26

[Save Date: 11/14/23] f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg

OWNER: MARY LOU SAARELA TRUSTEE PID: 29-33-23-13-0003

OWNER: MATTHEW E WRIGHT PID: 29-33-23-13-0004

OWNER: JUSTIN MOEN PID: 29-33-23-13-0002

Northwest corner of the Northeast 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

VIKING BLVD. NE

S89°25'45"E 1203.44

North line of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23 (Centerline of County Road 22 as monumented)

(C.S.A.H. NO. 22)

125.00

Northwest corner of the Southwest 1/4 of Section 29, Township 33, Range 23

Ditch Ditch No. 67

865

797.5

1/2" open pipe RLS 54850

Line parallel with the West line of the Northeast 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

466.00 S02°33'40"E

268.0

SECTION 29,

NORTHWEST 1/4

OF THE

OWNER: MINNESOTA EDUCATION TRUST PID: 29-33-23-41-0002

EXCEPTION

Li Nor

Access control per MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT NO. 02-M27

OUTLOT I
±596,264 sq.ft.

WETLAND

STATE TRUNK HIGHWAY 65 NE

N0°27'58"W 1321.48

Permanent Easement per CITY OF EAST BETHEL RIGHT-OF-WAY PLAT NO. 5 and per Doc. No. 2294566.003

WIDTH VAIRES

SANDHILL PARKWAY NE

CITY OF EAST BETHEL RIGHT-OF-WAY PLAT NO. 5

S12°52'43"E 62.0

660.4

N87°26'20"E 466.00

RLS 41578

Easement

Drainage and Utility

Drainage

STREET B

WETLAND

1 ±12,030 sq.ft.
2 ±10,241 sq.ft.
3 ±10,299 sq.ft.
4 ±11,783 sq.ft.
5 ±14,201 sq.ft.
6 ±11,211 sq.ft.
7 ±9,241 sq.ft.
8 ±8,052 sq.ft.
9 ±7,331 sq.ft.
10 ±0,835
11
12 ±12,842 sq.ft.
1 ±7,312
2
3 ±7,097 sq.ft.
4 ±8,489 sq.ft.
5 ±8,637 sq.ft.
6 ±7,692 sq.ft.

N
0 25 50 100
(SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature: Thomas R. Balluff
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

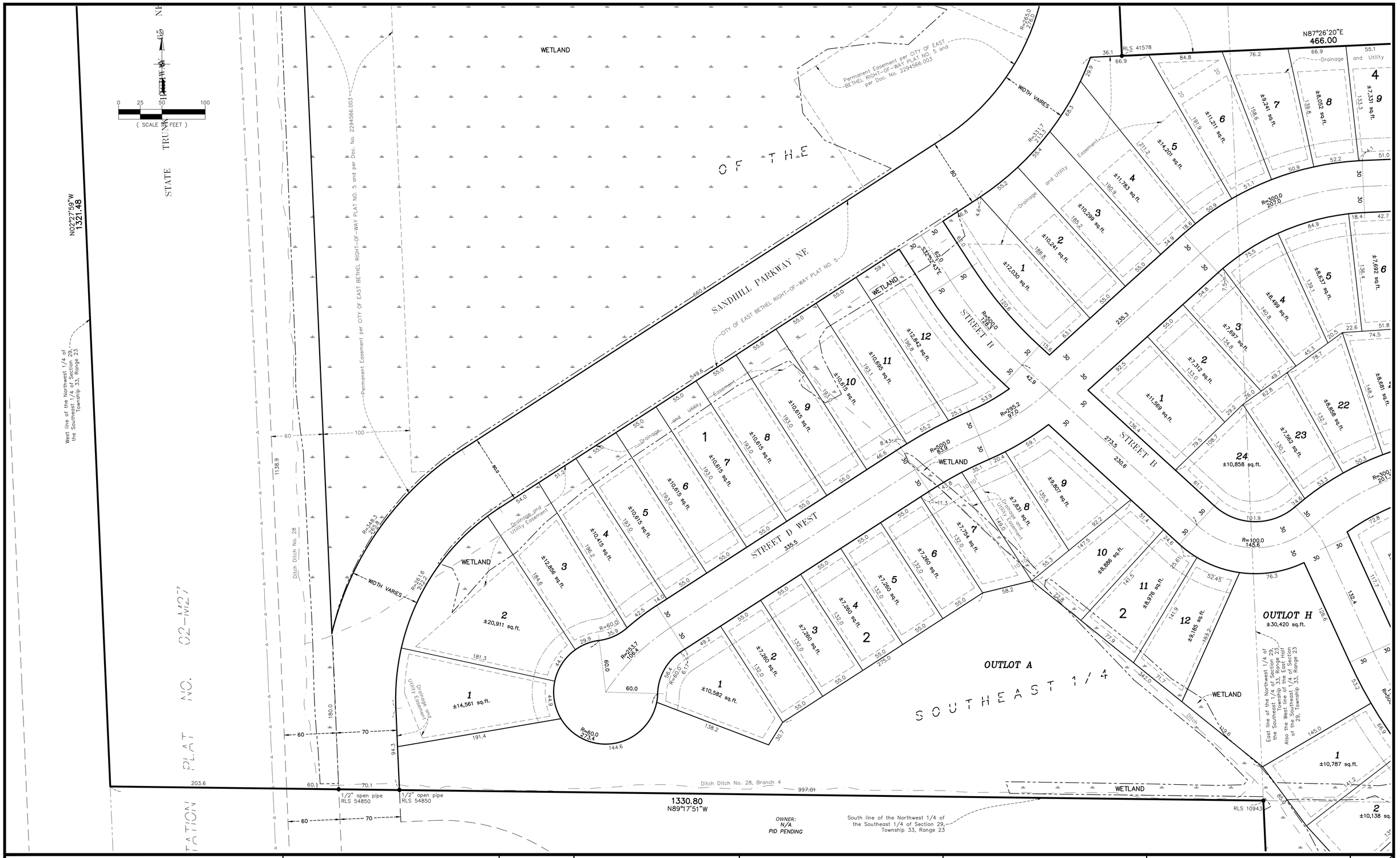
EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

5 of 26

Save Date: 11/14/23 f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg



CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

6 of 26

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg

STREET B

STREET C

STREET A

OUTLOT H
±30,420 sq.ft.

OUTLOT G
±54,364 sq.ft.

WETLAND

Drainage and Utility Easement

Ditch

County Ditch No. 25, Branch 4

East line of the Northwest 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23
Also the West line of the East 1/4 of the Southeast 1/4 of Section 29, Township 33, Range 23

RLS 10943

2655.69
S02°39'20"E

OWNER:
DOUGLAS & JULIE A HOULE
PID: 28-33-23-32-0001

TOWNSHIP 33, RANGE 23

TOWNSHIP 33,

6

N

0 25 50 100
(SCALE IN FEET)

CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

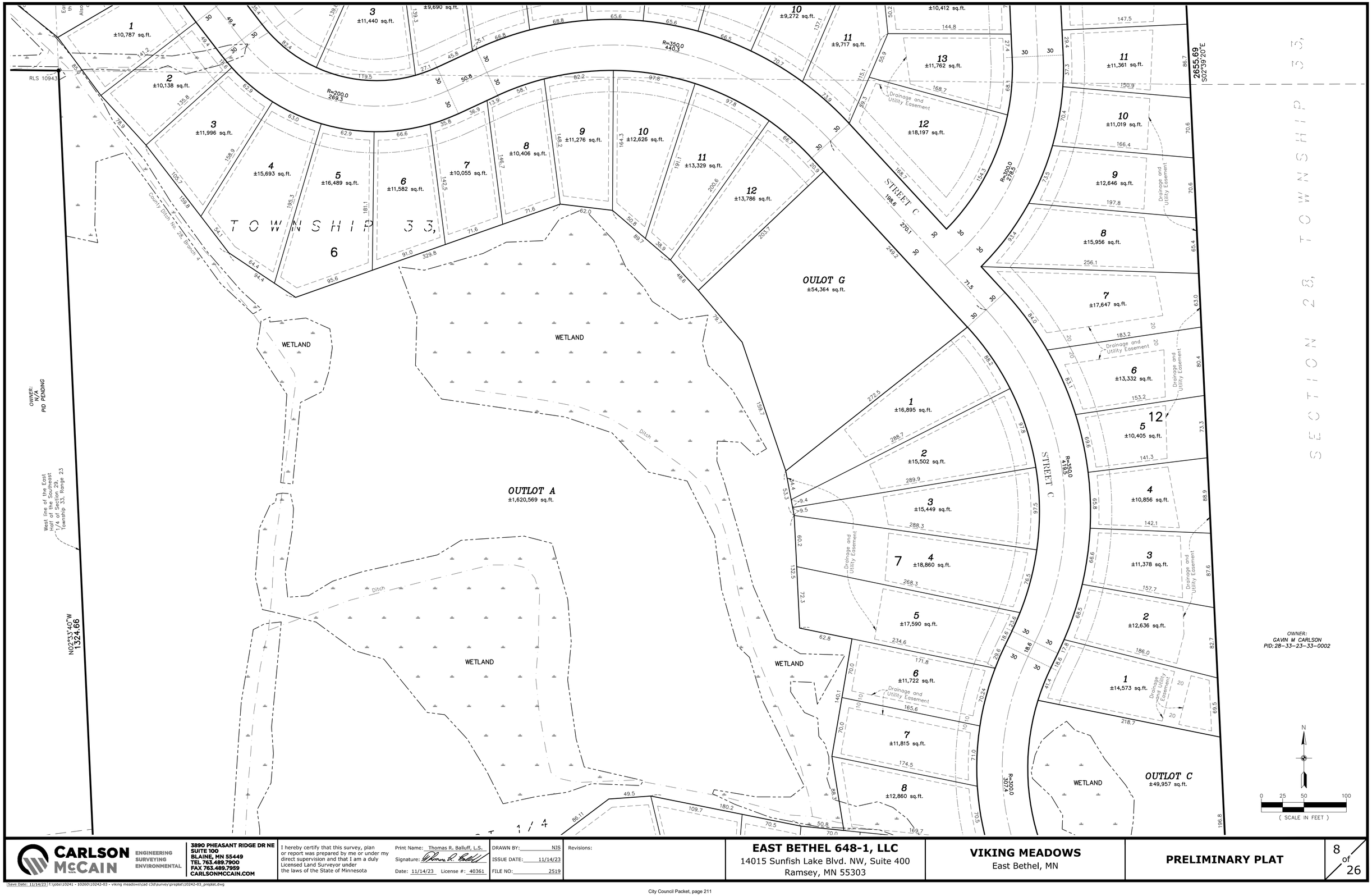
Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

[Save Date: 11/14/23] f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg



CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature: Thomas R. Balluff
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

8 of 26

Save Date: 11/14/23 f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg

N

0 25 50 100

(SCALE IN FEET)

N02°23'40"W
1324.66

WETLAND

Ditch

WETLAND

WETLAND

OF THE SOUTHEAST 1/4

County Ditch No. 28, Branch 4

WETLAND

OWNER:
N/A
PID PENDING

OWNER:
GAVIN M CARLSON
PID: 28-33-23-33-0002

OUTLOT C
±49,957 sq.ft.

WETLAND

WETLAND

1 ±14,573 sq.ft.
2 ±12,636 sq.ft.
3 ±11,378 sq.ft.
4 ±18,860 sq.ft.
5 ±17,590 sq.ft.
6 ±11,722 sq.ft.
7 ±11,815 sq.ft.
8 ±12,860 sq.ft.
9 ±17,481 sq.ft.
10 ±10,880 sq.ft.
11 ±10,376 sq.ft.
12 ±9,418 sq.ft.
13 ±11,296 sq.ft.
14 ±15,026 sq.ft.
15 ±13,412 sq.ft.
16 ±11,127 sq.ft.
17 ±12,210 sq.ft.
18 ±15,562 sq.ft.
19 ±21,676 sq.ft.
20 ±16,245 sq.ft.
21 ±10,338 sq.ft.
22 ±14,325 sq.ft.
23 ±12,574 sq.ft.
24 ±12,132 sq.ft.
25 ±11,720 sq.ft.
26 ±13,898 sq.ft.
27 ±14,893 sq.ft.
28 ±14,035 sq.ft.
29 ±15,072 sq.ft.
30 ±13,785 sq.ft.
31 ±16,280 sq.ft.
32 ±27,741 sq.ft.

Drainage and Utility Easement

STREET F

STREET C

STREET G

RANGE 23

SECTION 32,

SECTION

South line of the East Half of the Southeast 1/4 of Section 29, Township 33, Range 23
Also the North line of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23

1/2" open pipe

Southeast corner of Section 29, Township 33, Range 23 (cast iron monument)

East line of the North Half of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL **3890 PHEASANT RIDGE DR NE** **SUITE 100** **BLAINE, MN 55449** **TEL 763.489.7900** **FAX 763.489.7959** **CARLSONMCCAIN.COM**	I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota Print Name: Thomas R. Balluff, L.S. Signature: Date: 11/14/23 License #: 40361	DRAWN BY: NJS ISSUE DATE: 11/14/23 FILE NO: 2519 Revisions:	**EAST BETHEL 648-1, LLC** 14015 Sunfish Lake Blvd. NW, Suite 400 Ramsey, MN 55303	**VIKING MEADOWS** East Bethel, MN	**PRELIMINARY PLAT** 9 of 26

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg

SECTION 32, TOWNSHIP 33, RANGE 23

NORTH HALF OF THE NORTHEAST 1/4

OUTLOT A

WETLAND

South line of the East Half of the Southeast 1/4 of Section 29, Township 33, Range 23 Also the North line of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23

1/2" open pipe

West line of the North Half of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23

N0°4'51"W 655.92

Southeast corner of Section 29, Township 33, Range 23 (cast iron monument)

RLS 10943

1330.90 N89°14'22"W

East line of the North Half of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23 Also the West line of the North Half of the Northwest 1/4 of the Northwest 1/4 of Section 33, Township 33, Range 23

South line of the North Half of the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 33, Range 23

County Ditch No. 28, Branch 4

Ditch

Drainage and Utility Easement

STREET C

STREET G

1	±11,115 sq.ft.
2	±11,066 sq.ft.
3	±10,803 sq.ft.
4	±10,381 sq.ft.
5	±10,381 sq.ft.
7	±15,562 sq.ft.
13	±12,999 sq.ft.
18	±15,562 sq.ft.
19	±21,676 sq.ft.
20	±16,245 sq.ft.
21	±10,338 sq.ft.
23	±12,574 sq.ft.
24	±12,132 sq.ft.
25	±11,720 sq.ft.
26	±13,898 sq.ft.
27	±14,893 sq.ft.
28	±14,035 sq.ft.
29	±15,072 sq.ft.
30	±13,785 sq.ft.
31	±16,280 sq.ft.
32	±27,741 sq.ft.
33	±15,258 sq.ft.
34	±13,103 sq.ft.
35	±14,886 sq.ft.
36	±14,950 sq.ft.
37	±13,733 sq.ft.
38	±15,090 sq.ft.
39	±17,336 sq.ft.
40	±13,997 sq.ft.
41	±12,572 sq.ft.
42	±12,261

OWNER: VIKING VIEW LLC PID: 32-33-23-11-0003

OWNER: VIKING VIEW LLC PID: 32-33-23-11-0004

OWNER: VIKING VIEW LLC PID: 32-33-23-11-0002

OWNER: VIKING VIEW LLC PID: 32-33-23-11-0004

0 25 50 100
(SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 11/14/23 License #: 40361

DRAWN BY: NJS
ISSUE DATE: 11/14/23
FILE NO: 2519

Revisions:

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY PLAT

10 of 26

[Save Date: 11/14/23] f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\survey\preplat\10242-03_preplat.dwg

Southeast corner of Section 33, Township 33, Range 23 (cast iron monument)

North line of the Northwest 1/4 of the Northwest 1/4 of Section 33, Township 33, Range 23

N89°37'04"E
1330.74

OWNER:
KEVIN M CARLSON
PID: 28-33-23-33-0003

OWNER:
ANGELA L WELCH
PID: 28-33-23-34-0002

1/2" open pipe

189TH AVE NE

Right of Way Easement per Doc. No. 1115290

Road Easement per Doc. Nos. 1124889, 778052 & 778053

SECTION 33, TOWNSHIP 33, RANGE 23

OUTLOT B
±67,399 sq.ft.

WETLAND

OUTLOT A

Ditch

Drainage and Utility Easement

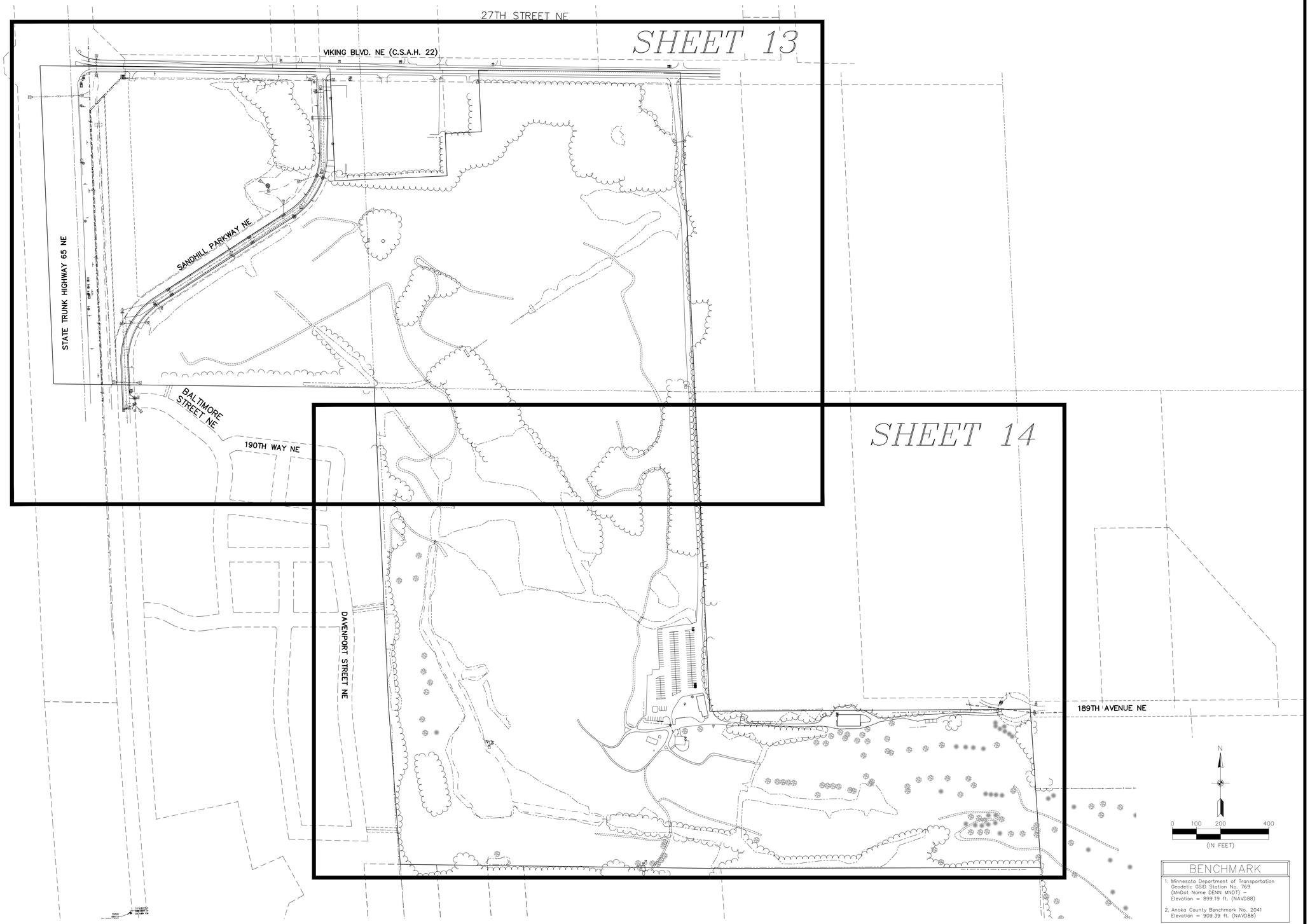
STREET C

STREET II

NORTH HALF OF THE NORTHWEST 1/4

SOUTH HALF OF THE NORTHWEST 1/4

| | | |



BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature: [signature]
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

REMOVALS PLAN INDEX

12 of 29

Save Date: 11/13/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_removals.dwg

#10242-03

VIKING BOULEVARD NE (CSAH 22)

VIKING BOULEVARD NE (CSAH 22)

STATE TRUNK HIGHWAY 65 NE

SANDHILL PARKWAY NE

BALTIMORE STREET NE

109TH WAY NE

SAWCUT & MILL EXISTING BITUMINOUS

REMOVE & DISPOSE OF EXISTING SIGN

REMOVE & DISPOSE OF EXISTING GATE

REMOVE & DISPOSE OF EXISTING SIGN

COORDINATE W/UTILITY COMPANIES ON REMOVAL OF ELECTRIC BOX

SAWCUT, MILL & REMOVE & DISPOSE OF EXISTING BITUMINOUS

REMOVE & DISPOSE OF EXISTING CONCRETE CURB & GUTTER

REMOVE & DISPOSE OF EXISTING GAZEBO

REMOVE & DISPOSE OF EXISTING GRAVEL DRIVE

REMOVE & DISPOSE OF EXISTING WOODEN BRIDGE

REMOVE & DISPOSE OF EXISTING BITUMINOUS

REMOVE & DISPOSE OF EXISTING GRAVEL DRIVE

REMOVE & DISPOSE OF EXISTING 24" CMP CULVERT

REMOVE & DISPOSE OF EXISTING GRAVEL PATH

REMOVE & DISPOSE OF EXISTING WOODEN BRIDGE

REMOVE & DISPOSE OF EXISTING 24" CMP CULVERT

REMOVE & DISPOSE OF EXISTING WOODEN BRIDGE

REMOVE & DISPOSE OF EXISTING 12" CULVERT

REMOVE & DISPOSE OF EXISTING GRAVEL PATH

REMOVE & DISPOSE OF EXISTING FENCE

SEE SHEET 14

REMOVALS PLAN LEGEND

	EXISTING	REMOVALS
PROPERTY LINE		
BITUMINOUS		
GRAVEL		
CONCRETE		
CURB		
SAWCUT		
RETAINING WALL REMOVAL		
FENCE REMOVAL		
STORM REMOVAL		
WATERMAIN		
SANITARY SEWER		
CATCH BASIN		
FLARED END SECTION	FES	
STORM MANHOLE	STMH	
FIRE HYDRANT	HYD	
GATE VALVE	GV	
SANITARY MANHOLE	SMH	
ELECTRIC BOX	EB	
ELECTRIC METER	EM	
TELEVISION BOX	TVB	
TELEPHONE BOX	TB	
UTILITY POLE	PP	
UNDERGROUND TELEPHONE	ut	ut
UNDERGROUND ELECTRIC	ue	ue
UNDERGROUND GAS	ug	ug
UNDERGROUND FIBEROPTIC	ufo	ufo
OVERHEAD ELECTRIC	ohe	ohe
LIGHT POLE		
SIGN	OR	OR
TREE	OR	OR
TREELINE		

N

0 50 100 200

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

REMOVALS PLAN

13 of 29

Save Date: 11/13/23 f:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_removals.dwg

#10242-03

SEE SHEET 13

NOTES

1. CONTRACTOR SHALL FIELD LOCATE ALL WELLS CONTAINED WITHIN THE SITE BOUNDARY AND SEAL AND CAP THEM PER MDH STANDARDS.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF THE EXISTING SEPTIC SYSTEM AND REMOVE AND DISPOSE OF IT IN ACCORDANCE WITH ALL GOVERNING REGULATIONS.

REMOVALS PLAN LEGEND

	EXISTING	REMOVALS
PROPERTY LINE		
BITUMINOUS		
GRAVEL		
CONCRETE		
CURB		
SAWCUT		
RETAINING WALL REMOVAL		
FENCE REMOVAL	x x x	
STORM REMOVAL		
WATERMAIN		
SANITARY SEWER		
CATCH BASIN	or	
FLARED END SECTION	FES	
STORM MANHOLE	STMH	
FIRE HYDRANT	HYD	
GATE VALVE	GV	
SANITARY MANHOLE	SMH	
ELECTRIC BOX	EB	
ELECTRIC METER	EM	
TELEVISION BOX	TV	
TELEPHONE BOX	TB	
UTILITY POLE	PP	
UNDERGROUND TELEPHONE	ut ut	
UNDERGROUND ELECTRIC	ue ue	
UNDERGROUND GAS	ug ug	
UNDERGROUND FIBEROPTIC	ufo ufo	
OVERHEAD ELECTRIC	ohe ohe	
LIGHT POLE	LP	
SIGN		
TREE	OR	OR
TREELINE		

0 50 100 200
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

DAVENPORT STREET NE

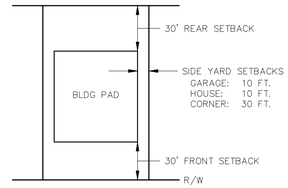
REMOVE & DISPOSE OF EXISTING WOODEN BRIDGE
REMOVE & DISPOSE OF EXISTING 12" CULVERT
REMOVE & DISPOSE OF EXISTING GRAVEL PATH
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING 12" CULVERT
REMOVE & DISPOSE OF EXISTING GRAVEL PATH
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING 27" CMP CULVERT
REMOVE & DISPOSE OF EXISTING GRAVEL PATH
REMOVE & DISPOSE OF EXISTING BRIDGE
REMOVE & DISPOSE OF EXISTING BITUMINOUS
REMOVE & DISPOSE OF EXISTING LIGHT POLE
REMOVE & DISPOSE OF EXISTING FLAGPOLE
REMOVE & DISPOSE OF EXISTING STRUCTURE
REMOVE & DISPOSE OF EXISTING CONCRETE
REMOVE & DISPOSE OF EXISTING SIGN
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING RETAINING WALLS
REMOVE & DISPOSE OF EXISTING TREE (TYP.)
CAP & SEAL EXISTING WELL PER MDH STANDARDS
REMOVE & DISPOSE OF EXISTING STRUCTURE
COORDINATE W/UTILITY COMPANIES ON REMOVAL OF ELECTRIC METER & BOX
COORDINATE W/UTILITY COMPANY ON REMOVAL OF SMALL UTILITIES
REMOVE & DISPOSE OF EXISTING CONCRETE
REMOVE & DISPOSE OF EXISTING STRUCTURE
REMOVE & DISPOSE OF EXISTING BITUMINOUS PATH
REMOVE & DISPOSE OF EXISTING BRIDGE
REMOVE & DISPOSE OF EXISTING RETAINING WALLS
REMOVE & DISPOSE OF EXISTING BITUMINOUS PATH
REMOVE & DISPOSE OF EXISTING GRAVEL PATH
REMOVE & DISPOSE OF EXISTING BRIDGE
COORDINATE W/UTILITY COMPANIES ON REMOVAL OF ELECTRIC METER & BOX
REMOVE & DISPOSE OF EXISTING STRUCTURE
COORDINATE W/UTILITY COMPANIES ON REMOVAL OF GAS AND ELECTRIC SERVICES
REMOVE & DISPOSE OF EXISTING GRAVEL DRIVE
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING SIGN
REMOVE & DISPOSE OF EXISTING CONCRETE
REMOVE & DISPOSE OF EXISTING STRUCTURE
REMOVE & DISPOSE OF EXISTING RETAINING WALLS
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING FENCE
REMOVE & DISPOSE OF EXISTING TREE (TYP.)
REMOVE & DISPOSE OF EXISTING GRAVEL PATH
REMOVE & DISPOSE OF EXISTING GAZEBO

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL 3890 PHEASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL 763.489.7900 FAX 763.489.7959 CARLSONMCCAIN.COM	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota Print Name: Brian J. Krystofiak, P.E. Signature: Date: 11/14/23 License #: 25063	Drawn: KRO/LC/ADB Designed: BJK Date: 11/14/23	Revisions: 1.	**EAST BETHEL 648-1, LLC** 14015 Sunfish Lake Blvd. NW, Suite 400 Ramsey, MN 55303	**VIKING MEADOWS** East Bethel, MN	**REMOVALS PLAN**	14 of 29

Save Date: 11/13/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_removals.dwg

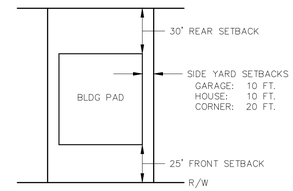
#10242-03

SINGLE FAMILY 80' LOTS



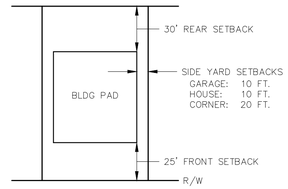
TYPICAL SERVICES SHALL BE:
WATER: 1" COPPER TYPE K
SEWER: 4" PVC SDR 26
CURB STOP TO BE PLACED 10' BEYOND R/W

SINGLE FAMILY 70' LOTS

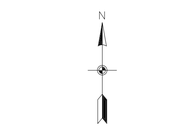


TYPICAL SERVICES SHALL BE:
WATER: 1" COPPER TYPE K
SEWER: 4" PVC SDR 26
CURB STOP TO BE PLACED 10' BEYOND R/W

SINGLE FAMILY 55' LOTS



TYPICAL SERVICES SHALL BE:
WATER: 1" COPPER TYPE K
SEWER: 4" PVC SDR 26
CURB STOP TO BE PLACED 10' BEYOND R/W



BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature: [signature]
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY SITE & UTILITY PLAN INDEX

15 of 29

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_site.dwg

#10242-03

SEE SHEET 16

DAVENPORT STREET NE

SITE PLAN LEGEND

	EXISTING	PROPOSED
LIGHT POLE		
SANITARY MANHOLE	SMH	●
MISCELLANEOUS SIGN		
EXISTING TREE	OR	
TELEVISION BOX	TV	
FIRE HYDRANT	HYD	●
GATE VALVE	GV	⋈
CLEANOUT	CO	●
ELECTRIC BOX	EB	
GAS METER	GM	
CATCH BASIN	OR	▭ or ◍
ELECTRIC METER	EM	
TELEPHONE BOX	TB	
UTILITY POLE	PP	
FLARED END SECTION	FES	▲
STORM MANHOLE	STMH	●
SERVICE	SRV	
RETAINING WALL		
WATERMAIN		
SANITARY SEWER		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
WETLAND		
UNDERGROUND TELEPHONE	ut	
UNDERGROUND ELECTRIC	ue	
UNDERGROUND GAS	ug	
UNDERGROUND FIBEROPTIC	ufo	
FENCE	x	
OVERHEAD ELECTRIC	ohe	
CONCRETE SURFACE		
BITUMINOUS SURFACE		

N

0 50 100 200

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

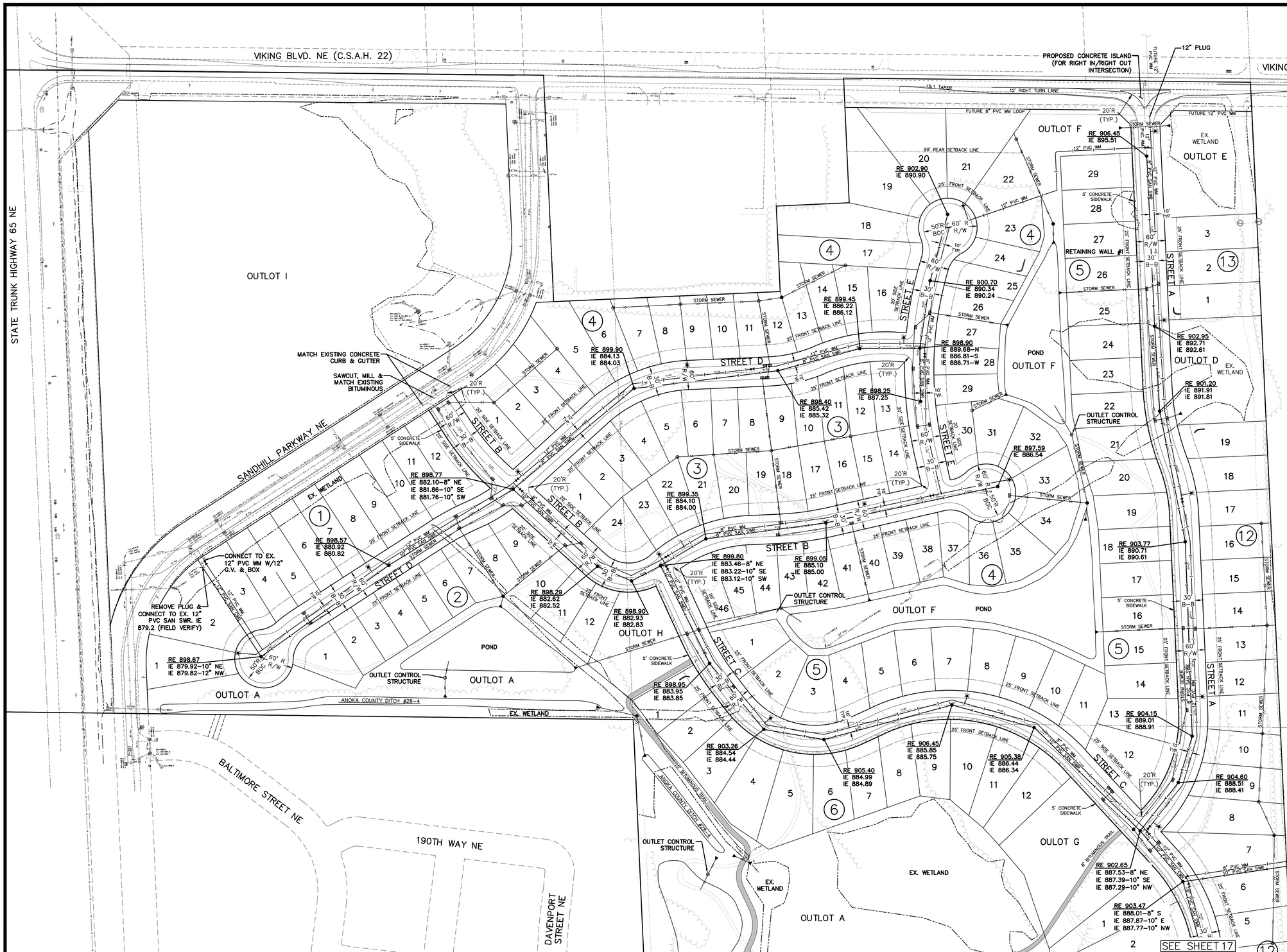
Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY SITE & UTILITY PLAN

17 of 29



SITE PLAN LEGEND

	EXISTING	PROPOSED
LIGHT POLE	☼	
SANITARY MANHOLE	SMH	●
MISCELLANEOUS SIGN		
EXISTING TREE	OR ✳	
TELEVISION BOX	TV	
FIRE HYDRANT	FH	✱
GATE VALVE	GV	⋈
CLEANOUT	CO	•
ELECTRIC BOX	EB	
GAS METER	GM	
CATCH BASIN	OR ◎	▭ or ◎
ELECTRIC METER	EM	
TELEPHONE BOX	TB	
UTILITY POLE	PP	
FLARED END SECTION	FES	▲
STORM MANHOLE	STMH SRV	●
SERVICE		
RETAINING WALL		
WATERMAIN		
SANITARY SEWER		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
WETLAND		
UNDERGROUND TELEPHONE	ut	ut
UNDERGROUND ELECTRIC	ue	ue
UNDERGROUND GAS	ug	ug
UNDERGROUND FIBEROPTIC	ufo	ufo
FENCE	x	x
OVERHEAD ELECTRIC	ohe	ohe
CONCRETE SURFACE		
BITUMINOUS SURFACE		

N

0 50 100 200
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSD Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

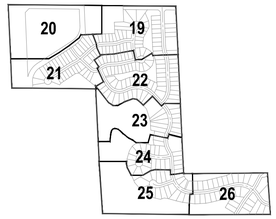
VIKING MEADOWS
East Bethel, MN

PRELIMINARY SITE & UTILITY PLAN

16 of 29

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_site.dwg

#10242-03



KEY

LEGEND

	EXISTING	PROPOSED
PROPERTY LINE		
EASEMENT LINE		
CURB LINE		
BITUMINOUS		
CONCRETE		
SANITARY SEWER		
STORM SEWER		
DRAINTILE		
WATER MAIN		
OVERHEAD UTILITY	OHU	
STORM CATCH BASIN		
STORM MANHOLE		
OUTLET CONTROL STRUCTURE		
MANHOLE	SAN MH	
HYDRANT		
GATE VALVE	GV	
TELEVISION BOX	TV	
TELEPHONE BOX	TB	
UTILITY POLE		
RETAINING WALL		
FENCE	x x	
10' CONTOUR	890	890
2' CONTOUR	892	892
WETLAND LINE		
SPOT ELEVATION	00.0	00.0
EMERGENCY OVERFLOW		E.O.F. 000.0
SILT FENCE		
TREE FENCE		
GRADING LIMITS		
TREELINE		
MAINTENANCE ACCESS		
WETLAND SIGN		
WELL	WELL	
LIGHT POLE	LP	
FLAG POLE	FP	
ELECTRIC BOX	EB	
TELEPHONE BOX	TB	
TELEVISION BOX	TV	
SIGN		
GEOTECH SOIL BORING	886.1 SB-6	

DENOTES INLET PROTECTION

WETLAND SUMMARY

WETLAND IMPACT = 145,659 S.F.

WETLAND REPLACEMENT CREDITS WILL BE PURCHASED IN LIEU OF ONSITE REPLACEMENT

N

0 100 200 400

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic CSD Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

NOTES

1. ALL DISTURBED AREAS TO BE SCARIFIED AFTER GRADING IS COMPLETE.
2. SOIL STOCKPILES SHALL BE FITTED BY SEDIMENT–TRAPPING MEASURES AND STABILIZED WITHIN 7 DAYS OF INACTIVITY.
3. THE TRANSPORTATION OF SEDIMENT (MUD) BY RUNOFF OR VEHICLE TRACKING ONTO PAVED SURFACES SHALL BE MINIMIZED TO THE MAXIMUM EXTENT POSSIBLE.
4. STREET SWEEPING SHALL TAKE PLACE BY THE END OF DAY (IF REQUIRED).
5. EROSION CONTROL AND SEDIMENT CONTROL DEVICES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.

CALL BEFORE YOU DIG 811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

INDEX

18 of 29

VIKING BOULEVARD NE (CSAH 22)

VIKING BOULEVARD NE (CSAH 22)

EXISTING BITUMINOUS DRIVEWAY TO BE USED AS CONSTRUCTION ENTRANCE

INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

WETLAND 10
100 YR HWL = 902.0

OUTLOT E

WETLAND IMPACT 2814 S.F.

INSTALL SILT FENCE AROUND POND AFTER GRADING IS COMPLETE

OUTLOT F
POND 300
NWL = 892.5
100 YR HWL = 894.9

INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

OUTLOT D

WETLAND IMPACT 27305 S.F.

WETLAND 20
100 YR HWL = 898.3

WETLAND IMPACT 5831 S.F.

STREET D East

STREET E

STREET A

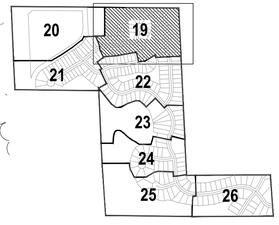
STREET B

SEE SHEET 20

SEE SHEET 22

WALL BY BUILDER

KEY



N

0 25 50 100
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

19 of 29

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

VIKING BOULEVARD NE (CSAH 22)

STATE TRUNK HIGHWAY 65 NE

OUTLOT I

SANDHILL PARKWAY NE

EX. POND

WETLAND IMPACT
3708 S.F.

WETLAND IMPACT
2091 S.F.

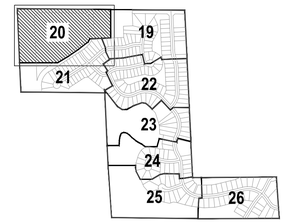
INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

SEE SHEET 21

SEE SHEET 19

STREET B

STREET D East



KEY

N

0 25 50 100
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

20 of 29

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

OUTLOT I

SEE SHEET 20

EX. POND

KEY

20 19 21 22 23 24 25 26

N

0 25 50 100

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

WETLAND IMPACT 3708 S.F.

WETLAND IMPACT 2091 S.F.

SANDHILL PARKWAY NE

STREET D East

STREET D West

STREET B

STREET C

PRIVATE DITCH
100 YR HWL = 893.0

INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

STATE TRUNK HIGHWAY 65 NE

ANOKA COUNTY DITCH #28

SANDHILL PARKWAY NE

ANOKA COUNTY DITCH #28-4
100 YR HWL = 891.4

INSTALL SILT FENCE AROUND DITCH AFTER GRADING IS COMPLETE

POND 100
NWL = 891.0
100 YR HWL = 894.8

INSTALL SILT FENCE AROUND POND AFTER GRADING IS COMPLETE

WETLAND IMPACT 1907 S.F.

OUTLOT A

OUTLOT H

10' BITUMINOUS TRAIL

WETLAND IMPACT 25,573 S.F.

SEE SHEET 19

SEE SHEET 22

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

21 of 29

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

22 of 29

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

SEE SHEET 22

STREET C

STREET A

WETLAND 40
100 YR HWL = 896.3

OUTLOT A

OUTLOT G

OUTLOT C

INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

WETLAND IMPACT
2014 S.F.

ANOKA COUNTY DITCH #28-4
100 YR HWL = 891.4

WETLAND 30
100 YR HWL = 893.5

POND 400
NWL = 893.5
100 YR HWL = 895.7

WETLAND 35
100 YR HWL = 895.6

POND 500
NWL = 894.0
100 YR HWL = 896.3

WETLAND 40
100 YR HWL = 896.3

WETLAND IMPACT
7330 S.F.

WETLAND 45
100 YR HWL = 899.6

8' BITUMINOUS TRAIL

10' BITUMINOUS TRAIL

BENCH

BORROW AREA

SEE SHEET 24

339 338 337 336 335 334 333 332 331 330 329 328 327 326 325 324 323 322 321 320 204 203 232 233 234 235 236 237 238 239 240 241 242

KEY

20 19 21 22 23 24 25 26

N

0 25 50 100
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

23 of 29

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

SEE SHEET 23

SEE SHEET 25

OUTLOT A

OUTLOT C

WETLAND 35
100 YR HWL = 895.6

WETLAND 40
100 YR HWL = 896.3

WETLAND 45
100 YR HWL = 899.6

WETLAND 51
100 YR HWL = 896.3

WETLAND 55
100 YR HWL = 897.4

WETLAND 52
100 YR HWL = 894.9

POND 500
NWL = 894.0
100 YR HWL = 896.3

POND 400
NWL = 893.5
100 YR HWL = 895.7

WETLAND IMPACT
7330 S.F.

INSTALL REDUNDANT SILT FENCE ALONG WETLAND (TYP.)

INSTALL SILT FENCE AROUND POND AFTER GRADING IS COMPLETE

SILT FENCE ALONG WETLAND (TYP.)

10' BITUMINOUS TRAIL

BENCH

TOP OF BERM

EOF

35" RCP CULVERT

STREET C

STREET E

STREET G

WALL BY BUILDER

LOT 306

240 241 242 243 244 245 246 247 248 249 250 251

323 322 321 320 319 318 317 316 315 314 313 312 311 310 309 308 307 306 305 304 303 302 301 300 299 298 297 296

KEY

20 19 21 22 23 24 25 26

N

0 25 50 100
(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)

2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

01.9 OFFSITE EOF

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

24 of 29

[Save Date: 11/14/23] F:\Jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN MNDT) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature: [signature]
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

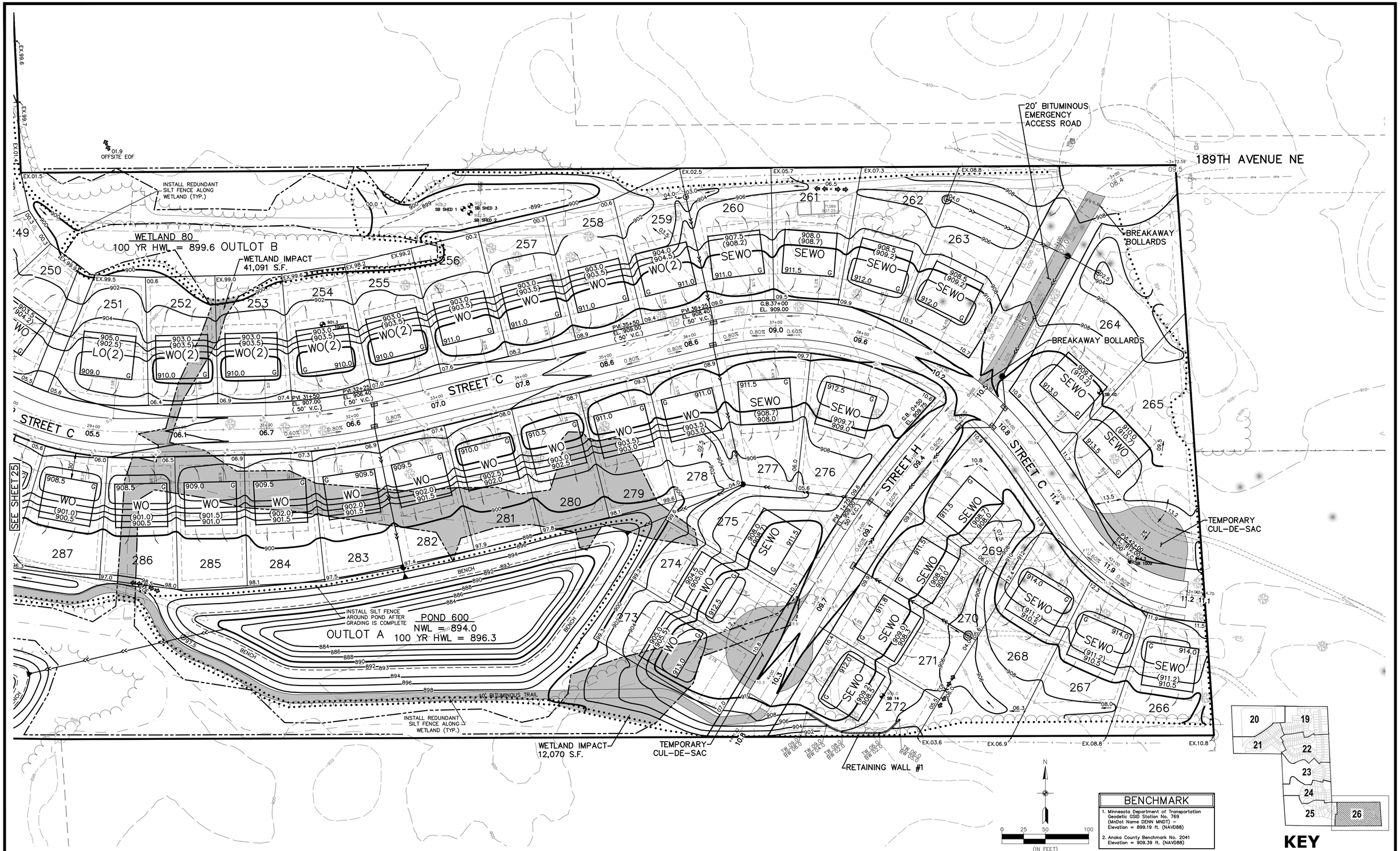
VIKING MEADOWS
East Bethel, MN

PRELIMINARY GRADING & EROSION CONTROL PLAN

25 of 29

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03



CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

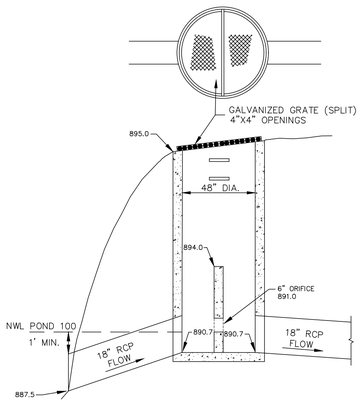
PRELIMINARY GRADING & EROSION CONTROL PLAN

26 of 29

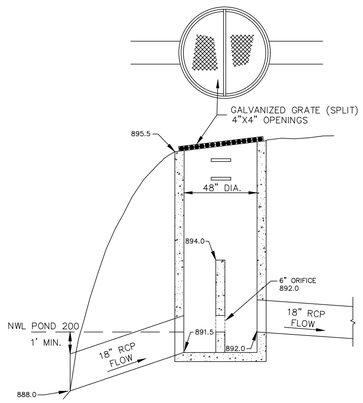
Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_gr.dwg

#10242-03

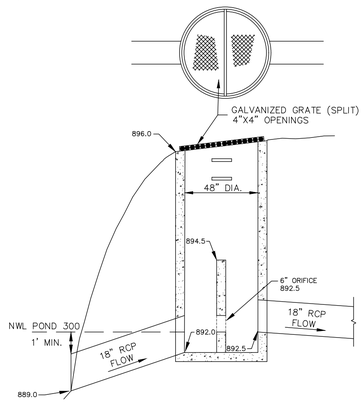
OUTLET CONTROL STRUCTURE POND 100



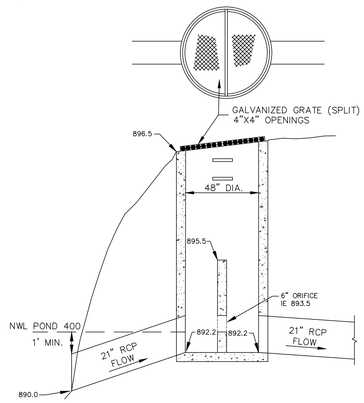
OUTLET CONTROL STRUCTURE POND 200



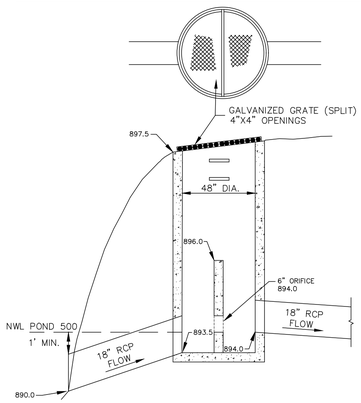
OUTLET CONTROL STRUCTURE POND 300



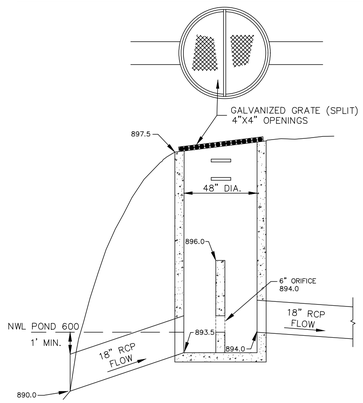
OUTLET CONTROL STRUCTURE POND 400



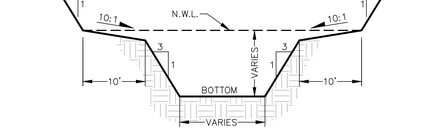
OUTLET CONTROL STRUCTURE POND 500



OUTLET CONTROL STRUCTURE POND 600



TYPICAL POND SECTION



TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

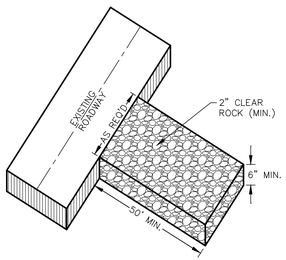
SEED: MnDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE.

DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

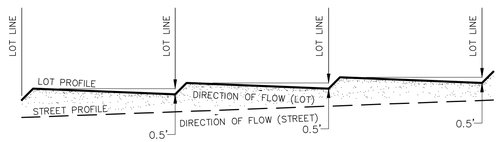
MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

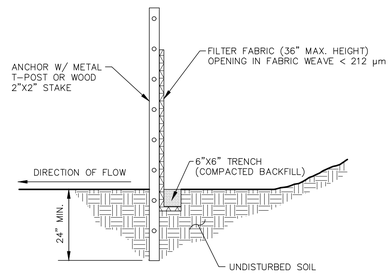
ROCK CONSTRUCTION ENTRANCE



LOT BENCHING DETAIL



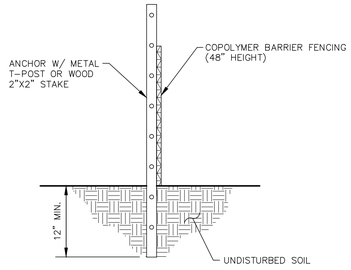
SILT FENCE



NOTES:

1. DIG A 6"X6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"X6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3886.

TREE FENCE



NOTES:

1. TREE FENCING SHALL BE PLACED A MINIMUM OF 1 FOOT PER CALIPER INCH OF TREE DIAMETER FROM TREE(S) THAT IS/ARE TO BE SAVED.
2. ANCHOR POST MAY BE SPACED UP TO 10 FEET APART.
3. SECURELY ATTACH TREE FENCE TO ANCHOR POSTS W/ MINIMUM OF TWO ATTACHMENTS PER POST.
4. SEE MNDOT SPECIFICATION 2572.

CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature: [signature]
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

DETAILS

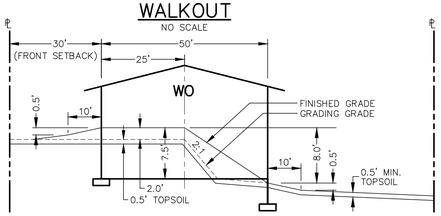
27 of 29

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_detail.dwg

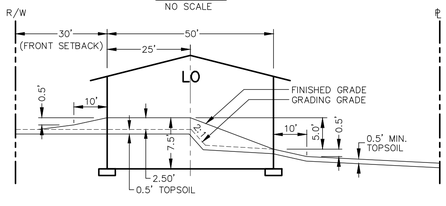
#10242-03

80' LOTS
251–289

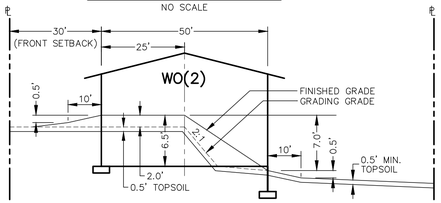
WALKOUT
NO SCALE



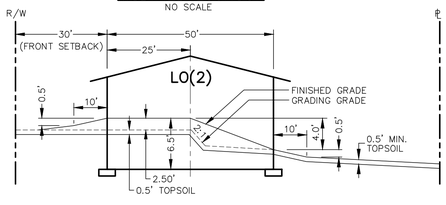
LOOKOUT
NO SCALE



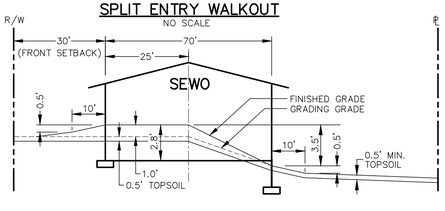
MODIFIED WALKOUT
NO SCALE



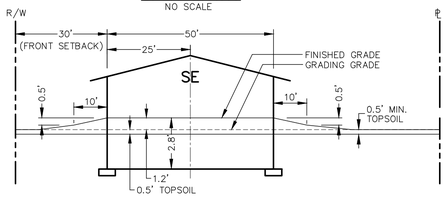
MODIFIED LOOKOUT
NO SCALE



SPLIT ENTRY WALKOUT
NO SCALE

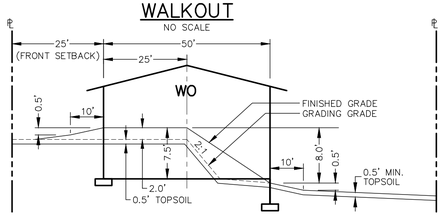


SPLIT ENTRY
NO SCALE

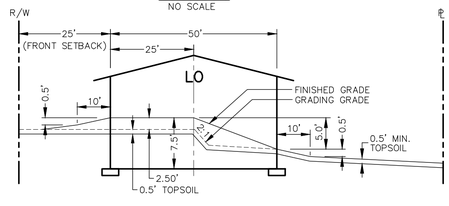


70' LOTS
192–250 & 290–339

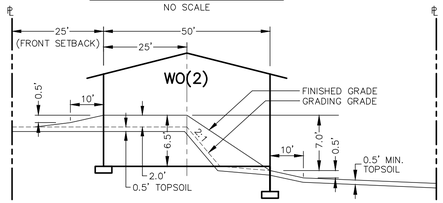
WALKOUT
NO SCALE



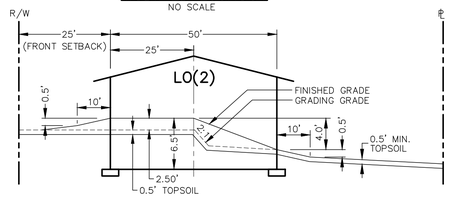
LOOKOUT
NO SCALE



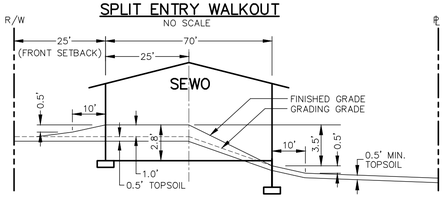
MODIFIED WALKOUT
NO SCALE



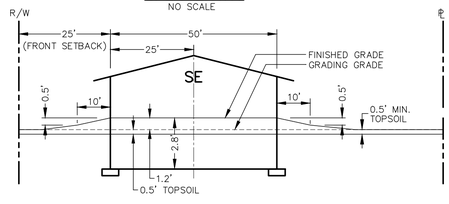
MODIFIED LOOKOUT
NO SCALE



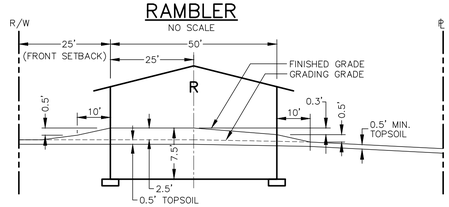
SPLIT ENTRY WALKOUT
NO SCALE



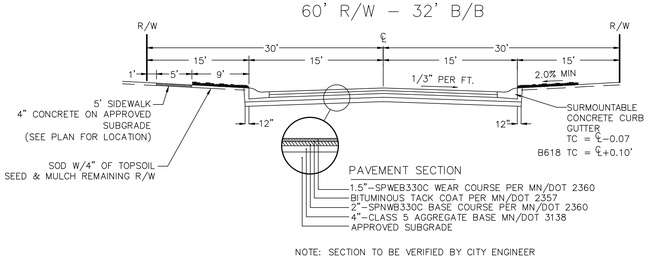
SPLIT ENTRY
NO SCALE



RAMBLER
NO SCALE

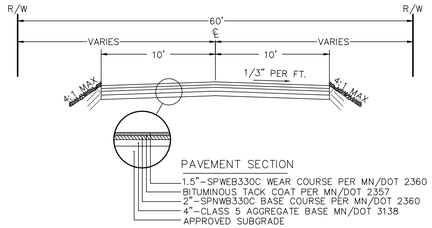


TYPICAL STREET SECTION
60' R/W – 32' B/B



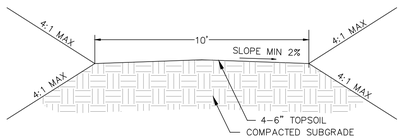
NOTE: SECTION TO BE VERIFIED BY CITY ENGINEER

20' EMERGENCY ACCESS

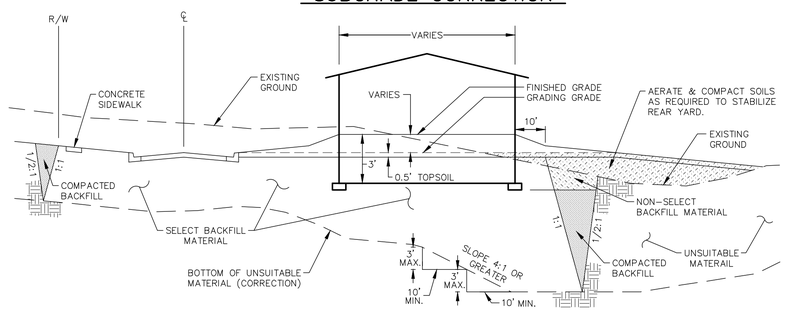


NOTE: SECTION TO BE VERIFIED BY CITY ENGINEER

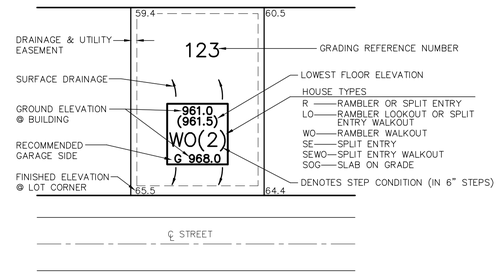
MAINTENANCE ACCESS



SUBGRADE CORRECTION

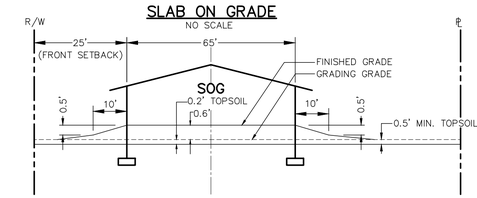


GRADING PLAN LOT KEY



55' DETACHED TOWNHOME LOTS
101–191 & 340–342

SLAB ON GRADE
NO SCALE



CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

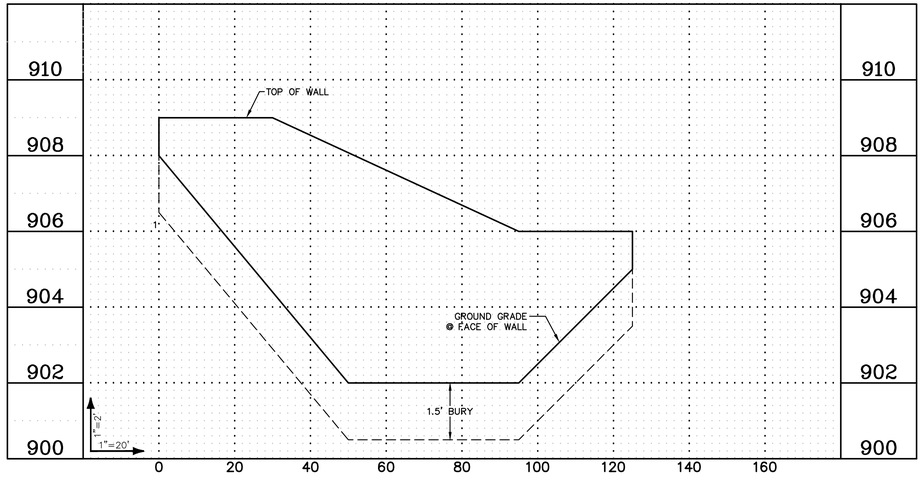
DETAILS

28 of 29

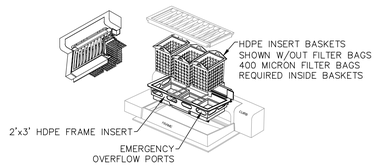
Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\engineering\preliminary\10242-03_detail.dwg

#10242-03

MODULAR RETAINING WALL #1
(681 SF)

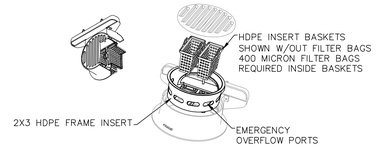


INFRASAFE – 2'x3' DEBRIS COLLECTION DEVICE
AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS

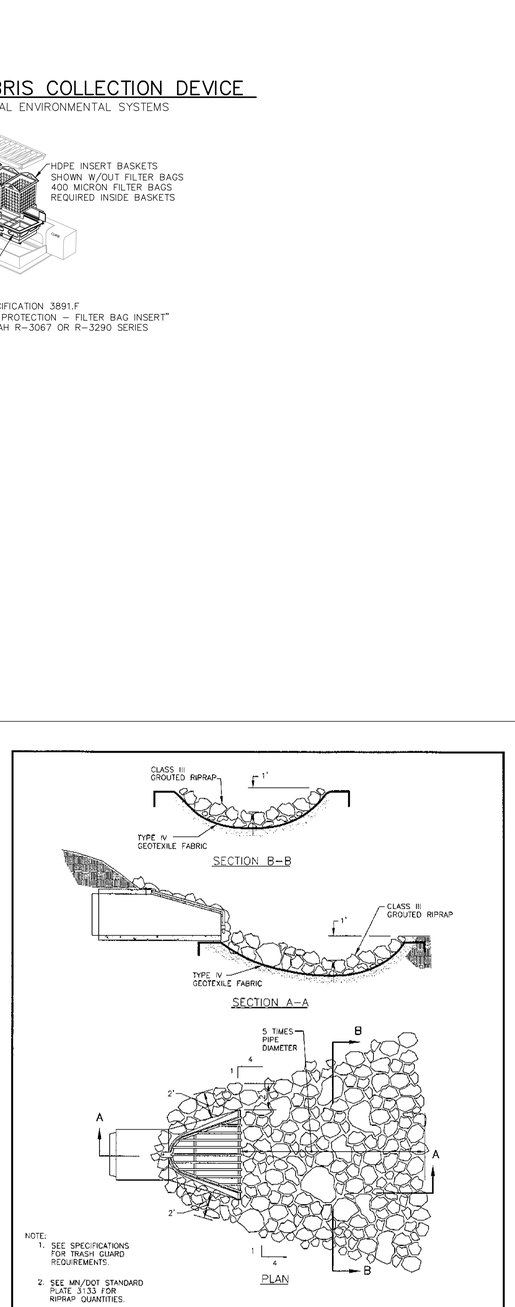


– MEETS MN/DOT SPECIFICATION 3891.F "STORM DRAIN INLET PROTECTION – FILTER BAG INSERT"
– DESIGNED FOR NEENAH R–3067 OR R–3290 SERIES

INFRASAFE – 27" DEBRIS COLLECTION DEVICE
AS MANUFACTURED BY ROYAL ENVIRONMENTAL SERVICES



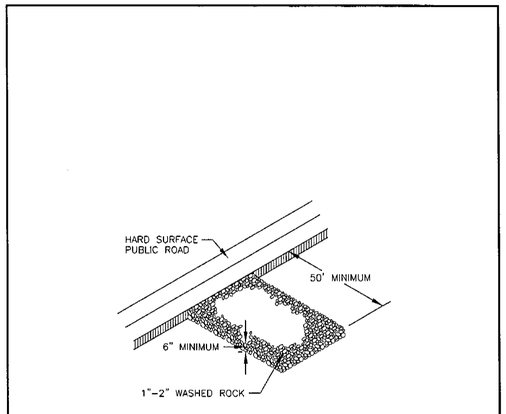
– MEETS MN/DOT SPECIFICATION 3891.F "STORM DRAIN INLET PROTECTION – FILTER BAG INSERT"
– DESIGNED FOR NEENAH R–3250–A OR R–3250–1 (MNDOT 801) FRAME CASTING



RIPRAP PLACEMENT AT OUTLETS
NO SCALE

APPROVED 3-02-05 REVISED	CITY OF EAST BETHEL	STANDARD PLATE No. 500

F:\CAD_ENG\DETAILS\EASTBETH\EROSION\Ero-500.DWG



ROCK CONSTRUCTION ENTRANCE
NO SCALE

APPROVED 3-02-05 REVISED	CITY OF EAST BETHEL	STANDARD PLATE No. 505

\CAD_ENG\DETAILS\EASTBETH\CURB\Ero-505.DWG

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRO/LC/ADB
Designed: BJK
Date: 11/14/23

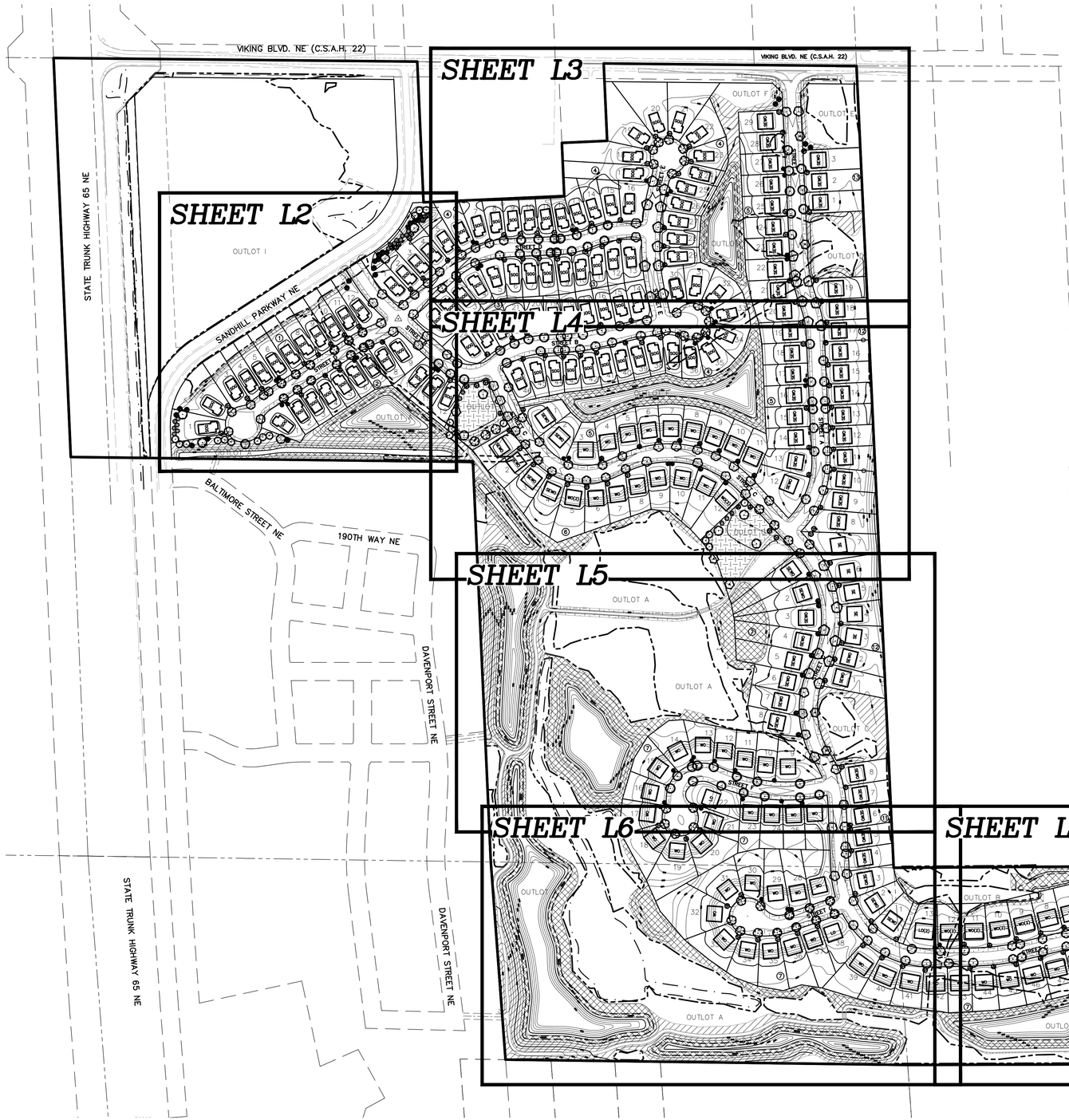
Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

DETAILS

29 of 29



1 L1 OVERALL LANDSCAPE PLAN

0 100 200 400 (IN FEET)

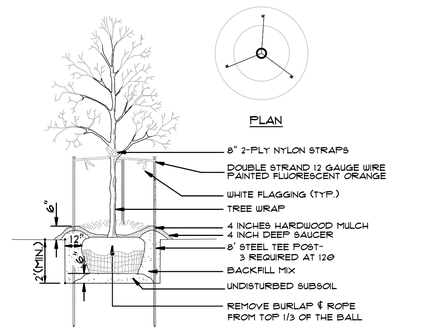
EAST BETHEL LANDSCAPE REQUIREMENTS

1. TREES REQUIRED. A MINIMUM OF TWO BOULEVARD TREES PER LOT SHALL BE PLANTED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

   TREES REQUIRED = 484 (242 LOTS X 2)
   TREES PROVIDED = 596

LANDSCAPE PLAN NOTES

1. EXISTING CONDITIONS. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND CONSTRUCTION START. ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO THE OWNER/LANDSCAPE ARCHITECT FOR CLARIFICATION PRIOR TO BIDDING OR APPROVING ANY ADDITIONAL WORK REQUIRED.
2. UTILITY LOCATES. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL PUBLIC AND PRIVATE UTILITIES, INCLUDING IRRIGATION LINES, AT LEAST 48 HOURS BEFORE EXCAVATING OR IN ACCORDANCE WITH STATE LAW. IN MINNESOTA, CALL GOPHER STATE ONE–CALL AT 651–454–0002 FOR FIELD LOCATION OF PUBLIC UNDERGROUND UTILITY LINES. ALL LOCATES AND ITEMS NOTED AS 'FIELD VERIFY' ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR AT THEIR EXPENSE.
3. PERMITS. CONTRACTOR SHALL VERIFY WITH THE OWNER/LANDSCAPE ARCHITECT THAT THE REQUIRED PERMITS HAVE BEEN OBTAINED PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
4. EXISTING ITEMS TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING PAVEMENT, STRUCTURES, UTILITIES, TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE (AT CONTRACTOR'S EXPENSE) TO EXISTING ITEMS TO REMAIN.
5. CONSTRUCTION STAGING AND ACCESS. CONTRACTOR SHALL VERIFY THE LOCATION FOR CONSTRUCTION STAGING AND SITE ACCESS WITH THE OWNER/LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING PEDESTRIAN AND VEHICLE ACCESS WITHIN AND ADJACENT TO THE SITE THROUGHOUT THE CONSTRUCTION PERIOD UNLESS OTHERWISE NOTED. LONG–TERM STORAGE OF MATERIALS OR SUPPLIES ON–SITE WILL NOT BE PERMITTED. ALL WASTE AND/OR UNUSED MATERIAL SHALL BE PROMPTLY REMOVED FROM THE SITE.
6. SITE REMOVALS. REFER TO CIVIL PLANS FOR GENERAL SITE REMOVALS. ALL ITEMS NOTED TO BE REMOVED SHALL BE COMPLETED BY THE CONTRACTOR AND IMMEDIATELY DISPOSED OF OFF–SITE, IN ACCORDANCE WITH LOCAL REGULATIONS, UNLESS OTHERWISE NOTED. COORDINATE WITH OWNER/LANDSCAPE ARCHITECT FOR ANY ITEMS NOTED AS 'REMOVED BY OTHERS' OR 'REMOVE AND SALVAGE.'
7. UTILITY COORDINATION. REFER TO CIVIL PLAN SHEETS FOR INFORMATION RELATED TO PROPOSED UTILITIES. COORDINATE WITH ELECTRICAL CONTRACTORS FOR SITE ELECTRICAL WORK AND SITE LIGHTING.
8. CONSTRUCTION STAKING. UNLESS OTHERWISE NOTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING CONTROL POINTS AND ALL CONSTRUCTION FIELD STAKING DURING THE COURSE OF THE PROJECT.
9. DIMENSIONS. DIMENSIONS TAKE PRECEDENCE OVER SCALE. DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT/WALKWAY, OR OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
10. PLAN QUANTITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL MATERIAL QUANTITIES PER PLAN. MATERIAL SCHEDULES ARE PROVIDED SOLELY FOR CONTRACTOR'S CONVENIENCE.
11. REFERENCE SPECIFICATIONS. THE FOLLOWING SPECIFICATIONS SHALL GOVERN THIS PROJECT ACCORDING TO THE FOLLOWING ORDER:
    1. ADDENDA, WITH THOSE OF A LATER DATE HAVING PRECEDENCE OVER THOSE OF AN EARLIER DATE.
    2. LANDSCAPE SPECIFICATIONS.
    3. PLAN DRAWINGS.
    4. PLANT / MATERIAL SCHEDULES.
    5. CITY STANDARD SPECIFICATIONS AND DETAILS.
    6. MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.



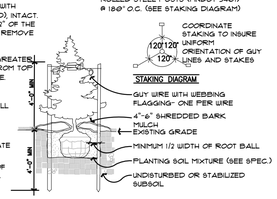
NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.

A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

1. SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING
2. TRIM OUT DEAD WOOD AND WEAK AND/OR DEFORMED TWIGS. DO NOT CUT A LEADER. DO NOT PAINT CUTS.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED BACKFILL SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE.
4. PLACE PLANT IN PLANTING HOLE WITH BURLAP AND WIRE BASKET, (IF USED) INTACT. BACKFILL WITHIN APPROXIMATELY 12" OF THE TOP OF ROOTBALL, WATER PLANT. REMOVE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS, WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM TOP 1/3 OF THE BALL. REMOVE ALL TWINE.
5. PLUMB AND BACKFILL WITH BACKFILL SOIL.
6. WATER TO SETTLE PLANTS AND FILL VOIDS.
7. WATER WITHIN TWO HOURS OF INSTALLATION. WATERING MUST BE SUFFICIENT TO THOROUGHLY SATURATE ROOT BALL AND PLANTING HOLE.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE

NOTE: GUY ASSEMBLY OPTIONAL BUT CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR MAINTAINING TREE IN A PLUMB POSITION FOR THE DURATION OF THE GUARANTEE PERIOD.

GUY ASSEMBLY- 16" POLYPROPYLENE OR POLYETHYLENE (40 MIL) 1-1/2" WIDE STRAP (TYP.) DOUBLE STRAND 10 GA. WIRE, 2-1" ROLLED STEEL POSTS (MNDOT 3401) @ 180° O.C. (SEE STAKING DIAGRAM)



B CONIFEROUS TREE PLANTING DETAIL
NOT TO SCALE

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

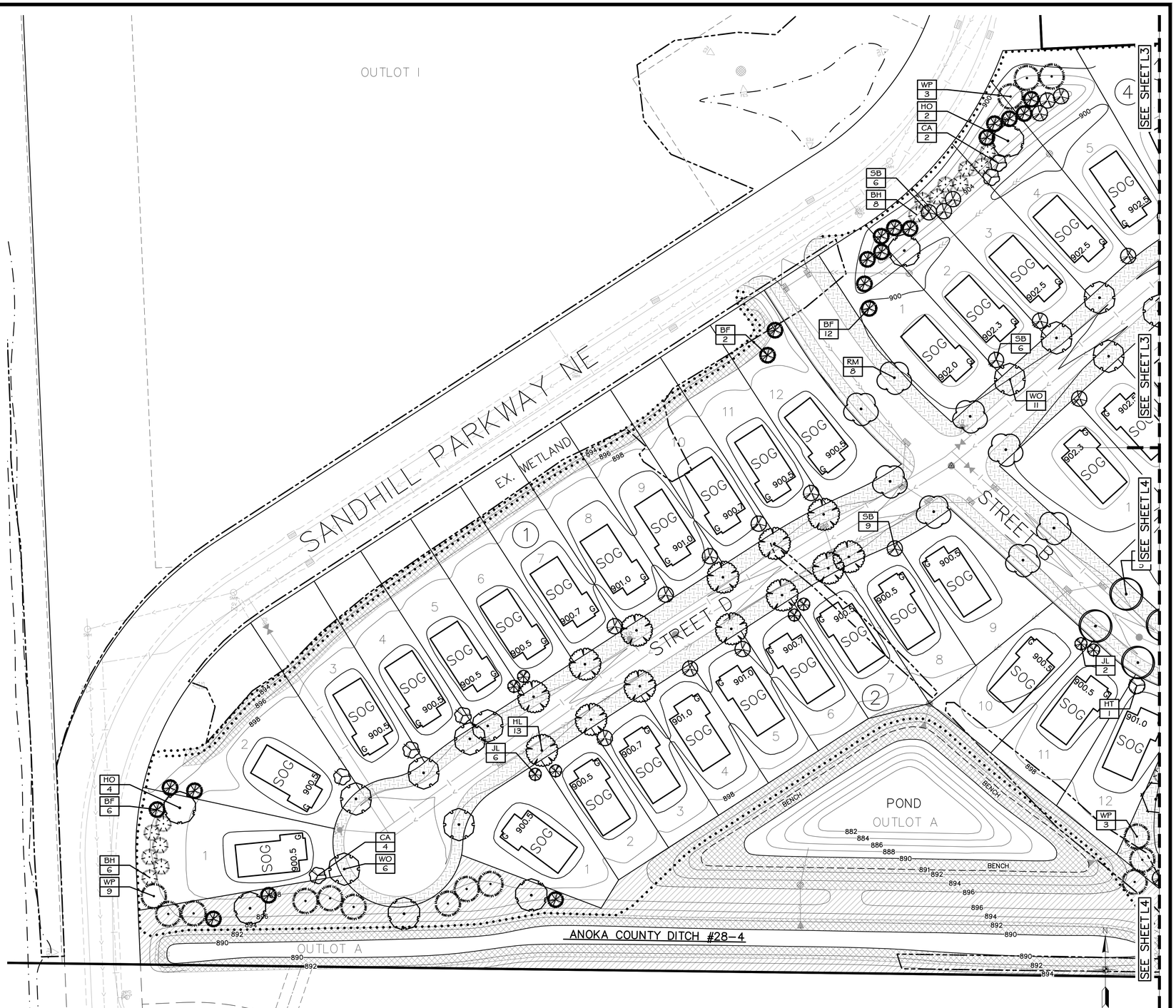
L1 of 7

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
TREES						
	RM	40	Acer rubrum `Northwood`	Northwoods Red Maple	2.5" Cal.	B&B
	FM	36	Acer x freemanii `Sienna`	Sienna Glen Maple	2.5" Cal.	B&B
	RB	7	Betula nigra Clump Form, 2.5" Cal Equivalent	River Birch Multi-Trunk	10` Ht.	B&B
	HB	33	Celtis occidentalis	Common Hackberry	2.5" Cal.	B&B
	HL	20	Gleditsia triacanthos inermis `Harve`	Northern Acclaim Thornless Honey Locust	2.5" Cal.	B&B
	KC	22	Gymnocladus dioica `Espresso`	Kentucky Coffeetree	2.5" Cal.	B&B
	WO	43	Quercus bicolor	Swamp White Oak	2.5" Cal.	B&B
	HO	11	Quercus x macdanielii `Clemons` TM	Heritage Oak	2.5" Cal.	B&B
	BL	44	Tilia americana `Boulevard`	Boulevard Linden	2.5" Cal.	B&B
	AE	32	Ulmus americana `Princeton`	American Elm	2.5" Cal.	B&B
CONIFEROUS TREES						
	BF	24	Abies balsamea	Balsam Fir	6` Ht.	B&B
	BH	24	Picea glauca densata	Black Hills Spruce	6` Ht.	B&B
	WP	23	Pinus strobus	White Pine	6` Ht.	B&B
ORNAMENTAL TREES						
	SB	67	Amelanchier x grandiflora `Autumn Brilliance` Clump Form, 1.5" Cal Equivalent	Autumn Brilliance Serviceberry	7` Ht.	B&B
	BB	23	Carpinus caroliniana Native	Blue Beech	1.5" Cal.	B&B
	PD	12	Cornus alternifolia `Wstackman` Pale Yellow Flowers, Maroon Fall Color	Golden Shadows Pagoda Dogwood	1.5" Cal.	B&B
	HT	35	Crataegus crus-galli `Inermis`	Thornless Hawthorn	1.5" Cal.	B&B
	CA	40	Malus x `Prairifire` Red Flowers	Prairifire Crabapple	1.5" Cal.	B&B
	IW	18	Ostrya virginiana Native	Ironwood	1.5" Cal.	B&B
	JL	42	Syringa reticulata 'Ivory Silk' White Flowers	Ivory Silk Japanese Tree Lilac	1.5" Cal.	B&B
GROUND COVERS						
	TI	377,308 sf	Type I - Turf Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 180 lb/ac	MnDOT Seed Mix 25-151	seed	
	TII	493,425 sf	Type II - Stormwater Pond Pollinator Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 47.5 lb/ac	BWSR Stormwater Pond Pollinator NE	seed	
	TIII	279,000 sf	Type III - Native Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 50.0 lb/ac	MnDOT Seed Mix 35-241	seed	



1/L2 LANDSCAPE PLAN ENLARGEMENT

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L2 of 7

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03

1 L3 LANDSCAPE PLAN ENLARGEMENT

CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

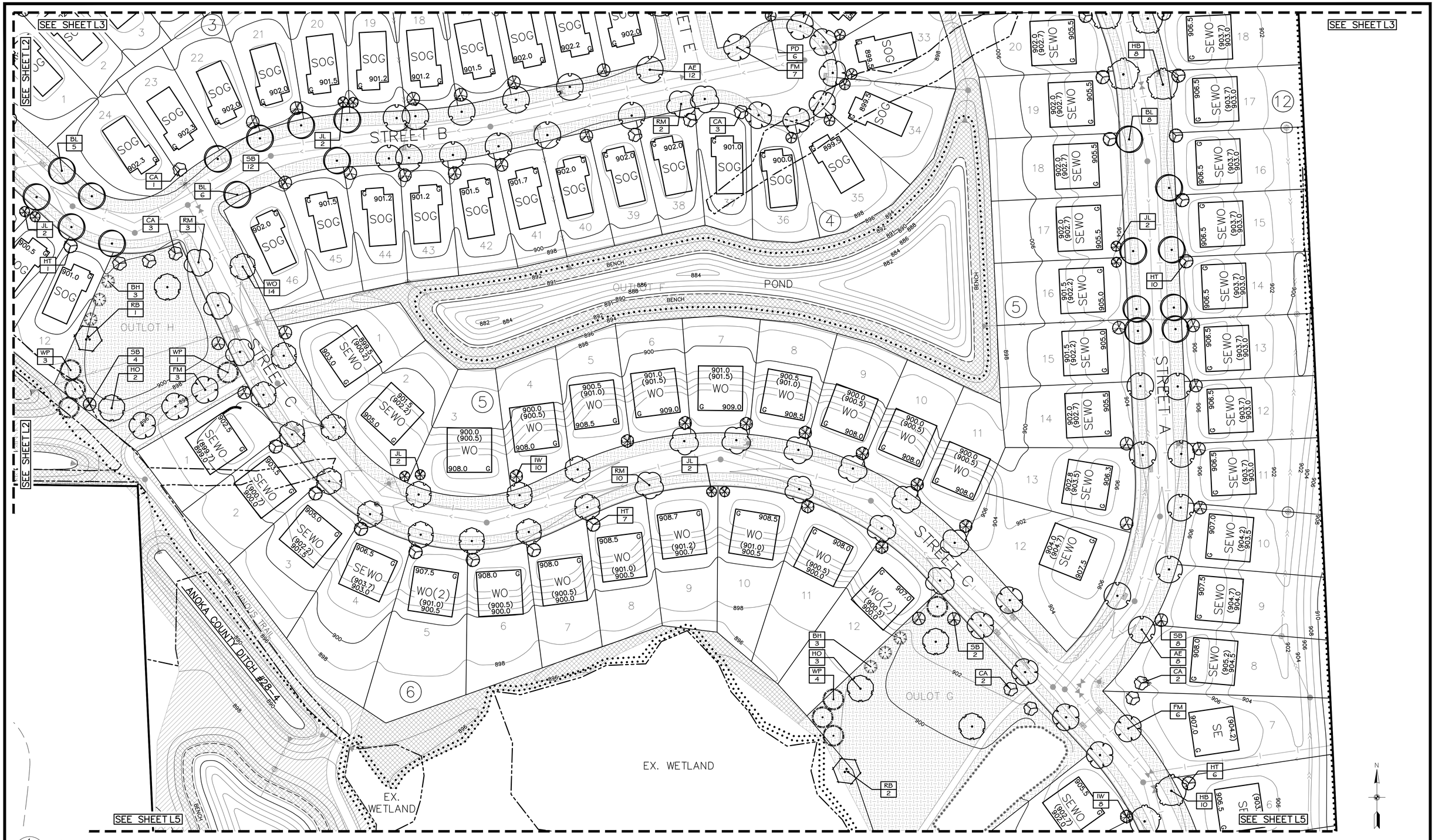
VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L3 of 7

Save Date: 11/14/23 F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03



1 L4 LANDSCAPE PLAN ENLARGEMENT

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

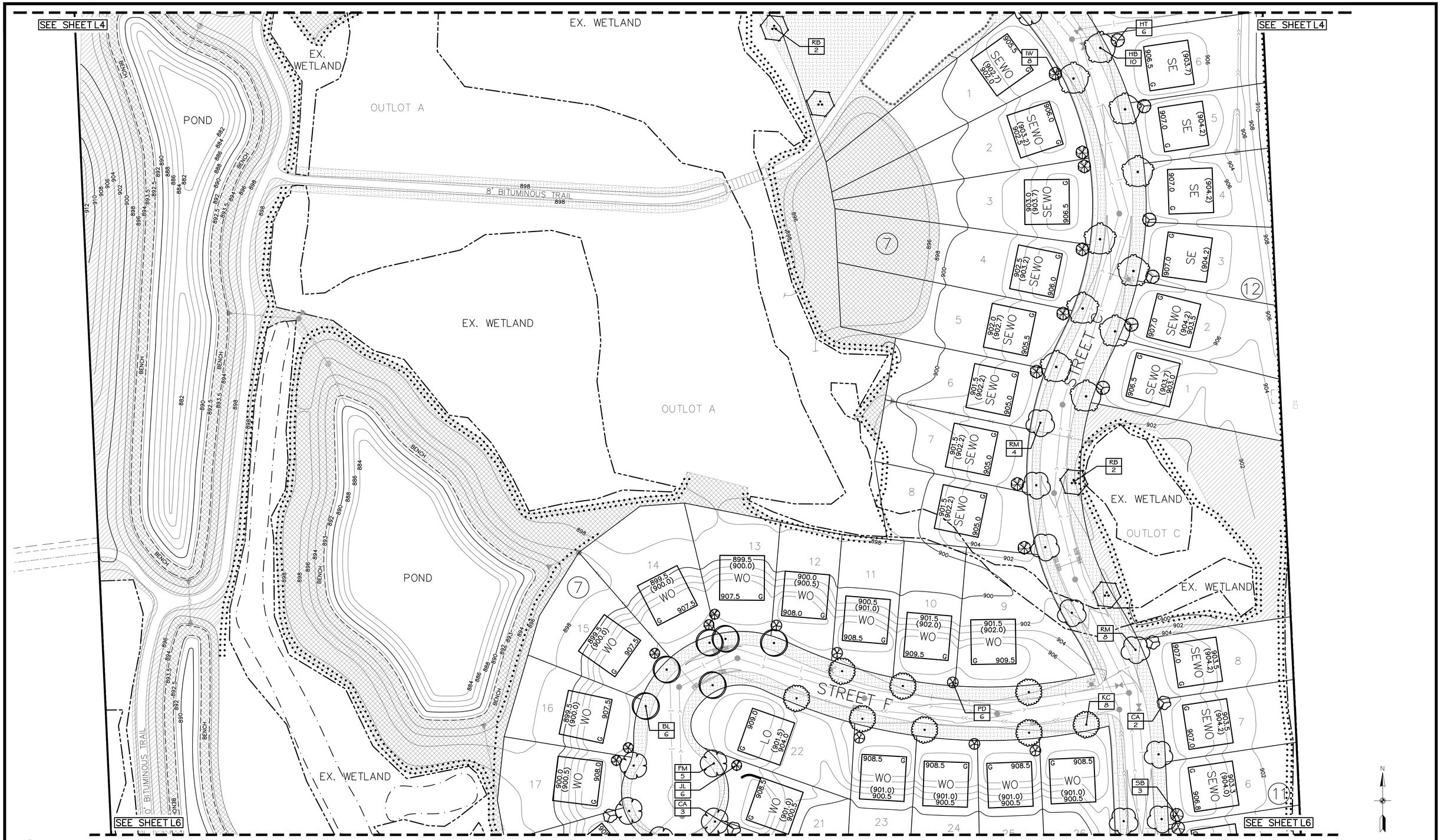
VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L4 of 7

Save Date: 11/14/23 | F:\Jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03



1 / L5 LANDSCAPE PLAN ENLARGEMENT

CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

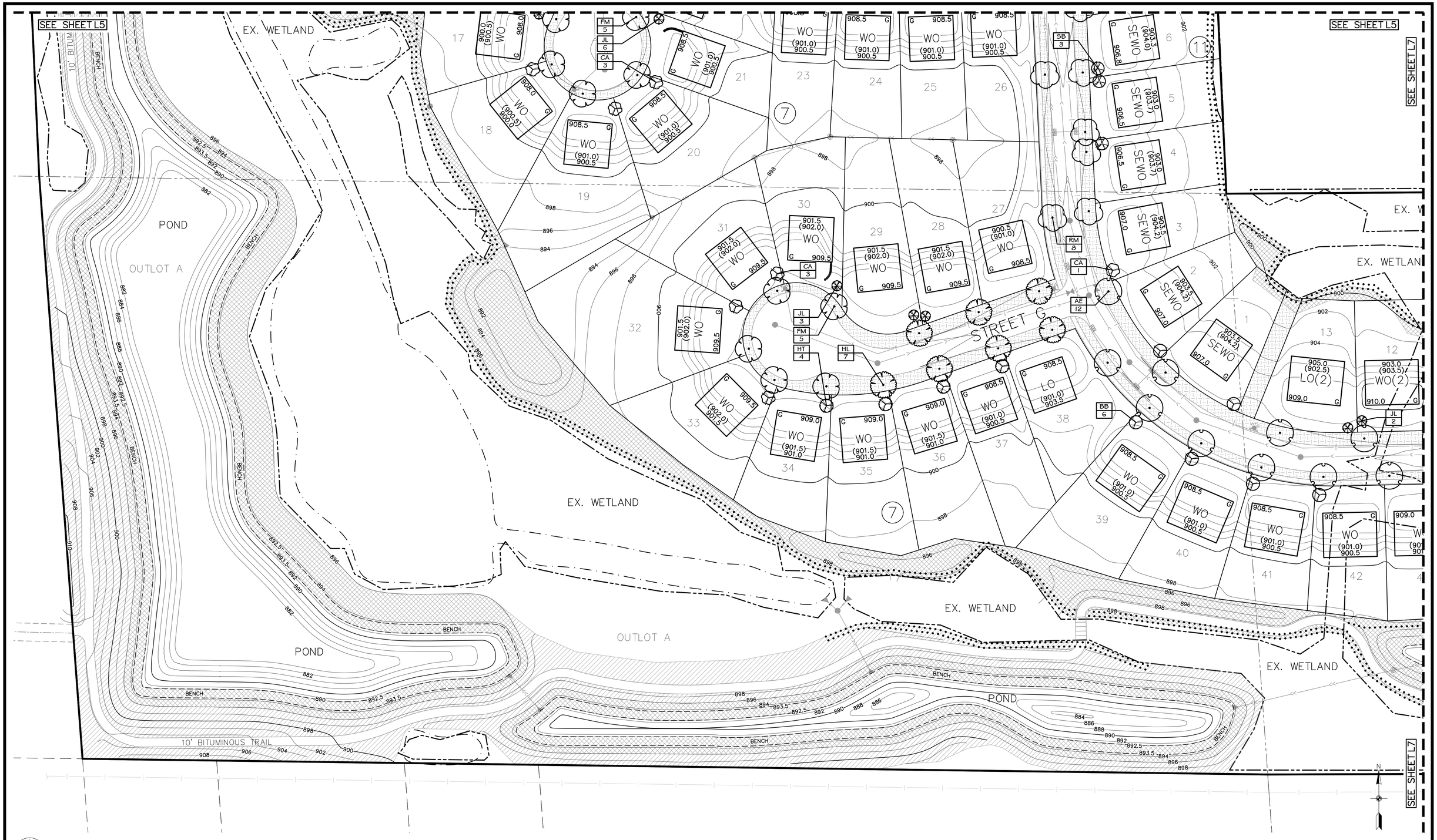
VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L5 of 7

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03



1 L6 LANDSCAPE PLAN ENLARGEMENT

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L6 of 7

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03

1 L7 LANDSCAPE PLAN ENLARGEMENT

LANDSCAPE SPECIFICATIONS

1. TREE PROTECTION. ALL TREES NOT SPECIFICALLY NOTED OR MARKED ON SITE FOR REMOVAL SHALL REMAIN PROTECTED AND UNDISTURBED DURING CONSTRUCTION. TREE PROTECTION SHALL EXTEND TO THE DRIP LINE, WITHIN WHICH NO CONSTRUCTION ACTIVITY, MATERIAL STORAGE, OR VEHICLE PARKING SHALL BE PERMITTED. TREE PROTECTION FENCING SHALL BE ERECTED PRIOR TO CONSTRUCTION START PER PLANS OR AS DIRECTED BY OWNER/LANDSCAPE ARCHITECT AND SHALL CONSIST OF 4' TALL HEAVY DUTY ORANGE CONSTRUCTION FENCING WITH 6' STEEL FENCE POSTS SPACED 6' O.C. MAX.

2. EROSION CONTROL. REFER TO CIVIL PLAN SHEETS FOR STORMWATER POLLUTION PREVENTION PLAN (SWPPP), AND TEMPORARY AND PERMANENT STORMWATER BMPS, INCLUDING SILT FENCE, BIO-ROLLS, INLET PROTECTION, EROSION CONTROL BLANKETING, DUST CONTROL, SWEEPING AND ROCK CONSTRUCTION ENTRANCE. ALL DISTURBED AREAS SHALL RECEIVE PERMANENT STABILIZATION IN ACCORDANCE WITH THE LANDSCAPE PLAN WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED. IN THE EVENT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS, TEMPORARY STABILIZATION BMPS MUST BE IMPLEMENTED WITHIN 7 DAYS USING RAPID STABILIZATION METHOD 3.

3. CLEARING AND GRUBBING. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING AND GRUBBING ALL AREAS INDICATED AS BEING DISTURBED OR OTHERWISE SHOWN ON PLANS. CLEARING AND GRUBBING SHALL INCLUDE REMOVAL AND DISPOSAL OF ALL TREES, STUMPS, BRUSH, GRASS, ROOTS AND OTHER ORGANIC MATERIAL AT AN APPROVED OFF-SITE DISPOSAL LOCATION.

4. SOIL PREPARATION. REFER TO GEOTECHNICAL REPORT FOR ANY REQUIRED SOIL CORRECTIONS, AMENDMENTS OR ADDITIONAL INFORMATION (IF APPLICABLE). EXISTING TOPSOIL SHALL BE STRIPPED FROM ALL DISTURBED AREAS AND STOCKPILED IN AN APPROVED LOCATION FOR RE-SPREAD. ALL AREAS WHERE SOIL HAS BEEN COMPACTED BY CONSTRUCTION ACTIVITY AND THAT ARE INDICATED TO BE SODDED, SEEDED OR PLANTING BED SHALL BE DE-COMPACTED TO A MINIMUM DEPTH OF 12 INCHES BY SOIL RIPPING, TILLING OR OTHER APPROVED SOIL LOOSENING METHOD PRIOR TO INSTALLATION OF ANY IRRIGATION, SEEDING, PLANTING, SODDING, ETC.

5. TOPSOIL MATERIAL. ALL EXISTING, AMENDED OR IMPORTED TOPSOIL SHALL MEET THE REQUIREMENTS OF MNDOT TOPSOIL TYPE A. A MINIMUM 4 INCH DEPTH OF TOPSOIL SHALL BE PLACED ON ALL AREAS TO BE SODDED OR SEEDED. A MINIMUM 12 INCH DEPTH OF TOPSOIL SHALL BE PLACED WITHIN ALL PLANTING BED AREAS. ALL TOPSOIL SHALL BE FINE GRADED, RAKED AND DRAGGED TO PROVIDE A SMOOTH, UNIFORM SURFACE. TOPSOIL GRADES SHALL BE WITHIN .1 FEET OF INDICATED FINISHED GRADE AND SHALL BE TRUE TO GRADIENTS SHOWN ON PLANS. REFER TO CIVIL PLAN SHEETS FOR FILTRATION BASIN SOIL REQUIREMENTS.

6. SEEDING AND TURF ESTABLISHMENT. CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SEEDING. APPLY 10-10-10 TYPE I STARTER FERTILIZER AT A RATE OF 200 LBS PER ACRE PRIOR TO SEEDING. SEEDS SHALL BE SOWED AT THE INDICATED RATE, VIA BROADCAST SPREADER, DROP SEEDER OR DRILL SEEDER. FOLLOWING SEED APPLICATION, INSTALL CATEGORY 20 – STRAW EROSION CONTROL BLANKET WITH NATURAL NETTING ON ALL SLOPES GREATER THAN 4:1. IN ALL OTHER AREAS, APPLY DISC-ANCHORED TYPE 3 MULCH (MCIA CERTIFIED WEED FREE GRAIN STRAW) AT A RATE OF 2 TONS PER ACRE. SOIL SHALL BE KEPT MOIST DURING ESTABLISHMENT WITH ADDITIONAL RE-SEEDING AS NECESSARY TO ACHIEVE A HEALTHY, UNIFORM STAND OF GRASS, FREE OF WEEDS AND WITH COVERAGE EXCEEDING 75% IN ANY 10'x10' AREA PRIOR TO FINAL ACCEPTANCE.

7. PLANT MATERIAL. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS. OWNER/LANDSCAPE ARCHITECT RESERVE THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION. NO SUBSTITUTION OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

8. PLANT MATERIAL SUBSTITUTIONS. ALL REQUESTS FOR PLANT SUBSTITUTIONS SHALL BE MADE IN WRITING TO THE OWNER/LANDSCAPE ARCHITECT AND MUST BE APPROVED BY THE CITY.

9. PLANT INSTALLATION AND ESTABLISHMENT. REFER TO STANDARD PLANTING DETAILS. CONTRACTOR SHALL STAKE TREE LOCATIONS FOR APPROVAL BY OWNER/LANDSCAPE ARCHITECT PRIOR TO PLANTING. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE.

10. MULCH MATERIAL. DOUBLE SHREDDED HARDWOOD MULCH OR ROCK MULCH AS INDICATED ON PLANS. ALL MULCH SHALL BE CLEAN AND FREE OF NOXIOUS WEEDS, SOIL, OR OTHER DELETERIOUS MATERIAL, AND SHALL BE INSTALLED OVER A NON-WOVEN GEOTEXTILE FABRIC (INCIDENTAL) OR OTHER APPROVED WEED BARRIER TO A MINIMUM SETTLED DEPTH OF 4". MULCH SHALL BE HELD BACK FROM PLANT STEMS/TRUNKS A MINIMUM OF 3". WOOD MULCH SHALL BE PLACED AROUND INDIVIDUAL TREES TO A 4' MINIMUM DIAMETER. MULCH SHALL BE INSTALLED WITHIN 48-HOURS OF PLANT INSTALLATION.

11. MAINTENANCE. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE MOWING, TRIMMING, WATERING, FERTILIZING, WEED AND PESTICIDE CONTROL, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES, HOWEVER, THE CONTRACTOR SHALL RETAIN RESPONSIBILITY FOR ALL PLANT MATERIAL THROUGH THE COMPLETION OF THE WARRANTY PERIOD.

12. WATERING. UPON ESTABLISHMENT OF SEED AND INSTALLATION OF PLANTS, CONTRACTOR SHALL MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS AND TURF AREAS A MINIMUM OF ONCE A WEEK. MORE FREQUENT WATERING MAY BE REQUIRED DURING PERIODS OF HOT, DRY WEATHER. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER. IN THE ABSENCE OF PERMANENT IRRIGATION, TEMPORARY IRRIGATION, TREE WATERING BAGS, OR HAND-WATERING ARE ACCEPTABLE.

13. NATIVE PLANT ESTABLISHMENT. THIS PROJECT INCLUDES ONE OR MORE NATIVE PLANT SEED MIXES CONSISTING OF A VARIETY OF GRASSES, SEDGES AND FLOWERING FORBS. BECAUSE THESE PLANTS TYPICALLY HAVE A LONGER GERMINATION PERIOD, A COVER CROP SPECIES IS REQUIRED TO PROVIDE TEMPORARY COVER AND STABILIZATION. MAINTENANCE OF THESE SEEDED AREAS IS CRITICAL DURING THE FIRST SEVERAL YEARS TO ESTABLISH A SUCCESSFUL NATIVE PLANT COMMUNITY. SEEDED AREAS SHALL BE MOWED / WEED-WHIPPED TO A HEIGHT OF 6-10 INCHES IN MID-JULY AND EARLY SEPTEMBER DURING THE FIRST 2-3 YEARS OF ESTABLISHMENT. IN ADDITION, ALL NON-NATIVE SPECIES / WEEDS SHALL BE SPOT SPRAYED NO LESS THAN 3 TIMES A YEAR WITH HERBICIDE BY A LICENSED APPLICATOR. RE-SEEDING AS NECESSARY SHALL OCCUR IN MAY. A NATIVE PLANT COMMUNITY SHALL BE CONSIDERED SUCCESSFULLY ESTABLISHED NO SOONER THAT 3 YEARS AFTER INITIAL SEEDING – ONCE THE COVER CROP HAS BEEN SUFFICIENTLY REPLACED BY NATIVE PLANTS AND THE AREA IS FREE OF ALL NON-NATIVE AND INVASIVE SPECIES. AT THIS TIME, MAINTENANCE CAN BE REDUCED TO MOWING / WEED-WHIPPING TO A HEIGHT OF 6-10 INCHES ONCE A YEAR IN EARLY SEPTEMBER AND SPOT SPRAYING OF HERBACIDE ONLY AS NEEDED.

14. FINAL ACCEPTANCE. UPON SUBSTANTIAL COMPLETION OF THE WORK, CONTRACTOR SHALL REQUEST FINAL ACCEPTANCE OF THE WORK IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT. IF ANY WORK IS FOUND TO BE INCOMPLETE OR UNSATISFACTORY IN THE OPINION OF THE OWNER/LANDSCAPE ARCHITECT, A WRITTEN PUNCH LIST WILL BE PREPARED LISTING ALL ITEMS THAT REQUIRE COMPLETING OR CORRECTING BEFORE FINAL ACCEPTANCE.

15. WARRANTY. ALL PLANTS, MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND MATERIAL.

N

0 25 50 100
(IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 11/14/23 License #: 56346

Drawn: RJR
Designed: RJR
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

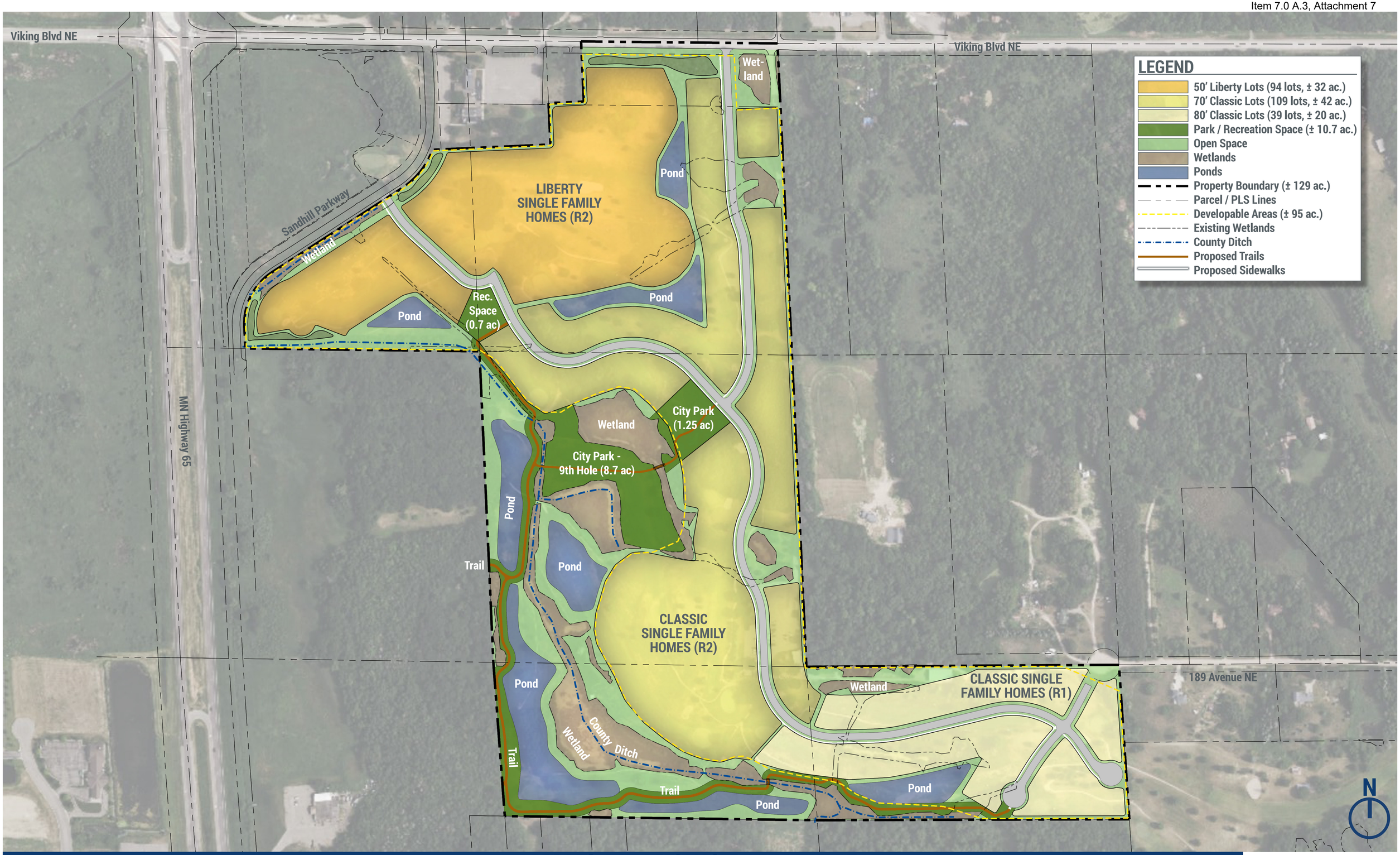
VIKING MEADOWS
East Bethel, MN

PRELIMINARY LANDSCAPE PLAN

L7 of 7

Save Date: 11/14/23 | F:\jobs\10241 - 10260\10242-03 - viking meadows\cad c3d\landscape\10242-03_landscape.dwg

#10242-03



CAPSTONE HOMES

VIKING MEADOWS PARK EXHIBIT

East Bethel, MN | 11/09/23

CARLSON McCAIN

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

	Land Use Type	TOTAL Dev. Acres	Acres now-2020	Acres 2021-2030	Acres 2031-2040	Density Range Min	Density Range Mid	Density Range Max	Yield %	Min Units Now-2020	Min Units 2021-2030	Min Units 2031-2040	TOTAL Minimum Units	Mid Units Now-2020	Mid Units 2021-2030	Mid Units 2031-2040	TOTAL Midpoint Units
2040 Future Land Use	Low Density Res	152.23	58.92	66.08	27.23	2.25	3.125	4	100%	48*	149	61	258	48*	207	85	340
	Medium Density Res	212.44	44.16	140.50	27.78	4	8	12	100%	130*	562	111	803	130*	1,124	222	1,476
	Mixed Use (LDR)[1]	614.68	0	344.24	270.44	2.25	3.125	4	100%	0	775	609	1,384	0	1,076	845	1,921
	Mixed Use (HDR)[2]	63.59	7.07	31.65	24.87	12	21	30	100%	106*	380	298	784	106*	664	522	1,292
	Guided Total	**1042.94**	**110.15**	**582.47**	**350.32**					**284**	**1,866**	**1,079**	**3,229**	**284**	**3,071**	**1,674**	**5,029**

*City Council Approved Units

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

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

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

Viking Meadows

City of East Bethel, Anoka County, Minnesota

EAW Questions 8, 12, 13, 14

Kjolhaug Environmental Services Company, Inc.
(KES Project No. 2023-164)

November 13, 2023

8. Cover types: *Estimate the acreage of the site with each of the following cover types before and after development:*

Land-Use	Before (acres)	After (acres)
Wetlands and shallow lakes (<2 meters deep)	14.38	11.04
Deep lakes (>2 meters deep)	0	0
Wooded/forest	16.42	12.4
Rivers/streams	0	0
Brush/Grassland	3.28	25.3
Cropland	0	0
Livestock rangeland/pastureland	0	0
Lawn/landscaping	89.09	23.77
Green infrastructure TOTAL (from table below*)	0	0
Impervious surface	3.93	50.1
Stormwater Pond (wet sedimentation basin)	0.31	5.5
Other (describe)	0	0
Total	129-acres	129-acres

*Post-development land-use numbers are estimates. There are approximately 242 homes being constructed, varying in width from 55’ to 80’. After construction, there will be 69 acres of lots and 60 acres of open space. Open space includes wetlands, storm ponds, meadow, and deciduous forest.
*See **Figure 4** for a map showing the land use types.
*No tree survey was required for this project.

12. Water resources:

a. *Describe surface water and groundwater features on or near the site in a.i. and a.ii. below.*

i. *Surface water - lakes, streams, wetlands, intermittent channels, and county/judicial ditches. Include any special designations such as public waters, shoreland classification and floodway/floodplain, trout stream/lake, wildlife lakes, migratory waterfowl feeding/resting lake, and outstanding resource value water. Include the presence of aquatic invasive species and the water quality impairments or special designations listed on the current MPCA 303d Impaired Waters List that are within 1 mile of the project. Include DNR Public Waters Inventory number(s), if any.*

Thirteen wetlands were delineated within the project area by Kjolhaug Environmental Services on May 16, 2022. A wetland delineation report was submitted to the City of East Bethel (WCA LGU) and the U.S Army Corps of Engineers (USACE). The Minnesota Board of Water and Soil Resources (BWSR) issued a Notice of Decision approving the wetland boundaries and types on 08/19/2022.

There is one impaired water within a mile of the project boundaries. Crooked Brook is on the Minnesota Pollution Control Agency (MPCA) 2022 impaired waters list (Table below). There are no other impaired waters listed within 1 mile of the project area.

Name	AUID	Pollutant	Type	Affected Designated Use(s)	Year Added to List
Crooked Brook	07010207-575	Dissolved Oxygen	Stream	Aquatic Life	2006

A Stormwater Pollution Prevention Plan (SWPPP) must be prepared and submitted to the MPCA at least 30 days prior to the start of construction activities. The SWPPP will require a mandatory review because the project will disturb more than 50 acres of land and will include the following BMPs to protect water quality:

1. Route storm water around exposed soil areas through use of conveyance channels when feasible.
2. Direct storm water discharges from the project area to vegetated areas in order to increase sediment removal and infiltrate storm water on the project area when feasible.
3. Utilize vegetative buffers, horizontal slope grading, and maintenance to protect surface waters.
4. Use check dams, sediment traps, riprap, or grouted rip rap at outlets and along conveyance channels to control velocity and minimize erosion along the channel and outlets.
5. Prevent runoff from flowing across disturbed areas by diverting the flow to vegetated areas.
6. Break up slope lengths and steepness to promote sheet flow with check dams.
7. Install energy dissipation such as concrete aprons, splash pads, rip rap, and gabions at pipe outlets within 24 hours of connecting to surface water.
8. Initiate soil stabilization immediately on portions of the project area, including soil stockpiles, where construction activity has temporarily or permanently ceased and will not resume for 14 days.
9. Stabilize the last 200 feet of the normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from the project area within 24 hours of connecting to a property edge or a discharge point to a surface water. Use erosion blankets, rip rap or other cover designed for concentrated flow areas.

The project area does not include any trout streams/lakes, wildlife lakes, migratory waterfowl feeding/resting lake, or outstanding resource value waters.

ii. *Groundwater – aquifers, springs, seeps. Include: 1) depth to groundwater; 2) if project is within a MDH wellhead protection area; 3) identification of any onsite and/or nearby wells, including unique numbers and well logs if available. If there are no wells known on site or nearby, explain the methodology used to determine this.*

According to the Minnesota Hydrogeology Atlas, depth to groundwater across the project area ranges from 0 to 20 feet. The Minnesota Well Index does not show any verified wells within the project area. It does, however, show 16 wells within 750 feet of the project area boundaries. Boring logs for these wells were referenced to determine the water table depth within the project area. The average elevation of static groundwater level in the groundwater wells located near the project area is 898-ft MSL, and 10.75-ft MSL below the surface.

Well Number	Surface Elevation (ft msl)	Static Water Level Elevation (ft msl)	Depth to Groundwater (ft msl)
633836	910	899	11
183475	913	901	12
471008	907	900	7
533747	908	904	4
144153	912	904	8
609464	911	895	16
542627	912	897	15
448050	913	900	13
425348	914	901	13
425345	911	896	15
434691	908	898	10
182413	910	892	18
435602	910	898	12
179395	903	894	9
510521	899	895	4
562813	899	894	5

The northwestern boundary of the project area is approximately 0.25 miles away from the East Bethel South Drinking Water Supply Management Area. The southwestern boundary is approximately 0.5 milies away from the Village Green North Mobile Home Park Drinking Water Supply Management Area.

b. *Describe effects from project activities on water resources and measures to minimize or mitigate the effects in Item b.i. through Item b.iv. below.*

i. *Wastewater - For each of the following, describe the sources, quantities and composition of all sanitary, municipal/domestic and industrial wastewater produced or treated at the site.*

1) *If the wastewater discharge is to a publicly owned treatment facility, identify any pretreatment measures and the ability of the facility to handle the added water and waste loadings, including any effects on, or required expansion of, municipal wastewater infrastructure.*

The project would generate domestic wastewater that is consistent with suburban residential developments. The project will not include industrial wastewater production or on-side wastewater treatment. The City of East Bethel utilizes the East Bethel Water Reclamation Facility, which is operated by the Metropolitan Council Environmental Services (MCES). This treatment facility services the southern portion of East Bethel and has a capacity of 410,000 gallons per day. It currently moves 50,000 gallons per day, just 12% of its capacity.

2) *If the wastewater discharge is to a subsurface sewage treatment systems (SSTS), describe the system used, the design flow, and suitability of site conditions for sucha system. If septic systems are part of the project, describe the availability of septage disposal options within the region to handle the ongoing amounts generated as a result of the project. Consider the effects of current Minnesota climate trends and anticipated changes in rainfall frequency, intensity and amount with this discussion.*

Wastewater will not be discharged to a subsurface sewage treatment system.

3) *If the wastewater discharge is to surface water, identify the wastewater treatment methods and identify discharge points and proposed effluent limitations to mitigate impacts. Discuss any effects to surface or groundwater from wastewater discharges, taking into consideration how current Minnesota climate trends and anticipated climate change in the general location of the project may influence the effects.*

Wastewater will be treated at the East Bethel Water Reclamation Facility. It is a membrane bioreactor with UV and hypochlorite disinfection.

ii. *Stormwater - Describe changes in surface hydrology resulting from change of land cover. Describe the routes and receiving water bodies for runoff from the project site (major downstream water bodies as well as the immediate receiving waters). Discuss environmental effects from stormwater discharges on receiving waters post construction including how the project will affect runoff volume, discharge rate and change in pollutants.Consider the effects of current Minnesota climate trends and anticipated changes in rainfall*

frequency, intensity and amount with this discussion. For projects requiring NPDES/SDS Construction Stormwater permit coverage, state the total number of acres that will be disturbed by the project and describe the stormwater pollution prevention plan (SWPPP), including specific best management practices to address soil erosion and sedimentation during and after project construction. Discuss permanent stormwater management plans, including methods of achieving volume reduction to restore or maintain the natural hydrology of the site using green infrastructure practices or other stormwater management practices. Identify any receiving waters that have construction-related water impairments or are classified as special as defined in the Construction Stormwater permit. Describe additional requirements for special and/or impaired waters.

Soils in the project area are a mixture of hydric and non-hydric. They are generally large-grained, sandy soils with moderately high to high infiltration rates. Precipitation likely infiltrates until the soils are saturated. Once saturated, precipitation will generate storm water runoff. The proposed project will add impervious surfaces such as driveways and roads to the site. Stormwater management post-construction will follow the requirements developed by the City of East Bethel.

iii. *Water appropriation - Describe if the project proposes to appropriate surface or groundwater (including dewatering). Describe the source, quantity, duration, use and purpose of the water use and if a DNR water appropriation permit is required. Describe any well abandonment. If connecting to an existing municipal water supply, identify the wells to be used as a water source and any effects on, or required expansion of, municipal water infrastructure. Discuss environmental effects from water appropriation, including an assessment of the water resources available for appropriation. Discuss how the proposed water use is resilient in the event of changes in total precipitation, large precipitation events, drought, increased temperatures, variable surface water flows and elevations, and longer growing seasons. Identify any measures to avoid, minimize, or mitigate environmental effects from the water appropriation. Describe contingency plans should theappropriation volume increase beyond infrastructure capacity or water supply for the project diminish in quantity or quality, such as reuse of water, connections with another water source, or emergency connections.*

The development will use water from the City of East Bethel public water system. They currently operate 4 wells that tap from an underground aquifer. Two of these wells are designated for the southern side of the city, where this project is being undertaken. Most houses in East Bethel utilize their own private wells, meaning the City hadn't historically had a high capacity for water delivery. That changed in the early 2010s with the construction of a new water plant and tower with a 500,000-gallon capacity. The thought with the new tower was that more development would be encouraged within the city.

iv. *Surface Waters*

a) *Wetlands - Describe any anticipated physical effects or alterations to wetland features such as draining, filling, permanent inundation, dredging and vegetative removal. Discuss direct and indirect environmental effects from physical modification of wetlands, including the anticipated effects that any proposed wetland alterations may have to the host watershed, taking into consideration how current Minnesota climate trends and anticipated climate change in the general location of the project may influence the effects. Identify measures to avoid (e.g., available alternatives that were considered), minimize, or mitigate environmental effects to wetlands. Discuss whether any required compensatory wetland mitigationfor unavoidable wetland impacts will occur in the same minor or major watershed and identify those probable locations.*

A wetlands permit is currently being completed to address wetland impacts and buffer plans. As part of the permit, the proposer will have to demonstrate wetland impact avoidance and minimization plans. The current plan will result in approximately 3.34-acres of wetland impact. Wetland mitigation will be done offsite using the state wetland banking system. A bank will be chosen within the same major watershed or same bank service area as the site. Wetlands will be replaced at a 2:1 ratio, meaning 6.68-acres of wetland will be created somewhere offsite as part of project mitigation.

b) *Other surface waters- Describe any anticipated physical effects or alterations to surface water features (lakes, streams, ponds, intermittent channels, county/judicial ditches) such as draining, filling, permanent inundation, dredging, diking, stream diversion, impoundment, aquatic plant removal and riparian alteration. Discuss direct and indirect environmental effects from physical modification of water features, taking into consideration how current Minnesota climate trends and anticipated climate change in the general location of the project may influence the effects. Identify measures to avoid, minimize, or mitigate environmental effects to surface water features, including in-water Best Management Practices that are proposed to avoid or minimize turbidity/sedimentation while physically altering the water features. Discuss how the project will change the number or type of watercraft on any water body, including current and projected watercraft usage.*

The proposed project is not expected to affect any other surface water features such as lakes, streams, ponds, intermittent channels, or county/judicial ditches.

13. Contamination/Hazardous Materials/Wastes:

a. *Pre-project site conditions - Describe existing contamination or potential environmental hazards on or in close proximity to the project site such as soil or ground water contamination, abandoned dumps, closed landfills, existing or abandoned storage tanks, and hazardous liquid or gas pipelines. Discuss any potential environmental effects from pre-project site conditions that would be caused or exacerbated by project construction and operation. Identify measures to avoid, minimize or mitigate adverse effects from existing contamination or potential environmental hazards. Include development of a Contingency Plan or Response Action Plan.*

Carlson McCain, Inc. completed a Phase I Environmental Site Assessment (ESA) for the parcels associated with the Viking Meadows project. The Phase I ESA revealed three "recognized environmental conditions" (RECs), and no historical recognized environmental conditions (HRECs) or controlled recognized environmental conditions. Three RECs were found in the project area. The property has been used as a golf course since the late 1980s or early 1990s. Golf courses use significant quantities of hazardous chemicals including pesticides, herbicides and fungicides. The application of chemicals to the golf course is considered an REC. A second REC discovered during site reconnaissance is significant oil staining on the concrete surface of the storage building. Finally, the floor drain in the maintenance building drains into the ground and is an REC due to the storage of hazardous chemicals that are potentially graining into the ground. Mitigation of RECs and their disposal will follow regulations consistent with the City of East Bethel and MPCA's guidelines.

b. *Project related generation/storage of solid wastes - Describe solid wastes generated/stored during construction and/or operation of the project. Indicate method of disposal. Discuss potential environmental effects from solid waste handling, storage and disposal. Identify measures to avoid, minimize or mitigate adverse effects from the generation/storage of solid waste including source reduction and recycling.*

No part of the project is expected to generate substantial solid or hazardous wastes, animal manure, sludge, or ash. Construction contractors are required to dispose of wastes generated at the project area using approved methods and facilities. They will be expected to minimize and mitigate adverse effects from solid waste generation and storage by recycling construction waste. Brush and tree waste generated by construction will likely by chipped or otherwise disposed of offsite. Once constructed, the project will generate typical residential wastes at typical rates (Table below).

Waste	**Estimated**
Organic	31%
Paper	24.5%
Other	18.3%
Plastic	17.9%
Hazardous	0.4%
Metal	4.5%
Glass	2.2%
Electronics	1.2%
Total	100%

Source: 2013 Statewide Waste Characterization

c. *Project related use/storage of hazardous materials - Describe chemicals/hazardous materials used/stored during construction and/or operation of the project including method of storage. Indicate the number, location and size of any new above or below ground tanks to store petroleum or other materials. Indicate the number, location, size and age of existing tanks on the property that the project will use. Discuss potential environmental effects from accidental spill or release of hazardous materials. Identify measures to avoid, minimize or mitigate adverse effects from the use/storage of chemicals/hazardous materials including source reduction and recycling. Include development of a spill prevention plan.*

Development of the site is not expected to generate or require storage of substantial amounts of hazardous wastes or materials. Future residential development is expected to result in the storage or generation of small amounts of household items such as cleaners, paints, lubricants, and small engine fuels. The project may include temporary storage of fuel for construction equipment, which will be conducted in accordance with local and state regulations.

d. *Project related generation/storage of hazardous wastes - Describe hazardous wastes generated/stored during construction and/or operation of the project. Indicate method of disposal. Discuss potential environmental effects from hazardous waste handling, storage, and disposal. Identify measures to avoid, minimize or mitigate adverse effects from the generation/storage of hazardous waste including source reduction and recycling.*

It is anticipated that construction and household hazardous wastes won't stray from normal. For example, materials such as paint, adhesives, stains, contaminated rags, acids, bases, herbicides, and pesticides will likely be used during home construction. Fuel and construction equipment will be used during site preparation. Spills of these materials are not likely to occur, but a substantial spill would require notification of the Minnesota Duty Officer. Contractors and builders will be responsible for the proper management and disposal of wastes generated during construction. Homeowners will be responsible for management and disposal of hazardous waste thereafter.

14. Fish, wildlife, plant communities, and sensitive ecological resources (rare features):

a. *Describe fish and wildlife resources as well as habitats and vegetation on or in near the site.*

The project area falls within the Anoka Sandplain subsection of the Eastern Broadleaf Forest Province according to the MN DNR Ecological Classification System. The U.S EPA classifies the project area as being within the Anoka Sand Plain and Mississippi Valley Outwash Level IV ecoregion.

The project area is currently used as a golf course and provides diminished wildlife habitat. 89.09 acres of the site are manicured areas of the golf course and comprised of turfgrass species with scattered planted native and non-native trees. Most wetlands have been excavated and/or are partially drained. Excavated wetlands are open water with saturated edges dominated by invasive plant species, with steep sideslopes that transition to mowed upland. There are limited amounts of unaltered woodland, brush, and wetland to provide opportunities for animal species adapted to disturbed urban environments – such as the white-tailed deer, songbirds, and small mammals.

b. *Describe rare features such as state-listed (endangered, threatened or special concern) species, native plant communities, Minnesota Biological Survey Sites of Biodiversity Significance, andother sensitive ecological resources on or within close proximity to the site. Provide the license agreement number (LA-_____) and/or correspondence number (MCE_____) from which the data were obtained and attach the Natural Heritage Review letter from the DNR. Indicate if any additional habitat or species survey work has been conducted within the site and describe the results.*

An NHIS database review was completed, and no rare features have been documented on the site and no additional survey work is required (correspondence number MCE 2022-00607-02 (attached)). The letter indicated the potential for Blanding's Turtles based on the habitat and proximity to known populations and recommended the preparation of an avoidance plan. A Blanding's Turtle avoidance plan will be prepared and provided to the City prior to the the initiation of site construction activities.

c. *Discuss how the identified fish, wildlife, plant communities, rare features and ecosystems may be affected by the project including how current Minnesota climate trends and anticipated climate change in the general location of the project may influence the effects. Include a discussion on introduction and spread of invasive species from the project construction and operation. Separately discuss effects to known threatened and endangered species.*

Much of the site will be mass graded and as a result most existing upland areas will be converted to residential lots, streets, and stormwater treatment areas. Wetlands will be avoided to the degree feasible, consistent with state and federal laws and impacted wetlands will be replaced at a ratio of twice the amount filled. Upon completion of the project, 11.04-acres of wetland will remain. No known rare features will be affected.

Consistent with current trends, the climate is expected to become warmer and wetter into the future. It is predicted that more intense rainfalls will occur during the growing season, and winters will be less cold with more snow in late winter.

Generally, the distribution of southern tree species will shift northward and northern tree species will likely become less common on the site. This general trend will also apply to other plant species, as well as animals. Broadly tolerant species will likely persist on the site. As most natural habitats on the site have been previously converted to golf course and associated manicured species, this is expected to have minimal affect on the plant and animal species remaining on the site.

All equipment will be cleaned of soil and plant residue from previous projects before being utilized on the site, therefore introduction of invasive species is not expected to occur.

d. *Identify measures that will be taken to avoid, minimize, or mitigate the adverse effects to fish, wildlife, plant communities, ecosystems, and sensitive ecological resources.*

Consistent with state and federal laws, wetlands on the project site will be avoided to the extent feasible. Impacted wetlands will be mitigated/replaced at a ratio of 2x the amount impacted. Upland buffers will be established around avoided wetlands and signage will be installed to indicate buffer limits and discourage encroachment.

To the degree feasible, trees will be avoided by project grading. Consistent with City Code, avoided trees shall be marked at the “drip line” and soil disturbance and encroachment will not be allowed. Per City Code, a minimum of 2 boulevard trees shall be planted on each lot.

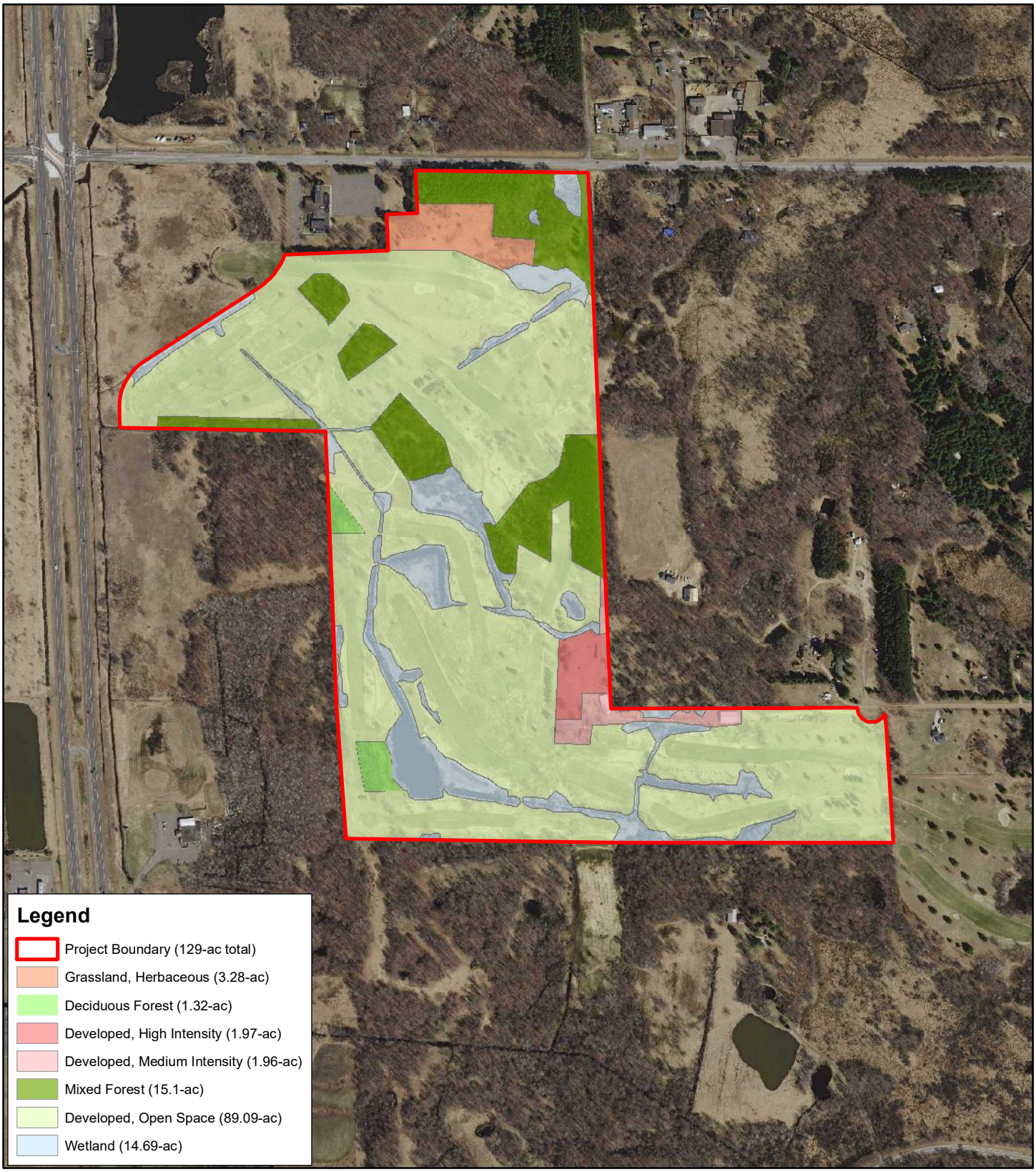


Figure 4 - Existing Land Cover Types

N

0 1,000 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap

Viking Meadows EAW (KES 2023-103)
East Bethel, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

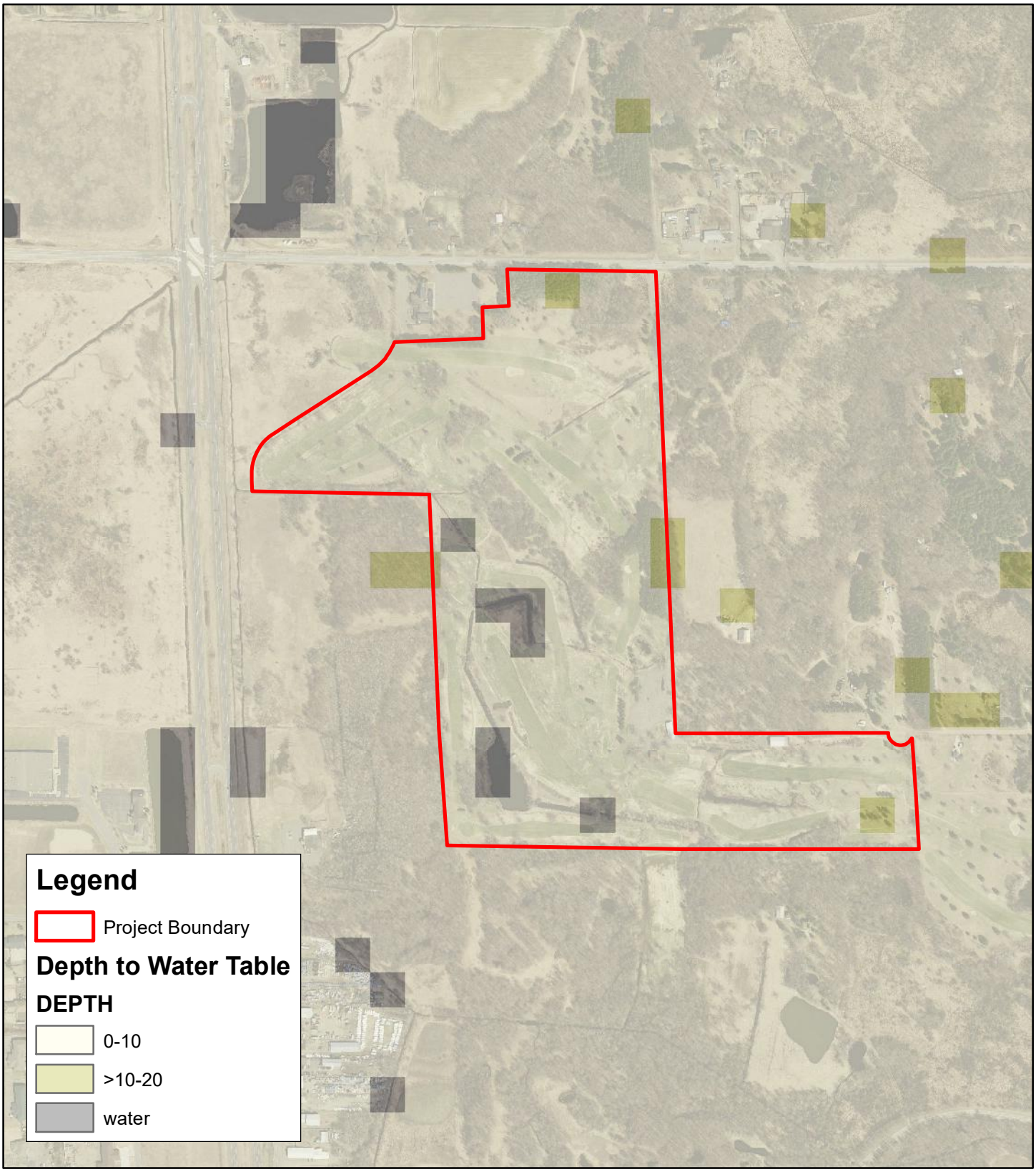


Figure 11 - Depth to Water Table

N

0 1,000 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap

Viking Meadows EAW (KES 2023-103)
East Bethel, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

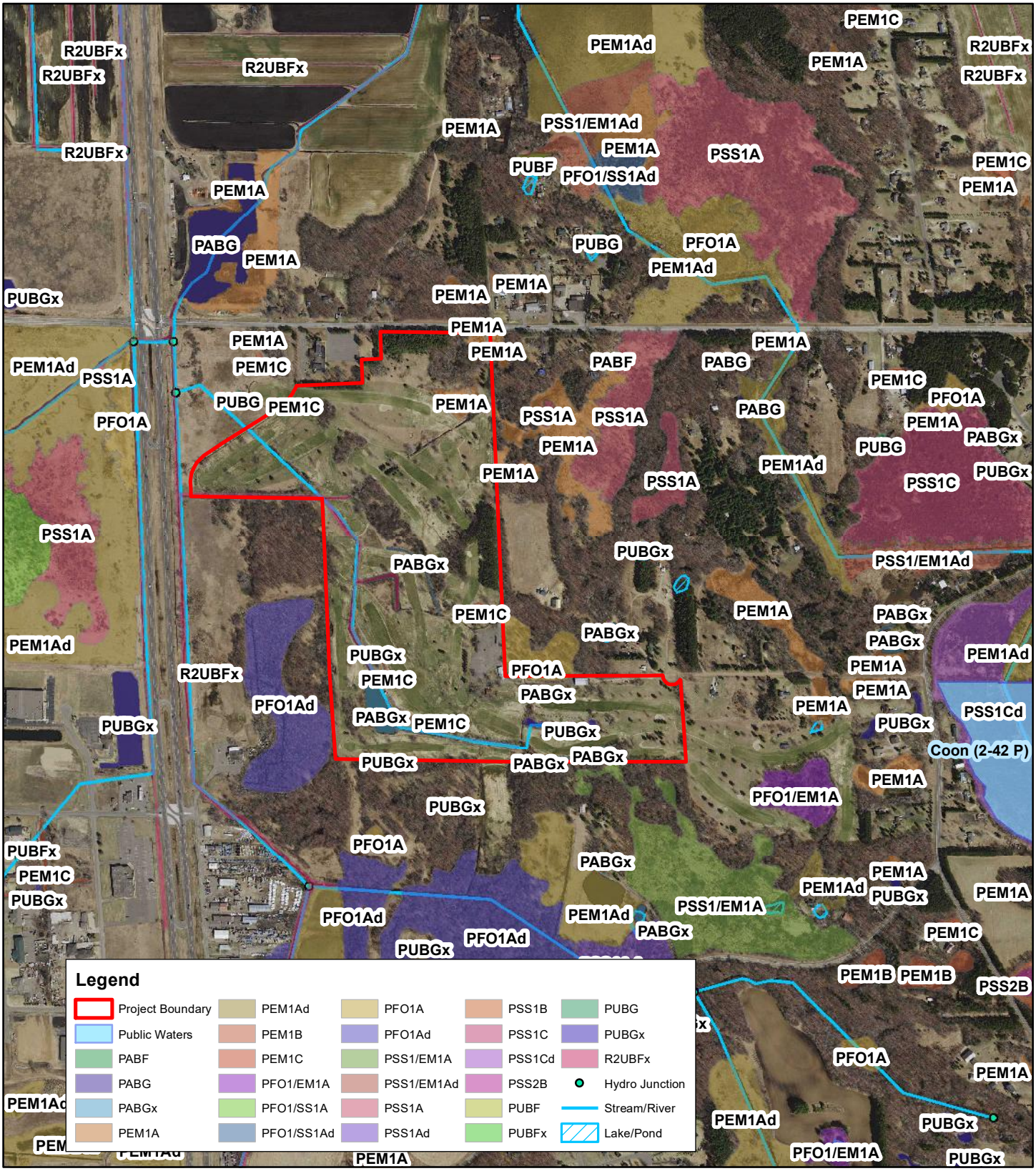


Figure 12 - Surface Waters & NWI

N

0 1,000 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap

Viking Meadows EAW (KES 2023-103)
East Bethel, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

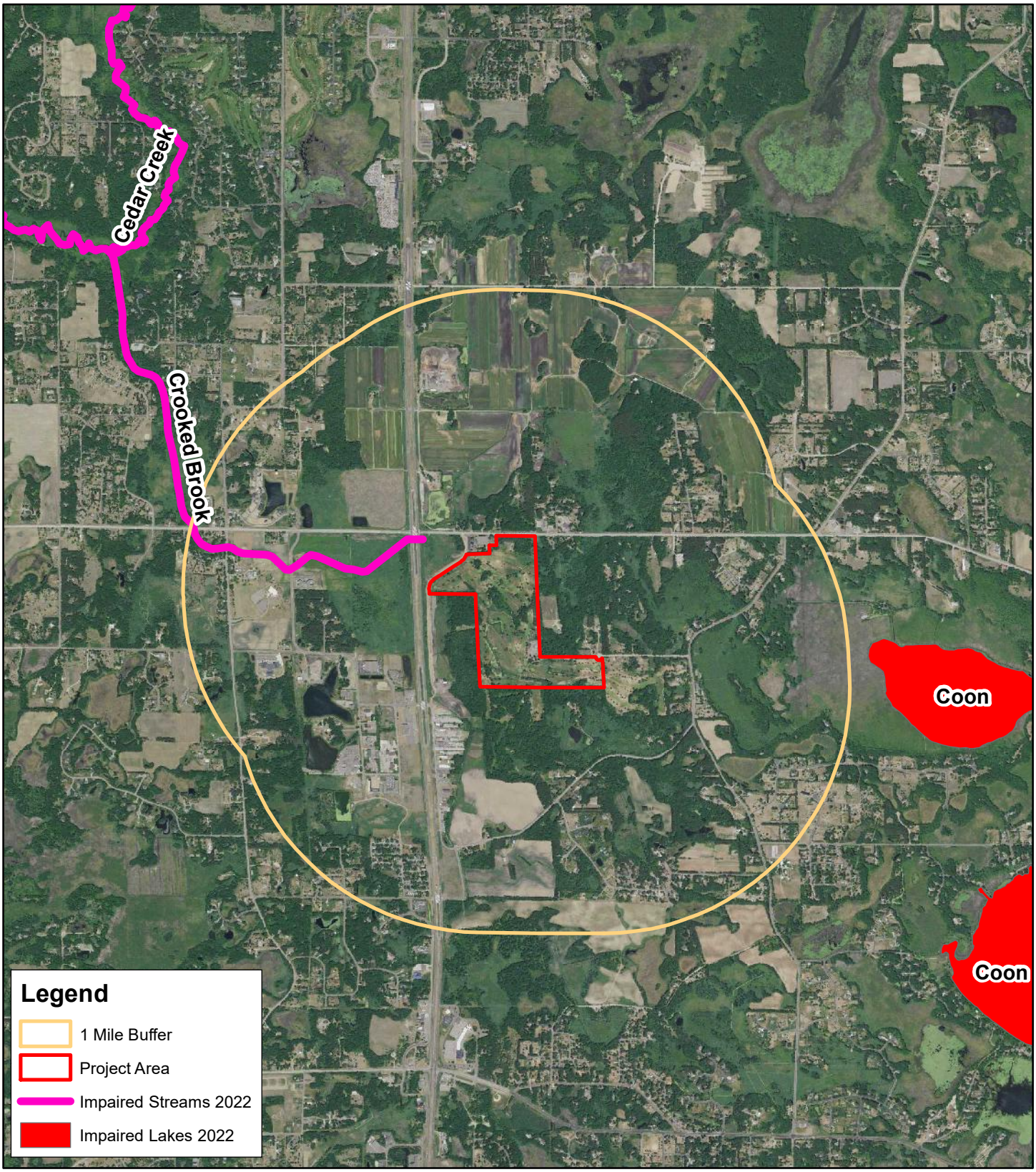


Figure 13 - Impaired Waters

N

0 3,000 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap

Viking Meadows EAW (KES 2023-103)
East Bethel, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Figure 14 - Hazardous Waste Generators

N

0 1,000 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap and MPCA What's In My Neighborhood

Viking Meadows EAW (KES 2023-103)
East Bethel, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

VIKING MEADOWS

Liberty Homes

BARRETT
3 BED | 2 BATH | 2 STALL GARAGE
1,719 SQ FT.

BECKER
3 BED | 3 BATH | 2 STALL GARAGE
2,087 SQ. FT.

BISCAY
4 BED | 3 BATH | 2 STALL GARAGE
2,425 SQ. FT.

BROOKSTON
5 BED | 2 BATH | 2 STALL GARAGE
2,824 SQ. FT.

Multi-Level Single Family Homes

PRIMROSE III
3 BED | 2 BATH | 3 STALL GARAGE
1,609 SQ. FT. | 2,579 TOTAL SQ. FT.

NEWPORT
3 BED | 2 BATH | 3 STALL GARAGE
1,655 SQ. FT. | 2,668 TOTAL SQ. FT.

Rambler Single Family Homes

CEDAR II (45)
2 BED | 2 BATH | 3 STALL GARAGE
1,630 SQ. FT. | 2,872 TOTAL SQ. FT.

ASHTON
3 BED| 2 BATH | 3 STALL GARAGE
1,468 SQ. FT. | 2,538 TOTAL SQ. FT.

Split Entry Single Family Homes

CHEYENNE IV (45)
3 BED | 2 BATH | 3 STALL GARAGE
1,589 SQ. FT. | 2,691 TOTAL SQ. FT

ROCKPORT III
3 BED | 2 BATH | 3 STALL GARAGE
1,291 SQ. FT. | 2,255 TOTAL SQ. FT

Two-Story Single Family Homes

MULBERRY III (40)
4 BED | 3 BATH | 2 STALL GARAGE
2,601 SQ. FT. | 3,561 TOTAL SQ. FT.

CREEKVIEW III
4 BED | 3 BATH | 3 STALL GARAGE
2,471 SQ. FT. | 3,395 TOTAL SQ FT

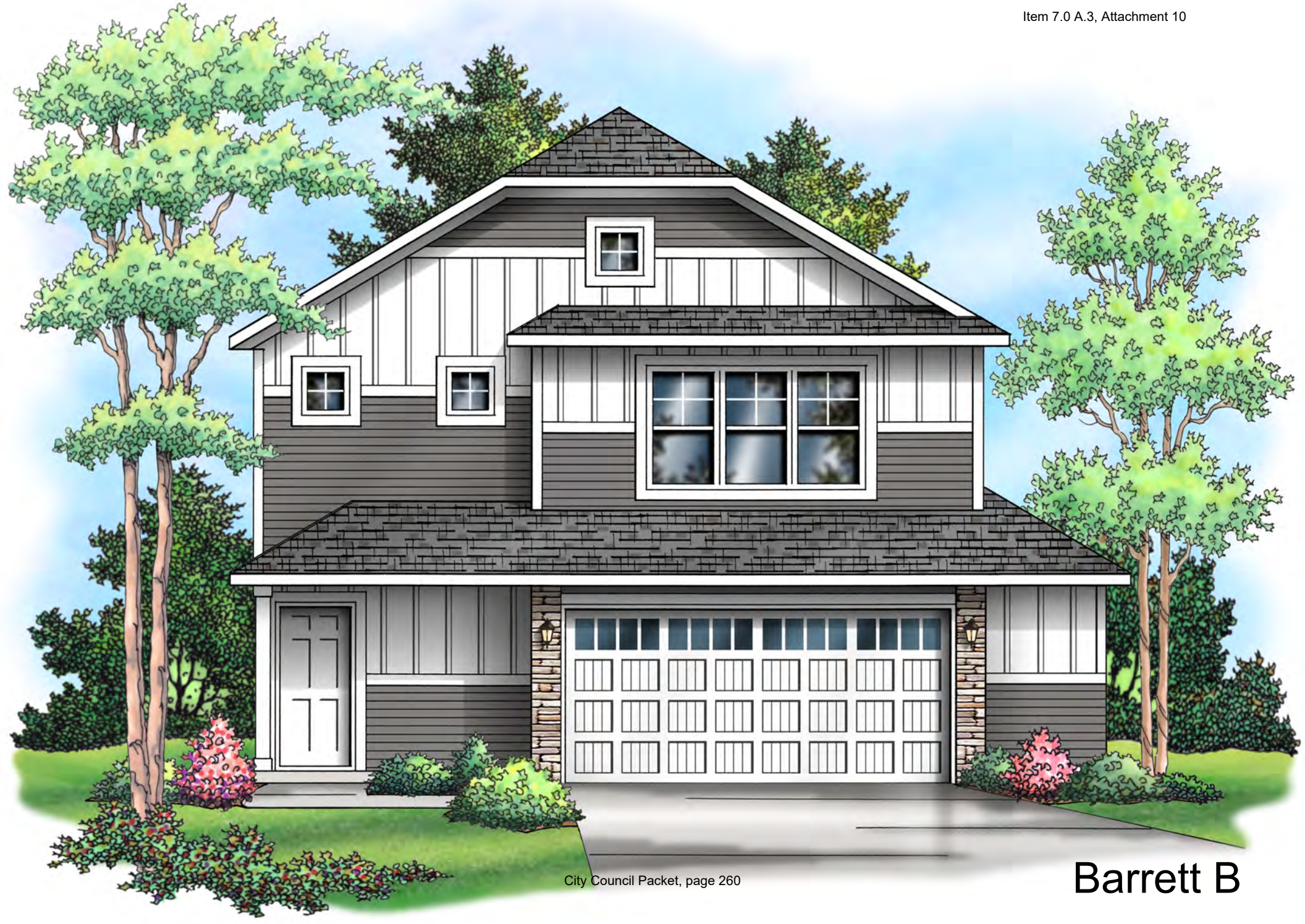
WATERSTONE II
5 BED | 3 BATH | 3 STALL GARAGE
3,401 SQ FT | 4,731 TOTAL SQ. FT

BROOKVIEW III
4 BED | 3 BATH | 3 STALL GARAGE
2,788 SQ. FT | 4,194 TOTAL SQ. FT.

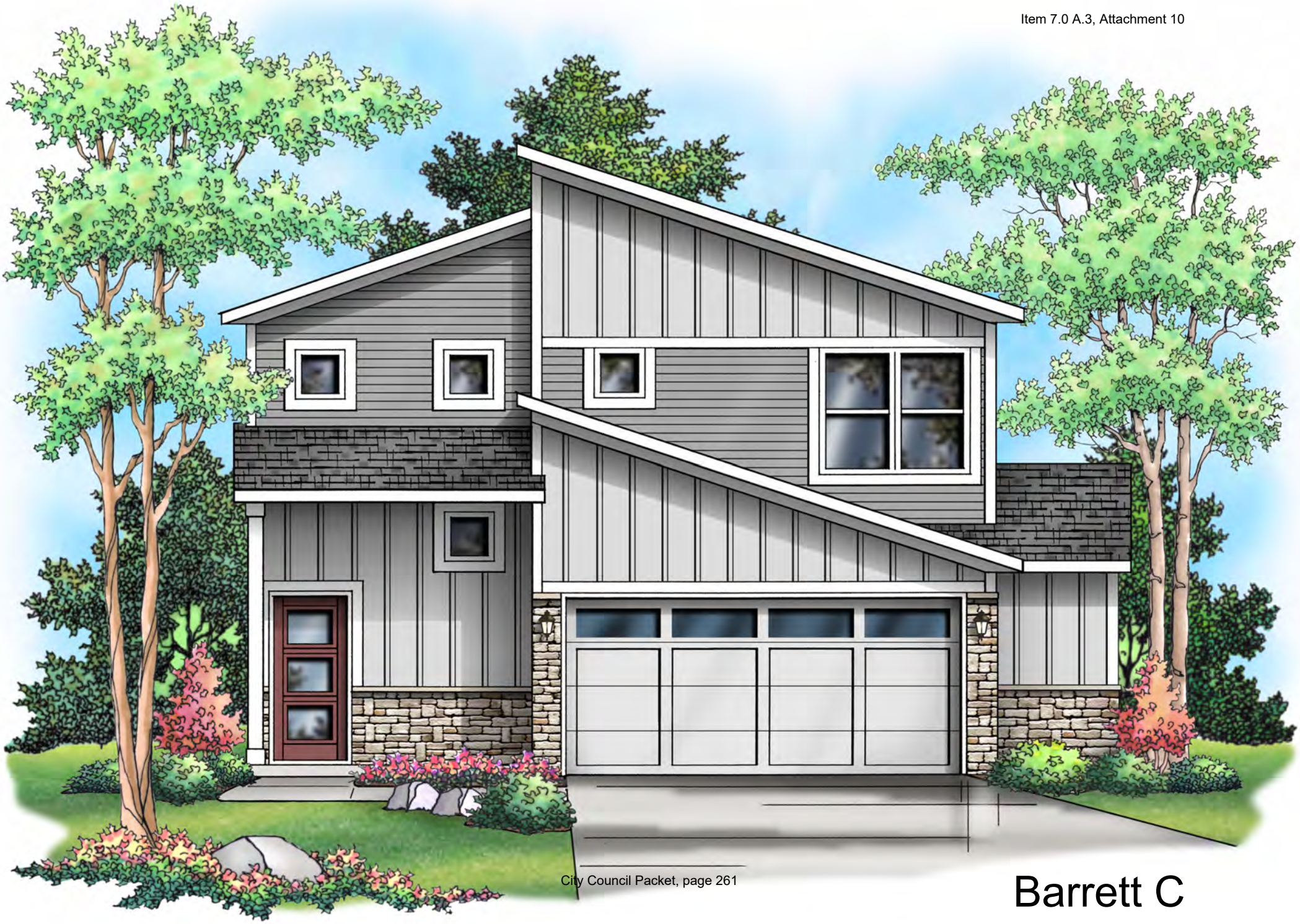
PATTERSON
3 BED | 3 BATH | 3 STALL GARAGE
2,173 SQ. FT | 2,925 TOTAL SQ FT.

CAPSTONE
HOMES

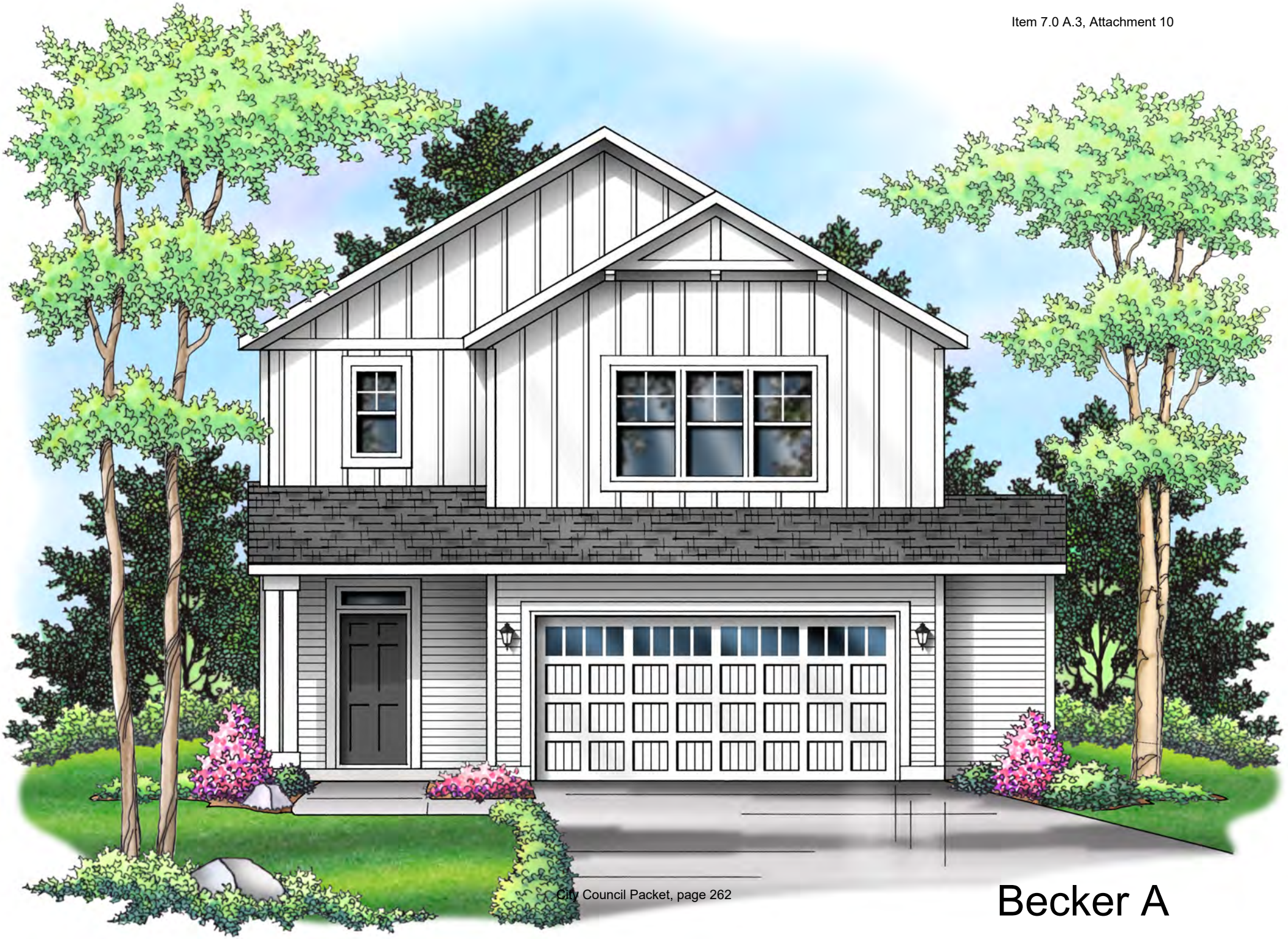
Barrett A



Barrett B

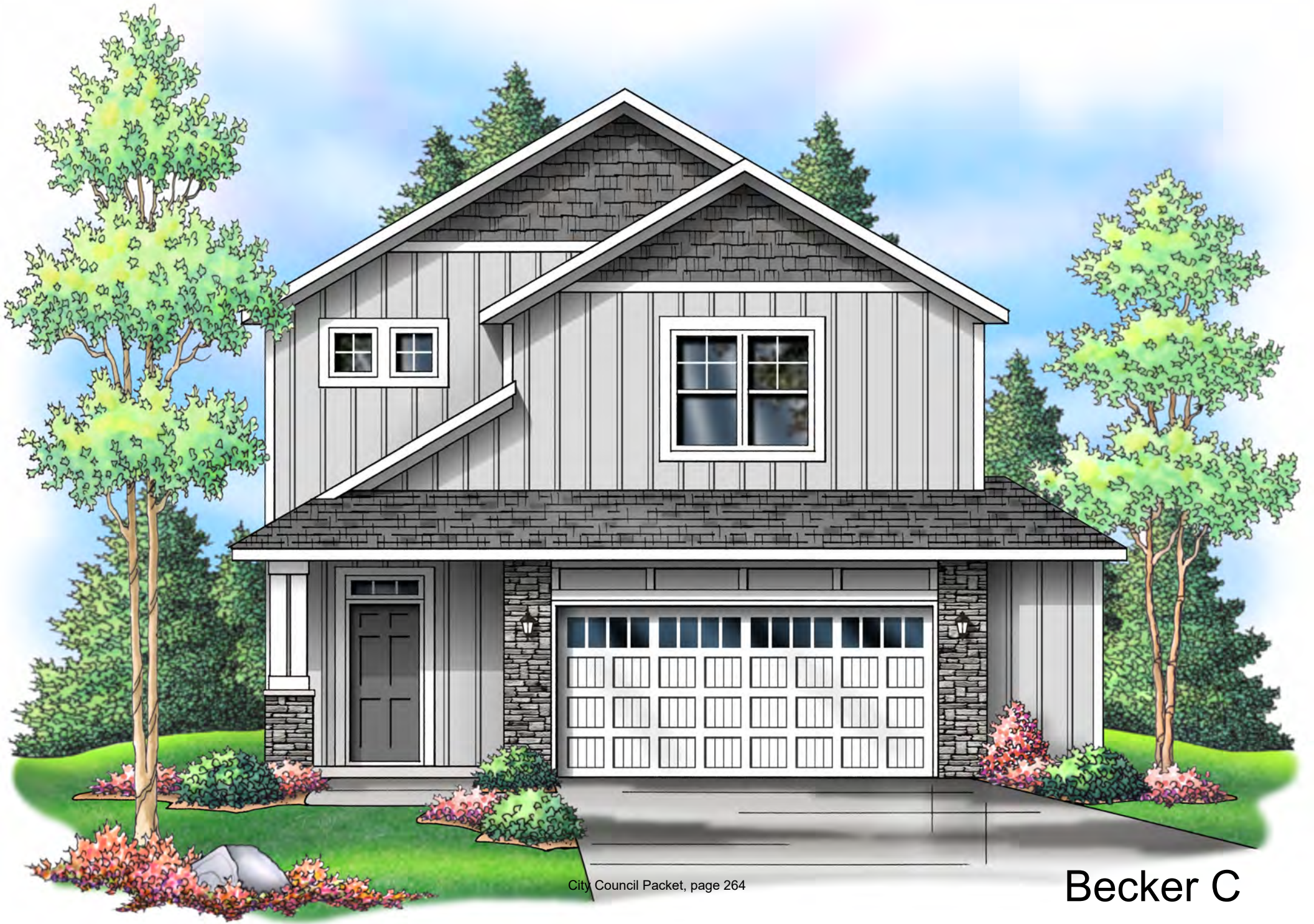


Barrett C

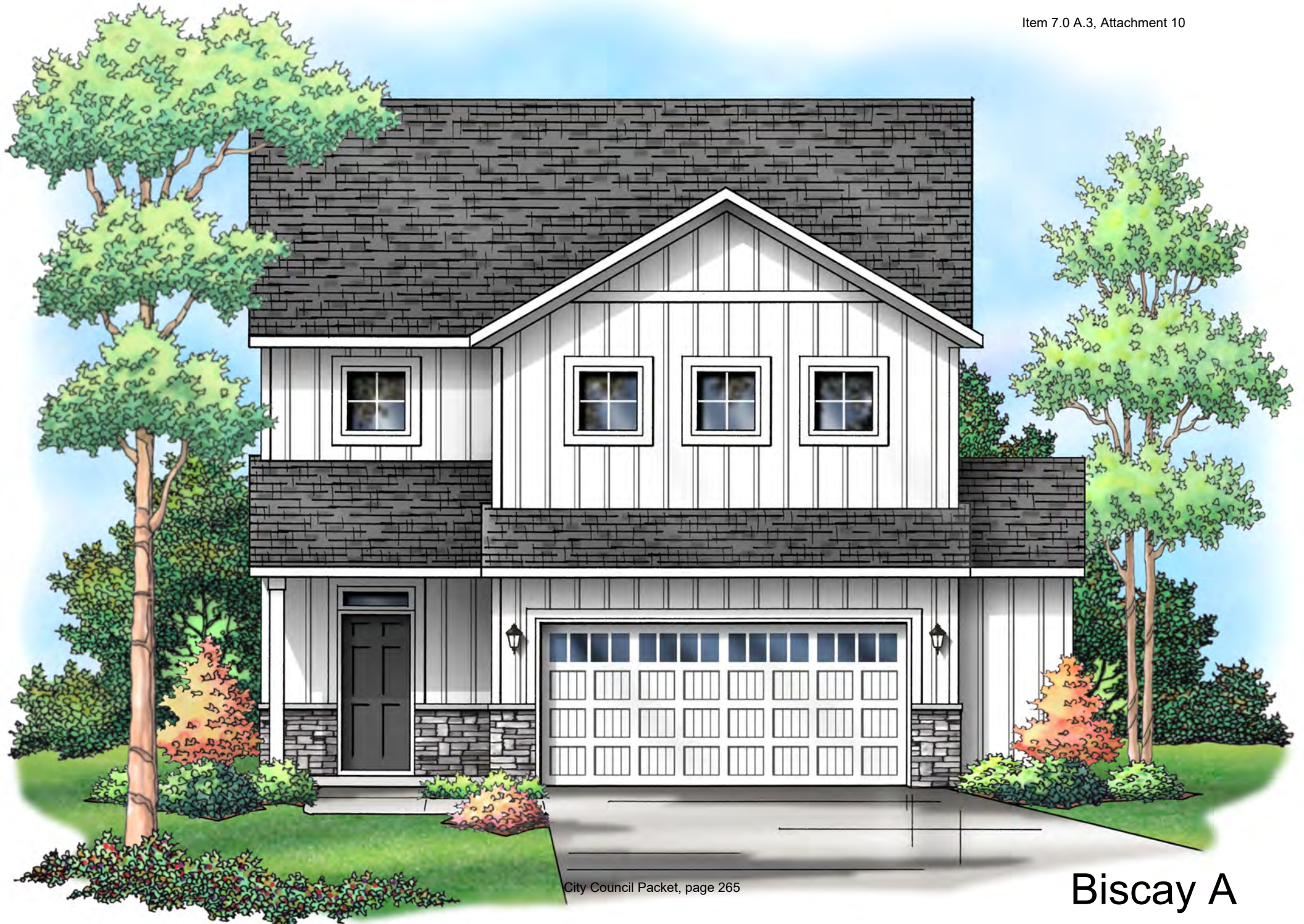


Becker A

Becker B

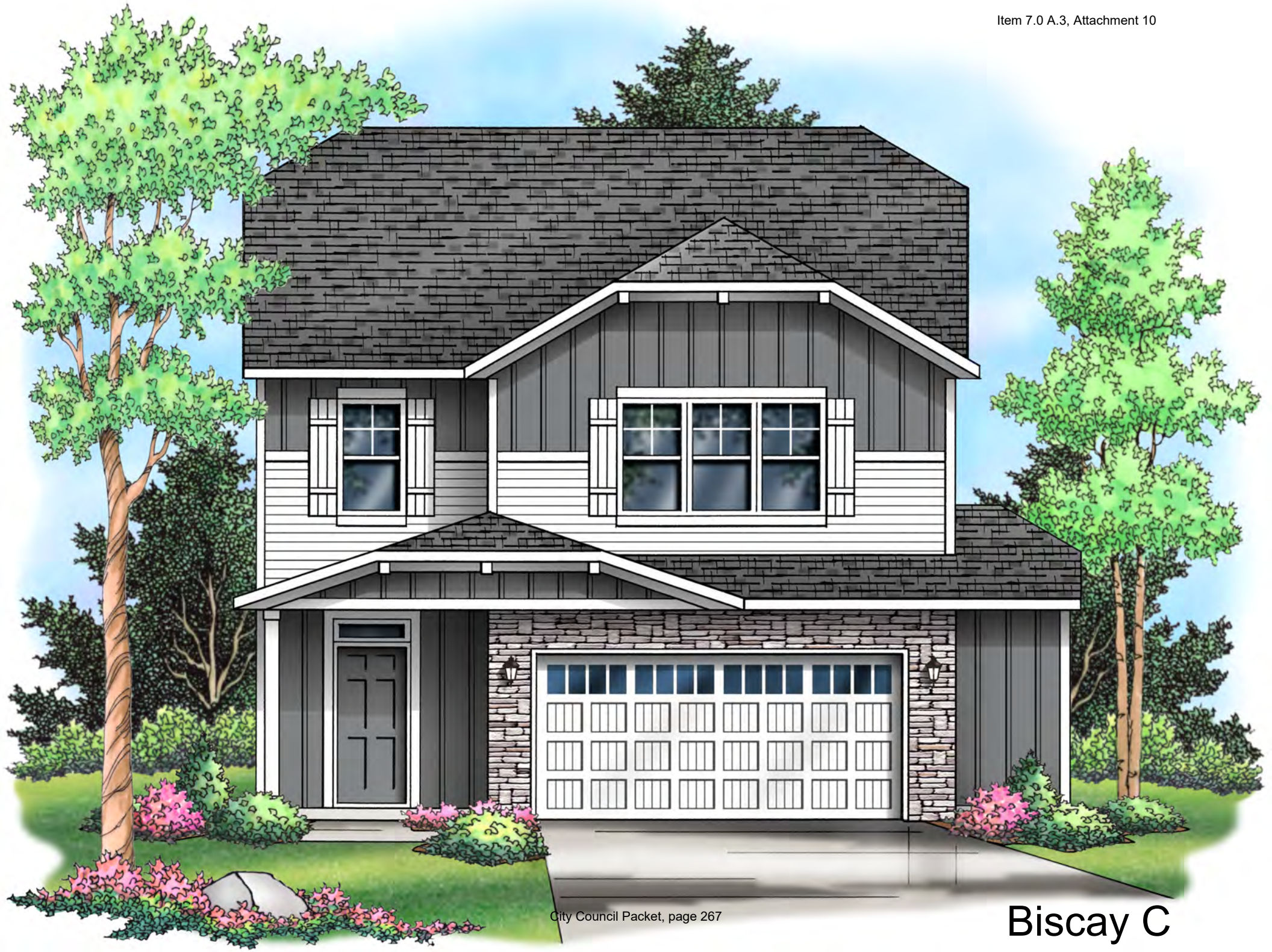


Becker C

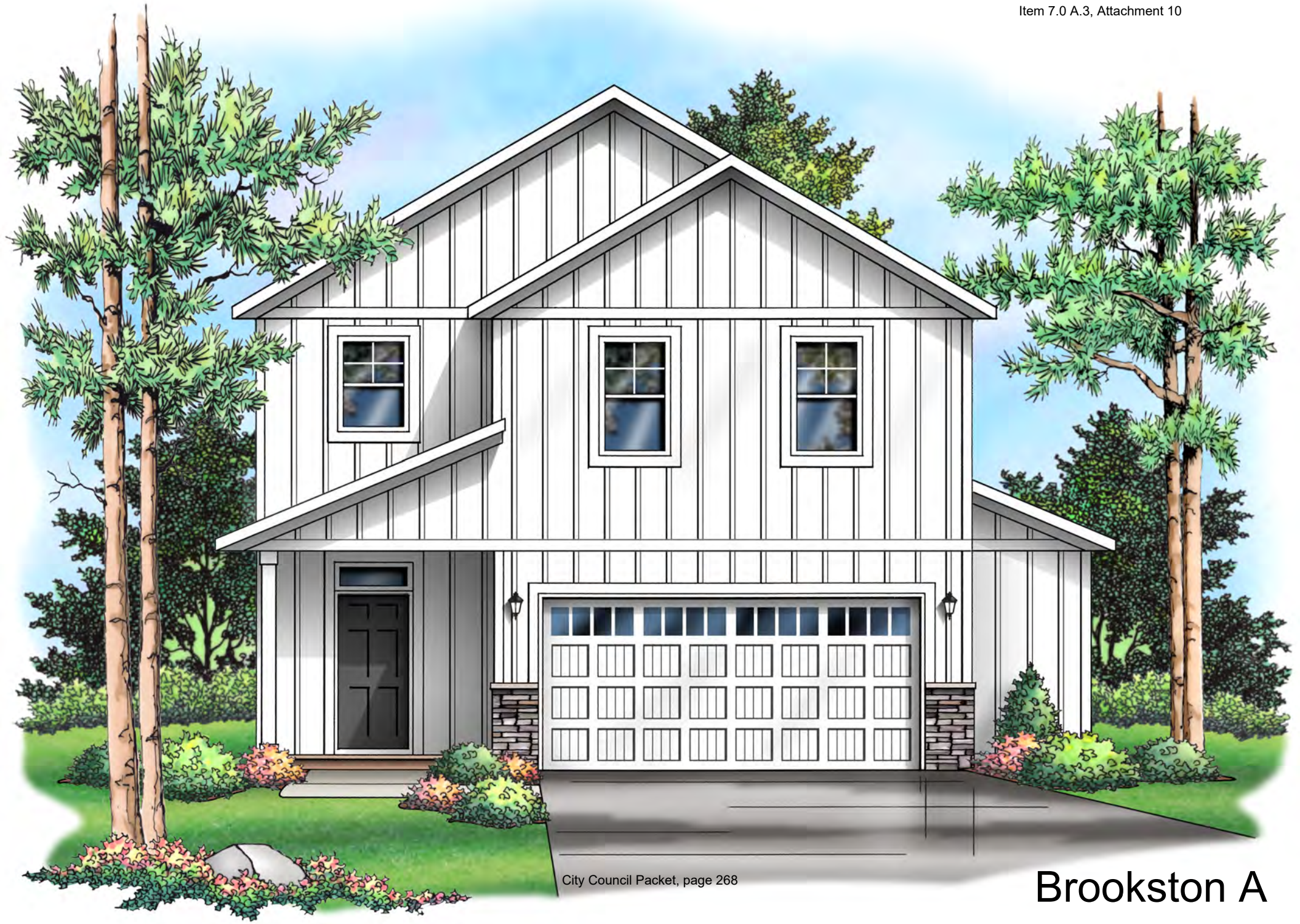


Biscay A

Biscay B

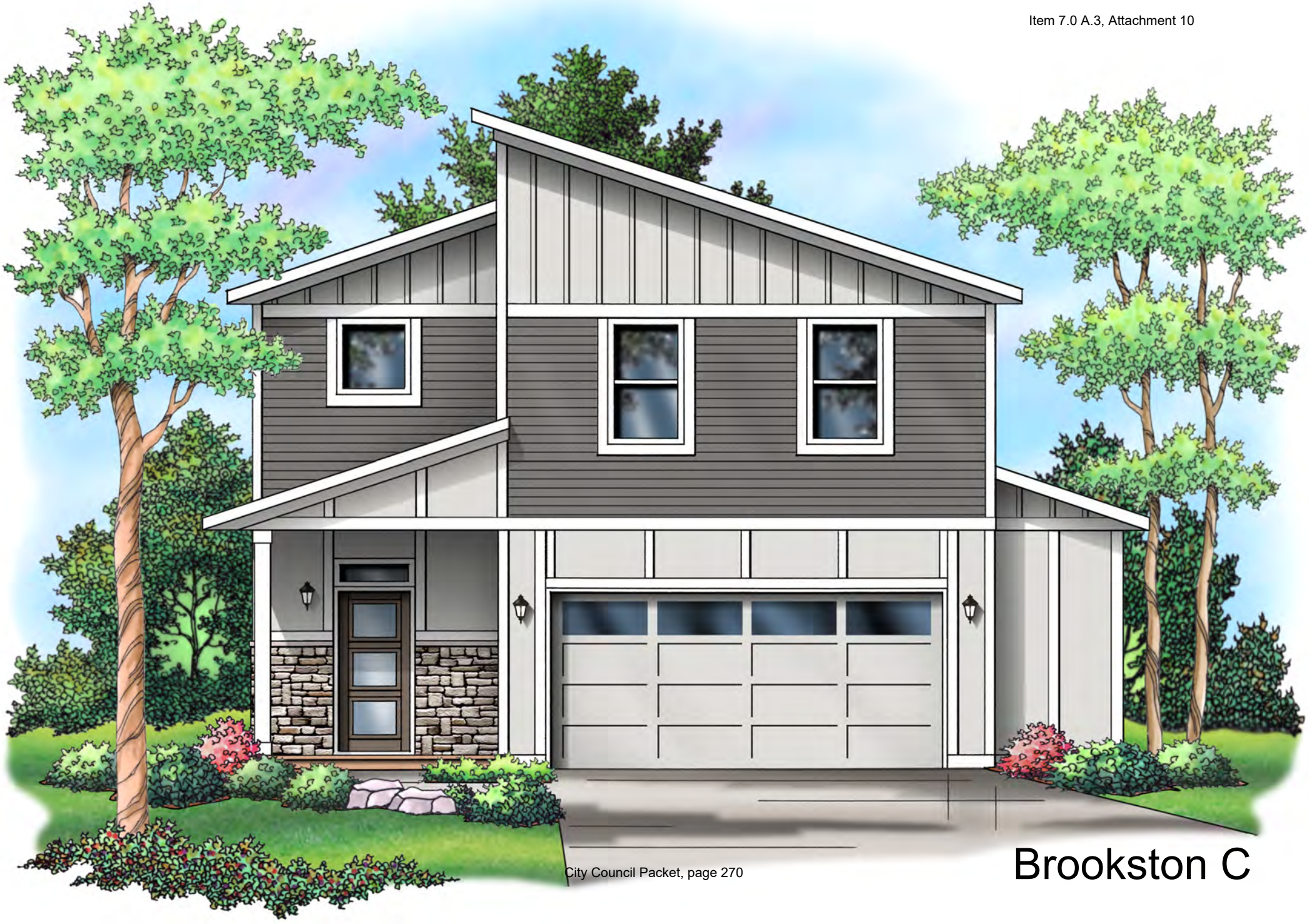


Biscay C



Brookston A

Brookston B



Brookston C

— CEDAR II —

RAMBLER
2 BED | 2 BATH | 3 STALL GARAGE | 1,630 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— ASHTON —

RAMBLER
3 BED | 2 BATH | 3 STALL GARAGE | 1,468 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

ELEVATION D

CAPSTONE
— HOMES —

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— PRIMROSE III —

MULTI LEVEL
3 BED | 2 BATH | 3 STALL GARAGE | 1,609 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

NEWPORT

MULTI LEVEL

3 BED | 2 BATH | 3 STALL GARAGE | 1,655 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

ELEVATION D

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— CHEYENNE IV —

SPLIT LEVEL
3 BED | 2 BATH | 3 STALL GARAGE | 1,589 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— ROCKPORT III —

SPLIT LEVEL
3 BED | 2 BATH | 2 STALL GARAGE | 1,283 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— PATTERSON —

TWO STORY
3 BED | 3 BATH | 3 STALL GARAGE | 2,173 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE
— HOMES —

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

BROOK VIEW III

TWO STORY

4 BED | 3 BATH | 3 STALL GARAGE | 2,788 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

WATER STONE II

TWO STORY

5 BED | 3 BATH | 3 STALL GARAGE | 3,401 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

ELEVATION D

CAPSTONE HOMES

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— CREEK VIEW III —

TWO STORY

3 BED | 3 BATH | 3 STALL GARAGE | 2,471 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

CAPSTONE
— HOMES —

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

— MULBERRY III —

TWO STORY
4 BED | 3 BATH | 3 STALL GARAGE | 2,607 SQ FT LIVING SPACE

ELEVATION A

ELEVATION B

ELEVATION C

ELEVATION D

CAPSTONE
— HOMES —

763-427-3090 | CAPSTONEHOMES-MN.COM

Floor plans, materials, products and options are subject to change without notice. Floor plans are renderings and may very slight from actual homes. Landscaping packages will depend on community. MN Bldr Lic BC637318

EQUAL HOUSING OPPORTUNITY

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

45 YEARS

November 27, 2023

Aaron M. Berg, MPA
Community Development Director
City of East Bethel
2241 – 221st Avenue NE
East Bethel, MN 55011

RE: Preliminary Plat Submittal – Vikings Meadows

Dear Aaron:

As requested, we have reviewed the Preliminary Plat submittal information for the above referenced project. The preliminary plat and preliminary plans are dated November 14, 2023. We offer the following comments:

1. The right-of-way shall be rounded with a 25-foot radius at all intersections.
2. The right-of-way shall have a 40-foot minimum radius at the approach to all cul-de-sacs as shown on City Standard Plate No. 104. Label all cul-de-sac radiuses.
3. Add the street names. See the attached markup.
4. It is assumed that the Outlots will be dedicated to the City? Prepare a draft deed for the Outlot dedication. The developer will need to record the deed with the Final Plat. If an Outlot is not dedicated to the City and there are utilities or trails on it the appropriate deeds and/or easements will need to be prepared and recorded with the Final Plat.
5. If necessary, revise the easements and right of way to address all comments.
6. Label all the street names on the Elevage EB Second Addition in all views that they show up.
7. Check the spelling of Outlot G.
8. Add the geotechnical boring locations to the preliminary plat and construction plans.
9. Show the line work for the streets, sidewalks, and trails on the preliminary plat.
10. Label the ponds on the Preliminary Plat with a boundary line that delineates the 100-year flood elevation.
11. Wetland impacts are proposed per the grading plan. Submit a wetland replacement application. It should be noted that the DNR may require a NHIS review.
12. Clearly label the alignment of the county ditch on the plans. Submit the plans to Anoka County for approval of the grading adjacent to and within the county ditch.
13. Address all comment in Anoka County's Review letter dated November 26, 2023.

14. It should be noted that a detailed traffic study is currently being developed. All comments from the final traffic study report will need to be addressed. Also, the proposed access onto Viking Boulevard will need to be approved by Anoka County.

15. Design exceptions will be needed under the PUD for several horizontal curve radiuses and the cul-de-sac right of way radius.

16. Submit plan and profiles for the streets and utilities with the final plan set submittal.

17. Prior to reviewing the proposed lot grades, a lot tabulation is required. At a minimum the following items are needed on the tabulation: Block, Lot, house type, street elevation, garage floor elevation, lowest livable floor elevation, lookout elevation, lowest opening elevation, estimated 100-year flood elevation, emergency overflow elevation, and highest anticipated water table or mottled soils.

18. Revise the Stormwater Management Plan, if needed, to address these comments.

19. Vehicle Maintenance Access (VMA) roads, for pond and pipe maintenance, shall be contained in a drainage and utility easement. VMA's along lot lines shall be centered in a 20-foot easement and shall be a minimum of 10 feet wide. A minimum of two accesses shall be provided to all backyard ponds. All VMA's shall have a minimum width of 10 feet and a maximum cross slope of 10 percent. Clearly show the VMA's on the plan. VMA's and easements need to be provided around the **entire** perimeter of the ponds such that maintenance equipment can drive around the basin without driving on the pond slopes. It is preferable to construct the VMA's beyond the property lines. VMA's also need to be provided to all public storm sewer systems. Adjacent trails can be utilized as VMA's if they are 10 feet in width and have a minimum bituminous section of 3 inches.

20. All trails and sidewalks that access City streets shall include truncated domes. All pedestrian ramps and cross walks shall meet all current ADA standards and MnDOT Standard Plans 5-297.250 (Sheets 1-6).

21. The 20-foot emergency access road shall match the design section of the streets.

22. What is the proposed design of the temporary cul-de-sacs. Will Lots 54 and 55 not be constructed on until the street is extended?

23. Can Street H be extended to the south in the future without grading on the lots in Viking Meadows?

24. All temporary cul-de-sacs will require signage that indicates the street will be extended in the future.

25. The maximum allowable grading slope allowed is 1:4. Add a note to the grading plan indicating this requirement.

Hakanson Anderson

26. The plans indicate a retaining wall is required in Block 8. Remove the wall from the City's drainage and utility easement.

27. Fire hydrant locations shall be approved by the Fire Chief.

28. Valve locations will be reviewed with the final plans. In general valves are required at each intersection leg minus 1. Midblock water main vale shall be proved on longer blocks.

29. Connect the watermain to the stub on the east end of 190th Way in Elevage EB Second Addition.

30. Construct a watermain from the stub on the east end of 188th Avenue in Elevage EB Second Addition, to the south property line.

31. Move the sewer and water stubs to the east to Lots 13 and 14 of Block 12.

32. Stub the watermain east and west to the right of way at the intersection of Viking Boulevard and Street A. Construct the watermain 10 feet south of the north property line.

33. Indicate on the plans which hydrants need to be plugged.

34. Add the following to the utility notes: The tracer wire system shall be constructed in accordance with the Minnesota Rural Water Tracer Wire Specification.

35. The utilities shall be located per City Standard Plate No. 900.

36. For the sewer services label the proposed sewer service invert elevations and the stationing from the downstream manhole. For the water services label the finished ground elevation at the curb stop location.

37. Clearly label all storm structure sizes and casting types. Also note the required location of the catch basins per City Standard Plate 703.

38. Put storm manholes in the curb instead of using solid lids. Example intersection of Street C and Street F.

39. Provide a 4-foot sump at locations where the storm sewer discharges into the NURP ponds.

40. Add a rock construction entrance at all proposed site access locations.

41. Wetland 10 appears to be land locked. The HWL shall be determined by back-to-back 100-year events and the 10-day snow melt.

42. There appears to be some pedestrian bridges proposed in the trail system. Provide details.

43. What do the numbers at the rear of the lots on the grading plans represent? Add the lots and blocks to the grading plan.

44. Lower the casting and revise the grading to provide an emergency over flow from Wetland 80 to the catch basin that is between Lots 4 and 5 of Block 10. Preferably the EOF would be 2 feet below the low opening however if that is not obtainable provide a minimum of 1 foot below the low openings.

Hakanson Anderson

45. Any cross drainage from one lot to anther shall be in a drainage and utility easement. Example, Lot 8 and 9 of Block 6. Review all lots.

46. This site will require a NPDES construction permit. Acquire the permit before the start of construction. Provide a Stormwater Pollution Prevention Plan.

47. This project will require a MPCA Sewer Extension Permit, a Minnesota Department of Health Water Main Permit, and a Department of Natural Resources Water Appropriations Permit.

48. Applicant shall notify the small utilities for relocation of existing utilities and the construction of new utilities. Applicant shall coordinate the installation of utility conduit crossings to avoid boring under the City Streets.

49. Per the code sidewalks are required on at least one side of all streets.

50. Make the trail connection at the easement on the north property line of Elevage EB Second Addition.

51. If this site will require offsite borrow material provide details including the quantity of material, requested haul routes, traffic control, etc.

If you have any questions, please call me at 763-852-0485.

Sincerely,
Hakanson Anderson

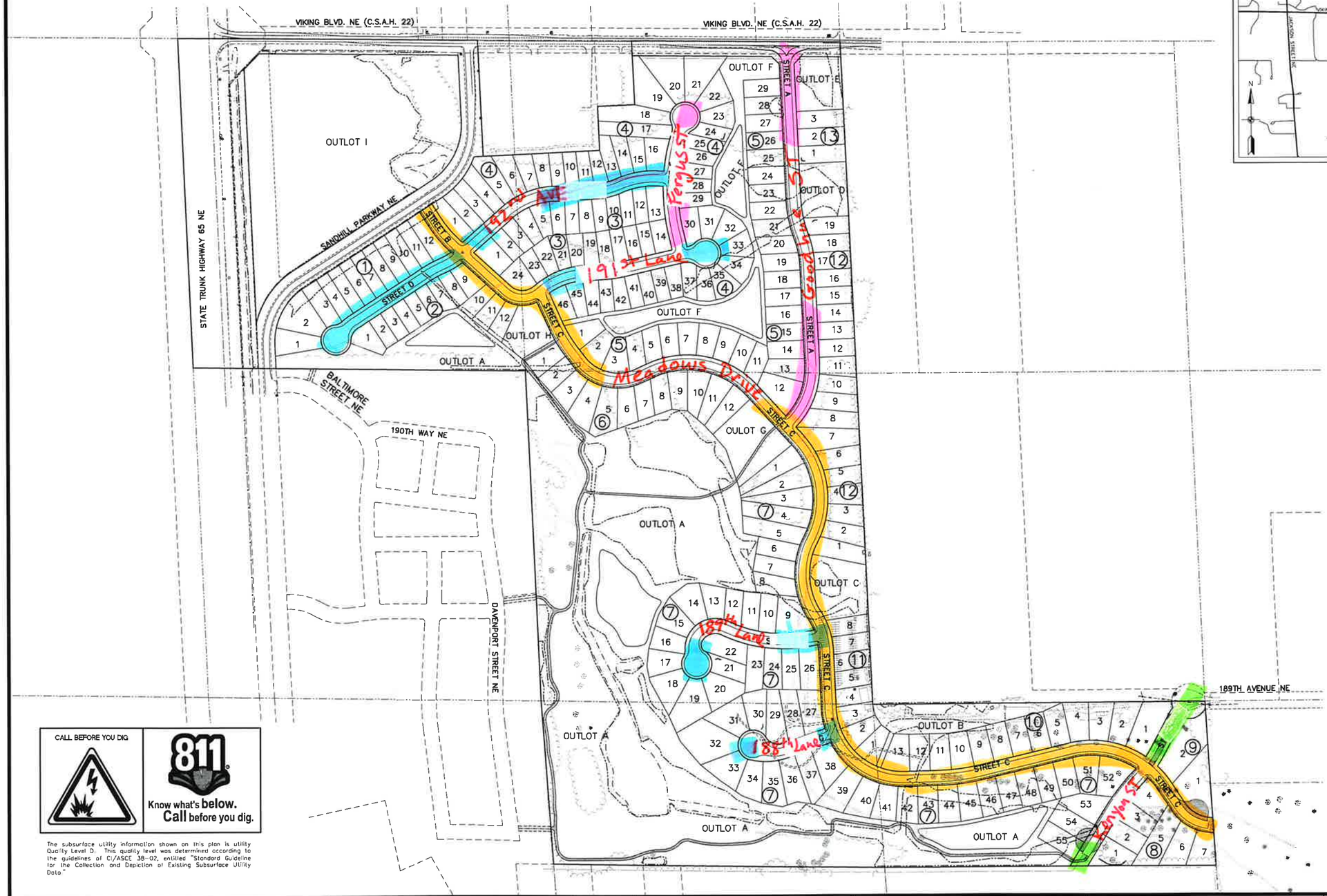
Craig J. Jochum, City Engineer

cc: Jack Davis, City Administrator
Nate Ayshford, Public Works Manager
Rod Sanow, Fire Chief
Nick Schmitz, Building Official

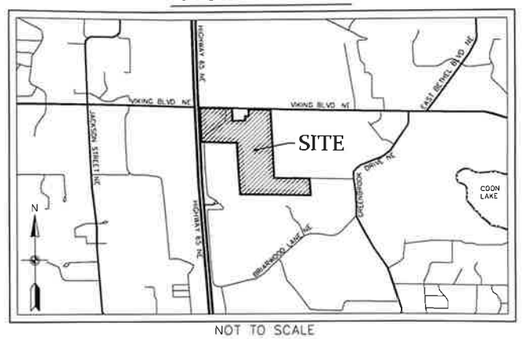
Hakanson Anderson

VIKING MEADOWS

EAST BETHEL, MINNESOTA



VICINITY MAP



NOT TO SCALE

SHEET INDEX

1.	COVER
2.	EXISTING CONDITIONS
3.	PRELIMINARY PLAT INDEX
4–11.	PRELIMINARY PLAT
12.	REMOVALS PLAN INDEX
13–14.	REMOVALS PLAN
15.	PRELIMINARY SITE & UTILITY PLAN INDEX
16–17.	PRELIMINARY SITE & UTILITY PLAN
18.	PRELIMINARY GRADING & EROSION CONTROL PLAN INDEX
19–26.	PRELIMINARY GRADING & EROSION CONTROL PLANS
27–29.	DETAILS
L1–L7.	LANDSCAPE PLAN

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

N

0 100 200 400

(IN FEET)

BENCHMARK

1. Minnesota Department of Transportation Geodetic GSID Station No. 769 (MnDot Name DENN WMD7) – Elevation = 899.19 ft. (NAVD88)
2. Anoka County Benchmark No. 2041 Elevation = 909.39 ft. (NAVD88)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 11/14/23 License #: 25063

Drawn: KRD/LC/ADB
Designed: BJK
Date: 11/14/23

Revisions:
1.

EAST BETHEL 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

VIKING MEADOWS
East Bethel, MN

COVER

1 of 29

#10242-03

Save Date: 11/13/23 | I:\proj\10241 - 10250\10242-03 - viking meadows\dwg\c3d\engineering\preliminary\10242-03_cover.dwg

Anoka County
TRANSPORTATION DIVISION
Highway

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

November 26, 2023

RE: Preliminary Plat – Viking Meadows

Dear Aaron,

We have reviewed the Preliminary Plat for Viking Meadows to be located south of CSAH 22 (Viking Boulevard NE) and east of Sandhill Parkway NE within the City of East Bethel, and I offer the following comments:

- The existing right of way along CSAH 22 is 50 feet south of centerline. The plat is dedicating an additional 10 feet (60 feet total) which should be sufficient for future reconstruction purposes.

- As proposed, the plat will introduce one new access point onto CSAH 22 which shall be a right in/right out access. The right of access should be dedicated to Anoka County along CSAH 22 with exception for the existing Sandhill Pkwy and proposed Street A.

- A WB CSAH 22 left turn lane at Sandhill Pkwy and an EB CSAH 22 right turn lane at Street A shall be constructed in conjunction with this development.

- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits are issued by Anoka County and any other agencies with jurisdiction.

- If there will be any utility relocation on CSAH 22, it will be required to be coordinated and completed by the developer as a part of the ACHD Engineering Plan Review process.

- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 22.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 22 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located

directly adjacent to CSAH 22 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

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

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

Following completion of the ACHD Engineering Plan review process, the contractor(s) who will be completing any work within the county right of way must begin the ACHD Permit process. One permit for work within the County Right of Way ($150.00) and one Access Permit ($250.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3176 or via email at HighwayPermits@co.anoka.mn.us for further information and to coordinate the ACHD Permit process.

Anoka County is the designated County Ditch authority in the location of the proposed development of Vikings Meadows in East Bethel. Pursuant to Minnesota laws, Anoka County and the developer are required to follow MN State Statutes Section 103E (“drainage laws”) with respect to any proposed impacts to the County Ditch system as a result of the proposed development. Vikings Meadows development currently includes County Ditch 28 Branch 4 within the proposed development site. Modifications, relocating, abandonment (or a combination of scenarios) are depicted on the proposed plat as part of the development, which necessarily involves Anoka County. Any impacts to the designated County Ditch 28 branch 4 must be addressed prior to development approval. Additionally, all drainage engineering analyses or studies demonstrating hydraulic capacity for the development improvements will be required to be submitted by the developer to the County for review and approval. The drainage engineering analyses or studies shall include development impacts to the County Ditch 28 Branch 4 including all adjacent/benefiting properties upstream and downstream of the designated County Ditch system. The drainage analyses/studies shall include all contributing areas of drainage, identification of all benefiting properties, pre/post construction drainage flow within the County Ditch system, proposed impacts, and any additional drainage analysis related to the proposed development.

For County Ditch 28 Branch 4, the County will require a dedicated drainage and utility easement of 100 feet in width (50 feet each side) provided by the developer for the benefit of the County over and across the County Ditch located within the development.

The developer is further required under Chapter 103E to proceed with any new or modified drainage system project in cooperation with the drainage authority (Anoka County) and must comply with all provisions applicable to such drainage projects. The developer is also required to reimburse the County for expenses as it pertains to the County Ditch review, plan review, drainage research, staff and consultant time, public hearings, or other costs related to the drainage system modifications requested by the developer. Those costs are separate and above the County's standard platting development review process.

The City of East Bethel shall consider the County's comments and the requirements listed above as conditions of approval in all preliminary phases for this proposed development.

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

Sincerely,

Logan Keehr

Logan Keehr
Traffic Engineering Technician

xc: CSAH 22/Plats+Developments/2023
Jerry Auge, Assistant County Engineer
David Zieglmeier, County Surveyor
Sean Thiel, Traffic Engineering Manager
Sue Burgmeier, Traffic Engineering Technician
Brandon Ulvenes, Engineer II