

# City of East Bethel

## City Council Agenda

Regular Council Meeting – 7:30 p.m.  
Date: December 3, 2014



- |              | <u>Item</u> |   |
|--------------|-------------|---|
| 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         | A. 2015 Budget – Public Comment Period                      |
| Page 99      |             | 1. Resolution 2014-47 Adopting the 2015 Budget and Levy     |
| Page 100     |             | 2. Resolution 2014-48 Adopting the 2015 EDA Budget and Levy |
| Page 101-129 | B.          | 553 Lakeshore Administrative Hearing                        |
| 7:40PM       | 5.0         | Public Forum  |
| 7:50 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 132-135 | A. | Approve Bills   |
| Page 136-152 | B. | Meeting Minutes, November 19, 2014 City Council Meeting |
| Page 153-161 | C. | Oak Grove Building Official and Inspection Contract     |
| Page 162     | D. | Final Payment Elevated Storage Tank No. 1               |

### **New Business**

- |              |      |  |
|--------------|------|--|
| 7:55 PM      | 7.0  | Commission, Association and Task Force Reports                   |
|              | A.   | Planning Commission  |
|              | B.   | Economic Development Authority                                   |
|              | C.   | Park Commission  |
| Page 163-180 | 1.   | East Anoka County Regional Trail Master Plan, Resolution 2014-49 |
|              | D.   | Road Commission  |
| 8:00 PM      | 8.0  | Department Reports   |
|              | A.   | Community Development  |
|              | B.   | Engineer   |
|              | C.   | City Attorney  |
|              | D.   | Finance  |
|              | E.   | Public Works   |
|              | F.   | Fire Department  |
|              | G.   | City Administrator   |
| 8:25 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

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**Date:**

December 3, 2014

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**Agenda Item Number:**

Item 4.0

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**Agenda Item:**

2015 Budget Public Comment Period and Levy Resolutions

\*\*\*\*\*

**Requested Action:**

Provide the opportunity for input from residents regarding the 2015 Budget and consider approval of 2015 Budget and accompanying Levy Resolutions

\*\*\*\*\*

**Background Information:**

Minnesota Statute 275.065 requires Cities to conduct a public comment period where residents are offered the opportunity to provide input to City Council on proposed budgets and tax levies. The State requires that each City announce the date, time and place of the meeting where residents can provide City Council feedback on proposed budgets and tax levies. The date selected must be done at the meeting when the City Council adopts the preliminary budget and levy in September. This meeting date is also listed on the parcel-specific notices for proposed 2015 taxes that the taxpayers received in November from Anoka County.

Council directed that December 3, 2014 as the regular meeting for this opportunity.

As part of this agenda item, Council will be requested to consider tax levies and budgets for 2015.

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**Attachments:**

2015 Budget

Resolution 2014-47, General Fund Budget and Levy Resolution

Resolution 2014-48, EDA Levy Resolution

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**Fiscal Impact:**

The preliminary budget as presented to and approved by City Council on September 3, 2014, has been reduced from \$5,175,600 to \$5,174,500 as a result of the net difference between the reduction of LGA funds and salary adjustments for the Administrative Coordinator and the Community Development Administrative Assistant positions.

\*\*\*\*\*

**Recommendation(s):**

Based on the decisions of previous budget meetings and discussions and resident comment, Staff recommends Council consider approval of the 2015 Budget and Levy Resolutions 2014-47 and 2014-48.

\*\*\*\*\*

**City Council Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



# **2015 Final Budget**

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

<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>% Change</b>
<b>Tax Levies - City</b>						
General Fund Tax Levy	4,191,470.00	4,123,317.00		4,050,450.00	4,050,500.00	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
<b>Total Levy - City</b>	<b>4,496,798.00</b>	<b>4,452,955.00</b>	<b>-</b>	<b>5,126,950.00</b>	<b>5,174,500.00</b>	<b>0.9%</b>
<b>Tax Levies - Special Levies</b>						
City HRA	-	-		-	-	
County HRA	-	-		-	-	
City EDA	163,428.00	144,670.00		123,022.00	123,022.00	
<b>Total Levy - Special</b>	<b>163,428.00</b>			<b>123,022.00</b>	<b>123,022.00</b>	<b>0.0%</b>

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

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

<b>General Fund</b>	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>	<b>% Change</b>
<b>Revenues</b>							
	Property Tax	4,225,662.00	4,138,427.89	2,119,859.66	4,050,450.00	4,050,500.00	0%
	Franchise Taxes	40,227.00	49,490.39	41,734.66	41,000.00	43,000.00	5%
	Licenses and Fees	38,325.00	34,190.10	33,631.71	35,900.00	36,500.00	2%
	Building Inspection Permits	152,980.00	147,799.90	136,738.45	116,000.00	128,000.00	10%
	Building Inspection Permits (Bethel / Oak Grove)	-	194,840.27	100,395.12	100,000.00	110,000.00	10%
	State Aid	222,965.00	244,110.10	263,504.10	254,000.00	244,600.00	-4%
	Fines and Forfeits	52,470.00	52,624.07	37,923.39	55,000.00	55,000.00	0%
	Intergovernmental Charges	97,809.00	89,469.94	72,287.58	73,000.00	87,000.00	19%
	Other Fees	11,419.00	4,936.76	3,052.60	6,450.00	4,600.00	-29%
	Cemetery Revenue	6,200.00	5,950.00	4,800.00	6,000.00	6,000.00	0%
	Tower Lease Revenue	-	-	-	-	40,000.00	N/A
	Other / Gambling Proceeds	49,384.00	54,041.95	50,398.83	41,500.00	41,500.00	0%
	Interest Earnings	2,100.00	1,170.48	957.88	2,000.00	2,000.00	0%
<b>Total Revenues - General Fund</b>		<b>4,899,541.00</b>	<b>5,017,051.85</b>	<b>2,865,283.98</b>	<b>4,781,300.00</b>	<b>4,848,700.00</b>	<b>1.4%</b>
<b>Expenditures</b>							
<b>General Government</b>							
	Council	76,008.00	69,798.93	67,649.54	83,800.00	79,300.00	-5%
	City Administration	206,887.00	228,722.74	169,607.23	212,900.00	308,900.00	45%
	Elections	8,709.00	1,687.26	5,628.02	13,400.00	2,000.00	-85%
	City Clerk	102,918.00	99,516.77	51,227.55	101,400.00	-	-100%
	Finance	225,500.00	226,764.80	183,788.09	226,550.00	234,200.00	3%
	Assessing	45,804.00	51,281.52	39,088.89	51,700.00	53,000.00	3%
	Legal	157,727.00	147,051.79	99,059.40	150,500.00	150,500.00	0%
	Human Resources	-	3,164.00	-	3,250.00	-	-100%
	Government Buildings	47,106.00	38,080.87	23,192.98	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	58,040.21	97,950.00	93,500.00	-5%
<b>Total General Government</b>		<b>1,044,627.00</b>	<b>1,053,080.59</b>	<b>808,088.91</b>	<b>1,090,400.00</b>	<b>1,075,400.00</b>	<b>-1%</b>
<b>Community Development</b>							
	Planning and Zoning	169,260.00	191,740.51	125,659.61	166,400.00	169,000.00	2%
	Building Inspection	139,412.00	174,941.16	180,287.81	231,000.00	238,900.00	3%
<b>Total Community Development</b>		<b>308,672.00</b>	<b>366,681.67</b>	<b>305,947.42</b>	<b>397,400.00</b>	<b>407,900.00</b>	<b>3%</b>
<b>Public Safety</b>							
	Police Protection	959,924.00	959,255.06	775,136.30	990,000.00	1,024,000.00	3%
	Fire Protection	511,145.00	543,995.03	460,910.23	554,300.00	566,000.00	2%
<b>Total Public Safety</b>		<b>1,471,069.00</b>	<b>1,503,250.09</b>	<b>1,236,046.53</b>	<b>1,544,300.00</b>	<b>1,590,000.00</b>	<b>3%</b>
<b>Engineering</b>							
	Engineering	29,196.00	28,871.26	15,474.80	40,000.00	35,000.00	-13%
<b>Total Engineering</b>		<b>29,196.00</b>	<b>28,871.26</b>	<b>15,474.80</b>	<b>40,000.00</b>	<b>35,000.00</b>	<b>-13%</b>
<b>Public Works</b>							
	Public Works - Parks Maintenance	376,067.00	367,896.15	302,852.88	393,700.00	399,600.00	1%
	Public Works - Streets	719,920.00	762,350.45	604,972.31	788,000.00	813,300.00	3%
<b>Total Public Works</b>		<b>1,095,987.00</b>	<b>1,130,246.60</b>	<b>907,825.19</b>	<b>1,181,700.00</b>	<b>1,212,900.00</b>	<b>3%</b>
<b>Civic Events</b>							
	Civic Events	2,501.00	2,500.00	2,501.00	2,500.00	2,500.00	0%
<b>Total Culture and Recreation</b>		<b>2,501.00</b>	<b>2,500.00</b>	<b>2,501.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0%</b>
<b>Transfers</b>							
	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
<b>Total Other</b>		<b>580,000.00</b>	<b>571,600.00</b>	<b>1,130,000.00</b>	<b>545,000.00</b>	<b>525,000.00</b>	<b>-4%</b>
<b>Total Expenditures - General Fund</b>		<b>4,532,052.00</b>	<b>4,656,230.21</b>	<b>4,405,883.85</b>	<b>4,801,300.00</b>	<b>4,848,700.00</b>	<b>1.0%</b>
<b>Excess of Revenues over Expenditures - General Fund</b>		<b>367,489.00</b>	<b>360,821.64</b>	<b>(1,540,599.87)</b>	<b>(20,000.00)</b>	<b>-</b>	<b>-</b>



## *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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Council						
	E 101-41110-103 Part-Time Employees	29,100.00	29,100.00	23,592.22	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	237.50	2,100.00	2,200.00
	E 101-41110-125 FICA/Medicare	2,226.00	2,226.29	1,804.89	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	-	-	102.91	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	1,155.00	12,000.00	10,000.00
	E 101-41110-331 Travel Expenses	304.00	360.26	457.66	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	20,636.00	16,400.00	15,000.00
	E 101-41110-434 Conferences/Meetings	860.00	1,425.05	1,014.00	2,000.00	2,000.00
		76,008.00	69,798.93	67,649.54	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 Administrative Coordinator  
1 Receptionist  
1-Part Time Cable Technician

101-Full-Time Employees Regular  
\$220,000  
Provides for a 2% COLA salary increase and a STEP salary increase for two eligible employees.

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

307 – Professional Service Fees  
\$9,000  
Contractual minute-taking services with Time Savers. \$29.00 per hour and \$13.50 per page.

331-Travel Expenses  
\$2,200 Mileage reimbursement for the City Administrator

**City of East Bethel  
2015 Budget**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Administration						
	E 101-41320-101 Full-Time Employees Regular	156,671.00	179,370.82	125,576.91	158,800.00	220,000.00
	E 101-41320-102 Full-Time Employees Overtime		52.02	292.52		
	E 101-41320-103 Part-Time Employees					1,700.00
	E 101-41320-122 PERA-Coordinated Plan	11,073.00	11,206.45	9,125.38	11,500.00	16,200.00
	E 101-41320-125 FICA/Medicare	10,967.00	11,539.53	11,169.69	14,100.00	19,800.00
	E 101-41320-126 Deferred Compensation	2,000.00	2,085.32	2,459.84	3,100.00	4,700.00
	E 101-41320-131 Cafeteria Contribution	22,800.00	21,031.65	18,350.91	22,000.00	33,000.00
	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	1,700.00
	E 101-41320-201 Office Supplies	170.00	155.09	-	150.00	400.00
	E 101-41320-203 Books/Ref. Materials/Software		-	-		
	E 101-41320-231 Small Tools and Minor Equip	-	-	29.13	-	-
	E 101-41320-307 Professional Services Fees					9,000.00
	E 101-41320-321 Telephone	105.00	110.19	63.31	-	-
	E 101-41320-331 Travel Expenses	1,580.00	1,826.73	1,419.30	2,100.00	2,200.00
	E 101-41320-341 Personnel Advertising	-	559.04	-	-	-
	E 101-41320-433 Dues and Subscriptions	-	-	-	-	200.00
	E 101-41320-434 Conferences/Meetings	-	12.66	5.00	-	-
		206,887.00	228,722.74	169,607.23	212,900.00	308,900.00



## *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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Elections						
	E 101-41410-201 Office Supplies	73.00	-	-	100.00	-
	E 101-41410-219 General Operating Supplies	105.00	-	58.70	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	-	3,710.92	10,100.00	-
	E 101-41410-331 Travel Expenses	138.00	-	-	50.00	-
	E 101-41410-342 Legal Notices	412.00	-	51.26	350.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	28.00	1,687.26	1,807.14	2,600.00	2,000.00
	E 101-41410-434 Conferences/Meetings	-	-	-	50.00	-
		8,709.00	1,687.26	5,628.02	13,400.00	2,000.00



## *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, debt service management (new issues, refinances and rating calls). This department is also responsible for information technology management (Computer - hardware / software), Media Center Management (Channel 10 / Video) and Website Administration.

### **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 Finance Coordinator

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 Finance Coordinator and Finance Director

**City of East Bethel  
2015 Budget**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Finance						
	E 101-41520-101 Full-Time Employees Regular	153,170.00	153,007.47	120,698.19	152,700.00	158,500.00
	E 101-41520-122 PERA-Coordinated Plan	10,733.00	10,899.05	8,750.55	11,100.00	11,900.00
	E 101-41520-125 FICA/Medicare	12,474.00	13,152.88	10,404.31	13,700.00	14,100.00
	E 101-41520-126 Deferred Compensation	3,756.00	3,690.77	3,085.98	3,900.00	3,900.00
	E 101-41520-131 Cafeteria Contribution	22,800.00	21,737.22	18,353.82	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	39.99	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	-	-	72.01	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	-	-	45.00	100.00	500.00
	E 101-41520-437 Bank Fees	-	25.00	-	50.00	-
		225,500.00	226,764.80	183,788.09	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Assessing						
	E 101-41550-307 Professional Services Fees	45,804.00	51,281.52	39,088.89	51,700.00	53,000.00
		45,804.00	51,281.52	39,088.89	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Law and Legal						
	E 101-41610-303 Legal Fees	157,727.00	147,051.79	99,059.40	150,500.00	150,500.00
		157,727.00	147,051.79	99,059.40	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Government Buildings						
	E 101-41940-216 Chemicals and Chem Products	-	-	-	-	-
	E 101-41940-219 General Operating Supplies	19.00	130.75	39.45	1,000.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,158.00	1,716.58	1,861.95	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	-	-	183.59	800.00	500.00
	E 101-41940-307 Professional Services Fees	694.00	115.80	-	500.00	500.00
	E 101-41940-321 Telephone			230.04		
	E 101-41940-381 Electric Utilities	11,822.00	14,794.58	8,937.13	13,800.00	15,000.00
	E 101-41940-382 Gas Utilities	3,696.00	5,539.91	4,435.88	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	572.00	372.01	504.25	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	6,588.91	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	23,192.98	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Central Services						
	E 101-48150-201 Office Supplies	8,741.00	8,640.97	2,779.71	8,000.00	8,000.00
	E 101-48150-211 Cleaning Supplies	303.00	259.40	239.12	-	-
	E 101-48150-231 Small Tools and Minor Equip	-	727.70	844.64	2,400.00	2,000.00
	E 101-48150-307 Professional Services Fees		1,782.28	60.00		5,000.00
	E 101-48150-309 Information Systems	42,383.00	45,408.96	37,827.50	46,500.00	46,500.00
	E 101-48150-321 Telephone	5,275.00	5,944.84	3,862.06	5,000.00	5,000.00
	E 101-48150-322 Postage/Delivery	7,170.00	4,569.13	4,242.46	8,000.00	7,000.00
	E 101-48150-341 Personnel Advertising	169.00	-	71.20	-	-
	E 101-48150-342 Legal Notices	2,091.00	2,063.89	2,109.27	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	1,145.84	9,000.00	5,000.00
	E 101-48150-402 Repairs/Maint Machinery/Equip	360.00	4,240.30	296.00	2,000.00	2,000.00
	E 101-48150-413 Office Equipment Rental	5,805.00	5,680.65	4,562.41	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	58,040.21	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 Assistant (.50)  
1-Part Time Cable Technician

101-Full-Time Employees Regular  
\$113,600  
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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	112,238.00	137,959.19	87,006.08	110,400.00	113,600.00
	E 101-41910-102 Full-Time Employees Overtime		119.09	214.51	-	-
	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	6,323.50	8,000.00	8,500.00
	E 101-41910-125 FICA/Medicare	8,250.00	9,610.47	6,148.13	10,000.00	10,200.00
	E 101-41910-126 Deferred Compensation	1,305.00	234.36	1,615.53	2,700.00	2,700.00
	E 101-41910-131 Cafeteria Contribution	19,628.00	21,039.89	13,751.52	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	7,617.50	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	1,035.28	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	125,659.61	166,400.00	169,000.00



## *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 Assistant (.50)

101-Full-Time Employees Regular  
\$164,400  
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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	58,624.00	120,445.59	123,463.60	158,600.00	164,400.00
	E 101-42410-102 Full-Time Employees Overtime			214.51		
	E 101-42410-111 Severance Payments	20,695.00	-	-	-	-
	E 101-42410-122 PERA-Coordinated Plan	4,393.00	8,388.58	8,966.57	11,500.00	12,300.00
	E 101-42410-125 FICA/Medicare	5,717.00	9,501.48	10,042.63	14,600.00	15,000.00
	E 101-42410-126 Deferred Compensation	1,304.00	2,570.00	2,939.58	4,400.00	4,500.00
	E 101-42410-131 Cafeteria Contribution	16,195.00	18,406.34	22,538.58	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	4,205.61	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	178.94	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	167.69	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	180,287.81	231,000.00	238,900.00



## *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).

**City of East Bethel  
2015 Budget**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Police Protection						
	E 101-42110-219 General Operating Supplies	211.00	85.50	104.50	-	-
	E 101-42110-307 Professional Services Fees	959,713.00	959,169.56	775,031.80	990,000.00	1,024,000.00
		959,924.00	959,255.06	775,136.30	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	85,696.00	90,178.79	71,019.52	89,300.00	91,000.00
	E 101-42210-103 Part-Time Employees	103,271.00	111,341.20	76,510.05	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	11,461.04	16,900.00	17,000.00
	E 101-42210-126 Deferred Compensation	2,000.00	2,000.00	1,615.53	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	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	40,896.00	56,223.10	55,354.49	43,400.00	43,500.00
	E 101-42210-131 Cafeteria Contribution	13,400.00	12,630.46	10,869.15	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	502.97	1,250.00	1,200.00
	E 101-42210-203 Books/Ref. Materials/Software	-	-	497.75	1,650.00	1,600.00
	E 101-42210-211 Cleaning Supplies			223.43		
	E 101-42210-212 Motor Fuels	12,995.00	15,393.25	12,085.86	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	3,428.20	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	2,627.79	4,050.00	4,000.00
	E 101-42210-219 General Operating Supplies	3,514.00	1,439.75	942.61	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	2,064.00	1,405.13	283.36	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	498.84	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	8,599.19	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	1,658.53	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	4,985.69	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	6,650.54	9,000.00	9,000.00
	E 101-42210-382 Gas Utilities	8,068.00	11,351.38	8,864.51	10,000.00	10,000.00
	E 101-42210-385 Refuse Removal	474.00	495.12	601.33	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	5,653.00	1,658.61	2,932.18	4,000.00	4,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	9,924.00	19,044.08	8,950.41	14,000.00	19,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	1,468.00	991.51	5,783.55	4,000.00	4,000.00
	E 101-42210-415 Other Equipment Rentals			580.00	-	-
	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	951.00	1,000.00	1,000.00
	E 101-42210-434 Conferences/Meetings	765.00	10,981.32	8,014.38	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	460,910.23	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Engineering						
	E 101-43110-302 Architect/Engineering Fees	29,196.00	28,871.26	15,474.80	40,000.00	35,000.00
		29,196.00	28,871.26	15,474.80	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	192,558.00	191,141.03	156,752.49	197,900.00	203,400.00
	E 101-43201-102 Full-Time Employees Overtime	4,010.00	2,530.22	2,365.79	1,000.00	1,000.00
	E 101-43201-103 Part-Time Employees	11,077.00	9,465.00	5,999.00	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	11,534.23	14,300.00	15,300.00
	E 101-43201-125 FICA/Medicare	19,425.00	18,955.44	15,540.17	19,700.00	20,200.00
	E 101-43201-126 Deferred Compensation	4,641.00	5,343.16	4,772.75	5,900.00	6,100.00
	E 101-43201-131 Cafeteria Contribution	45,600.00	42,007.90	36,707.64	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	365.06	500.00	500.00
	E 101-43201-212 Motor Fuels	17,265.00	20,956.40	16,110.54	16,000.00	18,000.00
	E 101-43201-213 Lubricants and Additives	176.00	134.27	88.26	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	3,199.00	1,528.13	946.09	3,000.00	2,000.00
	E 101-43201-215 Shop Supplies	2.00	84.95	9.66	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,759.00	607.28	812.50	3,000.00	3,000.00
	E 101-43201-217 Safety Supplies	286.00	746.10	132.42	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	1,591.61	2,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	53.00	79.40	2,822.24	2,100.00	2,100.00
	E 101-43201-222 Tires	1,059.00	146.73	282.66	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	1,961.00	3,720.33	1,901.61	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	1,973.00	8,494.07	2,084.73	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	1,622.12	2,000.00	2,000.00
	E 101-43201-231 Small Tools and Minor Equip	1,536.00	902.72	444.05	2,000.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	77.00	315.00	149.33	300.00	300.00
	E 101-43201-307 Professional Services Fees	350.00	624.25	465.00	600.00	600.00
	E 101-43201-321 Telephone	1,406.00	1,494.39	1,066.88	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	3,039.94	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	-	180.32	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	575.00	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	8,161.21	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	345.00	400.00	400.00
	E 101-43201-438 Reimbursement-3rd Party	50.00	-	-	-	-
		376,067.00	367,896.15	302,852.88	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

\$73,500

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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	255,365.00	264,847.61	200,895.82	261,600.00	270,600.00
	E 101-43220-102 Full-Time Employees Overtime	7,758.00	7,848.05	11,981.60	10,000.00	10,200.00
	E 101-43220-103 Part-Time Employees	-	-	3,961.00	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	15,433.31	19,000.00	20,300.00
	E 101-43220-125 FICA/Medicare	20,528.00	21,545.10	18,075.76	25,800.00	26,500.00
	E 101-43220-126 Deferred Compensation	7,286.00	7,559.38	6,047.37	7,400.00	7,500.00
	E 101-43220-131 Cafeteria Contribution	51,300.00	47,971.94	41,190.84	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	191.16	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	28,347.29	33,000.00	36,000.00
	E 101-43220-213 Lubricants and Additives	3,424.00	3,420.68	2,246.85	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	3,383.00	1,150.85	1,338.18	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,592.00	899.95	783.02	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	85.00	53.87	624.02	200.00	200.00
	E 101-43220-217 Safety Supplies	1,895.00	880.39	762.55	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	833.00	1,001.37	593.21	1,200.00	1,200.00
	E 101-43220-219 General Operating Supplies	415.00	860.77	370.62	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	6,814.00	9,830.04	7,254.75	7,200.00	7,200.00
	E 101-43220-222 Tires	4,367.00	6,166.49	2,828.65	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	857.00	1,106.51	885.36	500.00	500.00
	E 101-43220-224 Street Maint Materials	60,144.00	72,719.69	38,014.86	68,400.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	5,259.00	6,029.56	4,036.12	8,000.00	7,000.00
	E 101-43220-229 Equipment Parts	7,807.00	19,176.50	9,818.44	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	2,138.21	2,600.00	2,600.00
	E 101-43220-306 Personnel/Labor Relations	144.00	96.00	138.67	400.00	400.00
	E 101-43220-307 Professional Services Fees	1,030.00	3,447.09	365.00	600.00	600.00
	E 101-43220-321 Telephone	3,157.00	3,652.14	2,553.63	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	12,718.11	19,000.00	20,000.00
	E 101-43220-382 Gas Utilities	4,316.00	5,957.73	5,884.99	10,000.00	7,000.00
	E 101-43220-385 Refuse Removal	4,150.00	4,604.46	2,145.22	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	9,996.07	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	5,868.00	359.63	21,375.52	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	3,904.00	3,292.34	6,805.59	4,500.00	4,000.00
	E 101-43220-404 Street Maint Services	36,878.00	41,100.00	1,087.50	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	327.00	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	185.00	-	-
		719,920.00	762,350.45	604,972.31	788,000.00	813,300.00



## *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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
Civic Events						
	E 101-45311-307 Professional Services Fees	2,501.00	2,500.00	2,501.00	2,500.00	2,500.00
		2,501.00	2,500.00	2,501.00	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
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)**

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



## *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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
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	-	36.95	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	1,289.35	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	13,915.64	12,000.00	12,000.00
	E 226-43235-322 Postage/Delivery	1,617.00	200.00	659.24	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			104.16		
	E 226-43235-381 Electric Utilities	1,558.00	1,574.59	1,151.80	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,157.00	1,282.35	1,412.16	2,500.00	2,500.00
	E 226-43235-385 Refuse Removal	4,128.00	4,278.12	3,366.80	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	17,841.12	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	673.00	1,576.24	604.70	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	41,797.86	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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
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**

	<b>Account Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>1/1/14 to 10/31/14 Actual</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Budget</b>
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	39,306.70	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	415.00	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 Future Projects	-	-	-	17,908.00	43,362.00
		122,968.00	178,763.55	95,721.70	123,022.00	123,022.00

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

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

\*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

	Bond Trust Callable 2/1/21	US Bank Not Callable	US Bank Callable 2/1/18	MN PFA Not Callable	US Bank Callable	Bond Trust 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
<b>Total 2015</b>	<b>111,375.00</b>	<b>58,297.50</b>	<b>196,603.75</b>	<b>3,600.00</b>	<b>767,072.50</b>	<b>187,675.00</b>	<b>41,732.50</b>	<b>1,366,356.25</b>
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
<b>Total 2016</b>	<b>123,900.00</b>	<b>61,140.00</b>	<b>171,722.50</b>	<b>3,535.90</b>	<b>767,072.50</b>	<b>187,675.00</b>	<b>725,612.50</b>	<b>2,040,658.40</b>
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
<b>Total 2017</b>	<b>121,200.00</b>	<b>-</b>	<b>171,560.00</b>	<b>3,505.90</b>	<b>767,072.50</b>	<b>187,675.00</b>	<b>574,746.25</b>	<b>1,825,759.65</b>
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
<b>Total 2018</b>	<b>123,425.00</b>	<b>-</b>	<b>180,660.00</b>	<b>4,475.90</b>	<b>767,072.50</b>	<b>187,675.00</b>	<b>-</b>	<b>1,263,308.40</b>
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
<b>Total 2019</b>	<b>125,500.00</b>	<b>-</b>	<b>189,160.00</b>	<b>4,435.90</b>	<b>767,072.50</b>	<b>414,225.00</b>	<b>-</b>	<b>1,500,393.40</b>
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
<b>Total 2020</b>	<b>122,500.00</b>	<b>-</b>	<b>187,260.00</b>	<b>4,395.90</b>	<b>879,485.00</b>	<b>407,325.00</b>	<b>-</b>	<b>1,600,965.90</b>
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
<b>Total 2021</b>	<b>129,350.00</b>	<b>-</b>	<b>131,260.00</b>	<b>4,355.90</b>	<b>879,077.50</b>	<b>351,175.00</b>	<b>-</b>	<b>1,495,218.40</b>
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
<b>Total 2022</b>	<b>126,050.00</b>	<b>-</b>	<b>13,525.00</b>	<b>4,315.90</b>	<b>921,497.50</b>	<b>350,700.00</b>	<b>-</b>	<b>1,416,088.40</b>
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
<b>Total 2023</b>	<b>127,675.00</b>	<b>-</b>	<b>13,055.00</b>	<b>4,275.90</b>	<b>882,817.50</b>	<b>359,925.00</b>	<b>-</b>	<b>1,387,748.40</b>
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
<b>Total 2024</b>	<b>129,150.00</b>	<b>-</b>	<b>12,585.00</b>	<b>4,235.90</b>	<b>923,577.50</b>	<b>354,575.00</b>	<b>-</b>	<b>1,424,123.40</b>
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
<b>Total 2025</b>	<b>125,550.00</b>	<b>-</b>	<b>12,115.00</b>	<b>4,195.90</b>	<b>942,097.50</b>	<b>359,337.50</b>	<b>-</b>	<b>1,443,295.90</b>
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
<b>Total 2026</b>	<b>126,875.00</b>	<b>-</b>	<b>11,645.00</b>	<b>4,155.90</b>	<b>982,000.00</b>	<b>363,425.00</b>	<b>-</b>	<b>1,488,100.90</b>
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
<b>Total 2027</b>	<b>-</b>	<b>-</b>	<b>11,175.00</b>	<b>4,115.90</b>	<b>1,022,175.00</b>	<b>362,025.00</b>	<b>-</b>	<b>1,399,490.90</b>
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
<b>Total 2028</b>	<b>-</b>	<b>-</b>	<b>10,705.00</b>	<b>4,075.90</b>	<b>1,068,125.00</b>	<b>360,200.00</b>	<b>-</b>	<b>1,443,105.90</b>
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
<b>Total 2029</b>	<b>-</b>	<b>-</b>	<b>10,235.00</b>	<b>3,625.10</b>	<b>1,104,687.50</b>	<b>367,462.50</b>	<b>-</b>	<b>1,486,010.10</b>
Principal	-	-	-	-	550,000.00	255,000.00	-	805,000.00
Interest	-	-	-	-	601,537.50	113,712.50	-	715,250.00
<b>Total 2030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,151,537.50</b>	<b>368,712.50</b>	<b>-</b>	<b>1,520,250.00</b>
Principal	-	-	-	-	660,000.00	265,000.00	-	925,000.00
Interest	-	-	-	-	561,387.50	104,612.50	-	666,000.00
<b>Total 2031</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,221,387.50</b>	<b>369,612.50</b>	<b>-</b>	<b>1,591,000.00</b>
Principal	-	-	-	-	755,000.00	280,000.00	-	1,035,000.00
Interest	-	-	-	-	513,631.25	95,075.00	-	608,706.25
<b>Total 2032</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,268,631.25</b>	<b>375,075.00</b>	<b>-</b>	<b>1,643,706.25</b>
Principal	-	-	-	-	780,000.00	295,000.00	-	1,075,000.00
Interest	-	-	-	-	461,825.00	85,012.50	-	546,837.50
<b>Total 2033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,241,825.00</b>	<b>380,012.50</b>	<b>-</b>	<b>1,621,837.50</b>
Principal	-	-	-	-	805,000.00	310,000.00	-	1,115,000.00
Interest	-	-	-	-	408,331.25	74,425.00	-	482,756.25
<b>Total 2034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,213,331.25</b>	<b>384,425.00</b>	<b>-</b>	<b>1,597,756.25</b>
Principal	-	-	-	-	835,000.00	320,000.00	-	1,155,000.00
Interest	-	-	-	-	352,981.25	62,600.00	-	415,581.25
<b>Total 2035</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,187,981.25</b>	<b>382,600.00</b>	<b>-</b>	<b>1,570,581.25</b>
Principal	-	-	-	-	865,000.00	255,000.00	-	1,120,000.00
Interest	-	-	-	-	294,525.00	51,100.00	-	345,625.00
<b>Total 2036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,159,525.00</b>	<b>306,100.00</b>	<b>-</b>	<b>1,465,625.00</b>
Principal	-	-	-	-	895,000.00	265,000.00	-	1,160,000.00
Interest	-	-	-	-	232,925.00	40,700.00	-	273,625.00
<b>Total 2037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,127,925.00</b>	<b>305,700.00</b>	<b>-</b>	<b>1,433,625.00</b>
Principal	-	-	-	-	925,000.00	280,000.00	-	1,205,000.00
Interest	-	-	-	-	169,225.00	29,800.00	-	199,025.00
<b>Total 2038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,094,225.00</b>	<b>309,800.00</b>	<b>-</b>	<b>1,404,025.00</b>
Principal	-	-	-	-	960,000.00	295,000.00	-	1,255,000.00
Interest	-	-	-	-	103,250.00	18,300.00	-	121,550.00
<b>Total 2039</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,063,250.00</b>	<b>313,300.00</b>	<b>-</b>	<b>1,376,550.00</b>
Principal	-	-	-	-	995,000.00	310,000.00	-	1,305,000.00
Interest	-	-	-	-	34,825.00	6,200.00	-	41,025.00
<b>Total 2040</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,029,825.00</b>	<b>316,200.00</b>	<b>-</b>	<b>1,346,025.00</b>
<b>Principal due in 2015</b>	<b>75,000.00</b>	<b>55,000.00</b>	<b>155,000.00</b>	<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>288,000.00</b>
<b>Principal due 2016 to 2040</b>	<b>1,175,000.00</b>	<b>60,000.00</b>	<b>980,000.00</b>	<b>53,589.20</b>	<b>11,465,000.00</b>	<b>5,485,000.00</b>	<b>1,260,000.00</b>	<b>20,478,589.20</b>
<b>Interest due 2015 to 2040</b>	<b>242,550.00</b>	<b>4,437.50</b>	<b>188,266.25</b>	<b>4,712.60</b>	<b>14,735,346.25</b>	<b>3,127,612.50</b>	<b>82,091.25</b>	<b>18,385,016.35</b>
<b>Rates</b>	<b>3%</b>	<b>2.95 - 3.8%</b>	<b>3.0 - 4.7%</b>	<b>1%</b>	<b>4.5 - 7.0%</b>	<b>3.0 - 4.0%</b>	<b>3.2 - 3.45%</b>	

## City of East Bethel

### 2015 Enterprise Fund Budget (Summary)

Fund Description Fund Number	Water 601	Sewer 602	Arena 615	Total
<b>Revenue</b>				
Sales	61,500	98,300	234,000	<b>393,800</b>
Connect Fees	100	100		<b>200</b>
Penalties	1,500	1,500		<b>3,000</b>
<b>Total Revenue</b>	<b>63,100</b>	<b>99,900</b>	<b>234,000</b>	<b>397,000</b>
<b>Expenditures</b>				
Salaries and Wages	20,000	19,900		<b>39,900</b>
Supplies	7,250	5,400	7,500	<b>20,150</b>
Fees for Service	12,600	34,600	154,500	<b>201,700</b>
Depreciation	22,200	23,100	72,000	<b>117,300</b>
<b>Total Expenditures</b>	<b>62,050</b>	<b>83,000</b>	<b>234,000</b>	<b>379,050</b>
<b>Revenue over Expenditures</b>	<b>1,050</b>	<b>16,900</b>	<b>-</b>	<b>17,950</b>



## *2015 Budget*

**FUND:** 601 - Water Fund  
**DEPT/ACTIVITY/PROJECT:** 49401 – Water Utility Operations

### **DEPARTMENTAL PROFILE**

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with the two pressure tanks, service the Whispering Aspen development. For 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 10/31/14 Actual	FY 2014 Budget	FY 2015 Budget
<b>Water Fund</b>						
<b>Revenues</b>						
	R 601-37100 Water Sales (Residential)	33,049.00	54,274.54	25,652.13	41,300.00	34,500.00
	R 601-37101 Water Sales (Commercial)			13,286.99		26,500.00
	R 601-37150 Water Connect/Reconnect Fee	75.00	-	-	100.00	100.00
	R 601-37155 Water Connection Inspection		230.00	390.00		
	R 601-37160 Water Penalty	1,321.00	513.46	274.03	1,500.00	1,500.00
	R 601-37170 Water Meter Sales	-	739.97	3,442.12	500.00	500.00
	R 601-39203 Transfer from non-Genl Fund			22,140.40		
	<b>Total Revenues - Water Fund</b>	<b>34,445.00</b>	<b>55,757.97</b>	<b>65,185.67</b>	<b>43,400.00</b>	<b>63,100.00</b>
<b>Expenditures</b>						
	E 601-49401-101 Full-Time Employees Regular	12,697.00	12,819.48	10,412.41	12,800.00	13,600.00
	E 601-49401-102 Full-Time Employees Overtime	44.00	115.62	36.50	250.00	250.00
	E 601-49401-122 PERA-Coordinated Plan	924.00	937.89	757.62	900.00	1,000.00
	E 601-49401-125 FICA/Medicare	1,113.00	1,091.82	888.10	1,200.00	1,300.00
	E 601-49401-126 Deferred Compensation	379.00	386.54	316.00	400.00	400.00
	E 601-49401-131 Cafeteria Contribution	2,850.00	2,706.40	2,346.86	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	131.93	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	946.00	1,369.72	959.39	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	630.00	400.00	400.00
	E 601-49401-227 Utility Maint Supplies	-	911.71	2,309.17	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	328.00	174.31	635.90	500.00	500.00
	E 601-49401-307 Professional Services Fees	154.00	111.64	651.94	1,200.00	1,200.00
	E 601-49401-321 Telephone	1,317.00	1,457.69	2,174.97	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	6,891.84	5,000.00	5,000.00
	E 601-49401-382 Gas Utilities	726.00	1,228.73	959.78	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	277.36	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
	<b>Total Expenditures - Water Fund</b>	<b>50,390.00</b>	<b>53,937.99</b>	<b>31,002.44</b>	<b>61,250.00</b>	<b>62,050.00</b>
	<b>Net Income - Water Fund</b>	<b>(15,945.00)</b>	<b>1,819.98</b>	<b>34,183.23</b>	<b>(17,850.00)</b>	<b>1,050.00</b>



## *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 10/31/14 Actual	FY 2014 Budget	FY 2015 Budget
<b>Sewer Fund</b>						
<b>Revenues</b>						
	R 602-37200 Sewer Sales (Residential)	62,655.00	69,143.03	32,599.35	76,400.00	17,700.00
	R 602-37201 Sewer Sales (Commercial)			3,721.66		30,900.00
	R 602-37202 Sewer Sales (Mobile)			18,365.05		49,700.00
	R 602-37255 Sewer Connection Inspection		230.00	390.00	100.00	100.00
	R 602-37260 Swr Penalty	1,130.00	513.42	271.37	1,500.00	1,500.00
	R 602-39203 Transfer from non-Genl Fund			5,581.05		
<b>Total Revenues - Sewer Fund</b>		<b>63,785.00</b>	<b>69,886.45</b>	<b>60,928.48</b>	<b>78,000.00</b>	<b>99,900.00</b>
<b>Expenditures</b>						
	E 602-49451-101 Full-Time Employees Regular	12,697.00	12,819.48	10,412.41	12,800.00	13,600.00
	E 602-49451-102 Full-Time Employees Overtime	220.00	470.22	255.47	300.00	300.00
	E 602-49451-122 PERA-Coordinated Plan	937.00	963.50	773.49	900.00	1,000.00
	E 602-49451-125 FICA/Medicare	1,126.00	1,115.97	904.54	1,200.00	1,300.00
	E 602-49451-126 Deferred Compensation	382.00	397.20	322.57	400.00	400.00
	E 602-49451-131 Cafeteria Contribution	2,850.00	2,706.24	2,346.71	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	5,512.29	16,000.00	1,000.00
	E 602-49451-217 Safety Supplies	-	1,084.49	905.51	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	4,365.99	7,000.00	17,000.00
	E 602-49451-381 Electric Utilities	11,708.00	13,541.58	9,003.29	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	719.85	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
<b>Total Expenditures - Sewer Fund</b>		<b>98,032.00</b>	<b>88,814.14</b>	<b>38,495.40</b>	<b>97,150.00</b>	<b>83,000.00</b>
<b>Net Income - Sewer Fund</b>		<b>(34,247.00)</b>	<b>(18,927.69)</b>	<b>22,433.08</b>	<b>(19,150.00)</b>	<b>16,900.00</b>



## *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 10/31/14 Actual	FY 2014 Budget	FY 2015 Budget
<b>Arena Operations</b>						<i>*Based on 1148</i>
<b>Revenues</b>						<i>Prime hours sold at \$192 per hour</i>
	R 615-36210 Interest Earnings		2.23	45.27		-
	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	266.99	500.00	500.00
	R 615-38060 Ice Rental Revenues	195,025.00	191,300.28	108,248.28	196,000.00	220,500.00
	R 615-38062 Dry Floor Events	1,500.00	1,350.00	1,397.00	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 Advertising Revenue	2,900.00	1,450.00	2,500.00	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	36,313.00	68,062.68	32,554.60	39,000.00	-
<b>Total Revenues - Arena</b>		<b>256,339.00</b>	<b>272,165.04</b>	<b>146,012.14</b>	<b>248,500.00</b>	<b>234,000.00</b>
<b>Expenditures</b>						
	E 615-49851-201 Office Supplies	-	-	-	-	-
	E 615-49851-211 Cleaning Supplies	-	-	124.10	-	-
	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	2,150.06	5,000.00	4,000.00
	E 615-49851-231 Small Tools and Minor Equip	106.00	105.81	101.97	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	62,739.83	84,000.00	79,000.00
	E 615-49851-321 Telephone	1,349.00	1,503.83	922.80	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	10,911.86	33,000.00	33,000.00
	E 615-49851-382 Gas Utilities	14,652.00	16,537.40	12,706.21	21,000.00	20,000.00
	E 615-49851-385 Refuse Removal	1,509.00	1,076.74	1,616.89	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,055.00	2,318.93	1,311.00	4,000.00	3,000.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	18,164.00	6,291.52	10,337.66	20,000.00	15,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	990.00	230.16	570.53	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
<b>Total Expenditures - Arena</b>		<b>295,323.00</b>	<b>223,631.90</b>	<b>104,126.59</b>	<b>248,500.00</b>	<b>234,000.00</b>
<b>Net Income - Arena</b>		<b>(38,984.00)</b>	<b>48,533.14</b>	<b>41,885.55</b>	<b>-</b>	<b>-</b>

## 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

<b>Equipment Replacement</b>					
<b>Equipment Purchase Schedule</b>					
	<b>Inspection</b>	<b>Parks</b>	<b>Streets</b>	<b>Fire</b>	<b>Total</b>
<b>2015 Purchases</b>					
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	
<b>2015 Total</b>					145,000.00
<b>2016 Purchases</b>					
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	
<b>2016 Total</b>					367,500.00
<b>2017 Purchases</b>					
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		
<b>2017 Total</b>					278,000.00
<b>2018 Purchases</b>					
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		
<b>2018 Total</b>					250,000.00
<b>2019 - 2023 Purchases</b>					
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 <b>REFURBISH</b>				50,000.00	
CHIEF'S AUTO				25,000.00	
FIRE TANKER APPARATUS <b>REFURBISH</b>				30,000.00	
FORD F-550 - MINI PUMPER <b>REFURBISH</b>				40,000.00	
<b>2019 - 2023 Total</b>					991,000.00
<b>2024 - 2028 Purchases</b>					
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 <b>REFURBISH</b>				45,000.00	
FORD 4X4 1T PU - GRASS RIG				75,000.00	
<b>2024 - 2028 Total</b>					749,000.00
<b>2028 &amp; Beyond Purchases</b>					
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	
<b>2028 &amp; Beyond Total</b>					2,380,000.00
<b>Total Scheduled Purchases</b>	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
<b>2015 Beginning Balance</b>	\$26,028			\$26,028
Park Dedication Fees		\$0		\$26,028
Skate board equipment for Booster West Park			\$25,000	\$1,028
<b>2015 Ending Balance</b>				\$1,028
<b>2016 Beginning Balance</b>	\$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
<b>2016 Ending Balance</b>				\$27,028
<b>2017 Beginning Balance</b>	\$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
<b>2017 Ending Balance</b>				\$2,028
<b>2018 Beginning Balance</b>	\$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
<b>2018 Ending Balance</b>				\$2,028
<b>2019 Beginning Balance</b>	\$2,028			\$2,028
Park Dedication Fees		\$80,000		\$82,028
New Park Development			\$50,000	\$32,028
<b>2019 Ending Balance</b>				\$32,028
<b>TOTAL PARK ACQUISITION AND DEVELOPMENT</b>				
<b>FUND SOURCES AND USES</b>		\$195,000	\$219,000	
<b>Park Dedication Fees- Residential</b> = 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.				
<b>Commercial</b> = 5% of land or cash equal to market value of land				



## ***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
<b>2015 Beginning Balance</b>	\$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
<b>2015 Ending Balance</b>				\$11,938
<b>2016 Beginning Balance</b>	\$11,938			\$11,938
Transfer From General Fund		\$50,000		\$61,938
Playground Equipment- Rod and Norma Smith Park			\$45,000	\$16,938
<b>2016 Ending Balance</b>				\$16,938
<b>2017 Beginning Balance</b>	\$16,938			\$16,938
Transfer From General Fund		\$50,000		\$66,938
Baseball field @Booster West Park			\$50,000	\$16,938
<b>2017 Ending Balance</b>				\$16,938
<b>2018 Beginning Balance</b>	\$16,938			\$16,938
Transfer From General Fund		\$50,000		\$66,938
Playground Equipment Booster East			\$45,000	\$21,938
<b>2018 Ending Balance</b>				\$21,938
<b>2019 Beginning Balance</b>	\$21,938			\$21,938
Transfer From General Fund		\$50,000		\$71,938
Playground Equipment Anderson Lakes			\$45,000	\$26,938
<b>2019 Ending Balance</b>				\$26,938
<b>TOTAL PARK CAPITAL FUND SOURCES AND USES</b>		\$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
<b>2015 Beginning Balance</b>	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segment TBD			\$0	\$144,118
<b>2015 Ending Balance</b>				\$144,118
<b>2016 Beginning Balance</b>	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
<b>2016 Ending Balance</b>				\$144,118
<b>2017 Beginning Balance</b>	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
<b>2017 Ending Balance</b>				\$144,118
<b>2018 Beginning Balance</b>	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
<b>2018 Ending Balance</b>				\$144,118
<b>2019 Beginning Balance</b>	\$144,118			\$144,118
Transfer From General Fund		\$0		\$144,118
Trail Dedication fees		\$0		\$144,118
Trail Segments TBD			\$0	\$144,118
<b>2019 Ending Balance</b>				\$144,118
<b>TOTAL TRAILS FUND SOURCES AND USES</b>		\$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 Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2015 Beginning Balance</b>				
Transfer from General Fund	\$814,981			
225th Ave-Sealcoat		\$425,000		\$1,239,981
222nd Ave-Sealcoat			\$23,000	\$1,216,981
226th LN-Sealcoat			\$7,000	\$1,209,981
London St- Sealcoat			\$20,000	\$1,189,981
221st Ave-Sealcoat			\$25,000	\$1,151,481
Wake St- Sealcoat			\$35,000	\$1,116,481
Waconia Circle and Staples St-Sealcoat			\$15,000	\$1,101,481
Isanti St-Overlay			\$110,000	\$991,481
Rochester St-Overlay			\$56,400	\$935,081
7th St Overlay			\$140,000	\$795,081
Leyte St-Overlay			\$85,000	\$655,081
<b>2015 Ending Balance</b>				\$570,081
<b>2016 Beginning Balance</b>				
Transfer from General Fund	\$570,081			
Rendova St- Overlay		\$425,000		\$995,081
Okinawa and Tippecanoe-Overlay			\$140,000	\$855,081
209th, Austin, and 204th-Overlay			\$225,000	\$630,081
<b>2016 Ending Balance</b>				\$124,181
<b>2017 Beginning Balance</b>				
Transfer from General Fund	\$124,181			
Sunny View Addition- Sealcoat		\$425,000		\$549,181
DeGardners Addition- Sealcoat			\$53,000	\$496,181
<b>2017 Ending Balance</b>				\$420,681
<b>2018 Beginning Balance</b>				
Transfer from General Fund	\$420,681			
Hidden Haven West-sealcoat		\$425,000		\$845,681
Hidden Haven East-sealcoat			\$180,000	\$665,681
Cedar Brook Addition-sealcoat			\$70,000	\$595,681
<b>2018 Ending Balance</b>				\$505,681
<b>2019 Beginning Balance</b>				
Transfer from General Fund	\$505,681			
Projects TBD		\$425,000		\$930,681
<b>2019 Ending Balance</b>				\$930,681
<b>Total Street Capital Fund Sources and Uses</b>				
		\$2,125,000	\$2,009,300	

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

**RESOLUTION NO. 2014-47**

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

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

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

**WHEREAS**, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2014.

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

<b>General Levy:</b>	\$4,050,500
<b>Debt Service Levies:</b>	
2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 127,000
2010A	\$ 487,000
2014A	\$ 330,000
	<u>\$5,174,500</u>

*\*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	\$4,848,700
	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 3<sup>rd</sup> day of December, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Robert DeRoche, Jr., Mayor

ATTEST:

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Jack Davis, City Administrator

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

**RESOLUTION NO. 2014-48**

**RESOLUTION APPROVING THE FINAL 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 December 31, 2014; 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 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 December, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Robert DeRoche, Jr., Mayor

ATTEST:

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Jack Davis, City Administrator



# City of East Bethel City Council Agenda Information

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**Date:**

December 3, 2014

\*\*\*\*\*

**Agenda Item Number:**

Item 4.0 B

\*\*\*\*\*

**Agenda Item:**

Administrative Hearing and Appeal-553 Lakeshore Drive

\*\*\*\*\*

**Requested Action:**

City Council is requested to conduct an Administrative Hearing under City Code, Chapter 2, Article X, Section 2-590, Administrative Appeal

\*\*\*\*\*

**Background Information:**

Heidi Moegerle and Gary Otremba purchased 553 Lakeshore Drive on February 11, 2013. On or about May 29, 2014 an additional owner, Darlene Moegerle, was added to the property.

Heidi Moegerle, Gary Otremba and Darlene Moegerle, hereinafter referenced as “Owner”, were directed by City Staff to correct City Ordinance compliance issues relating to 553 Lakeshore Drive on June 11, 2014 and August 20, 2014 (Attachment 4). The required date for compliance for this matter was October 21, 2014. As a result of this directive, Ms. Moegerle and Mr. Otremba requested the Planning Commission review this matter, not as a variance request, but as to a continuance of a non-conformity during the process of building demolition.

The Planning Commission considered this issue at their September 23, 2014 meeting and unanimously voted to uphold the decision of the City Attorney, City Staff and the directives in the letter of August 20, 2014.

While the “Owner” is claiming their appeal should be heard based on the section of the City Code that relates to decisions of the Building Official and Building Code issues, all decisions on this matter have been those of the City Administrator and the Planning Commission with the concurrence of the City Attorney.

The request by the “Owner” to appeal under Chapter 14, Article II, Section 14-23 does not apply in this situation as the Building Official never rendered any opinions or made any decisions on the zoning, legal and/or land use matters or participated in the decision to deny any further building permits until the compliance matters are resolved. Therefore, the process for appeal is subject to City Code Chapter 2, Article X, Section 2-590, Administrative Appeals.

This appeal has been initiated by a written notice from the appellants dated November 10, 2014 (Attachment 8).

The "Owner", purchased 553 Lakeshore Drive, PIN 36-33-23-21-0266 on February 11, 2013. This property was zoned R-1 at the time of the purchase and still retains that zoning designation. This property is in a Shoreland Overlay District and is 7,126 square feet in size.

At the time of purchase, the property was a non-conforming lot of record and the structure was non-conforming.

The Owner of the property applied for and received a demolition permit on February 21, 2013. The demolition permit indicated that the work to be completed would be the removal of the entire portion of the structure used for habitation with only the garage portion of the structure to remain. Prior to the issuance of the demolition permit, the Owners met with Colleen Winter to discuss the use of this property. Ms. Winter provided a letter to the owners (Attachment 1) that addressed the issue of lot combination and the use of 553 Lakeshore for storage use. There were no objections filed by the "Owner" relative to this letter.

Periods of demolition of the inside of the structure occurred between February 21, 2013 and April 2014. The "Owner" requested an extension and modification of the demolition permit on April 21, 2014. This request was to modify the demolition permit to include only the removal of the 1940's cabin section of the structure. This request was granted based on the "Owner's" previous statements concerning the use of the property and on a pending amendment to City Code that proposed an increase in accessory structure size on lots less than 0.99 acres to 960 square feet. The removal of only the "cabin section" would meet this requirement and leave the remaining structure at 960 SF or less and was approved.

The City requested a letter of intent from the "Owner" as to the demolition timetable at the time this permit was extended. The letter of intent submitted by the "Owner" (See Attachment 2) provided notice, for the first time, to the City that the "Owner" intended to utilize the remaining portion of the structure in a manner that was inconsistent with previous statements as to the described use of the property. Previous statements by the "Owner" were consistent over a one and a half year period as to the use of the property and included:

- The "Owner", at a City Council Meeting on November 21, 2012, stated that the retaining wall and septic system would have to be removed.
- The "Owner", at the Local Board of Appeals and Equalization meetings on April 17, 2013 and April 24, 2014, stated that the structure at 553 Lakeshore was uninhabitable and could only be used for "green space" and storage.
- E-mails submitted by the City Assessor and the County Assessor's Office include statements by the "Owner" that the building is uninhabitable and can only be used for storage. Based on these statements the County Assessor determined it was appropriate to "link" or "chain" the two parcels together for tax calculation purposes.
- The "Owner" stated on their application for a demolition permit in 2013 that the habitable portion of the structure would be demolished and only the garage would remain.
- The "Owner" stated to Staff at a meeting and as recent as May 20, 2014, that while they objected to and would not combine the lots, they intended to use the garage for cold storage and the 1985 addition as garden and hobby storage.

On and after April 30, 2014, the "Owner" began in general terms to reverse their statement of intended use of the property as a structure for storage to that of a principle structure for habitable use, first mentioned and specifically stated in an e-mail dated July 27, 2014. The "Owner" served

notice that compliance with City Code that mandates the combination of contiguous/adjoining lots of common ownership of which one is non-conforming would not occur on April 30, 2014.

There was never any information provided by the “Owner” to the City at the time of issuance or extension of the demolition permits, that the demolition permits were part of a process of rehabilitation or renovation of the structure. The demolition on the structure that occurred between February 21, 2013 and April 21, 2014 was internal and consisted of the removal of and not limited to the kitchen, bathroom, plumbing, electrical and inside wall coverings. The Minnesota State Building Code, R306, requires the presence of working plumbing fixtures and a compliant sewage disposal system for a structure to be habitable. The septic system for this property was deemed non-compliant on October 13, 2011.

In the case where these facilities do not or no longer functionally exist, the facility is deemed uninhabitable. As it is no longer habitable based on this definition, information provided by the “Owner” and by the voluntary demolition by the “Owner”, it loses its status as a principal structure and any “grandfather” protection, it may have had, from requirements and regulations of City Code.

This interpretation was presented to the “Owner” in early May 2014 and reviewed personally with the “Owner” at a meeting on May 20, 2014. At the meeting the City presented their interpretation of the land use issues and actions necessary for compliance with City Code. The “Owner” was notified of the City’s position on this matter on June 11, 2014.

Subsequent correspondence and meetings on this matter continued through August 20, 2014 to attempt to resolve the issues in question. On August 20, 2014, the City sent an update (Attachment 4) to the June 11<sup>th</sup> memo that stated the City’s final position and an option for appeal.

It is the opinion of the City Attorney, that even absent the facts of the change in use, that the parcel is non-conforming and must be merged due to the common ownership of the abutting properties, one of which is non-conforming (Attachment 3). In addition, the DNR has provided an opinion to the Owner (attachment 7) that outlines the requirements for lot merger and 553 Lakeshore satisfies none of the requirements for exemption.

As well as the City Attorney’s opinion relating to the combination of lots, it is also the City Staff’s position that the change in use, by creation and choice of the owner with the demolition, has resulted in following:

- 553 Lakeshore has now become an uninhabitable accessory structure with no principle structure on the lot; and
- 553 Lakeshore has, therefore, lost the “grandfather” protection afforded by its prior non-conforming use, structure and lot of record status and is now subject to all the requirements and regulations of the City Code.

Staff is requesting that Council consider the following in regards to their deliberation of the matter:

- The mere non-conformity of the parcel related to the conditions of adjacent ownership and lot size coupled with the demolition of the residence require the merging of the two properties;
- The change in use created by “Owner” through demolition removes the “grandfather” protection of the non-conformities and subjects the property to all other requirements of City Code;

- There are no “hardships” unique to the property and that any “hardships” that may be presented for discussion are by creation of the owner; and
- Allowance of the use would be inconsistent with the Zoning Ordinance’s requirements for Principal/Accessory Structures and therefore inconsistent with the Comprehensive Plan; and
- The proposed use of the property as a continuation of a residential use that does meet setback, impervious surface, intersection visibility, septic system, minimum dimensional requirements, lot size and square footage building footprint requirements would be an unreasonable action on the part of the City.

\*\*\*\*\*

**Attachments**

- Attachment 1---February 18, 2013 Letter
- Attachment 2---Letter of Intent
- Attachment 3--- Lot Merger, Legal Opinion
- Attachment 4---Final Memo, 553 Lakeshore Drive
- Attachment 5---Location Map
- Attachment 6- -Site Map
- Attachment 7 --DNR Opinion
- Attachment 8 –Notice of Appeal
- Attachment 9 –City Code Appeals Sections

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**Fiscal Impact:**

To be determined

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**Recommendation(s):**

Council is requested to conduct an Administrative Appeal on this matter. Staff recommends that the Appeal be conducted under the normal process of a Public Hearing where the appealing party would have the opportunity to provide an oral presentation and to submit their written basis and reason for the appeal. At the conclusion of their presentation, Council would discuss the matter. The appealing party would not engage in debate with the Council during this phase of the hearing and would respond only to questions by Council.

Upon completion of the Council discussion, Council is requested to provide direction to Staff, based on Council findings and rulings, for the disposition of this matter for separate adoption at the next City Council meeting or other date to be arranged.

\*\*\*\*\*

**City Council Action**

Motion by:\_\_\_\_\_

Second by:\_\_\_\_\_

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Vote Yes:\_\_\_\_\_

Vote No:\_\_\_\_\_

No Action Required:\_\_\_\_\_



**Date:** February 18, 2013

**To:** Heidi Moegerle

**From:** Colleen Winter, Community Development Director

**Re:** Property located at 553 Lakeshore Drive NE, East Bethel, MN

You stopped in to get a permit to demolish the house that is located on the property as noted above. In our conversation we also discussed the following:

- Your interest in demolishing the home, but leaving that portion which is a garage, and is currently part of the home structure
- Your intent to cap the well and abandon the septic system
- Your interest in removal of an existing retaining wall and regrading the property to address runoff in a way that is environmentally friendly
- Your interest in making improvements to an existing boathouse to make it safe for storage purposes.

As we discussed, this property currently has an existing agreement that was recorded at Anoka County on Nov. 21, 1986 (see attached). This agreement is null and void if the current septic disposal system is non-compliant, therefore, both removal of the retaining wall, well and septic system is allowed. Please note that as part of this file, there was another agreement regarding the sharing of a deep well with what appears to be your existing property. Just please give me a note in writing stating that you do not share a well.

A grading permit is required for removal of the retaining wall and the landscaping that will be necessary to mitigate runoff onto the city street. I have attached a grading permit for you to fill out, along with the applicable sections of the city code. If you are planning on grading more than 1,000 cubic yards of dirt, you will be required to go through an Interim Use Permit process.

The boathouse can be improved so that it is a safe structure, however, it cannot be made any larger. A separate permit will need to be obtained for improvements to the boathouse (attached).

Please contact Nick Schmitz, our Building Official, at 763-367-7860 and speak to him to obtain specific information about what you will need to do to cap the well and abandon the septic system.

Heidi Moegerle  
Page Two  
February 20, 2013

Another question is the demolition of the existing house, but leaving the garage portion of it. Our ordinance does not permit the *construction* of an Accessory Structure on a lot without a Principal Structure. Technically this is not construction, but a legal nonconforming use in the district. You would not be able to alter the garage or rebuild it unless you adjoin it to your existing property at 179 Forest Road NE, and then it would need to meet the requirements for impervious surface runoff. According to our Shoreland Management Ordinance, impervious surface coverage of lots shall not exceed 25 percent of the lot area defined as the part or percent of the lot occupied by buildings, including accessory buildings, and other impervious surface. This definition includes, but is not limited to, driveways, patios, and structures.

*Accessory structures* in the Shoreland Management District shall meet the normal structure setbacks and comply with the following provisions:

- (1) The structure or facility must be treated or screened so as to be minimally visible from public waters and adjacent shorelands. Treatment techniques include, but are not limited to, use of vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions;
- (2) The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities.

If you have any questions, please feel free to call me. Have a great rest of the day.

TO: Jack Davis, Nick Schmitz and Colleen Winter

FROM: Gary Otremba and Heidi Moegerle

DATE: April 30, 2014

RE: Letter of Intent, 553 Lakeshore Drive

#### LONG TERM GOALS:

1. Use the below grade "boathouse" to store kayaks and related equipment.
2. We understand that the "boathouse" is an accessory structure, which requires a "principle" structure. Therefore, we intend to maintain the large building as a "principle" structure and use it as storage and work space for our hobbies.
3. We intend to naturalize the green space primarily with wildflowers, shrubs and small trees.
4. For the foreseeable future, we will NOT add the 553 Lakeshore property to the 179 Forest Road property. We will take all action legally necessary to prevent that from occurring.

#### IDEALS (which currently seem to be impossible under current EG ordinances)

1. Reduce the footprint of the principle structure (take off 1940 section and increase permeable area) and replace the siding (beautify/update exterior.)
2. Remove the below grade driveway.
3. Remove the retaining wall and re-grade the area (fill in the driveway area.)
4. Corner of Lakeshore/Forest used as rain garden to filter run-off from Forest Road (this might encroach on the City easement.)

The ability to achieve our ideals depend on the answers to the following questions:

1. What effect, if any, does reducing the footprint of the principle structure (increasing permeable surface area) have on our ability to retain the boathouse?
2. What effect, if any, does the contract between Roger Schorr and the City have on 553 Lakeshore today? (Incidentally, this document was not identified in the line of title.)
3. What interest, if any, does the City have in removing the encroaching finger system from the City easement?
4. What interest, if any, does the City have in reducing the height of the Lakeshore/Forest Road intersection to comply with the no more than a two foot height above the road for 30 feet along each road. (City Ordinance\_\_\_\_\_.)



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LAMMERS  
ATTORNEYS AT LAW

www.eckbergammers.com

Writer's Direct Dial:  
(651) 351-2118

Writer's E-mail:  
mvierling@eckbergammers.com

Reply to Stillwater

September 2, 2014

Jack Davis  
City Administrator  
2241 - 221st Avenue NE  
East Bethel, MN 55011

Re: *City of East Bethel - 553 Lakeshore Drive & 179 Forest Road E.  
Heidi Moegerle and Gary Otremba*  
Our File No.: 23746-25353

Dear Mr. Davis,

Thank you for forwarding me correspondence from Heidi Moegerle dated August 27, 2014. Since this is part of a series of ongoing exchanges that have occurred between Ms. Moegerle and the city staff and since the correspondence requests a confirmation of the city's position I am taking this opportunity to outline our review of the issue relative to the required combination of the tax parcels involved.

Initially and for reference I appended to this correspondence a copy of your correspondence directed to Ms. Moegerle and Gary Otremba dated August 20, 2014. Within that correspondence you outline the statutory, ordinance and building code violations relative to the properties in issue. You further identify six bullet points of required performance items for the owners to perform to bring the properties into compliance. As to your interpretation of the building code, statutory and ordinance impacts we concur based on the facts displayed.

As to the issue raised by the August 27 2014 correspondence one of those items provides:

“the lots comprising 553 Lakeshore Drive and 179 Forest Road will have to be combined as prescribed in Appendix A, Zoning, Section 57, 14 A.3”

It is to this point that Ms. Moegerle's August 27<sup>th</sup> correspondence is arguably directed. The ordinance section referenced deals with nonconforming parcels and the effect of their adjoining proximity to another parcel which is owned in common. In this particular instance City Staff has taken the position that Ms. Moegerle and Mr. Otremba are the effective owners of both parcels in issue thus

Stillwater Office  
1809 Northwestern Avenue  
Stillwater, MN 55082  
Phone: 651-439-2878  
Fax: 651-439-2923

Hudson Office  
430 Second Street  
Hudson, WI 54016  
Phone: 715-386-3733  
Fax: 715-386-6456

requiring that both parcels be considered as joined for sale and development purposes. Ms. Moegerle and Mr. Otremba however take issue with that position by claiming the following:

1. The property at 179 Forest Blvd. serves as their homestead parcel and is contained within Anoka County Tax ID number 36.33.23.21.0316. It is comprised of nine lots acquired from two transactions. Lots 399- 402 were acquired by a quit claim deed in which Gary Otremba was the grantor and Heidi L Moegerle, the Grantee. The second transaction was on May 19, 2008 where both Moegerle and Otremba as joint tenants acquired ownership of lots 362-366. Based upon the manner in which these lots were acquired Ms. Moegerle claims there is no common ownership relative to both tax parcels.

Of interest, we note that on January 24, 2014 Otremba and Moegerle jointly executed a modification of mortgage in favor of Frandsen Bank and Trust where they placed all of 9 lots in issue under one mortgage.

More importantly, on July 24, 2008 Ms. Moegerle executed a signed request to Anoka County to join all of the effective lots into a single tax parcel ID number. The effect of that request combined all of the lots and made them all collectively eligible for homestead status but also precludes any attempt to sell or divide them in less than the entire grouping of lots unless subdivision approval is first obtained from the local government unit. In essence, by operation of law, they have been joined for tax classification, development and sale purposes.

Finally, we are advised that the Anoka County office of taxation/property records has linked the two parcels in issue as a result of the non-conformity and ownership issues.

1. Ms. Moegerle claims that any unity or common ownership of title between the two properties were severed when she and Mr. Otremba conveyed the property at 553 Lakeshore Dr. from themselves back to themselves and Ms. K. Darlene Moegerle on May 29, 2014.

To begin with, the original acquisition of the property at 553 Lakeshore was February 13, 2014. In that transaction the Buyers (Grantees) were Ms. Moegerle and Mr. Otremba. The fact of the merger of all of their parcels at 179 Forest Blvd was already an accomplished fact as of July 24, 2008. Under the ordinance at the moment of their acquisition of the property at 553 Lakeshore Dr. the provisions of the Ordinance immediately took effect. No subsequent transaction to add new owners or divest any portion of their ownership would be legally effective to defeat the ordinance's application.

The Ordinance in effect for all of 2013 and 2014 provides:

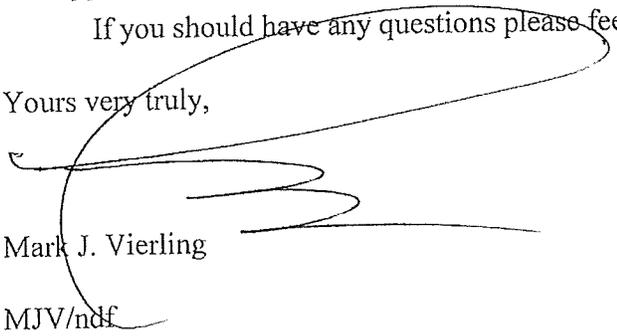
“If in the case of two or more contiguous lots or parcels of land under single ownership, any individual lot or parcel does not meet the minimum requirements of this ordinance, **such individual lot or parcel shall not be considered as a separate parcel of land for purposes of sale or development**, but must be combined with adjacent lots so the combination of lots will equal one or more parcels of land meeting the full requirements of this section or the provisions of the zoning district in which the property is located, whichever is more restrictive. In no circumstances will there be approval of any proposal for multiple lot developments based upon lots of record that do not conform to the provisions of the existing zoning district.”

The property at 553 Lakeshore Dr. is now, and was at the time, a non-conforming lot/parcel of record. Sale or transfer of same, apart from the property at 179 Forest Blvd., was prohibited by the Ordinance. Moreover, Ms. Moegerle was actively engaged with the City Staff at that time over issues of use and development of that property as well as issue of tax classification and assessed valuation of the property and had stated in an April 30, 2014 communication to the City Staff that she and Mr. Otremba refused to combine the parcels and thus were well aware of the issue.

Aside from the ineffective nature of the attempted transfer to add an additional owner by the May 29<sup>th</sup> 2014 conveyance, the action itself has the appearance of being initiated as an effort to circumvent the application of the ordinance.

If you should have any questions please feel free to contact me.

Yours very truly,



Mark J. Vierling

MJV/ndf

Rec ID 2130004

Doc # 59693



Stored Doc. No. 59693

DIVISION / COMBINATION REQUEST FORM

Date: 7-24-08

Division Municipality East Bethel

Combination For taxes payable in 2009

Fee Owner: Heidi L. Moegerle + Gary OTremba

Contract Purchaser: \_\_\_\_\_

Taxpayer name: Heidi L. Moegerle + Gary OTremba  
Address: 179 Forest Rd NE  
East Bethel, MN 55092

Pin/s	Legal Description
36-33-23-21-0304	Lots 362-thru-365 / Coon Lake Beach
36-33-23-21-0100	Lot 366 / Coon Lake Beach
36-33-23-21-0314	Lot 399-thru-402 / Coon Lake Beach

Note: If this is a request for a division of a tax parcel, the legal descriptions of the new parcels must be attached and stamped with city approval.

Daytime Phone: 651-325-5884

X Heidi L. Moegerle  
 Fee Owner  
 Contract Purchaser

Note: If the request is by a contract Purchaser, the applicant must already appear as the contract purchaser in the county tax records or a copy of the contract for deed must be attached.

OFFICE USE ONLY:

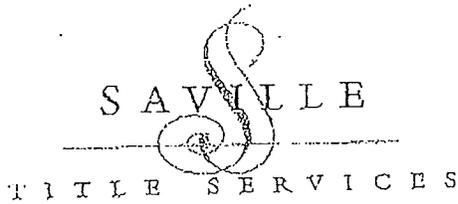
Checked for delinquent taxes by: RMH

Date: 7-24-08

A

8/6/08

OC



## ATTORNEY'S OPINION OF TITLE

January 16, 2014

**File Number:** 4762

**Client:** Frandsen Bank & Trust  
2001 West Broadway  
Forest Lake, MN 55025

**Purpose:** This Attorney's Opinion of Title is not a commitment for Title Insurance, or any insurance, and the liability of Saville Title Services, Inc., is limited to a refund of the amount paid for this Attorney's Opinion of Title. It is merely informational to show Frandsen Bank & Trust the identity of the current fee owner(s), and what liens, if any, are currently unsatisfied of record against the subject property described herein. Based upon my examination of the documents on file, and of record, with the County Recorder of Anoka County, and other sources, for the below described real property, my Attorney's Opinion of Title is as follows:

**Fee owners:** Gary C. Otremba and Heidi L. Moegerle, husband and wife  
(as further delineated in the Notes below)

### NOTES:

1. On January 12, 1998, Gary C. Otremba, a single person, purchased Lots 399, 400, 401, and 402, Block 6 "Coon Lake Beach", Anoka County, Minnesota from Eliguis Otremba, a single person. Then on July 18, 2003, Gary C. Otremba, a married man, conveyed his fee interest to Heidi L. Moegerle, by Quit Claim Deed. Now, Gary C. Otremba only has a marital interest in these lots and Heidi L. Moegerle has the fee interest. It is unclear from the record if this was the intent of the parties. The Quit Claim Deed was drafted by Heidi L. Moegerle. If the intent was to add her to the fee, in addition to Gary C. Otremba's fee interest, the Quit Claim Deed was drafted incorrectly and did not accomplish that purpose.
2. As to the Lots 362, 363, 364, 365, and 366, Block 6, Coon Lake Beach, Anoka County, Minnesota, both Heidi L. Moegerle and Gary Otremba have a joint tenancy fee interest in these lots, having received them in a Limited Warranty Deed from JPMorgan Chase Bank, N.A., dated May 19, 2008 and recorded May 30, 2008, as Recorded Document Number: 2000927.003.
3. All of Lots 362, 363, 364, 365, and 366, Block 6, Coon Lake Beach, Anoka County, Minnesota, AND Lots 399, 400, 401, and 402, Block 6 "Coon Lake Beach", Anoka County, Minnesota, have the same Parcel Identification Number (PIN).

Property address: 179 Forest Road Northeast, East Bethel, MN 55092  
 Effective date: January 9, 2014 at 08:00 AM  
 Legal Description: Lots 362, 363, 364, 365, and 366, Block 6, Coon Lake Beach, Anoka County, Minnesota, and Lots 399, 400, 401, and 402, Block 6 "Coon Lake Beach", Anoka County, Minnesota

Abstract property

Open Liens: Mortgage  
 Dated: May 9, 2008  
 Recorded: May 15, 2008  
 Document No.: 2000663.006  
 From: Gary C. Otremba and Heidi L. Moegerle, husband and wife as joint tenants  
 To: Frandsen Bank & Trust  
 Principal Amount of: \$150,000.00  
 Legal Description: Lots 399, 400, 401, and 402, Block 6 "Coon Lake Beach", Anoka County, Minnesota

NOTE: Above-referenced mortgage covers less property than this report, or the present PIN.

Real Estate Taxes: Real Estate taxes due and payable for the year 2013 in the amount of \$2,991.75 are paid in full.

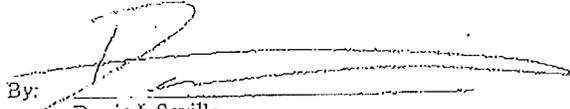
Parcel ID No: 36-33-23-21-0316 (covers all nine lots, inclusive)

Homestead Status: Property is: Homestead

Additional Information and Disclaimers:

- A special assessment search was not requested by Frandsen Bank & Trust; therefore no statement is made herein as to whether or not the property is subject to any levied or pending special assessments.
- Further, no request was made for a plat drawing; therefore no statement is made herein as to whether or not any structures on the subject property encroach onto neighboring lot(s), or whether or not any structures on neighboring lot(s) encroach onto the subject property.
- No statement is made herein as to whether or not the subject property currently complies with the existing zoning regulations or building restrictions.
- There are no Mechanic's Liens of record but Frandsen Bank & Trust should satisfy itself as to whether any improvements or materials have been delivered to the subject property within the past 120 days which might give rise to a Mechanic's Lien right of others.

Reliance Upon: This Attorney's Opinion of Title is prepared for the exclusive use and purposes stated herein of Frandsen Bank & Trust. No representations, express or implied, are made to any other individual or party, without regard to whether or not the expense of this Attorney's Opinion of Title is passed along to the fee owner of record, any other individual or party.

By: 

Dennis J. Saville  
Attorney at Law / President  
Saville Title Services, Inc.  
Attorney License No.: 0222161

*Handwritten signature*

[this space for recording information]

Property Tax ID#: 36 33 23 21 0266

LIMITED WARRANTY DEED **AO**

State Deed Tax Due: \$ 19.80

MADE this 11 day of FEB, 2013, by and between Wells Fargo Bank, N.A., successor by merger to Wells Fargo Bank Minnesota, N.A., FKA Norwest Bank, Minnesota, N.A., solely as trustee for Structured Asset Mortgage Investments II, Inc. Bear Stearns Mortgage Funding Trust 2007-AR4, Mortgage Pass-Through Certificates, Series 2007-AR4 who aquired title as Wells Fargo Bank, National Association as Trustee for the Certificateholders of Structured Asset Mortgage Investments II Inc. Bear Stearns Mortgage Funding Trust 2007-AR4 Mortgage Pass-Through Certificates, Series 2007-AR4, whose post office address is 7301 Baymeadows Way, Jacksonville, FL 32256, hereinafter called Grantor, and Heidi Moegerle and Gary Otremba, a married couple, as joint tenants whose post office address is 179 Forest Road NE, East Bethel, MN 55092, hereinafter called Grantee:

WITNESSETH, That said Grantor, for and in consideration of the sum of Six Thousand and 00/100 dollars(\$ 6,000.00 ), and other good and valuable considerations in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby conveys and quitclaims to Grantee real property located in Anoka County, Minnesota as further described in Exhibit "A" attached hereto and made part hereof together with all hereditaments and appurtenances belonging thereto, subject however, to all matters set forth on Exhibit "B" attached hereto and made part hereof.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT:

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property
- A well disclosure certificate accompanies this document or has been electronically filed. (if electronically filed, insert WDC number: )

( ) I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

IN WITNESS WHEREOF, first party has hereunto set his/her hand and seal the day and year first written above.

GRANTOR:

Wells Fargo Bank, N.A., successor by merger to Wells Fargo Bank Minnesota, N.A., FKA Norwest Bank, Minnesota, N.A., solely as trustee for Structured Asset Mortgage Investments II, Inc. Bear Stearns Mortgage Funding Trust 2007-AR4, Mortgage Pass-Through Certificates, Series 2007-AR4 who acquired title as Wells Fargo Bank, National Association as Trustee for the Certificateholders of Structured Asset Mortgage Investments II Inc. Bear Stearns Mortgage Funding Trust 2007-AR4 Mortgage Pass-Through Certificates, Series 2007-AR4 by JPMorgan Chase Bank, National Association, attorney in fact

By: [Signature] 2/11/13  
Name: Alissa Owens  
Title: Vice President

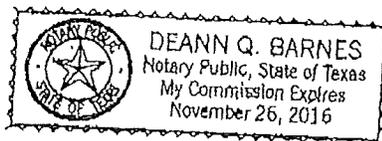
STATE OF TEXAS  
COUNTY OF DENTON

BEFORE ME, on this 11 day of FEB, 2013, the undersigned authority, personally appeared ALISSA OWENS, who is the VP of JPMorgan Chase Bank, National Association, attorney in fact for Wells Fargo Bank, N.A., successor by merger to Wells Fargo Bank Minnesota, N.A., FKA Norwest Bank, Minnesota, N.A., solely as trustee for Structured Asset Mortgage Investments II, Inc. Bear Stearns Mortgage Funding Trust 2007-AR4, Mortgage Pass-Through Certificates, Series 2007-AR4 who acquired title as Wells Fargo Bank, National Association as Trustee for the Certificateholders of Structured Asset Mortgage Investments II Inc. Bear Stearns Mortgage Funding Trust 2007-AR4 Mortgage Pass-Through Certificates, Series 2007-AR4 appearing on behalf of said corporation with full authority to act for said corporation in this transaction, who is known to me or has shown [Signature] as identification, who after being by me first duly sworn, deposes and says that he/she has the full legal authority to sign this deed on behalf of the aforementioned corporation.

[Signature]  
NOTARY PUBLIC:

My Commission Expires: 11/26/16

DB 1/ 67229503.2



THIS INSTRUMENT WAS DRAFTED BY:

First American Title  
14551 County Rd. 11 #120  
Burnsville, MN 55337

AO

TAX STATEMENTS FOR THE REAL  
PROPERTY DESCRIBED IN THIS  
INSTRUMENT SHOULD BE SENT TO:

Heidi Moegerle and Gary Otremba  
~~555 Lathrop Drive~~  
~~East Bethel, MN 55002~~

179 Forest Rd  
East Bethel, MN 55092

Exhibit "A" 

Lots 356, 357, 358, 359 and 360, all in Block 6, Coon Lake Beach

Tax/Parcel ID: 36 33 23 23 0266

Exhibit "B"

AO

Permitted Encumbrances

1. The lien of taxes and assessments for the current year and subsequent years,
2. Matters that would be shown by an accurate survey and inspection of the property:
3. All covenants, restrictions, conditions, easements, reservations, rights-of-way, and other matters of record, to the extent valid, subsisting and enforceable;
4. Zoning requirements, statutes, rules, orders, restrictions, regulations and ordinances of governmental agencies or their instrumentalities relating to the property, the buildings located thereon, their construction and uses, in force on the date hereof (if any such exist);
5. All roads and legal highways;
6. Rights of parties in possession (if any); and
7. Any licenses, permits, authorizations or similar items (if any) in connection with the conduct of any activity upon the property



August 20, 2014

To: Heidi Moegerle and Gary Otremba

From: Jack Davis, City Administrator

Subject: 553 Lakeshore Drive.

**Update of Memorandum dated June 11, 2014**

The Minnesota State Building Code, R306, requires the presence of working plumbing fixtures and a compliant sewage disposal system for a structure to be habitable. In the case where these facilities do not or no longer exist, the facility is deemed uninhabitable. As it is no longer habitable, it loses its status as a principal structure and any “grandfather protection, it may have had, from requirements of non-conforming uses of City Code.

Additionally, as the structure has been abandoned or unoccupied for at least one year, it has also lost its “grandfather” status per Minn. Stat 462.357 Subd 1e(1) relative to the application of the Shoreland Overlay and other applicable Zoning Code sections.

As to the current residential structure upon which demolition is ongoing, the same will not be allowed to be utilized as an occupied space for human habitation given the lack of a compliant septic system and the plumbing issues as noted above. At a minimum the existing cabin section must be removed and demolished. Any remaining uses of the site will have to be compliant with the City Zoning Code.

Based our meeting of May 20, 2014 and per the easement agreement for the septic system, the retaining wall, that is a component of the septic system and as is regulated by Appendix A, Section 15 and Section 62-72 of the City Code, must be removed and any material in this area that is necessary to comply with these portions of the Code and the Shoreland Overlay requirements of the City Code must be moved at the owner’s expense. The following, along with all necessary permits, will be required to meet City Code in regards to 553 Lakeshore Drive:

- All demolition must be completed in 6 months from the issuance of an extension of a demolition permit. The extended demolition permit was issued on April 21, 2014. As a condition of the demolition permit, documentation for the abandonment of the septic system was required by May 21, 2014. Please submit the required documentation by September 2, 2014 to Nick Schmitz.
- The garage and a part of the 1985 addition to the cabin can remain as an accessory structure provided that the square footage of these structures does not exceed 960 square feet, the remaining portions of the building are structurally sound and meet City/State Building Codes and compliance is maintained with all other sections of the City Code, including any lot merger that may be required.

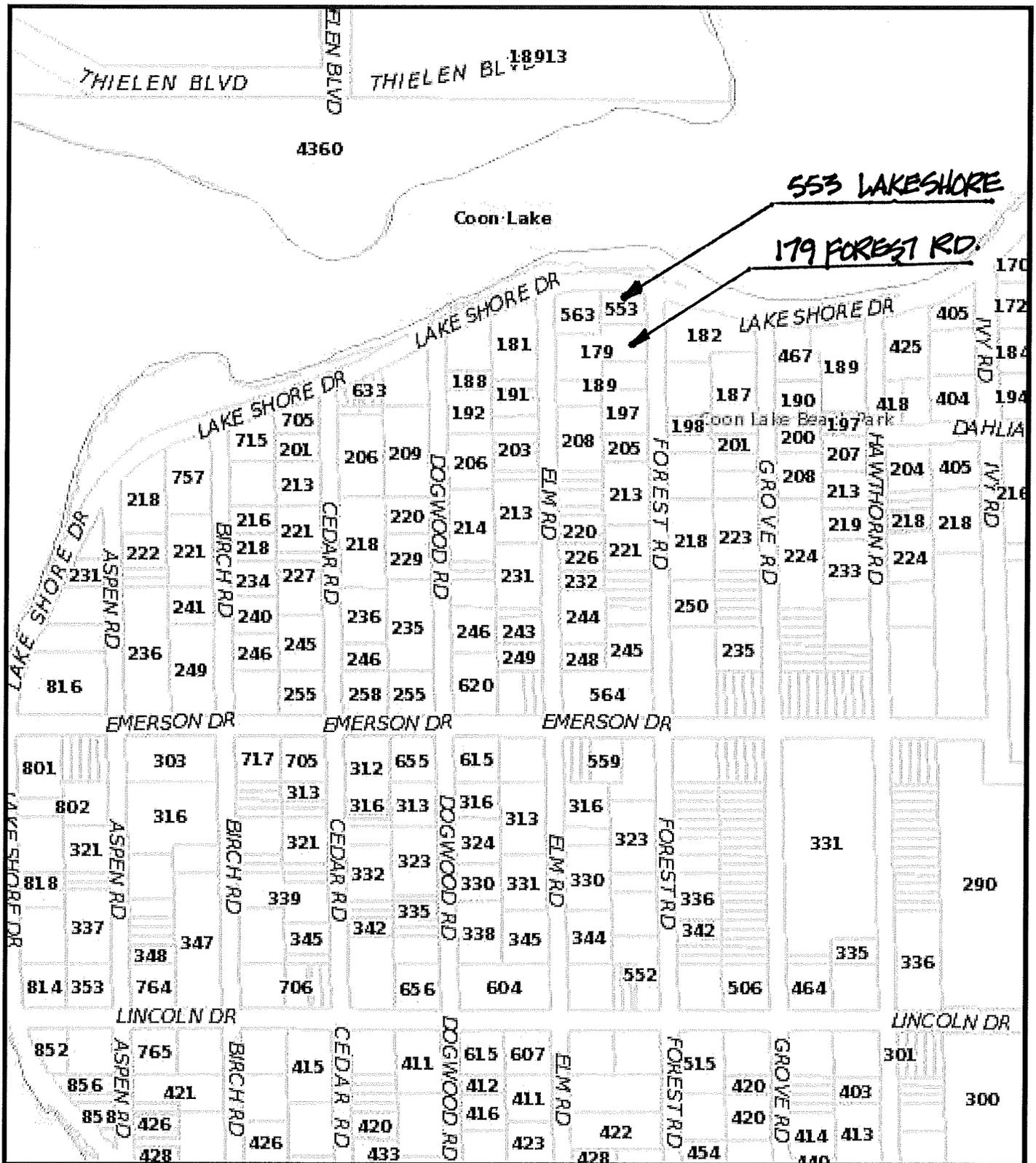
- The “boathouse” can remain as an existing shed if it is less than 120 square feet, proves to be structurally sound, is the only shed on the property and is equipped with doors that meet Building Code requirements.
- The lots comprising, 553 Lakeshore Drive and 179 Forest Road, will have to be combined as prescribed in Appendix A, Zoning, Section 57, 14 A. 3).
- The retaining wall and fill that is a component of the septic system on the property will have to be removed or moved and all grading activities will have to comply with the specifications in Appendix A, Zoning- Shoreland Overlay District, Section 57 and as referenced in paragraph 4 of this Memorandum.
- The septic system must be removed per City Code/MPCA requirements. A grading permit will be required for the movement of more than 10 cubic yards of material as required by Section 57, E, Topographic Alterations/Grading and Filling and as indicated by e-mail communication on July 23, 2014 and our meeting on July on July 28, 2014.

Staff has made reasonable efforts to resolve the Code issues regarding this property. As this has been a matter that has been on-going for over a year, please complete all the items as listed by October 21, 2014.

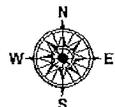
Should you disagree with interpretation and application of City Code as it applies to this situation, I would recommend that you apply for a variance and present your request to the Planning Commission.

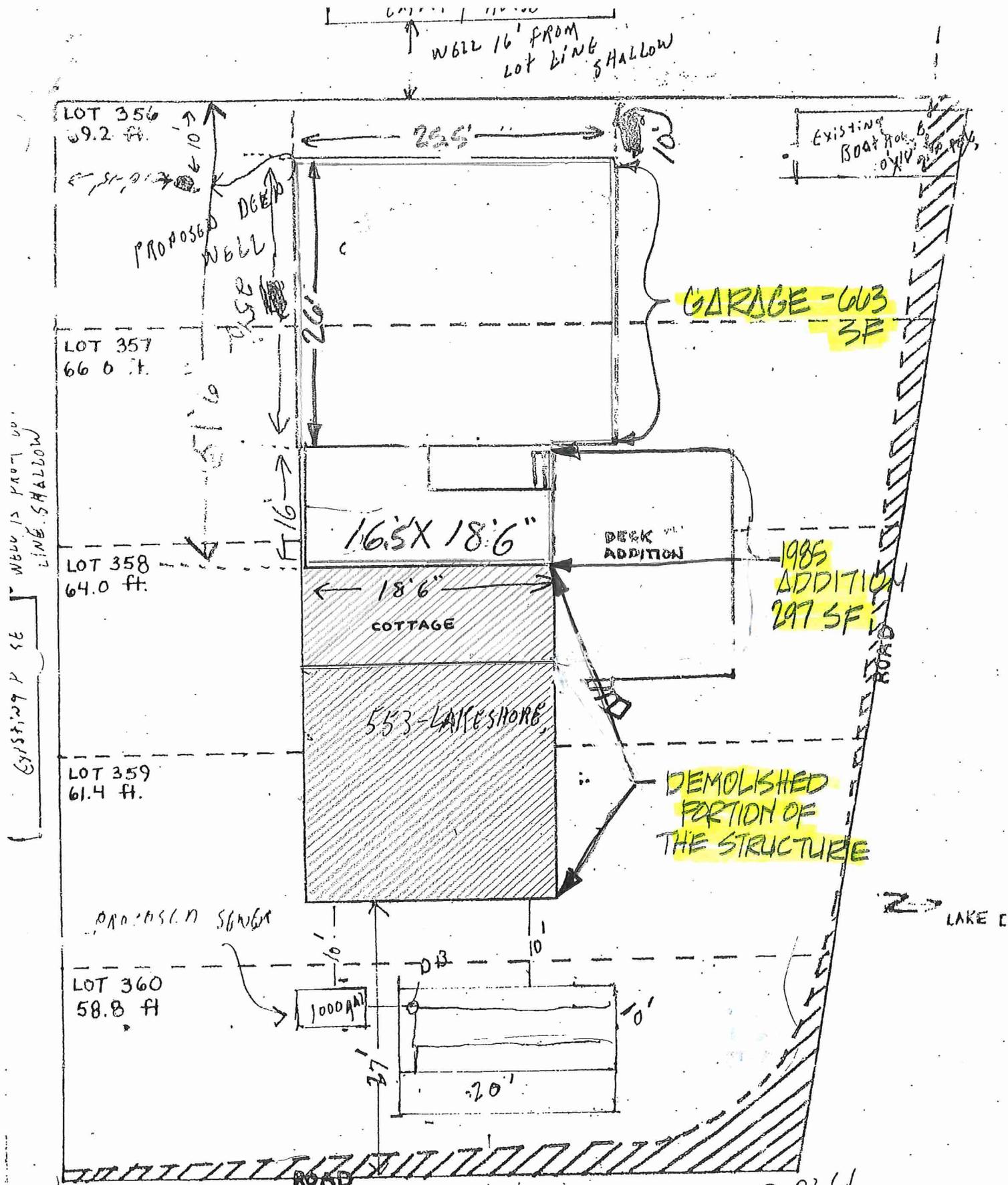


# LOCATION Map



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





**SCALE**  
 1" = 9'-0"

PROPERTY COVERED BY THE EXISTING ROAD.

Diagram 1984

553 LAKESHORE DR.

**From:** Petrik, Daniel (DNR) [Daniel.Petrik@state.mn.us]  
**Sent:** Friday, September 05, 2014 11:32 AM  
**To:** Heidi Moegerle  
**Cc:** Drewry, Kate (DNR); Shillcox, Jennifer (DNR); Jack Davis  
**Subject:** RE: Shoreland District Land Use: East Bethel, Coon Lake

Heidi,

Thanks for sharing the details of your project. I understand the frustration you've experienced in trying to improve and use this parcel of land on Coon Lake. I'm copying the DNR's Area Hydrologist for Anoka County, Kate Drewry, and the city administrator on this email to keep them informed. Our practice is to include city staff on all communications dealing with local government shoreland issues.

I am not an attorney or a building official so I cannot comment on your questions that deal with interpreting the city's ordinance and building code. As the DNR's shoreland program manager, my role is to work with local governments (through and with DNR Area Hydrologists) to help them adopt and administer shoreland ordinances that improve protections for public waters. Our regulatory authority is limited to ensuring that local governments have shoreland ordinances that meet the minimum state-wide shoreland standards consistent with state rules (MR 6120.2500 – 6120.3900). State planning enabling laws (MS 462.351 – 462.365) give cities broad powers to develop and administer local zoning ordinances and other local controls. The DNR does not have any special authority to interpret or compel action of local governments in the administration of their zoning ordinances or building codes.

The purpose of the shoreland rules is to limit development impacts on public waters. One way to do that is to reduce the number of small lots created before the shoreland rules and their minimum lot area and width standards were implemented. So, when nonconforming (due to not meeting lot area and width requirements) contiguous lots come into common ownership, the rules want them combined. MS 462.357 provides protections to allow the continuation of legal nonconforming shoreland lots, but they do allow local governments to regulate them (with some latitude) and require their combination under certain circumstances. MS 462.357 Subd 1e. (d) was updated by the Legislature in 2008. This law is clear in that if shoreland lots don't meet the specified criteria, they must be combined. This law is usually triggered by a land use application.

To paraphrase this statutory provision---- If contiguous shoreland lots under common ownership do not meet the following criteria:

- are not at least 66% of the required minimum area and width
- don't meet the sewer requirements
- don't meet the 25% impervious cover limit
- are not consistent with the comprehensive plan

they must be combined so that they equal one or more conforming lots, as much as possible (MS 462.357 Subd 1e.d).

The state minimum lot area and width standards for non-riparian lots with septic systems on general development lakes (your situation, I believe) is 40,000 square feet and 150 feet (local governments may be more restrictive). Do any of the contiguous lots or parcels (collection of lots) meet the 66% criterion? Based on the information you sent, it appears that the 553 Lakeshore Drive property doesn't meet the 66% criterion. If so, the city is likely working to achieve the statutory requirement of MS 462.357 Subd. 1e.(d)

I am not qualified to comment on the ownership or building code issues, that is something that the city and you will need to work out.

I cannot determine the reason for the lot (parcel) being nonconforming, perhaps it doesn't meet the lot area or width requirements. The city should be able to answer this question. The attorney's letter (9/2/14 to Jack Davis) states that occupancy of the property was discontinued for one year, thus allowing the city to discontinue its legal nonconforming status (i.e. no longer "grandfathered")(MS 462.357 Subd. 1.e.). I am not qualified to comment on what constitutes occupancy. Again, this is an issue that you need to take up with the city directly.

The 1995 technical report that you asked about is an advisory document. State statutes and local ordinances provide the legal framework for making land use decisions. Deviations from local government administrative decisions and the requirements of the local ordinance are usually handled through the variance process.

**Dan Petrik** | Land Use Specialist  
Minnesota Department of Natural Resources (DNR)  
500 Lafayette Road | St. Paul, MN| 55155-4032  
651-259-5697 | [www.dnr.state.mn.us](http://www.dnr.state.mn.us)

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## Jack Davis

---

**From:** Heidi Moegerle [hmoegerle@mail.com]  
**Sent:** Monday, November 10, 2014 4:01 PM  
**To:** Jack Davis  
**Cc:** Gary Otremba; Darlene Moegerle  
**Subject:** Notice of Appeal and Response to October 20 letter

Mr. Davis:

I am snowed in and will be unable to deliver the hard copy of the Notice of Appeal and Response to your letter of October 20 which include attachments/exhibits today.

Rather than ask for an additional extension of time to Wednesday, please be advised of the following:

**Notice of Appeal on the following issues:**

1. Unreasonable/unlawful refusal to consider/accept our modification of our demolition plans as stated to you personally on or about May 20, 2014 and again on July 28, 2014 of the structure at 553 Lakeshore Drive;
2. Unreasonable/unlawful refusal/denial of building permit to complete the rehabilitation/repair of unsafe area of the living space of 553 Lakeshore Drive as required by law;
3. Unreasonable/unlawful demand to abandon well and septic tank at 553 Lakeshore Drive;
4. Unreasonable/unlawful demand to combine properties that Minn Statute 462.357(1)(e)(h) states MUST remain separate:

(h) Notwithstanding paragraph (f), contiguous nonconforming lots of record in shoreland areas under a common ownership must be able to be sold or purchased individually if each lot contained a habitable residential dwelling at the time the lots came under common ownership and the lots are suitable for, or served by, a sewage treatment system consistent with the requirements of section 115.55 and Minnesota Rules, chapter 7080, or connected to a public sewer.

(REMEMBER: we LOST on ALL aspects of our petition to reduce the taxes on the 553 property. Since we lost on all counts, it is as if we had not argued that the house was uninhabitable...when in fact it was merely unsafe.)

5. Unreasonable/unlawful demand that the retaining wall be removed from the 553 property;
6. Unreasonable/unlawful demand under color of law to remove the septic system; and/or
6. Costs, reimbursement for septic tank and punitive damages for requiring responses to unreasonable/unlawful harrasing demands.

Response to October 20, 2014 letter:

Our response can be distilled to the following:

Neither demand is sufficiently clear to demonstrate that the City has any legal right to require the owners to take the action demanded (12(b)(6) - failure to state a claim upon which relief can be granted.

Notwithstanding the foregoing, which is sufficient, response to unreasonable/unlawful demands are listed as follows, jointly and in the alternative as provided by law:

Removal of retaining wall is an unreasonable/unlawful and fraudulent attempt under the color of law to deprive the Owners of their property rights:

1. The City is charged with notice of ALL facts in the file on 553 Lakeshore. It is clear from the file that the City Council, on October 1, 1986 established that the agreement between Roger Schoer and the City was limited to: "A statement of consent from the City to be drawn up and an indemnification from the property

owner to the City for anyone running into it causing harm to either themselves or the system/wall. All in favor; motioned carried."

The City Council NEVER ratified the terms additional to those stated in the October 1, 1986 minutes that are contained in the Agreement that was ultimately signed. Only the terms that were ratified by the Council are enforceable. The terms requiring that the retaining wall and the septic system be removed were NOT ratified by the Council and are unenforceable.

The City knew or should have known that the terms of the Agreement were unenforceable and that the demand to remove the septic tank (acted upon by the Owners) was fraudulent and that its continued demand to remove the retaining wall with threat of legal action is equally fraudulent.

2. The "agreement" was not recorded in the chain of title and does not run with the land;
3. The "agreement" terminated at the time that the City learned that there was an issue with soil separation on the property...approximately November 2011. At that time, the "owner" of the property was fixed as Michael McClain. The City must seek its remedy, if at all, against Mr. McClain.
4. The City failed to enforce the terms of the agreement against Mr. McClain operates as a complete legal waiver against subsequent owners.
5. Retaining walls are not illegal in the City right of way and the retaining wall that is the subject of this matter is not failing. **The only vehicle known to have struck the retaining wall in 30 YEARS** is the City's snowplow on January 20, 2014. The snowplow was not damaged and the City repaired the damage to the retaining wall in a satisfactory manner. There is no legitimate, reasonable interest of the City to have the retaining wall removed.

Joinder of the two properties in an unreasonable/unlawful attempt by the City to deprive the Owners of their property rights:

1. The owners disclosed to the City the unsafe condition of the area of the original cabin at the time of the purchase of the original permit; verbal updates throughout the life of the permit; renewal of the permit and at meetings with Mr. Davis on or about May 20, 2014 and on July 28, 2014. At each and every meeting it was made clear that the owners intended to preserve as much of the living space as was economically feasible with minimal disturbance of the soil, due the property being within the Shoreland (overlay) District.

The owners were told to keep the City apprised of the progress in determining how much of the building could be saved by the Building department staff. The owners would not be required to provide a site plan or floorplan until the final floor plan was determined.

On or about May 20, 2014 and on July 28, 2014 the owners advised the City that they had determined that it was economically reasonable and structurally feasible to preserve the living area as a principle structure, but were unreasonably and unlawfully refused by the City Administrator. The owners were and are at all times ready, willing and able to preserve the residence as a residence, upgrading the systems, utilities and structure as required.

2. Minnesota statute allow homes with unsafe areas to be repaired and rehabilitated, even if they are non-conforming.
3. East Bethel ordinance provides for an unlimited extensions of time to complete any permit as long as progress is being made toward the permit goals...which owners continually provided to the City.
4. To the extent that the City contends that a "demolition permit is a building permit" the City cannot legally deny the owners a building permit to rehabilitate/reconstruct the 3.5' portion of the cabin that had to be removed in order to complete the structurally sound repair.

The final document will be much more detailed and cite to the law more specifically, however, I am sure that you have sufficient gist of the point of our objections and response so as not to be prejudiced by the fact that the formal notice and responses will not arrive until Wednesday, November 12, 2014.

Heidi L. Moegerle  
Gary Otremba

**Attachment 2-East Bethel City Code Sections Relating to Appeals of Administrative and Building Official Decisions.**

**CHAPTER 2,ARTICLE X. - ADMINISTRATIVE APPEAL**

**Sec. 2-590. - Process.**

(a)If any person shall be aggrieved by any administrative decision of the city administrator, any other elected or appointed city official or employee, or any committee or commission not having within its structure an appellate procedure, such aggrieved person is entitled to a full hearing before the council upon serving a written request therefor upon the city administrator or his designee at least 15 days prior to any regular council meeting. Such request shall contain a statement setting forth the administrative decision to be challenged by the appellant, including specific ordinance, policy, procedure or law allegedly violated.

(b)At such hearing the appellant may present any evidence he deems pertinent to the appeal. However, the city shall not be required to keep a verbatim record of the proceedings.

(c)The mayor, or other officer presiding at the hearing, may, in the interest of justice or to comply with time requirements and on his own motion or a member of the city council, adjourn the hearing to a more convenient time or place. Such time and place shall be determined prior to adjournment of the hearing pursuant to this article.

*(Ord. No. 104B, § 24(24-1), 10-3-2007)*

**Sec. 2-591. - Rules of procedure for appeals and other hearings.**

The city council may adopt by resolution certain written rules of procedure to be followed in all administrative appeals and other hearings to be held before the council. Such rules of procedure shall be for the purpose of establishing and maintaining order and decorum in the proceedings.

*(Ord. No. 104B, § 24(24-2), 10-3-2007)*

**Chapter 14, Article II**

**Sec. 14-23. - Local board of appeals**

(a)In order to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of this Code, there shall be and is hereby created a board of appeals.

(1)The board of appeals shall consist of three members, appointed by the city administrator who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

(2)The building official shall be an ex officio member of said board but shall have no vote on any matter before the board.

(3) Appeals hearings must occur within ten working days from the date the city receives a properly completed, written application for appeal filed with the city clerk. If an appeal hearing is not held within this time, the applicant may appeal directly to the State Building Code appeals board.

(4) Costs of the appeal, if any, shall be paid by the prevailing party. The city may require a reasonable escrow to cover the projected cost.

*(Ord. No. 32, Second Series, § 1, 11-16-2011)*



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

December 3, 2014

\*\*\*\*\*

**Agenda Item Number:**

Item 6.0 A-D

\*\*\*\*\*

**Agenda Item:**

Consent Agenda

\*\*\*\*\*

**Requested Action:**

Consider approving Consent Agenda as presented

\*\*\*\*\*

**Background Information:**

Item A

Approve Bills

Item B

November 19, 2014 City Council Meeting Minutes

Meeting minutes from the November 19, 2014 City Council Meeting are attached for your review.

Item C

Oak Grove Building Official and Inspection Proposed 2015 Contract

The City has provided Building Official and Inspection Services to Oak Grove for the previous two years. The proposed contract for 2015 is identical to the 2014 contract for both fees and service. The City charges 80% of the fee schedule and 100% of the plan review costs to fund the contract. The revenues for each year of the agreement have exceeded our costs for these services. A copy of the proposed Contract is attached.

Item D

Final Payment Elevated Storage Tank No. 1

This item includes the Final Payment to Caldwell Tank, Inc. for the construction of Elevated Storage Tank No. 1. The original contract amount for this project was \$1,072,000.00. The final contract amount is \$1,050,217.86. Staff recommends final payment of \$55,360.89. A summary of the Final Payment is as follows:

Total Contract Amount	\$ 1,072,000.00
Final Contract Amount	\$ 1,050,217.86
Less Previous Payments	<u>\$ 994,856.97</u>
Total Payment	\$ 55,360.89

Payment for this project will be financed from the bond proceeds. Funds, as noted above, are available and appropriate for this project. A copy of the Final Payment is attached.

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**Fiscal Impact:**

As noted above.

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**Recommendation(s):**

Staff recommends approval of the Consent Agenda as presented.

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**City Council Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Payments for Council Approval December 3, 2014**

Bills to be approved for payment	\$78,154.95
Electronic payroll payments	\$25,002.63
Payroll - City Staff - November 20, 2014	\$33,858.28
<b>Total to be Approved for Payment</b>	<b>\$137,015.86</b>

# City of East Bethel

December 3, 2014

## Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Cleaning Supplies	157504	Class C Components	615	49851	\$54.94
Arena Operations	Concession Rental	10004	Gibson's Management Company	615		(\$2,000.00)
Arena Operations	Gas Utilities	435469219	Xcel Energy	615	49851	\$1,171.05
Arena Operations	General Operating Supplies	156893-01	Class C Components	615	49851	\$69.54
Arena Operations	Professional Services Fees	10004	Gibson's Management Company	615	49851	\$9,000.00
Arena Operations	Small Tools and Minor Equip	68901	Menards Cambridge	615	49851	\$82.65
Arena Operations	Telephone	332373310-156	Sprint Nextel Communications	615	49851	\$39.02
Building Inspection	Conferences/Meetings	1349266	University of Minnesota	101	42410	\$210.00
Building Inspection	Conferences/Meetings	1349267	University of Minnesota	101	42410	\$315.00
Building Inspection	Conferences/Meetings	1349268	University of Minnesota	101	42410	\$385.00
Building Inspection	Conferences/Meetings	1349270	University of Minnesota	101	42410	\$105.00
Building Inspection	Electrical Inspections	110114	Brian Nelson Inspection Svcs	101		\$1,250.25
Building Inspection	Electrical Inspections	110114	Brian Nelson Inspection Svcs	101		\$78.75
Building Inspection	Permit Refund	111214	Minuteman Electric LLC	101		\$35.00
Building Inspection	Permit Refund	112014	Northern Heating & Air	101		\$5.00
Building Inspection	Permit Refund	112014	Northern Heating & Air	101		\$80.00
Building Inspection	Telephone	332373310-156	Sprint Nextel Communications	101	42410	\$3.05
Central Services/Supplies	Information Systems	B141112J	Anoka County Treasury Dept	101	48150	\$225.00
Central Services/Supplies	Office Supplies	55098924	Hewlett-Packard Company	101	48150	\$1,169.01
Central Services/Supplies	Office Supplies	55098925	Hewlett-Packard Company	101	48150	\$1,169.01
Central Services/Supplies	Office Supplies	55099715	Hewlett-Packard Company	101	48150	\$1,169.01
Central Services/Supplies	Office Supplies	IN0663896	Innovative Office Solutions	101	48150	\$120.42
Central Services/Supplies	Office Supplies	5502600461	Pitney Bowes Inc.	101	48150	\$137.67
Central Services/Supplies	Office Supplies	B02716849	SHI	101	48150	\$1,903.00
Central Services/Supplies	Telephone	12518131	Integra Telecom	101	48150	\$209.80
City Administration	Dues and Subscriptions	112414	Karen White	101	41320	\$20.00
City Administration	Telephone	332373310-156	Sprint Nextel Communications	101	41320	\$17.66
City Administration	Travel Expenses	112414	Jack Davis	101	41320	\$157.36
City Administration	Worker s Comp Insurance Prem	200011832	Berkley Risk Administrators Co	101	41320	\$13.72
City Clerk	Professional Services Fees	189454	STS Staffing	101	41430	\$432.25
City Clerk	Professional Services Fees	M20914	TimeSaver Off Site Secretarial	101	41430	\$259.50
Engineering	Architect/Engineering Fees	33823	Hakanson Anderson Assoc. Inc.	101	43110	\$3,316.25
Engineering	Architect/Engineering Fees	33823	Hakanson Anderson Assoc. Inc.	101	43110	\$775.80
Finance	Conferences/Meetings	100001	Abdo, Eick & Meyers, LLP	101	41520	\$75.00
Finance	Travel Expenses	112014	Mike Jeziorski	101	41520	\$57.03
Fire Department	Bldgs/Facilities Repair/Maint	12777	Sowada and Barna	101	42210	\$2,261.49
Fire Department	Bldgs/Facilities Repair/Maint	Final	Wright-Hennepin Coop Electric	101	42210	\$8.42
Fire Department	Gas Utilities	435469219	Xcel Energy	101	42210	\$73.85
Fire Department	General Operating Supplies	12759	Sowada and Barna	101	42210	\$1,592.00
Fire Department	Repairs/Maint Machinery/Equip	141114-020	Harborcove Financial LLC for	101	42210	\$547.66
Fire Department	Safety Supplies	1110018817	Allina Health System	101	42210	\$642.33
Fire Department	Small Tools and Minor Equip	028-426271	Batteries Plus Bulbs	101	42210	\$85.45
Fire Department	Telephone	12518131	Integra Telecom	101	42210	\$131.15
Fire Department	Telephone	332373310-156	Sprint Nextel Communications	101	42210	\$25.10
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	499251	Ham Lake Hardware	101	41940	\$4.78

# City of East Bethel

December 3, 2014

## Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
General Govt Buildings/Plant	Gas Utilities	435469219	Xcel Energy	101	41940	\$475.44
General Govt Buildings/Plant	Repairs/Maint Machinery/Equip	11356	Betz Mechanical, Inc.	101	41940	\$445.27
Mayor/City Council	Commissions and Boards	1st Half 2015	Sunrise River WMO	101	41110	\$7,501.90
Mayor/City Council	Commissions and Boards	1st Half 2015	Upper Rum River Watershed	101	41110	\$1,407.36
MSA Street Construction	Architect/Engineering Fees	33818	Hakanson Anderson Assoc. Inc.	402	40200	\$4,556.50
Park Maintenance	Clothing & Personal Equipment	1132587950	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182599264	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182610561	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Equipment Parts	02-190595	Lano Equipment, Inc.	101	43201	\$74.69
Park Maintenance	Equipment Parts	02-190596	Lano Equipment, Inc.	101	43201	\$505.73
Park Maintenance	Telephone	12518131	Integra Telecom	101	43201	\$48.07
Park Maintenance	Telephone	332373310-156	Sprint Nextel Communications	101	43201	\$66.08
Payroll	Insurance Premiums	12 2014	Dearborn National Life Ins Co.	101		\$1,100.35
Planning and Zoning	Architect/Engineering Fees	33817	Hakanson Anderson Assoc. Inc.	101		\$69.60
Recycling Operations	Gas Utilities	435469219	Xcel Energy	226	43235	\$33.14
Recycling Operations	Professional Services Fees	11 2014	Cedar East Bethel Lions	226	43235	\$1,200.00
Sewer Operations	Bldg/Facility Repair Supplies	13642	C.A. Turner Co., Inc.	602	49451	\$1,053.00
Street Capital Projects	Architect/Engineering Fees	33819	Hakanson Anderson Assoc. Inc.	406	40600	\$4,616.62
Street Maintenance	Bldg/Facility Repair Supplies	76069	Menards - Forest Lake	101	43220	\$201.44
Street Maintenance	Bldgs/Facilities Repair/Maint	11355	Betz Mechanical, Inc.	101	43220	\$334.91
Street Maintenance	Bldgs/Facilities Repair/Maint	1132587950	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182599264	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	1182610561	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	Final	Wright-Hennepin Coop Electric	101	43220	\$33.92
Street Maintenance	Clothing & Personal Equipment	1132587950	G&K Services - St. Paul	101	43220	\$46.40
Street Maintenance	Clothing & Personal Equipment	1182599264	G&K Services - St. Paul	101	43220	\$46.40
Street Maintenance	Clothing & Personal Equipment	1182610561	G&K Services - St. Paul	101	43220	\$127.40
Street Maintenance	Equipment Parts	H91903	H&L Mesabi	101	43220	\$6,121.90
Street Maintenance	Equipment Parts	H91904	H&L Mesabi	101	43220	\$1,067.75
Street Maintenance	Gas Utilities	435469219	Xcel Energy	101	43220	\$60.17
Street Maintenance	Lubricants and Additives	1539-334551	O'Reilly Auto Stores Inc.	101	43220	\$70.19
Street Maintenance	Motor Vehicle Services (Lic d)	20422	Central Truck Service, Inc	101	43220	\$80.00
Street Maintenance	Motor Vehicle Services (Lic d)	82675	Hayford Ford	101	43220	\$1,767.53
Street Maintenance	Motor Vehicles Parts	3380238	Auto Nation SSC	101	43220	\$237.25
Street Maintenance	Motor Vehicles Parts	1539-333232	O'Reilly Auto Stores Inc.	101	43220	\$8.49
Street Maintenance	Motor Vehicles Parts	1539-333471	O'Reilly Auto Stores Inc.	101	43220	\$9.99
Street Maintenance	Motor Vehicles Parts	1539-333553	O'Reilly Auto Stores Inc.	101	43220	\$75.99
Street Maintenance	Motor Vehicles Parts	1539-333565	O'Reilly Auto Stores Inc.	101	43220	\$180.47
Street Maintenance	Motor Vehicles Parts	1539-333717	O'Reilly Auto Stores Inc.	101	43220	(\$114.77)
Street Maintenance	Motor Vehicles Parts	1539-333801	O'Reilly Auto Stores Inc.	101	43220	\$15.84
Street Maintenance	Motor Vehicles Parts	1539-334650	O'Reilly Auto Stores Inc.	101	43220	\$12.68
Street Maintenance	Motor Vehicles Parts	1539-335915	O'Reilly Auto Stores Inc.	101	43220	(\$115.74)
Street Maintenance	Repairs/Maint Machinery/Equip	74770	Gerdin Auto Service Inc	101	43220	\$121.00
Street Maintenance	Street Maint Materials	NP24848	Commercial Asphalt Co.	101	43220	\$116.90
Street Maintenance	Street Maint Materials	71254746	Compass Minerals	101	43220	\$3,534.45

# City of East Bethel

December 3, 2014

## Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Street Maint Materials	69557	Menards Cambridge	101	43220	\$102.03
Street Maintenance	Telephone	12518131	Integra Telecom	101	43220	\$48.07
Street Maintenance	Telephone	332373310-156	Sprint Nextel Communications	101	43220	\$164.88
Street Maintenance	Welding Supplies	9922363606	Airgas USA, LLC	101	43220	\$82.50
Tax Increment District No. 1-1	Professional Services Fees	323323210013	Village Bank	435	43500	\$6,657.72
Water Utility Capital Projects	Architect/Engineering Fees	33820	Hakanson Anderson Assoc. Inc.	433	49405	\$2,831.90
Water Utility Capital Projects	Architect/Engineering Fees	33821	Hakanson Anderson Assoc. Inc.	433	49405	\$1,062.21
Water Utility Capital Projects	Architect/Engineering Fees	33822	Hakanson Anderson Assoc. Inc.	433	49405	\$2,298.40
Water Utility Operations	Bldg/Facility Repair Supplies	111765	River Country Cooperative	601	49401	\$20.34
Water Utility Operations	Gas Utilities	111414	CenterPoint Energy	601	49401	\$48.81
Water Utility Operations	Gas Utilities	111414	CenterPoint Energy	601	49401	\$82.98
						<b>\$78,154.95</b>
<b>Electronic Payroll Payments</b>						
Payroll	PERA					\$5,976.77
Payroll	Federal Withholding					\$5,791.50
Payroll	Medicare Withholding					\$1,524.92
Payroll	FICA Tax Withholding					\$5,879.72
Payroll	State Withholding					\$2,365.81
Payroll	MSRS/HCSP					\$3,463.91
						<b>\$25,002.63</b>

## EAST BETHEL CITY COUNCIL MEETING

NOVEMBER 19, 2014

The East Bethel City Council met on November 19, 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 November 19, 2014, City Council meeting was called to order by Mayor DeRoche at  
**Call to Order**      7:30 p.m.

**2.0**                      The Pledge of Allegiance was recited.  
**Pledge of**  
**Allegiance**

**3.0**                      **Harrington, "I'd like to make a motion to adopt tonight's agenda and under Consent**  
**Adopt**                      **Agenda, add I. Supplement Payment Summary. Moegerle, "I'll second." DeRoche,**  
**Agenda**                      **"Any discussion? All in favor?" All in favor. DeRoche, "Opposed? Hearing none,**  
   **motion passes." Motion passes unanimously.**

**4.0**                      Commander Shelly Orlando, "Good evening on this nice...November night." DeRoche,  
**Presentation**                      "Beautiful night." Orlando, "Beautiful night. Well, at least it's not, you know, 40 below  
4.0.1                      wind chill yet so enjoy it while it's there. Here's your report for October of 2014."

Sheriff's  
Report

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

**DWI's:** There were three DWI's in October. Two arrests were the result of driving conduct. The third arrest was a personal injury crash where the vehicle had left the roadway and struck a tree. The driver admitted to consuming alcohol, and 'probably' shouldn't have been driving. The driver who sustained only minor injuries, submitted to a blood test. The test results did show a blood alcohol content of .25, which is a little bit over three times the legal limit.

DeRoche, "So, does he get three tickets?" Orlando, "No, it elevates it to a gross misdemeanor instead of a misdemeanor DWI it would then be a gross misdemeanor because of the blood alcohol content." DeRoche, "All right." Orlando, "Typically, those are the ones that end up doing the ignition interlock in order to get a driving license back." DeRoche, "Okay."

Orlando continued presentation of the October 2014, Sheriff's Report.

**Thefts:** There were 19 thefts reported. Three were thefts of vehicles. One theft occurred when the owner went outside and started his vehicle at 5:45 a.m., he then went back inside to return five minutes later and his vehicle was gone. The vehicle was recovered four days later, abandoned. The second vehicle theft occurred at 8:30 p.m. The vehicle was parked outside with the keys in it. The vehicle was last seen eastbound from 217 Avenue NE.

4.0.1  
Sheriff's  
Report

Within minutes of a deputy arriving on scene, the report came in of a vehicle in a ditch a short distance away. This was the stolen vehicle. A K9 was brought up to the area to try and track the suspect but to no avail. The third vehicle theft involved a vehicle that was brought to a home to have an acquaintance put a new engine in it several months ago. The vehicle owner has heard that his acquaintance recently quit his job and is no longer living in the area. The vehicle's location is unknown at this time. There was one financial transaction card fraud report. The victim reported she had taken cash out of an ATM twice in one night. She found that there was a third withdrawal, which she did not make that same night. There were two gas no pays reported. One person returned and paid upon being contacted. The second, there was no license plate information available. There were three reports involving theft of prescription pills. One report resulted in the suspect's arrest, as he had taken his girlfriend's daughter's medication and snorted it. The second report involved prescription pills going missing. The possible suspect was a male that had been doing work around the home. The last report involved several oxycodone pills being taken from a vehicle. There are no suspects. One theft report occurred at a business where the suspect was seen on video surveillance taking the items from the men's locker room. The suspect was confronted and denied involvement. The suspect was arrested. There was a report of three catalytic converters taken off vehicles parked in the driveway. One report involved license plates being taken from a vehicle. There was a report of golf clubs being taken from a vehicle parked in a driveway. That was early October. There was a delayed report of a pressure washer being taken. The victim believes an acquaintance of his took it. One theft report involved money that had been sent to Malaysia, to someone the victim had befriended on the internet. The suspect advised he wanted to send her an expensive watch but couldn't pay the fees for sending it. The victim wired the suspect \$1,345. The suspect will not respond to the victim now.

Orlando, "Don't send money to people. You will never see it again."

**Burglaries:** There was one report of a burglary. A home had been entered through a back window after the screen was cut. Taken from the home were two laptops, a jar of change and a cigarette-rolling machine. The homeowner felt the suspects were friends of his son's whom he believed to have come into the home in the previous week as well, when the door was not locked and eaten some food. The case was investigated and a juvenile male suspect did admit to the burglary. The suspect was taken into custody after confessing.

**Damage to Property:** There were two reports of damage to property. One report involved a motorcycle that was keyed. The victim suspects his ex-girlfriend who had suddenly moved out of the house. The ex-girlfriend denies doing any damage. The second report involved a split rail fence that a male was putting on his property. The next door neighbor felt the fence was being put on her property and eluded to taking it down. The male who had put up the fence decided to move it over a few feet to make sure it was on his property.

**Threat Report:** On October 29<sup>th</sup> a deputy was called to a local elementary school on a threat report. The deputy responded and learned that a young school age child had written on a piece of paper that he wanted to bring a gun and kill people at the school. The school was handling the incident, internally. The deputy did speak with the young man, who advised he was very mad and when he gets mad, he writes things down. He explained he would never follow through on any of it. The parents of the male were contacted as well. The school handled the notification of student's parents as well as media inquiries.

4.0.1  
Sheriff's  
Report

**Public Nuisance:** On October 25<sup>th</sup>, deputies were called to a report of a loud disturbing party. Upon arrival, deputies spoke with the renter who was having a party of approximately 300 people. The deputies advised the renter if they received further complaints, they would be back to shut down the party. Approximately one hour later, deputies were called back to the residence. Deputies then cleared the party and cited the renter with allowing a public nuisance.

**Indecent Exposure:** On October 26<sup>th</sup>, at approximately 5:20 p.m., a deputy was called to a report of an indecent exposure. The victim, a 60 year old female, reported she was walking along 229 Avenue and Bataan Street when a young male, approximately 14-17 years old, riding a bike exposed his genitals to her. The male asked her if she wanted to have some fun. The victim told him she was too old and walked away. She did not see what direction the male left. The deputy was in the area within three minutes and was not able to locate the male.

Orlando, "And, just for a follow-up, there have been no further calls of activity in that area and now, it would be pretty cold."

**Arrest Breakdowns:** We had one felony arrest for burglary; gross misdemeanor, we had two; violate an order for protection and obstruct legal process with force, which was the same incident; and, misdemeanor, there were five: two were for theft, one was for disturbing the peace, one was a violation of an order for protection, and one was a disorderly conduct arrest."

Moegerle, "Are the thefts in any one particular area? Or, are they everywhere?" Orlando, "They are not. Like the three vehicle thefts, they were throughout the month and all over. So, not related. Probably where the keys were left in the vehicle or the vehicle was running, that's an opportunistic crime. There's really not any 'rhyme or reason' to where things happened or no pattern that you can point to." Moegerle, "Okay, thank you."

DeRoche, "This party that someone had, was that on the east side of the City? Correct?" Orlando, "Yes."

DeRoche, "And, wasn't there going to be another one the next night or something, Jack? Did that ever materialize?" Davis, "There was a rumor but it never materialized. The people that conducted the original party did not get an Outdoor Entertainment Permit. They were hand delivered a letter approximately a week ago stating what they would have to do to obtain a Permit, what they would have to do as far as a Temporary Liquor Permit. There was some indication that they wanted to try to have one the Wednesday night before Thanksgiving but we've told them they'll have to come in and do several things before any Permits can be issued."

DeRoche, "Well, they must have gotten pretty loud because where that place is at is pretty desolate other than a few animals." Davis, "It was reported to me there were two noise complaints. That's what precipitated the deputies to investigate. The first noise complaint was from Linwood. The second noise complaint was from 209<sup>th</sup> Avenue and National, which is over a mile away. So, the deputies went out there and broke the party up and they said it was very difficult to dispense approximately 400 to 500 people there. It took four of them to do it so we did notify the property owner that they would have to come by and talk to us if they tried to plan another event like that."

4.0.1  
Sheriff's  
Report

DeRoche, "Just for curiosity sake, there was a pretty good meth bust by the State Patrol. The gentleman lived in East Bethel? Is that a house now that's going to be checked out periodically?" Orlando, "I looked in our report system and I did not have that male living at all in East Bethel. So wherever he was living, I showed the last contact with him, I believe, was in March and he was down in Blaine then. But, it's definitely something that I'll 'keep an eye' on."

DeRoche, "For those of you who didn't hear about it, there was about \$480,000 worth of meth. The State Patrol busted them out on. I think it was 94 or 694, somewhere around there." Orlando, "Yeah, I'm not really sure. It wasn't in Anoka County."

DeRoche, "All right, good, thanks." Orlando, "Thanks."

**5.0  
Public  
Forum**

No one signed to speak at the Public Forum.

**6.0  
Consent  
Agenda**

Item A Bills/Claims

Item B Meeting Minutes, November 5, 2014, City Council Meeting  
Meeting minutes from the November 5, 2014, City Council Meeting are attached for your review and approval.

Item C 2015 Fee Schedule

The City last amended the Fee Schedule on January 8<sup>th</sup>, 2014. The only changes Staff is recommending for 2015 are under the Utility Operation Fees section. The changes convert all quarterly utility rates to monthly rates (no net increase or decrease) as this will allow for all utility customers to be billed on a unified monthly schedule. Changing the fee schedule at this time will allow the implementation of the monthly billing service to begin on January 1, 2015.

Item D Appointment of Probationary Firefighters

The Fire Chief has recommended appointment of the following as probationary firefighters: Harley Lott, Nathan Fish, James Saenger, Justin Szmanda, Kyle Howard, and Ronald Lammert. Two applicants will be assigned to Station 2 and four applicants will be assigned to Station 3. With these appointments, the Fire Department will have a total of 38 Fire Fighters.

Item E Approve Purchase of Duty Officer Vehicle for Fire Department

As part of the City's Equipment Replacement Program, the 2003 Ford F-250 pickup truck, used as the Duty Officer Vehicle, is scheduled for replacement in 2015. Staff has reviewed the three options for the cab and chassis on state contract from the three major truck manufacturers and has determined that the Ford Explorer provides the best value and the lowest cost. The budgeted amount for this project is \$45,000. The proposed cost for the vehicle with accessories is \$44,669.87.

Item F Resolution 2014-44 Declaring Surplus Property

City Council approved the purchase of a Grass Fire Truck earlier this year. The Ford F-350 has been received, is equipped with the necessary equipment and ready to be placed into service. The replaced vehicle, a 1989 Chevrolet one-ton pickup truck is ready for decommission and has come to the end of its useful service life as a reliable and dependable piece of equipment.

6.0 Item G Pay Estimate No. 9 for Castle Towers/Whispering Aspen 2013 Forcemain  
Consent Project  
Agenda

This item includes Pay Estimate No. 9 to LaTour Construction, Inc. for the Castle Towers/Whispering Aspen 2013 Forcemain Project. This pay estimate includes payment for the electrical work, communication system and restoration. Staff recommends partial payment of \$54,433.04. A summary of the recommended payment is as follows:

Total Work Completed to Date	\$ 1,925,533.14
Less Previous Payments	\$ 1,774,823.44
Less Retainage	<u>\$ 96,276.66</u>
Total payment	\$ 54,433.04

Payment for this project will be financed from the bond proceeds. Funds, as noted above, are available and appropriate for this project. A copy of Pay Estimate No. 9 is attached.

Item H November 12, 2014 Special City Council Meeting Minutes  
Meeting minutes from the November 12, 2014 Special City Council Meeting are attached for your review.

Item I Supplemental Bill List

**Ronning, “Move to approve the Consent Agenda as presented with the addition that Mr. Harrington made.” Harrington, “I’ll second.” DeRoche, “Any discussion? All in favor?” DeRoche, Harrington, Koller and Ronning-Aye. DeRoche, “All opposed?” Moegerle-Nay. DeRoche, “Motion passes.” Motion passes 4-1 (Moegerle).**

7.0 Commission, Association and Task Force Reports  
New Business

7.0A None.  
Planning  
Commission

7.0B None.  
Economic  
Development  
Authority

7.0C Davis presented the staff report, indicating the Anoka Soil and Water Conservation District, Park Anoka Conservation District (ACD), has prepared a Comprehensive Plan in accordance Commission with requirements of the Minnesota Board of Water and Soil Resources. The Plan must be 7.0C.1 filed with the U.S. Department of Agriculture for the district to receive assistance from the Anoka Natural Resources Conservation Service. The Plan provides a framework for overall natural Conservation District resource management priorities in Anoka County. Future annual work plans will be 2015-2019 developed with specific tasks to address the priorities and goals within this Comprehensive Plan. The Anoka Conservation District Comprehensive Plan promotes inter-agency Comprehensive cooperation and coordination for the preservation and conservation of the natural resource base in Anoka County.

The East Bethel Park Commission has reviewed the Plan at their November 2014 meeting and commented that the document and the ACD are a useful resource for the City for

7.0C.1 natural resource planning and conservation. They noted that the Plan does not specify future projects, only general goals and specific projects will be adopted annually. The Park Commission recommends approval of the Anoka Conservation District's 2015-2019 Comprehensive Plan with no further additions.

Anoka Conservation District 2015-2019 Comprehensive Plan Staff and the Parks Commission have reviewed the ACD's draft Comprehensive Plan for 2015-2019, have no further additions or changes to the draft plan, and endorse its approval.

Harrington, "I see the Parks Commission did have just one comment on it. I don't know if they caught that, that they would have liked to see more detail of their future plans. They thought their future plans were just general information." Davis, "They are and normally what they do, they do those on an annual basis based on what their budgets are. I don't think the intent of this Comprehensive Plan was to include an itemized list of projects. Those are more reactive than they are proactive. So, this is more of a resource guide and an outline of what they've done, what they hope to do with the projects to be submitted to city councils that are participants on this on an annual basis."

**Moegerle, "I make a motion that we endorse the approval of the ACD 2015-2019 Comprehensive Plan," Koller, "I'll second."**

Moegerle, "I was kind of surprised that it said 'climate change is...' I don't think they used the word 'speculative.' Oh, yes it is, 'climate change is speculative. It does not benefit from consensus.' But, I found that an interesting statement but they do a lot of work. And, I didn't know they had a patent pending, so that's great too."

DeRoche, "Any discussion? All in favor?" **All in favor.** DeRoche, "Opposed? Hearing none, motion passes." **Motion passes unanimously.**

7.0D  
Road  
Commission

None.

**8.0  
Department  
Reports**

None.

8.0A  
Community  
Development

8.0B  
Engineer  
8.0B.1  
MSA Street  
Designation

Davis presented the staff report, indicating on March 7, 2012, City Council approved two resolutions, No. 2012-19 which designated certain streets for the Municipal State Aid System; and, a second Resolution No. 2012-18, which removed certain streets that were on the Municipal State Aid System. The new streets that have been designated are as follows in your packet:

- **MSAS 122 185<sup>th</sup> Avenue** - Laurel Road to Lexington Avenue (0.34 existing miles)
- **MSAS 123 Laurel Road** - 185<sup>th</sup> Avenue to Lakeshore Drive (0.53 existing miles)
- **MSAS 124 Lakeshore Drive** - Aspen Road to Laurel Road (0.55 existing miles)
- **MSAS 125 Lincoln Drive** - Aspen Road to Laurel Road (0.51 existing miles)
- **MSAS 126 Aspen Road** - Lincoln Drive to Lakeshore Drive (0.23 existing miles)

## 8.0B.1

MSA Street  
Designation

The streets that were removed in the previous resolution and are asked to be given new designations are:

- **MSAS 112 Ulysses Street** - 181<sup>st</sup> Avenue to 187<sup>th</sup> Lane (0.39 existing miles and 0.41 non-existing for a total of 0.80 miles)
- **MSAS 114 Ulysses Street / 233<sup>rd</sup> Avenue** - 229<sup>th</sup> Avenue to Trunk Highway 65 (0.14 existing miles and 0.51 non existing miles for a total of 0.65 miles)
- **MSAS 115 Sims Road** - Trunk Highway 65 to Davenport Street (0.17 existing miles)
- **MSAS 118 241<sup>st</sup> Avenue** - Trunk Highway 65 to Baltimore Street (0.16 non-existing miles)
- **MSAS 119 Baltimore Street** - 237<sup>th</sup> Avenue to 241<sup>st</sup> Avenue (0.51 non-existing miles)

The Minnesota Department of Transportation has assigned the route numbers indicated above to each of these streets and has requested the resolutions be revised to include the route numbers. The revised resolutions also reflect the renaming of Longfellow Drive to 185<sup>th</sup> Avenue for MSA purposes. A copy of Resolution No. 2014-45 and Resolution No. 2014-46 are attached.

Staff requests Council approve of each of these resolutions individually, beginning with Resolution No. 2014-45, which gives the new designation to those streets approved for MSA designation.

**Moegerle, "I move that we approve Resolution No. 2014-45, a Resolution Establishing Municipal State Aid Streets." Ronning, "Second." DeRoche, "Any discussion? All in favor?" All in favor. DeRoche, "Opposed? Hearing none, motion passes." Motion passes unanimously.**

Davis, "Staff requests Council approve Resolution No. 2014-46 with the new designations for street removal from the MSA system.

**Moegerle, "I move the approval of Resolution No. 2014-46, a Resolution Revoking Municipal State Aid streets." Ronning, "Second." DeRoche, "Any discussion? All in favor?" All in favor. DeRoche, "Opposed? Hearing none, motion passes." Motion passes unanimously.**

8.0C

City Attorney

None.

8.0D

Finance

None.

8.0E

Public Works

None.

8.0F

Fire  
Department

8.0F.1

HEARTSafe  
City

Davis presented the staff report, indicating HEARTSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the 'chain of survival' as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing Sudden Cardiac Arrest (SCA) from becoming irreversible death.

8.0F.1  
HEARTSsafe  
City

Davis, "Fire Chief DuCharme is here to present some details in what's required to become eligible for a HEARTSsafe Community."

DeRoche, "Didn't we talk about that at one time?" DuCharme, "Yes, we have talked about this. Tonight, Troy Lachinski, one of our long-time firefighters is here to talk to you a little bit about the subject. Also, to ask that the Council declare the City's intention to be a HEARTSsafe City."

Lachinski, "Thank you everybody for your time. I really appreciate it. Before I get started on the topic here, I want to tell you why I feel strongly about this program and why I'm requesting the City declare intention to become a HEARTSsafe Community.

I grew up in Coon Rapids. I lived there for about 30 years and a good friend of mine, Bryan Platz, a police officer in Coon Rapids, he was a childhood friend. Throughout the last couple years on Facebook and other social media and in talking to him when I run into him, I've heard a lot about what he's doing in the City of Coon Rapids for HEARTSsafe and public awareness. It really inspired me to do the same thing in our community because it's not so much seeing him get out in the community and do the public appearances, training, and build the awareness, but if you go to their website, you can see actual stories of real survivors. People that literally dropped dead of sudden cardiac arrest. If nobody stepped in and did anything, they literally would have died. With the help of by-standers knowing what to do, grabbing an Automatic External Defibrillator (AED), starting CPR, these people literally lived. And, we're talking about a real life where they are not laid up in a hospital or stuck in home in bed for three, four, five weeks or months and then they die. These are people who are leading normal lives that literally have survived. East Bethel, I've lived here for ten years. This is my community and I feel really strongly that this is something that we need to bring to the people.

Mark and Jack mentioned sudden cardiac arrest. A lot of times in the news, they use the terms 'heart attack' and 'sudden cardiac arrest'. They are kind of the same but they are not the same. Sudden cardiac arrest is caused by an electrical malfunction of the heart

I know that a lot of times, regular bystanders and regular citizens, they're afraid of CPR and they're afraid of doing something. They're afraid that they'll do something wrong and they'll make things worse, they'll break the person's ribs, or they're going to sue me. You know, 'I had CPR certification ten years ago but it lapsed so I don't feel like I can do something.' What people are really afraid of, you know, they don't want to put their mouth on someone. Everybody knows of CPR from what they see in the movies and on TV where you are pushing on the chest for a couple times and then you give a couple breaths, and then you push on the chest, and then you give a couple breaths. The nice thing is that today, with the new regulations, and when we talk about 'bystander CPR' you don't have to do that. It's all compressions. You have one person start doing compressions, somebody else goes and gets the AED, you connect the AED and at that time, somebody calls 911 and they get somebody that can help here right away.

If they start CPR within two minutes, the person has an 85% chance to live. Every minute that goes by, it decreases by 10%. If nothing happens within ten minutes, there's only a 2% chance of survival. So, I feel really strongly that we need to make the community aware, get more AEDs out there, train as many laypeople as possible so if the event occurs, somebody will know what to do and somebody will do something."

8.0F.1  
HEARTSafe  
City

DeRoche, "A couple questions. I guess another one of those A-fib, which you guys know about, as far as the training goes, is that something the Fire Department's willing to take on on a weekend? Have people come in?" Lachinski, "The answer to that is, 'yes.' Actually, our Department has been doing this for three or four years already. It was before we even knew about HEARTSafe. Our Department is involved with some community organizations, namely the Boy Scouts, some Cub Scout Packs. We're involved with the BMX track up in Isanti. A couple of the Fire Department members are also belonging to the Board up there. So, for the Boy Scout Troop #733, once every year we do bystander CPR for all the boys in the Troop. We've also done the same thing for Pack #387 and Pack #521. We've done it for the BMX track. We actually, I helped Hidden Haven, Deanna Lee, called me one day and said, 'You know, I'd really like to get an AED put in. Can you help me figure out where to buy one? And, can you figure out how to help me train my people once we do get one?' And, we did that last year as well. So, this is something that we're already doing and, we plan to continue."

Lachinski, "In order to receive the designation of HEARTSafe, we have to earn some, I think it's 4,000 heart beats. The way that we earn heart beats is by doing public training, the number of people that we train, the number of events that we attend and talk about SCA and AED use. That's exactly what we're going to do. What we're going to do is inform the public on what SCA is and what to do about it, mainly how to do bystander CPR and the use of AEDs."

DeRoche, "Now, I actually have an AED at home. It's a Phillips Heart Starter. But, it's something I've been doing for years. There are different AEDs out there and is that something...how are you going to convince people that, 'Yeah, this may be a Phillips and this may be another one but they're basically all the same?' I mean, they tell you pretty much what to do." Lachinski, "And the beauty of it is they all operate identically. You press a button and it tells you what to do. There're two things that you put on the person. So, that is the beauty of them. There are many different brands and many different varieties but they all work, basically, identical. If you take one off the shelf somewhere, as long as it's functioning, they all operate the same. So, that's the beauty of the training. It's basically universal."

DeRoche, "Now, do you guys also train? Because there's a difference between the adult pads and the child pads." Lachinski, "Yes, we would do the training for both of those. And, mostly the units...well, I haven't seen a unit that didn't have both pads included but they almost always have adult pads and ped pads included right in the unit."

DeRoche, "If you don't have the kid, you can use one adult pad. But, that's, you know, if it's somebody's life." Lachinski, "Yeah. It's better than not doing anything." DeRoche, "Absolutely."

Moegerle, "Troy, the Local Government Official's Meeting in October discussed this. And, I think your friend made the presentation. I recall that it was, like, 45, or 450 points, but it may be the 4,500. Are we going to be able to accumulate those points retroactively? Or, is it starting today and going forward? Have you looked into that?" Lachinski, "I believe it will start today. But, I'm not worried about how long it's going to take. I'm worried about just getting started." Moegerle, "Sure."

Lachinski, "And, this is the big kick off right there. So, this is where it really starts. I mean, even though we've been doing these activities before." Moegerle, "Right. Great."

## 8.0F.1

HEARTSaf  
City

Lachinski, "I had a bunch of other facts and things in there but basically, that's what we want to do. As far as the City's concerned, the beauty of this is that it's not really going to cost anything. It's going to be a team of volunteers from the Fire Department. If other people from other organizations want to get involved, we'll welcome them with 'open arms' to come and help us out and do this. The only thing that we might need from the City is a little help on the website to develop a page that tells people about our activities with HEARTSaf. Maybe have a map of the community where the AEDs are located and maybe some videos on how to use them. That's all that we would ask for from the City."

DeRoche, "Are there any grants out there available to purchase AEDs?" Lachinski, "There are grants available to purchase AEDs and there's also, I know that Brian in Coon Rapids, he does a lot of fund raising events so he'll go to the business and they'll have a night where some portion of the proceeds go to purchasing an AED for that location as well. So, you know, we'll do whatever it takes to help the local businesses and organizations to get AEDs in as many places as possible. And, I'm also President of the Relief Association, as you guys know. We also have a plan to put something in place to help businesses purchase AEDs as well, to make sure they're..."

Ronning, "How much do they cost?" Lachinski, "AEDs...Mark?" Lachinski, "We just looked at that pricing recently." DuCharme, "Yeah, they'll range from \$1,800 to about \$3,000 depending on what you, the model that you work with. The one we've got back over here in the Senior Center, that's about a \$2,000 unit. Now, it might have cost a lot more when the seniors bought it, but they've been coming down. You know, what's interesting is when AEDs first were deployed out to the police cars, they were about \$15,000-\$20,000. That was about 20 years ago."

Ronning, "Have you been approached with interest in this yet?" Lachinski, "As far as public wanting training?" Ronning, "Yeah." Lachinski, "Yes. Yes, we have been. And, also, my buddy Bryan has really been pushing me to get this started. It's not that I needed any pushing, but he's been really after me. Coon Rapids did such a great job of becoming HEARTSaf that Anoka County has approached them to help get all of the cities in Anoka County to be HEARTSaf."

**Moegerle, "I move that we declare the City of East Bethel as a HEARTSaf Community and appoint the Fire Department as the lead department of the City to head the program." Koller, "I'll second." DeRoche, "Any discussion? All in favor?" All in favor. DeRoche, "Opposed? Hearing none, motion passes." Motion passes unanimously.**

Lachinski, "Thank you for your time. I really appreciate it." Ronning, "Thank you."

## 8.0F.2

October Fire  
Department  
Report

Fire Chief DuCharme, "Next order of business under Item 8.0F.2 is the October Reports. All though October was a little bit quiet on the fire call incidents, we did have some, the return to some of the unauthorized burning or illegal burning that we had to educate some of the public as to what we can burn and what we cannot burn in our recreational fires.

## 8.0F.2

October Fire  
Department  
Report

One thing I did want to make note of is that now that we have snow on the ground, our residents can do open burning during the daytime any time there's three inches or more. But, they still need to get a permit. They can come to the City Hall to get a permit or they can go to one of our Fire Wardens.

We had 34 calls in October. Out of those 34, 28 were medical related. Some of the flu viruses are coming back. We're getting into flu season so I encourage everybody, if you haven't had a flu shot, to consider getting a flu shot. Of those 28 calls, 21 were transported by ambulance to hospitals.

As far as fires go, we actually didn't have any fires or car fires. We got called to a couple possible incidents that were canceled en route. So, are there any questions on our monthly report?"

Ronning, "I see on 'shortness of breath' there's one response and one transport by ambulance and with cardiac there's two with two ambulances. Did we lose anybody?"  
DuCharme, "No, no, it was a good month."

Davis, "Mark, If you'll just go ahead and present the next item also."

### 8.0F.3 DNR Surplus Equipment

DuCharme presented the staff report, indicating the request is to consider accepting, the boat, motor, and trailer from the Minnesota Department of Natural Resources (DNR).

The Fire Chief has contacted the Federal Excess Property Program (FEPP) Manager of the Minnesota Department of Natural Resources (DNR) regarding the availability of a rescue boat, motor, and trailer for the City of East Bethel. This unit would replace the current rescue boat, motors, and trailer. Our existing rescue boat would be returned to the DNR for re-commissioning to another Fire Department, as it is owned by the DNR and on 'loan' to the City of East Bethel.

Our current rescue boat is a 20-foot inflatable vessel with twin 90 hp outboard motors. It is a surplus item from the Coast Guard via the DNR. It is large and difficult to navigate. The trailer is in need of a new axel and one the motors has experienced mechanical problems with fuel pick up. The Fire Department personnel are not able to launch this boat on our lakes, other than Coon Lake. The City does not own the boat, but uses it on loan from the DNR.

The available boat is a 2003, 17-foot Xpress "Duck Style" boat. The motor is a 2003 Yamaha 40 hp "Tiller" with electric start, trim, and tilt. The trailer is also a 2003 model. The boat, motor and trailer are in excellent condition and have been thoroughly tested and operated by the Fire Chief and DNR personnel.

Although there is no cost for the boat, motor, and trailer, the City would be responsible for the transportation costs to the DNR site in Willow River, Minnesota, of approximately \$2,300. This boat will be owned by the City of East Bethel within two years after being put into service by the Fire Department. So, it's a little different program with this boat.

In the 2015 Equipment Replacement Budget, \$15,000 has been budgeted for a new rescue boat. If Council accepts the available boat, motor, and trailer from the DNR, funds to pay the transportation and delivery cost would be covered from that account.

### 8.0F.3 DNR Surplus Equipment

Staff recommends accepting the surplus boat, motor, and trailer from the Minnesota Department of Natural Resources (DNR).

DuCharme, "I can answer any questions, if you'd like."

**DeRoche, “I move to accept the surplus boat, motor, and trailer from the DNR. Koller, “I’ll second.” DeRoche, “Any discussion?”**

Koller, “Just one questions. Where’s Willow River and why does it cost \$2,300?” DuCharme, “Well, actually it was \$2,300 to Willow River. Willow River is north of Hinckley, about 30 minutes north of Hinckley off Interstate 35. The reason why it’s in Willow River is that’s where the DNR operates a couple different major activities. That’s one of their main nurseries and it’s also where they have their federal excise property. That’s where it all comes in and it’s kind of the warehouse for it.”

Ronning, “Do they have to flatbed that thing up there?” DeRoche, “I think someone had a question.”

Audience member off mic, “I’ve got a question. Were just purchasing a VW Jetta and it’s coming from New Jersey. And, the transportation charge is \$700 from New Jersey to here. So, how can it be \$2,300 in the same State?” DuCharme, “It’s not necessarily the same State that the boat’s coming from. Okay? Because it’s a federal surplus so it’s coming from whatever State.”

Audience member off mic, “Okay but New Jersey is...” DuCharme, “I don’t have any control on that. That’s what the DNR...” Audience member off mic, “It seems a little high.” DuCharme, “I’d be more than happy to take a look at it. On the other hand, I think the value of the boat is probably right close to \$10,000-\$12,000.” Audience member off mic, “Maybe take a look at the transportation costs. It seems a little excessive, I think.” DuCharme, “Well, I can ask them but, you know, I’ve worked well with the DNR over the years.” Audience member off mic, “I’m just curious.” DuCharme, “I’ve never figured out how they’ve had...issues like that either.” Audience member off mic, “Okay, thank you.”

Ronning, “Mark, do you know who’s liable for the transp...we’ll, we’re liable, who’s doing the transportation of this? And, where’s the origination point that we have to pay from?” DuCharme, “I don’t know where the boat came from. I could find out. It’s already been transported. A lot of the times, the way it works is when they get a piece of equipment in, they call around knowing that we had an older DNR boat. You know, that maybe it’s time to replace it. I’m not quite sure where it comes from. I wouldn’t be surprised if it originated from the US Department of Fisheries or Fish and Wildlife. The boat isn’t a true ‘Duck Boat’ where they now make kind of a cross-over where it’s got a little bit of a ‘V’ on the front. I’ll talk to the DNR tomorrow and if they want to give us the boat for less than \$2,300, I’ll be glad to...” Koller, “I’ll drive up there and pick it up for free.”

DeRoche, “I’m kind of wondering if the \$2,300 doesn’t just cover from Willow River to here but where the boat started from.” DuCharme, “Right.” DeRoche, “And, if the feds paid to have it brought to Willow River, they’re going to want to be reimbursed.” DuCharme, “Right.” DeRoche, “Knowing the federal government, they’ll pay pretty much anything.”

8.0F.3  
DNR Surplus  
Equipment

Harrington, “I don’t have a problem with the boat at all but I’m just curious. For the winter, does the Fire Department have anything for getting out on the lakes during the winter? Because, you guys aren’t allowed to drive any of your vehicles on it. Right?” DuCharme, “We don’t drive vehicles on the ice, period.”

Harrington, "All right, but do you have anything for winter?" DuCharme, "Even with the ice road. Now, we go through some pretty extensive training for cold water rescue and hard water rescue. And, we have equipment for that. We do experience issues though. Because we don't drive vehicles, pick-up trucks, or anything on the lake. For example, last year there was a possible medical or something like that in the middle of Coon Lake in a fish house."

DeRoche, "There was a fire, wasn't it? Or, a medical?" DuCharme, "Yeah, well, there was a fire there too. And, we ended up, we walk out is what we do. We don't have a snowmobile, we don't have a four-wheeler. And, actually, the Sheriff's Department aren't allowed either. I tell you, how they got out there was there was a fire fighter who was there in his personal vehicle. He said, 'Oh heck, I'll just drive out there.'...with his own vehicle. Those are things that we can't do and we've discussed that. He took the deputy with him too. But, it does become problematic if we have to get out there. Right now we've got, well last Saturday, we had about an inch and a half, two inches of ice. I haven't been out to measure the ice yet. I'll probably do that Friday because I check on it. But, with this thin ice, we would never think of even a snowmobile. We'd walk out."

DeRoche, "Ice is never safe." DuCharme, "No, it's not. It's never safe. I guarantee you of that." DeRoche, "You might be lucky, but it's not safe."

Ronning, "With the potential for questions on \$2,300 charge, we can request an itemized...what makes up the \$2,300? If it's transportation from California to..." DuCharme, "Yeah. You know what, it might have even been transportation from New Jersey to California and then back to Minnesota...I don't know."

Ronning, "The \$2,300 includes moving the current boat up there?" DuCharme, "No, we'll bring, actually, the current boat, there's a couple fire departments and they might come and pick that up."

DeRoche, "All right, with that, I'll call the question. All in favor?" **All in favor.** DeRoche, "Opposed? Hearing none, motion passes." **Motion passes unanimously.**

DuCharme, "Thank you." Moegerle, "Thank you."

8.0G  
City  
Administrator  
8.0G.1  
Schedule  
Hearing for  
Administra-  
tive Decision  
Appeal  
553  
Lakeshore

Davis presented the staff report, indicating the Council is requested to consider approval of and a date for an administrative appeal hearing for 553 Lakeshore Drive.

Heidi Moegerle and Gary Otremba were directed by City Staff to correct City Ordinance compliance issues relating to 553 Lakeshore Drive on June 11 and August 20, 2014. The required date for compliance for this matter was October 21, 2014. As a result of this directive, Ms. Moegerle and Mr. Otremba requested the Planning Commission review the matter, not as a variance request, but as to a continuance of a non-conformity during the process of building demolition.

8.0G.1  
Schedule  
Hearing for  
Administra-

The Planning Commission reviewed this matter at their September 23, 2014, meeting and unanimously voted to uphold the decision of the City Attorney, City Staff, and the directives in the letter of August 20, 2014.

While Ms. Moegerle and Mr. Otremba are basing their appeal on the section of the City Code that relates to the decisions of the Building Official and Building Code issues, all

tive Decision  
Appeal  
553

Lakeshore

decisions on this matter have been those of the City Administrator and the Planning Commission with the concurrence of the City Attorney.

The request by the appellants to appeal under Chapter 14, Article II, Section 14-23, does not apply in this situation as the Building Official never rendered any opinions or made any decisions on the zoning, legal, and/or land use matters or participated in the decision to deny any future building permits until the compliance matters were resolved. Therefore, the process for appeal is subject to City Code Chapter 2, Article X, Section 2-590.

This appeal has been initiated by a written notice from the appellants dated November 10, 2014.

The appeal would be conducted under the normal process of a Public Hearing where the appealing party would have the opportunity to submit their written basis and reasons for the appeal and offer an oral presentation. At the conclusion of their presentation, Council would discuss the matter. The appealing party would not engage in debate with the Council during this phase of the hearing and would respond only to questions by Council. At the conclusion of the Council discussion, Council would provide direction to Staff based on Council findings and rulings for the disposition of this matter for separate adoption at the following meeting.

Staff recommends that City Council set a date for the requested appeal on December 3, 2014, or at a date that is convenient to Council.

**Moegerle, “I make a motion to table this matter at this point.”** Vierling, “I think you may have a conflict in it Councilor.” Moegerle, “Well, Richard Lawrence was told the same thing and then later learned that he didn’t have one.” **DeRoche, “Motion dies for lack of a second.”**

**DeRoche, “I move that we schedule this administrative appeal for December 3, 2014.”**  
**Harrington, “I’ll second.”**

DeRoche, “Any more discussion?” Moegerle, “Yeah, I think that it should be determined whether the appellants can be there. The other thing is that it seems to me very clear if you looked at the correspondence, the correspondence was strictly related to Section 14-23 because it is the Building Official that’s responsible for making these decisions. And, the correspondence, the jest of it was, that the appeal is under 14-23, the Building Official is making these decisions, number one.” DeRoche, “All right, we’re not going to hear this tonight.”

Moegerle, “But, no…” DeRoche, “We’re going to schedule a hearing. You’re more than welcome to bring that in. Could I get a legal opinion?” Moegerle, “No, this is inappropriate to proceed.”

Vierling, “I understand there is a dispute with Ms. Moegerle and Mr. Otremba on what they think they want to proceed with procedurally. However, at this stage, we’re setting the hearing. They can certainly bring forth their issues both procedurally and substantially when they get to the hearing on the third.” Moegerle, “But, we’ve just been told that we won’t be able to speak.”

8.0G.1  
Schedule  
Hearing for  
Administra-

Vierling, “No, you’ve been told that you will be able to provide a written statement, your

tive Decision  
Appeal  
553  
Lakeshore

side of the issue.” Moegerle, “But, this Council has already indicated its view with this with regard to the Local Board of Equalization when they tried to raise the taxes with this. There is no way that this is going to be a fair appeal.” Vierling, “The Council will rule on the issues that are presented by your appeal. I’m sorry. You can certainly provide a written notice and you have all the opportunity to set forth, in your written document, whatever your positions are to the issues.”

Moegerle, “Again, the notice was with regard to 14-23. We reserve the right to appeal to this Council when it’s more likely to be a fair one, which would be in January. And, so, frankly...”

Ronning, “What was that? Would you repeat that please?” Moegerle, “I said we’d get a more fair hearing in January. And so, that’s why we did not appeal according to Section 10. We appealed to 14-23 because we want an independent ...”

DeRoche, “We’re not going to argue the point. I’m going to call the question. You are more than welcome to bring whatever evidence you want to the hearing. This has cost the City thousands of dollars and uncountable staff time. Now, you can bring it to the hearing. I call the question. All in favor?” **DeRoche, Harrington, Koller and Ronning-Aye.** DeRoche, “All opposed?” **Moegerle-Nay.** DeRoche, “Okay, motion passes. Thank you.” **Motion passes 4-1 (Moegerle).**

**9.0 Other**  
9.0A  
Staff Report  
Outdoor Rink

Davis, “The outdoor rink at the City Arena will probably be ready for use sometime the first week in December, about three weeks earlier than normal, weather permitting. Keep a check on the web site and we’ll have that announcement on the date of the opening of the outdoor ice rink.”

DeRoche, “Now, we have a warming house up there too? Correct?” Davis, “No, there is no warming house. There’s a trailer there but it was destroyed by a windstorm last year and we elected not to replace that.”

DeRoche, “What would it take to get a warming house?” Davis, “It just depends on what we want to put there. We could have another trailer in there for, you know, \$3,000 or \$4,000 or a more elaborate structure. At this time, the Parks Commission approved some improvements to the Arena outdoor rink, which will start next year. They’re also discussing and we’ll make recommendations for a warming house at a later date.”

DeRoche, “So, can people then use the Arena? If they’re skating the outside rink, they can go into the Arena to warm up, correct?” Davis, “The Arena should be open during all hours that the outdoor rink is open with maybe the exception of some late afternoons on the weekends.”

DeRoche, “Okay. Is that lighted?” Davis, “Yes, it is. It will be opened to 10 o’clock every night, or opened upon request, or reservation with the Ice Arena Manager.” DeRoche, “Now, does our Public Works flood that? Or...” Davis, “They do.” DeRoche, “All right.”

9.0A  
Staff Report  
Outdoor Rink

Ronning, “Do they maintain the...if it gets rough, do they go back out and re-skin it?” Davis, “They maintain it as time permits. If there’s a lot of snow it may be a day or two after a snowfall event before they can get to it but they do maintain it, re-flood it, and try to resurface it as best as possible.”

DeRoche, "All right. Hear that folks? Get out and skate. Yes?"

Audience member, "I have a question. When the trailer went down in the damage from the storm last year, was anybody on the Council informed of it at all?" Moegerle, "I don't recall hearing about it." Davis, "To my knowledge, I think that they were."

Audience member, "They were notified of it?" Davis, "It was because we discussed some things on an insurance claim. I don't think it was discussed as a Council item directly on an agenda." Audience member, "Was it one of those things where it was just destroyed and that was the end of it?" Davis, "It was destroyed and it was also something that was, we'd had a lot of problems with vandalism with it. I didn't feel it was really efficient to replace the unit as is so we did initiate some talks with the Parks Commission. The Parks Commission came up with a plan for some improvements to the outdoor rink that were approved by the City Council. They're also working on a recommendation for a warming house for that facility." Audience member, "Thank you Mr. Davis."

9.0B  
Council  
Report –  
Member  
Moegerle  
Council  
Member  
Ronning

Moegerle, "No comment."

Ronning, "I don't have anything."

Council  
Member  
Harrington

Harrington, "I've got a couple here. We've got Road Commission and Planning Commission openings. If anybody's interested come to the City Hall and get a hold of Jack or whoever. And, tomorrow night's the Town Hall meeting, 6 o'clock over at the Senior Center and then over here at 7 for questions and answers." Ronning, "Please attend."

Council  
Member  
Koller

Koller, "Well, about the only thing I had to do last week was come to our meeting to vote on approving the votes. And, that took four minutes. So, that's about it."

Mayor  
DeRoche

DeRoche, "I don't have much. Good to see we're going to do that HEARTSafe thing. It would be nice to have some of them out, find out, you know, you going to put them like in the Senior Center, we already have one. But, I think there's one in City Hall also. How are we going to determine where those are going to go? The Ice Arena, do you know if they have one?" DuCharme, "I think the Ice Arena does have one. We'll check that. We now have it on our inspection forms so as we go out and do our business inspections, we'll be able to track those and able to layer those that have GIS, layer those on the maps. As far as, you know, the plan isn't necessarily for us to buy for the businesses. The businesses will buy their own but we'll help them as far as fund raising or anything like that. You know, there are some public areas that we think should have them."

Mayor  
DeRoche

Koller, "Is there an annual maintenance or inspection of these?" DuCharme, "Yes, the Fire Department has four of them that we operate and then we take care of the one up here and go through them. The biggest expense on them are the batteries. The batteries should be replaced every two years or so. Or, depending on the use. The ones we carry on the trucks are a little bit different, a little bit more high-tech, a little bit more charge to them."

Ronning, "Between you and Jack, do you know if the City can act as a purchasing agent and

distribute those at cost?" DuCharme, "That's something that we could talk about. We haven't gotten that deep into the plan. Certainly we can help identify vendors. We don't want to necessarily endorse one versus the other. That has to be..."

Lachinski, "Being that we have declared our intention to become a HEARTSafe Community, any business owner in East Bethel and the City of East Bethel will be able to buy them directly from Allina at the best possible price." Moegerle, "Thank you." DeRoche, "All right."

DuCharme, "It's remarkable to see these work. I mean, the first time ever I saw it was a gentleman who had, we had a call where he was bleeding from the head and passed out. We got there and sure he had fallen down and hit his head but he went down because of sudden cardiac death. Twenty minutes later, after putting him on the AED, he sat up and couldn't figure out where he was and carried on a conversation just like we are having. It's just remarkable."

DeRoche, "Well, heart issues don't have any boundaries. It doesn't matter how old you are, you're big, small, they just happen. Well, that being said, you know again, like Mark said, I know the ice out in front of my house is still pretty thin. You can still see trails that look like veins going through. So, I don't know, people have this 'necessity' to get out and fish in the channel every year but, that's all right. Other than that, I'll entertain a motion to adjourn."

9.0C

None.

Other

**10.0**

**Adjourn**

**Moegerle, "I make a motion we adjourn. Koller, "I'll second." DeRoche, "Any discussion? All in favor?" All in favor. DeRoche, "Opposed? Hearing none, motion passes." Motion passes unanimously.**

Meeting adjourned at 8:28 p.m.

Submitted by:

Carla Wirth

*TimeSaver Off Site Secretarial, Inc.*

## **BUILDING OFFICIAL AND INSPECTION SERVICES CONTRACT**

This agreement is entered into this 1st day of January, 2015 by and between the City of East Bethel, MN, a statutory City, with its principle place of business located at 2242 221st Ave NE, East Bethel, MN 55011(hereinafter "East Bethel") and the City of Oak Grove MN a Statutory Minnesota City, with its principle offices located at 19900 Nightingale Street NW Cedar, MN 55011 (hereinafter "Oak Grove").

WHEREAS, Oak Grove has enacted the Minnesota Building Code (the "Code");

WHEREAS, Oak Grove requires designation of a building official, provision of building inspection services to ensure compliance with the Code, and provision of Subsurface Sewage Treatment System ("ISTS") inspections and services;

WHEREAS, East Bethel and or its employees are licensed to serve as the City's building official and provide such inspection services;

WHEREAS, Oak Grove desires to enter into an agreement for the purchase of building official and building inspection services with East Bethel; and

WHEREAS, East Bethel desires to provide such services to Oak Grove.

NOW THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. **Inspection services.** During the term of this agreement, East Bethel agrees to perform inspection services as outlined in the proposal dated January 1, 2015 (attached hereto as Exhibit A), and as further detailed below:

- a. Provide all services necessary to fulfill designation as the Oak Grove's building official;
- b. Provide Code inspections as required by Minnesota Statutes and in accordance with applicable Oak Grove ordinances;
- c. Provide re-inspections as required;
- d. Issue occupancy permits upon final completion of the structure;
- e. Review building plans for compliance with building code requirements;
- f. Review SSTS designs for compliance with MN Rules 7080 and local ordinance, approve designs for installation; complete all required paperwork associated with SSTS installations; and
- g. Provide SSTS inspections as required by applicable law and local ordinance

East Bethel further agrees to assist in zoning enforcement matters as requested, including making interpretations, inspecting non-compliant sites, notifying violators, and follow-up as necessary to

gain compliance with Oak Grove ordinances and requirements. Such zoning enforcement work shall be compensated at the hourly rate for additional services as indicated in Exhibit A.

**2. Condition of Inspection Services**

- a) Oak Grove agrees to provide East Bethel with access to pertinent information, records, systems and data, as determined necessary in the discretion of the Building Official. Oak Grove shall provide all required forms. East Bethel shall assist in the responsibilities of administration and enforcement of Oak Groves zoning ordinance by reviewing all building permits for final zoning approval and land use.
- b) East Bethel shall perform the services under this contract at such location and at such times as East Bethel deems appropriate while providing the coverage requested by Oak Grove.
- c) East Bethel shall provide all tools, transportation, and communication devices it deems necessary to carry out the field services of this agreement.
- d) East Bethel agrees to proceed diligently and in accordance with its usual course and manner of business. East Bethel agrees to perform additional services, to which the parties agree during the term and conditions of this agreement.

**3. Term of Agreement.** This agreement is effective commencing January 1, 2015 and shall consist of a period of twelve months of service. Upon the mutual agreement of the parties, this agreement may be extended, in writing, upon the terms and conditions contained herein.

**4. Payment.** In consideration of such consulting work, Oak Grove agrees to pay to East Bethel under the following schedule:

- a) In accordance with the proposal attached as Exhibit A.

Hourly charges are inclusive of equipment charges, communication charges and overhead.

Work will be billed on a monthly basis and shall be due and payable upon receipt of such billing. Oak Grove upon receipt of such billing shall pay within 30 days.

Payments more than 30 days delinquent shall accrue a 1.5 percent monthly finance charge.

**5. Modification of Proposal.** Notwithstanding the terms outlined in the proposal attached as Exhibit A, Oak Grove does not by this Agreement, contract with East Bethel for a minimum number of hours per week. The number of hours required of East Bethel shall be at the sole discretion of East Bethel while providing the time necessary to carry out the terms of this agreement.

**6. Relationship.** Nothing in this agreement shall be construed to create employment, a partnership, joint venture, license or agency relationship and neither party shall have the right or

authority to bind the other. For the purpose of this Agreement, East Bethel shall be deemed an independent contractor. East Bethel employees shall not be entitled to any employment benefits customarily given to Oak Grove employees.

7. **Termination.** This agreement may be terminated by either party upon thirty (30) days written notice. Such termination shall not affect the rights and obligations of the parties accrued prior to the termination date or rights under paragraph 3 and 4.

8. **Assignability.** This agreement shall not be assignable by either party without the written consent of the non-assigning party.

9. **Law.** This contract shall be governed by the law of the State of Minnesota. The parties agree that the venue of any legal action arising under the agreement shall be Anoka County, Minnesota. The parties further agree that in the event either party brings an action against the other to enforce any condition or covenant of this agreement the prevailing party shall be entitled to recover its court costs and reasonable attorney fees in the judgment rendered in such action.

10. **Severability.** If any provision of this agreement shall be held by any court to be illegal, invalid or unenforceable, such provision shall be construed and enforced as if it had been more narrowly drawn so as to be legal, valid or enforceable. Such illegality, invalidity or unenforceability shall not have effect upon or impair the enforceability of any other provision of this agreement.

11. **Indemnification.** East Bethel shall indemnify, hold harmless Oak Grove, its officers and employees against any and all liability, loss, cost, damages, expenses, claims or actions resulting from omission or negligent acts of City employees during the performance of this Agreement.

Oak Grove shall indemnify, hold harmless East Bethel, its officers and employees against any and all liability, loss, cost, damages, expenses, claims or actions resulting from omission or negligent acts of City employees during the performance of this Agreement.

East Bethel shall further indemnify Oak Grove against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under employment insurance, social security and income tax laws with respect to City employees engaged in performance of this Agreement.

Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise. The purpose of this provision is to impose on the parties a limited duty to defend and indemnify the other for certain claims arising out of the performance of this Agreement, subject to the limits of liability under Minnesota Statutes, Chapter 466, and to simplify the defense of claims by eliminating conflicts between the parties, and to permit claims against both parties from a single occurrence to be defended by a single attorney. Under no circumstance, shall either City be required to pay on behalf of itself and the other any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to one City. The liability limits

applicable to each party may not be added together to determine the maximum amount of liability under this Agreement.

12. **Entire Agreement.** This agreement constitutes the entire agreement between the parties. This agreement may be amended only by written agreement of both Oak Grove and East Bethel.

13. **Data Practices.** All data collected, created, received, maintained, or disseminated for any purposes by the activities of East Bethel because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

Trade Secrets: Assuming that the material that the organization would supply is not just proprietary, but also constitutes a trade secret under the Uniform Trade Secrets Act definition, it could be protected under Minn. Stat. Section 13.37 subd. 1 (b) and subd. 2. The MGDPA definition of "trade secret information" tracks the language of the UTSA, and thus includes "government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use." If it meets this definition, then subd. 2 makes it nonpublic data with regard to data not on individuals, and private data with regard to data on individuals. Beyond the protections of this provision, it would be difficult for a city to keep a promise of confidentiality.

14. **Records - Availability and Retention.** The East Bethel agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine; audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the East Bethel and invoice transactions relating to this Agreement.

East Bethel agrees to maintain these records for a period of three (3) years from the date of termination of this Agreement.

15. **Merger and Modification.**

A. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

B. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

Oak Grove

East Bethel

By: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

Mayor

Attest:

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

Oak Grove City Clerk

East Bethel City Clerk

EXHIBIT A

# City of East Bethel

## Proposal for Building Inspection Services

To

City of Oak Grove  
Anoka County  
State of Minnesota

\_\_\_\_\_, 2015

### **Building Inspection Scope of Services**

The City of East Bethel will provide full Building Code Administration, Onsite Sewage Treatment Service administration and Zoning Enforcement. This shall include but not be limited to full building department administration, plan review, permit issuance, field inspections, correction notice issuance and re-inspection, certificate of occupancy issuance, monthly, quarterly and annual reports to the Oak Grove City Clerk, City Council and outside agencies. We will also interact with project developers, contractors and general public on specific project issues; complaints; and code question. The City of East Bethel will calculate the project valuation for determination of state surcharge and building permit fees for every valuation based permit.

Residential service shall be considered 1 & 2 family dwelling units. Any structure containing more than 2 dwelling units shall be considered commercial buildings.

Permits will be issued for all construction work as required in MN State Building Code Chapter 1300.00120. These permits will include but not be limited to:

1. New construction, addition, alteration, repair, remodel, modification, demolition, or moving of all non-residential and accessory structures.
2. Roofing, siding, window replacement.
3. Signs
4. Plumbing new, addition, alteration, remodel, repair or modification.
5. Mechanical new, addition, alteration, remodel or modification.
6. Fire Suppression Systems
7. Fire Alarm Systems

The service will also include coordinating with the planning department for review of permit applications with the City's Zoning ordinance and land use compliance. This will involve routing all permit application to the planners for compliance with setback dimensions, lot coverage limits and minimum lot dimensions. The project will be field inspected by the City of East Bethel to insure compliance with the Zoning Ordinance dimensional standards.

The average turn around time for all non-maintenance projects will be 5-7 days after receipt of all necessary information. Project proponents will be encouraged to use handout materials from The East Bethel Building Department for completion of project plans to avoid delays and "code surprises" upon application for building permit.

A plan submittal checklist will be provided to all permit applicants outlining required submittals to accompany the application. Written plan review comments are provided to every applicant when plan review is performed.

Our office receptionist will schedule all inspections when the permit holder calls the East Bethel Building Department at 763-367-7856 or 763-367-7844. A 24-hour notice is required for all inspection. All inspections will be scheduled within 24 hours of the time requested.

## **Computerization**

The City of East Bethel will prepare the electronic surcharge reports for submittal to the State Treasurer. The City shall forward the report with appropriate fees.

## **Fee Schedule**

The City of East Bethel proposes to use the 1997 UBC Table 1-A fee schedule to establish building permit fees. The City of East Bethel will review the fee schedule with the Oak Grove City Clerk regularly for conformity with the needs of the City.

The building permit fee will be calculated on the valuation of the proposed project. The building official will calculate the project valuation using the Construction Cost Data published by the State Building Codes and Standard Division annually around the month of May.

A plan review fee of 100% of the valuation schedule will be charged for every project which in the sole discretion of the building official requires a plan to be submitted to demonstrate or clarify the project being permitted.

In addition to the building permit and plan review fees the applicant must also pay a surcharge fee in accordance with Minnesota Statutes 16B.70.

## **Over the Counter Permits**

Separate plumbing and mechanical permits will be required in addition to the building permit for all construction projects that involve installation or changes to the plumbing and mechanical systems.

The City of East Bethel will utilize the existing Oak Grove over the counter permits for the issuance of minor maintenance permits such as roofing, siding, windows, furnace and water heater replacement.

## **Terms**

Payments for permits will be made by the applicants directly to the City of Oak Grove, with all checks made payable to the City of Oak Grove.

The City of East Bethel will have personnel available as needed 5 days per week to cover the building inspection services outlined in the Building Inspection Scope of Services. This schedule will be adjusted as necessary to meet the needs of the public and City staff.

The City of East Bethel will provide the services listed in the Building Inspection Scope of Services for 80%\_of the building permit fee plus 100% of the plan review fee. Services will be

billed to the City on a monthly basis. A report of all building permit activity will be provided with the billing.

All transportation, communication, tools and insurance costs will be the direct responsibility of the City of East Bethel. All records will be maintained in accordance with the City's adopted record retention schedule. The records will be available to the City for examination at anytime during normal business hours or any other pre-arranged time. Records for all closed projects will be delivered to the City on a quarterly basis.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:00 p.m. will be billed to the City of Oak Grove at \$60.00 per hour in addition to the permit fee. Any after-hours inspections must be approved by the City of Oak Grove. A 1-hour minimum will apply. The City of East Bethel will retain 100% of this fee.

Additional plan review required by changes, additions or revisions to an approved plan will be billed to the city of Oak Grove at \$60.00 per hour in addition to the permit fee. A 1-hour minimum will apply. The City of East Bethel will retain 100% of this fee. Minor adjustments or changes to the plan that do not affect the scope or structural elements of the project will not require additional review.

The City of East Bethel will bill the City an hourly rate of \$60.00 per hour for all other services requested by the City.

The City of East Bethel, at the direction of the Oak Grove City Council, will also perform General Nuisance zoning enforcement and assist the City with development of a procedure and necessary forms to carry out this responsibility.

The City of East Bethel will provide Fire suppression plan review and inspection on all systems that may be required by the Building or Fire code. The City of East Bethel will do this work as required for the hourly rate of \$60.00.

The terms of this agreement will be reviewed and adjusted on an as needed basis.

**FINAL PAYMENT  
CITY OF EAST BETHEL  
Elevated Storage Tank Construction**

April 28, 2014

Honorable Mayor and City Council  
City of East Bethel  
2241 - 221st Avenue N.E.  
East Bethel, MN 55011

RE: Elevated Storage Tank Construction  
Contractor: Caldwell Tank, Inc.  
Contract Amount: \$1,072,000.00  
Award Date: December 1, 2010

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Caldwell Tank, Inc.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	Bonds & Insurance	1	LS	\$ 10,720.00	\$ 10,720.00	1.00	\$ 10,720.00
2	Engineering/Draft/Design-Foundation	1	LS	\$ 42,880.00	\$ 42,880.00	1.00	\$ 42,880.00
3	Engineering/Draft/Design-Tank	1	LS	\$ 64,320.00	\$ 64,320.00	1.00	\$ 64,320.00
4	Fabricated Material Delivery	1	LS	\$ 341,810.00	\$ 341,810.00	1.00	\$ 341,810.00
5	Foundation Construction & Piping	1	LS	\$ 108,000.00	\$ 108,000.00	1.00	\$ 108,000.00
6	Tank Construction	1	LS	\$ 295,960.00	\$ 295,960.00	1.00	\$ 295,960.00
7	Field Painting	1	LS	\$ 123,900.00	\$ 123,900.00	1.00	\$ 123,900.00
8	Electrical Installation	1	LS	\$ 49,410.00	\$ 49,410.00	1.00	\$ 49,410.00
9	General Construction & Allowance	1	LS	\$ 35,000.00	\$ 35,000.00	0.29	\$ 13,217.86

Total Work Completed to Date	\$ 1,050,217.86
Less Pay Estimate #1	\$ 801,317.40
Less Pay Estimate #2	\$ 14,058.10
Less Pay Estimate #3	\$ 80,329.97
Less Pay Estimate #4	\$ 41,196.75
Less Pay Estimate #5	\$ 23,469.75
Less Pay Estimate #6	\$ 34,485.00
<b>WE RECOMMEND FINAL PAYMENT OF:</b>	<b>\$ 55,360.89</b>

Please verify the amount of previous payments, and the receipt of the following items prior to making payment.

1. Certificate of claims payment (lien waiver),
2. Affidavit of payment of States taxes (MN State TAX Form IC 134),
3. Letter of consent from surety firm.

**APPROVALS:**

**CONTRACTOR: CALDWELL**

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: [Signature]

Title: Controller Date May 16, 2014

**ENGINEER: HAKANSON ANDERSON**

Certification by Engineer: We recommend final payment for work and quantities as shown.

Signed: [Signature]

Title: City Engineer Date 4/29/14

**OWNER: CITY OF EAST BETHEL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

December 3, 2014

\*\*\*\*\*

**Agenda Item Number:**

Item 7.0 C.1

\*\*\*\*\*

**Agenda Item:**

East Anoka County Regional Trail Master Plan

\*\*\*\*\*

**Requested Action:**

Consider adopting Resolution 2014-49 supporting the East Anoka County Regional Trail Plan

\*\*\*\*\*

**Background Information:**

The Anoka County Parks Department has completed the Draft Master Plan Amendment for the East Anoka County Regional Trail and is seeking comments and input from stakeholders. The amendment includes the addition of the East Anoka County Regional Trail, in and adjacent to East Bethel, following Lexington Ave to the Coon Lake County Park, north and northeast through Linwood with re-entry into the City along 229<sup>th</sup> Ave. and continuance along Durant Street north to the Cedar Creek Ecosystem Science Reserve.

Adding trail segments to the Anoka County Master Trails Plan is the first step in qualifying for legacy funds through the MN DNR and Met Council. The trail segments are usually constructed at the time of the adjacent county road reconstruction. Several segments of this trail, including the portion adjacent to Fish Lake in East Bethel, would not require the reconstruction of a county road.

Once complete, the trail would provide a connection to the entire Anoka County and the metro-wide trail system. An additional benefit of the proposed trail would be the completion of the final segment of the trail loop around Fish Lake.

At their August 13, 2014 meeting, the East Bethel Park Commission reviewed and discussed the plan and voted unanimously to recommend approval of the Draft Master Plan Amendment.

\*\*\*\*\*

**Attachments:**

- 1) Resolution 2014-49
- 2) Draft Master Plan Amendment

\*\*\*\*\*

**Fiscal Impact:**

There would be no fiscal impact to the City until the trail is constructed. Upon completion of construction, Anoka County typically partners with the local cities through either a Memorandum of Understanding (MOU) or a Joint Powers Agreement (JPA) to provide for the maintenance of regional trails. Typically, the MOU or JPA is executed prior to trail construction and outlines what agency is responsible for general routine maintenance of the trail and what

agency is responsible for capital improvements to the trail in their jurisdiction. The County is typically responsible for the daily and general routine maintenance of trails within regional or county parks. Outside of regional and county park facilities, the local cities are typically responsible for daily trail maintenance.

Anoka County will inspect the trail annually and will provide the capital improvements that are needed and will provide the long-term maintenance required, such as bituminous overlays, crack sealing, and other needed projects. Trail signage is would be provided and maintained by the County.

Future maintenance costs would be determined by a Joint Powers Agreement that would be approved between the City and the County.

\*\*\*\*\*

**Recommendation(s):**

The East Bethel Park Commission recommends City Council approve and endorse the East Anoka County Regional Trail Master Plan with the passage of Resolution 2014-49.

\*\*\*\*\*

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_

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

**RESOLUTION NO. 2014-49**

**RESOLUTION SUPPORTING THE DEVELOPMENT OF THE  
EAST ANOKA COUNTY REGIONAL TRAIL**

**WHEREAS**, Anoka County is pursuing the development of a multi-purpose regional trail system that would link local and state trail systems, regional parks, and provide safe and convenient routes for non-motorized traffic to traverse the County, and

**WHEREAS**, in 1996, the Metropolitan Council adopted a Regional Trails Policy Amendment to its Regional Recreation Open Space Development Guidelines/Policy Plan for the implementation of corridors which provide access to high quality natural resources, regional parks, park reserves, and local areas of interest, and

**WHEREAS**, the alignment of the East Anoka County Regional Trail Corridor would link together the cities of Lino Lakes, Blaine, Ham Lake, Columbus, East Bethel and Linwood Township, and

**WHEREAS**, the Regional Trail Corridor is strategically located to provide pedestrian access to the recreational resources along its route.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City Council of the City of East Bethel hereby offers its support to Anoka County in the effort to cooperatively develop the East Anoka County Regional Trail Corridor.

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

CITY OF EAST BETHEL

---

Robert DeRoche Jr, Mayor

ATTEST:

---

Jack Davis, City Administrator

# East Anoka County Regional Trail Master Plan Amendment



2014

Anoka County Parks and Recreation  
550 Bunker Lake Blvd  
Andover, MN 55304  
[www.anokacountyparks.com](http://www.anokacountyparks.com)



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DRAFT

## SPECIAL ACKNOWLEDGEMENTS

### ANOKA COUNTY BOARD OF COMMISSIONERS

Rhonda Sivarajah, Chair

Julie Braastad

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# MASTER PLAN AMENDMENT REPORT

## Boundaries and Acquisition Costs

The East Anoka County Regional Trail is a 22 mile long corridor that traverses the county south to north through the cities of Lino Lakes, Blaine, Ham Lake, Columbus, East Bethel and Linwood Township. The trail provides a connection between Anoka, Ramsey and Isanti Counties. See Figure 1 for the trail's regional context.

A portion of the trail along CSAH 17/Lexington Avenue, from County Road J north to CSAH 14/Main Street has already been constructed and is outlined in the 2004 East Anoka County Regional Trail Corridor Master Plan previously approved by the Metropolitan Council. Figure 2 shows a portion of the existing segment of trail in the City of Circle Pines.

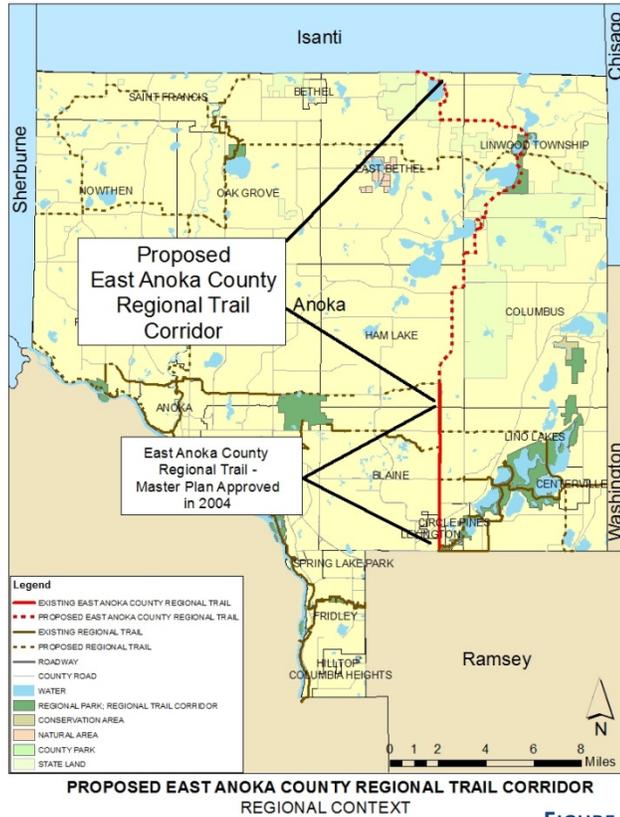


FIGURE 1



FIGURE 2

This amendment covers the segment of trail proposed to follow CSAH 17/Lexington Avenue from CSAH 14/Main Street north to Isanti County.

CSAH 17/Lexington Avenue is one of the main north/south arterial roads located in the eastern portion of the County. The proposed trail exists on the west side of CSAH 17/Lexington Avenue between CSAH 14/Main Street and

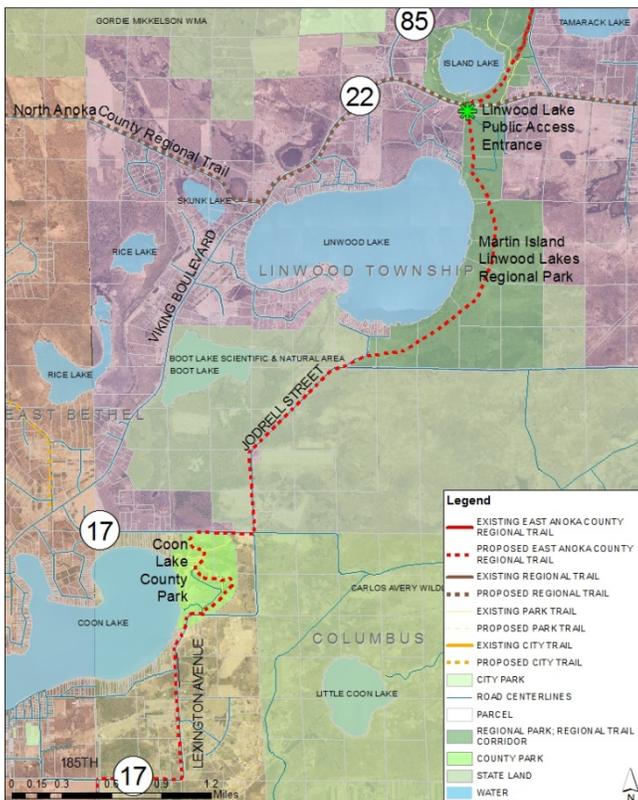
CSAH 116/Bunker Lake Boulevard. North of CSAH 116, the trail as proposed, follows on the west side of CSAH 17/Lexington Avenue north to 185<sup>th</sup> Avenue. At that intersection the proposed trail crosses to the north side of 185<sup>th</sup> and continues to follow CSAH 17/Lexington Avenue on the west side to Coon Lake County Park. Refer to Figures 3 & 4.

At this point, the trail traverses north through the park back to CSAH 17/Lexington Avenue. Again, the trail crosses the road and follows on the north side of CSAH 17/Lexington Avenue east to Jodrell Street. The trail then follows the east side of Jodrell Street north to Saturn Street and then traverses around Linwood Lake through



**EAST ANOKA COUNTY REGIONAL TRAIL CORRIDOR  
PROPOSED ALIGNMENT - CENTRAL SECTION**

**FIGURE 3**



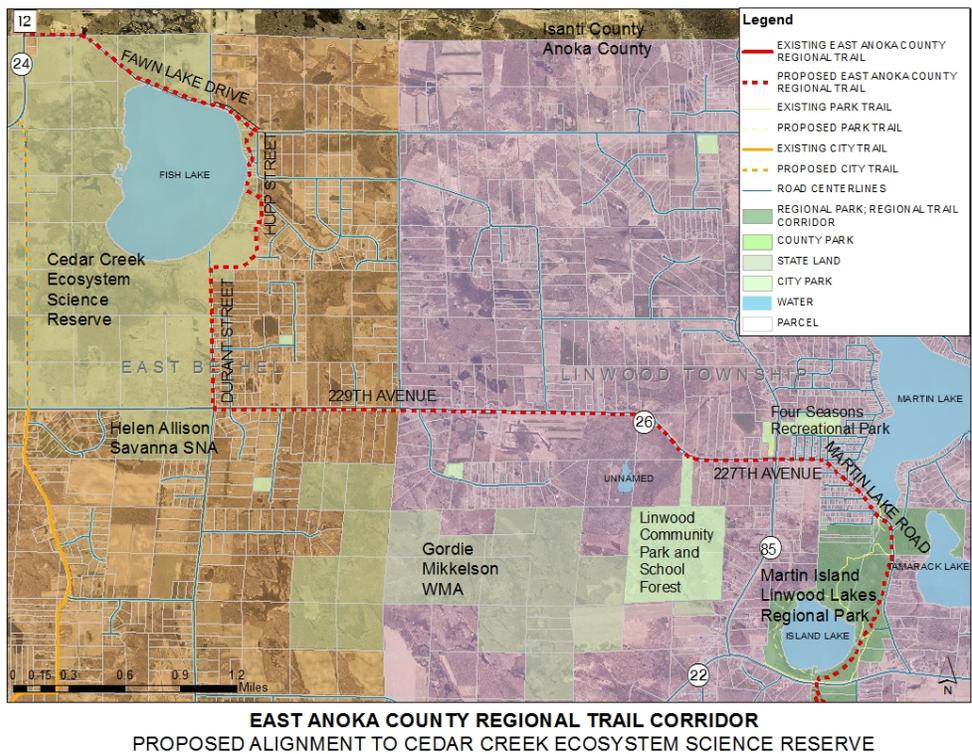
**EAST ANOKA COUNTY REGIONAL TRAIL CORRIDOR  
PROPOSED ALIGNMENT - COON LAKE TO ISLAND LAKE**

**FIGURE 4**

Martin Island Linwood Lakes Regional Park north to CSAH 22/Viking Boulevard, as shown in Figure 4.

After crossing CSAH 22/Viking Boulevard, the trail traverses northeast around Island Lake and connects to Martin Lake Road, near the Camp Salie entrance. At this point, the proposed trail follows along the west side of Martin Lake Road north to CSAH 26/227<sup>th</sup> Avenue. The trail follows 227<sup>th</sup> Avenue which turns into 229<sup>th</sup> Avenue, and continues west on the south side of 229<sup>th</sup> Avenue until Durant Street. At the east side

of the 229<sup>th</sup> Avenue/Durant Street intersection, the trail then crosses the street north and then west to follow the easternmost boundary of the Cedar Creek Ecosystem Science Reserve north to Fawn Lake Drive. From there, the trail crosses to the north side of Fawn Lake Drive at Hupp Street and follows Fawn Lake Drive west to the Isanti County border at Isanti County Road 12/Anoka County Road 24. Refer to Figure 5 for this section of the proposed trail.



**FIGURE 5**

The proposed trail along county roads is anticipated to be constructed when the existing county roads are reconstructed and expanded. This provides the best economies of scale to construct the trail in the most economical way. In locations where the trail is located adjacent to city or township roads, the County will work with the city or township to ensure inclusion of the trail when the city streets are upgraded.

If the trails are constructed separately from the road reconstruction, right of way acquisition for the proposed 22 mile segment of the trail would affect 180 parcels totaling approximately 34 acres. A list of potentially affected parcels is shown in Table 1 in the Appendix. Straight right of way acquisition is estimated to be approximately \$1,200,000,

based on the most recent assessed value and the acreage needed for the trail corridor. While it is not anticipated that right of way or easement acquisition will be an issue, if the small amounts of right of way or easement cannot be acquired, the County would then purchase the entire impacted parcel, designate the needed right of way and sell the remainder of the parcel at market value. Market rate appraisals have not been conducted to date, but will be conducted prior to any acquisition or funding request to the Metropolitan Council.

### Demand Forecast

Regional parks and trails have been increasing in popularity, and as the population grows the need for additional recreation resources and amenities grow as well. The population in the communities the corridor crosses are anticipated to grow steadily, as is Anoka County.

#### Population Forecast<sup>1</sup>

City/Year	2010	2040
<b>Blaine</b>	57,186	86,000
<b>Columbus</b>	3,914	5,300
<b>East Bethel</b>	11,626	18,200
<b>Ham Lake<sup>2</sup></b>	15,296	17,300
<b>Lino Lakes</b>	20,216	29,000
<b>Linwood Township</b>	5,213	4,700
<b>Anoka County</b>	330,844	426,080

According to the Metropolitan Council Regional Forecast to 2040, the metro regional area is anticipated to grow by 22% between 2010 and 2040. By 2040, seniors are expected to comprise 20% of the population and people of color will comprise 40%. As the population increases, diversifies, and ages, demand for easily accessible outdoor recreation opportunities and open spaces increase.

The outdoor recreational use patterns in the metropolitan area have also been growing steadily. Recreational visits to Anoka County regional trails have increased from 583,600 to just over 870,000 in 2012.<sup>3</sup>

<sup>1</sup> Metropolitan Council, Thrive MSP 2040 Forecasts, Adopted May 28, 2014

<sup>2</sup> City of Ham Lake's 2008 Comprehensive System Plan update shows a population forecast of 19,500 in 2030. The City does not anticipate a population reduction of 2,200 between 2030 and 2040 as illustrated in the Metropolitan Council forecast.

In addition, according to the Outdoor Foundation:

Outdoor recreation reached the highest participation level in five years. Outdoor recreation added three million participants in 2011 — a significant improvement over the past few years when participation either dropped or remained stagnant.<sup>4</sup> With the population growth expected and the increase in recreational visits to regional parks and trails, the demand for additional facilities will only increase.

To increase access to parks and trails and increase education regarding health, wellness and outdoor recreation, Anoka County has installed park and trail wayfinding maps throughout the parks and trails system. This project was in cooperation with the Blue Cross Blue Shield “Do” campaign. Refer to Figure 6 for an example of a sign.

Also, the Go Anoka County website ([goanokacounty.org](http://goanokacounty.org)) was created to provide information related to parks and recreation facilities, promote access to those facilities to make it easier to recreate outdoors.



FIGURE 6



### Development Concept

The proposed development concept for the East Anoka County Regional Trail is to provide a trail that links several regional trails and destination points in and around Anoka County. Destinations outside Anoka County include the Ramsey County Regional Park and Trail System and the Isanti County Trail System. The East Anoka County Regional Trail provides a critical link between the existing Rice Creek North Regional Trail and the proposed Central Anoka County, Bunker Hills/Chain of Lakes and North Anoka County regional trails. The

<sup>3</sup> Annual Use Estimate of the Metropolitan Regional Parks System for 2012, Metropolitan Council

<sup>4</sup> Outdoor Recreation Participation Report 2012, Outdoor Foundation

proposed trail also connects to Coon Lake County Park and Martin Island Linwood Lakes Regional Park, Carlos Avery WMA, Boot Lake SNA, Cedar Creek Ecosystem Science Reserve and several local parks and trail systems.



FIGURE 7

The southern portion of the trail already exists and is outlined in the 2004 East Anoka County Regional Trail Corridor Master Plan, therefore this master plan amendment addresses only the northern portion of the trail corridor from CSAH 14/Main Street north to the Isanti County line, as shown in Figure 7.

The majority of the proposed trail corridor follows existing county roadways and is proposed to be constructed as these roads are reconstructed and widened. It is anticipated that there will be two types of road sections that are built through this trail corridor; rural and

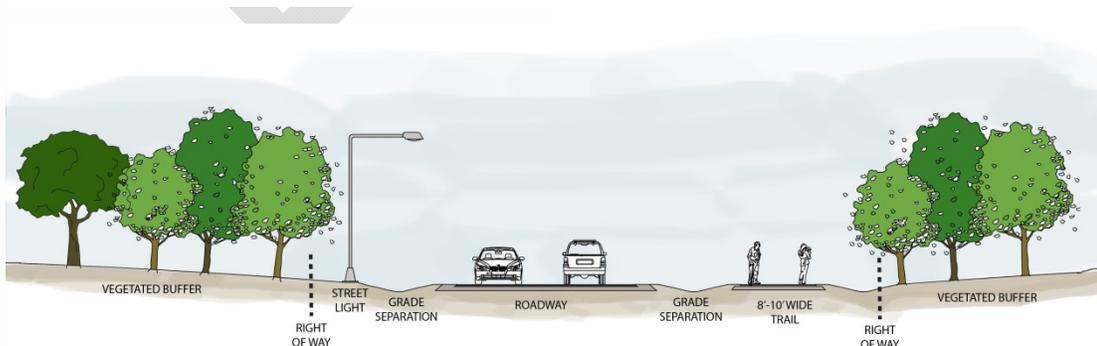


FIGURE 8

urban. Where the roadway has a rural section the development concept will be similar to the illustrative example in Figure 8, with a paved trail separated from the road by a minimum of 10 feet. Where urban sections are installed, the trail may be located closer to the road based on the design speed of the road, but separated from the road grade by the curb, similar to Figure 9.



FIGURE 9

Stormwater management and erosion control for the proposed trail is proposed to follow the requirements of the MN Department of Natural Resources, Army Corps of Engineers, the Coon Creek Watershed Districts, the Sunrise River Watershed Management Organization, the Upper Rum River Watershed Management Organization and any other permitting and regulatory agency requirements at the time of construction. For example, water quality treatment can be achieved through a minimum of a five foot wide vegetated filter strip or vegetated open space located down-gradient of the trail in certain jurisdictions. The ownership and maintenance of the stormwater management facilities will be the responsibility of Anoka County.

There are existing wetlands and ditches along the proposed trail corridor. Anoka County is proposing to construct boardwalks and/or small bridges where possible to reduce the environmental impacts of the trail.

Trailhead facilities currently exist at Ramsey County's Rice Creek North Regional Trail just south of County Road J on Lexington Avenue, at Coon Lake County Park and at Martin Island Linwood Lakes Regional Park. This amendment does not propose any additional regional facilities along the corridor.

Trailhead signs are proposed at a few of the major intersections along the trail as are smaller trail identification signs to help users navigate the trail. Examples of these signs are shown in Figures 6 and 10.



FIGURE 10

Staff at the Cedar Creek Ecosystem Science Reserve (CCESR) worked with the County to determine the alignment through their property. When the trail is constructed, the County

will enter into a Joint Powers agreement with the CCESR to ensure that the trail is constructed as agreed upon and with the least amount of disturbance possible.

The cost estimate for completion of this 22 mile trail is approximately \$12,919,500. The cost breakdown is shown in the table below.

**Proposed East Anoka County Regional Trail  
Development Cost Estimate**

<b>Description</b>	<b>Total</b>
Right of Way/Easement Acquisition (optional)	\$1,200,000
Design/Engineering/Project Management	\$1,200,000
Archaeological Survey	\$300,000
Wetland Delineation	\$300,000
Topographic Survey/Construction Staking	\$500,000
Geotechnical Survey	\$250,000
Clearing and grubbing	\$250,000
Utility relocations, if required	\$300,000
Bituminous trail construction	\$3,950,000
Boardwalk Construction	\$2,120,000
Pedestrian Bridge Construction	\$750,000
Lighting	\$250,000
Landscaping and restoration	\$200,000
Signage and striping	\$100,000
Site Furnishings	\$75,000
Sub-Total	\$11,745,000
Contingency (10%)	\$1,174,500
<b>Total</b>	<b>\$12,919,500</b>

There will likely be some cost savings on this estimate, if the trail can be constructed as part of future roadway reconstruction projects and as other development projects occur. Once the master plan is approved by the Metropolitan Council, local cities are eligible for reimbursement for one-half of the trail construction costs, provided that the reimbursement request is approved by the Metropolitan Council prior to the start of construction.

There is no schedule for construction of this trail at this time. Construction will depend on right of way acquisition, roadway reconstruction and funding availability. The Parks and Recreation Department will continue to work with local cities and the Anoka County

Highway Department to implement this trail as development and roadway redevelopment occurs.

## Conflicts

Conflicts related to park or trail redevelopment will be kept to a minimum through proper planning and community involvement. With any new development or redevelopment in areas of existing residential homes, there are common concerns among the residents that are adjacent to a park or trail.

One of these concerns is the effect increased usage of the trail will have on their safety, security and privacy. Generally, regional parks and trails in the metropolitan area do not have a high number of criminal activities related to use. A typical concern is vandalism and damage to vehicles. The County provides Park Ranger patrols and works with the local police and the Anoka County Sheriff's Office to ensure the parks and trails are safe and secure.

Privacy is also a concern and Anoka County typically works with affected residents to minimize the perceived impacts. Because the majority of the trail is adjacent to county roads, development of this trail will typically occur when the roadways are upgraded and resident concerns regarding the trail can be addressed with any concerns regarding the roadway construction. Anoka County does not anticipate there to be any major conflicts with the area residents and if an issue does arise, a variety of methods for mitigation can be utilized, with the best methods being determined by Anoka County.

Conflicts between pedestrians and vehicular traffic will be kept to a minimum by working with the County Highway Department and the local cities to ensure safe crossings at road intersections and driveways for pedestrians and bicyclists. In addition, signing along the trail will alert users of potential conflict areas, i.e. street crossings, pedestrian cross-traffic, etc., and will provide way-finding and interpretive information.

The trail corridor runs parallel to two existing snowmobile trails for a short distance. The first section follows CSAH 17/Lexington Avenue from approximately 155<sup>th</sup> Avenue NE to CSAH 18/Crosstown Blvd NW. The Kiwi Snowmobile ATV Club and the Rice Creek Trail Association are responsible for the grant-in-aid trails and have provided input on the alignment. The County will coordinate with the clubs when the trail is to be constructed to minimize conflict between the regional trail and the two snowmobile trails.

The trail corridor as proposed borders the Boot Lake Scientific Natural Area, the Carlos Avery Wildlife Management Area, sites of outstanding and high biodiversity significance, regional significant ecological areas and imperiled and vulnerable native plant communities. In these areas that are outside of the right of way, the County would work with the Minnesota Department of Natural Resources to avoid impacting these areas. In addition,

the trail is located in an area of statewide importance to the Blanding's turtle, a state-listed threatened species, and the Audubon Carlos Avery Important Bird Area. Construction activities that may disturb these species will be minimized or avoided all together, for example, if trees and grasslands need to be removed, the County will conduct those activities outside of the nesting season to avoid bird mortality. Since the proposed trail project will be constructed at different times, a Natural Heritage Information System review will be conducted prior to each project to determine the potential impacts to rare species. This review will provide recommendations for avoidance and mitigation. In addition, the County will consider the use of signs to advise trail users to ride with caution and be aware of the potential for wildlife to be on or crossing the trail.

To reduce the introduction of invasive species from construction activities, the County will use best management practices, such as scouting the construction area for areas with invasive plant species and avoiding, using native seed for revegetation and providing equipment inspections and cleaning when moving between infested and uninfested areas. Refer to appendix for more information.

While the County is proposing to build boardwalk and bridges to reduce impacts to adjacent wetlands, some impacts may occur. If there are any impacts to public wetlands or waters, the County will work with the local watershed district and the Minnesota Department of Natural Resources to ensure compliance with the Wetland Conservation Act and the Minnesota Department of Natural Resource's public waters permit requirements.

## Public Services

The local, county and regional parks will provide the necessary facilities required for trail users, i.e. parking lot, restrooms, drinking fountain and benches. Public services are available at Coon Lake County Park and Martin Island Linwood Lakes Regional Park. In addition, any future development of local parks adjacent to the trail can also provide necessary facilities. Therefore no new non-recreational related public services will be required for this regional trail.

## Operations

The Anoka County Park Ordinance, dated January 24<sup>th</sup>, 2012 regulates parks and trails under the jurisdiction of Anoka County. Education and enforcement is provided through the Anoka County Park Rangers, the local police departments and the Anoka County Sheriff's Department.

Anoka County typically partners with the local cities through either a Memorandum of Understanding (MOU) or a Joint Powers Agreement (JPA) to provide for the maintenance of regional trails. Typically, the MOU or JPA is executed prior to trail construction and outlines what agency is responsible for general routine maintenance of the trail and what agency is responsible for capital improvements to the trail in their jurisdiction.

The County is typically responsible for the daily and general routine maintenance of trails within regional or county parks. This includes mowing, sweeping, plowing, clearing, debris removal, etc. Outside of regional and county park facilities, the local cities are typically responsible for daily trail maintenance. Solid waste is typically collected from trash receptacles located along the trail at regular intervals by the local agencies. Anoka County will inspect the trail annually and will provide the capital improvements that are needed and will provide the long-term maintenance required, such as bituminous overlays, crack-sealing, etc. Trail signage is typically provided by and maintained by the County.

Annual maintenance costs for the East Anoka County Regional Trail are estimated to be about \$30,000. This includes funding for sign replacements, minor bituminous repair and crack-sealing. Revenue for the operation and maintenance of the trail comes from the Anoka County Parks and Recreation Department's annual operations and maintenance budget, which includes revenues from picnic shelter rentals, room rentals, programs, parks entrance fees and the County general fund. Supplementary funding is provided through the Regional Park Operations and Maintenance Grant Program.

### Citizen Participation

Anoka County worked with numerous regulatory agencies and local units of government in the master planning process. A request for comment on this amendment has been solicited from each agency. An open house was held to receive public comment on the proposed plan. Comments received were included in the revised master plan amendment and final 30-day public comment period was conducted for additional public comment. A notice advertising the open house and the public comment period were published in the local weekly newspaper and on the Anoka County website. Post card invitations were also mailed out to adjacent residents and local city and county officials.

Comments received during the comment period from the public and the local and regulatory agencies have been incorporated into this master plan amendment.

Refer to Appendix for the public notices, letters requesting comments, comments received from the public and from the municipal and regulatory agencies that responded.

## Public Awareness

Public awareness is an important component to regional park and trail systems. The County will provide public education efforts through the Metropolitan Council's regional-wide awareness program, as well as, public information maps, websites ([www.anokacountyparks.com](http://www.anokacountyparks.com) & [www.anokacounty.us](http://www.anokacounty.us)), social media, publications and brochures provided by Anoka County Parks and Recreation Department.

## Accessibility

Anoka County continually strives to provide equal access to all residents of Anoka County and in the region. Park and trail use is open to any and all citizens. While there is a nominal parking fee in some of the regional parks, there is not a fee for trail use. This eliminates any economic barriers for trail users. A small portion of the trail corridor in the south of the county is located along two public transportation routes 250 and 262, with two Park and Ride lots within 1.5 miles of the trail. In addition, the Anoka County Traveler Transit Link and Metro Transit's Mobility Link provides transportation services for a minimal fee. This service offers rides to specific locations.

The facilities and amenities along the trail will conform to the standards mandated by the Americans with Disabilities Act.

