

City of East Bethel
City Council Agenda
 Regular Council Meeting – 7:30 p.m.
 Date: September 3, 2014



	Item	
7:30 PM	1.0	Call to Order
7:31 PM	2.0	Pledge of Allegiance
7:32 PM	3.0	Adopt Agenda
7:33 PM	4.0	Presentations
7:34PM	5.0	Public Forum
7:45 PM	6.0	Consent Agenda

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

- Page 5-8 A. Approve Bills
- Page 9-11 B. Meeting Minutes, August 13, 2014 City Council Special Meeting
- Page 12-16 C. Meeting Minutes, August 13, 2014 City Council Work Meeting
- Page 17-33 D. Meeting Minutes, August 20, 2014, City Council Meeting
- Page 34 E. Resolution 2014-31, Constitution Week

New Business

7:55 PM	7.0	Commission, Association and Task Force Reports
		A. Planning Commission
Page 35-40		1. Preliminary Plat, Classic Commercial Park, 3 rd Addition
		B. Economic Development Authority
		C. Park Commission
		D. Road Commission
8:05 PM	8.0	Department Reports
		A. Community Development
		B. Engineer
		C. City Attorney
		D. Finance
Page 41-148		1. <u>2015 Preliminary Budget</u>
		a. Resolution 2014-32, Set Final Levy & Budget Date
		b. Resolution 2014-33, Set the Preliminary Levy & Budget 2015
		c. Resolution 2014-34, Set the Preliminary EDA Levy & Budget 2015
		d. Resolution 2014-35, Consenting to the HRA No Tax Levy for 2015
Page 149-158		2. <u>2015 Law Enforcement Contract</u>

- Page 159-172
 - E. Public Works
 - 1. Retro-Reflectivity Sign Project
 - F. Fire Department
 - G. City Administrator
- Page 173-175
 - 1. Commission Appointment Policy

- 8:20 PM**
 - 9.0 Other**
 - A. Staff Report
 - B. Council Reports
 - C. Other

- 8:30 PM**
 - 10.0 Adjourn**



City of East Bethel City Council Agenda Information

Date:

September 3, 2014

Agenda Item Number:

Item 6.0 A -E

Agenda Item:

Consent Agenda

Requested Action:

Consider approving the Consent Agenda

Background Information:

Item A

Bills/Claims

Item B

Meeting Minutes, August 13, 2014 City Council Special Meeting

Meeting minutes from the August 13, 2014 City Council Special Meeting are attached for your review and approval.

Item C

Meeting Minutes, August 13, 2014 City Council Work Meeting

Meeting minutes from the August 13, 2014 City Council Work Meeting are attached for your review and approval.

Item D

Meeting Minutes, August 20, 2014 City Council Meeting

Meeting minutes from the August 20, 2014 City Council Regular Meeting are attached for your review and approval.

Item E

Resolution 2014-31 Proclaiming Constitution Week

The Daughters of the American Revolution, Anoka Chapter, requested that Council adopt a resolution proclaiming September 17-23, 2014 as Constitution Week.

Staff recommends adoption of Resolution 2014-31 Proclaiming September 17-23, 2014 Constitution Week.

Fiscal Impact:

As noted above.

Recommendation(s):

Staff recommends approval of the Consent Agenda as presented.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



Payments for Council Approval September 3, 2014

Bills to be Approved for Payment	\$40,306.15
Electronic Payroll Payments	\$24,752.73
Payroll City Staff - August 28, 2014	\$33,387.59
Total to be Approved for Payment	\$98,446.47

City of East Bethel

August 20, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Arena Operations	Electric Utilities	082114	Connexus Energy	615	49851	\$620.14
Arena Operations	Gas Utilities	424247901	Xcel Energy	615	49851	\$105.51
Arena Operations	Professional Services Fees	10001	Gibson's Management Company	615	49851	\$9,000.00
Arena Operations	Small Tools and Minor Equip	332373310-153	Sprint Nextel Communications	615	49851	\$0.99
Arena Operations	Telephone	332373310-153	Sprint Nextel Communications	615	49851	\$42.83
Building Inspection	Motor Fuels	815807	Mansfield Oil Company	101	42410	\$326.93
Building Inspection	Motor Vehicles Parts	F-242320003	Allstate Peterbilt North	101	42410	\$15.68
Building Inspection	Telephone	332373310-153	Sprint Nextel Communications	101	42410	\$18.59
Central Services/Supplies	Information Systems	B140813J	Anoka County Treasury Dept	101	48150	\$225.00
Central Services/Supplies	Office Supplies	705809075001	Office Depot	101	48150	\$27.59
Central Services/Supplies	Office Supplies	710012936001	Office Depot	101	48150	\$28.53
Central Services/Supplies	Office Supplies	710140872001	Office Depot	101	48150	\$49.90
Central Services/Supplies	Office Supplies	710140919001	Office Depot	101	48150	\$1.82
Central Services/Supplies	Repairs/Maint Machinery/Equip	606570-IN	CompView, Inc.	101	48150	\$296.00
Central Services/Supplies	Telephone	12266568	Integra Telecom	101	48150	\$210.09
City Administration	Telephone	332373310-153	Sprint Nextel Communications	101	41320	\$16.48
City Administration	Travel Expenses		Jack Davis	101	41320	\$119.84
City Clerk	Professional Services Fees	190664	STS Staffing	101	41430	\$405.00
Fire Department	Electric Utilities	082114	Connexus Energy	101	42210	\$48.25
Fire Department	Electric Utilities	082114	Connexus Energy	101	42210	\$752.97
Fire Department	Electric Utilities	082114	Connexus Energy	101	42210	\$127.99
Fire Department	Electric Utilities	082114	Connexus Energy	101	42210	\$9.97
Fire Department	Gas Utilities	424247901	Xcel Energy	101	42210	\$97.67
Fire Department	Motor Fuels	815807	Mansfield Oil Company	101	42210	\$520.09
Fire Department	Motor Fuels	815816	Mansfield Oil Company	101	42210	\$246.78
Fire Department	Small Tools and Minor Equip	2313	Emergency Response Solutions	701	42210	\$764.75
Fire Department	Telephone	12266568	Integra Telecom	101	42210	\$131.32
Fire Department	Telephone	332373310-153	Sprint Nextel Communications	101	42210	\$25.96
General Govt Buildings/Plant	Electric Utilities	082114	Connexus Energy	101	41940	\$1,262.68
General Govt Buildings/Plant	Electric Utilities	082114	Connexus Energy	101	41940	\$13.27
General Govt Buildings/Plant	Electric Utilities	082114	Connexus Energy	101	41940	\$166.43
General Govt Buildings/Plant	Gas Utilities	424247901	Xcel Energy	101	41940	\$187.55
Park Maintenance	Bldg/Facility Repair Supplies	69295811	John Deere Landscapes	101	43201	\$225.46
Park Maintenance	Bldg/Facility Repair Supplies	69296072	John Deere Landscapes	101	43201	(\$5.35)
Park Maintenance	Clothing & Personal Equipment	1132452549	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1132463877	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$30.51
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$379.63
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$21.01
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$33.68
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$44.43
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$110.64
Park Maintenance	Electric Utilities	082114	Connexus Energy	101	43201	\$50.29
Park Maintenance	Motor Fuels	815807	Mansfield Oil Company	101	43201	\$445.79
Park Maintenance	Motor Fuels	815816	Mansfield Oil Company	101	43201	\$474.59

City of East Bethel

August 20, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Park Maintenance	Motor Vehicles Parts	C241168410	I State Truck Inc.	101	43201	\$73.14
Park Maintenance	Motor Vehicles Parts	1539-315362	O'Reilly Auto Stores Inc.	101	43201	\$115.98
Park Maintenance	Park/Landscaping Materials	18808	Bjorklund Companies, LLC	101	43201	\$224.00
Park Maintenance	Telephone	12266568	Integra Telecom	101	43201	\$48.14
Park Maintenance	Telephone	332373310-153	Sprint Nextel Communications	101	43201	\$65.92
Payroll	Insurance Premiums	09 2014	Dearborn National Life Ins Co.	101		\$1,008.99
Payroll	Insurance Premiums	09 2014	NCPERS Minnesota	101		\$112.00
Payroll	Union Dues	08 2014	MN Public Employees Assn	101		\$468.00
Planning and Zoning	Escrow Release	081514	Finishing Touch	101		\$1,500.00
Planning and Zoning	Escrow Release	081914	Irina Nikilayevna	101		\$500.00
Planning and Zoning	Escrow Release	081914	Yuriy Zubkov	101		\$1,800.00
Planning and Zoning	Legal Notices	132650	ECM Publishers, Inc.	101	41910	\$82.00
Recycling Operations	Electric Utilities	082114	Connexus Energy	226	43235	\$118.25
Recycling Operations	Gas Utilities	424247901	Xcel Energy	226	43235	\$25.00
Recycling Operations	Office Supplies	710012151001	Office Depot	226	43235	\$36.95
Sewer Operations	Electric Utilities	082114	Connexus Energy	602	49451	\$1,029.38
Sewer Operations	Electric Utilities	082114	Connexus Energy	602	49451	\$61.19
Sewer Operations	Electric Utilities	082114	Connexus Energy	602	49451	\$0.00
Sewer Operations	Electric Utilities	082114	Connexus Energy	602	49451	\$73.67
Street Capital Projects	Street Maint Services	3475	Sir Lines-A-Lot	406	40600	\$7,085.50
Street Maintenance	Bldgs/Facilities Repair/Maint	1132452549	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1132463877	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Chemicals and Chem Products	222929	Unlimited Supplies, Inc.	101	43220	\$382.50
Street Maintenance	Clothing & Personal Equipment	1132452549	G&K Services - St. Paul	101	43220	\$46.40
Street Maintenance	Clothing & Personal Equipment	1132463877	G&K Services - St. Paul	101	43220	\$19.40
Street Maintenance	Electric Utilities	082114	Connexus Energy	101	43220	\$1,585.38
Street Maintenance	Equipment Parts	10136215	Aspen Equipment	101	43220	\$174.23
Street Maintenance	Equipment Parts	PC001591200	Ziegler Inc.	101	43220	\$20.94
Street Maintenance	Equipment Parts	PC001591201	Ziegler Inc.	101	43220	\$23.97
Street Maintenance	Gas Utilities	424247901	Xcel Energy	101	43220	\$27.50
Street Maintenance	General Operating Supplies	483255	Ham Lake Hardware	101	43220	\$146.26
Street Maintenance	Motor Fuels	815807	Mansfield Oil Company	101	43220	\$193.17
Street Maintenance	Motor Fuels	815816	Mansfield Oil Company	101	43220	\$1,177.00
Street Maintenance	Motor Vehicles Parts	F-242240093	Allstate Peterbilt North	101	43220	\$40.49
Street Maintenance	Motor Vehicles Parts	C241168540	I State Truck Inc.	101	43220	\$229.84
Street Maintenance	Motor Vehicles Parts	58904938	LKQ Smart Parts, Inc.	101	43220	\$500.00
Street Maintenance	Motor Vehicles Parts	1539-312829	O'Reilly Auto Stores Inc.	101	43220	\$23.96
Street Maintenance	Motor Vehicles Parts	7966886	O'Reilly Auto Stores Inc.	101	43220	(\$9.25)
Street Maintenance	Street Maint Materials	18832	Bjorklund Companies, LLC	101	43220	\$162.97
Street Maintenance	Street Maint Materials	18864	Bjorklund Companies, LLC	101	43220	\$369.51
Street Maintenance	Street Maint Materials	140815	Commercial Asphalt Co.	101	43220	\$161.67
Street Maintenance	Street Maint Materials	BL0000002280	TrueNorth Steel	101	43220	\$896.28
Street Maintenance	Telephone	12266568	Integra Telecom	101	43220	\$48.14
Street Maintenance	Telephone	332373310-153	Sprint Nextel Communications	101	43220	\$162.42
Street Maintenance	Tires	73326	Gerdin Auto Service Inc	101	43220	\$57.19

City of East Bethel

August 20, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Tax Increment District No. 1-1	Professional Services Fees	65416	Ehlers	435	43500	\$205.00
Water Utility Operations	Electric Utilities	082114	Connexus Energy	601	49401	\$339.04
Water Utility Operations	Electric Utilities	082114	Connexus Energy	601	49401	\$875.31
Water Utility Operations	Electric Utilities	082114	Connexus Energy	601	49401	\$166.83
Water Utility Operations	Gas Utilities	081514	CenterPoint Energy	601	49401	\$35.21
Water Utility Operations	Gas Utilities	081514	CenterPoint Energy	601	49401	\$12.59
Water Utility Operations	Utility Maint Supplies	99782	Ferguson Waterworks #2516	601	49401	\$24.31
	Refund Reservation Fee	082514	St Francis Youth Softball Assn	101		\$50.00
						\$40,306.15
Electronic Payroll Payments						
Payroll	PERA					\$5,645.03
Payroll	Federal Withholding					\$5,302.77
Payroll	Medicare Withholding					\$1,484.50
Payroll	FICA Tax Withholding					\$6,347.62
Payroll	State Withholding					\$2,175.83
Payroll	MSRS/HCSP					\$3,796.98
						\$24,752.73

EAST BETHEL SPECIAL CITY COUNCIL MEETING

AUGUST 13, 2014

The East Bethel City Council met on August 13, 2014, at 6:30 p.m. for the Special City Council meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Ron Koller Tim Harrington
 Heidi Moegerle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator

1.0 The August 13, 2014, Special City Council meeting was called to order by Mayor DeRoche
Call to Order at 6:30 p.m.

2.0 DeRoche, "I'd like to amend the agenda to add: Item 4.0: Resolutions Acknowledging the
Adopt 2014-2015 East Bethel Royalty; and, Item 5.0: Resolution for Recognition of Former
Agenda Deputy City Clerk Wendy Warren."

Moegerle made a motion to adopt the August 13, 2014, Special City Council agenda, as amended to add Item 4.0: Resolutions Acknowledging the 2014-2015 East Bethel Royalty; and, Item 5.0: Resolution for Recognition of Former Deputy City Clerk Wendy Warren. Ronning seconded.

Moegerle, "Has proper notice been given of these agenda items? Do we need to give public notice when we amend the agenda to add these?" Davis, "Not really, they're just resolutions. They are acknowledged as being part of the packet for next Wednesday."

DeRoche, "Resolutions are going to be made up for next Wednesday, at the Council meeting. So, we're not passing the resolutions, we're passing to put them on the agenda for next week. Correct Jack?" Davis, "We want to approve the resolutions so we can get them signed by all the Councilmembers here. The Royalty will be present for presentation of their plaques, which are the resolutions that are framed. If we don't do it now and get them signed, then we're going to have quite a gap in the meeting." DeRoche, "That's fine."

Ronning, "That's an interesting question though. It's been gone with...pretty much every meeting something is added to the agenda." DeRoche, "You can amend the agenda. We do that at almost every single meeting."

Moegerle, "No, I know, but it seems that we're going to pass the resolutions and do the presentation at the next meeting. So, I know that we can sign these in advance so we can facilitate getting them framed." Davis, "Actually we'll pass the resolutions at this meeting and do the presentation at the next Wednesday meeting."

DeRoche, "I'm not worried about the transparency thing." Moegerle, "I'm not either. It's just irregular." DeRoche, "So, do you accept the amendment?" Moegerle, "I do." Ronning, "Yes, she added it and I seconded it."

All in favor, motion carries unanimously.

**3.0
Central
Wood
Products
Rezoning
Request**

Davis presented the staff report, noting Central Wood Products/Rivard Contracting is a diverse company that provides land clearing, quality wood mulch, and tree services. In conjunction with their basic services, they have expanded into the home gardening market through their Gronomics line of planters and outdoor furniture over the last six years. The Gronomics portion of their business has experienced growth at such a rate that expansion of their existing facilities is now required to meet the demands for their product.

Currently their property is split zoned with the west half along Highway 65 zoned B2 and the east half zoned R2. Neither of these zoning designations is appropriate for the existing business. Rivard's plans to expand cannot be accomplished under either the current B2 or the R2 designation. This area needs to be rezoned to Light Industrial to eliminate the split zoning, provide flexibility for the use and development of the property, reflect the existing and proper use of the property, and to address the highest and best use of this site.

The Planning Commission approved the request and has recommended that City Council rezone this property from its B-2/R-2 zoning classification to Light Industrial at their July 22, 2014 meeting.

This was discussed at this meeting but was tabled for the August 13, 2014, Special Meeting and the requested action is to recommend approval for the rezoning of the Rivard/Central Wood Products property, PID #203 323 43 0001, at 19801 Highway 65 NE. The property consists of 33.5 acres. The current use of the property and owner is Central Wood Products. The current zoning is B-2 and R-2 and the proposed zoning is to Light Industrial.

The Planning Commission and City Staff request approval from City Council for Zoning Map Amendments to the Official Map of the City of East Bethel for this address to Light Industrial (L-I).

1. Final approval of the Zoning Map Amendments to the Official Map of the City of East Bethel is contingent of the final approval of the land use amendment to the City of East Bethel's 2030 Comprehensive Plan by the Metropolitan Council. The 2030 Comprehensive Plan Amendment will be submitted to Metropolitan Council for review upon final approval by City Council.

Moegerle made a motion to recommend and approve the rezoning of property PID #203 323 43 0001, address 19801 Highway 65 NE, commonly known as the Central Woods Products/Rivard Contracting parcel to be Light Industrial (L-I), contingent upon final approval of the Land Use Amendment by the Metropolitan Council. Koller seconded. All in favor motion carries unanimously.

**4.0
Resolutions
2014-27,
2014-28 and
2014-29
Acknowledg-
ing the
2014-2015
East Bethel
Royalty**

Davis, "There have been three resolutions proposed for approval tonight to recognize the East Bethel Royalty. Those resolutions were: Resolution 2014-27 to recognize Miss East Bethel. Resolution 2014-28 to recognize Junior Princess; and Resolution 2014-29 to recognize Little Miss East Bethel. At this time, I'd like to ask for your approval of these resolutions and at the next meeting, these recognitions will be presented to these individuals."

DeRoche made a motion to adopt Resolution 2014-27 Acknowledging the 2014-2015 East Bethel Royalty Miss East Bethel Heather Rickbeil; Resolution 2014-28 Acknowledging the 2014-2015 East Bethel Royalty Junior Princess Allisyn Hulst; and, Resolution 2014-29 Acknowledging the 2014-2015 East Bethel Royalty Little Miss Madison Hall. Koller seconded. All in favor motion carries unanimously.

**5.0
Direct Staff
to Prepare
Resolution of
Recognition
for Former
Deputy
City Clerk
Wendy
Warren**

Davis, "This is consideration for the Council for us to prepare a resolution for recognizing Wendy Warren and to declare a "Wendy Warren Day" in East Bethel. The resolution hasn't been prepared. I'm seeking authorization from the Council, as recommended earlier by Bob, to make this an agenda item for next Wednesday's Council meeting."

Moegerle made a motion directing staff to prepare a resolution to honor former Deputy City Clerk Wendy Warren for her service to the City of East Bethel over her many years and to declare a "Wendy Warren Day" where she can be honored, as her health permits. Harrington seconded.

Ronning, "The only discussion, I think, that I'd have is, how do you help people understand how much she's done? It's not like this sort of thing is frivolous. She's really done a lot for the City for quite a few years." DeRoche, "We can probably do a little better description when we give her the recognition, or the award."

Ronning, "I'm trying to attach some meaning to what we're doing. That it's a significant, very significant thing." DeRoche, "Wendy has been with us eleven years, I think. Jack?" Davis, "Twelve years." DeRoche, "Twelve years."

Moegerle, "And that will be in the write up for the resolution that we get. If we want to add things, can we send those to you Jack?" Davis, "You sure can. Anything that you'd like to see added to it, just send it to me and we'll see it gets incorporated."

DeRoche, "I would agree with Tom. This being recorded and some people may not see the minutes, they may not see the agenda." Ronning, "Yes." DeRoche, "I know I've had quite a few people asking about the health of Wendy and if she's coming back, what's the status. When they heard that she's no longer here, I mean, you know..."

Ronning, "In some regard, this is answering the question before it's asked." DeRoche, "Well, there's twelve years of history and a lot of dedication and a lot of hours."

All in favor motion carries unanimously.

**6.0
Adjourn**

Moegerle made a motion to adjourn at 6:40 p.m. Koller seconded. All in favor, motion carries unanimously.

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial, Inc.

EAST BETHEL CITY COUNCIL WORK MEETING

AUGUST 13, 2014

The East Bethel City Council met on August 13, 2014, at 6:45 p.m. for the City Council Work Meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Ron Koller Tim Harrington
 Heidi Moegerle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator

1.0 The August 13, 2014, City Council Work Meeting was called to order by Mayor DeRoche
Call to Order at 6:45 p.m.

2.0 **Harrington made a motion to adopt the August 13, 2014, City Council Work Meeting**
Adopt **agenda. Ronning seconded; all in favor, motion carried.**
Agenda

3.0 Davis presented the staff report, noting that the purpose of tonight's meeting is to continue
City the discussion of the possibility of amending City Ordinance, Chapter 10, Article V, Farm
Ordinance, Animals as it relates to the keeping of chickens on lots of less than three acres.
Chapter 10,
Article V,
Farm
Animals

City Council has been considering amending City Code as it relates to the keeping of chickens. The following is a timeline of meetings that have discussed this subject:

- June 4, 2014, City Council Meeting - Council directed Staff to survey the policies of other cities in regard to the keeping of chickens;
- June 18, 2014, City Council Meeting - Staff presented a report to City Council as to the policies of other Cities in regards to the keeping of chickens. As a result of this meeting and discussion, Council scheduled a work meeting for June 25, 2014 for further consideration of this matter;
- June 25, 2018, City Council Work Meeting - This matter was discussed and Council was requested to forward recommendations to the City Administrator for inclusion in a revised draft ordinance to be presented to Council at a later date.
- August 6, 2018, City Council Meeting- Council scheduled a work meeting for August 13, 2014 to continue discussion of this matter.

The current City Ordinance is presented in your package for reference and as the option for 'No Change' in the requirements for the keeping of chickens. Our Ordinance addresses most of the concerns that Council has discussed and deals in more detail with setback requirements than the other ordinances presented for comparison. The primary difference between the ordinances is that ours is more restrictive as lot size for permitting the use and less detailed in regard to coop and pen standards.

Should there be a decision to change the Ordinance, the main issue appears to be determination of the minimum lot size for keeping of chickens. It would appear, if this is the approach, that Council may want to consider a tiered set of requirements that increases the restrictions and conditions as approved lot areas decrease in size. For example, lots of 2-3 acres would have less restrictions than those of 1-1.99 acres. It would also be appropriate to consider continuing the prohibition of the keeping of chickens in platted subdivisions.

3.0
City
Ordinance,
Chapter 10,
Article V,
Farm Animals

While arguments can be made in favor of relaxing our current standards for keeping chickens, keep in mind that on certain lots this could have unintended consequences, primarily with neighbors, the creation of a disturbance and devaluation of the residential character of certain neighborhoods, and a potential increase in the attraction of predatory animals and rodents.

Other considerations that should be addressed if the ordinance is to be changed include but are not limited to the following:

- Slaughtering
- Standards for coop and pen construction and size
- Location on the lot
- Number of chickens that can be kept
- Fees for permit or IUPs-one time or annual
- Seeking approval of surrounding neighbors
- Waste control and management

Davis, "Attached is the current City ordinance, the Forest Lake ordinance, an ordinance from Norwood Young America, requirements from surrounding cities we surveyed that describes the practices of cities on the keeping of chickens, and the Council's comments from our last meeting as to what they would like to see in the ordinance. Staff is seeking direction from the Council as to how to proceed on this matter. At this time, we're open to what suggestions and direction you have to give us."

DeRoche, "I guess, just to start the thing off, doing a little research, or having someone research, since 1992, there have been ten permits requested, or issued. There has been one chicken complaint. So, over the weekend, I went out, polled a bunch of people, asked them what they thought. A lot of them just said, 'No comment, why are you spending so much time on a chicken ordinance?' If we already have one, why bother to change it? Has it been a big problem that we've been getting a lot of complaints? We have bigger issues that we've got to deal with. That being said, I'll open it up."

Harrington, "I'd say with one complaint, I'd leave it alone. I wouldn't change anything."

Moegerle, "With regard to the ten requests, have they been for lots smaller than one acre?" Davis, "No. I went back and looked. The IUPs we've issued for the keeping of chickens, these go back go 1992, these are all for three acres or greater, those that meet the standards and requirements of the ordinance."

Moegerle, "Was the most recent request, and the people were here when it first came up, did they have an acre? They're inquiring. I guess my question is, how did we end up going 'down this road' if there wasn't a request for chickens to be on a property of less than one acre?" Davis, "Staff didn't receive a request, per se. I think Mr. Koller had received some inquiries about the keeping of chickens and brought this matter to our attention."

Ronning, "If I recall, the keeping of chickens wasn't identified with any particular size. It was just the question about having chickens. Was it?" Davis, "Occasionally, I think, we've had inquiries, 'Can we have chickens, and the answer to those people, 'Yes you can if it's lots larger than three acres and not in a platted subdivision.' A lot of the people who had called have lots less than three acres. I don't have any record of how many numbers that

3.0
City
Ordinance,
Chapter 10,
Article V,
Farm Animals

was. It wasn't an overwhelming number but we've had a few requests in the past on that. But, our ordinance says 'three acres or more,' and that was the standard."

Moegerle, "And here's what I read in our ordinance and a closer review at 10-151, Sub. 2, and that's the area that was highlighted in what we received. It says, 'Domestic farm animals with an animal unit of .01 or less, and that's a chicken, are permitted without an IUP with the following conditions: A maximum of ten animals may be kept on a parcel of a minimum of one acre pasture land without an IUP so long as the other requirements are met.' Then, as I read further down, in Section 10-157, it indicates that keeping of any domestic farm animals requires an IUP. So, there's an inconsistency there that I thought we might be able to correct. Either we're going to require an IUP for folks who have one acre of pasture land that they can set aside for the ten domestic farm animals (i.e., chickens) at .01 units, just to clarify our ordinances. I think, at a minimum, we should do that."

Davis, "Is that because in the first one you read, that's exceptions to the ordinance? And, there is an exception, and these relate to, the others don't relate to the exceptions. I'm not sure if..." Moegerle, "Well, I think the way 10-157 is written, is that every person having domestic farm animals shall have an IUP."

DeRoche, "There's another statement I heard from someone that was pretty good, is, so you have chickens. If there's an issue, your neighbor comes up and says, 'Hey, you have this problem, fix it.' 'No.' Well, then you go to the City. But if it's not something that people are all over it, I mean I'm sure there's quite a few people that probably have chickens in the City, but I would rather not become the 'chicken police' and going and try to track them all down if there's issues with the neighbors and they just can't seem to get it resolved. I think it's something."

Koller, "I know there's a few places around town with small acreage that have chickens and they're not on this list. I think people probably didn't know there was an ordinance against them."

DeRoche, "I would have no problem fixing what Heidi had said because if it says one thing in this part of the ordinance and something different in the other ones, well, we either have to go one way or the other."

Davis, "In answer to both questions, and Ron's, I'm sure there's probably a lot of people that don't realize there's an ordinance. There's probably some people that do and say, 'Well do it and if there's a problem then we'll address that later.' As far as Bob's comment and Heidi's, if there's an inconsistency, we definitely need to correct that. Since I've been here, we've had one complaint about the keeping of chickens. Actually, that happened about a month ago. There's a gentleman that has a two-acre lot in a platted subdivision and his neighbor was complaining about the odor and also complaining that the guy had an "Eggs For Sale" sign in his yard and at the intersection of the City's streets. I'm not so sure that the complaint was more about the egg selling than it was about the odor."

Koller, "How many chickens did he have?" Davis, "I think he has about 20." Koller, "That's quite a few." Moegerle, "That sounds like it's more than what our ordinance provides." Koller, "That sounds like a business." Moegerle, "Yes. And, did he have a Home Occupation Permit?" Davis, "He had neither."

Moegerle, "I'm sure we're working on that, right?" Davis, "Yes, the signs are down. My

3.0
City
Ordinance,
Chapter 10,
Article V,
Farm Animals

directions to him were that we'd advise him what we're going to do on the chicken ordinance and then he could proceed based on that information. If there were a change, then we'd see how it affected him. If there's not, then we'll notify him of the fact that he is in violation."

DeRoche, "Well, I would, I guess, recommend that we make the ordinance the same in both parts. Leave the rest of it alone and if it becomes an issue, then we address it. If it's not a big issue right now, I think we're just spending a lot of time."

Moegerle, "Is it a bigger issue than that Ron?" Koller, "All I know is I have a couple people call me up and ask for chickens on smaller lots. So, I brought it to the Council. I don't think it's a major, where we're going to have everybody having chickens. I would say probably 1 out of 30 houses might have chickens."

Ronning, "I was surprised to have somebody, must have watched the video, ask, 'When are you going to resolve this chicken thing?'" Koller, "It's been going on for a while." Ronning, "Just for general reference, if everything in the world were 'square' or 'round' like we want it, one acre is a piece of land 208.71 feet times 208.71. Two acres is 295.16 times 295.16. Three acres is 361.5 by 361.5. So, why'd I do that? To kind of put a visual picture to it, sort of. I don't have a pet problem with chickens myself and I don't have a problem with leaving it alone or giving it consideration. Is three acres too much? Is it something to move down a little bit? Or, leave it alone or raise it?"

Davis, "And, again, I don't have an answer to that question. I don't know where the science or 'magic' is, whichever one you want to pick." Ronning, "I'm looking at you because you're right there. The question is to all of us."

Moegerle, "I'm quite willing to go ahead and allow chickens on smaller acreage without any 'chicken police' but I do think that they need to request an IUP, particularly on the smaller lands. The smaller lots really will affect the neighbors. The neighbors should have input and agree and almost have veto power on it. If the neighbor doesn't want it and they're going to be within 50 feet of either the chickens themselves or the manure pile, they should have some right of veto and certainly some input. To that extent, since there is no one here fighting to get chickens on their quarter acre lot, I think maybe we just table this until such time someone comes up and raises it. Pick it up from where we are."

Koller, "I think we should just get it done one way or another." DeRoche, "One concern I have is we are talking about going down to 2.5 acre lots. I think if all of a sudden now you can have chickens on 2 acres, what's that going to do to somebody that's trying to do a development with 2.5 acres? And, you can have chickens on 2.5 acres or 2 acres? I think just make the one change, make it concise, and leave it alone."

Moegerle, "The current ordinance allows ten chickens if you have 1 acre of pasture. So if the lots go down to 2.5 acres, you can have chickens."

DeRoche, "But, it hasn't been a problem and until it becomes one, it's kind of like changing the ATV and Dirt Bike Ordinance. I have been in touch with Mrs. Niseley and said, 'Hey, you have any complaints? Have you had them racing around anymore?' 'No, I haven't but if I do, I'll call and definitely report it.'"

Ronning, "And for the remote participants, there's nobody here to advocate for or against

3.0
City
Ordinance,
Chapter 10,
Article V,
Farm Animals

this one way or another. I don't know how or if people knew what the agenda was. It's available, certainly. It's no secret or anything but, the fact remains that nobody's here. It isn't a huge problem."

Davis, "In 10-151 where it says, 'a maximum of ten animals may be kept on a parcel with a minimum of one acre of land without an IUP...'" Moegerle, "Pasture land." Davis, "But it says, '...so long as all other requirements set forth in the Code are met.' So, the Code says you've got to have three acres and not be in a platted subdivision. All this is saying is if you're outside of those parameters, you don't have to have an IUP for keeping ten chickens or less. But, you still have to meet the three-acre requirement and be outside of a platted subdivision."

DeRoche made a motion to approve the one change to make the ordinance language concise and leave the rest alone until we have problems. Ronning seconded for discussion.

Moegerle, "Well, I just think that if you're saying that we correct the 10-157 so that it allows for what's in 10-151, I would agree." Davis, "Just not...except this from 10-157. In fact, the youth development and this right here is an exception to this." Moegerle, "No, I disagree. That is an exception to what proceeds in 10-151. I'm sure Mark will have an opinion. But, the exceptions that are listed at .2 of 10-51.2 are the exceptions to 10-51. That's the way I read it."

DeRoche, "And, for the record, we can't vote on it anyway." Moegerle, "Right, so if we could just have that checked."

DeRoche noted as this is a Work Meeting, a motion cannot be voted upon. Ronning withdrew his second to the motion.

DeRoche, "We can get an opinion before next Wednesday, right Jack?" Davis, "Yes." DeRoche, "Great."

Ronning, "I also think that the comments made about closure are shared by everybody."

**4.0
Adjourn**

Moegerle made a motion to adjourn at 7:03 p.m. Koller seconded. All in favor, motion carried unanimously.

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial, Inc.

EAST BETHEL CITY COUNCIL MEETING

AUGUST 20, 2014

The East Bethel City Council met on August 20, 2014, at 7:30 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Ron Koller Tim Harrington
 Heidi Moegerle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney
 Mark DuCharme, Fire Chief

1.0 The August 20, 2014, City Council meeting was called to order by Mayor DeRoche at 7:30
Call to Order p.m.

2.0 The Pledge of Allegiance was recited.

**Pledge of
Allegiance**

3.0 **Harrington made a motion to adopt the August 20, 2014, City Council agenda. Koller
Adopt** **seconded.**

Agenda

DeRoche, "I'd like to make an amendment and move 8f to 7a1." Moegerle, "Under Planning Commission?" DeRoche, "Well, it's under New Business. I mean, I don't care where you want to put it. Might as well move it up." Ronning, "The point is the time more than the place?" DeRoche, "Absolutely. All right, let's put it 7e. It doesn't move it up much, but...would you accept that amendment?"

Harrington and Koller accepted the friendly amendment to revise the agenda. All in favor, motion carried.

4.0 DeRoche, "Good evening ladies and gentlemen. We're going to recognize and honor the
Presentation three new young ladies to represent the City of East Bethel. First I'd like to have Ms.
4.0A Heather Rickbeil. Would you please come on up here? Bear with me here, I'm going to
East Bethel read this."
Royalty

DeRoche read in full Resolution No. 2014-27 Recognizing the 2014-2015 East Bethel Royalty and recognizing Ms. Heather Rickbeil as Ms. East Bethel and an Ambassador for the City for the next year. DeRoche presented the resolution to Ms. Rickbeil.

Rickbeil, "Thank you."

DeRoche, "Ms. Hulst? I think I met you guys at the Fireman's Dance." Hulst, "Yup."
DeRoche, "Yeah, good evening."

DeRoche read in full Resolution No. 2014-28 Recognizing the 2014-2015 East Bethel Royalty and recognizing Ms. Allisyn Hulst as 2014-2015 Junior Princess and an Ambassador for the City for the next year. DeRoche presented the resolution to Ms. Hulst.

4.0A
East Bethel
Royalty

DeRoche, "Ms. Madison Hall? How are you? You're not nervous are you? No, you don't need to be nervous. With the job you're in, you should be up here."

DeRoche read in full Resolution No. 2014-29 Recognizing the 2014-2015 East Bethel Royalty and recognizing Ms. Madison Hall as 2014-2015 Little Miss and an Ambassador for the City for the next year. DeRoche presented the resolution to Ms. Hall.

Doug Meyenburg, East Bethel Pageant Committee Member, "I'd like to take this time to just formally thank the City Council, the City staff here in City Hall, and all of Public Works for all of the help that they give us. It's a real big project to pull the pageant off and these girls, they're running night and day. We really appreciate your cooperation. I'd like to thank Jack because Jack's one of those guys I can make a phone call to and he makes it happen or tells me to 'go stick my head in the mud.' But, you've got a real good staff and we appreciate all of the help. Thanks."

DeRoche, "Thank you Doug." Moegerle, "You're welcome."

4.0B
Sheriff's
Report

Commander Shelly Orlando presented the July 2014, Sheriff's Report.

DWI's: There were three DWI's in July. One DWI involved a single vehicle crash, where a male passenger was injured. The vehicle had been traveling at a high rate of speed on Sims Road when it left the roadway, struck an embankment, was airborne for several feet before rolling two to three times. The passenger in the vehicle as well as the driver sustained injuries. The driver smelled of alcohol and admitted to having 'a lot' to drink. A blood test was taken. Charges are pending the results of the test. The two other DWI's were the result of traffic violations.

Thefts: There were 35 theft reports taken. Thirteen were financial transaction card fraud reports from East Bethel residents. The fraudulent activity was able to be pinpointed to having occurred at a local business. The business had its point of sale machine compromised by a hacker. The hacker was able to obtain credit card information for several customers. The credit card information was then used in California, Nevada, and New Jersey. Unfortunately, no viable suspect information was developed. There were three theft from vehicle reports that occurred during the evening hours of July 26-27 at the Village Green trailer park. Items taken included a Garmin GPS, cigars, and an iPod Touch. There were two separate reports of purses being taken from vehicles. One was parked in the driveway of a residence and one was parked at a boat launch. Two unrelated reports were of prescription medication missing where suspects were family members. There was a report of an ATV and two bicycles taken from a garage. There was another report of an ATV stolen after breaking into a garage. A neighbor had noticed a male driving an ATV at 4:30 a.m. and saw a red, older truck following it but had not called in. One theft report involved a ring that was taken by an acquaintance. The deputy made contact with the suspect who denied having the ring. The owner did receive the ring back and requested no further charges be pursued. One theft report involved swindle with the reported selling of pigs. The victim reported paying \$1,000 for pigs. The suspect advised he was not able to sell the pigs and couldn't meet the order. The victim told the suspect to return their money. The suspect alleged that he had sent a check in the mail, which was never received.

Burglaries: There were two burglaries reported. One which involved the theft of the ATV from the garage, mentioned above. The second was a report of pry marks found on a door and some empty medicine bottles were found on the floor. There was nothing else located.

4.0B
Sheriff's
Report

Damage to Property: There were 11 reports of damage to property. There were two reports of damage to mailbox reports. One report of damage to a fence post. There were two reports of spray painted graffiti located upon playground equipment as well as a mailbox nearby. There was one report of a male who drove through a few yards while leaving the neighborhood. The male advised he was being chased and threatened after being at a party and had to drive through the yards to get away. There was one report of a tail light being broken while it was parked at a boat landing.

Arrest Breakdowns: There were six felony arrests, three were for 5th degree controlled substance. They were the same incident but three males arrested. Criminal sexual conduct, there were two, one male arrested. He was charged with a third and fourth degree. And, one criminal vehicular operation and that was that accident I reported on under the DWIs.

Misdemeanors: 4 arrests. One was for a violate of a harassment order, one was for harassing phone calls, two were for disorderly conduct, two were for possession of drug paraphernalia, one was for possession of a small amount of marijuana in a motor vehicle, two were for theft, one was property damage, one was juvenile curfew, one 5th degree assault, one trespass, and one RV trespass.

DeRoche, "Thank you."

5.0
Public
Forum
6.0
Consent
Agenda

No one signed to speak at the Public Forum.

Item A ~~Approve Bills~~

Item B Meeting Minutes, July 23, 2014 City Council Work Meeting
Meeting minutes from the July 23, 2014 City Council Work Meeting are attached for your review and approval.

Item C Meeting Minutes, August 6, 2014 City Council Meeting
Meeting minutes from the July 16, 2014 City Council Meeting are attached for your review and approval.

Item D Recording Secretary
Staff recommends that Sue Irons be offered a one-year contract to provide Recording Secretary Service for the City of East Bethel.

Item E Pay Estimate No. 8 for Castle Towers/Whispering Aspen 2013 Forcemain Project
This item includes Pay Estimate No. 8 to LaTour Construction, Inc. for the Castle Towers/Whispering Aspen 2013 Forcemain Project. This pay estimate includes payment for the fiber optic cable installation, electrical work, pavement construction and restoration. Staff recommends partial payment of \$58,747.81.

Item F Pay Estimate #3 for the Lift Station No. 1 Reconstruction Project
This item includes Pay Estimate #3 to LaTour Construction, Inc. for the Lift Station No. 1 Reconstruction Project. This pay estimate includes payment for construction of the lift station driveway pavement, clearing and grubbing, electrical work, site grading and restoration. Staff recommends partial payment of \$45,968.13.

6.0
Consent
Agenda

~~Item G — Liquor Violation~~

~~Item H — Resolution 2014-30, Wendy Warren Appreciation Day~~

Item I Intern Employment Extension

Staff recommends that Council extend Amy Norling’s internship to after the General Election and end on November 6, 2014. This extension request is for the same rate of pay, \$12/hr. with no benefits, and would not exceed 320 hours.

Item J Supplemental Payment Summary

Staff is recommending approval of the supplemental payment summary.

Moegerle, “I’ll pull Item A and also pull Item H.” Harrington, “I’d like to add Item J, Supplemental Payment Summary.” Koller, “I guess we should pull Item G.” Moegerle, “Yes.”

DeRoche made a motion to approve B, C, D, E, F, I, and J. Koller seconded. All in favor, motion carried unanimously.

Item 6.0A
Approve Bills

Moegerle, “I pulled A for, on Page 15, a bill for \$8,091.16 on the reason that June 29th, I asked Jack to see if we could get some limited information, hash marked would have been sufficient to kind of criminal matters that are being prosecuted and what we’re getting for our flat fee attorney fees. I haven’t seen anything there documenting what it has accomplished so I just want to pull that one bill because I don’t want to vote for it. All the others are fine.”

Ronning, “Which one is that?” Moegerle, “\$8,091.16. It’s our legal prosecution fee. We pay it monthly, it’s a flat fee. All our other...they’re fine.” Ronning, “Is that finished?” Moegerle, “It’s the only one I don’t want to vote for.”

DeRoche, “Okay, all those in favor of passing Heidi’s, oh, you just want to pull it.” Moegerle, “Yes, I just don’t want to vote for that one.”

DeRoche, “All right. All those in favor of A?”

Roll call: DeRoche, Harrington, Koller, Ronning-Aye; Moegerle-Nay, motion carries 4-1.

6.0G
Liquor
Compliance
Violation

It was noted that on July 1, 2014 Route 65 Discount Liquors sold alcohol to a minor and failed an alcohol compliance check by the County. Per City Code, Chapter 6-93, Article IV, Prohibited Sales and Compliance Checks:

A first violation will result in an administrative penalty of up to \$500.00 to the licensee and up to 8 hours of community service. The penalty assessed to the licensee will be waived if the licensee was not the individual clerk, bartender, or employee involved directly in the violation and if the licensee can provide proof within 14 days of the date of the violation that the clerk, bartender or employee involved had attended RBS (Responsible Beverage Service) staff training approved by the City prior to the alleged offense.

6.0G
Liquor
Compliance
Violation

Due to the owner's record of no previous violations, history of involvement, and support of many civic events and City activities, and the enrollment of his staff in the RBS program, it is recommended that no community service be required in this case and that the fine for the offense be \$250.00.

Koller, "I saw Brad was here so I pulled it but I'm assuming you want to tell us what happened?"

Brad Slawson, Route 65, 18407 Highway 65 NE, "I didn't want to. We had a customer enter the liquor store, I believe it was on July 11th and attempt to purchase alcohol. Our employee did card the customer and misread the ID. Ultimately, did serve a minor. Clearly, that's not a policy of ours, we try to train against that. She's a great employee. She's a good person. She's quality staff that we have and she made a mistake. Clearly, that's not a mistake that we want to make so anything we can do to recognize the mistake did happen. It's something that we train our employees on, something that we've talked to her about. We have a lottery machine that she can scan and then it shows. In the future she knows now that if she can't read it clearly enough, she can scan it on the machine. So, we apologize for that. That's not what we're in business for. That's not what we want."

Koller, "It says here that this is the first time and you've been there for how many years?"

Slawson, "Just a year and a half. But they do test on a somewhat regular basis. We have a nice stack in my office that we have, that we pass and that's good. We want to pass them all and just because we pass a whole bunch does not give us an excuse to fail one either. We take it serious and we want to make sure that doesn't happen again."

Koller, "Okay, that's..." DeRoche, "Thanks Brad." Slawson, "Thank you." Moegerle, "Thank you for coming in."

Ronning, "Just for a point of information that's not necessarily from you, I'd like to see a copy of this license that was relied on. When it comes in, it's not here, but I'd like to see it."

Orlando, "She's an underage buyer for our Department so her information is not going to be on that." Ronning, "I'd like to know what the person that made the mistake was looking at." Orlando, "She had a Minnesota Driver's License." Ronning, "Right." Orlando, "And, we do photocopy it before they go out and attempt to purchase alcohol with it. But, it's not something that's included as part of our report."

Moegerle, "She's a confidential informant, or something?" Orlando, "Yes." Ronning, "I wonder if she could do it and black out the address stuff. Just for..." Orlando, "What purpose is it that you're..." Ronning, "How clear is...that's the evidence. That's all the evidence there is and if that's the entire reliance, we should be very clear on what it looks like." Orlando, "The license indicates that it is an under 21 license. In Minnesota, there is under 21 and over 21." Ronning, "Yes, I'm aware."

Slawson, "I'm not proposing that it wasn't readable. I don't know what she did wrong. It was probably legible. She just said that she mis-read it. By no means am I saying that it was a trickery or wasn't readable. I think sometimes they are hard to read and if she has trouble reading it, she should just scan them. I'm assuming everything was done correctly."

Ronning, "This is my curiosity." DeRoche, "I think we've discussed it 'to death.'"

6.0G
Liquor
Compliance
Violation
6.0H
Resolution
2014-30,
Wendy
Warren
Appreciation
Day

DeRoche, “All those in favor of passing Item G?”

All in favor, motion carried unanimously.

It was noted that Wendy Warren tendered her letter of resignation to City Council on July 21, 2014. Wendy has been employed by East Bethel since August 2002 and her name has become synonymous with that of the City. In honor, appreciation and recognition of her 12 years of service to the City and the residents of East Bethel, Council is requested to approve Resolution 2014-30.

Moegerle, “I pulled H because I think every one of us is very grateful to the service that Wendy Warren has given to us and how much we miss her. I certainly hope that we have an opportunity to see her and express that in person. It’s an honor to be able to honor her with a resolution like that. I wanted to have a specific one and personally vote for that one.”

DeRoche, “Well, I think Wendy pretty much knows how much...I mean I’ve talked to her quite a few times. I actually, I don’t think it was something that she really wanted to do at this particular time but, it’s kind of the ‘hand she was dealt’ and you can’t replace the kind of history that she’s got in her head. Most people in the City, you say ‘Wendy Warren,’ they know exactly who she was. Now that we’re doing the resolution, is there something we can give her for...” Davis, “We will give her the resolution and her designation of Wendy Warren Appreciation Day will be on the reader board and on the website. I informed her of what was going on tonight. So, she’ll have an opportunity to come by Friday and see what’s up there. So, we want to make sure that’s prominently displayed for everyone to see.”

DeRoche, “I guess, personally, I’d like to read the resolution and give it to her. I think that’s a little more appropriate. That being said, any more discussion on it?”

Moegerle made a motion to adopt Resolution 2014-30, Wendy Warren Appreciation Day. Ronning seconded. All in favor, motion carried unanimously.

**7.0
New Business**

Commission, Association and Task Force Reports

7.0A
Planning
Commission

None.

7.0B
Economic
Development
Authority

None.

7.0C
Park
Commission

None.

7.0D
Road
Commission

None.

August 20, 2014
7.0E
EBFRA
By-Laws and
Benefit
Increase

Davis presented the staff report, indicating the East Bethel Firefighters Relief Association (EBFRA) is requesting the City Council ratify the EBFRA By-laws, Appendix C with a \$400 benefit increase.

The East Bethel Firefighters Relief Association (EBFRA) is requesting the City Council to approve the attached amendments to the EBFRA Bylaws. The current By-laws were approved by City Council on August 7, 2013. The only change proposed is to amend Appendix C to include a \$400 benefit increase. The fund is currently 131% funded.

With this proposed increase of \$400 per service year, the fund is projected to be 118% funded as of December 31, 2014. The East Bethel Firefighters Relief Association Board of Trustees approved the change of this By-law on Monday, July 28, 2014. For this By-law to take effect, the City Council must also approve this item.

The change in bylaws will have no fiscal impact to the City of East Bethel. In the event the EBFRA portfolio falls below 95% of the fund balance, the City of East Bethel would then be required to make mandatory contributions to the fund according to the State of Minnesota Auditor Office's formula.

If the increase is not approved, the benefit stays at the current level and the fund is projected to remain 131% funded.

Staff is requesting that this benefit increase be improved for the EBFRA.

DeRoche made a motion to approve the benefit increase for the East Bethel Firefighters Relief Association as per the Work Meeting discussion. Koller seconded.

Moegerle, "When was this last increased?" Fire Chief DuCharme, "August 7, 2013." Moegerle, "So, this will be the second year in a row that we've increased it?" DuCharme, "That's correct."

Moegerle, "And, how much did we increase it last year?" DeRoche, "I don't know if 'we're increasing it' is the right terms." Moegerle, "We ultimately have to pay for it."

DuCharme, "It was increased \$200 on August 7, 2013. The fund, right now, is operating at \$1.7 million. As Administrator Davis read, it's currently, roughly about 131% funded. At the Work Meeting, we were reporting a 4.9% year-to-date increase. Actually, as of today, that's 5.01%, with projected liabilities of \$1.4 million. If, at the \$4,000 level per service year, our current assets of \$1.7 million, there still would be over \$300,000 in the account."

Moegerle, "What happens is, this is not something that comes out of the Council 'pocket' until your fund becomes underfunded at less than 95%. Is that right?" DuCharme, "I understand that Councilor. Also, this is one of the only fringe benefits that the fire fighters receive. 79% of this fund is accrued from investments and the rest comes from State Aid, as we went through, and City contribution."

Ronning, "Just for clarification. Who collects the money? Who administers it? Who watches over the funds?" DuCharme, "Well, the Relief Association has hired a professional money manager who not only watches over the money but also makes sure that the By-laws are up-to-date and the fund is compliant."

DeRoche, "Mark, can you just...a couple of the comments are a little misleading. Ronning, "I'm not quite done." DeRoche, "Go ahead."

Ronning, "Ms. Moegerle is correct in the fact that if there's some shortfall, you know, the City could be liable. What, you said you were 105% or something?" DuCharme, "Right now, 131%." Ronning, "131%." DuCharme, "Right. With the proposed benefit increase, the fund would be, at this point in time, 118% funded."

Ronning, "If I'm not mistaken, if everybody eligible left, there would be funds left." DuCharme, "If everybody left today?" Ronning, "Yes." DuCharme, "The fund would pay out \$867,000, actually \$867,744." Ronning, "Out of how much?" DuCharme, "\$1.7 million." Ronning, "Sounds okay to me."

DeRoche, "Well, again, could you clarify? Because, I think we've had this discussion even last year and some people are making the assumption, 'Well the City's paid out so many times in the past.' How many times has the City actually paid out over the last ten years? Twenty years?" DuCharme, "You know, Mr. Mayor, there was a period in time, and I believe it was 2009, where there was a mandatory contribution. But then it was, I think it was a two-year period of a mandatory contribution. Once the investments and once the economy started to straighten out, that was quickly erased and the mandatory contribution was not there any more."

DeRoche, "Well, it's unfortunate that certain people weren't here the night that the PowerPoint was out because it kind of gave a really good description of the history and where the money comes from, where it goes. It's not just willy-nilly that anybody can just come and get the payout."

Moegerle, "And we all appreciate the service. I think that the comments that I've heard is, '15% in two years? Well, I'd like to have the increase there.' But, it's per year and that's the issue." DuCharme, "I think everybody has to put that into perspective that we're getting these men and women up, the middle of the night, and we're paying them, you know between \$8 and \$12 per hour. It's not a, it's not get out of bed and come to the Fire Station four-hour minimum. It's one-hour minimum, is what it is. Part of the way we are able to operate a paid-on-call Fire Department is to offer a benefit like this. This is a good plan. I think it's fiscally sound. I endorse the increase. I think the fund can sustain it. I think the Relief Association is frugal in what they look at. Some of the goals that they presented to the Council over the years, you know, and one of the big ones is they don't want to go under 110% funded. They always want to be over funded."

DeRoche, "Well again, it's the fire fighter's money that they have invested." DuCharme, "Yes, and that's a good point because the State Aid that comes in is not a City State Aid or it's not a State Aid that goes to any other jurisdiction. That's State Aid specifically for Relief Associations and the Relief Association is a pension arm of the Fire Department."

Moegerle, "I call the question." Vierling, "There's no motion on the table." Moegerle, "I thought he made a motion to approve." Vierling, "I don't have a motion."

Moegerle made a motion to approve the benefit increase for the East Bethel Firefighters Relief Association as per the Work Meeting discussion. Koller seconded.

Ronning, "Everything that's been stated, I think, is accurate. Ms. Moegerle's accurate in

7.0E
EBFRA
By-Laws and
Benefit
Increase

what she said. Everything you, we all agree with that. But, for clarification for those that aren't here, that is their money. It's collected from them?" DuCharme, "The money is collected from a couple sources. One is the investment on the fund, the return on investment. The second is the State Aid that comes in, which is what we call...close to a 2% fee that comes off fire insurance policies. And, there is a City contribution in the past few years that has been there."

Davis, "Actually, the City contribution to that fund has decreased. Two years ago, I believe, it was \$17,500 and it's \$14,000 this year." DuCharme, "And \$14,000 in the proposed 2015 budget also."

Ronning, "Just so there's no misunderstanding that it's, it's not coming out of the road budget or anything else." DuCharme, "No, no it's not. It's not coming out of any capital budget and, like we've stated before, that money is managed by the Relief Association's money managers, professional money managers."

DeRoche, "I've never heard any complaints as to that so I don't know where it came from."

DeRoche, Harrington, Koller, Moegerle, and Ronning-Aye, motion carried.

DuCharme, "Thank you Council." Moegerle, "Thank you." Ronning, "Thanks for what you guys do."

**8.0
Department
Reports**

Davis presented the staff report, indicating the Council is being requested to resolve the question of amending City Ordinance, Chapter 10, Article V, Farm Animals, as it relates to the keeping of chickens on lots of less than three acres.

8.0A
Community
Development
8.0A.1
City
Ordinance,
Chapter 10,
Article V,
Farm Animals

City Council has taken under consideration the amendment of City Code as it relates to the keeping of chickens. The following is a timeline of meetings that have discussed this subject: Meetings were held on June 4, June 18, June 25, August 6, August 13, and now again on August 20. At the conclusion of the Work Meeting on August 13, it was the general feeling of Council that the ordinance should not be changed at this time.

Council has indicated and Staff is requesting that this matter be tabled until such time that the need to amend this Ordinance is more clearly demonstrated.

DeRoche, "Well, I don't know if 'tabled' is the right word or just 'left as it is.' I, you know, 'if something's not broke, don't fix it.' Ronning, "If something's not broke, don't break it." DeRoche, "I personally think there's been way too much time put into this. And, I think we have a lot more important issues so for the time being, I have no problem just, until it becomes a problem, then it gets addressed."

DeRoche made a motion to table consideration of an ordinance amendment to Chapter 10, Article V, Farm Animals, as it relates to the keeping of chickens on lots of less than three acres. Ronning seconded. DeRoche, Harrington, Moegerle, and Ronning-Aye; Koller-Nay, motion carried.

8.0B
Engineer

None.

**Reorder
Agenda**

The Council agreed to reorder the agenda to next consider Item 8.0F, Fire Department, 8.0F.1, Monthly Report.

8.0F
Fire
Department
8.0F.1
Monthly
Report

Fire Chief DuCharme, "In your package, Council, you have the July 2014. We continue to run an average amount of fire calls. In July of 2014, we ran 42 calls. Of those calls, 22 were medical related. It was interesting. On the medical calls this past month, was that every medical call, the patient was transported by ambulance to the hospital. Usually, we have half a dozen or so that elect not to go.

What you don't have in there, and I apologize, is the inspection report. I wasn't able to get that out. We also continue our inspection program of businesses in the City. We got through ten of those including a couple of those were related to the Star of the North Academy that will be starting up this Fall.

As far as fires, if you remember, seems like I've been talking about this for a long time, the pole barn fire the first of July, which is part of this report, that was the rekindle. So, when you look at that you'll see a building rekindle, that was the rekindle of that fire. Then we also assisted Linwood on a mutual aid building fire. With that, are there any questions on the Call Reports?"

Ronning, "In the ambulance, did we lose anybody?" DuCharme, "No, no, it was a good month. Yeah, it was a good month."

Moegerle, "Was the person in the ATV accident seriously injured?" DuCharme, "Yes." Moegerle, "How're they doing?" DuCharme, "It was a roll over. It was a couple kids that were involved in that. If I'm not mistaken, they were scraped up, a couple broken bones. They were home alone at the time, from what I understand."

DeRoche, "Were they legal?" DuCharme, "I'll leave that to law enforcement." Moegerle, "Deft reply." DuCharme, "I'll leave that to law enforcement. I don't recall, Mayor. I don't recall the helmets, I don't believe they had helmets on, which is a shame. Not only is it illegal but you've got these kids riding these pretty powerful machines and they've got to be protected."

Ronning, "Do you anticipate, or is there a fire ban? It's been so dry, now it's wet." DuCharme, "It's wet right now. You know, we will have a fire ban later this, as we get into the fall season. The forecast right now is for a wet period coming up starting tonight and into the weekend. It looks like next week it brings somewhat of a wet period. So, that definitely helps. But, what you've got to remember is we have what we call 'one-hour fuels' and that's the green grass that may look green and right now it's about three feet high. It can rain three inches in an hour and all it takes is an hour for that to dry out enough to burn. We continue to be cautious about what we're burning and where we're burning. Hopefully, the public can appreciate that. My best guess is that once we get into late September, many times we start getting into the dry portion of the year. There will be another burning ban and there will be a burning ban that will carry over, no doubt, until snow cover. Usually in that November period, is when we see that." Ronning, "Thank you."

Harrington, "Mark, I was going to ask you. That accident on Highway 65 and 187th, it says 'motor vehicle accident with injuries.' What kind of injuries? Do you recall?" DuCharme, "You know, I don't recall. I can look that call up and get you a report."

8.0F

Fire
Department
8.0F.1
Monthly
Report

Harrington, "I know that's one of the roads that we're looking at, trying to find another way in and out." DuCharme, "Yeah. I think that was like 5 o'clock in the morning. Without looking at the...but I think what it was, we had some scrapes and bruises and things like that and the patient transported for observation and to get checked out. As far as a serious injury, that was not one."

Harrington, "Okay. And, I talked to you earlier about the phone call I got today. The scam?" DuCharme, "Absolutely. I'd like to address that right now. Occasionally, our residents will get phone calls from a solicitor on the telephone asking for a donation. Sometimes this donation is in the range of \$40 to \$50 and the solicitor will allege that the local Fire Department gets the benefit of that money but it doesn't happen that way. Certainly, if somebody wants to give money to the local Fire Department, whether it's East Bethel, Oak Grove, or whatever, the best way to give that money or donate that money is to bring it right to the City. If you write a check, you write it right to the City of East Bethel. I would be very skeptical and I warn the residents about this, that we're not part of any fund raising via phone calls. I'm glad you brought that up because that's been an issue that's gone on for several years. The Fire Service has been fighting that."

DuCharme, "The other thing that I was going to talk about real quick is construction on Lexington and County 17. That affects Coon Lake Beach and residents there. I want the Council to know, and the public to know, that we're daily checking the road to see where it's closed off and we're letting our fire fighters know the best access. On a daily basis we're doing this, the best access to Coon Lake Beach. Right now, the road's completely open. I can see where they've made cuts in the asphalt and are getting ready to do the culvert work. It sounds like they're going to do that starting next week, starting next Monday, where we will have some road closures. We're going to manage that. They have set up a detour and the detour goes through Carlos Avery. It's actually the old game farm road. We can't run a fire truck down there. We're not going to take that detour so we will be working with the County and we will, as I say, be checking the accessibility on a daily basis so we can get emergency vehicles in there."

Harrington, "Can I add one more? If they start lengthening Laurel too, there's going to be..." DuCharme, "Yes." Harrington, "So, I don't know if there's going to be an overlap between those two or if one will be done." DuCharme, "You know, I'm not sure what the time is on Lexington and County 17 there and I'm not sure when they're going to start Laurel and Lincoln." Davis, "Lincoln and Laurel are still tied up with right-of-way issues so there won't be any overlap on those projects." Harrington, "Okay."

DuCharme, "But even that project, when that happens, even with Lincoln and Laurel we have a second way in. We know that. I just want to let everybody know that we've talked about it as a Fire Department and in my staff and we're well aware and making sure that we can do our job."

Moegerle, "Thank you." DeRoche, "Thanks Mark." DuCharme, "Thank you. Thank you for everything."

Informational; no action required.

Davis presented the staff, indicating the Legislature has recently amended the Minnesota Government Data Practices Act (MGDPA) to require government entities to create procedures ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data. These provisions went into effect on August 1, 2014.

The Information Policy Analysis Division (IPAD) of the Minnesota Department of Administration has provided new guidance to government entities including model policies designed to meet the new statutory requirement. Claims of public employees accessing not public data have resulted in many lawsuits and have been costly for State and local governments. The League of Minnesota Cities recommends that all cities make compliance with the new law a high priority.

Minnesota Statutes, Chapter 13, requires that each government entity establish policies that govern the treatment of government data. Each government entity is required to have two policies regarding access:

- One policy must explain the rights of the public
- The other policy must explain the rights of data subjects.

A government entity is required to create a document that identifies and describes any private or confidential data maintained by the entity.

Davis, "At this time, I'd like to request the City Attorney to review the amendments to the Practices Act and any of the mechanics for implementation of these amendments and provide us some recommendations for compliance with the new requirements of the law."

Vierling, "And, I note for the Council's benefit, that we already have reviewed the Data Practice Policy for members of the public and for data subjects. We've made our edits and corrections on those and those have been supplied back to staff. So, from that perspective, those documents we see as noncontroversial and certainly can be approved as policies to be used by the City.

There are other aspects of the Act that have a very practical application in terms of your IT systems and which of your employees have access and which do not. I suspect that both the League offices in terms of risk management assessment will be working with their member cities on those issues. We certainly will be working with your staff to try and look at those as well.

If you've looked at the data maintenance grids that are provided in your packet, you can see under the categorization of who is allowed access to certain documents. The notation there is simply, 'certain employees on an as-needed basis as part of work assignments.' If you're working in a State office, it's probably easier to both segregate material as it comes in the door, encode it, and put it out where it needs to be for those employees that need to get it.

I don't think, without any issue, and certainly with regard to out-State cities as well as Counties and many of the Metro communities, simply don't have the sophistication in software to be receiving, scanning, and coding documents as they come in. Much less identifying current employees who are going to be allowed access to them. You can imagine the difference between a small city who only has, maybe, a part-time City Clerk and that's about it and she gets access to everything as opposed to contractors, as opposed to other employees. For each city, it's going to be a struggle in many respects just on a

practical day-to-day application standpoint of trying to set up systems so as to implement this in such a fashion that other employees who don't need access to it don't get access to it. There's both an IT issue, a system software issue, there's protocols that need to be reviewed from a very practical standpoint within each community in terms of what you have for staff, who is doing what task, who needs access to it, who doesn't.

So, those issues really need to be fleshed out and worked on within your individual communities. I know this community is going to have to take a look at staff and who has access, who should have access to the various classifications of documents. In all honesty, that's going to be an on-going work in progress for several months as you get through things.

The two policies that have been presented to you tonight, the Data Practices Policy for members of the public and the Data Practices Policy for data subjects were those that were recommended by the Department of Administration. We utilized their protocols but, obviously, we made edits and adjustments to them based upon the needs of this community. They are, in many respects, summary recitations of the Statutory application of data practices. We had to change some of the wording to make them more readable and, certainly, make direct application to this community and do away with some of the repetition and surplusage. So, those two policies that you have, I'm fine with.

The other issue in terms of the 'nuts and bolts' of how you're going to segregate information coming in the door and who's going to get it, that's going to be a work in progress."

DeRoche, "Now, does Jack pretty much have control of that right now as the City Administrator?" Vierling, "Certainly your chief administrative official, and I speak to all cities whether it be a City Clerk, City Manager, City Administrator, is a logical source to have access across the board. Somebody's got to be in the position to classify material and identify who gets it. The Statute goes on to say that every community should have a Data Practices Code Enforcement Officer. Many communities practically have one, although they've not formally designated one. It's just a number of different issues of whether or not that's going to be a delegated task, and even once it is assigned and delegated mechanically, how are you going to set that up in your system? Where are your firewalls going to be set? Who has access? Those types of issues."

DeRoche, "Now is the Fire Department under the same?" Vierling, "Every City employee is under this requirement in terms of accessing material."

Davis, "And, we will be working with the League and with Mark's office too, as he stated, develop the mechanics of this as far as who has access and what their access is."

DeRoche, "There is need to know, but there's some awful sensitive stuff that comes through and, I guess, I can see maybe the City Administrator because he's the one running the City. Even as Council people, we're not entitled to just any and everything that's out there. Short of security on other people, you know, would it be Carrie? Well...why would anyone else need to know other than the City Administrator? Why would the City Clerk need to know unless, and if it's information like that, I don't see why they couldn't approach Jack and say, 'Hey look, we need to discuss this. I need certain information and then Jack be the one to dole it out.'"

8.0C Davis, "With the small staff, the way that we would approach it, at least initially for consideration, is there'd probably be three people that would be in the chain. It would be myself, the Deputy City Clerk or Administrative Coordinator whatever that title will be, plus the IT Director who's our Finance Director Mike Jeziorski."

City Attorney
8.0C.1
Data
Practices

DeRoche, "Okay." Moegerle, "Thank you." Vierling, "You're welcome."

8.0D
Finance

None.

8.0E
Public Works

None.

8.0F
Fire
Department

This item was considered prior to Item 8.0C, City Attorney.

8.0F.2
EBFRA
By-Laws and
Benefit
Increase

This item was considered prior to Item 8.0, Department Reports.

8.0G
City
Administrator
8.0G.1
Hwy. 65
Bus
Service

Davis presented the staff report, indicating over the past twenty years traffic levels on Highway 65 through Blaine, Ham Lake, and East Bethel have increased by approximately 25 to 40 percent, resulting in significant congestion for travel through the corridor during the morning and afternoon peak travel periods.

Recognizing this concern, the Anoka County Highway Department applied for and succeeded in obtaining federal funding to begin a new express commuter transit route between downtown Minneapolis park and ride lots to be located along the corridor in East Bethel, Ham Lake, and Blaine. Metro Transit will operate the route during the three-year demonstration period, after which, the route may continue as part of their system provided there is sufficient demand.

Beginning Monday, August 25th, commuters who travel Highway 65 to downtown Minneapolis will have a new bus option available. Comfortable coach style buses will be used for providing express service during the morning and evening rush hours. The route will extend from northern Anoka County to downtown Minneapolis, with stops at three park and ride locations in East Bethel, Ham Lake, and Blaine.

Route 865 will operate on the shoulders to bypass the daily congestion, enabling the buses to have a travel time advantage over driving your own car. During morning and afternoon peak travel periods, there will be nine trips between downtown Minneapolis and the Park and Ride lot in Blaine with the lots in Ham Lake and East Bethel having three trips.

The ride fare will be \$3 each way, which will be less expensive than driving when considering the cost of fuel and downtown parking. Factor in the additional cost of wear and tear on a car, and the time spent in traffic and the option of a stress-free commute in a coach style bus makes this mode of transportation as an even more attractive option.

Davis, "You have attached in your packet a flyer which shows the routes and a schedule and, again, I conferred with the Highway Department and they say they are ready to commence service on Monday, August 25, with the first bus leaving the East Bethel Theater at 5:56 a.m. Again, there will be three morning busses that leave East Bethel. One at 5:56

8.0G.1
Hwy. 65
Bus
Service

a.m., one at 6:34 a.m., and one at 6:56 a.m. to the trip to downtown Minneapolis. The evening busses will depart downtown Minneapolis. Depending on where you are, there is a schedule there from 2nd Avenue and 11th Street, 2nd Avenue and 7th Street; and, 3rd Street and Hennepin. Those departures will range anywhere from 3:40 p.m. to 4:24 p.m. to 4:22 p.m. to 5:08 p.m. and then 5:10 p.m. to 5:56 p.m. The latest bus getting back to East Bethel at 6:17 p.m. So, hopefully that will be a viable option and alternative for commuters who wish to use this service.”

Moegerle, “Is the commitment solid for the three years to come out to here?” Davis, “That’s correct.” Moegerle, “Okay, because there was some discussion at the 3M Tournament in the Anoka County hospitality suite, ‘So, are you all excited about this?’ I said very little publicity about it. So, they were concerned and I guess I’m concerned. I certainly hope we merit the stop and have people use this.”

Davis, “There’s been quite a bit of discussion about it over the past year and even with people that...the original route was designed to go even as far as Cambridge and Isanti but this was not approved. So, there’s quite a bit of interest also from our Isanti County neighbors that they project there will be quite a few riders that will come from there to East Bethel to catch the bus downtown.”

DeRoche, “All right, sounds like a good deal.” Ronning, “At one of those, there’s a bus leaving in ten minutes be under it?”

Informational; no action required.

9.0 Other
9.0A
Staff Reports

Davis, “I don’t have anything to report at this time.”

9.0B
Council
Report –
Member
Ronning

Ronning, “I don’t really have a report. A comment about what I was asking earlier with that sale to a minor. Commander Orlando reminded me that some of that information, you can’t give out personal information and I know better than that so I shouldn’t have even asked, probably. But I have some earlier experience with arbitration situations. When I read that, a ‘flag’ popped up immediately that I hope we’re not supposed to do something without something to consider. But, that’s not what the case was. So, thank you Brian. I’m done.”

Council
Member
Moegerle

Moegerle, “A couple of things. One of them is next Wednesday, at 4-6 p.m., at Linwood Township Senior Center, there’s going to be the Anoka County Regional Trail Master Plan Amendment meeting. Anybody who’s interested in trails through East Bethel, through Linwood, should attend that because this is one of the few meetings we can have the opportunity to address those issues. They get done after those kinds of meetings and some things are hard to change after they’re done like that. So, please attend that if you have an interest in the trails.

Also, one of the things that I forgot to mention last time was, at the Anoka County hospitality suite at the 3M Championships, they were talking about how Anoka County is going to put together a marketing document for the entire County. So, they want East Bethel to prepare one to be ready to be published at the first of the year. So, our ‘plate’ is pretty full but that’s another one for staff. And, I understand they’ve been advised about that.

Council
Member
Moegerle

Just a reminder. The leash law does not mean you have a leash in your hand and your dog is running free even though he's the 'friendly one.' I saw a lot of that this weekend while I was working in the yard. So, the Coon Lake Community pig roast was a huge success and that's all I have."

Council
Member
Harrington

Harrington, "I've got to go back to Lincoln and Laurel. Is that going to be this year? Next year?" Davis, "I would assume, since probably one of the properties may have to go to condemnation, that the prospects for doing that this year are not looking good." Harrington, "Okay."

Harrington, "At our Parks meeting, they brought up a Fall Town Hall meeting. Is there going to be a date set?" Davis, "There will be. We'll propose some dates next month for after the election for a Fall Town Hall meeting."

DeRoche, "Yeah, I think we need to find out when Meet the Candidate nights are." Davis, "There are two dates that have been tentatively set. One is October 2nd." DeRoche, "Right, that's going to be here." Davis, "That's going to be at City Hall and that will be sponsored by the East Bethel Seniors and the Chamber of Commerce. CLIA has set their own for October 16. I haven't heard anything back yet from Kathy to see if the Community Center at Coon Lake Beach is going to conduct one so we're waiting to hear from her. All of our stuff going out for the newsletter, the deadline for that is September 5th. All that will be in the newsletter, which will go out and be in everybody's hands by hopefully the second, the third week in October, oh, I'm sorry, the first of October. So, we'll have these dates for the candidates meetings."

Council
Member
Koller

Koller, "I don't have much at all. A week and a half ago, I went with the Fire Department and we toured the new sewer plant. It was pretty impressive. What a lot of residents don't know is the City does not own that. It is owned and operated by the Met Council. So, they have complete control over it. That's about it."

Mayor
DeRoche

DeRoche, "As already stated, the pig roast was a success. I know I probably spent about six hours there, got to know a lot of the people. The day turned out really nice, the weather was really a big help to get more people in there.

Not much going on out on the Lake. I guess I would request if you're going to be out on Coon Lake, or any lake, and you're going to be fishing, to quit throwing your lures up on people's boats and tearing the interiors and throwing it up on the dock. I know I've had the issue and a couple of my neighbors have where young kids come over and go swimming and wind up with a lure in their foot. Or, they go to climb up the ladder on the dock. I don't know what the heck you can do other than just ask people to 'knock it off.'"

Ronning, "One second. This may not make a whole lot of sense. One thing that I learned from Shelly is that these licenses, there should be no mistakes with it. It says, 'Minor, not 21' or something such as that. So, it's more clear cut than what I was thinking."

DeRoche, "In touching on that, I think I called you a couple days ago, wasn't it? Or, the end of last week? The question came up, if a license that is clipped off, even though you're old enough to drink, is it valid without the paperwork? Because, that came up in a conversation last week and someone said, 'Well, I wouldn't card you.' Well, maybe not but if you have a driver's license and it's clipped and you are 21, legally you have to have that

Mayor
DeRoche

paperwork with you. Correct? Okay, that's just kind of going out to anybody that might be listening here."

9.0C None.

Other

9.0D

Closed
Session

Vierling, "For the benefit of the public and for the record, we note that at the present time, the Council is about to go into Closed Session to discuss matters of union contract and negotiations. Pursuant to Minnesota Statute 13D.03, subd. 1(b), Council will be in Closed Session that will be recorded for purposes of complying with the Statute and that recording will be maintained for a period of two years. After coming back out from Closed Session, we will announce if any action was taken during the course of the Closed Session as well as who attended it. With that being said, Mr. Mayor, I recommend a motion be made to go into Closed Session for the purposes indicated."

Moegerle made a motion to go into Closed Session at 8:34 p.m. for the purposes indicated by Attorney Vierling. Koller seconded. All in favor, motion carries unanimously.

Reconvene
Open Session

Vierling, "If we're back on the record, then at this time I would note for the benefit of the public and for the record that the Council has just concluded a Closed Session. It was attended by all members of the Council, the City Administrator Mr. Jack Davis and myself as City Attorney. The Council reviewed issues relative to its union contract with the Minnesota Public Employees Association, specifically with regard to medical insurance coverage. The City Council received explanation and background from the City Administrator, provided their voice and commentary and suggestions with regard to the matter but took no formal votes or motions during the course of the Closed Session. The Closed Session itself ended at 8:45 p.m. That being said, Mr. Mayor, you can at this point proceed forward and take other business or adjourn if you wish."

**10.0
Adjourn**

Moegerle made a motion to adjourn at 8:48 p.m. Koller seconded. All in favor, motion carried unanimously.

Submitted by:

Carla Wirth

TimeSaver Off Site Secretarial, Inc.

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

RESOLUTION NO. 2014-31

**RESOLUTION PROCLAIMING
SEPTEMBER 17 – 23, 2014 AS CONSTITUTION WEEK**

WHEREAS, September 17, 2014 marks the two hundred and twenty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

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

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the week of September 17 - 23, 2014 be proclaimed Constitution Week.

Adopted this 3rd day of September, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Jr., Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Agenda Information

Date:

September 3, 2014

Agenda Item Number:

Item 7.0 A.1

Agenda Item:

Preliminary Plat Classic Commercial Park 3rd Addition

Requested Action:

At their regular meeting held on August 26, 2014 the Planning Commission recommended approval of the Preliminary Plat for Classic Commercial Park 3rd Addition located at the intersection of 187th Lane NE and Ulysses St NE, directly south of Aggressive Hydraulics.

Acreage – 8.97 acres

Current Use of Property – Vacant Land

Zoning (prior to 5-21-14) – B3, Highway Commercial

Revised Zoning – LI , Light Industrial

Background Information:

This proposal is part of the continuation of the platting of Outlot “A” in the Classic Commercial Park. CD Properties North, LLC is requesting the platting approval.

Utilities and street improvements are in place and no new additions are required. All floodplain delineations, wetland designations, and other potential impacts for all of Outlot “A” were considered and addressed at the time the Aggressive Hydraulics Plat was reviewed and approved. The storm water ponds in the Classic Commercial Park have been sized to adequately handle runoff from this plat and future plats.

Attachments:

1. Location Map
2. Public hearing notice
3. Preliminary Plat
4. Certificate of Survey

Recommendations:

Staff and the Planning Commission recommend approval of the Preliminary Plat, Classic Commercial Park, Third Addition,

City Council Action

Motion by: _____

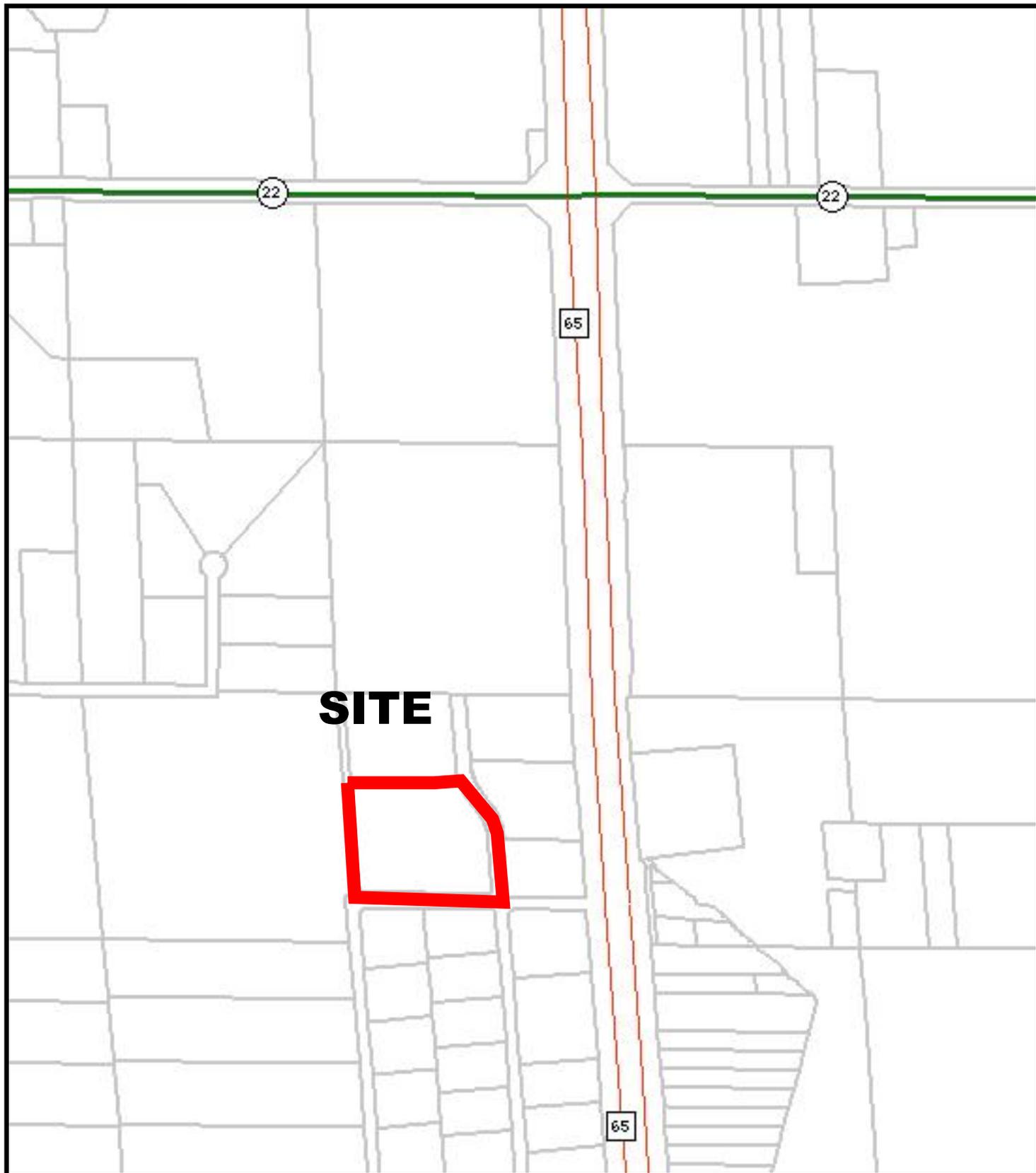
Second by: _____

Vote Yes: _____

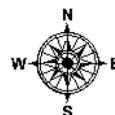
Vote No: _____



Classic Commercial 3rd - Map



Disclaimer: Maps and documents made available to the public by the City of East Bethel are not legally recorded maps or surveys and are not intended to be used as such. The maps and documents are created as part of the Geographic Information System (GIS) that compiles records, information, and data from various city, county, state and federal resources.
Copyright © 2013 City of East Bethel, All Rights Reserved





NOTICE OF PUBLIC HEARING
CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of East Bethel will hold a public hearing on Tuesday, August 26, 2014 at 7:00 p.m. at the City Hall, 2241 221st Avenue NE, East Bethel, MN to consider the following:

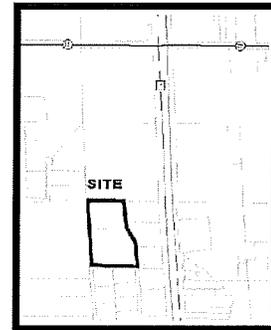
A request by CD Properties North, LLC for approval of a Preliminary Plat – Classic Commercial Park 3rd Addition for a commercial development.

Property Location:

NE Corner of 187th Lane NE and Buchanan Street NE
Parcel ID – 323323210014
Zoning – B3 Highway Commercial; Amended I1 Light Industrial

VICINITY MAP

PART OF SEC. 32, TWP. 33, RNG. 23



ANOKA COUNTY, MINNESOTA
(NO SCALE)

A copy of the proposed preliminary plat is available at City Hall during regular hours between 8:00 A.M. and 4:00 P.M. for the public's review.

The hearing of this request is not limited to those receiving copies of this notice. If you know of any neighbor or interested property owner, who for any reason has not received a copy, please inform them of this public hearing.

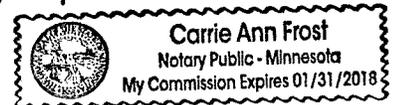
The East Bethel City Council may consider this request at its September 3, 2014 regular meeting.

Published in the Anoka County
Union Herald August 13, 2014.

Colleen Winter
Community Development Director

Subscribed and sworn to me
this 13th day of August 2014.

Carrie Frost
Notary Public



PRELIMINARY PLAT

~of~ CLASSIC COMMERCIAL PARK 3RD ADDITION

DEVELOPER:
CLASSIC CONSTRUCTION
 18542 ULYSSES ST. NE
 EAST BETHEL, MN 55011
 (763) 434-8870

PROPERTY OWNERS:
CD PROPERTIES NORTH, LLC

EXISTING PROPERTY DESCRIPTION:

Outlot A, CLASSIC COMMERCIAL PARK 2ND ADDITION, Anoka County, Minnesota

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/8/14.
- Parcel ID No. 32-33-23-21-0014.
- Total boundary area = 390,841 sq. ft. (8.97 acres).
- Bearings shown are on the Anoka County Coordinate System.
- Proposed site plan by E.G. Rud and Sons, Inc.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES CATCH BASIN
- ⊗ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES HYDRANT
- ⊗ DENOTES GATE VALVE
- DENOTES EXISTING CONTOURS
- FM --- DENOTES EXISTING SANITARY SEWER
- FM --- DENOTES EXISTING SANITARY FORCEMAIN
- FM --- DENOTES EXISTING STORM SEWER
- FM --- DENOTES EXISTING WATER MAIN
- FM --- DENOTES PROPOSED RETAINING WALL
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE

VICINITY MAP

PART OF SEC. 32, TWP. 33, RNG. 23



ANOKA COUNTY, MINNESOTA
(NO SCALE)

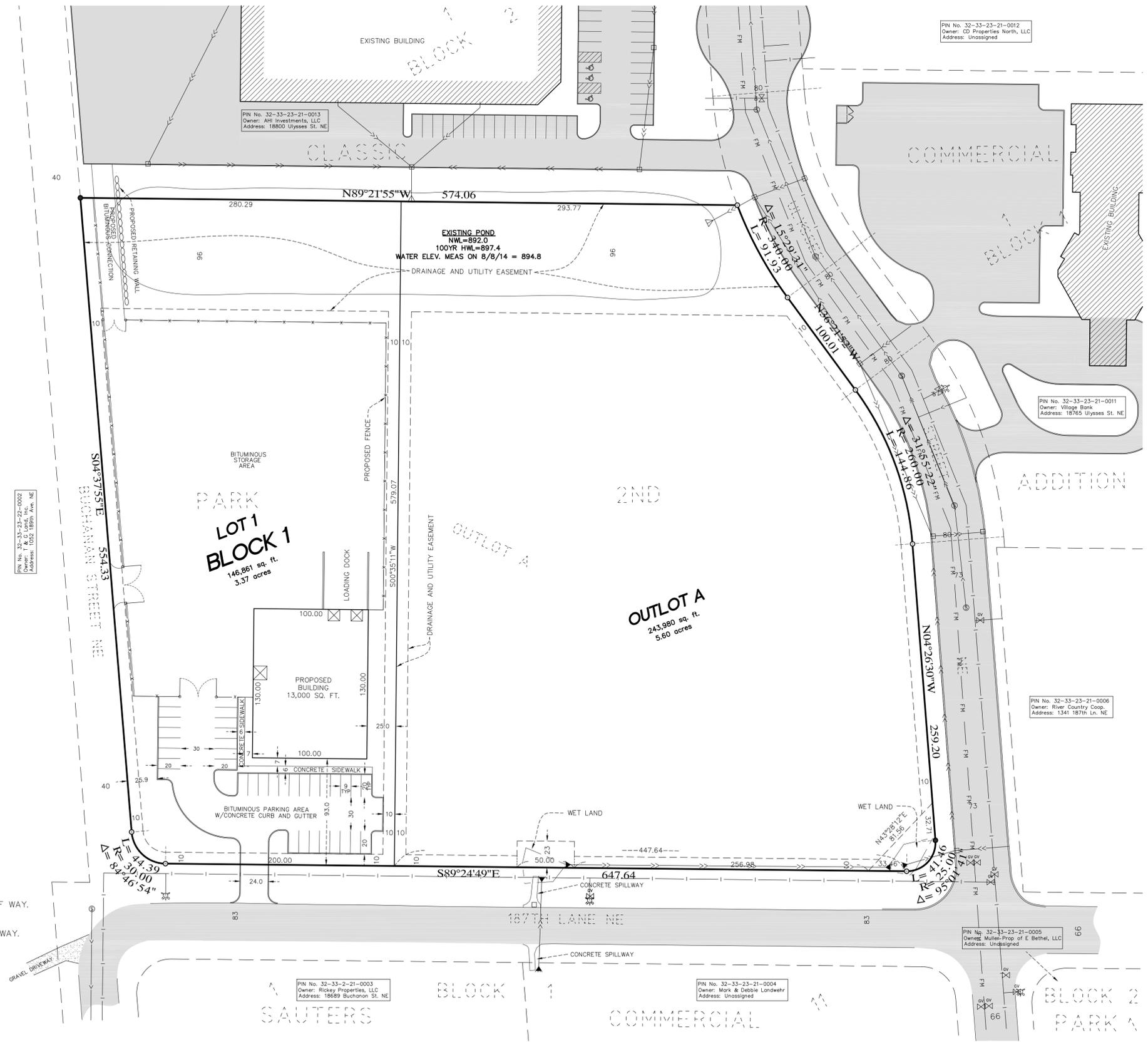
ZONING INFORMATION

EXISTING ZONING = HIGHWAY COMMERCIAL (B-3) DISTRICT

LOT STANDARDS:
 -23,000 sf MINIMUM LOT SIZE.
 -100 FOOT MINIMUM LOT WIDTH.

BUILDING SETBACKS:
 -40 FEET FRONT - ADJOINING CITY RIGHT OF WAY.
 -100 FEET FRONT - ADJOINING STATE/COUNTY RIGHT OF WAY.
 -10 FEET SIDE - INTERIOR
 -40 FEET SIDE - ADJOINING CITY RIGHT OF WAY.
 -100 FEET SIDE - ADJOINING STATE/COUNTY RIGHT OF WAY.
 -25 FEET REAR
 -60 FEET REAR - ABUTTING RESIDENTIAL DISTRICT

PIN No. 32-33-23-21-0002
 Owner: T & G Land, Inc.
 Address: 1002 18th. Ave. NE



PIN No. 32-33-23-21-0012
 Owner: CD Properties North, LLC
 Address: Unassigned

PIN No. 32-33-23-21-0013
 Owner: AHI Investments, LLC
 Address: 18800 Ulysses St. NE

PIN No. 32-33-23-21-0011
 Owner: Village Bank
 Address: 18765 Ulysses St. NE

PIN No. 32-33-23-21-0006
 Owner: River Country Coop
 Address: 1341 187th Ln. NE

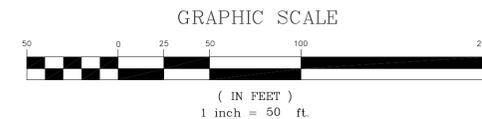
PIN No. 32-33-2-21-0003
 Owner: Rocky Properties, LLC
 Address: 18689 Buchanan St. NE

PIN No. 32-33-23-21-0004
 Owner: Mark & Debbie Landwehr
 Address: Unassigned

PIN No. 32-33-23-21-0005
 Owner: Multi-Trop of E. Bethel, LLC
 Address: Unassigned

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

Jason E. Rud
 JASON E. RUD
 Date: 8/11/2014 License No. 41578



DRAWN BY: BAB	JOB NO: 14455PP	DATE: 08/08/14	
CHECK BY: JER	SCANNED <input type="checkbox"/>		
1			
2			
3			
NO.	DATE	DESCRIPTION	BY



CERTIFICATE OF SURVEY

~for~ CLASSIC CONSTRUCTION

PROPERTY DESCRIPTION:

Outlot A, CLASSIC COMMERCIAL PARK 2ND ADDITION, Anoka County, Minnesota

NOTES

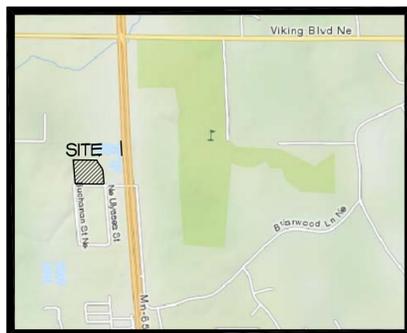
- Field survey was completed by E.G. Rud and Sons, Inc. on 8/8/14.
- Bearings shown are on the Anoka County Coordinate System.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

LEGEND

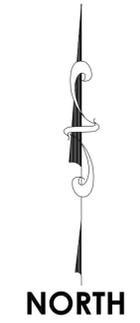
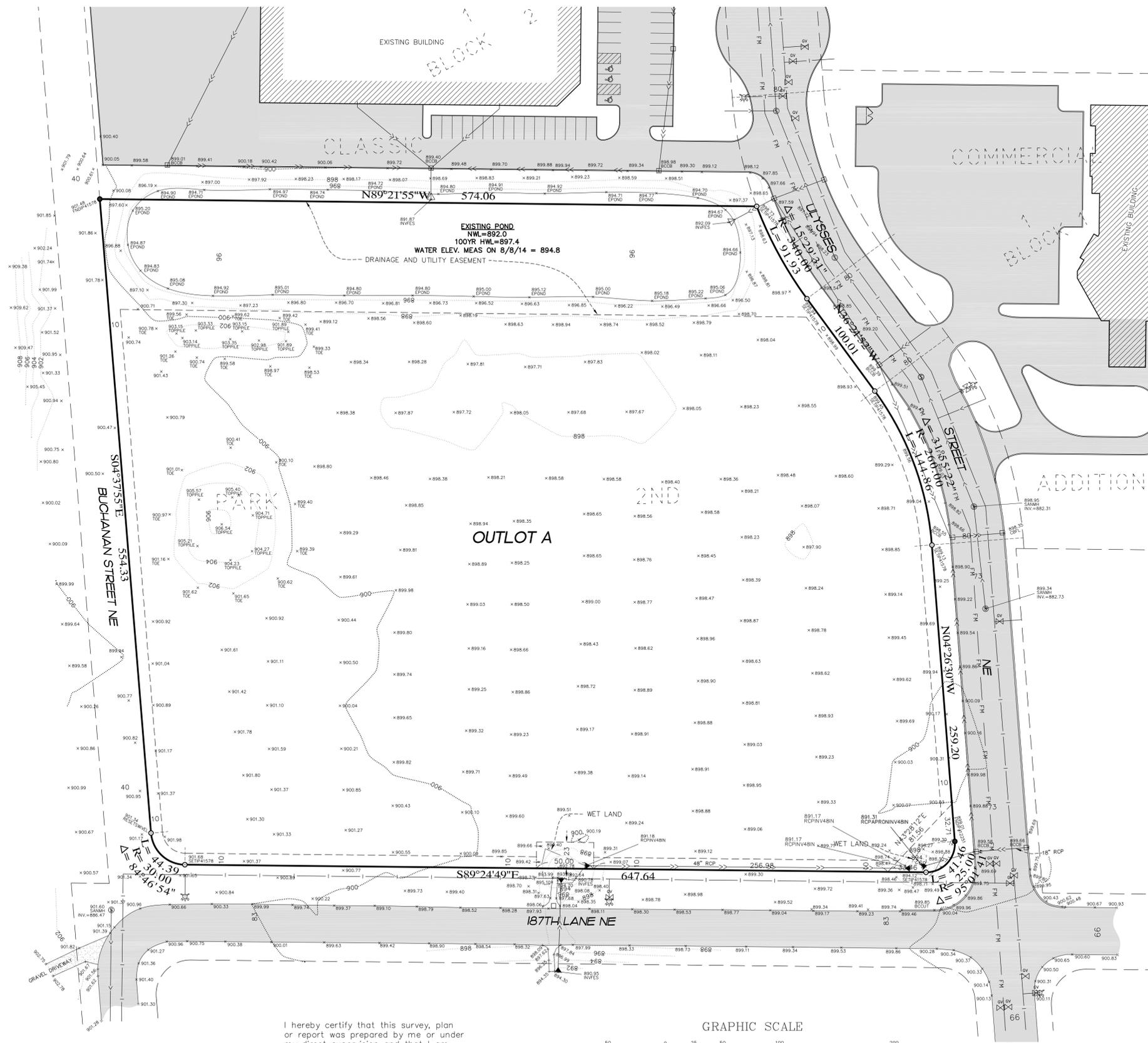
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES CATCH BASIN
- ⊙ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES HYDRANT
- ⊗ DENOTES GATE VALVE
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- FM --- DENOTES EXISTING SANITARY FORCE MAIN
- DENOTES EXISTING WATERMAIN
- DENOTES EXISTING RETAINING WALL
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE

VICINITY MAP

PART OF SEC. 32, TWP. 33, RNG. 23



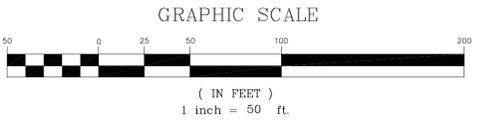
ANOKA COUNTY, MINNESOTA
(NO SCALE)



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

Jason E. Rud
JASON E. RUD

Date: 8/11/2014 License No. 41578



DRAWN BY: BAB	JOB NO: 14455PP	DATE: 8/7/14	
CHECK BY: JER	SCANNED <input type="checkbox"/>		
1			
2			
3			
NO.	DATE	DESCRIPTION	BY

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



City of East Bethel City Council Agenda Information

***** ~ ~ ~ ~ ~

Date:

September 3, 2014

Agenda Item Number:

Item 8.0 D.1

Agenda Item:

2015 Preliminary Levy

Requested Action:

Consider approving the preliminary tax levy for 2015.

Background Information:

As a result of budget discussions conducted at Council work sessions in July and August, City Council agreed in principle that the preliminary property tax levy for 2015 be set such that funds are available to accomplish the goals and objectives identified in those meetings.

The proposed preliminary 2015 General Fund Budget is \$59,900 more than the 2014 budget or an increase of 1.2%.

A General Fund levy of \$4,051,600 is necessary for 2015, which is a \$1,150 more than the 2014.

To service existing debt, a market based debt levy of \$127,000 is required to meet the debt service requirements for the 2013A Public Safety Bonds issued for the fire station and the weather warning sirens and a tax capacity based debt levy of \$180,000 is required to meet the debt service requirements for the 2008A Sewer Revenue Bonds.

Due to the debt service requirements for the 2010A and 2014A bonds for the Municipal Utilities Project, debt service levies of \$487,000 and \$330,000 have been incorporated for 2015 for repayment of interest on these bonds.

Overall, the 2015 Preliminary City Levy is \$5,175,600 or .9% greater than 2014.

The preliminary budget must be submitted to Anoka County by September 15, 2014. The preliminary budget can be reduced but not increased prior to the adoption of the final budget in December of 2014.

Attachment(s):

1. Proposed 2015 Budget and Budget Summary
2. Resolution 2014-32 Set Final Levy & Budget Date
3. Resolution 2014-33 Set the Preliminary Levy & Budget
4. Resolution 2014-34 Set the Preliminary EDA Levy & Budget
5. Resolution 2014-35 Consenting to the HRA No Tax Levy for 2015

Fiscal Impact:

As outlined above

Recommendation(s):

Staff recommends adoption of the preliminary levy and budget and submission as such to the County by Resolution on or before September 15, 2014.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



2015 Preliminary Budget

THIS PAGE LEFT BLANK
INTENTIONALLY



TABLE OF CONTENTS

Section 1 - General Information

Levy Summary	Page: 1
Organizational Staffing Summary	Page: 2

Section 2 - General Fund

General Fund Summary	Page: 3
General Government	
Mayor and Council	Pages: 4 - 6
City Administrator	Pages: 7 - 8
Elections	Pages: 9 - 10
City Clerk	Pages: 11 - 13
Finance	Pages: 14 - 16
Assessing	Pages: 17 - 18
Legal	Pages: 19 - 20
Government Buildings	Pages: 21 - 22
Central Services	Pages: 23 - 25
Community Development	
Planning and Zoning	Pages: 26 - 28
Building Inspections	Pages: 29 - 31
Public Safety	
Police	Pages: 32 - 33
Fire	Pages: 34 - 40
Engineering	
Engineering	Pages: 41 - 42
Public Works	
Park Maintenance	Pages: 43 - 48
Street Maintenance	Pages: 49 - 54
Civic Events	Pages: 55 - 56
Risk Management	
Risk Management	Pages: 57 - 58
Transfers	
Transfers Out	Pages: 59 - 60



TABLE OF CONTENTS

Section 3 - Special Revenue Funds

Special Revenue Funds Summary	Page: 61
Recycling Operations	Pages: 62 - 64
Housing and Redevelopment Authority	Pages: 65 - 67
Economic Development Authority	Pages: 68 - 70

Section 4 - Debt Service Funds

Debt Service Funds Summary	Pages: 71 - 72
-----------------------------------	----------------

Section 5 - Utility Funds

Enterprise Funds Summary	Page: 73
Water	Pages: 74 - 77
Sewer	Pages: 78 - 80
Arena	Pages: 81 - 82

Section 6 - Other Governmental Funds

Equipment Replacement	Pages: 83 - 84
Building Capital	Page: 85
Park Development	Pages: 86 - 87
Park Capital	Pages: 88 - 89
Trail Capital	Pages: 90 - 91
Water System Access	Page: 92
Street Capital Project	Pages: 93 - 94

**City of East Bethel
2015 Levy (Summary)**

Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget	% Change
Tax Levies - City						
General Fund Tax Levy	4,191,470.00	4,123,317.00		4,050,450.00	4,051,600.00	0.0%
2005 A / 2013 A	147,328.00	149,638.00		126,500.00	127,000.00	0.4%
2008 A	158,000.00	180,000.00		180,000.00	180,000.00	0.0%
2010 A	-	-		470,000.00	487,000.00	3.6%
2010 B / 2014 A	-	-		300,000.00	330,000.00	10.0%
2010 C	-	-		-	-	N/A
Total Levy - City	4,496,798.00	4,452,955.00	-	5,126,950.00	5,175,600.00	0.9%
Tax Levies - Special Levies						
City HRA	-			-	-	
County HRA	-			-	-	
City EDA	163,428.00	144,670.00		123,022.00	123,022.00	
Total Levy - Special	163,428.00			123,022.00	123,022.00	0.0%

Organizational Staff Summary					
General Fund		2012	2013	2014	2015
City Council	Part Time	5.00	5.00	5.00	5.00
City Administration	Full Time	1.00	2.00	2.00	2.00
Elections	Part Time	Contract		Contract	
City Clerk	Full Time	1.00	1.00	1.00	1.00
	Part Time	0.06	0.06	0.06	0.06
Finance	Full Time	2.00	2.00	2.00	2.00
Assessing	Full Time	Contract	Contract	Contract	Contract
Legal	Full Time	Contract	Contract	Contract	Contract
Planning and Zoning	Full Time	2.00	1.50	1.50	1.50
Police	Full Time	Contract	Contract	Contract	Contract
Fire	Full Time	1.00	1.00	1.00	1.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Bldg Inspection	Full Time	3.00	2.50	2.50	2.50
Engineering	Full Time	Contract	Contract	Contract	Contract
Street Maintenance	Full Time	4.50	4.50	4.50	4.50
	Part Time		0.30	0.30	0.30
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time	0.60	0.30	0.30	0.30
Subtotal General Fund	Full Time	18.50	18.50	18.50	18.50
	Part Time	5.66	5.66	5.66	5.66
Enterprise Funds					
Ice Arena	Full Time	Contract	Contract	Contract	Contract
Water Utility	Full Time	0.25	0.25	0.25	0.25
Sewer Utility	Full Time	0.25	0.25	0.25	0.25
Subtotal Enterprise Funds	Full Time	0.50	0.50	0.50	0.50
Total	Full Time	19.00	19.00	19.00	19.00
Total	Part Time	5.66	5.66	5.66	5.66

**City of East Bethel
2015 General Fund (Summary)**

General Fund	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget	% Change
Revenues							
	Property Tax	4,225,662.00	4,138,427.89	-	4,050,450.00	4,051,600.00	0%
	Franchise Taxes	40,227.00	49,490.39	17,863.02	41,000.00	43,000.00	5%
	Licenses and Fees	38,325.00	34,190.10	28,768.21	35,900.00	36,500.00	2%
	Building Inspection Permits	152,980.00	147,799.90	41,888.61	116,000.00	128,000.00	10%
	Building Inspection Permits (Bethel / Oak Grove)	-	194,840.27	39,647.32	100,000.00	110,000.00	10%
	State Aid	222,965.00	244,110.10	96,057.00	254,000.00	254,000.00	0%
	Fines and Forfeits	52,470.00	52,624.07	19,279.87	55,000.00	55,000.00	0%
	Intergovernmental Charges	97,809.00	89,469.94	71,415.54	73,000.00	87,000.00	19%
	Other Fees	11,419.00	4,936.76	1,027.71	6,450.00	6,600.00	2%
	Cemetery Revenue	6,200.00	5,950.00	2,500.00	6,000.00	6,000.00	0%
	Tower Lease Revenue	-	-	-	-	40,000.00	N/A
	Other / Gambling Proceeds	49,384.00	54,041.95	36,610.61	41,500.00	41,500.00	0%
	Interest Earnings	2,100.00	1,170.48	559.22	2,000.00	2,000.00	0%
Total Revenues - General Fund		4,899,541.00	5,017,051.85	355,617.11	4,781,300.00	4,861,200.00	1.7%
Expenditures							
General Government							
	Council	76,008.00	69,798.93	33,939.01	83,800.00	79,300.00	-5%
	City Administration	206,887.00	228,722.74	80,723.67	212,900.00	219,000.00	3%
	Elections	8,709.00	1,687.26	-	13,400.00	2,000.00	-85%
	City Clerk	102,918.00	99,516.77	19,347.69	101,400.00	101,000.00	0%
	Finance	225,500.00	226,764.80	98,492.58	226,550.00	234,200.00	3%
	Assessing	45,804.00	51,281.52	13,029.63	51,700.00	53,000.00	3%
	Legal	157,727.00	147,051.79	40,845.44	150,500.00	150,500.00	0%
	Human Resources	-	3,164.00	-	3,250.00	-	-100%
	Government Buildings	47,106.00	38,080.87	11,718.20	43,800.00	43,000.00	-2%
	Risk Management	96,210.00	103,367.18	110,807.00	105,150.00	111,000.00	6%
	Central Services	77,758.00	83,644.73	29,123.01	97,950.00	93,500.00	-5%
Total General Government		1,044,627.00	1,053,080.59	438,026.23	1,090,400.00	1,086,500.00	0%
Community Development							
	Planning and Zoning	169,260.00	191,740.51	62,480.56	166,400.00	172,200.00	3%
	Building Inspection	139,412.00	174,941.16	88,615.86	231,000.00	242,200.00	5%
Total Community Development		308,672.00	366,681.67	151,096.42	397,400.00	414,400.00	4%
Public Safety							
	Police Protection	959,924.00	959,255.06	515,260.95	990,000.00	1,024,000.00	3%
	Fire Protection	511,145.00	543,995.03	254,596.28	554,300.00	566,000.00	2%
Total Public Safety		1,471,069.00	1,503,250.09	769,857.23	1,544,300.00	1,590,000.00	3%
Engineering							
	Engineering	29,196.00	28,871.26	10,257.28	40,000.00	35,000.00	-13%
Total Engineering		29,196.00	28,871.26	10,257.28	40,000.00	35,000.00	-13%
Public Works							
	Public Works - Parks Maintenance	376,067.00	367,896.15	148,375.33	393,700.00	399,600.00	1%
	Public Works - Streets	719,920.00	762,350.45	372,300.52	788,000.00	808,200.00	3%
Total Public Works		1,095,987.00	1,130,246.60	520,675.85	1,181,700.00	1,207,800.00	2%
Civic Events							
	Civic Events	2,501.00	2,500.00	-	2,500.00	2,500.00	0%
Total Culture and Recreation		2,501.00	2,500.00	-	2,500.00	2,500.00	0%
Transfers							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00	0%
	Transfer to Parks Capital	100,000.00	75,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Trail Capital	5,000.00	-	-	-	-	N/A
	Transfer to Debt Service	-	-	605,000.00	20,000.00	-	N/A
	Contingency	-	21,600.00	-	-	-	N/A
Total Other		580,000.00	571,600.00	1,130,000.00	545,000.00	525,000.00	-4%
Total Expenditures - General Fund		4,532,052.00	4,656,230.21	3,019,913.01	4,801,300.00	4,861,200.00	1.2%
Excess of Revenues over Expenditures - General Fund		367,489.00	360,821.64	(2,664,295.90)	(20,000.00)	-	



2015 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 and 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
\$18,000
City's participation in the Upper Rum River Watershed Management Organization - \$2,800, and the Sunrise Watershed Management Organization - \$15,000.

307-Professional Services
\$10,000
Quarterly updates of ordinances - \$10,000. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$15,000

Membership dues for the League of Minnesota Cities-\$9,000; Mediation Services for Anoka County-\$1,300; North TH 65 Corridor Coalition-\$250 and Alexandra House-\$4,500

434-Conferences/Meetings

\$2,000

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

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	11,467.22	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	20,171.00	18,001.47	18,385.34	18,700.00	18,000.00
	E 101-41110-122 PERA-Coordinated Plan	285.00	285.00	118.75	2,100.00	2,200.00
	E 101-41110-125 FICA/Medicare	2,226.00	2,226.29	877.29	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	90.00	48.27	99.62	100.00	100.00
	E 101-41110-201 Office Supplies	-	-	44.93	200.00	200.00
	E 101-41110-219 General Operating Supplies	-	-	-	100.00	-
	E 101-41110-231 Small Tools and Minor Equip	70.00	3,628.63	-	100.00	100.00
	E 101-41110-307 Professional Services Fees	7,271.00	3,167.96	605.00	12,000.00	10,000.00
	E 101-41110-331 Travel Expenses	304.00	360.26	228.46	200.00	300.00
	E 101-41110-343 Other Advertising	85.00	110.00	164.40	100.00	100.00
	E 101-41110-351 Printing and Duplicating	-	-	-	500.00	-
	E 101-41110-433 Dues and Subscriptions	15,546.00	11,446.00	1,309.00	16,400.00	15,000.00
	E 101-41110-434 Conferences/Meetings	860.00	1,425.05	639.00	2,000.00	2,000.00
		76,008.00	69,798.93	33,939.01	83,800.00	79,300.00



2015 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 and 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; provide assistance to all stakeholders; provide accurate information and courteous service to City residents/visitors

EXPENDITURE DETAILS

STAFFING

1 City Administrator
1 Receptionist

101-Full-Time Employees Regular
\$163,600

Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee.

331-Travel Expenses
\$2,100

Mileage reimbursement for the City Administrator

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	156,671.00	179,370.82	58,934.79	158,800.00	163,600.00
	E 101-41320-102 Full-Time Employees Overtime		52.02	137.79		
	E 101-41320-122 PERA-Coordinated Plan	11,073.00	11,206.45	4,282.67	11,500.00	12,300.00
	E 101-41320-125 FICA/Medicare	10,967.00	11,539.53	5,283.36	14,100.00	14,400.00
	E 101-41320-126 Deferred Compensation	2,000.00	2,085.32	1,160.15	3,100.00	3,200.00
	E 101-41320-131 Cafeteria Contribution	22,800.00	21,031.65	9,167.04	22,000.00	22,000.00
	E 101-41320-141 Unemployment Benefit Payments	-	-	-	-	-
	E 101-41320-151 Worker s Comp Insurance Prem	1,521.00	773.24	1,115.24	1,150.00	1,200.00
	E 101-41320-201 Office Supplies	170.00	155.09	-	150.00	200.00
	E 101-41320-203 Books/Ref. Materials/Software		-	-		
	E 101-41320-231 Small Tools and Minor Equip	-	-	20.95	-	-
	E 101-41320-321 Telephone	105.00	110.19	17.48	-	-
	E 101-41320-331 Travel Expenses	1,580.00	1,826.73	599.20	2,100.00	2,100.00
	E 101-41320-341 Personnel Advertising	-	559.04	-	-	-
	E 101-41320-433 Dues and Subscriptions	-	-	-	-	-
	E 101-41320-434 Conferences/Meetings	-	12.66	5.00	-	-
		206,887.00	228,722.74	80,723.67	212,900.00	219,000.00



2015 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

402 Equipment Maintenance
\$2,000

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.

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Elections						
	E 101-41410-201 Office Supplies	73.00	-	-	100.00	-
	E 101-41410-219 General Operating Supplies	105.00	-	-	100.00	-
	E 101-41410-231 Small Tools and Minor Equip	98.00	-	-	50.00	-
	E 101-41410-307 Professional Services Fees	7,855.00	-	-	10,100.00	-
	E 101-41410-331 Travel Expenses	138.00	-	-	50.00	-
	E 101-41410-342 Legal Notices	412.00	-	-	350.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	28.00	1,687.26	-	2,600.00	2,000.00
	E 101-41410-434 Conferences/Meetings	-	-	-	50.00	-
		8,709.00	1,687.26	-	13,400.00	2,000.00



2015 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41430 – City Clerk

DEPARTMENTAL PROFILE

The Deputy City Clerk is responsible for the City Council agenda process, preparation of elections, production and distribution of the City newsletter, computer network maintenance, City website, licensing and coordinating the City's record retention schedule.

DEPARTMENTAL GOALS

Assimilate and disseminate City Council information to stakeholders, ensure compliance with all election related Statutes, maintain the City's website/computer network, maintain the City's contract files and provide support to the City Administrator

EXPENDITURE DETAILS

STAFFING

1-Deputy City Clerk
1-Part Time Cable Technician

101-Full-Time Employees Regular Salary
\$69,200
Provides for a 2% COLA salary increase

102 – Overtime
\$4,000
Deputy City Clerk for taking minutes at night meetings and support staff employees for recording meetings when Cable Technician is unavailable

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

201 – Office Supplies

\$100

Miscellaneous office supplies including paper, toner, envelopes, folders, etc.

307 – Professional Service Fees

\$200

Contractual minute-taking services when Deputy Clerk is not available

433-Dues and Subscriptions

\$200

Membership in State and International Municipal Clerks Association

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
City Clerk						
	E 101-41430-101 Full-Time Employees Regular	68,290.00	67,164.94	9,249.75	67,800.00	69,200.00
	E 101-41430-102 Full-Time Employees Overtime	10,071.00	6,623.17	362.85	6,000.00	4,000.00
	E 101-41430-103 Part-Time Employees	781.00	3,604.20	660.00	1,700.00	1,700.00
	E 101-41430-122 PERA-Coordinated Plan	5,584.00	5,309.69	731.13	4,900.00	5,200.00
	E 101-41430-125 FICA/Medicare	5,707.00	5,643.83	789.59	6,800.00	6,700.00
	E 101-41430-126 Deferred Compensation	24.00	14.95	5.13	2,000.00	2,000.00
	E 101-41430-131 Cafeteria Contribution	11,400.00	10,471.77	4,783.45	11,000.00	11,000.00
	E 101-41430-151 Worker s Comp Insurance Prem	776.00	384.05	557.62	500.00	500.00
	E 101-41430-201 Office Supplies	85.00	46.72	-	100.00	100.00
	E 101-41430-231 Small Tools and Minor Equip	-	-	-	100.00	100.00
	E 101-41430-307 Professional Services Fees	20.00	-	2,208.17	200.00	200.00
	E 101-41430-331 Travel Expenses	-	73.45	-	-	100.00
	E 101-41430-421 Software Licensing	-	-	-	100.00	-
	E 101-41430-433 Dues and Subscriptions	180.00	180.00	-	200.00	200.00
		102,918.00	99,516.77	19,347.69	101,400.00	101,000.00



2015 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 liability and workers compensation), utility billing management, human resource management (payroll, benefits, employee recruitment/retention), budget management, audit management, and debt service management (new issues, refinances and rating calls).

DEPARTMENTAL GOALS

Departmental goals for 2015 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 Accounting Technician

101-Full-Time Employees Regular Salary
\$158,500

Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

301-Auditing and Accounting Services
\$20,000
Annual audit of the City's financial statements

421-Software License
\$1,600
Financial software support necessary if problems arise with Banyon financial and payroll software; includes upgrades and enhancements of 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

\$500

Training for the Accounting Technician and Finance Director

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	153,170.00	153,007.47	56,417.39	152,700.00	158,500.00
	E 101-41520-122 PERA-Coordinated Plan	10,733.00	10,899.05	4,090.23	11,100.00	11,900.00
	E 101-41520-125 FICA/Medicare	12,474.00	13,152.88	4,954.25	13,700.00	14,100.00
	E 101-41520-126 Deferred Compensation	3,756.00	3,690.77	1,462.27	3,900.00	3,900.00
	E 101-41520-131 Cafeteria Contribution	22,800.00	21,737.22	9,167.72	22,000.00	22,000.00
	E 101-41520-151 Worker s Comp Insurance Prem	1,474.00	731.18	1,115.24	1,200.00	1,200.00
	E 101-41520-201 Office Supplies	156.00	134.35	-	150.00	100.00
	E 101-41520-301 Auditing and Acct g Services	19,066.00	20,066.00	19,633.00	19,600.00	20,000.00
	E 101-41520-331 Travel Expenses	-	-	42.48	100.00	100.00
	E 101-41520-341 Personnel Advertising	-	1,589.00	-	-	-
	E 101-41520-421 Software Licensing	1,561.00	1,611.88	1,590.00	1,650.00	1,600.00
	E 101-41520-433 Dues and Subscriptions	310.00	120.00	-	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	-	20.00	100.00	500.00
	E 101-41520-437 Bank Fees	-	25.00	-	50.00	-
		225,500.00	226,764.80	98,492.58	226,550.00	234,200.00



2015 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
\$53,000
Contractual cost of assessing services

STAFFING

None

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Assessing						
	E 101-41550-307 Professional Services Fees	45,804.00	51,281.52	13,029.63	51,700.00	53,000.00
		45,804.00	51,281.52	13,029.63	51,700.00	53,000.00



2015 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
\$150,500
Contracted legal services

STAFFING

None

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Law and Legal						
	E 101-41610-303 Legal Fees	157,727.00	147,051.79	40,845.44	150,500.00	150,500.00
		157,727.00	147,051.79	40,845.44	150,500.00	150,500.00



2015 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

223-Bldg/Facility Repair Supplies
\$2,000

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

381-Electric Utilities
\$15,000

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
\$17,000

City Hall janitorial service, rug service, septic system pumping, annual carpet cleaning, water softener rental and building repairs

STAFFING

None

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Government Buildings						
	E 101-41940-216 Chemicals and Chem Products	-	-		-	-
	E 101-41940-219 General Operating Supplies	19.00	130.75	29.97	1,000.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,158.00	1,716.58	2,226.07	2,000.00	2,000.00
	E 101-41940-225 Park/Landscaping Materials	-	27.79	-	400.00	500.00
	E 101-41940-231 Small Tools and Minor Equip	-	-	-	800.00	500.00
	E 101-41940-307 Professional Services Fees	694.00	115.80	-	500.00	500.00
	E 101-41940-381 Electric Utilities	11,822.00	14,794.58	2,650.24	13,800.00	15,000.00
	E 101-41940-382 Gas Utilities	3,696.00	5,539.91	3,213.90	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	572.00	372.01	254.75	400.00	500.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	4,182.00	-	411.78	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	18,633.00	15,298.45	2,931.49	18,200.00	17,000.00
	E 101-41940-405 Park & Landscape Services	163.00	85.00	-	200.00	-
	E 101-41940-530 Improvements Other Than Bldgs	5,167.00	-	-	-	-
		47,106.00	38,080.87	11,718.20	43,800.00	43,000.00



2015 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 48150 – Central Services and Supplies

DEPARTMENTAL PROFILE

This department accounts for central office supplies, equipment, HR compliance, County Administration costs, postage and general printing.

DEPARTMENTAL GOALS

Continued emphasis on efficiency through group purchasing, use of technology and waste reduction activities

EXPENDITURE DETAILS

201-Office Supplies

\$8,000

Miscellaneous office supplies including paper, toner, envelopes, folders, etc. and computer replacement.

231-Small Tools and Minor Equipment

\$2,000

Common use items such as computers, printers, shredders, etc.

307-Professional Services

\$5,000

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training (A.W.A.I.R.; Employee Right to Know; Lock Out/Tag Out (Control of Hazardous Energy), Bloodborne Pathogens, etc.) for all City employees and paid-on-call firefighters.

Anoka County - \$2,000

Cost associated with tax levy and special assessment maintenance and administration

309-Information Systems

\$46,500

Maintenance of the City's data network and e-mail services - \$28,664 and internet access charges, fiber optic intranet and intranet support services - \$15,350. Anoka County

Connectivity Agreement to provide high speed broadband capacity services - \$225 a month totaling \$2,700.

321-Telephone

\$5,000

VOIP services to include all telephone services

322-Postage

\$7,000

All postage costs including 4 newsletter mailings throughout the year

342-Legal Notices

\$3,000

Advertising costs for legal notices regarding ordinances, TNT Hearings and other legally required notices

343-Other Advertising

\$1,000

Discretionary advertising costs for public notices such as town hall meeting, work sessions, etc. Reimburse Anoka County for preparation and distribution of parcel specific property tax notices.

351-Printing and Duplicating

\$5,000

City newsletter production and mailing of 4 publications to each resident

402 – Repairs/Maint Machinery/Equip

\$2,000

Repairs/maintenance/upgrades to equipment

413-Office Equipment

\$6,000

Postage machine lease, copier/printer lease

421-Software License

\$2,000

Network software licensing/upgrades for common file servers.

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Central Services						
	E 101-48150-201 Office Supplies	8,741.00	8,640.97	2,014.14	8,000.00	8,000.00
	E 101-48150-211 Cleaning Supplies	303.00	259.40	121.53	-	-
	E 101-48150-231 Small Tools and Minor Equip	-	727.70	221.65	2,400.00	2,000.00
	E 101-48150-307 Professional Services Fees		1,782.28	-		5,000.00
	E 101-48150-309 Information Systems	42,383.00	45,408.96	18,791.25	46,500.00	46,500.00
	E 101-48150-321 Telephone	5,275.00	5,944.84	1,882.63	5,000.00	5,000.00
	E 101-48150-322 Postage/Delivery	7,170.00	4,569.13	2,024.17	8,000.00	7,000.00
	E 101-48150-341 Personnel Advertising	169.00	-	-	-	-
	E 101-48150-342 Legal Notices	2,091.00	2,063.89	1,327.38	5,200.00	3,000.00
	E 101-48150-343 Other Advertising	1,509.00	-	-	1,350.00	1,000.00
	E 101-48150-351 Printing and Duplicating	3,157.00	2,586.95	572.92	9,000.00	5,000.00
	E 101-48150-402 Repairs/Maint Machinery/Equip	360.00	4,240.30	-	2,000.00	2,000.00
	E 101-48150-413 Office Equipment Rental	5,805.00	5,680.65	2,167.34	7,200.00	6,000.00
	E 101-48150-421 Software Licensing	565.00	1,478.67	-	2,500.00	2,000.00
	E 101-48150-423 Filing Fees	230.00	-	-	800.00	1,000.00
	E 101-48150-580 Info Systems Equip	-	260.99	-	-	-
		77,758.00	83,644.73	29,123.01	97,950.00	93,500.00



2015 Budget

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

DEPARTMENTAL PROFILE

This activity 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 includes review of all building permit applications, 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/City Planner
1 Administrative Support II (.50)
1-Part Time Cable Technician

101-Full-Time Employees Regular
\$116,400
Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees

103 – Part-Time Employees
Cable Technician for recording evening meetings
\$500

107 – Commission Member compensation
\$1,700

201 – General Office Supplies
\$100

307 – Professional Service Fees
\$11,000

Professional Services Fees – PZ minute taking and preparation-\$1,200, GIS – one year management contract and staff training - (144 hours at 65.00/hr) - \$9,360, Anoka Conservation District Professional Services (map production, data collection, land use reviews, etc) - \$500

321 – Telephone
\$360

Cell phone reimbursement at \$30 per month.

342 – Legal Notices
\$1,300

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

421 – Software Licensing
\$600

Annual fee for ArcView software upgrades and technical support for GIS - \$500

423 – Filing Fees
\$340

Filing of agreements (Conditional Use Permits and Variances) at Anoka County

433 – Dues and Subscriptions
\$200

Minnesota Chapter APA-\$80; other publications

434 – Conferences/Meetings
\$500

MNAPA conference; League of MN Cities workshops

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	112,238.00	137,959.19	41,758.74	110,400.00	116,400.00
	E 101-41910-102 Full-Time Employees Overtime		119.09	40.15	-	-
	E 101-41910-103 Part-Time Employees	-	-	-	500.00	500.00
	E 101-41910-107 Commissions and Boards	1,140.00	1,410.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	8,235.00	9,720.34	3,030.42	8,000.00	8,700.00
	E 101-41910-125 FICA/Medicare	8,250.00	9,610.47	2,905.35	10,000.00	10,400.00
	E 101-41910-126 Deferred Compensation	1,305.00	234.36	769.30	2,700.00	2,700.00
	E 101-41910-131 Cafeteria Contribution	19,628.00	21,039.89	7,070.78	16,500.00	16,500.00
	E 101-41910-151 Worker s Comp Insurance Prem	1,106.00	661.18	929.37	800.00	900.00
	E 101-41910-201 Office Supplies	434.00	146.04	44.47	150.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	324.00	19.00	287.72	-	-
	E 101-41910-307 Professional Services Fees	10,858.00	9,235.91	4,312.50	12,000.00	11,000.00
	E 101-41910-321 Telephone	266.00	442.49	90.00	-	360.00
	E 101-41910-331 Travel Expenses	-	-	-	500.00	-
	E 101-41910-341 Personnel Advertising	1,551.00	-	-	-	-
	E 101-41910-342 Legal Notices	538.00	655.80	645.76	1,250.00	1,300.00
	E 101-41910-351 Printing and Duplicating	-	51.25	-	200.00	-
	E 101-41910-402 Repairs/Maint Machinery/Equip	-	-	-	200.00	-
	E 101-41910-421 Software Licensing	405.00	405.50	576.00	500.00	600.00
	E 101-41910-423 Filing Fees	102.00	(165.00)	-	500.00	340.00
	E 101-41910-431 Equipment Replacement Chgs	2,500.00	-	-	-	-
	E 101-41910-433 Dues and Subscriptions	300.00	195.00	20.00	100.00	200.00
	E 101-41910-434 Conferences/Meetings	80.00	-	-	400.00	500.00
		169,260.00	191,740.51	62,480.56	166,400.00	172,200.00



2015 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 and septic systems installed within the City as required by State Building Code. 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 Administrative Support II (.50)

101-Full-Time Employees Regular
\$167,200

Provides for a 2% COLA salary increase and a STEP salary increase for three eligible employees

212- Motor Fuels
\$5,000

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

214- Clothing and Personal Equipment

\$200

Safety Vests, Hardhats

219-General Operating Supplies

\$100

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer dividers, picture paper, etc.

221 – Motor Vehicle Parts

\$1,000

Replacement of tires on both Building Dept. vehicles

231-Small Tools and Minor Equipment

\$100

Flashlights, tape measures

321 – Telephone

\$300

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$150

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

421-Software Licensing

\$1,550

Annual support for PermitWorks software

431-Vehicle Replacement Charges

\$3,000

Future truck replacement

433- Dues and Subscriptions

\$200

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC

434-Conferences/Meetings

\$2,400

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.

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	58,624.00	120,445.59	57,586.42	158,600.00	167,200.00
	E 101-42410-102 Full-Time Employees Overtime			40.15		
	E 101-42410-111 Severance Payments	20,695.00	-	-	-	-
	E 101-42410-122 PERA-Coordinated Plan	4,393.00	8,388.58	4,177.93	11,500.00	12,500.00
	E 101-42410-125 FICA/Medicare	5,717.00	9,501.48	4,693.20	14,600.00	15,200.00
	E 101-42410-126 Deferred Compensation	1,304.00	2,570.00	1,399.80	4,400.00	4,600.00
	E 101-42410-131 Cafeteria Contribution	16,195.00	18,406.34	11,264.68	27,500.00	27,500.00
	E 101-42410-141 Unemploy Benefit Payments	5,252.00	-	-	-	-
	E 101-42410-151 Worker s Comp Insurance Prem	440.00	360.27	943.46	900.00	1,000.00
	E 101-42410-201 Office Supplies	3.00	72.54	43.01	100.00	100.00
	E 101-42410-212 Motor Fuels	4,555.00	5,098.81	1,809.04	4,500.00	5,000.00
	E 101-42410-214 Clothing & Personal Equipment	-	-	-	300.00	200.00
	E 101-42410-219 General Operating Supplies	168.00	181.87	-	100.00	100.00
	E 101-42410-221 Motor Vehicles Parts	-	148.84	-	1,000.00	1,000.00
	E 101-42410-222 Tires		1,023.56	-		
	E 101-42410-231 Small Tools and Minor Equip	276.00	285.52	179.99	100.00	100.00
	E 101-42410-259 Other For Resale	181.00	-	-	-	-
	E 101-42410-307 Professional Services Fees	12,789.00	1,508.15	-	-	-
	E 101-42410-321 Telephone	239.00	260.39	74.54	500.00	300.00
	E 101-42410-331 Travel Expenses		99.44	136.64		
	E 101-42410-341 Personnel Advertising	1,146.00	283.50	-	-	-
	E 101-42410-351 Printing and Duplicating	158.00	349.72	-	150.00	150.00
	E 101-42410-421 Software Licensing	1,515.00	1,515.56	1,495.00	1,550.00	1,550.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	32.00	-	32.00	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	-	-	200.00	100.00	200.00
	E 101-42410-434 Conferences/Meetings	730.00	1,441.00	1,540.00	2,000.00	2,400.00
	E 101-42410-438 Reimbursement-3rd Party	2,000.00	-	-	-	-
		139,412.00	174,941.16	88,615.86	231,000.00	242,200.00



2015 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 20 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
 \$1,024,000

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO’s (\$1,016,071).

Summary of Alternatives:

Current year 2014 36 hours a day/ 20 hours CSO a week	\$981,312
Current coverage for 2015	\$1,016,071
Option 2015 36 hours a day/ 10 hours CSO a week	\$1,000,225
Option 2015 36 hours a day/ No CSO	\$973,366
Option 2015 32 hours a day/ 20 hours CSO a week	\$906,504

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Police Protection						
	E 101-42110-219 General Operating Supplies	211.00	85.50	-	-	-
	E 101-42110-307 Professional Services Fees	959,713.00	959,169.56	515,260.95	990,000.00	1,024,000.00
		959,924.00	959,255.06	515,260.95	990,000.00	1,024,000.00



2015 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 members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

EXPENDITURE DETAILS

STAFFING

1 FT Fire Chief
1 Deputy Fire Chief
2 District Fire Chiefs
2 Captains
3 Lieutenants
1 Duty Officer
1 Training Officer
1 Part-Time Inspector
35 Paid On-call Firefighters

101-Full-Time Employees Regular
\$91,000

Full-time Fire Chief Position - Provides for a 2% COLA salary increase

103-PT Wages and Salaries
\$116,100

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.57 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$9.66 per hour and Fire Fighter II level with all educational elements met \$10.72 and Fire fighter III level \$11.80 per hour.

<u>Position</u>	<u>Number of Officers</u>	<u>2015 Monthly</u>	<u>Annual Salary</u>
Deputy Chief	1	\$499.49	\$5,994
District Chief	2	\$268.23	\$6,438
Captain	2	\$134.12	\$3,219
Lieutenant	3	\$107.71	\$3,878
Training Officer	1	\$107.71	\$1,293
Duty Officer	1 per week	\$580.62	\$6,967
			\$27,789

- 2015 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 510 (2013 there were 530 calls). The station break down and day calls are projected to be:

Type of Call	Number of Calls	Projected Fire Fighters per Call	Pay per Call	Total Amount
All Station Call	64	12	11.80	\$9,062
Station 2 Calls	130	6	11.80	\$9,204
Station 1 Calls	187	6	11.80	\$13,240
Day Calls	129	8	11.80	\$12,178
Total Firefighter Call Cost				\$43,684

Type of Meeting/Drill	Number of Meeting/Drill	Projected Fire Fighters per Meeting/Drill	Pay per Meeting/Drill	Hours/ Position	Total Amount
Monthly Staff Meeting	4	35	11.80	2/35	\$3,304
Fire Fighting Training Drills	20	35	11.80	2/35	\$16,520
Medical Training Drills	6	35	11.80	2/35	\$4,956
Station Maintenance Drills	12	35	11.80	2/35	\$9,912
Officer Outside Required Training	1	10	11.80	12/10	\$1,416
Total Fire Fighter Meeting/Drill Cost					\$36,108

Fire inspector is budgeted for 34 hours per month, combined, at \$18.23 per hour; \$7,438

New Firefighter Recruits will be trained and educated in house (Firefighter I and II) by approved and certified Fire Department Staff members. The total curriculum is 140 hours with two Fire Department instructors at each session; 140 hours x 2 x \$ 11.80 per hour = \$3,304. (This is in lieu of paying over \$ 1,000 per recruit firefighter to an outside school.)

125-FICA/Medicare

\$17,000

The City contribution on wages paid.

126-Deferred Compensation

\$2,000

3% match for the full-time Fire Chief

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

\$43,500

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 2015 amount is estimated from the actual amount received in 2013. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$13,000

City share of benefits for the full-time Fire Chief

135-Disability Insurance

\$1,000

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

\$23,000

In addition to the full time Fire Chief, the City purchases worker's compensation insurance for volunteer firefighters. The cost is predicated on population and number of volunteers. The cost estimate is provided by the League of Minnesota Cities Insurance Trust.

201-Offices Supplies

\$1,200

Provides for consumable supplies for the Fire Department including tablets, pencils, pens, etc. and replacement of computers/printers.

203-Books/Reference Materials

\$1,600

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

212-Motors Fuels

\$15,000

The Department's share of fuel costs for 2015

213- Lubricants and Additives

\$200

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

214-Clothing & Personal Equipment

\$12,000

Personal Protective Equipment for six Fighters; turnout gear \$1,575 per set, helmets \$200, boots \$ 175, Hood and Gloves \$ 125. This is replacement of very old and worn turn out gear. Most gear needed replacement is dated to 1998.

215-Shop Supplies

\$800

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

217-Safety Supplies

\$4,000

This covers gloves, glasses, coveralls, and medical supplies. It also covers a \$2,400 per year medical directorship for EMS (Emergency Medical Services) or medical response protocols.

219-General Operating Supplies

\$2,500

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

221-Motor Vehicles/Equipment Parts

\$2,000

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

222-Tires

\$1,800

This is for replacement of tires on large trucks.

223-Bldg/Facility Repair Supplies

\$800

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

\$6,500

Provides for purchase of minor equipment such as axes, hose, couplings and fittings for fire hoses \$1,575 and the purchase of 7 pagers totaling \$4,200, 3 1 3/4" nozzles (3 @ \$ 350 or \$ 1,150) Annual update of older AED (Automatic Electronic Defibrillator) to meet new CPR protocols \$350.

306-Personnel/Labor Relations

\$1,400

Drug testing services

307-Professional Services Fees

\$6,500

Provides initial physicals (5 @ \$ 500), continuing health surveillance of firefighters (35@ \$ 85), behavior management assistance, respiratory screening (35 @ \$30), and hep-b shots as required by NFPA and OSHA

321-Telephones

\$8,000

Provides for telephone service for three stations \$1,800, an analog line at each station plus one fax line \$5,400 and five cellular phone services \$1,500.

331-Travel Expenses

\$ 1,000

351-Printing and Duplicating

\$500

Copying of maps, run, ticket, and medical forms and publishing the SOG manual

381-Electrical Utilities

\$9,000

Electric utility service for three stations

382-Gas Utilities

\$10,000

Gas utility service for three stations

385-Refuse Removal

\$800

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$4,000

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

402-Repairs/Maint Machinery/Equip

\$19,000

Repairs to radios, pagers, fire ext., detectors, etc. - \$1,000; warning sirens maintenance and contract – (15 sirens x \$1,250) \$18,750. (2013 Actual Expense was \$ 19,044)

403-Bldgs/Facilities Repair/Maint.

\$4,000

Provides for maintenance of air compressor, frozen utility lines, etc.; the cleaning and care of six door mats twice a month, and a cleaning service twice a month for the office area

421-Software Licensing

\$1,000

Installation of Dispatch Software to advise responding units and personnel.

422-Auto/Misc Licensing Fees/Taxes

\$4,500

Radio user fees have increased to \$135 per radio (25 radios). Anoka County solid waste management charges of \$975 are assessed to fire stations annually.

431-Vehicle Replacement Charges

\$115,000

Replacement trucks from the Equipment Acquisition Fund

433-Dues and Subscriptions

\$1,000

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$10,500

Outside training for Fire Fighters and Officers to meet basic requirements and EMT Refresher for 8 firefighters.

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	85,696.00	90,178.79	33,461.12	89,300.00	91,000.00
	E 101-42210-103 Part-Time Employees	103,271.00	111,341.20	35,578.11	116,300.00	116,100.00
	E 101-42210-122 PERA-Coordinated Plan	-	-	-	-	-
	E 101-42210-125 FICA/Medicare	13,912.00	14,909.74	5,352.91	16,900.00	17,000.00
	E 101-42210-126 Deferred Compensation	2,000.00	2,000.00	769.30	2,000.00	2,000.00
	E 101-42210-127 Fire Pension Contribution-City	17,500.00	17,500.00	-	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	40,896.00	56,223.10	-	43,400.00	43,500.00
	E 101-42210-131 Cafeteria Contribution	13,400.00	12,630.46	5,429.98	13,000.00	13,000.00
	E 101-42210-135 Disability Insurance	890.00	890.43	396.24	1,000.00	1,000.00
	E 101-42210-141 Unemploy Benefit Payments	-	-	-	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	20,002.00	10,146.45	22,960.22	22,950.00	23,000.00
	E 101-42210-201 Office Supplies	591.00	537.24	117.22	1,250.00	1,200.00
	E 101-42210-203 Books/Ref. Materials/Software	-	-	-	1,650.00	1,600.00
	E 101-42210-211 Cleaning Supplies			161.22		
	E 101-42210-212 Motor Fuels	12,995.00	15,393.25	6,087.36	12,000.00	15,000.00
	E 101-42210-213 Lubricants and Additives	442.00	171.70	439.20	250.00	200.00
	E 101-42210-214 Clothing & Personal Equipment	4,038.00	5,729.56	829.65	12,450.00	12,000.00
	E 101-42210-215 Shop Supplies	581.00	389.95	-	800.00	800.00
	E 101-42210-217 Safety Supplies	3,456.00	7,918.21	1,316.46	4,050.00	4,000.00
	E 101-42210-219 General Operating Supplies	3,514.00	1,439.75	796.54	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	2,064.00	1,405.13	164.14	2,000.00	2,000.00
	E 101-42210-222 Tires	407.00	948.39	-	1,800.00	1,800.00
	E 101-42210-223 Bldg/Facility Repair Supplies	296.00	284.10	400.00	800.00	800.00
	E 101-42210-229 Equipment Parts	304.00	176.05	55.08	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	4,231.00	8,809.59	1,757.34	6,525.00	6,500.00
	E 101-42210-306 Personnel/Labor Relations	1,359.00	1,269.10	937.20	1,400.00	1,400.00
	E 101-42210-307 Professional Services Fees	5,310.00	3,952.10	143.53	6,525.00	6,500.00
	E 101-42210-309 Information Systems	2,142.00	-	-	-	-
	E 101-42210-321 Telephone	7,739.00	7,919.08	2,339.67	8,000.00	8,000.00
	E 101-42210-331 Travel Expenses	-	-	-	1,000.00	1,000.00
	E 101-42210-341 Personnel Advertising	-	-	-	-	-
	E 101-42210-342 Legal Notices	-	-	-	-	-
	E 101-42210-351 Printing and Duplicating	205.00	290.30	-	500.00	500.00
	E 101-42210-381 Electric Utilities	8,508.00	9,459.90	2,489.67	9,000.00	9,000.00
	E 101-42210-382 Gas Utilities	8,068.00	11,351.38	7,687.82	10,000.00	10,000.00
	E 101-42210-385 Refuse Removal	474.00	495.12	229.63	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	5,653.00	1,658.61	966.30	4,000.00	4,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	9,924.00	19,044.08	1,595.33	14,000.00	19,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	1,468.00	991.51	5,758.65	4,000.00	4,000.00
	E 101-42210-421 Software Licensing	-	-	-	1,000.00	1,000.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	1,316.00	618.39	630.39	4,350.00	4,500.00
	E 101-42210-431 Equipment Replacement Chgs	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00
	E 101-42210-433 Dues and Subscriptions	964.00	945.00	651.00	1,000.00	1,000.00
	E 101-42210-434 Conferences/Meetings	765.00	10,981.32	95.00	8,000.00	10,500.00
	E 101-42210-438 Reimbursement-3rd Party Exp.		996.05	-		
	E 101-42210-540 Heavy Machinery	11,764.00	-	-	-	-
		511,145.00	543,995.03	254,596.28	554,300.00	566,000.00



2015 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
\$35,000
Project services and support

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	29,196.00	28,871.26	10,257.28	40,000.00	35,000.00
		29,196.00	28,871.26	10,257.28	40,000.00	35,000.00



2015 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, 3 soccer fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, 3 cemeteries, walking trails, 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

4 - Maintenance Worker II
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
\$203,400

Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102-FT- Overtime
\$1,000

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

103-PT-Wages and Salaries

\$6,000

1 seasonal employee for part time help during the summer months

201-Office Supplies

\$100

Pens, paper, pencils and other consumable office supplies

211-Cleaning Supplies

\$500

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

212-Motor Fuels

\$18,000

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

\$2,000

12 months of uniform rental for maintenance employees and \$150 @ for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$3,000

Includes fertilizer, weed control, seed, sod, etc.; the charges represent a savings of 50% versus contracting for the service

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 computer/printer replacement used by maintenance personnel

221-Motor Vehicles Parts

\$2,100

Repair parts and maintenance items for tractors, mowers, trucks, pumps, weed whips, etc.

222-Tires

\$1,000

Replacement tires for mowers, plows and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$2,500

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

225-Park and Landscape Supplies

\$7,000

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

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$2,000

Parts installed in-house. Includes alternators, belts, batteries, blades and small engine appurtenances

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

321-Telephone

\$2,000

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

\$1,200

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)

\$2,200

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

\$2,000

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

415-Other Equipment Rentals

\$8,000

Rental of portable toilets in parks including special events such as Booster Day and National Night Out and special equipment items as needed - 7 months rental at \$1,005/month + \$965 for special events.

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

\$16,700

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

434-Conferences/Meetings

\$400

Conferences to keep staff up to date on requirements and training

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	192,558.00	191,141.03	72,291.74	197,900.00	203,400.00
	E 101-43201-102 Full-Time Employees Overtime	4,010.00	2,530.22	1,603.04	1,000.00	1,000.00
	E 101-43201-103 Part-Time Employees	11,077.00	9,465.00	-	5,900.00	6,000.00
	E 101-43201-105 Employee On Call/Standby Pay	-	-	-	3,100.00	3,100.00
	E 101-43201-107 Commissions and Boards	340.00	860.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	14,353.00	13,994.28	5,355.60	14,300.00	15,300.00
	E 101-43201-125 FICA/Medicare	19,425.00	18,955.44	7,107.84	19,700.00	20,200.00
	E 101-43201-126 Deferred Compensation	4,641.00	5,343.16	2,216.12	5,900.00	6,100.00
	E 101-43201-131 Cafeteria Contribution	45,600.00	42,007.90	18,335.44	44,000.00	44,000.00
	E 101-43201-136 Employer Paid Expenses	-	-	-	-	-
	E 101-43201-151 Worker s Comp Insurance Prem	9,463.00	2,095.42	8,365.78	8,450.00	8,400.00
	E 101-43201-201 Office Supplies	91.00	-	-	100.00	100.00
	E 101-43201-211 Cleaning Supplies	371.00	573.79	281.81	500.00	500.00
	E 101-43201-212 Motor Fuels	17,265.00	20,956.40	8,638.87	16,000.00	18,000.00
	E 101-43201-213 Lubricants and Additives	176.00	134.27	-	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	3,199.00	1,528.13	516.15	3,000.00	2,000.00
	E 101-43201-215 Shop Supplies	2.00	84.95	-	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,759.00	607.28	-	3,000.00	3,000.00
	E 101-43201-217 Safety Supplies	286.00	746.10	108.97	700.00	700.00
	E 101-43201-218 Welding Supplies	-	-	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	1,094.00	1,117.21	831.18	2,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	53.00	79.40	2,633.12	2,100.00	2,100.00
	E 101-43201-222 Tires	1,059.00	146.73	-	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	1,961.00	3,720.33	61.45	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	1,973.00	8,494.07	182.11	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	844.00	700.72	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	3,046.00	3,874.65	318.89	2,000.00	2,000.00
	E 101-43201-231 Small Tools and Minor Equip	1,536.00	902.72	60.07	2,000.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	77.00	315.00	85.33	300.00	300.00
	E 101-43201-307 Professional Services Fees	350.00	624.25	225.00	600.00	600.00
	E 101-43201-321 Telephone	1,406.00	1,494.39	496.13	2,500.00	2,000.00
	E 101-43201-331 Travel Expenses	-	-	-	-	-
	E 101-43201-341 Personnel Advertising	162.00	230.00	108.00	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	3,982.00	4,520.63	493.91	6,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	281.75	76.59	1,200.00	1,200.00
	E 101-43201-387 Heating Fuels/Propane	201.00	-	159.98	250.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	190.50	2,200.00	2,200.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	2,024.00	2,464.66	-	3,000.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	3,887.00	4,580.14	-	3,000.00	3,500.00
	E 101-43201-405 Park & Landscape Services	510.00	476.00	-	2,200.00	2,000.00
	E 101-43201-415 Other Equipment Rentals	7,661.00	5,389.60	208.00	7,000.00	8,000.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	543.00	205.53	543.71	1,200.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	16,700.00	16,700.00	16,700.00
	E 101-43201-434 Conferences/Meetings	332.00	555.00	180.00	400.00	400.00
	E 101-43201-438 Reimbursement-3rd Party	50.00	-	-	-	-
		376,067.00	367,896.15	148,375.33	393,700.00	399,600.00



2015 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 2" 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
3.5 - Maintenance Workers II
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
\$270,600
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102 FT-Overtime
\$10,200
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
\$6,000
1 seasonal employee for part time help during the summer months

201 Office Supplies
\$100
Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$400

Maintenance facility bathroom and break room supplies

212-Motor Fuels

\$36,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants

\$3,200

Oil, grease and hydraulic fluid for maintenance equipment

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, \$150 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

\$1,200

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

\$7,200

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc.

222-Tires

\$4,500

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 @ \$600 ea. and 4 tires on a F-150 for a total cost of \$600.

223-Bldg/Facility Repair Supplies

\$500

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$68,400

650 tons of salt -- \$47,100; asphalt patching material at \$8,500; culverts at \$2,500; black dirt for shoulder restoration at \$1,000 and boulevard maintenance materials at \$600; 600 tons of sand-- \$7,200; 120 tons of Class V—\$1,500

226-Signs and Striping Supplies

\$7,000

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

229- Equipment Parts

\$9,600

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

\$2,600

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

\$600

Roads minutes, animal control trappers and GIS development

321- Telephone

\$2,900

Cellular phones, land lines to the maintenance facility, radio and radio repair services

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

389-Utility Services-Street Lights

\$0

No installation of street lights for 2015

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

\$52,000

Provides \$17,000 for crack filling and \$35,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$125,000

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

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	255,365.00	264,847.61	93,197.61	261,600.00	270,600.00
	E 101-43220-102 Full-Time Employees Overtime	7,758.00	7,848.05	10,571.41	10,000.00	10,200.00
	E 101-43220-103 Part-Time Employees	-	-	-	5,900.00	6,000.00
	E 101-43220-105 Employee On Call/Standby Pay	-	-	-	3,100.00	3,100.00
	E 101-43220-107 Commissions and Boards	310.00	900.00	-	1,700.00	1,700.00
	E 101-43220-122 PERA-Coordinated Plan	18,227.00	19,048.49	7,523.11	19,000.00	20,300.00
	E 101-43220-125 FICA/Medicare	20,528.00	21,545.10	8,698.94	25,800.00	26,500.00
	E 101-43220-126 Deferred Compensation	7,286.00	7,559.38	2,970.28	7,400.00	7,500.00
	E 101-43220-131 Cafeteria Contribution	51,300.00	47,971.94	20,522.06	49,500.00	49,500.00
	E 101-43220-151 Worker s Comp Insurance Prem	19,627.00	10,096.77	17,989.66	24,500.00	24,500.00
	E 101-43220-201 Office Supplies	140.00	213.34	79.41	150.00	100.00
	E 101-43220-203 Books/Ref. Materials/Software	-	-	-	-	-
	E 101-43220-211 Cleaning Supplies	447.00	853.37	519.86	400.00	400.00
	E 101-43220-212 Motor Fuels	30,103.00	37,742.54	16,505.81	33,000.00	36,000.00
	E 101-43220-213 Lubricants and Additives	3,424.00	3,420.68	1,811.89	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	3,383.00	1,150.85	679.23	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,592.00	899.95	558.07	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	85.00	53.87	-	200.00	200.00
	E 101-43220-217 Safety Supplies	1,895.00	880.39	514.95	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	833.00	1,001.37	582.78	1,200.00	1,200.00
	E 101-43220-219 General Operating Supplies	415.00	860.77	25.04	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	6,814.00	9,830.04	4,189.14	7,200.00	7,200.00
	E 101-43220-222 Tires	4,367.00	6,166.49	1,256.46	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	857.00	1,106.51	556.13	500.00	500.00
	E 101-43220-224 Street Maint Materials	60,144.00	72,719.69	25,734.29	68,400.00	68,400.00
	E 101-43220-226 Sign/Striping Repair Materials	5,259.00	6,029.56	859.83	8,000.00	7,000.00
	E 101-43220-229 Equipment Parts	7,807.00	19,176.50	6,114.75	9,600.00	9,600.00
	E 101-43220-230 Snowplow Cutting Edges	-	-	-	-	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	2,528.00	3,282.29	573.02	2,600.00	2,600.00
	E 101-43220-306 Personnel/Labor Relations	144.00	96.00	106.67	400.00	400.00
	E 101-43220-307 Professional Services Fees	1,030.00	3,447.09	140.00	600.00	600.00
	E 101-43220-321 Telephone	3,157.00	3,652.14	1,153.36	2,900.00	2,900.00
	E 101-43220-331 Travel Expenses	-	-	-	-	-
	E 101-43220-341 Personnel Advertising	-	329.00	-	100.00	100.00
	E 101-43220-342 Legal Notices	-	61.50	61.50	150.00	100.00
	E 101-43220-381 Electric Utilities	19,639.00	21,351.86	4,712.03	19,000.00	20,000.00
	E 101-43220-382 Gas Utilities	4,316.00	5,957.73	5,418.67	10,000.00	7,000.00
	E 101-43220-385 Refuse Removal	4,150.00	4,604.46	444.58	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	-	-	500.00	500.00
	E 101-43220-389 Street Light Utility	-	-	-	-	-
	E 101-43220-401 Motor Vehicle Services (Lic d)	4,353.00	7,445.09	7,599.09	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	5,868.00	359.63	1,275.00	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	3,904.00	3,292.34	4,108.89	4,500.00	4,000.00
	E 101-43220-404 Street Maint Services	36,878.00	41,100.00	-	52,000.00	52,000.00
	E 101-43220-408 Information System Services	129.00	-	-	600.00	-
	E 101-43220-415 Other Equipment Rentals	203.00	34.63	-	-	-
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	248.00	83.43	227.00	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	E 101-43220-433 Dues and Subscriptions	50.00	-	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	357.00	330.00	20.00	-	-
		719,920.00	762,350.45	372,300.52	788,000.00	808,200.00



2015 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 or promote community and pride in the City of East Bethel

EXPENDITURE DETAILS

307-Professional Services
\$2,500 for Saturday night Fireworks Display

STAFFING

None

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	2,501.00	2,500.00	-	2,500.00	2,500.00
		2,501.00	2,500.00	-	2,500.00	2,500.00



2015 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
\$6,500
Insurance agent fees

361-General Liability Insurance
\$48,600
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance
\$38,800
Insurance covering all property owned by the City

363-Automotive Insurance
\$13,400
Insurance for City vehicles

366-Machinery Breakdown Insurance
\$2,200

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Risk Management						
	E 101-48140-307 Professional Services Fees	8,000.00	6,500.00	6,500.00	6,500.00	6,500.00
	E 101-48140-361 General Liability Ins	37,360.00	45,918.00	48,617.00	47,300.00	48,600.00
	E 101-48140-362 Property Ins	35,791.00	35,697.18	38,796.00	36,500.00	38,800.00
	E 101-48140-363 Automotive Ins	11,844.00	10,963.00	13,353.00	11,300.00	13,400.00
	E 101-48140-366 Machinery Breakdown	1,725.00	1,771.00	2,156.00	1,900.00	2,200.00
	E 101-48140-368 Bonding Insurance	394.00	422.00	458.00	550.00	500.00
	E 101-48140-369 Other Insurance	1,096.00	2,096.00	927.00	1,100.00	1,000.00
		96,210.00	103,367.18	110,807.00	105,150.00	111,000.00



2015 Budget

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

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
\$425,000
Allocate funding for roads projects to include mill and overlay and construction.

936-Transfer to Parks Capital Fund
\$50,000
Funding for park projects such as playground equipment replacement

939-Transfer to Trails Capital Fund
\$0
Funding for trail projects for all City trails

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Transfers						
	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	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00
	E 101-49360-936 Parks Capital Transfers	100,000.00	75,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-939 Trails Capital Transfers	5,000.00	-	-	-	-
	E 101-49360-934 Debt Fund Transfer		-	605,000.00	20,000.00	-
	E 101-49360-999 Contingency	-	21,600.00	-	-	-
		580,000.00	571,600.00	1,130,000.00	545,000.00	525,000.00

City of East Bethel
2015 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy			123,022	123,022
County Grants	31,000			31,000
Fees	2,500			2,500
Total Revenue	33,500	-	123,022	156,522
Expenditures				
Salaries and Wages	550	-		550
Supplies	750	-	200	950
Fees for Service	32,200	1,600	19,460	53,260
Contingency			43,362	43,362
Transfer to General		25,000	60,000	85,000
Total Expenditures	33,500	26,600	123,022	183,122
Revenue over Expenditures	-	(26,600)	-	(26,600)



2015 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
\$31,000

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,500

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

307-Professional Services
\$12,000

Management fees for operating the recycling center

322-Postage/Delivery
\$1,700

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

343-Other Advertising
\$1,500

Educational efforts to encourage participation in recycling efforts

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$2,500

Gas service for the recycle building

385-Refuse Removal

\$6,500

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

388-Hazardous Waste Disposal

\$4,000

Disposal costs of non-recyclable, hazardous waste left at the recycling center

402-Repairs/Maint Machinery/Equip

\$700

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$600

Repair and maintenance service from outside vendors when city staff is unable to make repairs

415-Other Equipment Rentals

\$900

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$50

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Recycling						
	E 226-43235-102 Full-Time Employees Overtime	-	-	-	400.00	400.00
	E 226-43235-122 PERA-Coordinated Plan	-	-	-	50.00	50.00
	E 226-43235-125 FICA/Medicare	-	-	-	50.00	50.00
	E 226-43235-126 Deferred Compensation	-	-	-	-	-
	E 226-43235-151 Worker's Comp Insurance Prem	-	-	-	50.00	50.00
	E 226-43235-201 Office Supplies	9.00	-	-	100.00	100.00
	E 226-43235-219 General Operating Supplies	864.00	344.60	810.44	200.00	200.00
	E 226-43235-223 Bldg/Facility Repair Supplies	17.00	381.94	236.44	400.00	400.00
	E 226-43235-231 Small Tools and Minor Equip	3,765.00	-	37.99	50.00	50.00
	E 226-43235-307 Professional Services Fees	12,006.00	15,846.53	5,400.00	12,000.00	12,000.00
	E 226-43235-322 Postage/Delivery	1,617.00	200.00	293.10	1,700.00	1,700.00
	E 226-43235-331 Travel Expenses	-	-	27.89	150.00	150.00
	E 226-43235-343 Other Advertising	829.00	445.44	272.50	1,500.00	1,500.00
	E 226-43235-351 Printing and Duplicating			52.08		
	E 226-43235-381 Electric Utilities	1,558.00	1,574.59	530.69	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,157.00	1,282.35	1,249.59	2,500.00	2,500.00
	E 226-43235-385 Refuse Removal	4,128.00	4,278.12	1,107.14	6,500.00	6,500.00
	E 226-43235-388 Hazardous Waste Disposal	-	-	-	4,000.00	4,000.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	48.00	202.90	245.83	700.00	700.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	2,855.00	220.00	220.92	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	673.00	1,576.24	224.99	900.00	900.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.00	21.29	21.29	50.00	50.00
	E 226-43235-540 Heavy Machinery	18,247.00	-	-	-	-
	E 226-43235-550 Motor Vehicles	4,389.00	-	-	-	-
		52,183.00	26,374.00	10,730.89	33,500.00	33,500.00



2015 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 with the City of East Bethel which cannot be redeveloped without government assistance.

DEPARTMENTAL GOALS

The East Bethel Housing and Redevelopment Authority's purpose, pursuant to Minnesota law, is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel; to address substandard, slum or blighted areas existing with the City of East Bethel which cannot be redeveloped without government assistance.

EXPENDITURE DETAILS

303-Legal Fees

\$1,000

Contracted legal services

322-Postage

\$100

Postage costs for mailings

331-Travel Expenses

\$100

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices

\$100

Publications of legal notices

434-Conferences/Training

\$300

Staff and Board members continued education

933-Transfer to City General Fund

\$25,000

Support Executive Director, Community Development Director, Finance Director, and Support Staff

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
HRA						
	E 230-23000-201 Office Supplies	-	-	-	100.00	-
	E 230-23000-303 Legal Fees	-	143.00	-	1,000.00	1,000.00
	E 230-23000-307 Professional Services Fees	-	-	-	5,000.00	-
	E 230-23000-322 Postage	-	-	-	100.00	100.00
	E 230-23000-331 Travel Expenses	-	-	-	100.00	100.00
	E 230-23000-342 Legal Notices	-	-	-	100.00	100.00
	E 230-23000-361 Insurance	-	-	-	1,300.00	-
	E 230-23000-434 Conferences/Meetings	-	-	270.00	200.00	300.00
	E 230-23000-933 Gen I Fund Reimb Transfers	15,000.00	15,000.00	15,000.00	15,000.00	25,000.00
		15,000.00	15,143.00	15,270.00	22,900.00	26,600.00



2015 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.

EXPENDITURE DETAILS

107-Commission and Boards
\$1,600

201-Office Supplies
\$200
Misc. office supplies

303-Legal Services
\$10,000
Contracted legal services

307-Professional Services Fees
\$5,000
Contract consulting services as required \$4,454 for Civic Plus Webhosting

322-Postage
\$500
Postage cost for mailings

331-Travel Expenses
\$400
Personal auto mileage and/or meal reimbursement while conducting EDA business

342-Legal Notices

\$200

Publication of legal notices

433-Dues and Subscriptions

\$700

Economic Development Association of Minnesota (EDAM)

434-Conferences/Training

\$700

EDAM workshops and other economic development training

xxx-Potential Costs involved with 2015 Development

\$43,362

Potential Costs involved with 2015 Development

933-Transfer to City General Fund

\$60,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
EDA						
	E 232-23200-107 Commissions and Boards	700.00	520.00	-	1,600.00	1,600.00
	E 232-23200-201 Office Supplies	37.00	60.36	-	200.00	200.00
	E 232-23200-303 Legal Fees	7,981.00	2,574.00	-	10,000.00	10,000.00
	E 232-23200-307 Professional Services Fees	57,611.00	35,265.50	16,820.00	34,454.00	5,000.00
	E 232-23200-321 Telephone	-	-	-	360.00	360.00
	E 232-23200-322 Postage/Delivery	-	500.00	-	500.00	500.00
	E 232-23200-331 Travel Expenses	-	-	-	400.00	400.00
	E 232-23200-342 Legal Notices	174.00	-	-	200.00	200.00
	E 232-23200-361 Insurance	-	-	-	-	-
	E 232-23200-433 Dues and Subscriptions	396.00	407.00	-	700.00	700.00
	E 232-23200-434 Conferences/Meetings	69.00	560.00	-	700.00	700.00
	E 232-23200-530 Improvements other than Bldgs	-	1,336.70	-	-	-
	E 232-23200-933 Gen 1 Fund Reimb Transfers	56,000.00	56,000.00	56,000.00	56,000.00	60,000.00
	E 232-23200-937 Equipment Repl Fund Transfers		81,539.99	-		
	E 232-23200-999 Contingency	-	-	-	17,908.00	43,362.00
		122,968.00	178,763.55	72,820.00	123,022.00	123,022.00

**City of East Bethel
2015 Debt Service Budget (Summary)**

Fund Description	2013 A	2005 B	2008 A	2010	2010A	2014A	2010 C	Total
Fund Number	301	303	308	309	310	311	312	
Revenue								
Levy	127,000		180,000		487,000	330,000	-	1,124,000
Special Assessments		28,000	17,000		13,500			58,500
Hook Up Fees								-
Federal Government Credit					320,300			320,300
Transfer from Other Fund				5,000				5,000
Total Revenue	127,000	28,000	197,000	5,000	820,800	330,000	-	1,507,800
Expenditures								
Debt Service - Principal	75,000	55,000	155,000	3,000				288,000
Interest	36,375	3,298	41,604	600	767,073	187,675	41,733	1,078,356
Fiscal Agent Fees	500	500	500	-	500	500	500	3,000
Total Expenditures	111,875	58,798	197,104	3,600	767,573	188,175	42,233	1,369,356
Revenue over Expenditures	15,125	(30,798)	(104)	1,400	53,228	141,825	(42,233)	138,444

*2013A is the former 2005A bond--refinanced in 2013. These bonds were originally issued to fund a replacement fire station and warning sirens

*2005B were issued to fund construction of a service road west of Highway 65 between 207th and 211th Ave NE

*2008A were issued to fund the cost of the Castle Towers Wastewater Treatment Plant

*2010 were issued to partially fund the construction of a new well to deliver water services to residents in Whispering Aspen

*2010A 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

*2010C were issued to fund construction of water/sewer infrastructure improvements

Debt Service Schedule

	US Bank Callable 2/1/21	US Bank Not Callable	US Bank Callable 2/1/18	MN PFA Not Callable	US Bank Callable	US Bank Callable 2/1/23	US Bank Not Callable	Total
	2013A Feb/Aug	2005B Feb/Aug	2008A Feb/Aug	2010 Feb/Aug	2010A Feb/Aug	2014A Feb/Aug	2010C Feb/Aug	
	\$ 1,250,000	\$ 495,000	\$ 1,715,000	\$ 74,601	\$ 11,465,000	\$ 5,485,000	\$ 1,260,000	
	301	303	308	309	310	311	312	
Principal	75,000.00	55,000.00	155,000.00	3,000.00	-	-	-	288,000.00
Interest	36,375.00	3,297.50	41,603.75	600.00	767,072.50	187,675.00	41,732.50	1,078,356.25
Total 2015	111,375.00	58,297.50	196,603.75	3,600.00	767,072.50	187,675.00	41,732.50	1,366,356.25
Principal	90,000.00	60,000.00	135,000.00	3,000.00	-	-	695,000.00	983,000.00
Interest	33,900.00	1,140.00	36,722.50	535.90	767,072.50	187,675.00	30,612.50	1,057,658.40
Total 2016	123,900.00	61,140.00	171,722.50	3,535.90	767,072.50	187,675.00	725,612.50	2,040,658.40
Principal	90,000.00	-	140,000.00	3,000.00	-	-	565,000.00	798,000.00
Interest	31,200.00	-	31,560.00	505.90	767,072.50	187,675.00	9,746.25	1,027,759.65
Total 2017	121,200.00	-	171,560.00	3,505.90	767,072.50	187,675.00	574,746.25	1,825,759.65
Principal	95,000.00	-	155,000.00	4,000.00	-	-	-	254,000.00
Interest	28,425.00	-	25,660.00	475.90	767,072.50	187,675.00	-	1,009,308.40
Total 2018	123,425.00	-	180,660.00	4,475.90	767,072.50	187,675.00	-	1,263,308.40
Principal	100,000.00	-	170,000.00	4,000.00	-	-	230,000.00	504,000.00
Interest	25,500.00	-	19,160.00	435.90	767,072.50	184,225.00	-	996,393.40
Total 2019	125,500.00	-	189,160.00	4,435.90	767,072.50	414,225.00	-	1,500,393.40
Principal	100,000.00	-	175,000.00	4,000.00	115,000.00	230,000.00	-	624,000.00
Interest	22,500.00	-	12,260.00	395.90	764,485.00	177,325.00	-	976,965.90
Total 2020	122,500.00	-	187,260.00	4,395.90	879,485.00	407,325.00	-	1,600,965.90
Principal	110,000.00	-	125,000.00	4,000.00	120,000.00	180,000.00	-	539,000.00
Interest	19,350.00	-	6,260.00	355.90	759,077.50	171,175.00	-	956,218.40
Total 2021	129,350.00	-	131,260.00	4,355.90	879,077.50	351,175.00	-	1,495,218.40
Principal	110,000.00	-	10,000.00	4,000.00	170,000.00	185,000.00	-	479,000.00
Interest	16,050.00	-	3,525.00	315.90	751,497.50	165,700.00	-	937,088.40
Total 2022	126,050.00	-	13,525.00	4,315.90	921,497.50	350,700.00	-	1,416,088.40
Principal	115,000.00	-	10,000.00	4,000.00	140,000.00	200,000.00	-	469,000.00
Interest	12,675.00	-	3,055.00	275.90	742,817.50	159,925.00	-	918,748.40
Total 2023	127,675.00	-	13,055.00	4,275.90	882,817.50	359,925.00	-	1,387,748.40
Principal	120,000.00	-	10,000.00	4,000.00	190,000.00	200,000.00	-	524,000.00
Interest	9,150.00	-	2,585.00	235.90	733,577.50	154,575.00	-	900,123.40
Total 2024	129,150.00	-	12,585.00	4,235.90	923,577.50	354,575.00	-	1,424,123.40
Principal	120,000.00	-	10,000.00	4,000.00	220,000.00	210,000.00	-	564,000.00
Interest	5,550.00	-	2,115.00	195.90	722,097.50	149,337.50	-	879,295.90
Total 2025	125,550.00	-	12,115.00	4,195.90	942,097.50	359,337.50	-	1,443,295.90
Principal	125,000.00	-	10,000.00	4,000.00	275,000.00	220,000.00	-	634,000.00
Interest	1,875.00	-	1,645.00	155.90	707,000.00	143,425.00	-	854,100.90
Total 2026	126,875.00	-	11,645.00	4,155.90	982,000.00	363,425.00	-	1,488,100.90
Principal	100,000.00	-	10,000.00	4,000.00	335,000.00	225,000.00	-	574,000.00
Interest	-	-	1,175.00	115.90	687,175.00	137,025.00	-	825,490.90
Total 2027	-	-	11,175.00	4,115.90	1,022,175.00	362,025.00	-	1,399,490.90
Principal	10,000.00	-	10,000.00	4,000.00	405,000.00	230,000.00	-	649,000.00
Interest	-	-	705.00	75.90	663,125.00	130,200.00	-	794,105.90
Total 2028	-	-	10,705.00	4,075.90	1,068,125.00	360,200.00	-	1,443,105.90
Principal	10,000.00	-	10,000.00	3,589.20	470,000.00	245,000.00	-	728,589.20
Interest	-	-	235.00	35.90	634,687.50	122,462.50	-	757,420.90
Total 2029	-	-	10,235.00	3,625.10	1,104,687.50	367,462.50	-	1,486,010.10
Principal	-	-	-	-	550,000.00	255,000.00	-	805,000.00
Interest	-	-	-	-	601,537.50	113,712.50	-	715,250.00
Total 2030	-	-	-	-	1,151,537.50	368,712.50	-	1,520,250.00
Principal	-	-	-	-	660,000.00	265,000.00	-	925,000.00
Interest	-	-	-	-	561,387.50	104,612.50	-	666,000.00
Total 2031	-	-	-	-	1,221,387.50	369,612.50	-	1,591,000.00
Principal	-	-	-	-	755,000.00	280,000.00	-	1,035,000.00
Interest	-	-	-	-	513,631.25	95,075.00	-	608,706.25
Total 2032	-	-	-	-	1,268,631.25	375,075.00	-	1,643,706.25
Principal	-	-	-	-	780,000.00	295,000.00	-	1,075,000.00
Interest	-	-	-	-	461,825.00	85,012.50	-	546,837.50
Total 2033	-	-	-	-	1,241,825.00	380,012.50	-	1,621,837.50
Principal	-	-	-	-	805,000.00	310,000.00	-	1,115,000.00
Interest	-	-	-	-	408,331.25	74,425.00	-	482,756.25
Total 2034	-	-	-	-	1,213,331.25	384,425.00	-	1,597,756.25
Principal	-	-	-	-	835,000.00	320,000.00	-	1,155,000.00
Interest	-	-	-	-	352,981.25	62,600.00	-	415,581.25
Total 2035	-	-	-	-	1,187,981.25	382,600.00	-	1,570,581.25
Principal	-	-	-	-	865,000.00	255,000.00	-	1,120,000.00
Interest	-	-	-	-	294,525.00	51,100.00	-	345,625.00
Total 2036	-	-	-	-	1,159,525.00	306,100.00	-	1,465,625.00
Principal	-	-	-	-	895,000.00	265,000.00	-	1,160,000.00
Interest	-	-	-	-	232,925.00	40,700.00	-	273,625.00
Total 2037	-	-	-	-	1,127,925.00	305,700.00	-	1,433,625.00
Principal	-	-	-	-	925,000.00	280,000.00	-	1,205,000.00
Interest	-	-	-	-	169,225.00	29,800.00	-	199,025.00
Total 2038	-	-	-	-	1,094,225.00	309,800.00	-	1,404,025.00
Principal	-	-	-	-	960,000.00	295,000.00	-	1,255,000.00
Interest	-	-	-	-	103,250.00	18,300.00	-	121,550.00
Total 2039	-	-	-	-	1,063,250.00	313,300.00	-	1,376,550.00
Principal	-	-	-	-	995,000.00	310,000.00	-	1,305,000.00
Interest	-	-	-	-	34,825.00	6,200.00	-	41,025.00
Total 2040	-	-	-	-	1,029,825.00	316,200.00	-	1,346,025.00
Principal due in 2015	75,000.00	55,000.00	155,000.00	3,000.00	-	-	-	288,000.00
Principal due 2016 to 2040	1,175,000.00	60,000.00	980,000.00	53,589.20	11,465,000.00	5,485,000.00	1,260,000.00	20,478,589.20
Interest due 2015 to 2040	242,550.00	4,437.50	188,266.25	4,712.60	14,735,346.25	3,127,612.50	82,091.25	18,385,016.35
Rates	3%	2.95 - 3.8%	3.0 - 4.7%	1%	4.5 - 7.0%	3.0 - 4.0%	3.2 - 3.45%	

City of East Bethel
2015 Enterprise Fund Budget (Summary)

Fund Description	Water			
Fund Number	North	Sewer	Arena	Total
	601	602	615	
Revenue				
Sales	41,800	81,400	235,000	358,200
Connect Fees	100	100		200
Penalties	1,500	1,500		3,000
Total Revenue	43,400	83,000	235,000	361,400
Expenditures				
Salaries and Wages	20,000	19,900		39,900
Supplies	7,250	5,400	7,500	20,150
Fees for Service	12,600	34,600	155,500	202,700
Depreciation	22,200	23,100	72,000	117,300
Total Expenditures	62,050	83,000	235,000	380,050
Revenue over Expenditures	(18,650)	-	-	(18,650)



2015 Budget

FUND: 601 - Water Fund North
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 timely, accurate billing of customers. Currently, the City owns and operates the water facilities servicing the Whispering Aspen Development. The number of customers is not adequate to profitably service them; the majority of expenses incurred in providing water service will not increase proportionately with an increase in customers. Additionally, in accordance with the sales agreement, the City is obligated to provide office space to the purchaser/developer of this property in the Community Center that houses the water system's control center. All utilities and maintenance costs for this building are charged to the Water Department; the developer pays none of the utility costs but has contributed to the capital improvements to the facility.

DEPARTMENTAL GOALS

Provide adequate capacity; perform required maintenance and work to facilitate the orderly implementation of service to new residents; minimize the City's losses until the number of customers is sufficient to support the costs of a water utility system. The construction of Well #2 was completed in the fall of 2010; water from both wells will be blended in order to remediate the radium content of the water supply

EXPENDITURE DETAILS

STAFFING

.25 Maintenance Worker II
101-Full-Time Employees Regular Salary
\$13,600
Provides for a 2% COLA salary increase

201-Office Supplies
\$100
Pens, Paper, etc.

211-Cleaning Supplies
\$100
Cleaning agents for cleaning the lab and treatment room at the water plant

216-Chemicals and Chemical Products

\$2,000

Chemicals added to the water supply for health and safety purposes

217-Safety Supplies

\$150

Safety glasses and goggles, gloves, cones and barricades

223-Bldg/Facility Repair Supplies

\$400

Miscellaneous materials for repair and maintenance of the water building

227- Utility System Supplies

\$4,000

Water supply and distribution system; valve boxes, covers, extensions and castings; install 1 new fire hydrant

231-Small Tools & Minor Equip

\$500

Tools and equipment required for the daily operation of the water treatment and distribution facilities

307-Professional Services

\$1,200

Required periodic water testing; develop plans for a water filtration system

321-Telephone

\$1,400

Communications via a land line and cell phone

381-Electric Utilities

\$5,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$1,400

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,800

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$800

Doors, windows, exterior lighting fixtures and bathroom fixtures

407-Utility System Services

\$300

Outside repair expense for leak locates and repair or other system integrity testing that cannot be performed in-house

481-Depreciation Expense
\$22,200

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Water Fund - North						
						<i>*Based on 15K quar</i>
Revenues						<i>*44 Customers</i>
	R 601-37100 Water Sales	33,049.00	54,274.54	7,715.37	41,300.00	41,300.00
	R 601-37150 Water Connect/Reconnect Fee	75.00	-	-	100.00	100.00
	R 601-37155 Water Connection Inspection		230.00	100.00		
	R 601-37160 Water Penalty	1,321.00	513.46	30.99	1,500.00	1,500.00
	R 601-37170 Water Meter Sales	-	739.97	891.42	500.00	500.00
Total Revenues - Water Fund North		34,445.00	55,757.97	8,737.78	43,400.00	43,400.00
Expenditures						
	E 601-49401-101 Full-Time Employees Regular	12,697.00	12,819.48	4,894.81	12,800.00	13,600.00
	E 601-49401-102 Full-Time Employees Overtime	44.00	115.62	18.25	250.00	250.00
	E 601-49401-122 PERA-Coordinated Plan	924.00	937.89	356.23	900.00	1,000.00
	E 601-49401-125 FICA/Medicare	1,113.00	1,091.82	420.48	1,200.00	1,300.00
	E 601-49401-126 Deferred Compensation	379.00	386.54	149.90	400.00	400.00
	E 601-49401-131 Cafeteria Contribution	2,850.00	2,706.40	1,198.57	2,800.00	2,800.00
	E 601-49401-151 Worker s Comp Insurance Prem	494.00	144.70	569.44	650.00	650.00
	E 601-49401-201 Office Supplies	35.00	-	-	100.00	100.00
	E 601-49401-211 Cleaning Supplies	-	186.41	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	946.00	1,369.72	248.49	2,000.00	2,000.00
	E 601-49401-217 Safety Supplies	-	-	-	150.00	150.00
	E 601-49401-223 Bldg/Facility Repair Supplies	81.00	1,912.18	439.04	400.00	400.00
	E 601-49401-227 Utility Maint Supplies	-	911.71	-	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	328.00	174.31	-	500.00	500.00
	E 601-49401-307 Professional Services Fees	154.00	111.64	-	1,200.00	1,200.00
	E 601-49401-321 Telephone	1,317.00	1,457.69	419.64	1,400.00	1,400.00
	E 601-49401-342 Legal Notices	-	218.38	-	200.00	200.00
	E 601-49401-381 Electric Utilities	4,547.00	5,127.44	1,191.64	5,000.00	5,000.00
	E 601-49401-382 Gas Utilities	726.00	1,228.73	752.51	1,400.00	1,400.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	358.00	-	-	1,800.00	1,800.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	604.00	639.21	144.01	800.00	800.00
	E 601-49401-407 Utility System Services	-	-	-	300.00	300.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	76.00	53.23	53.23	-	-
	E 601-49401-434 Conferences/Meetings	339.00	150.00	-	500.00	500.00
	E 601-49401-610 Interest	183.00	-	-	200.00	-
	E 601-49401-481 Depreciation Expense	22,195.00	22,194.89	-	22,200.00	22,200.00
Total Expenditures - Water Fund North		50,390.00	53,937.99	10,856.24	61,250.00	62,050.00
Net Income - Water Fund North		(15,945.00)	1,819.98	(2,118.46)	(17,850.00)	(18,650.00)



2015 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 Met Council Environmental Service Wastewater Treatment Facility. In 2014 the City plans to decommission the wastewater treatment plant servicing the Whispering Aspen Development and the Castle Towers Manufactured Home Park.

DEPARTMENTAL GOALS

Provide adequate capacity to service customers and provide efficient collection of sanitary sewage.

EXPENDITURE DETAILS

STAFFING

.25 Maintenance Worker II
101-Full-Time Employees Regular Salary
\$13,600
Provides for a 2% COLA salary increase

211-Cleaning Supplies
\$100
Supplies used for cleaning chlorine and alum rooms

215-Shop Supplies
\$100
Supplies for daily maintenance use

216-Chemicals/Chemical Products
\$1,000
Chemicals used for the processing of waste

217-Safety Supplies

\$500

Goggles, glasses, gloves, waders, vests, ear plugs and face shields

218-Welding Supplies

\$200

Welding rods and steel for repairs and fabrication of replacement parts

223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the acquired plant operational

227-Utility Maintenance Supplies

\$800

Sewer system and lift station degreasers and deodorizers and refrigerated sample supply storage unit required by the PCA

231-Small Tools and Minor Equipment

\$700

Various small tools; replacement of chemical feed pumps and regulators

307-Professional Services

\$17,000

The City anticipates Flow charges from MCES to begin in 2015 with the amount yet to be determined, but is estimated above.

381-Electric Utilities

\$10,000

Utilities for the wastewater plant and lift stations

383-Water Utilities

\$500

Water for the wastewater plant and lift stations

387-Heating Fuels/Propane

\$100

Operating portable heating devices

403-Buildings/Facilities Repair and Maintenance

\$6,500

Repair services that cannot be performed in-house

481-Depreciation Expense

\$23,100

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Sewer Fund						<i>*Based on 15K quar</i>
						<i>*44 Customers</i>
Revenues						
	R 602-37200 Sewer Sales	62,655.00	69,143.03	19,991.55	76,400.00	76,400.00
	R 602-37201 Sewer Sales Commercial					5,000.00
	R 602-37255 Sewer Connection Inspection		230.00	100.00	100.00	100.00
	R 602-37260 Swr Penalty	1,130.00	513.42	30.95	1,500.00	1,500.00
Total Revenues - Sewer Fund		63,785.00	69,886.45	20,122.50	78,000.00	83,000.00
Expenditures						
	E 602-49451-101 Full-Time Employees Regular	12,697.00	12,819.48	4,894.81	12,800.00	13,600.00
	E 602-49451-102 Full-Time Employees Overtime	220.00	470.22	91.24	300.00	300.00
	E 602-49451-122 PERA-Coordinated Plan	937.00	963.50	361.52	900.00	1,000.00
	E 602-49451-125 FICA/Medicare	1,126.00	1,115.97	425.50	1,200.00	1,300.00
	E 602-49451-126 Deferred Compensation	382.00	397.20	152.09	400.00	400.00
	E 602-49451-131 Cafeteria Contribution	2,850.00	2,706.24	1,198.54	2,800.00	2,800.00
	E 602-49451-151 Worker s Comp Insurance Prem	428.00	138.10	615.35	500.00	500.00
	E 602-49451-211 Cleaning Supplies	-	24.75	-	100.00	100.00
	E 602-49451-215 Shop Supplies	-	-	-	100.00	100.00
	E 602-49451-216 Chemicals and Chem Products	16,636.00	15,187.10	3,537.00	16,000.00	1,000.00
	E 602-49451-217 Safety Supplies	-	1,084.49	371.84	500.00	500.00
	E 602-49451-218 Welding Supplies	223.00	-	-	150.00	200.00
	E 602-49451-223 Bldg/Facility Repair Supplies	5,453.00	1,710.98	907.93	7,000.00	2,000.00
	E 602-49451-227 Utility Maint Supplies	-	-	-	800.00	800.00
	E 602-49451-231 Small Tools and Minor Equip	633.00	31.89	-	700.00	700.00
	E 602-49451-302 Architect/Engineering Fees	1,071.00	333.50	-	-	-
	E 602-49451-303 Legal Fees	-	-	-	-	-
	E 602-49451-307 Professional Services Fees	6,332.00	6,336.61	1,912.75	7,000.00	17,000.00
	E 602-49451-381 Electric Utilities	11,708.00	13,541.58	3,250.42	10,000.00	10,000.00
	E 602-49451-383 Water Utilities	683.00	-	-	3,600.00	500.00
	E 602-49451-387 Heating Fuels/Propane	-	-	-	100.00	100.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	11,258.00	7,452.16	67.27	6,500.00	6,500.00
	E 602-49451-415 Other Equipment Rentals	-	-	-	-	-
	E 602-49451-422 Auto/Misc Licensing Fees/Taxes	1,450.00	1,450.00	1,450.00	1,800.00	-
	E 602-49451-434 Conferences/Meetings	600.00	-	-	500.00	500.00
	E 602-49451-610 Interest	295.00	-	-	350.00	-
	E 602-49451-481 Depreciation Expense	23,050.00	23,050.37	-	23,050.00	23,100.00
Total Expenditures - Sewer Fund		98,032.00	88,814.14	19,236.26	97,150.00	83,000.00
Net Income - Sewer Fund		(34,247.00)	(18,927.69)	886.24	(19,150.00)	-



2015 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; improve the financial performance of the Arena

EXPENDITURE DETAILS

223-Buildings & Facilities Repair and Maintenance Supplies

\$4,000

Repair and maintain Arena sign, boards, bleachers, HVAC, etc.

307-Professional Services

\$79,000

Reimburse management labor expenses for contracted Arena personnel

381-Electric Utilities

\$33,000

Electricity needs of the Arena

382-Gas Utilities

\$20,000

Natural gas heating needs of the Arena

403-Building & Facilities Repair and Maintenance Services

\$15,000

Outsourced facilities repair expense for repairs that cannot be performed by City/Arena employees

481-Depreciation

\$72,000

Depreciation on Arena and equipment

**City of East Bethel
2015 Budget**

	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget
Arena Operations						<i>*Based on 1148</i>
						<i>Prime hours sold at</i>
Revenues						<i>\$192 per hour</i>
	R 615-36210 Interest Earnings		2.23	25.08		-
	R 615-36240 Refunds/reimbursements	819.00	-	-	500.00	-
	R 615-37910 Concession Sales	10,644.00	-	-	-	-
	R 615-37920 Vending Machine Sales	138.00	499.85	163.68	500.00	500.00
	R 615-38060 Ice Rental Revenues	195,025.00	191,300.28	80,792.28	196,000.00	220,500.00
	R 615-38062 Dry Floor Events	1,500.00	1,350.00	675.00	1,500.00	1,500.00
	R 615-38064 Concession Rental	1,500.00	2,000.00	1,000.00	1,500.00	2,000.00
	R 615-38065 Locker Room Rental	7,500.00	7,500.00	-	7,500.00	7,500.00
	R 615-38066 Sign Space Rental	2,900.00	1,450.00	-	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	36,313.00	68,062.68	19,132.76	39,000.00	-
Total Revenues - Arena		256,339.00	272,165.04	101,788.80	248,500.00	234,000.00
Expenditures						
	E 615-49851-201 Office Supplies	-	-	-	-	-
	E 615-49851-211 Cleaning Supplies	-	-	-	-	-
	E 615-49851-212 Motor Fuels	1,742.00	1,799.89	618.30	2,500.00	2,000.00
	E 615-49851-219 General Operating Supplies	-	443.74	-	500.00	500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,899.00	2,048.56	350.41	5,000.00	4,000.00
	E 615-49851-231 Small Tools and Minor Equip	106.00	105.81	-	1,000.00	1,000.00
	E 615-49851-257 Concession for Resale	9,602.00	-	-	-	-
	E 615-49851-307 Professional Services Fees	80,556.00	86,072.20	28,814.22	84,000.00	79,000.00
	E 615-49851-321 Telephone	1,349.00	1,503.83	435.82	1,500.00	1,500.00
	E 615-49851-342 Legal Notices			15.38		
	E 615-49851-381 Electric Utilities	31,103.00	33,163.18	7,663.71	33,000.00	33,000.00
	E 615-49851-382 Gas Utilities	14,652.00	16,537.40	10,819.55	21,000.00	20,000.00
	E 615-49851-385 Refuse Removal	1,509.00	1,076.74	1,032.44	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,055.00	2,318.93	-	4,000.00	3,000.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	18,164.00	6,291.52	4,856.95	20,000.00	15,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	990.00	230.16	535.53	1,500.00	1,000.00
	E 615-49851-433 Dues and Subscriptions	145.00	145.00	-	500.00	-
	E 615-49851-540 Heavy Machinery		-	-		
	E 615-49851-610 Interest	180.00	-	-	-	-
	E 615-49851-481 Depreciation Expense	131,271.00	71,894.94	-	72,000.00	72,000.00
Total Expenditures - Arena		295,323.00	223,631.90	55,142.31	248,500.00	234,000.00
Net Income - Arena		(38,984.00)	48,533.14	46,646.49	-	-

2015 Budget



FUND: 701 – Equipment Replacement Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Equipment Replacement Operations provide for the systematic funding and acquisition of major pieces of equipment necessary for City operations. Accordingly, individual department budgets will not fluctuate based on equipment acquisition activities allowing for better long-term financial analyses, benchmarking and comparisons.

DEPARTMENTAL GOALS

Compare the current and future equipment needs of the City with the current equipment inventory; set up a funding plan to ensure that these equipment needs can be met without borrowing by establishing annual departmental funding requirements that ensure funds availability when equipment is no longer economically viable

CAPITAL OUTLAY

Streets – 550 1.5T Truck \$55,000

Parks – 4 x 4 Pickup \$30,000

Fire – F 250 4X4 CREW CAB - DUTY OFFICER \$45,000

Fire – BOAT \$15,000

Equipment Replacement					
Equipment Purchase Schedule					
	Inspection	Parks	Streets	Fire	Total
2015 Purchases					
FORD 150 4X4 (scheduled for 2014)		30,000.00			
FORD 550 1.5T CHASSIS TRUCK			55,000.00		
FORD 250 4X4 CREW CAB - DUTY OFFICER				45,000.00	
BOAT (scheduled for 2014)				15,000.00	
2015 Total					145,000.00
2016 Purchases					
FORD F150 4x4 (scheduled for 2012)	30,000.00				
Z TRACK MOWER (scheduled for 2015)		17,500.00			
Z TRACK MOWER		12,000.00			
FORD 550 1.5T CHASSIS TRUCK			58,000.00		
FORD L8000 REG CAB - 3000 GAL TANKER				250,000.00	
2016 Total					367,500.00
2017 Purchases					
KUBOTA (scheduled for 2015)		17,000.00			
KUBOTA W/ GROOMER		19,000.00			
J DEERE 770 BH GRADER (scheduled for 2015)			205,000.00		
CC-10 ROLLER (scheduled for 2012)			25,000.00		
FELLING 18 FT TRAILER			12,000.00		
2017 Total					278,000.00
2018 Purchases					
FORD F-150 2WD PICKUP			25,000.00		
FORD F-150 2WD PICKUP			25,000.00		
FELLING 18 FT TRAILER			12,000.00		
STERLING L8500 W/ CRYSTEEL BOX			188,000.00		
2018 Total					250,000.00
2019 - 2023 Purchases					
FORD ESCAPE 4X4	20,000.00				
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			190,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			194,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			196,000.00		
T190 BOBCAT WITH LOADER, AUGER FOR SKID STEER LOADER			52,000.00		
DUMP TRUCK, FALLS SNOW/WING PLOWS, SANDER			194,000.00		
SPARTAN 6 MAN CAB - 1250 PUMPER REFURBISH				50,000.00	
CHIEF'S AUTO				25,000.00	
FIRE TANKER APPARATUS REFURBISH				30,000.00	
FORD F-550 - MINI PUMPER REFURBISH				40,000.00	
2019- 2023 Total					991,000.00
2024 - 2028 Purchases					
FINISHING MOWER		17,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			194,000.00		
LOADER/BUCKET SNOW PLOW/WING			200,000.00		
SWEEPER/VAC TRUCK			180,000.00		
PICK UP			26,000.00		
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH				45,000.00	
FORD 4X4 1T PU - GRASS RIG				75,000.00	
2024 - 2028 Total					749,000.00
2028 & Beyond Purchases					
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			250,000.00		
FIRE TANKER APPARATUS				160,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				375,000.00	
FORD F-550 - MINI PUMPER				375,000.00	
FORD 550 QUICK ATTACK WITH PUMPER				380,000.00	
FOUR DOOR UTILITY PICK UP TRUCK				65,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER				475,000.00	
2028 & Beyond Total					2,380,000.00
Total Scheduled Purchases	50,000.00	112,500.00	2,593,000.00	2,405,000.00	5,160,500.00



2015 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 City 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
2015 budgeted transfer amount.

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

CAPITAL OUTLAY

To be determined



2015 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.

REVENUE DETAILS

34791-Developer Park Dedication Fee

\$0

Estimated 2015 revenue; actual revenue is dependent on 2015 development activity

EXPENDITURE DETAILS

Skate board equipment for Booster West Park

\$25,000

**Parks CIP
2015-2019
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2015 Beginning Balance	\$26,028			\$26,028
Park Dedication Fees		\$0		\$26,028
Skate board equipment for Booster West Park			\$25,000	\$1,028
2015 Ending Balance				\$1,028
2016 Beginning Balance	\$1,028			\$1,028
Park Dedication Fees		\$50,000		\$51,028
Install fence baseball field Anderson Lake Park			\$12,000	\$39,028
Install fence baseball field Norseland Park			\$12,000	\$27,028
2016 Ending Balance				\$27,028
2017 Beginning Balance	\$27,028			\$27,028
Park Dedication Fees		\$75,000		\$102,028
Irrigation system at Whispering Aspen			\$25,000	\$77,028
Pavilion at Norseland Manor Park			\$40,000	\$37,028
Irrigation system at Norseland Park			\$35,000	\$2,028
2017 Ending Balance				\$2,028
2018 Beginning Balance	\$2,028			\$2,028
Park Dedication Fees		\$70,000		\$72,028
Pavilion at Eveleth Park			\$40,000	\$32,028
Cedar Creek Park Additions			\$30,000	\$2,028
2018 Ending Balance				\$2,028
2019 Beginning Balance	\$2,028			\$2,028
Park Dedication Fees		\$80,000		\$82,028
New Park Development			\$50,000	\$32,028
2019 Ending Balance				\$32,028
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$195,000	\$219,000	
<p>Park Dedication Fees- Residential = up to 6 units/acre: 10% of land or cash equal to market value of land; 6 or more units/acre: 10% of land +1 % for each unit above 6 units/acre or cash equal to market value of land. Commercial = 5% of land or cash equal to market value of land</p>				



2015 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
\$50,000

Budgeted transfer amount is provided for park capital projects for all City parks.

EXPENDITURE DETAILS

Outdoor ice arena repairs
\$35,000
Bonde Park Irrigation
\$65,000

**Parks CIP
2015-2019
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2015 Beginning Balance	\$86,934			\$86,938
Transfer From General Fund		\$50,000		\$136,938
Outdoor Ice Rink Repairs			\$35,000	\$101,938
Bonde Park Irrigation			\$65,000	\$36,938
2015 Ending Balance				\$11,938
2016 Beginning Balance	\$11,938			\$11,938
Transfer From General Fund		\$50,000		\$61,938
Playground Equipment- Rod and Norma Smith Park			\$45,000	\$16,938
2016 Ending Balance				\$16,938
2017 Beginning Balance	\$16,938			\$16,938
Transfer From General Fund		\$50,000		\$66,938
Baseball field @Booster West Park			\$50,000	\$16,938
2017 Ending Balance				\$16,938
2018 Beginning Balance	\$16,938			\$16,938
Transfer From General Fund		\$50,000		\$66,938
Playground Equipment Booster East			\$45,000	\$21,938
2018 Ending Balance				\$21,938
2019 Beginning Balance	\$21,938			\$21,938
Transfer From General Fund		\$50,000		\$71,938
Playground Equipment Anderson Lakes			\$45,000	\$26,938
2019 Ending Balance				\$26,938
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$250,000	\$285,000	



2015 Budget

FUND: 410 – Trails Capital Fund
DEPT/ACTIVITY/PROJECT: 41000 – Trails Capital Projects

DEPARTMENTAL PROFILE

The Trails Capital Fund accounts for improvements to trails as part of the five-year plan.

DEPARTMENTAL GOALS

Implement improvements identified in the five-year plan within the authorized budget.

REVENUE DETAILS

34791-Developer Park Dedication Fee
\$0

Revenue is dependent on 2015 development activity

39209-General Fund Transfer
\$0

Budgeted transfer amount is provided for trail capital projects for all City trails.

EXPENDITURE DETAILS

Specific projects will be considered and approved by the City Council.

**Parks CIP
2015-2019
Funding Analysis**

TRAILS CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2015 Beginning Balance	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segment TBD			\$0	\$144,118
2015 Ending Balance				\$144,118
2016 Beginning Balance	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
2016 Ending Balance				\$144,118
2017 Beginning Balance	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
2017 Ending Balance				\$144,118
2018 Beginning Balance	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
2018 Ending Balance				\$144,118
2019 Beginning Balance	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
2019 Ending Balance				\$144,118
TOTAL TRAILS FUND SOURCES AND USES		\$0	\$0	



2015 Budget

FUND: 408 – Water System Access Fund
DEPT/ACTIVITY/PROJECT: 40800 – Water System Access Projects

DEPARTMENTAL PROFILE

The Water System Access Fund accounts for charges and improvements to construct water delivery facilities in the City. The Minnesota Department of Health (MDH) issued a Notice of Violation on January 31, 2006 to the City of East Bethel for exceeding the Gross Alpha and Combined Radium 226+228 Maximum Contaminant Levels (MCL) for public water supply well 1020042. During 2010 a new well was constructed to comply with the MDH/City agreement to remediate this problem financed by a grant and a low interest loan from MN Public Facilities Authority.

DEPARTMENTAL GOALS

Ensure that charges are sufficient to cover the debt issued to finance the cost of constructing a water delivery system with appropriate capacity to meet the needs of the City's customers

REVENUE DETAILS

34410-WAC Charges
\$5,000

WAC charges collected from customers in the Whispering Aspen development to pay the debt incurred to finance the construction of a new well.

EXPENDITURE DETAILS

934-Debt Fund Transfer
\$5,000

Transfer to debt service fund for repayment of MN Public Facilities Authority loan. Any repairs/expenditures related to the existing water infrastructure will be financed by the Water Fund.



2015 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
\$425,000
2015 budgeted transfer amount

EXPENDITURE DETAILS

Attached

**Street Capital Projects
2015-2019
Funding Analysis**

STREET CAPITAL FUND	Beginning	Sources	Uses	Ending
	Balance	(Revenues)	(Project Costs)	Balance
2015 Beginning Balance	\$741,186			
Transfer from General Fund		\$425,000		\$1,166,186
225th Ave-Sealcoat			\$23,000	\$1,143,186
222nd Ave-Sealcoat			\$7,000	\$1,136,186
226th LN-Sealcoat			\$20,000	\$1,116,186
London St- Sealcoat			\$25,000	\$1,077,686
221st Ave-Sealcoat			\$35,000	\$1,042,686
Wake St- Sealcoat			\$15,000	\$1,027,686
Waconia Circle and Staples St-Sealcoat			\$110,000	\$917,686
Isanti St-Overlay			\$56,400	\$861,286
Rochester St-Overlay			\$140,000	\$721,286
7th St Overlay			\$140,000	\$581,286
Leyte St-Overlay			\$85,000	\$496,286
2015 Ending Balance				\$496,286
2016 Beginning Balance	\$496,286			
Transfer from General Fund		\$425,000		\$921,286
Rendova St- Overlay			\$140,000	\$781,286
Okinawa and Tippecanoe-Overlay			\$225,000	\$556,286
209th, Austin, and 204th-Overlay			\$505,900	\$50,386
2016 Ending Balance				\$50,386
2017 Beginning Balance	\$50,386			
Transfer from General Fund		\$425,000		\$475,386
Sunny View Addition- Sealcoat			\$53,000	\$422,386
DeGardners Addition- Sealcoat			\$75,500	\$346,886
2017 Ending Balance				\$346,886
2018 Beginning Balance	\$346,886			
Transfer from General Fund		\$425,000		\$771,886
Hidden Haven West-sealcoat			\$180,000	\$591,886
Hidden Haven East-sealcoat			\$70,000	\$521,886
Cedar Brook Addition-sealcoat			\$90,000	\$431,886
2018 Ending Balance				\$431,886
2019 Beginning Balance	\$431,886			
Transfer from General Fund		\$425,000		\$856,886
Projects TBD			\$0	\$856,886
2019 Ending Balance				\$856,886
Total Street Capital Fund Sources and Uses		\$2,125,000	\$2,009,300	

**City of East Bethel
2015 Levy (Summary)**

Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget	% Change
Tax Levies - City						
General Fund Tax Levy	4,191,470.00	4,123,317.00		4,050,450.00	4,051,600.00	0.0%
2005 A / 2013 A	147,328.00	149,638.00		126,500.00	127,000.00	0.4%
2008 A	158,000.00	180,000.00		180,000.00	180,000.00	0.0%
2010 A	-	-		470,000.00	487,000.00	3.6%
2010 B / 2014 A	-	-		300,000.00	330,000.00	10.0%
2010 C	-	-		-	-	N/A
Total Levy - City	4,496,798.00	4,452,955.00	-	5,126,950.00	5,175,600.00	0.9%
Tax Levies - Special Levies						
City HRA	-	-		-	-	
County HRA	-	-		-	-	
City EDA	163,428.00	144,670.00		123,022.00	123,022.00	
Total Levy - Special	163,428.00			123,022.00	123,022.00	0.0%

**City of East Bethel
2015 General Fund (Summary)**

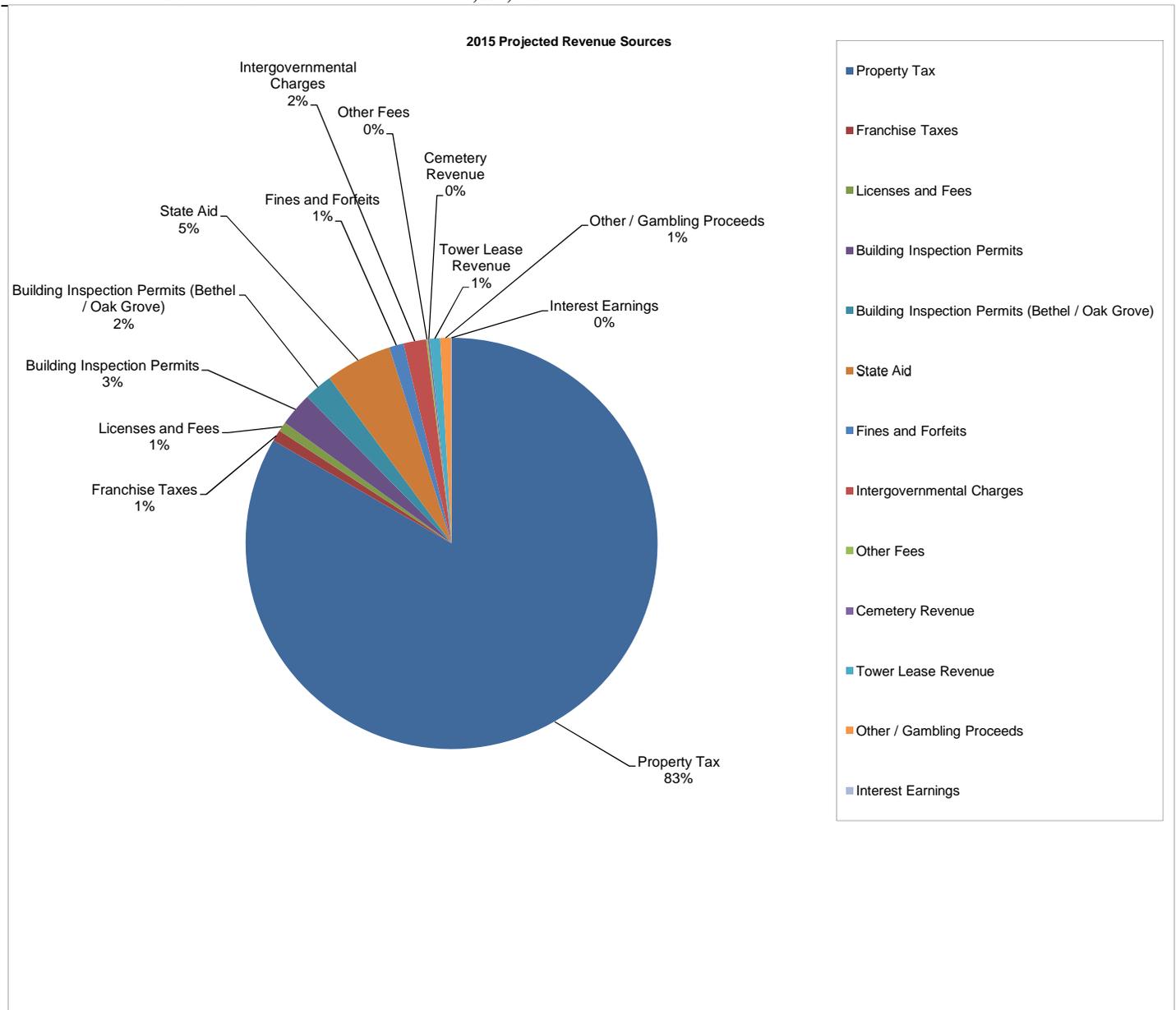
General Fund	Account Description	2012 Actual	2013 Actual	1/1/14 to 5/31/14 Actual	FY 2014 Budget	FY 2015 Budget	% Change
Revenues							
	Property Tax	4,225,662.00	4,138,427.89	-	4,050,450.00	4,051,600.00	0%
	Franchise Taxes	40,227.00	49,490.39	17,863.02	41,000.00	43,000.00	5%
	Licenses and Fees	38,325.00	34,190.10	28,768.21	35,900.00	36,500.00	2%
	Building Inspection Permits	152,980.00	147,799.90	41,888.61	116,000.00	128,000.00	10%
	Building Inspection Permits (Bethel / Oak Grove)	-	194,840.27	39,647.32	100,000.00	110,000.00	10%
	State Aid	222,965.00	244,110.10	96,057.00	254,000.00	254,000.00	0%
	Fines and Forfeits	52,470.00	52,624.07	19,279.87	55,000.00	55,000.00	0%
	Intergovernmental Charges	97,809.00	89,469.94	71,415.54	73,000.00	87,000.00	19%
	Other Fees	11,419.00	4,936.76	1,027.71	6,450.00	6,600.00	2%
	Cemetery Revenue	6,200.00	5,950.00	2,500.00	6,000.00	6,000.00	0%
	Tower Lease Revenue	-	-	-	-	40,000.00	N/A
	Other / Gambling Proceeds	49,384.00	54,041.95	36,610.61	41,500.00	41,500.00	0%
	Interest Earnings	2,100.00	1,170.48	559.22	2,000.00	2,000.00	0%
Total Revenues - General Fund		4,899,541.00	5,017,051.85	355,617.11	4,781,300.00	4,861,200.00	1.7%
Expenditures							
General Government							
	Council	76,008.00	69,798.93	33,939.01	83,800.00	79,300.00	-5%
	City Administration	206,887.00	228,722.74	80,723.67	212,900.00	219,000.00	3%
	Elections	8,709.00	1,687.26	-	13,400.00	2,000.00	-85%
	City Clerk	102,918.00	99,516.77	19,347.69	101,400.00	101,000.00	0%
	Finance	225,500.00	226,764.80	98,492.58	226,550.00	234,200.00	3%
	Assessing	45,804.00	51,281.52	13,029.63	51,700.00	53,000.00	3%
	Legal	157,727.00	147,051.79	40,845.44	150,500.00	150,500.00	0%
	Human Resources	-	3,164.00	-	3,250.00	-	-100%
	Government Buildings	47,106.00	38,080.87	11,718.20	43,800.00	43,000.00	-2%
	Risk Management	96,210.00	103,367.18	110,807.00	105,150.00	111,000.00	6%
	Central Services	77,758.00	83,644.73	29,123.01	97,950.00	93,500.00	-5%
Total General Government		1,044,627.00	1,053,080.59	438,026.23	1,090,400.00	1,086,500.00	0%
Community Development							
	Planning and Zoning	169,260.00	191,740.51	62,480.56	166,400.00	172,200.00	3%
	Building Inspection	139,412.00	174,941.16	88,615.86	231,000.00	242,200.00	5%
Total Community Development		308,672.00	366,681.67	151,096.42	397,400.00	414,400.00	4%
Public Safety							
	Police Protection	959,924.00	959,255.06	515,260.95	990,000.00	1,024,000.00	3%
	Fire Protection	511,145.00	543,995.03	254,596.28	554,300.00	566,000.00	2%
Total Public Safety		1,471,069.00	1,503,250.09	769,857.23	1,544,300.00	1,590,000.00	3%
Engineering							
	Engineering	29,196.00	28,871.26	10,257.28	40,000.00	35,000.00	-13%
Total Engineering		29,196.00	28,871.26	10,257.28	40,000.00	35,000.00	-13%
Public Works							
	Public Works - Parks Maintenance	376,067.00	367,896.15	148,375.33	393,700.00	399,600.00	1%
	Public Works - Streets	719,920.00	762,350.45	372,300.52	788,000.00	808,200.00	3%
Total Public Works		1,095,987.00	1,130,246.60	520,675.85	1,181,700.00	1,207,800.00	2%
Civic Events							
	Civic Events	2,501.00	2,500.00	-	2,500.00	2,500.00	0%
Total Culture and Recreation		2,501.00	2,500.00	-	2,500.00	2,500.00	0%
Transfers							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00	0%
	Transfer to Parks Capital	100,000.00	75,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Trail Capital	5,000.00	-	-	-	-	N/A
	Transfer to Debt Service	-	-	605,000.00	20,000.00	-	N/A
	Contingency	-	21,600.00	-	-	-	N/A
Total Other		580,000.00	571,600.00	1,130,000.00	545,000.00	525,000.00	-4%
Total Expenditures - General Fund		4,532,052.00	4,656,230.21	3,019,913.01	4,801,300.00	4,861,200.00	1.2%
Excess of Revenues over Expenditures - General Fund		367,489.00	360,821.64	(2,664,295.90)	(20,000.00)	-	

Appendix A

2015 General Fund Revenue Sources

Property Tax	4,051,600
Franchise Taxes	43,000
Licenses and Fees	36,500
Building Inspection Permits	128,000
Building Inspection Permits (Bethel / Oak Grove)	110,000
State Aid	254,000
Fines and Forfeits	55,000
Intergovernmental Charges	87,000
Other Fees	6,600
Cemetery Revenue	6,000
Tower Lease Revenue	40,000
Other / Gambling Proceeds	41,500
Interest Earnings	2,000

Total Revenue 4,861,200



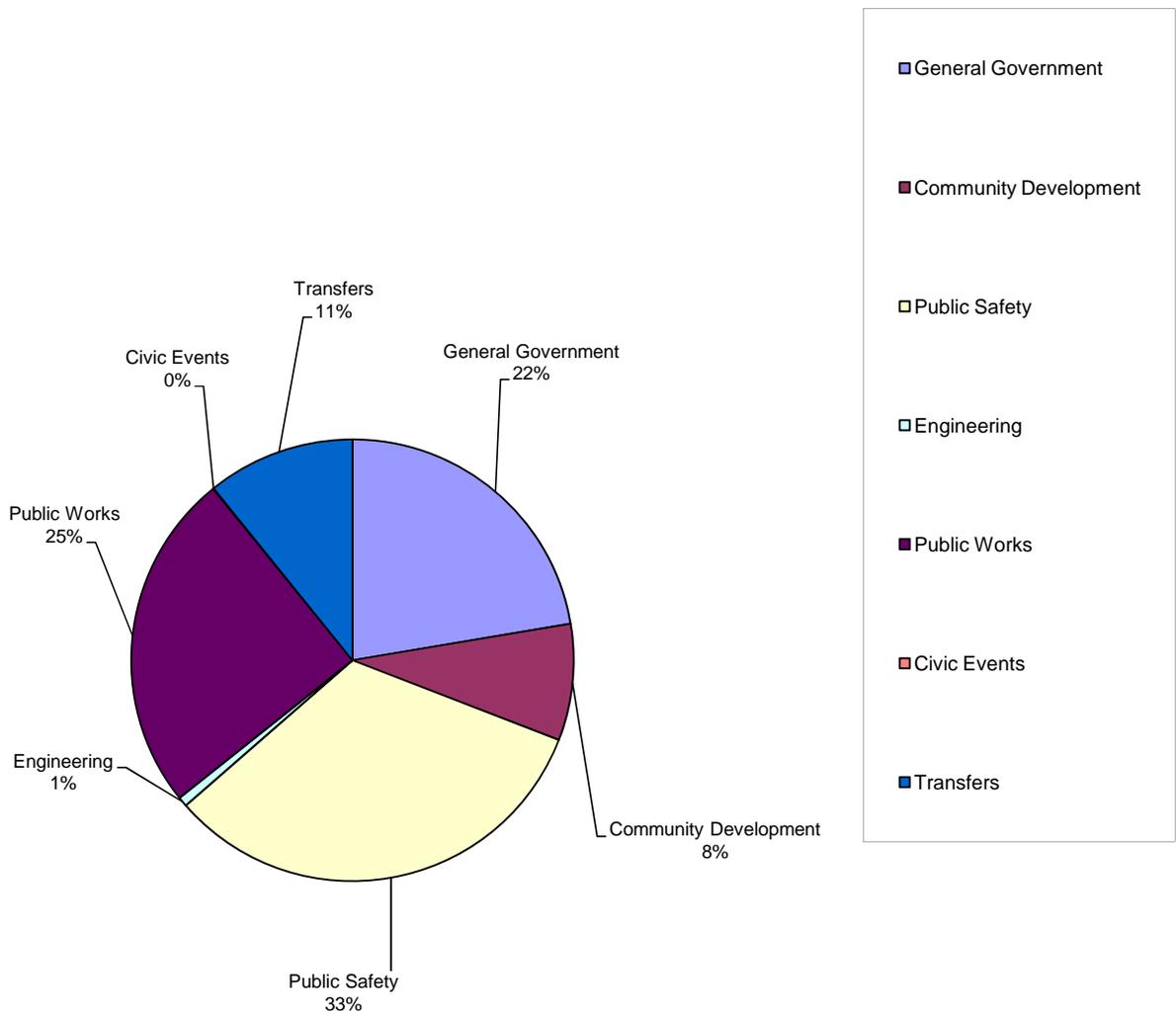
Appendix B

2015 General Fund Expenditures

General Government	1,086,500
Community Development	414,400
Public Safety	1,590,000
Engineering	35,000
Public Works	1,207,800
Civic Events	2,500
Transfers	525,000

Total Expenditures	4,861,200.00
---------------------------	---------------------

2015 Projected Expenditures



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

RESOLUTION NO. 2014-32

RESOLUTION SETTING DATE FOR FINAL BUDGET AND TAX LEVY HEARING

WHEREAS, Minnesota Statutes 275.065 requires that on or before September 15th of every year, at a regularly scheduled meeting of the City Council at which the City Council adopts a preliminary property tax levy, the City Council must announce the time and place of a regularly scheduled meeting at which the final property tax levy and budget will be discussed and the final property tax levy and budget will be determined.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: the regularly scheduled meeting on Wednesday, December 3, 2014 at 7:30 PM at City Hall is hereby designated as the meeting at which City Council will discuss and adopt the final 2015 Property Tax Levy and 2015 Budget.

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

Adopted this 3rd day of September, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Jr., Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2014-33

**RESOLUTION SETTING THE PRELIMINARY PROPERTY TAX LEVY AND
BUDGET FOR 2015**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before September 15; and

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2015.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levies and budgets for the General Fund and the Debt Service Funds for 2015 are as follows:

General Levy: \$4,051,600

Debt Service Levy:

2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 127,000
2010A	\$ 487,000
2014A	\$ 330,000

\$5,175,600

**The above levy includes the amount necessary to cover debt service requirements in 2015 and cancels any previous scheduled amounts.*

<u>Budgets:</u>	General Fund	\$4,861,200
	Debt Service	\$1,369,356

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 3rd day of September, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Jr., Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2014-34

**RESOLUTION SETTING THE PRELIMINARY ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2015**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before September 15; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2015.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the preliminary property tax levy and budgets for the Economic Development Authority for 2015 are as follows:

Economic Development Authority General Levy	\$123,022
---	-----------

Economic Development Authority Budget	\$123,022
---------------------------------------	-----------

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 3rd day of September, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Jr., Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2014-35

**A RESOLUTION CONSENTING TO THE HOUSING & REDEVELOPMENT
AUTHORITY IN AND FOR THE CITY OF EAST BETHEL
ADOPTING A 2014 TAX LEVY COLLECTIBLE IN 2015**

WHEREAS, the Housing and Redevelopment Authority, in and for the City of East Bethel, at its meeting on July 2, 2014, adopted no tax levy in 2014 collectible in 2015; and

WHEREAS, the City Council must consent to any Authority levy prior to it becoming effective, as required by Minnesota Statutes Section 469.033.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT: the Council hereby consents to the HRA's action of no tax levy for 2015.

Adopted this 3rd day of September, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Jr., Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Agenda Information

Date:

September 3, 2014

Agenda Item Number:

Item 8.0 D.2

Agenda Item:

2015 Law Enforcement Contract

Requested Action:

Consider approving the 2015 Law Enforcement Contract

Background Information:

Attached is the proposed 2015 Law Enforcement Contract that was presented by Sheriff Stuart and discussed at the July 9, 2014 City Council Work Meeting. There were no directions as to selection of other options for the contract.

The contract as presented would retain the same level of service for 2015, 36 hour per day coverage with a 20 hour per week CSO coverage. Total cost of the proposed 2015 contract will be \$1,016,071. This represents an increase of 3.5% over the 2014 contract amount of \$981,312. Contract costs increased due to County increases in wages and benefits and PSDS (Public Safety Data Systems) costs.

Attachments:

Proposed 2015 Law Enforcement Contract

Fiscal Impact:

See Above

Recommendation(s):

Staff is requesting Council consider approval of the 2015 Law Enforcement Contract as presented

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



Office of the Sheriff

ANOKA COUNTY
SHERIFF JAMES STUART

August 25, 2014

The Honorable Robert DeRoche and
Council Members of the City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Dear Mayor DeRoche and Council Members:

Attached for your review are three copies of the 2015 Law Enforcement Contract between the City of East Bethel and the Anoka County Sheriff's Office.

After all necessary signatures are obtained from the City of East Bethel representatives; please forward the contracts to Lieutenant Paul Lenzmeier in our administrative division. He will then return a fully executed copy of the contract for your records.

If you need any additional information or have any questions, please do not hesitate to contact Lieutenant Lenzmeier. As always, we strive to provide your city with the finest law enforcement services possible and look forward to continued service to your community.

Sincerely,


James Stuart
Sheriff, Anoka County

BBA:ak
attachments



LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2014, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of East Bethel, Minnesota, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, hereinafter referred to as the "Municipality", for the period of January 1, 2015, through December 31, 2015, hereinafter referred to as the "Contract Term".

WITNESSETH:

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

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

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

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

I. PURPOSE

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

II. SERVICES TO BE PROVIDED BY THE COUNTY

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

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

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

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

E. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 36 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided, and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. The County will also provide 20 hours per week of Community Service Officer coverage. Daily patrol service will provide and fulfill those services and duties ordinarily provided and fulfilled by city police officers as provided by state law and municipal ordinances. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the municipality.

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

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

III. DUTIES OF MUNICIPALITY

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

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

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of One Million Sixty Thousand Nine Hundred Eleven and 00/100 Dollars (\$1,060,911.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. In addition, the County will provide 20 hours per week of Community Service Officer coverage in an assigned patrol car. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

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

V. RENEWAL/AUTOMATIC RENEWAL

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

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

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

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

VI. COLLABORATION

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

VII. DISBURSEMENT OF FUNDS

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

VIII. STRICT ACCOUNTABILITY

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

IX. AFFIRMATIVE ACTION

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

X. INDEMNIFICATION

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

XI. TERMINATION

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

XII. NOTICE

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

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

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

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

COUNTY OF ANOKA

CITY OF EAST BETHEL

By: _____
Rhonda Sivarajah, Chair
County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

ATTEST

By: _____
Jerry Soma
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
James Stuart
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Frantz
Assistant County Attorney

Dated: _____

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.6 Deputies at \$5,642 /month	514,550
2.)	7 Overtime (Average hours/month per Deputy)	31,170
B. Non-Sworn C.S.O.		\$16,432
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	88,407
	P.E.R.A. (Non-Sworn)	1,191
	FICA	1,257
	Medicare	7,913
	Severance Allowance	13,893
	Unemployment Compensation	843
	Life Insurance	319
	Health Insurance	117,800
	Dental Insurance	3,625
	Long Term Disability Insurance	1,201
	Worker's Compensation	8,488
	Uniforms	7,808
	<i>Total Benefits</i>	252,746
TOTAL PERSONNEL COSTS		\$814,898

II. VEHICLE

A. Police Equipped Vehicles	1.5 Squads	42,750
B. C.S.O. Vehicle	1 Vehicle	\$7,200
C. Maintenance Costs		
1.)	Vehicle	82,344
2.)	Emergency & Communications Equipment & replc/maint fees	9,091
3.)	Emergency Vehicle Equipment replc. Fee	1,500
3.)	Insurance	8,400
4.)	Cellular Telephone	2,040
	<i>Total Maintenance Costs</i>	103,375
TOTAL VEHICLE COSTS		\$153,325

III. Administrative Costs

A. PSDS Increased Maintenance costs	9,699
B. Administrative, Clerical,+ substation computer line charge, Etc.	82,990
<i>Total Administrative Costs</i>	\$92,688.79

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

	\$1,060,911
*Less Amount Received From State for Police State Aid	44,840
NET COST TO CONTRACTING MUNICIPALITY	\$1,016,071

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

The latest estimate is \$5,900 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1



City of East Bethel City Council Agenda Information

Date:

September 3, 2014

Agenda Item Number:

Item 8.0 E.1

Agenda Item:

Street Sign Maintenance and Retro-reflectivity Program

Requested Action

Consider approving Street Sign Maintenance and Retro-reflectivity Program

Background Information

The Manual on Uniform Traffic Control Devices (MUTCD) of the Federal Highway Safety Administration establishes standards for traffic signs on public roads. Recently adopted regulations for MUTCD now require all agencies/municipalities to adopt a sign maintenance program which meets the new minimum retro-reflectivity requirements for traffic signs. All agencies/municipalities that own and maintain traffic signage are required to meet these new requirements.

Agencies/municipalities are required to establish and implement a sign assessment or management method to maintain minimum levels of sign retro-reflectivity. City staff have drafted a street sign maintenance program that meets the requirements of the MUTCD. The City Council reviewed a previous draft on December 21, 2011 but do to the uncertainties of the changing compliance dates, tabled the discussion until a final compliance date was established. The current draft reflects the changes made to the compliance dates and program requirements.

The signs required to meet the retro-reflectivity standard include regulatory signs (stop signs, speed limit signs, and yield signs) and warning signs (signs with yellow or orange background). Street name signs, no parking signs, and any sign with a blue, brown, or green background are not included in the requirements. The public works staff has already incorporated many of the practices into their sign maintenance program and has begun replacement of signs that clearly fall below the minimum requirements.

Attachments:

Attachment #1 Draft Street Sign Maintenance Program

Attachment #2 MUTCD Retro Requirements

Fiscal Impact:

The City currently budgets \$8,000 annually for street signs and road markings. The budget includes replacing damaged and stolen signs as well as replacing outdated signs. The current

budget has been meeting the requirements but may need to be increased beyond 2015 to meet the schedule of this mandate.

Recommendation(s): Staff recommends Council approval of the mandated Street Sign Maintenance and Retro-reflectivity Policy.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

City of East Bethel

Anoka County Minnesota

RETRO-REFLECTIVITY SIGN MAINTENANCE PROGRAM

Prepared: August 2014

Adopted:

TABLE OF CONTENTS

I.	INTRODUCTION	PAGE 1
II.	OBJECTIVES	PAGE 1
III.	UNIFORM STANDARDS FOR SIGNS	PAGE 1
IV.	TRAFFIC CONTROL FOR LOW VOLUME ROADS.....	PAGE 2
V.	SIGN RETRO-REFLECTIVITY ASSESSMENT.....	PAGE 2
VI.	SIGN REPLACEMENT PLAN.....	PAGE 4
VII.	RETRO-REFLECTIVE SHEETING MATERIALS.....	PAGE 5
VIII.	ONGOING REPLACEMENT PLAN	PAGE 5
IX.	CONCLUSION.....	PAGE 6

I. INTRODUCTION

Retro-reflectivity refers to the property of an object to reflect light back to the source. In this case, retro-reflective traffic sign sheeting is used to reflect light from vehicles headlamps back to the driver's eyes, thus increasing the sign visibility at night. Retro-reflective traffic sign sheeting is created using tiny glass beads or prismatic reflectors, which has been developed to reflect light.

Maintaining traffic sign retro-reflectivity is increasingly more important as the older driver population increases. Therefore, the Federal Highway Administration (FHWA) recently adopted language that requires all agencies that maintain roadways open to the traveling public to adopt a sign maintenance program which is designed to maintain traffic sign retro-reflectivity at or above specific levels. The 2003 Manual of Uniform Traffic Control Devices (MUTCD), revision 2, identifies the minimum retro-reflectivity levels.

II. OBJECTIVE

The objective for this retro-reflectivity sign maintenance program is to identify the method(s) that the City will use to maintain minimum retro-reflectivity levels for all City signs subject to the new requirements.

III. UNIFORM STANDARDS FOR SIGNS

FHWA establishes basic standards for signs as found in the Manual on Uniform Traffic Control Devices (MUTCD). The Minnesota Department of Transportation (Mn/DOT) has established their own (MN MUTCD) policy for traffic control on all public streets, roads and highways within the State of Minnesota. Most of the text, figures and tables are identical to the Federal MUTCD, while others have been modified to meet state laws, or to more closely reflect the conditions and policies of Minnesota.

The MN MUTCD regulates the different types of signs, such as regulatory, warning and guide signs. This document also establishes standards for temporary traffic controls, traffic signals, and pavement markings.

In order to ensure the safety and efficiency of City roads, the City will install and maintain their signs in accordance with the MN MUTCD.

IV. TRAFFIC CONTROL FOR LOW VOLUME ROADS

Part 5 of the MN MUTCD is titled “Traffic Control for Low–Volume Roads”. This section of the manual is the basis for signing local low-volume roadways, with traffic volumes of less than 400 AADT.

This section of the manual specifically supplements and references the criteria for traffic control devices commonly used on low volume roads. While certain roadway signs are required, others are suggested with the statement “should be used”, or “may be used”.

- A. The MN MUTCD **requires** very few signs on low volume roads. The following signs are included as **required** signs:
 - 1. Minimum Maintenance Road – Shall be posted at the entry points to all minimum maintenance roads.
 - 2. Railroad crossing and advance railroad crossing signs shall be posted for all at grade intersections between roadways and railroads.
- B. Part 5 of the MN MUTCD provides guidance for the use of regulatory signs, warning signs, guide signs, pavement markings, highway-rail grade crossings, and temporary traffic control zones for low volume roads. The application of “suggested” traffic control devices on low volume roads will be based on engineering judgment or studies.

V. **SIGN RETRO-REFLECTIVITY ASSESSMENT**

The City will initially utilize the Visual Nighttime Inspection Method to identify which existing signs fail to meet the established minimum levels of retro-reflectivity. This method is the most practical method allowed because it does not require any specialized equipment or other large investments by the City.

The City will utilize either the Consistent Parameters Procedure or the Calibration Signs Procedure of the Visual Inspection Method. The following is an outline of the procedures to be followed by the City in performing the visual nighttime inspection of the signs:

Procedure 1 – Consistent Parameters Procedure:

- A.) The assessment shall be done by a team of two trained inspectors, one driver and one inspector over the age of 60 years old.
- B.) The team shall be driving a model year 2000 or newer SUV or pickup truck.
- C.) The inspector shall evaluate the existing retro-reflectivity of all signs while traveling at or near the posted speed limit with the headlights on low beam. Signs shall be rated according to the following:
 - Fail: Signs with retro-reflectivity below that of their nighttime driving needs.
 - Marginal: Signs with retro-reflectivity at or slightly above that of their nighttime driving needs.
 - Adequate: Signs with retro-reflectivity clearly above that of their nighttime driving needs.
- D.) Consistency of testing conditions. Inspections will be conducted during consistent nighttime conditions whenever possible. More specifically, inspections will be conducted on clear nights, when there is no rain or fog. The interior light of the inspection vehicle will be off. A pen light will be used for recording the results of the inspection.

Procedure 2 – Calibration Signs Procedure:

- A.) The assessment shall be done by a team of two trained inspectors.
- B.) The team shall be driving a model year 2000 or newer SUV or pickup truck.
- C.) The team shall view a set of calibration signs of each color each night before beginning the inspections, which are known to be slightly above the established minimum retro-reflectivity levels. Viewing the calibration signs shall be done with the headlights on low beam at or near the speed limit of the roadway, or at a typical viewing distance which would be adequate to react to the traffic control device.
- D.) The inspector shall evaluate the existing retro-reflectivity of all signs while traveling at or near the posted speed limit with the headlights on low beam. Signs shall be rated according to the following:

Fail: Signs with retro-reflectivity below that of the calibration test panels.

Marginal: Signs with retro-reflectivity at or slightly above that of the calibration test panels.

Adequate: Signs with retro-reflectivity clearly above that of the calibration test panels.

E.) Consistency of testing conditions. Inspections will be conducted during consistent nighttime conditions whenever possible more specifically, inspections will be conducted on clear nights, when there is no rain or fog. The interior light of the inspection vehicle will be off. A pen light will be used for recording the results of the inspection.

VI. SIGN REPLACEMENT PLAN

Signs with a rating of “fail” will be scheduled for replacement as soon as possible. Regulatory sign replacement will take precedence with regards to funding.

Signs with retro-reflectivity ratings of “marginal” will be scheduled for replacement as soon as practical. Although the signs may be at, or slightly above, the minimum retro-reflectivity levels at the time of the inspection, the retro-reflectivity levels will degrade over time and will eventually fall below the minimum levels.

Signs with a rating of adequate shall be reviewed on a biannual basis. When the retro-reflectivity reaches a marginal condition, the sign shall be scheduled for replacement.

VII. RETRO-REFLECTIVE SHEETING MATERIALS

ASTM D4956 describes the types of retro-reflective sheeting materials that can be used on traffic signs. The new MUTCD minimum retro-reflectivity requirements refer to sheeting types as defined in ASTM D4956. Sheeting types that can be used according to the new requirements are as follows (current as of March 2008):

- All prismatic sheeting materials may be used for all signs.
- High Intensity Beaded (Type III) and Super Engineer Grade (Type II) may be used for all signs except for the white legend on overhead guide signs.

- Engineer Grade (Type I) may be used for all signs except for:
 - the white legend on guide signs,
 - the white legend on street name signs, and
 - all yellow and orange warning signs.

Even though a particular type of sheeting might initially meet the minimum retro-reflectivity levels when new, it may quickly degrade to below the minimum retro-reflectivity levels.

The use of higher performance sheeting, even though it has a higher initial cost, might provide a better life cycle cost for the agency.

The FHWA has developed a sheeting ID guide and has posted it at: www.fhwa.dot.gov/retro.

VIII. ONGOING REPLACEMENT PLAN

As the City replaces roadway signs, they will document the year installed and sheeting material used for each sign.

When the installation year and sheeting type of the sign are known, the City will use the Expected Sign Life method to maintain the minimum retro-reflectivity levels. Signs of known age and sheeting type will be replaced just before their expected life has expired. The City will utilize the following schedule for replacement of signs with known age and sheeting type:

<u>Material Grade</u>	<u>Replacement Interval</u>
Engineer Grade (Type I)	8 year replacement
High Intensity Beaded (Type III)	10 year replacement
Prismatic Sheeting	12 year replacement

If the sign sheeting has a warranty exceeding the above interval, the replacement interval may be extended to the number of years of the warranty. If an engineering study is available showing that the expected life may differ or be extended from the above schedule, the City may consider revising the above schedule as supported by the engineering study. The City may only consider engineering studies that have consistent parameters and were performed in a similar geographic area.

IX. CONCLUSIONS

Implementation of this program will ensure that the minimum retro-reflectivity levels, as determined by the Federal Highway Administration (FHWA), will be maintained to the best of the City's ability.

The information in this report is intended to serve as a framework for ensuring that all traffic signs under jurisdiction of the City are maintained at or above the minimum retro-reflectivity levels as determined by the FHWA.

A retro-reflectivity assessment shall be completed by the City as outlined in Section V of this report, for all signs with an unknown age or sheeting type. After completion of the Visual Nighttime Assessment, a replacement plan shall be implemented for all signs not meeting the minimum retro-reflectivity requirements.

As the City replaces signs, the City will document the year installed and sheeting type and will use the Expected Sign Life Method for maintaining minimum retro-reflectivity levels.

Therefore, the retro-reflectivity levels of all signs subject to the retro-reflectivity standards will be maintained using a combination of the Visual Nighttime Assessment Method and Expected Sign Life Method, as described herein.

As signs are replaced under this program, the City will consider the need for each sign.



Maintaining Traffic Sign Retroreflectivity

**updated in 2013 to reflect current MUTCD compliance dates*

FHWA-SA-07-020 (Revised 2013)

This document is referenced in **Section 2A.08** of the *Manual on Uniform Traffic Control Devices* (MUTCD). Please be sure to review the methods discussed on pages two and three, along with the related procedures that make each method reliable and meaningful in its use to maintain signs above the minimum retroreflectivity levels. A full report on these methods can be found at www.fhwa.dot.gov/retro.

SCHEDULE

Method:

Agencies have until **June 14, 2014** to implement and continue to use an assessment or management method that is designed to maintain regulatory and warning sign retroreflectivity at or above the minimum levels in Table 2A-3 of the 2009 MUTCD.

Although guide signs are included in the minimum retroreflectivity levels table, there is not a specified compliance date for guide signs (including street name signs) to be addressed by an agency's method. Guide signs are to be added to an agency's management or assessment method as resources allow.

Sign Replacement:

Agencies need to replace any sign they identify as not meeting the established minimum retroreflectivity levels. Agencies' schedules for replacing signs are based on resources and relative priorities rather than specific compliance dates.

Traffic signs provide important information to road users. To be effective, traffic sign visibility must be maintained during daytime and nighttime conditions. In addition to Section 2A.08, the MUTCD addresses sign visibility in several other places, including Sections 1A.03, 1A.04, 1A.05, 2A.06, 2A.07, and 2A.22. These sections address factors such as uniformity, design, placement, operation, and maintenance.

The Standard in Section 2A.08 requires agencies to use a maintenance method that is designed to maintain traffic signs at or above minimum levels of retroreflectivity in Table 2A-3. Including Table 2A-3 in the MUTCD does not imply that an agency must measure the retroreflectivity of every sign. Rather, the MUTCD summarizes five methods that agencies can use to maintain traffic sign retroreflectivity at or above the minimum levels. These methods are listed in Section 2A.08 and are discussed on pages two and three of this document. The Standard promotes safety while providing sufficient flexibility for agencies to choose one or more maintenance methods that best match their specific conditions.

This Standard does NOT imply all signs need to be replaced. The intent is to identify and replace signs that no longer meet the needs of nighttime drivers.

The MUTCD language recognizes that there may be some individual signs that do not meet the minimum retroreflectivity levels at a particular point in time. Reasons for this include vandalism, weather, or damage due to a crash. As long as the agency is using one of the methods (with appropriate procedures) to maintain their signs, they are considered to be in compliance with this Standard.

The methods recommended in the MUTCD are broken into two categories: management methods and assessment methods. Assessment methods involve sending personnel out to examine and assess the retroreflective performance of signs. Some agencies may find this approach to be more labor intensive and turn to management methods as an alternative. Management methods may require less field work (or none at all in some cases) but may also result in replacing some signs that still have useful life left in terms of retroreflectivity. These recommended methods are discussed on pages two and three of this document and are described in detail in a full report entitled "Methods for Maintaining Traffic Sign Retroreflectivity," available at www.fhwa.dot.gov/retro.

ASSESSMENT METHODS

Assessment methods involve evaluating individual signs within an agency's jurisdiction. There are two basic assessment methods identified in the 2009 MUTCD: visual nighttime inspection and measured sign retroreflectivity.

1. VISUAL NIGHTTIME INSPECTION METHOD

In the visual nighttime inspection method, on-the-fly assessments of retroreflectivity are made by an inspector during nighttime conditions. The following are keys to successfully implementing the visual nighttime inspection method:

- A. Develop guidelines and procedures for inspectors to use in conducting the nighttime inspections and train inspectors in the use of these procedures.
- B. Conduct inspections at normal speed from the travel lane(s).
- C. Conduct inspections using low-beam headlights while minimizing interior vehicle lighting.
- D. Evaluate signs at typical viewing distances so that adequate time is available for an appropriate driving response.

One or more of the following procedures should be used to properly implement this method:

Calibration Signs Procedure (for Visual Nighttime Inspection Method)

Calibration signs have known retroreflectivity levels at or above minimum levels. These calibration signs are set up so the inspector views the calibration signs in a manner similar to nighttime field inspections. A trained inspector views calibration signs prior to conducting the nighttime inspection described in 1 A-D above. The inspector uses the visual appearance of the calibration signs to establish the evaluation threshold for that night's inspection.

During the nighttime drive-through inspection of in-service signs, if the inspector believes a sign appears to be less bright than the calibration signs viewed earlier, the in-service sign should be replaced. The following factors provide additional information on the use of this procedure:

- Calibration signs are needed for each color of sign in Table 2A-3 of the 2009 MUTCD.
- Calibration signs are viewed at typical viewing distances using the inspection vehicle.
- Calibration signs need to be properly stored between inspections so that their retroreflectivity does not deteriorate over time.

Comparison Panels Procedure (for Visual Nighttime Inspection Method)

Comparison panels are fabricated with retroreflectivity levels at or above the minimum levels. The trained inspector makes an initial nighttime visual inspection described in 1 A-D above to identify signs that are obviously above or below the minimum retroreflectivity values as well as those the inspector considers to be marginal.

Those signs designated as obviously below the minimum retroreflectivity values are scheduled for replacement.

For signs considered marginal, a supplementary nighttime inspection is conducted by attaching a comparison panel to the in-service sign. With a flashlight, the inspector views the in-service sign along with the comparison panel to determine whether the in-service sign appears brighter or less bright than the comparison panel. If the in-service sign appears less bright than the comparison panel, the in-service sign should be replaced.

Consistent Parameters Procedure (for Visual Nighttime Inspection Method)

For this procedure, nighttime inspections described in 1 A-D above are conducted by a trained inspector under similar factors that were used in the research to develop the minimum retroreflectivity levels. These traits include:

- Using an inspector who is at least 60 years old.
- Using a sport utility vehicle or pick-up truck from which to make the observations.
- Using a model year 2000 or newer vehicle.

The trained inspector makes a judgment call as to whether an in-service sign meets their nighttime driving needs. Those signs judged not to meet the visual driving needs should be replaced. Note, the three factors listed here are specific to this procedure and are not required for visual nighttime inspections using the calibration signs procedure or the comparison panels procedure.

2. MEASURED SIGN RETROREFLECTIVITY METHOD

In this method the retroreflectivity of a sign is measured with a handheld or mobile retroreflectometer and directly compared to the minimum level appropriate for that sign. ASTM E1709, Standard Test Method for Measurement of Retroreflective Signs Using a Portable Retroreflectometer, provides the standard method for measuring sign retroreflectivity with handheld instruments. If the measured sign retroreflectivity value is less than the appropriate level in Table 2A-3, the sign should be replaced.

MANAGEMENT METHODS

Management methods provide an agency with the ability to maintain sign retroreflectivity without having to physically inspect each individual sign. While it is not required by the MUTCD, some agencies have chosen to determine the sheeting type and age or retroreflectivity levels of existing signs before using a management method. This is done by those agencies to prevent signs currently near or below minimum levels from being left in place several additional years. The 2009 MUTCD identifies three management methods:

1. EXPECTED SIGN LIFE METHOD

In this method, the agency monitors the age of individual signs and replaces them before they are expected to degrade below the minimum levels in Table 2A-3 of the 2009 MUTCD. The retroreflectivity life of a sign may vary by such factors as type of sheeting, geographic location, color, and direction the sign faces. This method depends on knowing the age and type of sheeting used for the signs. Agencies may choose to consider weathering deck results, measurements of field signs, sign sheeting warranties, or other criteria as the basis for the expected sign life. A common approach for identifying the age of individual signs uses a label on the sign to mark the year of fabrication or installation. Agencies can also use sign management systems to track the age of individual signs.

2. BLANKET REPLACEMENT METHOD

In this method, an agency manages signs in groups rather than as individual signs. An agency may choose to group signs by geographic area, roadway corridor, type of sheeting, or sign category (e.g., warning signs). The sign replacement interval is based on the expected sign life for the sign sheeting in the group with the shortest expected life. This method typically obligates an agency to replace all of the designated signs within a group, even if a sign was recently replaced due to issues such as vandalism or damage.

3. CONTROL SIGNS METHOD

In this method, agencies monitor the performance of a control sample of signs that represent a larger group of signs. Agencies track the retroreflectivity of the control signs to determine when replacement of the larger group is necessary based on the performance of the control signs.

- Agencies should develop a sampling plan to determine the appropriate number and type of control signs needed to represent the larger group of signs. Samples should represent the entire group, including such factors as sign sheeting type and color.
- Control signs may be actual signs in the field or signs in a maintenance yard (for convenience).
- Agencies should monitor the retroreflectivity of the control signs using an assessment method.

OTHER METHODS

Other assessment or management methods that are developed based on engineering studies can be used as long as they are designed to maintain minimum levels in Table 2A-3 of the 2009 MUTCD, as stated in the MUTCD Standard statement in Section 2A.08.

Excerpt from Part 2 of the 2009 MUTCD

Section 2A.08 Maintaining Minimum Retroreflectivity

Support:

01 Retroreflectivity is one of several factors associated with maintaining nighttime sign visibility (see Section 2A.22).

Standard:

02 **Public agencies or officials having jurisdiction shall use an assessment or management method that is designed to maintain sign retroreflectivity at or above the minimum levels in Table 2A-3.**

Support:

03 Compliance with the Standard in Paragraph 2 is achieved by having a method in place and using the method to maintain the minimum levels established in Table 2A-3. Provided that an assessment or management method is being used, an agency or official having jurisdiction would be in compliance with the Standard in Paragraph 2 even if there are some individual signs that do not meet the minimum retroreflectivity levels at a particular point in time.

Guidance:

04 *Except for those signs specifically identified in Paragraph 6, one or more of the following assessment or management methods should be used to maintain sign retroreflectivity:*

- A. *Visual Nighttime Inspection*—The retroreflectivity of an existing sign is assessed by a trained sign inspector conducting a visual inspection from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels should be replaced.
- B. *Measured Sign Retroreflectivity*—Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels should be replaced.
- C. *Expected Sign Life*—When signs are installed, the installation date is labeled or recorded so that the age of a sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in a geographic area compared to the minimum levels. Signs older than the expected life should be replaced.

D. *Blanket Replacement*—All signs in an area/corridor, or of a given type, should be replaced at specified intervals. This eliminates the need to assess retroreflectivity or track the life of individual signs. The replacement interval is based on the expected sign life, compared to the minimum levels, for the shortest-life material used on the affected signs.

E. *Control Signs*—Replacement of signs in the field is based on the performance of a sample of control signs. The control signs might be a small sample located in a maintenance yard or a sample of signs in the field. The control signs are monitored to determine the end of retroreflective life for the associated signs. All field signs represented by the control sample should be replaced before the retroreflectivity levels of the control sample reach the minimum levels.

F. *Other Methods*—Other methods developed based on engineering studies can be used.

Support:

05 Additional information about these methods is contained in the 2007 Edition of FHWA's "Maintaining Traffic Sign Retroreflectivity" (see Section 1A.11).

Option:

06 Highway agencies may exclude the following signs from the retroreflectivity maintenance guidelines described in this Section:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

Note: The referenced document is actually this four-page brochure you are reading.

**Table 2A-3.
Minimum Maintained
Retroreflectivity
Levels¹**

Sign Color	Sheeting Type (ASTM D4956-04)				Additional Criteria
	Beaded Sheeting			Prismatic Sheeting	
	I	II	III	III, IV, VI, VII, VIII, IX, X	
White on Green	W*; G ≥ 7	W*; G ≥ 15	W*; G ≥ 25	W ≥ 250; G ≥ 25	Overhead
	W*; G ≥ 7	W ≥ 120; G ≥ 15			Post-mounted
Black on Yellow or Black on Orange	Y*; O*	Y ≥ 50; O ≥ 50			2
	Y*; O*	Y ≥ 75; O ≥ 75			3
White on Red	W ≥ 35; R ≥ 7				4
Black on White	W ≥ 50				—

¹ The minimum maintained retroreflectivity levels shown in this table are in units of cd/lx/m² measured at an observation angle of 0.2° and an entrance angle of -4.0°.
² For text and fine symbol signs measuring at least 48 inches and for all sizes of bold symbol signs
³ For text and fine symbol signs measuring less than 48 inches
⁴ Minimum sign contrast ratio ≥ 3:1 (white retroreflectivity ÷ red retroreflectivity)
 * This sheeting type shall not be used for this color for this application.

2009 MUTCD Section Number(s)	2009 MUTCD Section Title	Specific Provision	Compliance Date
2A.08	Maintaining Minimum Retroreflectivity	Implementation and continued use of an assessment or management method that is designed to maintain regulatory and warning sign retroreflectivity at or above the established minimum levels (see Paragraph 2)	June 14, 2014 (date established in Revision 2 to 2009 MUTCD)*

* Types of signs other than regulatory or warning are to be added to an agency's management or assessment method as resources allow.



City of East Bethel City Council Agenda Information

Date:

September 3, 2014

Agenda Item Number:

Item 8.0 G.1

Agenda Item:

Commission/Authority Interview Policy

Requested Action:

Consider amending the City Policy for Selection of Commission/Authority Members

Background Information:

City Commission/Authority vacancies have been historically difficult to attract candidates for these positions. In order to encourage more applicants for Commission/Authority posts, Council is requested to consider an alternative option for interviews and screening of candidates. Eliminating the awkward and uncomfortable public interview/vote for approval process at Council meetings, that is the current practice for appointment to these volunteer positions, may be a means to address this problem.

Attached is the current City Policy for appointment to Commissions. It is recommended that Council consider changing “Commission” to “Commission/Authority” as part of the title and within the body of the policy and modify the existing policy as follows with deletions shown by strike-through and additions italicized in red:

“Selection process: Applications will be received until the closing date. *Closing dates shall be arranged to conclude no later than one week prior to the next regularly scheduled Commission/Authority meeting.*—Copies of all applications for all positions will be provided to City Council members. Interviews will be arranged for a regular City Council meeting or special Work Session within two weeks following close of the application period. City Council will review all applications and identify the most qualified applicants for interview for each position. Following the interview(s), City Council shall, by motion and approval, select applicants to serve on each Commission noting the term of the appointment. *The applications will be submitted at the next scheduled or called Commission/Authority meeting for consideration by the members of the Commission/Authority. The Commission/Authority shall review the applications, interview the applicants and select by motion and approval an applicant for recommendation for the vacant position to be forwarded to City Council for consideration of approval.*

Appointment: ~~Council will appoint members to City Commissions for a period consistent with City Code.~~ *City Council shall consider the recommendation of the Commission/Authority for the appointment and act upon the recommendation for the vacant position for the period as specified by City Code or request further consideration of the matter*

by the Commission/Authority. In the event there are no applicants for a vacant position, Council may make an appointment of a willing candidate for the vacancy”.

There are no other proposed changes in the Policy.

Attachments:

Existing City Policy-Commission Appointments

Fiscal Impact:

To be determined

Recommendation(s):

Staff requests Council to consider modification of the policy for Commission/Authority appointment as presented.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

Policy Commission Appointments

Purpose: The purpose of this policy is to identify the process for consideration and appointment of Commission Members serving on the Parks, Roads and Planning Commissions for the City of East Bethel.

Vacancy: The City Council shall declare a vacancy by motion and approval of the City Council when:

1. A current member submits and the City Council accepts a resignation of a current member of any Commission; or
2. At the end of each term for current member(s) of any Commission; or
3. When, as a result of non-participation, Council removes a current member from a Commission.

Advertise: Staff will be directed to advertise all vacancies for Commission membership by noting the position vacant in an advertisement. Staff shall utilize the following resources to advertise vacant commission openings: official newspaper, City newsletter, City's website, local access cable channel, City billboard and at City Hall.

Application: End of Term Appointment. The period for accepting applications shall begin October 1st of each year and continue for a period of at least four weeks. Applications shall be by letter of interest wherein each applicant shall provide information regarding interest, qualifications/background and willingness to serve in the capacity. Current Commission members whose term expires on December 31st will be required to submit a letter of interest requesting re-appointment to the Council to the City.

Mid-term Appointment. The period for accepting applications shall begin the day the Council declares a vacancy and continue for a period of at least four weeks. City Council shall set the closing date for applications. Applications shall be by letter of interest wherein each applicant shall provide information regarding interest, qualifications/background and willingness to serve in the capacity.

Selection process: Applications will be received until the closing date. Copies of all applications for all positions will be provided to City Council members. Interviews will be arranged for a regular City Council meeting or special Work Session within two weeks following close of the application period.

City Council will review all applications and identify the most qualified applicants for interview for each position. Following the interview(s), City Council shall, by motion and approval, select applicants to serve on each Commission noting the term of the appointment.

Appointment: Council will appoint members to City Commissions for a period consistent with City Code.