

**City of East Bethel**  
**City Council Agenda**  
 Regular Council Meeting – 7:00 p.m.  
 Date: September 2, 2015



- |                | <b>Item</b> |  |
|----------------|-------------|--|
| <b>7:00 PM</b> | <b>1.0</b>  | <b>Call to Order</b>   |
| <b>7:01 PM</b> | <b>2.0</b>  | <b>Pledge of Allegiance</b>  |
| <b>7:02 PM</b> | <b>3.0</b>  | <b>Adopt Agenda</b>  |
| <b>7:03 PM</b> | <b>4.0</b>  | <b>Presentations and Adoption of 2016 Preliminary Levy and Budget</b>  |
|                | Pg. 3-5     | A. Stepping Stone Emergency Housing  |
|                | Pg. 6-116   | B. 2016 Preliminary Levy and Budget  |
|                |             | 1. Resolution 2015-49, Set Final Levy & Budget Date  |
|                |             | 2. Resolution 2015-50, Set the Preliminary Levy & Budget 2016  |
|                |             | 3. Resolution 2015-51, Set the Preliminary EDA Levy & Budget 2016  |
|                |             | 4. Resolution 2015-52, Consenting to the HRA for No Tax Levy for 2016  |
|                |             | 5. 2016 Sheriff's Department Contract  |
| <b>7:30 PM</b> | <b>5.0</b>  | <b>Public Forum</b>  |
| <b>7:35 PM</b> | <b>6.0</b>  | <b>Consent Agenda</b>  |
|                |             | <i>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</i> |
|                | Pg. 118-122 | A. Approve Bills   |
|                | Pg. 123-143 | B. Meeting Minutes, August 19, 2015 City Council Meeting   |
|                |             | C. Transportation Economic Development Program   |
|                |             | <b>New Business</b>  |
| <b>7:38 PM</b> | <b>7.0</b>  | <b>Commission, Association and Task Force Reports</b>  |
|                | Pg. 144-148 | A. Planning Commission   |
|                |             | 1. IUP for Joseph & Amanda Pikala to keep Farm Animals, 4423 Viking Blvd.  |
|                |             | B. Economic Development Authority  |
|                |             | C. Park Commission   |
|                |             | D. Road Commission   |
| <b>7:45 PM</b> | <b>8.0</b>  | <b>Department Reports</b>  |
|                |             | A. Community Development   |
|                |             | B. Engineer  |
|                |             | C. City Attorney   |
|                |             | D. Finance   |
|                |             | E. Public Works  |
|                |             | F. Fire Department   |
|                | Pg. 149-185 | 1. EBFRA By-Laws and Benefit Increase  |
|                |             | G. City Administrator  |

**8:00 PM**

**9.0 Other**

- A. Staff Report
- B. Council Reports
- C. Other
- D. Closed Session- Not-Public Data, Minn. Stat. 13D.05, subd. 2

**8:10 PM**

**11.0 Adjourn**



# City of East Bethel City Council Agenda Information

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**Date:**

September 2, 2015

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**Agenda Item Number:**

Item 4.0 A

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**Agenda Item:**

Stepping Stone Emergency Housing

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**Requested Action:**

Information Item

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**Background Information:**

Stepping Stone Emergency Housing, the only licensed homeless shelter in Anoka County, will make a presentation to Council explaining the mission and benefit of their organization to the City, as well as request financial support for their activities.

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**Attachments:**

Attachment 1- Correspondence with Stepping Stone Emergency Housing

Attachment 2- Letter of Introduction

**Fiscal Impact:**

To be determined

\*\*\*\*\*

**Recommendation(s):**

None at this time

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**City Council Action**

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

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

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

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

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

**From:** Julie Jeppson [mailto:[jjeppson@steppingstoneeh.org](mailto:jjeppson@steppingstoneeh.org)]  
**Sent:** Friday, August 14, 2015 4:05 PM  
**To:** Jack Davis  
**Subject:** Re: East Bethel

Jack,

Thank you so much for getting back to me. I would still really like to present Stepping Stone to the council on September 2.

Please let me know what time to be there, and I'll plan on it.

Thank you so much.

Julie

On Aug 14, 2015, at 3:31 PM, Jack Davis <[jack.davis@ci.east-bethel.mn.us](mailto:jack.davis@ci.east-bethel.mn.us)> wrote:

Julia,

I received your request to appear before City Council. Our agenda is set and has been sent out for the August 19, 2015 meeting. If you would like, I can put you on the agenda for the September 2, 2015 meeting.

I will tell you that this is the meeting that sets our preliminary budget. Funding requests have been addressed for 2016 and it is unlikely that Council would consider any additional proposals of this nature.

Let me know if you would like to be placed on the September 2, 2015 agenda.

Jack Davis  
City Administrator  
City of East Bethel  
2241 221st Avenue NE  
East Bethel, MN 55011  
Direct - 763-367-7850  
Fax - 763-434-9578  
[jack.davis@ci.east-bethel.mn](mailto:jack.davis@ci.east-bethel.mn)



Stepping Stone Emergency Housing  
3300 4<sup>th</sup> Avenue North  
Cronin Building #14  
Anoka, MN 55303  
763-323-7006 ~ www.steppingstoneeh.org

Tuesday, August 11, 2015

City of East Bethel  
Jack Davis, City Administrator  
2241 221st Ave NE  
East Bethel, MN 55011

**Subject:** Partnership with Stepping Stone to assist the homeless.

Stepping Stone Emergency Housing is the only licensed homeless shelter in Anoka County, serving youth and adults 18 and older. For 2015, we estimate to serve over 600 men and women, which is a 30% increase from 2014. Of these 600 guests, 15% will be coming from East Bethel and the surrounding communities of Linwood Township, Ham Lake, Oak Grove and Andover.

For our guests, Stepping Stone is a temporary home where we not only provide for their basic needs, but also work collaboratively to get at the root cause of their homelessness. Once this has been determined, we walk along side of our guests, providing them with one-of-kind resources, programs and services with the goal of laying the foundation for self-sufficiency. As one policy maker from MN Department of Housing said, "There is nothing like [Stepping Stone] in the state, and I'd be hard-pressed to find anything like [Stepping Stone] in the country."

I am making a formal request to be on the city's next meeting agenda. During my allotted time I look forward to presenting Stepping Stone's mission and benefit to your community, as well as request support from the City of East Bethel to support our mission and benefits. The funds given would be put towards our general operating expenses for the shelter, which ultimately would be used to support our guests so that they will never need to experience homelessness again. Again, during my allotted time, I look forward to sharing with you how our resources are respectfully used.

Kindest regards,

A handwritten signature in blue ink, appearing to read "Julie Jeppson", with a long horizontal flourish extending to the right.

Julie Jeppson  
Development Director  
763-277-8301 ~ direct  
~ cell



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**City Council Action**

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

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

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

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

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



# **2016 Preliminary Budget**

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**City of East Bethel  
2016 General Fund Preliminary Budget (Summary)**

Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 7/31/15	FY 2015 Budget	FY 2016 Preliminary Budget	% Change
<b>Tax Levies - City</b>						
General Fund Tax Levy	4,123,317.00	4,050,450.00		4,050,500.00	4,109,300.00	1%
2013 A	149,638.00	126,500.00		127,000.00	128,000.00	1%
2008 A	180,000.00	180,000.00		180,000.00	180,000.00	0%
2015 A		470,000.00		487,000.00	504,000.00	3%
2014 A		300,000.00		330,000.00	330,000.00	0%
<b>Total Levy - City</b>	<b>4,452,955.00</b>	<b>5,126,950.00</b>	-	<b>5,174,500.00</b>	<b>5,251,300.00</b>	<b>1.5%</b>
<b>Tax Levies - Special Levies</b>						
City EDA	144,670.00	123,022.00		123,022.00	123,022.00	0%
<b>Total Levy - Special</b>			-	<b>123,022.00</b>	<b>123,022.00</b>	<b>0.0%</b>

<b>Organizational Staff Summary</b>					
		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
City Council	<b>Part Time</b>	5.00	5.00	5.00	5.00
City Administration	<b>Full Time</b>	2.00	2.00	3.00	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	-	-
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>	1.50	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>	2.50	2.50	2.50	2.50
Engineering	<b>Full Time</b>	Contract	Contract	Contract	Contract
Street Maintenance	<b>Full Time</b>	5.00	5.00	5.00	5.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
Park Maintenance	<b>Full Time</b>	4.00	4.00	4.00	4.00
	<b>Part Time</b>	0.30	0.30	0.30	0.30
<b>Total</b>	<b>Full Time</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
	<b>Part Time</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>	<b>5.66</b>

<b>2016 Pay Plan (Hourly)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	14.48	15.01	15.54	16.07	16.60	17.13	17.66
2	15.59	16.16	16.73	17.31	17.88	18.45	19.02
3	17.15	17.78	18.41	19.03	19.66	20.29	20.92
4	18.87	19.56	20.25	20.94	21.63	22.32	23.01
5	20.75	21.51	22.27	23.03	23.79	24.55	25.31
6	22.84	23.68	24.51	25.35	26.19	27.02	27.86
7	25.12	26.04	26.96	27.88	28.80	29.72	30.64
8	27.62	28.63	29.64	30.65	31.66	32.67	33.68
9	30.04	31.14	32.24	33.34	34.43	35.53	36.63
10	34.29	35.54	36.79	38.05	39.30	40.56	41.81
11	36.41	37.74	39.07	40.40	41.74	43.07	44.40
12	38.59	40.00	41.42	42.83	44.24	45.65	47.06
13	41.86	43.39	44.92	46.45	47.98	49.51	51.04
14	44.37	45.99	47.62	49.24	50.86	52.49	54.11
15	47.04	48.76	50.48	52.21	53.93	55.65	57.37
16	50.11	51.94	53.77	55.60	57.44	59.27	61.10
<b>2016 Pay Plan (Annually)</b>							
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
1	30,118.34	31,220.23	32,322.12	33,424.01	34,525.90	35,627.79	36,729.68
2	32,435.13	33,621.79	34,808.44	35,995.09	37,181.74	38,368.39	39,555.04
3	35,675.03	36,980.21	38,285.40	39,590.58	40,895.76	42,200.95	43,506.13
4	39,240.72	40,676.36	42,111.99	43,547.63	44,983.27	46,418.90	47,854.54
5	43,168.41	44,747.75	46,327.08	47,906.41	49,485.74	51,065.07	52,644.41
6	47,512.40	49,250.66	50,988.92	52,727.18	54,465.44	56,203.70	57,941.96
7	52,254.60	54,166.35	56,078.10	57,989.86	59,901.61	61,813.36	63,725.12
8	57,449.28	59,551.09	61,652.89	63,754.69	65,856.50	67,958.30	70,060.10
9	62,481.07	64,766.97	67,052.86	69,338.75	71,624.65	73,910.54	76,196.43
10	71,313.86	73,922.90	76,531.94	79,140.99	81,750.03	84,359.07	86,968.12
11	75,730.25	78,500.87	81,271.49	84,042.10	86,812.72	89,583.34	92,353.96
12	80,273.34	83,210.17	86,147.00	89,083.83	92,020.66	94,957.49	97,894.32
13	87,060.83	90,245.98	93,431.13	96,616.28	99,801.43	102,986.59	106,171.74
14	92,291.71	95,668.24	99,044.77	102,421.29	105,797.82	109,174.35	112,550.87
15	97,848.40	101,428.22	105,008.04	108,587.86	112,167.68	115,747.50	119,327.32
16	104,219.59	108,032.50	111,845.41	115,658.33	119,471.24	123,284.15	127,097.06
<b>Cafeteria Contribution for 2016</b>							
<b>Monthly</b>						950.00	
						950.00	
<b>Seasonal/Part Time</b>							
Seasonal and Part Time					\$10.00-\$12.00 per hour		
<b>2016 Fire Fighter and Officer Pay Plan</b>							
<b>Position</b>	<b># of Positions</b>		<b>Monthly Salary Rate</b>				
Deputy Fire Chief		1				509.49	
District Fire Chief		2				273.59	
Captain		2				136.80	
Lieutenant		3				109.87	
Training Officer		1				109.87	
<b>Training/Drill/Fire Call/Duty Officer/Fire Inspector</b>							
Probationary Firefighter						\$8.74 per hour	
Firefighter I						\$9.85 per hour	
Firefighter II/Officer						\$10.93 per hour	
Firefighter III/Officer						\$12.04 per hour	
Fire Inspector						\$18.59 per hour	
Duty Officer						\$592.23 per month	

**City of East Bethel  
2016 General Fund Preliminary Budget (Summary)**

<u>General Fund</u>	Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 7/31/15	FY 2015 Budget	FY 2016 Preliminary Budget	% Change
<b>Revenues</b>							
	Property Tax	4,138,427.89	4,048,831.95	2,122,100.11	4,050,500.00	4,109,300.00	1%
	Franchise Taxes	49,490.39	56,159.60	28,920.46	43,000.00	50,000.00	16%
	Licenses and Fees	34,190.10	38,710.46	37,918.68	36,500.00	40,000.00	10%
	Building Inspection Permits	147,799.90	153,630.39	76,332.83	128,000.00	143,000.00	12%
	Building Inspection Permits (Bethel / Oak Grove)	194,840.27	141,258.59	37,370.40	110,000.00	110,000.00	0%
	State Aid	244,110.10	279,539.71	209,097.50	244,600.00	247,500.00	1%
	Fines and Forfeits	52,624.07	50,263.83	22,539.39	55,000.00	51,000.00	-7%
	Intergovernmental Charges	89,469.94	72,867.18	86,029.14	87,000.00	127,000.00	46%
	Other Fees	4,936.76	3,602.67	1,469.28	4,600.00	3,500.00	-24%
	Cemetery Revenue	5,950.00	4,800.00	13,850.00	6,000.00	6,000.00	0%
	Tower Lease Revenue	-	-	26,328.96	40,000.00	41,000.00	3%
	Refunds and Reimbursements	33,292.11	52,673.54	28,682.03	21,500.00	23,000.00	7%
	Gambling	20,749.84	21,816.96	11,103.62	20,000.00	20,000.00	0%
	Interest Earnings	1,170.48	1,159.91	1,457.14	2,000.00	2,000.00	0%
	Transfer from non-Genl Fund	-	48,525.51	-	-	-	0%
<b>Total Revenues - General Fund</b>		<b>5,017,051.85</b>	<b>4,973,840.30</b>	<b>2,703,199.54</b>	<b>4,848,700.00</b>	<b>4,973,300.00</b>	<b>2.6%</b>
<b>Expenditures</b>							
<b>General Government</b>							
	Council	69,798.93	73,050.02	40,506.75	79,300.00	73,700.00	-7%
	City Administration	331,403.51	275,992.29	167,486.42	308,900.00	318,900.00	3%
	Elections	1,687.26	9,477.15	2,560.42	2,000.00	13,800.00	590%
	Finance	226,764.80	226,028.97	140,383.69	234,200.00	241,400.00	3%
	Assessing	51,281.52	52,118.52	27,163.50	53,000.00	54,500.00	3%
	Legal	147,051.79	133,898.36	73,757.96	150,500.00	150,000.00	0%
	Government Buildings	38,080.87	32,214.28	15,411.20	43,000.00	41,500.00	-3%
	Risk Management	103,367.18	110,807.00	97,267.00	111,000.00	104,000.00	-6%
	Central Services	83,644.73	77,368.38	50,111.37	93,500.00	86,500.00	-7%
<b>Total General Government</b>		<b>1,053,080.59</b>	<b>990,954.97</b>	<b>614,648.31</b>	<b>1,075,400.00</b>	<b>1,084,300.00</b>	<b>1%</b>
<b>Community Development</b>							
	Planning and Zoning	191,740.51	157,004.95	85,206.54	169,000.00	175,600.00	4%
	Building Inspection	174,941.16	228,314.02	131,090.01	238,900.00	252,400.00	6%
<b>Total Community Development</b>		<b>366,681.67</b>	<b>385,318.97</b>	<b>216,296.55</b>	<b>407,900.00</b>	<b>428,000.00</b>	<b>5%</b>
<b>Public Safety</b>							
	Police Protection	959,255.06	986,329.35	798,550.95	1,024,000.00	1,034,000.00	1%
	Fire Protection	543,995.03	555,252.24	333,533.53	566,000.00	586,300.00	4%
<b>Total Public Safety</b>		<b>1,503,250.09</b>	<b>1,541,581.59</b>	<b>1,132,084.48</b>	<b>1,590,000.00</b>	<b>1,620,300.00</b>	<b>2%</b>
<b>Engineering</b>							
	Engineering	28,871.26	32,798.23	15,757.93	35,000.00	35,000.00	0%
<b>Total Engineering</b>		<b>28,871.26</b>	<b>32,798.23</b>	<b>15,757.93</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0%</b>
<b>Public Works</b>							
	Public Works - Parks Maintenance	367,896.15	369,140.51	225,928.17	399,600.00	409,700.00	3%
	Public Works - Streets	762,350.45	777,729.32	502,060.15	813,300.00	863,500.00	6%
<b>Total Public Works</b>		<b>1,130,246.60</b>	<b>1,146,869.83</b>	<b>727,988.32</b>	<b>1,212,900.00</b>	<b>1,273,200.00</b>	<b>5%</b>
<b>Civic Events</b>							
	Civic Events	2,500.00	2,501.00	2,500.00	2,500.00	2,500.00	0%
<b>Total Culture and Recreation</b>		<b>2,500.00</b>	<b>2,501.00</b>	<b>2,500.00</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	75,000.00	50,000.00	50,000.00	50,000.00	55,000.00	10%
	Transfer to Debt Service	-	1,036,000.00	-	-	-	N/A
	Contingency	21,600.00	-	-	-	-	N/A
	Capital Project Fund Transfers	-	429.98	-	-	-	N/A
<b>Total Other</b>		<b>571,600.00</b>	<b>1,561,429.98</b>	<b>525,000.00</b>	<b>525,000.00</b>	<b>530,000.00</b>	<b>1%</b>
<b>Total Expenditures - General Fund</b>		<b>4,656,230.21</b>	<b>5,661,454.57</b>	<b>3,234,275.59</b>	<b>4,848,700.00</b>	<b>4,973,300.00</b>	<b>2.6%</b>
<b>Excess of Revenues over Expenditures - General Fund</b>		<b>360,821.64</b>	<b>(687,614.27)</b>	<b>(531,076.05)</b>	<b>-</b>	<b>-</b>	



## ***2016 Budget***

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41110 - Mayor and City Council

### **DEPARTMENTAL PROFILE**

The City Council is comprised of the Mayor and four City Council Members. All are elected at-large. Council Members serve four-year terms with two members up for election every two years. The Mayor serves a two-year term.

### **DEPARTMENTAL GOALS**

To provide leadership and vision for the City while planning for growth / development activity and to adopt policies that are in the best interest of the City and its residents

### **EXPENDITURE DETAILS**

#### **STAFFING**

1- Mayor  
4- City Council Members

103-Mayor and City Council Salary  
\$29,100  
Provides for a monthly salary of \$525 for the Mayor and \$475 for each Council Member

107-Commissions and Boards  
\$13,100  
City's participation in the Upper Rum River Watershed Management Organization - \$2,800, and the Sunrise Watershed Management Organization - \$10,300.

307-Professional Services  
\$8,000  
Quarterly updates of ordinances - \$8,000. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$16,000

Membership dues for the League of Minnesota Cities-\$10,000; 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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Council				-		
	E 101-41110-103 Part-Time Employees	29,100.00	28,442.22	16,975.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	18,001.47	18,385.34	16,411.16	18,000.00	13,100.00
	E 101-41110-122 PERA-Coordinated Plan	285.00	285.00	-	2,200.00	-
	E 101-41110-125 FICA/Medicare	2,226.29	2,175.93	1,298.64	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	48.27	99.62	108.36	100.00	100.00
	E 101-41110-201 Office Supplies	-	144.85	134.93	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	3,628.63	-	788.94	100.00	2,000.00
	E 101-41110-307 Professional Services Fees	3,167.96	1,155.00	2,043.23	10,000.00	8,000.00
	E 101-41110-331 Travel Expenses	360.26	457.66	-	300.00	500.00
	E 101-41110-343 Other Advertising	110.00	254.40	30.00	100.00	500.00
	E 101-41110-433 Dues and Subscriptions	11,446.00	20,636.00	1,279.00	15,000.00	16,000.00
	E 101-41110-434 Conferences/Meetings	1,425.05	1,014.00	1,437.49	2,000.00	2,000.00
		69,798.93	73,050.02	40,506.75	79,300.00	73,700.00



## *2016 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  
\$225,100  
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  
\$12,000  
Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings. \$29.00 per hour and \$13.50 per page.

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

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Administration	E 101-41320-101 Full-Time Employees Regular	179,370.82	159,261.36	115,293.20	220,000.00	225,100.00
	E 101-41320-102 Full-Time Employees Overtime	52.02	292.52	441.16		
	E 101-41320-103 Part-Time Employees		-	699.00	1,700.00	1,700.00
	E 101-41320-122 PERA-Coordinated Plan	11,206.45	10,673.22	8,680.05	16,200.00	16,600.00
	E 101-41320-125 FICA/Medicare	11,539.53	12,013.26	9,793.53	19,800.00	20,300.00
	E 101-41320-126 Deferred Compensation	2,085.32	3,055.02	1,850.17	4,700.00	4,800.00
	E 101-41320-131 Cafeteria Contribution	21,031.65	21,690.65	19,256.75	33,000.00	34,200.00
	E 101-41320-151 Worker s Comp Insurance Prem	773.24	1,128.96	1,717.67	1,700.00	1,700.00
	E 101-41320-201 Office Supplies	155.09	-	-	400.00	200.00
	E 101-41320-231 Small Tools and Minor Equip	-	70.13	-	-	-
	E 101-41320-307 Professional Services Fees			8,169.03	9,000.00	12,000.00
	E 101-41320-321 Telephone	110.19	116.51	542.21	-	-
	E 101-41320-331 Travel Expenses	1,826.73	2,012.97	1,043.65	2,200.00	2,200.00
	E 101-41320-341 Personnel Advertising	559.04	-	-	-	-
	E 101-41320-433 Dues and Subscriptions	-	20.00	-	200.00	100.00
	E 101-41320-434 Conferences/Meetings	12.66	5.00	-	-	-
		228,722.74	210,339.60	167,486.42	308,900.00	318,900.00



## *2016 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**

219 General Operating Supplies  
\$500

In order to comply with ADA standards the City will need to purchase "stand-up" voting booths at each polling place.

307 Professional Services Fees  
\$10,000  
Election Judges Compensation

331 Travel Expenses  
\$100

342 Legal Notices  
\$500

402 Equipment Maintenance  
\$2,600

The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

434 Conferences/Meetings  
\$100

**City of East Bethel  
2016 Preliminary Budget**

	Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 7/31/15	FY 2015 Budget	<b>FY 2016 Preliminary Budget</b>
Elections						
	E 101-41410-219 General Operating Supplies	-	235.04	-	-	500.00
	E 101-41410-307 Professional Services Fees	-	7,141.83	-	-	10,000.00
	E 101-41410-331 Travel Expenses					100.00
	E 101-41410-342 Legal Notices	-	293.14	-	-	500.00
	E 101-41410-402 Repairs/Maint Machinery/Equip	1,687.26	1,807.14	2,560.42	2,000.00	2,600.00
	E 101-41410-434 Conferences			-		100.00
		1,687.26	9,477.15	2,560.42	2,000.00	13,800.00



## *2016 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 2016 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  
\$164,000

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Finance						
	E 101-41520-101 Full-Time Employees Regular	153,007.47	153,767.36	88,218.72	158,500.00	164,000.00
	E 101-41520-122 PERA-Coordinated Plan	10,899.05	11,023.76	6,616.41	11,900.00	12,300.00
	E 101-41520-125 FICA/Medicare	13,152.88	12,908.12	7,184.84	14,100.00	14,600.00
	E 101-41520-126 Deferred Compensation	3,690.77	3,824.03	2,235.02	3,900.00	3,900.00
	E 101-41520-131 Cafeteria Contribution	21,737.22	21,694.22	12,837.70	22,000.00	22,800.00
	E 101-41520-151 Worker s Comp Insurance Prem	731.18	1,115.24	1,224.04	1,200.00	1,200.00
	E 101-41520-201 Office Supplies	134.35	39.99	52.73	100.00	100.00
	E 101-41520-301 Auditing and Acct g Services	20,066.00	19,633.00	20,000.00	20,000.00	20,000.00
	E 101-41520-331 Travel Expenses	-	188.25	79.23	100.00	100.00
	E 101-41520-341 Personnel Advertising	1,589.00	-	-	-	-
	E 101-41520-421 Software Licensing	1,611.88	1,590.00	1,590.00	1,600.00	1,600.00
	E 101-41520-433 Dues and Subscriptions	120.00	-	300.00	300.00	300.00
	E 101-41520-434 Conferences/Meetings	-	245.00	45.00	500.00	500.00
	E 101-41520-437 Bank Fees	25.00	-	-	-	-
		226,764.80	226,028.97	140,383.69	234,200.00	241,400.00



## *2016 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  
\$54,500  
Contractual cost of assessing services

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Assessing						
	E 101-41550-307 Professional Services Fees	51,281.52	52,118.52	27,163.50	53,000.00	54,500.00
		51,281.52	52,118.52	27,163.50	53,000.00	54,500.00



## *2016 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  
\$150,000  
Contracted legal services

**City of East Bethel  
2016 Preliminary Budget**

	Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 7/31/15	FY 2015 Budget	<b>FY 2016 Preliminary Budget</b>
Law and Legal						
	E 101-41610-303 Legal Fees	147,051.79	133,898.36	73,757.96	150,500.00	<b>150,000.00</b>
		147,051.79	133,898.36	73,757.96	150,500.00	<b>150,000.00</b>



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 41940 – General Government Buildings

### **DEPARTMENTAL PROFILE**

The General Government Buildings department provides for the ongoing cleaning, maintenance and utility costs for City Hall and other general City facilities. Costs for other buildings are charged to the functional department using the respective building.

### **DEPARTMENTAL GOALS**

Maximize the efficiency and usability of City Hall to accommodate employees and equipment necessary to best serve customers of the City of East Bethel; ensure a healthy environment for employees and residents using City facilities

### **EXPENDITURE DETAILS**

211-Cleaning Supplies  
\$500

Cleaning supplies for government facilities.

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  
\$16,000

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

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Government Buildings						
	E 101-41940-211 Cleaning Supplies		580.01	189.41		500.00
	E 101-41940-219 General Operating Supplies	130.75	183.69	171.30	500.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	1,716.58	2,278.85	318.57	2,000.00	2,000.00
	E 101-41940-225 Park/Landscaping Materials	27.79	-	-	500.00	-
	E 101-41940-231 Small Tools and Minor Equip	-	183.59	-	500.00	500.00
	E 101-41940-307 Professional Services Fees	115.80	-	-	500.00	-
	E 101-41940-321 Telephone		230.04	-		
	E 101-41940-381 Electric Utilities	14,794.58	12,969.15	5,009.36	15,000.00	15,000.00
	E 101-41940-382 Gas Utilities	5,539.91	6,996.49	2,861.43	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	372.01	606.45	357.70	500.00	500.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	-	857.05	-	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	15,298.45	7,328.96	6,503.43	17,000.00	16,000.00
	E 101-41940-405 Park & Landscape Services	85.00	-	-	-	-
		38,080.87	32,214.28	15,411.20	43,000.00	41,500.00



## 2016 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

\$1,000

Miscellaneous office supplies including paper, toner, envelopes, and folders

231-Small Tools and Minor Equipment

\$8,000

Computer Replacements

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, 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

\$43,500

Metro-INET - Maintenance of the City's data network and e-mail services - \$38,865

Mid Continent - internet access charges - \$1,950.

Anoka County - Connectivity Agreement to provide high speed broadband capacity services - \$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

351-Printing and Duplicating

\$3,000

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Central Services	E 101-48150-201 Office Supplies	8,900.37	7,690.73	1,919.38	8,000.00	1,000.00
	E 101-48150-223 Bldg/Facility Repair Supplies			1,010.48		
	E 101-48150-231 Small Tools and Minor Equip	727.70	844.64	12.00	2,000.00	8,000.00
	E 101-48150-307 Professional Services Fees	1,782.28	60.00	8,067.63	5,000.00	5,000.00
	E 101-48150-309 Information Systems	45,408.96	45,342.00	27,721.69	46,500.00	43,500.00
	E 101-48150-321 Telephone	5,944.84	4,616.93	1,917.46	5,000.00	5,000.00
	E 101-48150-322 Postage/Delivery	4,569.13	6,810.81	3,464.07	7,000.00	7,000.00
	E 101-48150-341 Personnel Advertising	-	71.20	-	-	-
	E 101-48150-342 Legal Notices	2,063.89	2,109.27	1,064.26	3,000.00	3,000.00
	E 101-48150-343 Other Advertising	-	-	64.50	1,000.00	-
	E 101-48150-351 Printing and Duplicating	2,586.95	1,917.50	1,360.75	5,000.00	3,000.00
	E 101-48150-402 Repairs/Maint Machinery/Equip	4,240.30	296.00	-	2,000.00	2,000.00
	E 101-48150-413 Office Equipment Rental	5,680.65	5,653.65	3,230.15	6,000.00	6,000.00
	E 101-48150-421 Software Licensing	1,478.67	1,903.00	243.00	2,000.00	2,000.00
	E 101-48150-423 Filing Fees	-	52.65	36.00	1,000.00	1,000.00
	E 101-48150-580 Info Systems Equip	260.99	-	-	-	-
		83,644.73	77,368.38	50,111.37	93,500.00	86,500.00



## *2016 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  
\$119,500  
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  
\$10,200

Professional Services Fees – PZ minute taking and preparation-\$1,200, GIS (WSB) – one year management contract, staff training, additional modules and other potential modifications- \$8,500; Anoka Conservation District Professional Services (map production, data collection, land use reviews, etc) - \$500;

321 – Telephone  
\$300

Cell phone reimbursement at \$20 per month for one employee.

342 – Legal Notices  
\$1,300

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

421 – Software Licensing  
\$400

ESRI License / Arc View

423 – Filing Fees  
\$400

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	137,959.19	105,082.70	59,575.48	113,600.00	119,500.00
	E 101-41910-102 Full-Time Employees Overtime	119.09	214.51	-	-	-
	E 101-41910-103 Part-Time Employees	-	-	180.00	500.00	500.00
	E 101-41910-107 Commissions and Boards	1,410.00	1,280.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	9,720.34	7,757.55	4,468.16	8,500.00	9,000.00
	E 101-41910-125 FICA/Medicare	9,610.47	7,667.56	4,749.24	10,200.00	10,700.00
	E 101-41910-126 Deferred Compensation	234.36	2,047.88	1,412.66	2,700.00	2,700.00
	E 101-41910-131 Cafeteria Contribution	21,039.89	15,839.26	9,628.50	16,500.00	17,100.00
	E 101-41910-151 Worker s Comp Insurance Prem	661.18	929.37	1,047.46	900.00	1,000.00
	E 101-41910-201 Office Supplies	146.04	44.47	169.22	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	19.00	539.72	24.30	-	-
	E 101-41910-307 Professional Services Fees	9,235.91	13,146.30	2,588.50	11,000.00	10,200.00
	E 101-41910-321 Telephone	442.49	360.00	90.00	360.00	300.00
	E 101-41910-341 Personnel Advertising	-	85.60	-	-	-
	E 101-41910-342 Legal Notices	655.80	1,339.03	631.02	1,300.00	1,300.00
	E 101-41910-351 Printing and Duplicating	51.25	-	-	-	-
	E 101-41910-421 Software Licensing	405.50	576.00	400.00	600.00	400.00
	E 101-41910-423 Filing Fees	(165.00)	-	102.00	340.00	400.00
	E 101-41910-433 Dues and Subscriptions	195.00	95.00	140.00	200.00	200.00
	E 101-41910-434 Conferences/Meetings	-	-	-	500.00	500.00
		191,740.51	157,004.95	85,206.54	169,000.00	175,600.00



## *2016 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  
\$173,200  
Provides for a 2% COLA salary increase and a STEP salary increase for three eligible employees

212- Motor Fuels  
\$5,000  
Reflects the increase in fuel costs and more accurately reflects fuel needed for two vehicles

219-General Operating Supplies

\$400

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer divides, 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

\$300

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

421-Software Licensing

\$3,200

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting)

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
<b>Building Inspection</b>						
	E 101-42410-101 Full-Time Employees Regular	120,445.59	159,794.15	87,546.36	164,400.00	173,200.00
	E 101-42410-102 Full-Time Employees Overtime		214.51	-		
	E 101-42410-122 PERA-Coordinated Plan	8,388.58	11,131.45	6,565.98	12,300.00	13,000.00
	E 101-42410-125 FICA/Medicare	9,501.48	12,463.49	7,385.41	15,000.00	15,800.00
	E 101-42410-126 Deferred Compensation	2,570.00	3,687.18	2,419.97	4,500.00	4,600.00
	E 101-42410-131 Cafeteria Contribution	18,406.34	26,296.54	16,047.50	27,500.00	28,500.00
	E 101-42410-151 Worker s Comp Insurance Prem	360.27	943.46	1,142.77	1,000.00	1,200.00
	E 101-42410-201 Office Supplies	72.54	124.84	55.50	100.00	100.00
	E 101-42410-212 Motor Fuels	5,098.81	5,051.95	1,503.91	5,000.00	5,000.00
	E 101-42410-214 Clothing & Personal Equipment	-	-	-	200.00	-
	E 101-42410-219 General Operating Supplies	181.87	307.02	174.42	100.00	400.00
	E 101-42410-221 Motor Vehicles Parts	148.84	214.00	486.66	1,000.00	1,000.00
	E 101-42410-222 Tires	1,023.56	-	-		
	E 101-42410-231 Small Tools and Minor Equip	285.52	179.99	-	100.00	100.00
	E 101-42410-307 Professional Services Fees	1,508.15	-	1,593.54	-	-
	E 101-42410-321 Telephone	260.39	176.80	42.04	300.00	300.00
	E 101-42410-331 Travel Expenses	99.44	136.64	96.95		-
	E 101-42410-341 Personnel Advertising	283.50	-	-	-	-
	E 101-42410-351 Printing and Duplicating	349.72	225.00	-	150.00	300.00
	E 101-42410-401 Motor Vehicle Services (Lic d)			260.00		
	E 101-42410-421 Software Licensing	1,515.56	1,495.00	1,495.00	1,550.00	3,200.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	-	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	-	200.00	200.00
	E 101-42410-434 Conferences/Meetings	1,441.00	2,640.00	1,274.00	2,400.00	2,400.00
		174,941.16	228,314.02	131,090.01	238,900.00	252,400.00



## *2016 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  
\$1,034,000

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$1,026,000).

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Police Protection						
	E 101-42110-219 General Operating Supplies	85.50	104.50	-	-	-
	E 101-42110-307 Professional Services Fees	959,169.56	986,224.85	798,550.95	1,024,000.00	1,034,000.00
		959,255.06	986,329.35	798,550.95	1,024,000.00	1,034,000.00



## *2016 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  
\$92,900

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

103-PT Wages and Salaries  
\$120,800

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.74 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$9.85 per hour and Fire Fighter II level with all educational elements met \$10.93 and Fire fighter III level \$12.04 per hour.

<u>Position</u>	<u>Number of Officers</u>	<u>2015 Monthly</u>	<u>Annual Salary</u>
Deputy Chief	1	\$509.48	\$6,114
District Chief	2	\$273.59	\$6,566
Captain	2	\$136.80	\$3,283
Lieutenant	3	\$109.86	\$3,955
Training Officer	1	\$109.86	\$1,318
Duty Officer	1 per week	\$592.23	\$7,107
			\$28,343

- 2016 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 510 (2014 there were 499 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	12.04	\$9,247
Station 2 Calls	130	6	12.04	\$9,391
Station 1 Calls	187	6	12.04	\$13,509
Day Calls	129	8	12.04	\$12,425
Total Firefighter Call Cost				\$44,572

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	12.04	2/35	\$3,371
Fire Fighting Training Drills	20	35	12.04	2/35	\$16,856
Medical Training Drills	6	35	12.04	2/35	\$5,056
Station Maintenance Drills	12	35	12.04	2/35	\$10,114
Officer Outside Required Training	1	10	12.04	12/10	\$1,445
Total Fire Fighter Meeting/Drill Cost					\$36,842

Fire inspector is budgeted for 34 hours per month, combined, at \$18.59 per hour; \$7,587

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 \$ 12.04 per hour = \$3,372. (This is in lieu of paying over \$ 1,000 per recruit firefighter to an outside school.)

125-FICA/Medicare

\$17,500

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 2016 amount is estimated from the actual amount received in 2014. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution

\$13,400

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

\$25,000

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 2016

213- Lubricants and Additives

\$200

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

214-Clothing & Personal Equipment

\$13,700

Personal Protective Equipment for six Fighters; turnout gear \$1,800 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

\$500

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

217-Safety Supplies

\$5,000

This covers gloves, glasses, coveralls, and medical supplies. It also covers a \$3,800 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

\$10,400

Provides for telephone service for three stations \$1,800, an analog line at each station plus one fax line \$4,700, five cellular phone services \$1,500, four wireless connections for Mobile Dispatch \$2,400

351-Printing and Duplicating

\$500

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

381-Electrical Utilities

\$9,500

Electric utility service for three stations

382-Gas Utilities

\$12,000

Gas utility service for three stations

385-Refuse Removal

\$800

Refuse removal for three stations

401-Motor Vehicle Services (Lic'd)

\$3,000

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.

\$6,000

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 restrooms, office area and hallways at Station 1.

421-Software Licensing

\$4,500

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System (2016: \$3,500)

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	90,178.79	95,446.27	51,191.28	91,000.00	92,900.00
	E 101-42210-103 Part-Time Employees	111,341.20	101,730.39	53,953.99	116,100.00	120,800.00
	E 101-42210-125 FICA/Medicare	14,909.74	14,807.53	8,144.43	17,000.00	17,500.00
	E 101-42210-126 Deferred Compensation	2,000.00	2,000.00	1,153.95	2,000.00	2,000.00
	E 101-42210-127 Fire Pension Contribution-City	17,500.00	14,000.00	-	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	56,223.10	55,354.49	-	43,500.00	43,500.00
	E 101-42210-131 Cafeteria Contribution	12,630.46	12,847.03	7,585.62	13,000.00	13,400.00
	E 101-42210-135 Disability Insurance	890.43	396.24	396.24	1,000.00	1,000.00
	E 101-42210-151 Worker s Comp Insurance Prem	10,146.45	22,960.22	25,218.20	23,000.00	25,000.00
	E 101-42210-201 Office Supplies	537.24	635.05	297.61	1,200.00	1,200.00
	E 101-42210-203 Books/Ref. Materials/Software	-	497.75	-	1,600.00	1,600.00
	E 101-42210-211 Cleaning Supplies	-	223.43	7.88	-	-
	E 101-42210-212 Motor Fuels	15,393.25	14,844.28	4,471.13	15,000.00	15,000.00
	E 101-42210-213 Lubricants and Additives	171.70	472.67	-	200.00	200.00
	E 101-42210-214 Clothing & Personal Equipment	5,729.56	7,705.39	2,903.75	12,000.00	13,700.00
	E 101-42210-215 Shop Supplies	389.95	-	432.19	800.00	500.00
	E 101-42210-217 Safety Supplies	7,918.21	4,762.60	2,689.94	4,000.00	5,000.00
	E 101-42210-219 General Operating Supplies	1,439.75	3,816.71	2,190.94	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	1,405.13	283.36	1,992.55	2,000.00	2,000.00
	E 101-42210-222 Tires	948.39	-	-	1,800.00	1,800.00
	E 101-42210-223 Bldg/Facility Repair Supplies	284.10	1,393.67	437.49	800.00	800.00
	E 101-42210-229 Equipment Parts	176.05	344.08	279.02	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	8,809.59	14,090.71	4,300.05	6,500.00	6,500.00
	E 101-42210-306 Personnel/Labor Relations	1,269.10	1,718.65	1,012.04	1,400.00	1,400.00
	E 101-42210-307 Professional Services Fees	3,952.10	1,658.53	623.00	6,500.00	6,500.00
	E 101-42210-321 Telephone	7,919.08	6,425.39	3,740.25	8,000.00	10,400.00
	E 101-42210-331 Travel Expenses	-	-	-	1,000.00	-
	E 101-42210-341 Personnel Advertising	-	162.50	-	-	-
	E 101-42210-351 Printing and Duplicating	290.30	165.00	268.50	500.00	500.00
	E 101-42210-381 Electric Utilities	9,459.90	9,538.72	3,691.24	9,000.00	9,500.00
	E 101-42210-382 Gas Utilities	11,351.38	13,098.15	6,450.30	10,000.00	12,000.00
	E 101-42210-385 Refuse Removal	495.12	714.05	429.62	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	1,658.61	3,052.98	229.00	4,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	19,044.08	14,583.52	13,605.01	19,000.00	19,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	991.51	8,909.20	3,327.94	4,000.00	6,000.00
	E 101-42210-415 Other Equipment Rentals	-	580.00	-	-	-
	E 101-42210-421 Software Licensing	-	-	2,866.22	1,000.00	4,500.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	618.39	630.39	598.39	4,500.00	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	945.00	951.00	1,014.00	1,000.00	1,000.00
	E 101-42210-434 Conferences/Meetings	10,981.32	9,452.29	13,031.76	10,500.00	10,500.00
	E 101-42210-438 Reimbursement-3rd Party Exp.	996.05	-	-	-	-
		543,995.03	555,252.24	333,533.53	566,000.00	586,300.00



## *2016 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  
2016 Preliminary Budget**

	Account Description	2013 Actual	2014 Actual	2015 Activity 1/1/15 to 7/31/15	FY 2015 Budget	<b>FY 2016 Preliminary Budget</b>
Engineering						
	E 101-43110-302 Architect/Engineering Fees	28,871.26	32,798.23	15,757.93	35,000.00	<b>35,000.00</b>
		28,871.26	32,798.23	15,757.93	35,000.00	<b>35,000.00</b>



## *2016 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, 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  
\$211,600  
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 including snow and ice removal

103-PT-Wages and Salaries

\$6,100

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 allowance per employee for safety boots

215-Shop Materials

\$400

Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products

\$2,000

Includes fertilizer, weed control, 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, trucks 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, seed, 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

\$1,500

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

Advertising costs for vacancies created through attrition, resignation and staffing addition

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

Electric service for various parks throughout the City at pavilions and park shelters including the warming building at John Anderson Park

384-Sewer

\$300

Pumping of septic systems at Booster East and Booster West Parks and John Anderson Park

385-Refuse Removal

\$1,000

Contracted refuse removal services at all City parks and tree removal in City Parks

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$2,000

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

402-Equipment Services (Non-licensed)

\$2,500

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

403-Buldings and Facilities

\$3,500

Repair and maintenance services for park buildings and facilities, e.g., significant electrical work, well and septic systems, etc., when City staff are unable to make the necessary repairs

405-Park and Landscape Services

\$1,500

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

415-Other Equipment Rentals

\$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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	191,141.03	197,040.51	104,244.78	203,400.00	211,600.00
	E 101-43201-102 Full-Time Employees Overtime	2,530.22	2,640.23	621.18	1,000.00	1,000.00
	E 101-43201-103 Part-Time Employees	9,465.00	5,999.00	2,550.00	6,000.00	6,100.00
	E 101-43201-105 Employee On Call/Standby Pay	-	-	5,067.27	3,100.00	3,200.00
	E 101-43201-107 Commissions and Boards	860.00	740.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	13,994.28	14,193.25	8,245.55	15,300.00	15,900.00
	E 101-43201-125 FICA/Medicare	18,955.44	18,987.26	10,620.19	20,200.00	21,000.00
	E 101-43201-126 Deferred Compensation	5,343.16	5,932.81	3,486.96	6,100.00	6,300.00
	E 101-43201-131 Cafeteria Contribution	42,007.90	43,388.44	25,676.00	44,000.00	45,600.00
	E 101-43201-151 Worker s Comp Insurance Prem	2,095.42	8,365.78	9,278.61	8,400.00	9,300.00
	E 101-43201-201 Office Supplies	-	-	110.65	100.00	100.00
	E 101-43201-211 Cleaning Supplies	573.79	365.06	122.76	500.00	500.00
	E 101-43201-212 Motor Fuels	20,956.40	19,980.07	6,048.17	18,000.00	18,000.00
	E 101-43201-213 Lubricants and Additives	134.27	119.29	122.59	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,528.13	1,361.05	940.35	2,000.00	2,000.00
	E 101-43201-215 Shop Supplies	84.95	9.66	75.64	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	607.28	844.54	3,742.84	3,000.00	2,000.00
	E 101-43201-217 Safety Supplies	746.10	254.40	94.97	700.00	700.00
	E 101-43201-218 Welding Supplies	-	-	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	1,117.21	1,651.39	867.16	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	79.40	2,822.24	178.79	2,100.00	2,100.00
	E 101-43201-222 Tires	146.73	627.06	384.95	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	3,720.33	1,901.61	10,929.68	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	8,494.07	2,084.73	3,984.66	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	700.72	-	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	3,874.65	2,887.35	3,494.35	2,000.00	2,000.00
	E 101-43201-231 Small Tools and Minor Equip	902.72	1,389.43	272.91	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	315.00	419.33	140.50	300.00	300.00
	E 101-43201-307 Professional Services Fees	624.25	529.00	168.00	600.00	600.00
	E 101-43201-321 Telephone	1,494.39	1,410.69	422.06	2,000.00	1,500.00
	E 101-43201-341 Personnel Advertising	230.00	108.00	264.00	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,520.63	3,981.41	1,352.79	5,000.00	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	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	180.32	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	190.50	-	2,200.00	2,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	2,464.66	275.10	1,536.57	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	4,580.14	786.50	240.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	476.00	323.00	-	2,000.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	5,389.60	9,368.92	3,737.71	8,000.00	8,000.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	205.53	860.99	205.53	1,000.00	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	555.00	345.00	-	400.00	400.00
		367,896.15	369,140.51	225,928.17	399,600.00	409,700.00



## *2016 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  
4 - Maintenance Workers II  
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries  
\$306,300  
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

102 FT-Overtime  
\$10,500  
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries  
\$6,100  
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

\$1,200

Tape, grinding wheels, mechanic wire, paints, polishes, zip ties, nuts and bolts, electrical wire and connectors

216-Chemicals and Chemical Products

\$200

Solvents, degreasers, floor dry, oil spill absorbers, etc.

217-Safety Supplies

\$1,800

Safety vests/shirts, ear protection devices, safety glasses and goggles, gloves, chaps, caution tape, warning cones and barricades

218-Welding Supplies

\$1,000

Gases, rods, flat steel and cold rolled stock needed to make repairs and fabricate replacement items on maintenance equipment

219-General Operating Supplies

\$500

Lumber, plastic tarps, erosion control devices, lath for staking, string line, straps

221-Motor Vehicle Parts

\$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

\$14,000

Equipment parts purchased and installed by maintenance employees on non-licensed equipment, including alternators, belts, hoses, starters, lights, mufflers, etc.

#### 230-Snowplow Cutting Edges

\$10,000

Replacement cutting edges for five snowplows. Includes front plow, wing, and underbody at a cost of \$2,000 per truck. An average winter will require one replacement per truck

#### 231-Small Tools and Minor Equipment

\$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

\$3,000

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

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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	264,847.61	252,705.10	150,101.00	270,600.00	306,300.00
	E 101-43220-102 Full-Time Employees Overtime	7,848.05	16,997.48	2,081.43	10,200.00	10,500.00
	E 101-43220-103 Part-Time Employees	-	3,961.00	2,430.00	6,000.00	6,100.00
	E 101-43220-105 Employee On Call/Standby Pay	-	-	5,001.23	3,100.00	3,200.00
	E 101-43220-107 Commissions and Boards	900.00	840.00	-	1,700.00	1,700.00
	E 101-43220-122 PERA-Coordinated Plan	19,048.49	19,531.71	11,788.77	20,300.00	23,000.00
	E 101-43220-125 FICA/Medicare	21,545.10	22,642.52	13,093.67	26,500.00	29,900.00
	E 101-43220-126 Deferred Compensation	7,559.38	7,541.98	4,487.49	7,500.00	8,400.00
	E 101-43220-131 Cafeteria Contribution	47,971.94	48,706.76	28,885.50	49,500.00	57,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	10,096.77	17,989.66	19,830.42	24,500.00	20,000.00
	E 101-43220-201 Office Supplies	213.34	191.16	97.87	100.00	100.00
	E 101-43220-211 Cleaning Supplies	853.37	757.07	795.35	400.00	400.00
	E 101-43220-212 Motor Fuels	37,742.54	35,581.92	10,802.54	36,000.00	36,000.00
	E 101-43220-213 Lubricants and Additives	3,420.68	3,648.27	2,034.39	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	1,150.85	2,694.74	810.27	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	899.95	948.83	820.47	1,500.00	1,200.00
	E 101-43220-216 Chemicals and Chem Products	53.87	624.02	-	200.00	200.00
	E 101-43220-217 Safety Supplies	880.39	992.50	1,346.00	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	1,001.37	975.88	429.63	1,200.00	1,000.00
	E 101-43220-219 General Operating Supplies	860.77	487.85	146.33	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	9,830.04	9,472.41	1,775.40	7,200.00	7,200.00
	E 101-43220-222 Tires	6,166.49	3,047.67	4,086.22	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	1,106.51	1,197.29	602.88	500.00	500.00
	E 101-43220-224 Street Maint Materials	72,719.69	62,966.78	23,982.16	73,500.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	6,029.56	4,036.12	1,620.30	7,000.00	7,000.00
	E 101-43220-229 Equipment Parts	19,176.50	17,928.26	6,481.96	9,600.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	-	-	577.19	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	3,282.29	2,603.24	5,303.55	2,600.00	2,600.00
	E 101-43220-306 Personnel/Labor Relations	96.00	138.67	215.75	400.00	400.00
	E 101-43220-307 Professional Services Fees	3,447.09	1,529.00	226.00	600.00	600.00
	E 101-43220-321 Telephone	3,652.14	3,330.51	1,496.02	2,900.00	3,000.00
	E 101-43220-341 Personnel Advertising	329.00	-	64.50	100.00	100.00
	E 101-43220-342 Legal Notices	61.50	61.50	-	100.00	100.00
	E 101-43220-381 Electric Utilities	21,351.86	18,699.68	7,413.56	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	5,957.73	8,248.87	3,336.21	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	4,604.46	2,673.58	593.78	3,200.00	3,200.00
	E 101-43220-388 Hazardous Waste Disposal	-	-	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	7,445.09	13,123.09	19,350.00	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	359.63	21,496.52	3,984.53	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	3,292.34	8,599.78	1,565.06	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	41,100.00	35,070.90	38,411.17	52,000.00	52,000.00
	E 101-43220-415 Other Equipment Rentals	34.63	-	600.00	-	-
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	83.43	327.00	116.55	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	-	-	-	100.00	100.00
	E 101-43220-434 Conferences/Meetings	330.00	360.00	275.00	-	-
		762,350.45	777,729.32	502,060.15	813,300.00	863,500.00



## *2016 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

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Civic Events						
	E 101-45311-307 Professional Services Fees	2,500.00	2,501.00	2,500.00	2,500.00	2,500.00
		2,500.00	2,501.00	2,500.00	2,500.00	2,500.00



## *2016 Budget*

**FUND:** 101 - General Fund  
**DEPT/ACTIVITY/PROJECT:** 48140 – Risk Management

### **DEPARTMENTAL PROFILE**

Risk Management provides for the City's insurance needs, excluding workers compensation which is charged to the respective departments.

### **DEPARTMENTAL GOALS**

Continually reassess the City's insurance needs; promptly report and follow through on all claims; regularly solicit insurance providers to ensure that the City has the most cost effective coverage in place; complete a comprehensive analysis of all of the City's coverage.

### **EXPENDITURE DETAILS**

307-Professional Services  
\$5,000  
Insurance agent fees

361-General Liability Insurance  
\$45,000  
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance  
\$37,000  
Insurance covering all property owned by the City

363-Automotive Insurance  
\$13,000  
Insurance for City vehicles

366-Machinery Breakdown Insurance  
\$2,500

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Risk Management						
	E 101-48140-307 Professional Services Fees	6,500.00	6,500.00	6,500.00	6,500.00	5,000.00
	E 101-48140-361 General Liability Ins	45,918.00	48,617.00	40,422.00	48,600.00	45,000.00
	E 101-48140-362 Property Ins	35,697.18	38,796.00	35,309.00	38,800.00	37,000.00
	E 101-48140-363 Automotive Ins	10,963.00	13,353.00	11,554.00	13,400.00	13,000.00
	E 101-48140-366 Machinery Breakdown	1,771.00	2,156.00	2,214.00	2,200.00	2,500.00
	E 101-48140-368 Bonding Insurance	422.00	458.00	426.00	500.00	500.00
	E 101-48140-369 Other Insurance	2,096.00	927.00	842.00	1,000.00	1,000.00
		103,367.18	110,807.00	97,267.00	111,000.00	104,000.00



## *2016 Budget*

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

### **DEPARTMENTAL PROFILE**

All transfers from the General Fund are identified and accounted for in this department. Transfers include amounts identified for Road Capital for street projects such as mill and overlay and paving projects and General Capital for general capital projects such as buildings, parking lots, etc. By creating this department, the results of operating departments will not be affected by capital spending that tends to fluctuate from year to year. Operating departments' expenditures will reflect only operating costs which should remain fairly consistent from year to year.

### **DEPARTMENTAL GOALS**

Continued accurate tracking and oversight of all inter-fund transfers

### **EXPENDITURE DETAILS**

932-Transfer to Building Capital Fund  
\$50,000  
Set aside funds for future building needs.

935-Transfer to Roads Capital Fund  
\$425,000  
Allocate funding for roads projects to include mill and overlay and construction.

936-Transfer to Parks Capital Fund  
\$55,000  
Funding for park projects such as playground equipment replacement

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary 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	75,000.00	50,000.00	50,000.00	50,000.00	55,000.00
	E 101-49360-934 Debt Fund Transfer	-	1,036,000.00	-	-	-
	E 101-49360-999 Contingency	21,600.00	-	-	-	-
	E 101-50600-938 Capital Project Fund Transfers		429.98	-		
		571,600.00	1,561,429.98	525,000.00	525,000.00	530,000.00

**City of East Bethel**  
**2016 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	53,600			<b>53,600</b>
Fees	2,500			<b>2,500</b>
<b>Total Revenue</b>	<b>56,100</b>	<b>-</b>	<b>123,022</b>	<b>179,122</b>
<b>Expenditures</b>				
Salaries and Wages	23,100	-		<b>23,100</b>
Supplies	700	-	-	<b>700</b>
Fees for Service	32,300	1,600	19,600	<b>53,500</b>
Future Projects			43,422	<b>43,422</b>
Transfer to General		25,000	60,000	<b>85,000</b>
<b>Total Expenditures</b>	<b>56,100</b>	<b>26,600</b>	<b>123,022</b>	<b>205,722</b>
<b>Revenue over Expenditures</b>	<b>-</b>	<b>(26,600)</b>	<b>-</b>	<b>(26,600)</b>



## 2016 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  
\$53,600

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**

101-Salary Allocation  
\$20,000

A portion of the City Administrators and Recycling Coordinators time spent on Recycling activities is reallocated to this fund

307-Professional Services  
\$19,500

Management fees for operating the recycling center. \$1,200 monthly to manage the Recycling Center and \$417.80 per month for drop off Saturday recycling.

322-Postage/Delivery  
\$1,500

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

\$1,000

Educational efforts to encourage participation in recycling efforts

381-Electric Utilities

\$1,600

Electrical service for the recycle building

382-Gas Utilities

\$2,000

Gas service for the recycle building

385-Refuse Removal

\$4,500

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

402-Repairs/Maint Machinery/Equip

\$500

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

\$100

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
Recycling						
	E 226-43235-101 Full-Time Employees Regular	-	15,550.00	10,584.18	400.00	20,000.00
	E 226-43235-122 PERA-Coordinated Plan	-	1,151.23	793.26	50.00	1,500.00
	E 226-43235-125 FICA/Medicare	-	1,209.39	809.70	100.00	1,600.00
	E 226-43235-201 Office Supplies	-	36.95	-	100.00	100.00
	E 226-43235-219 General Operating Supplies	344.60	810.44	215.41	200.00	200.00
	E 226-43235-223 Bldg/Facility Repair Supplies	381.94	1,289.35	1,134.46	400.00	400.00
	E 226-43235-231 Small Tools and Minor Equip	-	37.99	47.91	50.00	-
	E 226-43235-307 Professional Services Fees	15,846.53	20,490.28	8,400.00	12,000.00	19,500.00
	E 226-43235-322 Postage/Delivery	200.00	1,030.46	492.65	1,700.00	1,500.00
	E 226-43235-331 Travel Expenses	-	27.89	40.05	150.00	100.00
	E 226-43235-343 Other Advertising	445.44	272.50	272.50	1,500.00	1,000.00
	E 226-43235-351 Printing and Duplicating		149.73	156.25		
	E 226-43235-381 Electric Utilities	1,574.59	1,672.98	634.68	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,282.35	1,906.70	763.96	2,500.00	2,000.00
	E 226-43235-385 Refuse Removal	4,278.12	3,790.34	3,418.48	6,500.00	4,500.00
	E 226-43235-388 Hazardous Waste Disposal	-	-	-	4,000.00	-
	E 226-43235-402 Repairs/Maint Machinery/Equip	202.90	245.83	-	700.00	500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	220.00	18,843.62	17,789.75	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	1,576.24	814.70	490.00	900.00	900.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.29	21.29	21.29	50.00	100.00
		26,374.00	69,351.67	46,064.53	33,500.00	56,100.00



## *2016 Budget*

**FUND:** 230 – Housing & Redevelopment Authority  
**DEPT/ACTIVITY/PROJECT:** 23000 – Housing & Redevelopment

### **DEPARTMENTAL PROFILE**

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047 (the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing within the City of East Bethel which cannot be redeveloped without government assistance.

### **DEPARTMENTAL GOALS**

The East Bethel Housing and Redevelopment Authority's purpose, 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 within 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  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
HRA						
	E 230-23000-303 Legal Fees	143.00	-	-	1,000.00	1,000.00
	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 230-23000-434 Conferences/Meetings	-	270.00	275.00	300.00	300.00
	E 230-23000-933 Gen 1 Fund Reimb Transfers	15,000.00	15,000.00	25,000.00	25,000.00	25,000.00
		15,143.00	15,270.00	25,275.00	26,600.00	26,600.00



## *2016 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

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

307-Professional Services Fees  
\$6,000  
Contract consulting services as required \$6,000 for Civic Plus Webhosting

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 2016 Development

\$43,422

Potential Costs involved with 2016 Development

933-Transfer to City General Fund

\$60,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
EDA						
	E 232-23200-107 Commissions and Boards	520.00	320.00	-	1,600.00	1,600.00
	E 232-23200-201 Office Supplies	60.36	-	-	200.00	-
	E 232-23200-303 Legal Fees	2,574.00	-	-	10,000.00	10,000.00
	E 232-23200-307 Professional Services Fees	35,265.50	6,178.70	2,299.00	5,000.00	6,000.00
	E 232-23200-321 Telephone	-	-	-	360.00	-
	E 232-23200-322 Postage/Delivery	500.00	-	-	500.00	-
	E 232-23200-331 Travel Expenses	-	-	-	400.00	400.00
	E 232-23200-342 Legal Notices	-	-	-	200.00	200.00
	E 232-23200-433 Dues and Subscriptions	407.00	415.00	423.00	700.00	700.00
	E 232-23200-421 Software Licensing	-	-	14,143.00	-	-
	E 232-23200-434 Conferences/Meetings	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	60,000.00	60,000.00	60,000.00
	E 232-23200-937 Equipment Repl Fund Transfers	81,539.99	-	-	-	-
	E 232-23200-999 Future Projects	-	-	-	43,362.00	43,422.00
		178,763.55	62,913.70	76,865.00	123,022.00	123,022.00

**City of East Bethel  
2016 Debt Service Budget**

<b>Fund Description</b>	<b>2013 A</b>	<b>2005 B</b>	<b>2008 A</b>	<b>2010</b>	<b>2015A</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	128,000		180,000		504,000	330,000		<b>1,142,000</b>
Special Assessments			16,500		13,500			<b>30,000</b>
Well Remediation Fees				6,000				<b>6,000</b>
<b>Total Revenue</b>	<b>128,000</b>	<b>-</b>	<b>196,500</b>	<b>6,000</b>	<b>517,500</b>	<b>330,000</b>	<b>-</b>	<b>1,178,000</b>
<b>Expenditures</b>								
Debt Service - Principal	90,000	60,000	135,000	3,000	190,000		695,000	<b>1,173,000</b>
Interest	34,000	2,000	37,000	600	399,000	188,000	31,000	<b>691,600</b>
Fiscal Agent Fees	1,000	1,000	1,000	-	1,000	1,000	1,000	<b>6,000</b>
<b>Total Expenditures</b>	<b>125,000</b>	<b>63,000</b>	<b>173,000</b>	<b>3,600</b>	<b>590,000</b>	<b>189,000</b>	<b>727,000</b>	<b>1,870,600</b>
<b>Revenue over Expenditures</b>	<b>3,000</b>	<b>(63,000)</b>	<b>23,500</b>	<b>2,400</b>	<b>(72,500)</b>	<b>141,000</b>	<b>(727,000)</b>	<b>(692,600)</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  
This bond will be fully paid / defeased with the February 1, 2016 Payment

\*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

\*2015A is the former 2010A--refinanced in 2015. These were issued to fund construction of water/sewer infrastructure improvements

\*2014A is the former 2010B--refinanced in 2014. These were issued to fund construction of water/sewer infrastructure improvements

\*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	Bond Trust Callable 5/1/25	Bond Trust Callable 2/1/23	US Bank Not Callable	Total
	2013A Feb/Aug	2005B Feb/Aug	2008A Feb/Aug	2010 Feb/Aug	2015A Feb/Aug	2014A Feb/Aug	2010C Feb/Aug	
	\$ 1,250,000	\$ 495,000	\$ 1,715,000	\$ 74,601	\$ 11,850,000	\$ 5,485,000	\$ 1,260,000	
	301	303	308	309	310	311	312	
Principal	90,000.00	60,000.00	135,000.00	3,000.00	190,000.00	-	695,000.00	1,173,000.00
Interest	33,900.00	1,140.00	36,722.50	535.90	398,700.00	187,675.00	30,612.50	689,285.90
<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>588,700.00</b>	<b>187,675.00</b>	<b>725,612.50</b>	<b>1,862,285.90</b>
Principal	90,000.00	-	140,000.00	3,000.00	105,000.00	-	565,000.00	903,000.00
Interest	31,200.00	-	31,560.00	505.90	392,800.00	187,675.00	9,746.25	653,487.15
<b>Total 2017</b>	<b>121,200.00</b>	<b>-</b>	<b>171,560.00</b>	<b>3,505.90</b>	<b>497,800.00</b>	<b>187,675.00</b>	<b>574,746.25</b>	<b>1,556,487.15</b>
Principal	95,000.00	-	155,000.00	4,000.00	110,000.00	-	-	364,000.00
Interest	28,425.00	-	25,660.00	475.90	388,500.00	187,675.00	-	630,735.90
<b>Total 2018</b>	<b>123,425.00</b>	<b>-</b>	<b>180,660.00</b>	<b>4,475.90</b>	<b>498,500.00</b>	<b>187,675.00</b>	<b>-</b>	<b>994,735.90</b>
Principal	100,000.00	-	170,000.00	4,000.00	110,000.00	230,000.00	-	614,000.00
Interest	25,500.00	-	19,160.00	435.90	384,100.00	184,225.00	-	613,420.90
<b>Total 2019</b>	<b>125,500.00</b>	<b>-</b>	<b>189,160.00</b>	<b>4,435.90</b>	<b>494,100.00</b>	<b>414,225.00</b>	<b>-</b>	<b>1,227,420.90</b>
Principal	100,000.00	-	175,000.00	4,000.00	120,000.00	230,000.00	-	629,000.00
Interest	22,500.00	-	12,260.00	395.90	379,500.00	177,325.00	-	591,980.90
<b>Total 2020</b>	<b>122,500.00</b>	<b>-</b>	<b>187,260.00</b>	<b>4,395.90</b>	<b>499,500.00</b>	<b>407,325.00</b>	<b>-</b>	<b>1,220,980.90</b>
Principal	110,000.00	-	125,000.00	4,000.00	130,000.00	180,000.00	-	549,000.00
Interest	19,350.00	-	6,260.00	355.90	374,500.00	171,175.00	-	571,640.90
<b>Total 2021</b>	<b>129,350.00</b>	<b>-</b>	<b>131,260.00</b>	<b>4,355.90</b>	<b>504,500.00</b>	<b>351,175.00</b>	<b>-</b>	<b>1,120,640.90</b>
Principal	110,000.00	-	10,000.00	4,000.00	180,000.00	185,000.00	-	489,000.00
Interest	16,050.00	-	3,525.00	315.90	368,300.00	165,700.00	-	553,890.90
<b>Total 2022</b>	<b>126,050.00</b>	<b>-</b>	<b>13,525.00</b>	<b>4,315.90</b>	<b>548,300.00</b>	<b>350,700.00</b>	<b>-</b>	<b>1,042,890.90</b>
Principal	115,000.00	-	10,000.00	4,000.00	150,000.00	200,000.00	-	479,000.00
Interest	12,675.00	-	3,055.00	275.90	361,700.00	159,925.00	-	537,630.90
<b>Total 2023</b>	<b>127,675.00</b>	<b>-</b>	<b>13,055.00</b>	<b>4,275.90</b>	<b>511,700.00</b>	<b>359,925.00</b>	<b>-</b>	<b>1,016,630.90</b>
Principal	120,000.00	-	10,000.00	4,000.00	205,000.00	200,000.00	-	539,000.00
Interest	9,150.00	-	2,585.00	235.90	354,600.00	154,575.00	-	521,145.90
<b>Total 2024</b>	<b>129,150.00</b>	<b>-</b>	<b>12,585.00</b>	<b>4,235.90</b>	<b>559,600.00</b>	<b>354,575.00</b>	<b>-</b>	<b>1,060,145.90</b>
Principal	120,000.00	-	10,000.00	4,000.00	235,000.00	210,000.00	-	579,000.00
Interest	5,550.00	-	2,115.00	195.90	345,800.00	149,337.50	-	502,998.40
<b>Total 2025</b>	<b>125,550.00</b>	<b>-</b>	<b>12,115.00</b>	<b>4,195.90</b>	<b>580,800.00</b>	<b>359,337.50</b>	<b>-</b>	<b>1,081,998.40</b>
Principal	125,000.00	-	10,000.00	4,000.00	290,000.00	220,000.00	-	649,000.00
Interest	1,875.00	-	1,645.00	155.90	335,300.00	143,425.00	-	482,400.90
<b>Total 2026</b>	<b>126,875.00</b>	<b>-</b>	<b>11,645.00</b>	<b>4,155.90</b>	<b>625,300.00</b>	<b>363,425.00</b>	<b>-</b>	<b>1,131,400.90</b>
Principal	-	-	10,000.00	4,000.00	350,000.00	225,000.00	-	589,000.00
Interest	-	-	1,175.00	115.90	324,250.00	137,025.00	-	462,565.90
<b>Total 2027</b>	<b>-</b>	<b>-</b>	<b>11,175.00</b>	<b>4,115.90</b>	<b>674,250.00</b>	<b>362,025.00</b>	<b>-</b>	<b>1,051,565.90</b>
Principal	-	-	10,000.00	4,000.00	420,000.00	230,000.00	-	664,000.00
Interest	-	-	705.00	75.90	312,700.00	130,200.00	-	443,680.90
<b>Total 2028</b>	<b>-</b>	<b>-</b>	<b>10,705.00</b>	<b>4,075.90</b>	<b>732,700.00</b>	<b>360,200.00</b>	<b>-</b>	<b>1,107,680.90</b>
Principal	-	-	10,000.00	3,589.20	480,000.00	245,000.00	-	738,589.20
Interest	-	-	235.00	35.90	299,200.00	122,462.50	-	421,933.40
<b>Total 2029</b>	<b>-</b>	<b>-</b>	<b>10,235.00</b>	<b>3,625.10</b>	<b>779,200.00</b>	<b>367,462.50</b>	<b>-</b>	<b>1,160,522.60</b>
Principal	-	-	-	-	555,000.00	255,000.00	-	810,000.00
Interest	-	-	-	-	283,675.00	113,712.50	-	397,387.50
<b>Total 2030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>838,675.00</b>	<b>368,712.50</b>	<b>-</b>	<b>1,207,387.50</b>
Principal	-	-	-	-	665,000.00	265,000.00	-	930,000.00
Interest	-	-	-	-	264,959.38	104,612.50	-	369,571.88
<b>Total 2031</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>929,959.38</b>	<b>369,612.50</b>	<b>-</b>	<b>1,299,571.88</b>
Principal	-	-	-	-	750,000.00	280,000.00	-	1,030,000.00
Interest	-	-	-	-	242,850.01	95,075.00	-	337,925.01
<b>Total 2032</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>992,850.01</b>	<b>375,075.00</b>	<b>-</b>	<b>1,367,925.01</b>
Principal	-	-	-	-	770,000.00	295,000.00	-	1,065,000.00
Interest	-	-	-	-	218,618.76	85,012.50	-	303,631.26
<b>Total 2033</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>988,618.76</b>	<b>380,012.50</b>	<b>-</b>	<b>1,368,631.26</b>
Principal	-	-	-	-	790,000.00	310,000.00	-	1,100,000.00
Interest	-	-	-	-	193,268.76	74,425.00	-	267,693.76
<b>Total 2034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>983,268.76</b>	<b>384,425.00</b>	<b>-</b>	<b>1,367,693.76</b>
Principal	-	-	-	-	815,000.00	320,000.00	-	1,135,000.00
Interest	-	-	-	-	166,678.13	62,600.00	-	229,278.13
<b>Total 2035</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>981,678.13</b>	<b>382,600.00</b>	<b>-</b>	<b>1,364,278.13</b>
Principal	-	-	-	-	840,000.00	255,000.00	-	1,095,000.00
Interest	-	-	-	-	138,750.00	51,100.00	-	189,850.00
<b>Total 2036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>978,750.00</b>	<b>306,100.00</b>	<b>-</b>	<b>1,284,850.00</b>
Principal	-	-	-	-	860,000.00	265,000.00	-	1,125,000.00
Interest	-	-	-	-	110,062.50	40,700.00	-	150,762.50
<b>Total 2037</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>970,062.50</b>	<b>305,700.00</b>	<b>-</b>	<b>1,275,762.50</b>
Principal	-	-	-	-	885,000.00	280,000.00	-	1,165,000.00
Interest	-	-	-	-	80,062.50	29,800.00	-	109,862.50
<b>Total 2038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>965,062.50</b>	<b>309,800.00</b>	<b>-</b>	<b>1,274,862.50</b>
Principal	-	-	-	-	910,000.00	295,000.00	-	1,205,000.00
Interest	-	-	-	-	48,650.00	18,300.00	-	66,950.00
<b>Total 2039</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>958,650.00</b>	<b>313,300.00</b>	<b>-</b>	<b>1,271,950.00</b>
Principal	-	-	-	-	935,000.00	310,000.00	-	1,245,000.00
Interest	-	-	-	-	16,362.50	6,200.00	-	22,562.50
<b>Total 2040</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>951,362.50</b>	<b>316,200.00</b>	<b>-</b>	<b>1,267,562.50</b>
<b>Principal due in 2016</b>	<b>90,000.00</b>	<b>60,000.00</b>	<b>135,000.00</b>	<b>3,000.00</b>	<b>190,000.00</b>	<b>-</b>	<b>695,000.00</b>	<b>1,173,000.00</b>
<b>Principal due 2017 to 2040</b>	<b>1,085,000.00</b>	<b>-</b>	<b>845,000.00</b>	<b>50,589.20</b>	<b>11,660,000.00</b>	<b>5,485,000.00</b>	<b>565,000.00</b>	<b>19,690,589.20</b>
<b>Interest due 2016 to 2040</b>	<b>206,175.00</b>	<b>1,140.00</b>	<b>146,662.50</b>	<b>4,112.60</b>	<b>6,783,887.54</b>	<b>2,939,937.50</b>	<b>40,358.75</b>	<b>10,122,273.89</b>
<b>Rates</b>	<b>3%</b>	<b>2.95 - 3.8%</b>	<b>3.0 - 4.7%</b>	<b>1%</b>	<b>3.0 - 4.0%</b>	<b>3.0 - 4.0%</b>	<b>3.2 - 3.45%</b>	

**City of East Bethel**  
**2016 Enterprise Fund Budget (Summary)**

<b>Fund Description</b>	<b>Water</b>	<b>Sewer</b>	<b>Arena</b>	<b>Total</b>
<b>Fund Number</b>	<b>601</b>	<b>602</b>	<b>615</b>	
<b>Revenue</b>				
Sales	65,400	86,500	237,500	<b>389,400</b>
Connect Fees	-	100	-	<b>100</b>
Penalties	500	1,500	-	<b>2,000</b>
<b>Total Revenue</b>	<b>65,900</b>	<b>88,100</b>	<b>237,500</b>	<b>391,500</b>
<b>Expenditures</b>				
Transfer to General Fund for Salaries	20,000	20,000	-	<b>40,000</b>
Supplies	7,200	4,500	7,800	<b>19,500</b>
Fees for Service	12,700	75,100	155,200	<b>243,000</b>
<b>Total Expenditures</b>	<b>39,900</b>	<b>99,600</b>	<b>163,000</b>	<b>302,500</b>
<b>Net Cash (Inflow / Outflow)</b>	<b>26,000</b>	<b>(11,500)</b>	<b>74,500</b>	<b>89,000</b>
<b>Depreciation</b>				
Depreciation	275,000	292,000	74,500	<b>641,500</b>
<b>Net Income</b>	<b>(249,000)</b>	<b>(303,500)</b>	<b>-</b>	<b>(552,500)</b>



## 2016 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.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its water operation. To that end, the water fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical water customer can be classified into two different categories—residential and commercial each with a fixed and variable component to the cost structure. There are currently 50 residential parcels and 14 (61 ERU’s) commercial parcels serviced by the City’s water system. The 2016 residential rates are proposed to remain the same as 2015. The 2016 commercial rates are proposed to increase by 3% over 2015. All rates are chronicled below:

	2015	2016
<b>RESIDENTIAL</b>		
<b>BASE CHARGE</b>	\$18.77 PER MONTH	\$18.77 PER MONTH
<b>USAGE CHARGES</b>		
0 - 2,000 GALLONS PER MONTH \$10.60 PER 1,000 GALLONS	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
2,001 - 5,000 GALLONS PER MONTH \$12.72 PER 1,000 GALLONS	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH \$15.26 PER 1,000 GALLONS	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
OVER 10,000 GALLONS PER MONTH \$18.32 PER 1,000 GALLONS	\$18.32 PER 1,000 Gallons	\$18.32 PER 1,000 Gallons
 <b>COMMERCIAL</b>		
<b>BASE CHARGE</b>	\$15.00 PER ERU/MONTH	\$15.45 PER ERU/MONTH
<b>USAGE CHARGES</b>		
0 – x,xxx GALLONS PER MONTH	\$3.00 PER 1,000 Gallons	\$3.09 PER 1,000 Gallons

## **EXPENDITURE DETAILS**

### 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

\$100

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

\$275,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, Water Stubs, Banyon Utility Software, and Utility Handheld Meter Reader

933-Transfer to City General Fund

\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
<b>Water Fund</b>						
<b>Revenues</b>						
	R 601-37100 Water Sales (Residential)	54,274.54	39,542.59	15,582.74	34,500.00	46,900.00
	R 601-37101 Water Sales (Commercial)		18,543.95	11,696.21	26,500.00	16,500.00
	R 601-37150 Water Connect/Reconnect Fee	-	-	-	100.00	-
	R 601-37155 Water Connection Inspection	230.00	550.00	100.00		-
	R 601-37160 Water Penalty	513.46	451.47	870.51	1,500.00	500.00
	R 601-37170 Water Meter Sales	739.97	3,720.69	664.29	500.00	2,000.00
	R 601-39203 Transfer from non-Genl Fund		22,140.40	-		-
	R 601-34410 Water Availability Charge			1,000.00		
<b>Total Revenues - Water Fund</b>		<b>55,757.97</b>	<b>84,949.10</b>	<b>29,913.75</b>	<b>63,100.00</b>	<b>65,900.00</b>
<b>Expenditures</b>						
	E 601-49401-101 Full-Time Employees Regular	12,819.48	13,005.51	7,578.91	13,600.00	-
	E 601-49401-102 Full-Time Employees Overtime	115.62	36.50	-	250.00	-
	E 601-49401-122 PERA-Coordinated Plan	937.89	947.29	568.42	1,000.00	-
	E 601-49401-125 FICA/Medicare	1,091.82	1,105.60	637.53	1,300.00	-
	E 601-49401-126 Deferred Compensation	386.54	389.28	231.86	400.00	-
	E 601-49401-131 Cafeteria Contribution	2,706.40	2,764.42	1,604.82	2,800.00	-
	E 601-49401-151 Worker s Comp Insurance Prem	144.70	569.44	652.15	650.00	-
	E 601-49401-201 Office Supplies	-	-	-	100.00	100.00
	E 601-49401-211 Cleaning Supplies	186.41	131.93	56.00	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	1,369.72	5,046.78	851.04	2,000.00	2,000.00
	E 601-49401-217 Safety Supplies	-	-	279.30	150.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	1,912.18	650.34	557.80	400.00	400.00
	E 601-49401-227 Utility Maint Supplies	911.71	-	2,815.18	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	174.31	635.90	248.00	500.00	500.00
	E 601-49401-307 Professional Services Fees	111.64	651.94	149.28	1,200.00	1,200.00
	E 601-49401-321 Telephone	1,457.69	2,891.36	2,670.01	1,400.00	1,400.00
	E 601-49401-342 Legal Notices	218.38	-	-	200.00	200.00
	E 601-49401-381 Electric Utilities	5,127.44	11,257.09	5,826.24	5,000.00	5,000.00
	E 601-49401-382 Gas Utilities	1,228.73	1,580.30	1,110.56	1,400.00	1,400.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	-	-	915.45	1,800.00	1,800.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	639.21	1,305.22	860.02	800.00	800.00
	E 601-49401-407 Utility System Services	-	-	-	300.00	300.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	53.23	53.23	64.00	-	100.00
	E 601-49401-434 Conferences/Meetings	150.00	-	871.00	500.00	500.00
	E 601-49401-481 Depreciation Expense	22,194.89	117,734.13	-	22,200.00	275,000.00
	E 601-49401-933 Gen I Fund Reimb Transfers			-		20,000.00
<b>Total Expenditures - Water Fund</b>		<b>53,937.99</b>	<b>160,756.26</b>	<b>28,547.57</b>	<b>62,050.00</b>	<b>314,900.00</b>
<b>Net Income - Water Fund</b>		<b>1,819.98</b>	<b>(75,807.16)</b>	<b>1,366.18</b>	<b>1,050.00</b>	<b>(249,000.00)</b>



## 2016 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 decommissioned 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.

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its sewer operation. To that end, the sewer fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The typical sewer customer can be classified into three different categories—residential, mobile and commercial each with a fixed and variable component to the cost structure. There are currently 50 residential parcels and 14 (61 ERU's) commercial parcels and 1 mobile customer serviced by the City's / MCES's sewer system. The 2016 residential and mobile rates are proposed to remain the same as 2015. The 2016 commercial rates are proposed to increase by 3% over 2015. All rates are chronicled below:

<b>Residential</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$6.13 PER MONTH	\$6.13 PER MONTH
USAGE CHARGES		
0 - 2,000 GALLONS PER MONTH	\$6.30 PER 1,000 GALLONS	\$6.30 PER 1,000 GALLONS
2,001 - 5,000 GALLONS PER MONTH	\$7.56 PER 1,000 GALLONS	\$7.56 PER 1,000 GALLONS
5,001 - 10,000 GALLONS PER MONTH	\$9.07 PER 1,000 GALLONS	\$9.07 PER 1,000 GALLONS
OVER 10,000 GALLONS PER MONTH	\$10.89 PER 1,000 GALLONS	\$10.89 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
<b>Mobile Park</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$912.44 PER MONTH	\$912.44 PER MONTH
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	\$8.08 PER 1,000 GALLONS
<b>Commercial</b>	<b>2015</b>	<b>2016</b>
BASE CHARGE	\$5.00 PER MONTH PER ERU	\$5.15 PER MONTH PER ERU
USAGE CHARGE	\$4.75 per 1,000 gallons	\$4.90 per 1,000 gallons

## **EXPENDITURE DETAILS**

### 217-Safety Supplies

\$1,000

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

### 223-Buildings and Facilities Supplies

\$2,000

Repair materials to keep the sewer collection 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

\$28,000

MCES waste water treatment charges \*MCES estimate on 6/12/15

### 3xx-Reserve Capacity Loan Payment

\$28,000

The reserve capacity loan payment is equal to the MCES waste water treatment charges

### 381-Electric Utilities

\$10,000

Utilities for the lift stations

### 383-Water Utilities

\$500

Water for the 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

\$292,000

The specific items to be depreciated are: manholes, lateral lines, waste water treatment plant, forcemain, lift station one and gravity sewer lines

933-Transfer to City General Fund

\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
<b>Sewer Fund</b>						
<b>Revenues</b>						
	R 602-37200 Sewer Sales (Residential)	69,143.03	39,137.89	8,242.31	17,700.00	24,800.00
	R 602-37201 Sewer Sales (Commercial)		8,246.60	9,331.77	30,900.00	12,000.00
	R 602-37202 Sewer Sales (Mobile)		33,757.08	33,531.25	49,700.00	49,700.00
	R 602-34407 Sewer Availability Charge			6,757.00		
	R 602-37255 Sewer Connection Inspection	230.00	550.00	100.00	100.00	100.00
	R 602-37260 Swr Penalty	513.42	373.08	334.17	1,500.00	1,500.00
	R 602-39203 Transfer from non-Genl Fund		5,581.05	-		
	R 602-34407 Sewer Availability Charge					
<b>Total Revenues - Sewer Fund</b>		<b>69,886.45</b>	<b>87,645.70</b>	<b>58,296.50</b>	<b>99,900.00</b>	<b>88,100.00</b>
<b>Expenditures</b>						
	E 602-49451-101 Full-Time Employees Regular	12,819.48	13,005.51	7,578.91	13,600.00	-
	E 602-49451-102 Full-Time Employees Overtime	470.22	255.47	-	300.00	-
	E 602-49451-122 PERA-Coordinated Plan	963.50	963.16	568.42	1,000.00	-
	E 602-49451-125 FICA/Medicare	1,115.97	1,122.09	637.44	1,300.00	-
	E 602-49451-126 Deferred Compensation	397.20	395.85	231.86	400.00	-
	E 602-49451-131 Cafeteria Contribution	2,706.24	2,764.22	1,604.68	2,800.00	-
	E 602-49451-151 Worker s Comp Insurance Prem	138.10	615.35	704.32	500.00	-
	E 602-49451-211 Cleaning Supplies	24.75	-	-	100.00	-
	E 602-49451-215 Shop Supplies	-	-	-	100.00	-
	E 602-49451-216 Chemicals and Chem Products	15,187.10	5,547.29	70.00	1,000.00	-
	E 602-49451-217 Safety Supplies	1,084.49	905.51	-	500.00	1,000.00
	E 602-49451-218 Welding Supplies	-	-	-	200.00	-
	E 602-49451-223 Bldg/Facility Repair Supplies	1,710.98	2,201.37	-	2,000.00	2,000.00
	E 602-49451-227 Utility Maint Supplies	-	3,863.96	-	800.00	800.00
	E 602-49451-231 Small Tools and Minor Equip	31.89	-	-	700.00	700.00
	E 602-49451-302 Architect/Engineering Fees	333.50	-	-	-	-
	E 602-49451-307 Professional Services Fees	6,336.61	4,365.99	-	17,000.00	28,000.00
	E 602-49451-3xx Reserve Capacity Loan Payment					28,000.00
	E 602-49451-381 Electric Utilities	13,541.58	11,278.01	2,213.74	10,000.00	10,000.00
	E 602-49451-383 Water Utilities	-	-	-	500.00	500.00
	E 602-49451-387 Heating Fuels/Propane	-	-	-	100.00	100.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	7,452.16	788.70	137.70	6,500.00	6,500.00
	E 602-49451-422 Auto/Misc Licensing Fees/Taxes	1,450.00	1,450.00	1,503.23	-	1,500.00
	E 602-49451-434 Conferences/Meetings	-	-	-	500.00	500.00
	E 602-49451-481 Depreciation Expense	23,050.37	23,050.37	-	23,100.00	292,000.00
	E 602-49451-933 Gen I Fund Reimb Transfers					20,000.00
<b>Total Expenditures - Sewer Fund</b>		<b>88,814.14</b>	<b>72,572.85</b>	<b>15,250.30</b>	<b>83,000.00</b>	<b>391,600.00</b>
<b>Net Income - Sewer Fund</b>		<b>(18,927.69)</b>	<b>15,072.85</b>	<b>43,046.20</b>	<b>16,900.00</b>	<b>(303,500.00)</b>



## 2016 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

### USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its arena operation. Thus, the arena fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves in order to replace existing infrastructure as it becomes depreciated.

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2016 user rates are proposed to remain the same as 2015. All rates are chronicled below:

<b>ICE ARENA</b>	<b>2015</b>	<b>2016</b>
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	\$140/HR	\$140/HR
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

### EXPENDITURE DETAILS

223-Buildings & Facilities Repair and Maintenance Supplies  
 \$3,800

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

307-Professional Services  
 \$80,200

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

\$74,500

Depreciation on Arena and equipment

**City of East Bethel  
2016 Preliminary Budget**

	<b>Account Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Activity 1/1/15 to 7/31/15</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Preliminary Budget</b>
<b><u>Arena Operations</u></b>					<i>*Based on 1148 Prime hours sold at \$192 per hour</i>	<i>*Based on 1148 Prime hours sold at \$192 per hour</i>
<b>Revenues</b>						
	R 615-36210 Interest Earnings	2.23	56.49	105.71	-	200.00
	R 615-36240 Refunds/reimbursements	-	551.87	-	-	-
	R 615-37920 Vending Machine Sales	499.85	266.99	228.86	500.00	500.00
	R 615-38060 Ice Rental Revenues	191,300.28	190,840.92	68,674.72	220,500.00	220,500.00
	R 615-38062 Dry Floor Events	1,350.00	1,397.00	5,430.00	1,500.00	5,000.00
	R 615-38064 Concession Rental	2,000.00	3,000.00	-	2,000.00	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	1,450.00	2,500.00	675.00	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	68,062.68	39,065.52	-	-	-
<b>Total Revenues - Arena</b>		<b>272,165.04</b>	<b>245,178.79</b>	<b>75,114.29</b>	<b>234,000.00</b>	<b>237,500.00</b>
<b>Expenditures</b>						
	E 615-49851-211 Cleaning Supplies	-	508.73	121.61	-	500.00
	E 615-49851-212 Motor Fuels	1,799.89	2,491.21	936.38	2,000.00	2,000.00
	E 615-49851-219 General Operating Supplies	443.74	610.59	385.29	500.00	500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,048.56	2,689.79	1,196.52	4,000.00	3,800.00
	E 615-49851-231 Small Tools and Minor Equip	105.81	811.75	699.60	1,000.00	1,000.00
	E 615-49851-307 Professional Services Fees	86,072.20	89,739.83	34,000.00	79,000.00	80,200.00
	E 615-49851-321 Telephone	1,503.83	942.84	122.68	1,500.00	1,000.00
	E 615-49851-342 Legal Notices		15.38	32.25		
	E 615-49851-381 Electric Utilities	33,163.18	27,762.64	12,108.63	33,000.00	33,000.00
	E 615-49851-382 Gas Utilities	16,537.40	19,270.47	8,674.85	20,000.00	20,000.00
	E 615-49851-385 Refuse Removal	1,076.74	2,077.87	1,433.25	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	2,318.93	1,849.33	1,374.08	3,000.00	3,000.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	6,291.52	12,071.97	4,481.80	15,000.00	15,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	230.16	570.53	190.53	1,000.00	1,000.00
	E 615-49851-433 Dues and Subscriptions	145.00	250.00	-	-	-
	E 615-49851-481 Depreciation Expense	71,894.94	71,894.94	-	72,000.00	74,500.00
	E 615-49851-530 Improvements Other Than Bldgs			54,750.00		
<b>Total Expenditures - Arena</b>		<b>223,631.90</b>	<b>233,557.87</b>	<b>120,507.47</b>	<b>234,000.00</b>	<b>237,500.00</b>
<b>Net Income - Arena</b>		<b>48,533.14</b>	<b>11,620.92</b>	<b>(45,393.18)</b>	<b>-</b>	<b>-</b>

## 2016 Budget



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

### **DEPARTMENTAL PROFILE**

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

### **DEPARTMENTAL GOALS**

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

### **REVENUE DETAILS**

39201-General Fund Allocation  
\$259,700

<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>2016 Purchases</b>					
Z TRACK MOWER (scheduled for 2015)		17,500.00			
Z TRACK MOWER		12,000.00			
FORD 550 1.5T CHASSIS TRUCK			62,000.00		
FELLING 18 FT TRAILER			12,000.00		
FORD L8000 REG CAB - 3000 GAL TANKER				275,000.00	
<b>2016 Total</b>					378,500.00
<b>2017 Purchases</b>					
FORD F150 4x4 (scheduled for 2012)	30,000.00				
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		
<b>2017 Total</b>					296,000.00
<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 Purchases</b>					
CHIEF'S AUTO				25,000.00	
FORD ESCAPE 4X4	20,000.00				
T190 BOBCAT WITH LOADER, AUGER FOR SKID STEER LOADER			52,000.00		
<b>2019 Total</b>					97,000.00
<b>2020 - 2024 Purchases</b>					
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		
DUMP TRUCK, FALLS SNOW/WING PLOWS, SANDER			194,000.00		
SPARTAN 6 MAN CAB - 1250 PUMPER <b>REFURBISH</b>				50,000.00	
FIRE TANKER APPARATUS <b>REFURBISH</b>				30,000.00	
FORD F-550 - MINI PUMPER <b>REFURBISH</b>				40,000.00	
<b>2020 - 2024 Total</b>					894,000.00
<b>2025 - 2029 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>2025 - 2029 Total</b>					749,000.00
<b>2029 &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>2029 &amp; Beyond Total</b>					2,380,000.00
<b>Total Scheduled Purchases</b>	50,000.00	82,500.00	2,542,000.00	2,370,000.00	5,044,500.00



## *2016 Budget*

**FUND:** 401 – Building Capital Project Fund  
**DEPT/ACTIVITY/PROJECT:** 40100 – Building Capital Projects

### **DEPARTMENTAL PROFILE**

The Building Capital Projects Fund accounts for general capital projects involving general government facilities.

### **DEPARTMENTAL GOALS**

Identify and prioritize projects that would benefit the City; ensure that improvements are done to City specifications and within budget.

### **REVENUE DETAILS**

12/31/15 Projected Ending Fund Balance  
\$230,000  
39201-General Fund Transfer  
\$50,000

### **GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN**

**City Hall / Senior Center**  
2241 221st Avenue NE  
East Bethel, MN 55011

**Fire Station #1**  
2751 Viking Blvd  
East Bethel, MN 55011

**Public Works / Fire Station #2**  
2375 221st Avenue NE  
East Bethel, MN 55011

**Fire Station #3**  
342 Forest Road  
East Bethel, MN 55011



## *2016 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 2016 revenue; actual revenue is dependent on 2016 development activity

**Parks CIP  
2016-2020  
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2016 Beginning Balance</b>	\$26,028			
Park Dedication Fees		\$0		\$26,028
Skateboard Equipment Booster West			\$25,000	\$1,028
<b>2016 Ending Balance</b>				\$1,028
<b>2017 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Pavilion at Norseland Manor Park			\$30,000	\$31,028
Irrigation system at Norseland Park			\$30,000	\$1,028
<b>2017 Ending Balance</b>				\$1,028
<b>2018 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Fence at Norseland Manor Park			\$30,000	\$31,028
Cedar Creek Park/ Fish Lake Trail Additions			\$30,000	\$1,028
<b>2018 Ending Balance</b>				\$1,028
<b>2019 Beginning Balance</b>	\$1,028			
Park Dedication Fees		\$80,000		\$81,028
New Park Development			\$75,000	\$6,028
<b>2019 Ending Balance</b>				\$6,028
<b>2020 Beginning Balance</b>	\$6,028			
Park Dedication Fees		\$80,000		\$86,028
New Park Development			\$75,000	\$11,028
<b>2020 Ending Balance</b>				\$11,028
<b>TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES</b>		\$280,000	\$295,000	
<p><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</p>				



## ***2016 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  
\$55,000  
Budgeted transfer amount.

**Parks CIP  
2016-2020  
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
<b>2016 Beginning Balance</b>	\$36,934			
Transfer From General Fund		\$55,000		\$91,934
Playground Equipment- Rod and Norma Smith Park			\$35,000	\$56,934
<b>2016 Ending Balance</b>				\$56,934
<b>2017 Beginning Balance</b>	\$56,934			\$56,934
Transfer From General Fund		\$55,000		\$111,934
Baseball field @Booster West Park			\$90,000	\$21,934
<b>2017 Ending Balance</b>				\$21,934
<b>2018 Beginning Balance</b>	\$21,934			
Transfer From General Fund		\$75,000		\$96,934
Playground Equipment Booster East			\$45,000	\$51,934
<b>2018 Ending Balance</b>				\$51,934
<b>2019 Beginning Balance</b>	\$51,934			
Transfer From General Fund		\$75,000		\$126,934
Playground Equipment Anderson Lakes			\$45,000	\$81,934
<b>2019 Ending Balance</b>				\$81,934
<b>2020 Beginning Balance</b>	\$81,934			
Transfer From General Fund		\$75,000		\$156,934
Skateboard Equipment Maynard Peterson			\$40,000	\$116,934
<b>2020 Ending Balance</b>				\$116,934
<b>TOTAL PARK CAPITAL FUND SOURCES AND USES</b>		\$335,000	\$255,000	



## *2016 Budget*

**FUND:** 402 – MSA Street Construction Fund  
**DEPT/ACTIVITY/PROJECT:** Multiple

### **DEPARTMENTAL PROFILE**

The MSA Street Construction Fund accounts for amounts received from the State to improve State Aid roads in the City of East Bethel.

### **DEPARTMENTAL GOALS**

Procure and efficiently spend funds received to improve State Aid routes

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>MUNICIPAL STATE AID FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$855,083			
Municipal State Aid Funding		\$603,199		\$1,458,282
HSIP Grant		\$500,000		\$1,958,282
Cooperative Agreement Grant		\$700,000		\$2,658,282
189th Ave/Taylor St Service Road (Phase I)			\$2,400,000	\$258,282
<b>2016 Ending Balance</b>				\$258,282
<b>2017 Beginning Balance</b>	\$258,282			
Municipal State Aid Funding		\$603,199		\$861,481
None			\$0	\$861,481
<b>2017 Ending Balance</b>				\$861,481
<b>2018 Beginning Balance</b>	\$861,481			
Municipal State Aid Funding		\$603,199		\$1,464,680
HSIP Grant		\$500,000		\$1,964,680
Cooperative Agreement Grant		\$200,000		\$2,164,680
Classic Commercial Park Service Road, South Section (Phase 2)			\$1,500,000	\$664,680
<b>2018 Ending Balance</b>				\$664,680
<b>2019 Beginning Balance</b>	\$664,680			
Municipal State Aid Funding		\$603,199		\$1,267,879
181st Ave Reconstruction			\$400,000	\$867,879
<b>2019 Ending Balance</b>				\$867,879
<b>2020 Beginning Balance</b>	\$867,879			
Municipal State Aid Funding		\$603,199		\$1,471,078
Cooperative Agreement Grant		\$300,000		\$1,771,078
East Side Service Road, South Section(Phase III)			\$1,900,000	-\$128,922
Davenport St Reconstruction			\$600,000	-\$728,922
<b>2020 Ending Balance</b>				-\$728,922
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$5,215,995	\$6,800,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less

A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MnDOT.



## *2016 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  
Budgeted transfer amount

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>STREET CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$573,293			
Transfer from General Fund		\$425,000		\$998,293
Rendova St- Overlay			\$140,000	\$858,293
Okinawa and Tippecanoe-Overlay			\$225,000	\$633,293
209th, Austin, and 204th-Overlay			\$505,900	\$127,393
<b>2016 Ending Balance</b>				\$127,393
<b>2017 Beginning Balance</b>	\$127,393			
Transfer from General Fund		\$425,000		\$552,393
Sunny View Addition- Sealcoat			\$53,000	\$499,393
DeGardners Addition- Sealcoat			\$75,500	\$423,893
<b>2017 Ending Balance</b>				\$423,893
<b>2018 Beginning Balance</b>	\$423,893			
Transfer from General Fund		\$425,000		\$848,893
Hidden Haven West-sealcoat			\$180,000	\$668,893
Hidden Haven East-sealcoat			\$70,000	\$598,893
Cedar Brook Addition-sealcoat			\$90,000	\$508,893
<b>2018 Ending Balance</b>				\$508,893
<b>2019 Beginning Balance</b>	\$508,893			
Transfer from General Fund		\$425,000		\$933,893
181st Ave Reconstruction			\$300,000	\$633,893
<b>2019 Ending Balance</b>				\$633,893
<b>2020 Beginning Balance</b>	\$633,893			
Transfer from General Fund		\$425,000		\$1,058,893
University Ave Reconstruction			\$400,000	\$658,893
<b>2020 Ending Balance</b>				\$658,893
<b>Total Street Capital Fund Sources and Uses</b>		\$2,125,000	\$2,039,400	

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

**RESOLUTION NO. 2015-49**

**RESOLUTION SETTING DATE FOR FINAL BUDGET AND TAX LEVY HEARING**

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

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST BETHEL, MINNESOTA THAT:** the regularly scheduled meeting on Wednesday, December 2, 2015 at 7:00 PM at City Hall is hereby designated as the meeting at which City Council will discuss and adopt the final 2016 Property Tax Levy and 2016 Budget.

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

Adopted this 2nd day of September, 2015 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Steven R. Voss, Mayor

ATTEST:

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Jack Davis, City Administrator

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

**RESOLUTION NO. 2015-50**

**RESOLUTION SETTING THE PRELIMINARY PROPERTY TAX LEVY AND  
BUDGET FOR 2016**

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

**WHEREAS**, the City Council has considered the operating needs and debt service needs for fiscal year 2016.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the preliminary property tax levies and budgets for the General Fund and the Debt Service Funds for 2016 are as follows:

General Levy: \$4,109,300

Debt Service Levy:

2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 128,000
2015A	\$ 504,000
2014A	\$ 330,000

\$5,251,300

*\*The above levy includes the amount necessary to cover debt service requirements in 2016 and cancels any previous scheduled amounts.*

<u>2016 Expenditures Budgets:</u>	General Fund	\$4,973,300
	Debt Service	\$1,870,600

**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 2nd day of September, 2015 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Steven R. Voss, Mayor

ATTEST:

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Jack Davis, City Administrator

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

**RESOLUTION NO. 2015-51**

**RESOLUTION SETTING THE PRELIMINARY ECONOMIC DEVELOPMENT  
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2016**

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

**WHEREAS**, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2016.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the preliminary property tax levy and budgets for the Economic Development Authority for 2016 are as follows:

Economic Development Authority General Levy	\$123,022
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Economic Development Authority Budget	\$123,022
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**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 2nd day of September, 2015 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Steven R. Voss, Mayor

ATTEST:

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Jack Davis, City Administrator

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

**RESOLUTION NO. 2015-52**

**A RESOLUTION CONSENTING TO THE HOUSING & REDEVELOPMENT  
AUTHORITY IN AND FOR THE CITY OF EAST BETHEL  
ADOPTING A 2015 TAX LEVY COLLECTIBLE IN 2016**

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

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF EAST BETHEL, MINNESOTA THAT:** the Council hereby consents to the HRA's action of no tax levy for 2016.

Adopted this 2nd day of September, 2015 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Steven R. Voss, Mayor

ATTEST:

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Jack Davis, City Administrator



# Office of the Sheriff

**ANOKA COUNTY**  
**SHERIFF JAMES STUART**

August 12, 2015

The Honorable Steven Voss and  
Council Members of the City of East Bethel  
2241 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011

Dear Mayor Voss and Council Members:

Attached for your review are three copies of the 2016 Law Enforcement Contract between the City of East Bethel and the Anoka County Sheriff's Office.

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

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

Sincerely,



James Stuart  
Sheriff, Anoka County

BBA:ak  
attachments

**LAW ENFORCEMENT CONTRACT**

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of East Bethel, Minnesota, 2241 221st Avenue Northeast, East Bethel, Minnesota 55011, hereinafter referred to as the "Municipality", for the period of January 1, 2016, through December 31, 2016, hereinafter referred to as the "Contract Term".

**WITNESSETH:**

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

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

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

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

**I. PURPOSE**

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

**II. SERVICES TO BE PROVIDED BY THE COUNTY**

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

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

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

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

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

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

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

### **III. DUTIES OF MUNICIPALITY**

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

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

### **IV. COMPENSATION/TERM**

The Municipality hereby agrees to pay to the County the sum of One Million Seventy One Thousand Six Hundred and 00/100 Dollars (\$1,071,600.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. In addition, the County will provide 20 hours per week of Community Service Officer coverage in an assigned patrol car. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

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

### **V. RENEWAL/AUTOMATIC RENEWAL**

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

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

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

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

## **VI. COLLABORATION**

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

## **VII. DISBURSEMENT OF FUNDS**

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

## **VIII. STRICT ACCOUNTABILITY**

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

## **IX. AFFIRMATIVE ACTION**

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

## **X. INDEMNIFICATION**

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

## **XI. TERMINATION**

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

## **XII. NOTICE**

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

## **XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING**

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

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

**COUNTY OF ANOKA**

**CITY OF EAST BETHEL**

By: \_\_\_\_\_  
Rhonda Sivarajah, Chair  
County Board of Commissioners

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Jerry Soma  
County Administrator

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
James Stuart  
Sheriff

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Bryan Frantz  
Assistant County Attorney

Dated: \_\_\_\_\_

**I. PERSONNEL**

<b>A. Sworn Deputy Sheriff</b>		
1.) 7.6 Deputies at \$5,755 /month		524,826
2.) 7 Overtime (Average hours/month per Deputy)		31,792
		<b>\$16,588</b>
<b>B. Non-Sworn C.S.O.</b>		
<b>C. Benefits for Sworn and Non-Sworn Personnel</b>		
P.E.R.A. (Sworn)	90,172	
P.E.R.A. (Non-Sworn)	1,244	
FICA	1,269	
Medicare	8,071	
Severance Allowance	14,170	
Unemployment Compensation	860	
Life Insurance	319	
Health Insurance	121,600	
Dental Insurance	3,625	
Long Term Disability Insurance	1,225	
Worker's Compensation	8,655	
Uniforms	7,808	
<i>Total Benefits</i>		<i>259,019</i>
		<b>\$832,225</b>

**TOTAL PERSONNEL COSTS**

**II. VEHICLE**

<b>A. Police Equipped Vehicles</b>	1.5 Squads	43,800
<b>B. C.S.O. Vehicle</b>	1 Vehicle	\$7,200
<b>C. Maintenance Costs</b>		
1.) Vehicle		74,847
2.) Emergency & Communications Equipment & replc/maint fees		9,241
3.) Emergency Vehicle Equipment replc. Fee		1,500
3.) Insurance		8,400
4.) Cellular Telephone		2,040
<i>Total Maintenance Costs</i>		<i>96,028</i>

**TOTAL VEHICLE COSTS**

**III. Administrative Costs**

<b>A. PSDS Maintenance costs</b>	7,625
<b>B. Administrative, Clerical, + substation computer line charge, Etc.</b>	84,722
<i>Total Administrative Costs</i>	<i>\$92,347.45</i>

**IV. TOTAL COST TO CONTRACTING MUNICIPALITY**

\*Less Amount Received From State for Police State Aid

**NET COST TO CONTRACTING MUNICIPALITY**

**\$1,071,600**  
45,600  
**\$1,026,000**

\*This figure is determined by the State and is subject to fluctuation.  
The latest estimate is \$6,000 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

September 2, 2015

\*\*\*\*\*

**Agenda Item Number:**

Item 6.0 A- C

\*\*\*\*\*

**Agenda Item:**

Consent Agenda

\*\*\*\*\*

**Requested Action:**

Consider approval of the Consent Agenda

\*\*\*\*\*

**Background Information:**

Item A

Approve Bills

Item B

August 19, 2015 City Council Minutes

Meeting minutes from the August 19, 2015 City Council Meeting are attached for your review and approval.

Item C

Transportation Economic Development Program

The Transportation Economic Development Program (TED) is a competitive grant program available to communities for highway improvement and public infrastructure projects that create jobs and support economic development. It is a joint program of the Minnesota Department of Employment and Economic Development (DEED) and the Minnesota Department of Transportation (MnDOT).

A total of approximately \$30 million is available through the 2015 TED program. This includes approximately \$28 million in MnDOT trunk highway funds and approximately \$2 million of DEED general obligation bond funding.

The program may provide up to 70 percent of the costs for trunk highway interchanges and other improvements (which is defined as the accepted bid of the construction cost of the project) or the state's share as determined by MnDOT's cost participation policy, whichever is less.

Staff is seeking approval from City Council to submit an application that would support and seek funding for the Phase I Service Road Project from the TED Program. Applications are due by September 25, 2015.

\*\*\*\*\*

**Fiscal Impact:**

As noted above.

\*\*\*\*\*

**Recommendation(s):**

Staff recommends approval of the Consent Agenda as presented.

\*\*\*\*\*



**Payments for Council Approval September 2, 2015**

Bills to be approved for payment	\$103,799.87
Electronic Payroll Payments	\$26,067.20
Payroll - City Staff August 27, 2015	\$34,357.29
<b>Total to be Approved for Payment</b>	<b>\$164,224.36</b>

# City of East Bethel

September 2, 2015

## Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Anoka County CDBG	Professional Services Fees	2015-33	City of Wyoming	233	23300	\$94.88
Anoka County CDBG	Professional Services Fees	2015-33	City of Wyoming	233	23300	\$63.25
Anoka County CDBG	Professional Services Fees	082715	Gusse Bros.	233	23300	\$13,500.00
Anoka County CDBG	Professional Services Fees	1507	Lashinski Septic Service	233	23300	\$19,812.00
Anoka County CDBG	Professional Services Fees	1510	Lashinski Septic Service	233	23300	\$19,850.00
Anoka County CDBG	Professional Services Fees	8958	Steinbrecher Companies Inc.	233	23300	\$750.00
Arena Operations	Electric Utilities	082115	Connexus Energy	615	49851	\$572.82
Arena Operations	Gas Utilities	468437565	Xcel Energy	615	49851	\$81.01
Arena Operations	General Operating Supplies	100013	Gibson's Management Company	615	49851	\$100.00
Arena Operations	Professional Services Fees	100013	Gibson's Management Company	615	49851	\$1,200.00
Arena Operations	Professional Services Fees	100013	Gibson's Management Company	615	49851	\$9,000.00
Arena Operations	Telephone	332373310-165	Sprint Nextel Communications	615	49851	\$24.12
Building Inspection	Conferences/Meetings	081815	Nick Schmitz	101	42410	\$260.00
Building Inspection	Conferences/Meetings	082415	Steve Lutmer	101	42410	\$220.00
Building Inspection	Plan Review	2015-33	City of Wyoming	101		\$63.25
Building Inspection	Professional Services Fees	257644	STS Staffing	101	42410	\$435.84
Building Inspection	Professional Services Fees	259818	STS Staffing	101	42410	\$326.88
Building Inspection	Telephone	332373310-165	Sprint Nextel Communications	101	42410	\$3.24
Central Services/Supplies	Information Systems	220564	City of Roseville	101	48150	\$2,388.67
Central Services/Supplies	Office Equipment Rental	285184404	US Bank Equipment Finance	101	48150	\$269.50
Central Services/Supplies	Office Supplies	56241304	Hewlett-Packard Company	101	48150	\$380.00
Central Services/Supplies	Office Supplies	IN0881454	Innovative Office Solutions	101	48150	\$105.93
Central Services/Supplies	Office Supplies	IN0889587	Innovative Office Solutions	101	48150	\$33.77
Central Services/Supplies	Office Supplies	B03795711	SHI	101	48150	\$1,248.00
Central Services/Supplies	Office Supplies	B03798021	SHI	101	48150	\$243.00
Central Services/Supplies	Office Supplies	B03798573	SHI	101	48150	\$252.00
Central Services/Supplies	Telephone	13219375	Integra Business	101	48150	\$214.49
City Administration	Professional Services Fees	M21526	TimeSaver Off Site Secretarial	101	41320	\$472.50
City Administration	Telephone	332373310-165	Sprint Nextel Communications	101	41320	\$83.06
City Administration	Travel Expenses	082615	Jack Davis	101	41320	\$150.65
Economic Development Authority	Professional Services Fees	110	Susan Irons	232	23200	\$56.00
Finance	Conferences/Meetings	082015	Jackie Campbell	101	41520	\$44.50
Fire Department	Clothing & Personal Equipment	15-048	Anoka County Fire	101	42210	\$150.00
Fire Department	Clothing & Personal Equipment	168609	Aspen Mills, Inc.	101	42210	\$168.50
Fire Department	Clothing & Personal Equipment	168610	Aspen Mills, Inc.	101	42210	\$168.50
Fire Department	Conferences/Meetings	15-048	Anoka County Fire	101	42210	\$660.00
Fire Department	Conferences/Meetings	587756	Century College	101	42210	\$1,387.50
Fire Department	Conferences/Meetings	587758	Century College	101	42210	\$550.00
Fire Department	Electric Utilities	082115	Connexus Energy	101	42210	\$28.58
Fire Department	Electric Utilities	082115	Connexus Energy	101	42210	\$758.16
Fire Department	Electric Utilities	082115	Connexus Energy	101	42210	\$145.87
Fire Department	Electric Utilities	082115	Connexus Energy	101	42210	\$9.82
Fire Department	Gas Utilities	468437565	Xcel Energy	101	42210	\$79.11
Fire Department	Motor Vehicles Parts	1539-393232	O'Reilly Auto Stores Inc.	101	42210	\$217.34
Fire Department	Repairs/Maint Machinery/Equip	25400	Hayford Ford	101	42210	\$29.40
Fire Department	Repairs/Maint Machinery/Equip	18005	M & L Auto Repair	101	42210	\$104.82
Fire Department	Safety Supplies	II10019743	Allina Health System	101	42210	\$949.00

**City of East Bethel**  
**September 2, 2015**  
**Payment Summary**

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Fire Department	Telephone	13219375	Integra Business	101	42210	\$134.07
Fire Department	Telephone	332373310-165	Sprint Nextel Communications	101	42210	\$6.48
Fire Department	Tires	150053841	Pomp's Tire Service, Inc.	101	42210	\$605.44
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	890	Unlimited Concrete Concepts	101	41940	\$6,556.90
General Govt Buildings/Plant	Cleaning Supplies	IN0881454	Innovative Office Solutions	101	41940	\$27.90
General Govt Buildings/Plant	Electric Utilities	082115	Connexus Energy	101	41940	\$14.23
General Govt Buildings/Plant	Electric Utilities	082115	Connexus Energy	101	41940	\$1,258.31
General Govt Buildings/Plant	Electric Utilities	082115	Connexus Energy	101	41940	\$166.26
General Govt Buildings/Plant	Gas Utilities	468437565	Xcel Energy	101	41940	\$50.84
Legal	Legal Fees	144129	Eckberg, Lammers, Briggs,	101	41610	\$2,307.60
Park Maintenance	Bldg/Facility Repair Supplies	277508	S & S Industrial Supply	101	43201	\$256.92
Park Maintenance	Clothing & Personal Equipment	1182242887	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182254235	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$31.38
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$31.81
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$31.06
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$38.15
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$113.80
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$370.25
Park Maintenance	Electric Utilities	082115	Connexus Energy	101	43201	\$29.33
Park Maintenance	Equipment Parts	F-252310115	Allstate Peterbilt North	101	43201	\$18.11
Park Maintenance	Equipment Parts	362015927	BlueTarp Financial, Inc.	101	43201	\$74.99
Park Maintenance	Equipment Parts	72930761	John Deere Landscapes	101	43201	\$56.63
Park Maintenance	Equipment Parts	1539-392111	O'Reilly Auto Stores Inc.	101	43201	\$10.85
Park Maintenance	Equipment Parts	1539-393230	O'Reilly Auto Stores Inc.	101	43201	\$5.10
Park Maintenance	Motor Vehicle Services (Lic d)	17869	M & L Auto Repair	101	43201	\$650.00
Park Maintenance	Motor Vehicle Services (Lic d)	17974	M & L Auto Repair	101	43201	\$94.11
Park Maintenance	Park/Landscaping Materials	21408	Bjorklund Companies, LLC	101	43201	\$43.50
Park Maintenance	Professional Services Fees	110	Susan Irons	101	43201	\$16.00
Park Maintenance	Shop Supplies	1539-393233	O'Reilly Auto Stores Inc.	101	43201	\$29.96
Park Maintenance	Small Tools and Minor Equip	362015143	BlueTarp Financial, Inc.	101	43201	\$218.88
Park Maintenance	Telephone	13219375	Integra Business	101	43201	\$49.15
Payroll	Insurance Premium	09 2015	Dearborn National Life Ins Co.	101		\$1,264.48
Payroll	Insurance Premium	09 2015	NCPERS Minnesota	101		\$144.00
Payroll	Union Dues	08 2015	MN Public Employees Assn	101		\$429.00
Planning and Zoning	Escrow Reimbursement	082515	Elizabeth Erickson	101		\$300.00
Planning and Zoning	Escrow Reimbursement	082515	Rimma Medelberg	101		\$1,000.00
Planning and Zoning	Legal Notices	247268	ECM Publishers, Inc.	101	41910	\$43.00
Planning and Zoning	Professional Services Fees	110	Susan Irons	101	41910	\$48.00
Recycling Operations	Electric Utilities	082115	Connexus Energy	226	43235	\$123.58
Recycling Operations	Gas Utilities	468437565	Xcel Energy	226	43235	\$25.00
Recycling Operations	Professional Services Fees	09 2015	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	082015	Girl Scouts River Valleys	226	43235	\$64.00
Recycling Operations	Professional Services Fees	082015	GSTE 2017	226	43235	\$128.00
Recycling Operations	Refuse Removal	073115	Freimuth Enterprises LLC	226	43235	\$439.00
Recycling Operations	Travel Expenses	082515	Karen White	226	43235	\$18.59
Sewer Operations	Electric Utilities	082115	Connexus Energy	602	49451	\$127.90

# City of East Bethel

## September 2, 2015

### Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Sewer Operations	Electric Utilities	082115	Connexus Energy	602	49451	\$49.81
Sewer Operations	Electric Utilities	082115	Connexus Energy	602	49451	\$30.00
Sewer Operations	Software Licensing	153184	Banyon Data Systems, Inc.	602	49451	\$545.00
Street Maintenance	Bldgs/Facilities Repair/Maint	1182242887	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182254235	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	102206	Rogers Electric	101	43220	\$296.20
Street Maintenance	Clothing & Personal Equipment	1182242887	G&K Services - St. Paul	101	43220	\$17.96
Street Maintenance	Clothing & Personal Equipment	1182254235	G&K Services - St. Paul	101	43220	\$17.96
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$124.11
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$82.52
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$16.28
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$173.52
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$121.28
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$185.52
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$288.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$583.48
Street Maintenance	Electric Utilities	082115	Connexus Energy	101	43220	\$5.00
Street Maintenance	Gas Utilities	468437565	Xcel Energy	101	43220	\$20.00
Street Maintenance	Refuse Removal	3820	P & C Tree Service	101	43220	\$1,600.00
Street Maintenance	Small Tools and Minor Equip	93619	Menards Cambridge	101	43220	\$39.37
Street Maintenance	Street Maint Services	03121-000 1	WSB & Associates, Inc.	101	43220	\$891.00
Street Maintenance	Telephone	13219375	Integra Business	101	43220	\$49.15
Street Maintenance	Telephone	332373310-165	Sprint Nextel Communications	101	43220	\$70.01
Tax Increment District No. 1-1	Professional Services Fees	68176	Ehlers	435	43500	\$315.00
Water Utility Operations	Electric Utilities	082115	Connexus Energy	601	49401	\$853.21
Water Utility Operations	Electric Utilities	082115	Connexus Energy	601	49401	\$208.86
Water Utility Operations	Electric Utilities	082115	Connexus Energy	601	49401	\$165.61
Water Utility Operations	Gas Utilities	081815	CenterPoint Energy	601	49401	\$15.00
Water Utility Operations	Gas Utilities	081815	CenterPoint Energy	601	49401	\$15.00
Water Utility Operations	Software Licensing	153184	Banyon Data Systems, Inc.	601	49401	\$545.00
						<b>\$103,799.87</b>

**City of East Bethel**  
**September 2, 2015**  
**Payment Summary**

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
<b>Electronic Payroll Payments</b>						
Payroll	PERA					\$6,140.84
Payroll	Federal Withholding					\$5,605.46
Payroll	Medicare Withholding					\$1,556.38
Payroll	FICA Tax Withholding					\$6,654.90
Payroll	State Withholding					\$2,244.57
Payroll	MSRS/HCSP					\$3,865.05
						<b>\$26,067.20</b>

**EAST BETHEL CITY COUNCIL MEETING**

AUGUST 19, 2015

The East Bethel City Council met on August 19, 2015, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Steve Voss Ron Koller Tim Harrington  
Brian Mundle Tom Ronning

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

**1.0** The August 19, 2015, City Council meeting was called to order by Mayor Voss at 7:00 p.m.

**Call to Order**

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

**Pledge of Allegiance**

**3.0** **Harrington stated I'll make a motion to adopt tonight's agenda and I'd like to add**  
**Adopt Item I. Supplemental Payment Summary. Koller stated I'll second.** Voss stated any  
**Agenda** discussion? All in favor say aye?" **All in favor.** Voss stated any opposed? That motion  
passes. **Motion passes unanimously.**

**4.0** Davis presented the staff report indicating the East Bethel Scholarship Pageant organizes  
**Presentation** and sponsors the annual Scholarship Pageant where individuals compete to represent the  
4.0A. City of East Bethel as an Ambassador for a twelve-month period with appearances at  
East Bethel numerous City festivals, celebrations, and other official functions.  
Royalty

**Recognition** At this time, the East Bethel City Council, appreciative of the time and effort these pageant  
winners devote to representing the City, will recognize the following, and if you'll please  
come forward to the Mayor: Ms. Karley Landwehr as Miss East Bethel 2015-2016

Miss East Bethel 2015-2016 Karley Landwehr stepped forward.

Voss stated motions were passed earlier, at the earlier meeting, and I'll read this for all:

WHEREAS, the East Bethel Scholarship Pageant organizes and sponsors the annual  
Scholarship Pageant; and

WHEREAS, the individuals recognized through this competition represent the City  
of East Bethel as an Ambassador for a twelve-month period by appearing at numerous City  
festivals and celebrations and other official functions; and

WHEREAS, the City of East Bethel is appreciative of the time and effort these  
pageant winners devote to representing the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF EAST  
BETHEL, MINNESOTA THAT: Ms. Karley Landwehr is hereby recognized as Miss East  
Bethel and an Ambassador for the City for the next year.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL FO THE CITY OF  
EAST BETHEL THAT: the City Council hereby expresses its thanks and appreciation for  
the time and effort Ms. Karley Landwehr will devote to representing the City for the next  
twelve months.

4.0A.  
East Bethel  
Royalty  
Recognition

Voss presented her with Resolution 2015-41: A Resolution Recognizing East Bethel Royalty for 2015-2016 Miss East Bethel Karley Landwehr. Ms. Landwehr stated thank you. Those in attendance offered a round of applause.

Davis stated at this time we'd also like to recognize 2015-2016 Princess Ms. Tori Larson. Ms. Larson stepped forward. Voss stated thank you very much, we look forward to the year. He presented her with Resolution 2015-42: A Resolution Recognizing East Bethel Royalty for 2015-2016 Princess Tori Larson. Ms. Larson stated thank you. Those in attendance offered a round of applause.

Davis invited 2015-2016 Little Miss Madison Burch to step forward. Voss stated thank you very much. I hope you have a wonderful year. I'll see you a lot. He presented her with Resolution 2015-43: A Resolution Recognizing East Bethel Royalty for 2015-2016 Little Miss Madison Burch. Those in attendance offered a round of applause.

Davis invited 2015-2016 Little Miss Elizabeth Raab to step forward. Voss stated thank you and presented her with Resolution 2015-44: A Resolution Recognizing East Bethel Royalty for 2015-2016 Little Miss Elizabeth Raab. Those in attendance offered a round of applause.

Each member of the East Bethel Royalty introduced themselves and stated they are honored.

Voss stated we are all very appreciative of what you've done so far and what you'll do for the next year. I think also your family, your friends, and your parents that are going to support you for these next few months are well-deserving too. A final round of applause was offered.

4.0B  
St. Francis  
High School  
Booster  
Check  
Presentation

Davis presented Mr. Brad Kaehler will present a check for \$22,500 for the St. Francis Blue Line Club's and the Youth Hockey Association's share of the new dasher boards that were installed in the Ice Arena. In April, Council and these groups agreed to split the cost of this improvement. Through fundraisers and a \$5,000 donation from County Market, the Club's share was raised locally.

In addition to his fund raising activities, Mr. Kaehler was instrumental in organizing and supervising the project. Jen Smith with the St. Francis Youth Hockey Association was also involved in the project and other efforts to improve the facilities at the City Ice Arena.

At this time, Mr. Kaehler would like to present the symbolic check to the Mayor. We've already received the real one and are greatly appreciative of both of your efforts.

Brad Kaehler, St. Francis High School Booster Club, and Jen Smith, St. Francis Youth Hockey Association, stepped forward. Voss stated thank you very much. Mr. Kaehler and Ms. Smith stated thank you very much. Voss stated this is something the City does not see very often.

Mr. Kaehler presented the symbolic check to Mayor Voss.

Voss stated for those in the audience who are wondering why we're holding this check, our St. Francis Hockey Association, as volunteers, came forward and did a lot of work to help improve the Arena that we have and the Arena that they use. It's been very rewarding and very encouraging to see the volunteer community and they have rehabbed our Arena.

August 19, 2015  
4.0B  
St. Francis  
High School  
Booster  
Check Present

Again, thank you very much. Ms. Smith stated thank you very much. Mr. Kaehler stated thank you Mayor and Council. Ms. Smith stated thank you Council for letting us do this. Each Council Member extended their thanks to Ms. Smith and Mr. Kaehler. Davis stated thank you, Brad.

4.0C  
Sheriff's  
Report

Commander Shelly Orlando presented the July 2015 Sheriff's Report of custodial arrests and significant events.

**DWI's:** There were six DWI arrests in July. Two of the arrests were the result of driving conduct being called in by other motorists. Two arrests were the result of traffic violations witnessed by Deputies. One arrest was the result of a single vehicle motorcycle crash where the driver of the motorcycle was uninjured and fled the scene. Deputies were able to locate the driver and he tested at a .26 blood alcohol content at 3:41 p.m. One arrest was the result of a hit and run property damage crash. The other involved driver followed the suspect vehicle until Deputies were able to stop it. The suspect driver failed field sobriety tests and tested at a .19 blood alcohol content at 8:00 a.m.

**5<sup>th</sup> Degree Controlled Substance / Possess Drug Paraphernalia:** On July 2<sup>nd</sup>, Deputies were called to a report of suspicious people walking around a business that was closed. Upon arrival, Deputies located a male and female coming from the darkened rear of the building. The male became nervous and fidgety during questioning and kept placing his hands in his pockets. Deputies conducted a pat down search and located a marijuana grinder and pipe in his front pockets. Also located were two small baggies containing a white powdery substance, which was determined to be methamphetamine. The male also had a small baggie with a black tar substance, which he claimed was marijuana residue from cleaning the pipe. The male was taken into custody.

**2<sup>nd</sup> Degree Assault:** On July 7<sup>th</sup>, Deputies were called to an assault call where multiple people were fighting and multiple people had been stabbed. Upon arriving, there was no one left outside fighting and Deputies were given information on where possible victims may be located. Deputies were able to talk with witnesses who advised a male and female had been arguing in front of a trailer. A vehicle with another male pulled up and the two males began to argue. The first male stabbed the second male in the back with a small pocketknife and then fled from the scene. The second male gave chase, caught up with the first male, assaulted him and stabbed him in the back of the head and on the arm, with a large hunting-type knife. This male was taken by ambulance to HCMC for treatment. A third male also got involved and was stabbed in the leg. He was taken to Cambridge hospital and made a report from there. The second suspect was located hiding in another trailer. This male was taken to Mercy to have his back wound treated and then taken to jail. There were two females who had minor stab wounds who were uncooperative with Deputies and the CID Detective. The CID Detective did respond to HCMC to try and get a statement from the suspect/victim. The male advised he had been intoxicated and didn't really remember what had happened. Due to the fact that the male was going to undergo surgery on his arm, the male was going to be charged via formal complaint.

**Gross Miss-Obstruct Legal Process/ Disorderly Conduct / Damage to Property / Flee on Foot:** On July 17, Deputies were called to a residence on a male who was out of control and had kicked his mom's car, causing damage. Upon arriving, the mother told Deputies that her son had been acting very strangely the last few weeks and had admitted to her that he had been smoking synthetic marijuana. The suspect became irate with the mom and

went outside, stating he was going to kill her and kicked her car. He then fled the house and went to a neighbor's house. The neighbors and their children were all outside when the suspect came over yelling and swearing. The neighbor tried to calm the suspect down, but he just became more irate and threatened to kill them all. He then ran away. Deputies located the suspect, who was running into the woods. Deputies commanded the suspect to stop and that he was under arrest, but the male continued to run. Deputies were able to catch up to him and the suspect began resisting. One Deputy did suffer some swelling on his elbow due to the altercation with the male. The Deputies were able to subdue the male and get him into custody.

**5<sup>th</sup> Degree Assault:** On July 19<sup>th</sup>, Deputies were called to a business regarding a fight in the parking lot. Upon arriving, Deputies met with a female who reported being punched in the face by another female. The victim reported that she and two of her friends had just arrived at the establishment. One friend had an alcoholic beverage that she brought into the business. Staff told them to leave. As they were going to the parking lot, a male began yelling at them. A female then came up to the victim, yelled at her, and punched her in the face. The victim did not have any marks or injuries from the punch. The suspect told Deputies that these people came into the bar, acting very belligerent. She advised that she had heard a female had punched her father, who was out in the parking lot and she went outside to defend him. She admitted punching the female, whom she believed to be the one who had struck her father. She learned that no one had assaulted her father but still defended her actions, saying the female had 'stepped up' to her. The suspect was charged with a 5<sup>th</sup> degree assault.

**5<sup>th</sup> Degree Assault:** On July 27<sup>th</sup>, Deputies were called to an assault. Upon arriving Deputies met with the victim who reported he had been assaulted by a male whom he works for. The victim reported he had brought the ex-girlfriend of his boss to the gas station. The suspect began texting the victim asking him if he was trying 'to move in' on his girl. Upon returning to the property, the suspect chased the victim, got him in a headlock and began punching him in the head. The ex-girlfriend told him to stop, which he did. The suspect denied anything happening with the victim. The suspect was arrested.

**5<sup>th</sup> Degree Controlled Substance / Possess Stolen Vehicle:** On July 27<sup>th</sup> Deputy Rakotz located a suspicious vehicle in a business parking lot that was parked away from other vehicles. There was a person inside the vehicle that appeared to be sleeping, as he was slumped over. Upon running the vehicle, it came back as stolen. Deputy Rakotz was joined by Deputy Nelson. They surrounded the vehicle and could not see any weapons in sight. The vehicle was locked. Deputy Rakotz pounded on the window to wake up the male. As the male was waking, Deputy Rakotz saw a syringe in his hand. Deputy Rakotz was able to take the male into custody. The male was acting groggy and confused, leading the Deputies to believe he had just used heroin. An ambulance was called to make sure the male was okay. On the dashboard were two plastic pieces with a black tar-like substance on them. The substance tested positive for heroin. The male advised he was borrowing the car from a friend and didn't know it was stolen. The male was taken to jail.

Arrest Breakdowns: Felony – 6; 5<sup>th</sup> Degree Controlled Substance – 4 arrests, 1 Possess Stolen Vehicle and 1 Degree Assault – 1; Gross Misdemeanor – 1 and that was Obstruct Legal Process with Force; Misdemeanor – 9; Damage to Property – 1; 5<sup>th</sup> Degree Assault-1; Disorderly Conduct – 2; Shoplifting – 1; Flee on Foot – 2; False name to Officer – 1; and Possess Drug Paraphernalia – 1.

Voss stated it sounds like the heat of summer. Orlando stated the heat of summer, it was hot in July. Ronning stated and we had a full moon all month. Orlando stated you would think, yeah, we had two full moons. Voss asked any questions for Commander Orlando?

Mundle stated there's twice in there that talked about black tar-like substance. Is that related to heroin? Orlando stated there is a black tar heroin but I'm not sure if where the resident said it was residue from cleaning his pipe, I'm not sure if that actually tested out to be heroin or if that, in fact, was just a marijuana substance.

Mundle asked is that something you look at? Heroin? I guess I don't know what any of the drugs look like. Orlando stated yes, it is a form of heroin. There's a black tar heroin.

Mundle asked what is synthetic marijuana. Orlando stated synthetic marijuana is marijuana that some, I don't know if you want to say 'scientist' but it's a chemical compound that was initially being sold over the internet. It was called 'Spice' or 'K2.' It has some of the proponents of marijuana but it's not grown like marijuana can be grown, obviously, naturally. This is something that's chemically compounded to produce.

Voss stated obviously from reading your report. Orlando stated it's not a good thing. Voss stated yeah, it's not. Orlando stated there's been several laws passed trying to outlaw it but part of the problem is there's chemical components of it and then they change part of the composition and then all of a sudden, it's not going to be illegal.

Mundle asked so it's kind of similar to the bath salt craze? Orlando answered yes, part of that. Mundle stated okay, I've heard bad things. Orlando stated yeah, it's not good stuff.

Mundle stated I've also heard of a new exchange zones at the parking lots. Orlando stated yes, the Sheriff's Office did, well we've always kind of been a location for people if they want to, if you're selling something on Craigslist and you don't want people coming to your house, the Sheriff's Office, not that there is somebody there 24/7 but there's possibility that somebody is around there 24/7. But, the Sheriff's Office is always been a place where people will come and maybe do child custody exchanges and that kind of thing. Well, they do have it marked in our parking lot now where this exchange zone is and it is under camera surveillance so if you are meeting someone you don't know.

Voss asked and the address of your office? Orlando responded 13301 Hanson Boulevard. Voss stated and it's south of Bunker. Orlando stated just south of Bunker, yes. So, these parking lots actually have a little placard that marks them so they know that, I mean anywhere in our parking lot is fine, but that part is particularly under surveillance.

Orlando stated also, for anyone who's interested, we will be having our annual Sheriff's Open House September 15<sup>th</sup>, which is a Tuesday. Our Sheriff's Office will be open to the public to come in from 4 o'clock p.m. to 7 o'clock p.m. If you have never been there, I would encourage you to come down. We have some canine demonstrations that go on. We usually get a helicopter too to fly in. We've got the Fire Department there. So, it's neat for people who want to be able to see our SWAT equipment or our recreational enforcement equipment, that kind of stuff. They get to walk through the building and get to see the space.

Voss asked what's the time of that again? Orlando stated 4 to 7, Tuesday, September 15<sup>th</sup>. So I'd encourage you all to show up because I'll be there. Voss stated that's a reason in

4.0C  
Sheriff's  
Report

5.0  
Public  
Forum

6.0  
Consent  
Agenda

itself. Any other questions for the Commander? Any questions from the public? All right, thank you Shelly. Orlando stated thank you.

Voss asked do we have anyone who signed up tonight? Davis replied no one signed up. Voss asked is anyone here interested tonight to speak at the Public Forum on an issue that's not on tonight's agenda? If not, then we'll move forward to the Consent Agenda.

Item A Approve Bills

Item B August 5, 2015 City Council Minutes

Meeting minutes from the August 5, 2015, City Council Meeting are attached for your review and approval.

Item C Resolution 2015-45, Special Assessment Write-off

This resolution allows the City to write off an uncollectible special assessment of \$4,361.41 from parcel 36-33-23-21-0065, 191 Elm Road, MN Insurance Trust. This was assessed in 2010 and no payments were ever received. The parcel is a tax forfeit property and is currently titled to the State of Minnesota Insurance Trust.

Staff recommends approval of the resolution pending an opinion of the matter by the City Attorney.

Item D Payment to Rum River Contracting for the Whispering Aspen Street Surface Improvement Project

North Metro Asphalt & Contracting received the contract for the Whispering Aspen Street Surface Improvement Project. Upon completion of the project a punch list was assembled and sent to the contractor. The contractor failed to complete the punch list work in accordance with the contract. The required notice was provided, to the bonding company and the contractor, of the City's intention to contract this work. Rum River Contracting was authorized to complete the punch list work at the quoted price of \$9,805.00. A total retainage of \$27,668.50 was held from the last payment to North Metro Asphalt & Contracting as security to complete the punch list work. The final payment to the bonding company will be \$17,863.50. Rum River Contracting has completed the punch list work and staff recommends payment of the attached invoice in the amount of \$9,805.00.

Payment for this project was financed from the City's Street Capital Fund and through funds that are collected from the developer for street improvements in accordance with the Developers Agreement. Funds, as noted, are available and appropriate for this project.

Item E Resolution 2015-46, Proclaiming Constitution Week

The Daughters of the American Revolution, Anoka Chapter, requested that Council adopt a resolution proclaiming September 17-23, 2015 as Constitution Week.

Staff recommends adoption of Resolution 2015-46 Proclaiming September 17-23, 2015 Constitution Week.

Item F Accept Resignation of Recording Secretary

Item G Resolution 2015-47, Proclaiming October Domestic Violence Awareness Month

At the request of Alexandra House, Resolution 2015-47 Proclaims October 2015 as

Domestic Violence Awareness Month. The City provides a financial contribution to the Alexandra House and is very supportive of the services they provide. Staff recommends adoption of Resolution 2015-47 Proclaiming October as Domestic Awareness Month.

Item H Resolution 2015-48, a Resolution Calling a Hearing on Assessments for Retaining Wall Reduction at 553 Lakeshore Drive

Staff recommends approval of Resolution 2015-48 which sets the date of September 16, 2015, at 7:00 PM at the East Bethel City Hall for a hearing assessment for the retaining wall project at 553 Lakeshore Drive.

Item I Supplemental Payment Summary

**Koller stated I'll make a motion to approve the Consent Agenda.** Mundle stated I'd like to **pull Item F. Koller stated I'll revise my motion. Harrington stated I'll second that motion.** Voss stated any other discussion? All in favor say aye?" **All in favor.** Voss stated opposed? Motion passes. **Motion passes unanimously.**

6.0F  
Accept  
Resignation  
of Recording  
Secretary

Mundle stated Item F is accepting the resignation of Recording Secretary Sue Irons, Recording Secretary for the EDA, Parks, Planning, and Roads Commissions has submitted her resignation as of October 1, 2015. Ms. Irons has performed her duties at a high level of professionalism. I just want to publicly thank Sue Irons for her service to the City. She did an excellent job. I would just like to thank her.

**Mundle stated I'll make a motion to approve Item F. Harrington stated second.** Voss stated any discussion? I echo Brian's comment. I joked with her Monday night that I wasn't going to vote in favor. All in favor say aye?" **All in favor.** Voss stated any opposed? That motion passes. **Motion passes unanimously.**

**7.0  
New Business**

Commission Association and Task Force Reports

7.0A  
Planning  
Commission

None.

7.0B  
Economic  
Development  
Authority

Davis presented the staff report indicating expansion of and retention of existing business is a major component of the City's economic development activities. In order to facilitate this goal, the City is sponsoring a Business Retention and Expansion Program. The Goals of the Business Retention and Expansion are to:

7.0B.1  
BR&E Report

- Demonstrate to local businesses that the City recognizes and appreciates their contribution and importance to the local economy;
- To assist existing businesses in solving problems and utilize programs and resources that enable them to become more competitive in local and regional markets; and,
- Develop additional means to assist local business.

As part of the Business Retention and Expansion Program, a visitation program is the first phase of contact with local businesses. The Business Retention and Expansion Visitation program is a joint effort by citizens living and/or working in East Bethel. The University of Minnesota, in association with the City of East Bethel, the East Bethel Economic Development Authority, Connexus Energy, and the East Bethel Chamber of Commerce are sponsoring this effort.

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BR&E Report

A Leadership Team that represents businesses and non-profits serving on the Task Force, along with other volunteers will conduct the business interviews. There are two trainings scheduled for September 9, 2015, from 1:00 to 2:30 p.m. in the Council Chambers at City Hall, and September 17<sup>th</sup>, from 6:30 to 8:00 p.m., at the Senior Center. At these meetings, volunteers will be given information about the business interviews and teams will be assigned to conduct the interviews. A target date of October 15, 2015, has been set to have the business interviews completed. The preliminary survey results are scheduled to be compiled by November 30, 2015.

It is the goal of the BR&E Leadership Team to interview 80 to 100 businesses. The Business Retention and Expansion Committee is still seeking to recruit 10 to 15 additional volunteers to conduct the business interviews.

Upon completion of the interviews, the information will be analyzed and recommendations and plans will be proposed to address those issues identified from the survey data.

The cost of this activity is \$12,000 and Connexus Energy has provided \$5,000 for the project.

Davis stated Jack, if I can add to that and just emphasize that we're still looking for 10 to 12 more volunteers for this Program. It's not a huge volunteer commitment at this level. You're basically going to meet with a couple of our local businesses and do an interview. But, we need a few more people on, 'boots on the ground,' so to speak. So if there's anyone interested you can call City Hall and talk to Jack or Colleen Winter, our Community Development Director, and they'll get you in touch with the right person. Sorry Jack, I had to add that. Davis stated good point, thank you.

Informational; no action required.

7.0C Park  
Commission

None.

7.0D Road  
Commission

None.

**8.0  
Department  
Reports**

None.

8.0A  
Community  
Development

8.0B  
Engineer

8.0B.1  
Lakeshore  
Drive Cost  
Estimate

Davis presented the staff report indicating the City Council received a request by the Coon Lake Beach Community and Senior Center at the August 5, 2015, Council meeting to have the platted but undeveloped segment of Lakeshore Drive between Lincoln and Longfellow Drive surveyed and monuments placed to delineate this right-of-way. Council tabled this request and directed the City Engineer to present a cost estimate to have this work performed.

The City Engineer will present his estimate at this time and this will be open for discussion.

Jochum stated so I think we've got a pretty good 'handle' on what we have and what's out there. Essentially, the lower end of the cost would be about \$2,000 and the upper end

would be about \$3,000, kind of depending on how much you want delineated. You know, every 50 feet, every 100 feet. So, in summary, the cost would be between \$2,000 and \$3,000 to stake that right-of-way.

Voss asked for what length? Jochum stated it's about an 800-foot stretch. Assuming, we'd probably have to put in basically property pins and then some type of identification post, I guess so you can identify it or see where it's actually at.

Voss asked is that identifying both sides of the right-of-way? Jochum stated correct. I think some of that would be in the water though. Voss stated if the aerial is correct, it looks like some of it will be. Jochum stated so that's what I mean. I have a range there. Some of it we won't even mark because if it's in the water, we're not going to put posts in the water. Voss stated discussion?

An audience member asked is it time for us to discuss? Voss stated sure and if you can come up to the microphone.

Patrick Johnson, 447 Cedar Road, stated I was just wondering what the purpose of staking this particular property was. What's the purpose of staking it? Voss asked of surveying where the City right-of-way is? Johnson answered exactly. Voss stated it came at a request at our last meeting from the Coon Lake Beach Community Center. And, their request was to have the City right-of-way, I assume you're in that zone. Johnson stated yeah, I'm the last property. Voss stated I don't know exactly where your property's at. But, along the Lake there so that the City right-of-way can be delineated.

Johnson asked for what purpose? Voss stated well, let me finish. With the understanding that the land on the Lake side of the City right-of-way is owned by the Coon Lake Community Center. That's the purpose of having it surveyed. Johnson stated okay. Voss asked is that fair enough Jack?

Davis answered yes. I think the question was if there was an issue of ownership and there was a question called as to the delineation of it, that could be apparent in the field if markers were set, what was City right-of-way and what was private property.

Johnson stated okay and City right-of-way being road easement? Davis stated that would be the 40-foot Lakeshore Drive right-of-way. Voss stated it's not an easement. Davis agreed and stated no, it's not an easement. Voss stated it's a right-of-way. The City owns that property.

Johnson stated and then would we be notified of the time of the survey? Voss stated we could. It's pretty easy. Johnson asked and do we have to approve the right to do the survey? Voss asked on City property? Johnson stated no, I mean if they come on my property. Voss stated they shouldn't need to. They should be on the right-of-way unless, hopefully they'll have waders.

Vierling stated they shouldn't need to but by Statute, surveyors do have the right to go on the property to initially locate pins and things of that nature. Johnson stated okay.

Johnson stated I'd personally be willing to consider a Right of Entry if the attorney could draw something up, if this is what you guys are considering. Voss stated well, this is State Statute, right? Vierling stated thank you for that but I don't think we need the Right of

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Lakeshore  
Drive Cost  
Estimate

Entry. The surveyors know they have the right to go on property to locate pins and to make their calls. They're usually not on there long. They are there for a few minutes to make their calls and judgments and then move up the line. Certainly they don't have a right to enter your premises. They wouldn't be doing that but in terms of locating the lines and trying to adjust where things are, making their calls, they're allowed to set up their instruments and make their sight lines and calls.

Voss stated can we ask what's your concern? Johnson stated I don't have any concern. I'm just here to understand the reason for doing it and whether I'd be notified. I have five kids and I just don't want somebody going out there that I don't know when.

Voss asked how far off of Longfellow are you? Johnson stated we're adjacent to Longfellow. Voss stated so you're kind of on the corner. Johnson stated we're on the corner, yeah. Voss stated by the looks of it, that's the widest part of our right-of-way right there, I think. Johnson stated correct. Just the last time they came on my property to do a survey, they left big holes in my yard, basically, and didn't fill them in. And, I have young kids. Voss asked to look for pins you mean? Johnson stated to look for pins, yeah.

A lady in the audience stated they left my yard too. Johnson stated yeah, they just left it a mess. Voss stated well, our Engineer just heard that comment. Johnson stated perfect, thank you. Voss stated thank you.

Voss asked Greg, in the field they're going to set pins but are they going to put any markers out? Lath or flag or anything? Jochum stated I was thinking like a steel fencepost. Otherwise, short of that, if someone doesn't want them there, they're not going to stay very long. Voss stated so you're not going to put in permanent pins? Jochum stated we'll put in a pin and then a post by the pin. Voss stated to mark it, okay. Jochum stated on the City side, the right-of-way side. I guess that was my plan if that's acceptable.

Harrington stated I guess I've got a question. When that gentleman was up here, why are they doing this? Do they have a problem down there with something that they're surveying? You know, having a survey like this. Is there a problem down there? Somebody have a problem? I mean I know there's dock rental and things like that down there. Is there just, they want it surveyed? Voss stated it was at the last meeting that Ed was here, right? Davis answered yes. Voss stated so you two weren't here for that discussion, I guess.

Voss stated and tell me if I'm wrong, okay. My understanding is that the Community Center is concerned that there's been use of, I'm going to paraphrase, use of their property for dock space and other items that are located on the Community Center property. The Community Center's practice is to lease out dock space along the Lake. This isn't the only spot along the Lake that they own, it's a long stretch. And, I think what was presented to us at the last meeting was that there's been some conflicts and the Community Center would like to resolve the conflicts and one way that the Coon Lake Community Center feels that would help clear the understand of where all these properties are, is for the City to stake out, survey, where the City limits are on the right-of-way along that stretch. With the understanding that the Lake side of the City right-of-way, if there's any real estate left, is then the Community Center's property. Harrington stated okay.

Voss asked Ed, was that fair? Okay, thanks. So that was at the last meeting. Ed Fiori made the presentation on behalf of the Coon Lake Community Center.

Ronning asked Mark, the City's obligation to a request like this? Vierling advised it's a discretionary request. They're asking you to delineate your right-of-way so that property owners on either side could tell where their properties begin and end. It's certainly a discretionary call for the City in terms of whether or not you wish to expend funds to do that. But, not uncommon as cities will send surveyors out periodically to locate right-of-ways in areas that have some issues for property ownership just so that issue can be put to rest.

Voss asked Mark, when you say that, you are talking about private property owner disputes? Or, disputes with cities? Vierling explained usually in terms of where the right-of-way is. It usually always comes up relative to where the adjacent private property is next to it. So once the right-of-way has been located and marked, then people usually have a reasonable expectation as to where their lines begin and end.

Ronning asked are we looking for Council action on this? Voss stated the request is for the City, from the Coon Lake Community Center, to survey this. I'm sorry, would you like to come up? If you can state your name and address for the record please.

Amy Swisher, 428 Aspen Road, right down there along Lakeshore Drive, the imaginary, you know, invisible road. Question is. This was done in 2010 by the City and what at that time was found? You know, there was money spent on this exact same thing at that time. Why are we doing it again? This was the same issue back in 2010. Remember? That's when we were talking about it. You guys were out there and did the same thing. What was ever the result of that? Is there a file on the findings at that time? And, what has changed, I guess is my question.

Davis replied there is a plat available that shows where monuments were located. However, it just identified the location of the monuments. It didn't delineate where you could go out and actually look on the ground and easily observe those. So, I think the request this time is to go back and re-find those monuments that were originally identified and then mark them with something that's readily identifiable when you're out there on the City right-of-way.

Jochum stated and to set additional monuments because the monuments were somewhat sparse. So, it would be a process of not only finding what's there but setting additional ones if you want it delineated better. Voss asked are you planning to put pins at the property corners? Jochum stated not every one but, again, that goes to say how much do you want it delineated? Every 50 feet? Voss stated well the purpose is not to delineate private properties. Jochum stated right, it's more of a just a visual. This is the right-of-way.

Ronning asked and it would correct erroneous monuments? Jochum stated I guess we didn't find any. Of the monuments that are there, they seem to fit the plat very well. That's our other option. We can just uncover the ones that are there and put a post. I don't know how well that would delineate the right-of-way.

Ronning stated when they put their equipment to the satellites and stuff up there; it's not unusual that those things move two-three feet or so. Jochum stated oh yeah. Sometimes you'll even find more than one surveyor's pin at one corner within a foot. Again, we didn't find that in the monuments we found. But, we're not going to get into a real complicated property survey if that's what it ended up to. But, again, we did some research. We think the plat fits pretty well with what we found out in the field. So, it's kind of what the estimate was based on. But in no regard do we want to try to resolve private property issues

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if there were any.

Lakeshore

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Voss asked Craig, are you creating any kind of new plat map off of this? Or, are you just staking? Jochum stated it would be more of an exhibit, yeah. Like where we set a pin, where we found a pin, and where we put a marker.

Voss asked water edge? Jochum stated probably water edge, we'd pick that up when we're out there. Voss stated I think that would be important to know the water edge here. Jochum stated it would be similar to the map you already have except it would be a little more, a few more pins set. We could show the waterline.

Ronning asked do they file this someplace that is a legal document that this is the recognized properties? Jochum stated no, that would not be filed. We could. We could do a right-of-way plat mark.

Ronning stated if we're going to spend the money, I'd like to know what we're going to get for it. It's not huge money. Vierling stated the City will have the drawing here for public viewing that will identify what they located and where they set pins. Ordinary High Water Marks and other types of things. There's not going to be a filing with the County Surveyor or anything of that nature because there are really no proceedings that are going on anywhere relative to real estate title. But in terms of the City right-of-way, at least the map will be here and available for public inspection.

Voss asked is your concern making sure that documentation survives? Ronning stated it sounds like we've already paid for one. I don't want to pay for a third one, or fourth, or fifth.

Voss asked what was the level of effort back in 2010 when this was done? Do you recall? Jochum stated I think we went out there for a day and found the pins that we could, in place basically with iron locators. Kind of where we thought they were. Those were surveyed and a map was developed. That's the map we have now. Voss stated okay.

Ronning stated so there would have been a cost there. It wasn't donated labor. Jochum stated correct. Again, I'm saying if that's what you want, we can do that too. We just go back out, uncover these, put posts by them. That's probably six hours worth of work.

Voss stated I'm thinking if you're going to do that effort, having where that waterline is, is important too. On the aerial plat overlay, it's showing that in a couple areas, the right-of-way is almost entirely in the Lake.

Ronning stated I guess as far as what we're getting is it something to be protested in the future? Or, if we're not, 'X' marks the spot? Jochum stated the pins that are set will be accurately set. Voss stated unless the lakeshore changes, which it does.

Voss stated part of the question; I mean we understand the Community Center's objectives. I think we do, is as a City having this information, what do we do with it. Just as the Community Center has a concern over private use of their property, cities generally have concern over private use of City property too.

Ronning asked do you have a survey company in mind? Jochum stated yeah, about 40% of our work is survey. Ronning asked who is it? Jochum stated our chief surveyor is Charlie Christopherson. Voss stated Hakanson Anderson is the surveyor. Ronning stated oh, yeah,

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Lakeshore  
Drive Cost  
Estimate

keep it in-house. Voss asked Craig will be out there, right? Ronning stated anybody out there that's leaning on shovels?

**Ronning stated I'll move to approve \$2,000 to \$3,000 window to permit survey of the identified area by the City Engineer. Koller stated I'll second.** Voss stated any discussion?

Mundle asked are there any other spots on the Lake that may have this issue in the future? Voss stated to the south, right? Because, we have road around the rest of it. Davis stated if you go south of Lincoln all the way down to the Ham Lake border, there is some potential there. But there are only one or two residents on the side of Cedar, on that side. And, most of that property, and by 'most' I mean like 90% of it, is City owned.

Mundle stated so this is really the only trouble spot on the Lake. Davis stated that's the primary issue. The rest of it is a developed street. Lakeshore Drive is developed and paved from Lincoln to Laurel. So, that's the other part of it. This is the only part that's platted but undeveloped where there is some residential development that surrounds it.

Voss stated the question I have is since the Coon Lake Community Center brought this forward requesting us, they've got a vested interest in this. Would it be permissible for a representative of the Coon Lake Community Center to be there while the surveyors are there? So they can see first hand? Vierling stated I think the surveyor's going to be out in public view. They're not going to go behind 'closed doors.'

Voss stated why don't they just be there so they can see where the stakes are ending up so they don't come back a week later and maybe, I guess I'm trying to avoid any potential conflicts. If the City's already on the property, do we have a problem with someone else from the Community Center being there so they can see where the stakes are? Davis stated it's public right-of-way so we really don't have any say on the matter. Ronning stated public right-of-way and they're doing a public service. Voss stated that's my view on it too. Ronning stated it doesn't hurt to clarify it. Vierling stated they can watch. (*inaudible*) Voss stated I just think it would avoid some potential conflict later on. Ronning stated sure.

Voss stated any other discussion? Okay, hearing none, all in favor say aye?" **All in favor.** Voss stated opposed? That motion passes. **Motion passes unanimously.**

Voss asked Craig, how soon do you think you'd be out there? Jochum stated probably in the next couple weeks we can get out there and get it done. Voss stated okay, if you could work with Jack on notification to notify the neighbors there.

8.0B.2

Castle  
Tower's  
Project  
Update

Davis presented the staff report indicating at the last meeting we discussed that the bids for the Castle Towers Wastewater Treatment Plant Decommissioning Project were received and opened on July 24, 2015. The project included removal of all site buildings, biosolids, underground piping, and the liners. Upon completion of the project, the property could be considered for other uses. Two bids were received for this project. A copy of the bid tabulation was presented at the last meeting. The bidders were Belair Builders at \$505,527.00 and Veit & Company at \$661,815. The remaining municipal sewer and water bond proceeds available for this project are \$200,000.

The majority of the cost for this project includes removal and disposal of the biosolids at \$285,558. The specifications required the contractor to secure and permit a land application

8.0B.2  
Castle  
Tower's  
Project  
Update

site for the biosolids. Since the permit for land application would not be pursued until after the award of the contract, there is a degree of uncertainty, or risk on the contractor's part for the land application of the solids.

This information was presented to Council at the last meeting and Council requested the City Engineer to further review options to reduce the costs of this project. Potential options to reduce the cost of this project could include:

1. Utilizing a Type IV Operator per Minnesota Rule Chapter 7040 to permit the land application of biosolids. The City could work with a Type IV Operator directly to permit the application of the biosolids prior to requesting bids for their removal. There is a potential to permit the disposal of some of the biosolids on site as a top dressing over the entire property.
2. Only complete the items required to decommission the Plant. In general, this would include removal of the biosolids, underground piping, and liner, and leaving the existing buildings in place until later to be removed.
3. Have some of the staff complete some portions of the work.
4. Have the City be the general contractor and contract these various functions out with subcontractors.

Craig's going to give us a little update on where we are with the biosolids and then I'll follow up with some information on property contacts we've had.

Jochum stated so we've looked into this a little further. As Jack said, the significant cost is the biosolids disposal. Again, the two options are maybe a portion of the biosolids being disposed of on site and then the rest off. Or Option 2 would be all off site. Jack and Nate have actually identified landowners in both Isanti County and Anoka County that have some interest in the biosolids. I have identified a Type VI Operator that would work with us to fill out the necessary paperwork for the land application sites. So, in general, how it would work is we would turn this over to the Type VI, give him the contacts for the application sites that we decide on. He would fill out the necessary paperwork, which would go to the MPCA. Once that's approved by the MPCA, they would provide a public notice or comment period. A 30-day comment period, which is required. That's where, according to what I've been informed by the Type IV, the on-site thing might stumble given that it's very close to residential property. If they get enough objections from the residential area, they likely will not permit it on site. But that isn't saying we are going to get that much objection. So, it may still be worth pursuing that option given the cost savings it would relate to. But in general, we probably are going to need at least one off-site disposal area and for the most part, each site, permitting is going to be about \$2,500 if it's in Isanti County, \$3,500 if it's in Anoka County, because Anoka County charges an additional \$1,000. They have their own public process that they charge you for.

Jochum stated one thing to note. In Isanti, is Athens Township, the only township in Isanti that doesn't allow bio-solids application. So, we can't even look in Athen's Township. Other than that, the process takes about 60 to 90 days. Given the time of year, we're probably looking at a spring application of the biosolids. Other than that, I guess once we have a site identified, we could either get quotes from qualified individuals to load the biosolids and apply them or the City could subcontract, however they feel fit to do so.

Voss asked how much land area do we estimate is needed to spread? Jochum stated it really has to do with the nitrogen and there isn't much in this stuff so it's probably likely under a 40-acre parcel.

Voss asked what's the general restriction in terms of the buffer to residential? Jochum stated generally they want about 1,000 feet to a residential density. Voss stated so almost a quarter mile then. Jochum stated yeah, not necessarily one farmstead. Like next to the site we have Whispering Aspens, a residential development.

Voss stated I was just thinking about the two larger areas that were sort of used for that purpose already.

Jochum stated actually on site it kicks into what they call a 'remediation application.' So, you don't have to meet any separations. It's more the public process. So, if they notify it to the public and they get five-ten complaints, it's likely not going to be allowed.

Voss asked how much of an odor issue is it with this? Jochum stated I don't think it's going to be much. It's pretty inert. You go out there now, you don't smell anything. Voss stated but once you start churning it, spreading it, that's when. Jochum stated yeah, you might. Voss stated we don't even know what the fields will be like this spring when farmers spread. Jochum stated a couple staff members, a few years back, had to move it around. Maybe want to ask them.

Harrington asked what's our timetable on those biosolids? Is it next October that they have to be out of there? Jochum answered correct. Ronning stated of 2016. Jochum stated correct.

Ronning stated this extra \$1,000 for Anoka County, are there any services that come with that? Jochum stated other than that, I guess evidentially they do their own public notice. So their staff reviews the application in parallel with the MPCA and they also do their own public notification. But Isanti does not charge for it.

Davis stated Nate and I have identified five potential landowners who are interested in this. Two of them within the City of East Bethel and three of them in Bradford Township in Isanti County. We'll be working with Craig closely within the next week or so to determine what type of application it would be, whether it would be a sludge type application or a direct solids application, whether or not they could be delivered and stockpiled and let the owner then actually apply the product themselves at some date that's convenient for them, and come up with two sets of specifications so we can get quotes on these.

Voss asked do we, at this point, have an idea of what the cost savings would be? Jochum stated I guess I was thinking if we had a site permitted, and the solids basically pushed up and somewhat dry, I would think around a \$15 a yard. It would be more of a backhoe/load truck up operation. So \$15 times 7,000 is \$100,000 versus \$285,000.

Voss stated well, almost a third. So the only cost we're anticipating then is the City's cost to load and transport? Jochum stated correct. Voss asked there's no fee paid to the landowners though? Jochum stated I guess that's going to be a negotiation thing. If we find someone really close and he doesn't see much nutrient in the biosolids and wants \$5,000, it may be worth the trucking.

Voss stated the reason I'm asking the question is, do we have to be worried about competitively bidding this if it's at a certain dollar amount. Davis stated if it's over \$100,000 we have to competitively bid it. Voss stated well, that's the construction. I'm thinking more of the application site.

8.0B.2  
Castle  
Tower's  
Project  
Update

Vierling advised in terms of removing the waste and distributing it, you're not under competitive bidding on that. Voss stated okay. Vierling advised in terms of decommissioning and demolition of the Plant, you are. Voss stated I'm thinking more of the application. Jochum stated the farmer end of it. We have five sites. Do they have to competitively bid for it. I can't imagine we would pay them much, if anything. And it for sure would be under the...

Ronning asked would this come under the definition of maintenance? Vierling advised it's a form of maintenance. Ronning asked and for the bidding process? Vierling stated well basically, you're removing a waste product from one of your sites and disposing of it. Voss stated it's not closed until it's gone. So, it's still an active site.

Ronning asked is there a cost for the permitting? That's a dumb question, of course there is. Jochum stated the Type IV, he thought he'd have, he's about \$100 an hour and he'd have 20 to 30 hours in per site. Then you have the extra \$1,000 for Anoka County so that's \$2,500 to \$3,500.

Voss asked if we go to multiple sites within Anoka County, is it just one fee? Or, is it multiple fees? Jochum stated that I don't know. Probably multiple because it's a different notification area.

Davis stated we would also have a cost too for the removal of the liner that will have to be taken to a landfill to be disposed of. So, that's one thing that we'll have to start getting quotes on that cost also. Ronning asked is that separate? Davis answered that would be separate from this, correct.

Voss stated this is where we can get into bidding smaller pieces, which opens up the pool of potential contractors rather than only the two bids we got. Jochum stated the capabilities go way up. Voss stated that's what the last discussion was because we had a bidder that did everything, that reduces the number of people that can do everything. You know, spreading it out. Vierling stated the other thing is that he's his own general contractor. Voss stated and we can do it at our own pace. We don't need to rush here. Jochum stated right.

Ronning asked will this be brought back to Council at some point? Voss stated you're looking for direction now, right? Davis stated we're just giving you an update now and this is what we've found out since we opened the bids and presented them to you. We rejected the bids the last time and decided to look at pursuing this with essentially the City being the general contractor. So, this is what we've found to date. We've identified some sites. We believe that this is in our best interest to pursue in this manner and hopefully we can get this done and still stay within the budget that we originally set out with. We'll probably be hearing more about this than you'd like to hear before it's over Tom. Ronning stated I hope so.

Davis stated we did talk to one contractor this week that was potentially interested in this so I think we'll be able to get some interest in the removal of the biosolids.

Voss stated good; anything else on this? Jochum stated no, thanks. Voss asked any more questions? Okay, moving on.

Informational; no action required.

8.0C  
City Attorney

None.

8.0D  
Finance

None.

8.0E  
Public Works

None.

8.0F  
Fire  
Department  
8.0F.1  
Monthly  
Report

DuCharme stated good evening. Thank you Mr. Mayor and Council. I've got the July report for you to go over. It's in your package. In July of 2015, the Fire Department responded to 54 calls. 39 of those were medicals or EMS calls. We did have three vehicle accidents. One of those was a motorcycle accident that collided with another motorcycle. We had half a dozen fire alarms, which is a little bit unusual. But, there again, sometimes that happens. On our medicals, as I said we had 39 medical calls and of those 39 medicals, we did help transport 34 of those. Our Fire Inspector was out and did make a number of inspections for us. Eight businesses were hit for inspections plus we did two plan reviews. Any questions on July?

Harrington stated underneath your violations, Mark, at the Theater it says sprinkler in ceiling tile. What was the ceiling tile? DuCharme stated ceiling tile had been cracked and open so it was just a matter of getting that replaced and fixed and making sure that particular sprinkler was through the tile and had proper access. Harrington stated okay, thank you.

DuCharme stated coming up in October is Fire Prevention Week and we did decide that October 10<sup>th</sup> is going to be the Fire Prevention Open House. We always have that at Station #1. We also will continue our Chili Contest if any Councilmembers are interested. We highly encourage you to enter the competition. It's always a lot of fun.

DuCharme stated I did have a chance to report to you now the first half of the year as far as where we're at. For the first half of the year, in 2015, we responded to 288 calls. Actually, that's a record for the Fire Department. We're about 20% higher than we were a year ago at this time for whatever reasons. It looks like our medicals are about the same percentage and things. It's just a little busier time.

DuCharme stated of those 288 calls though, 194 were medical related. In other words, we went out to help people who were sick and injured and things like that. Of those 194 calls, 162 we helped load the ambulance and have the people transported. So, the long and short, 83.5% of the medical calls we've been going on, they're either sick enough or hurt enough that they need to go to the hospital. That's kind of an important statistic. It lets you know that what we do on the EMS side is really valuable.

DuCharme stated we'll see how the second half of the year goes. As I reported to you, the July 54 calls are about 10 above what we were a year ago for July. We could see that this could be a trend, that we're seeing numbers go up.

DuCharme stated in July we did have our Booster Days and the dance is what we call a success. Even though the numbers were down, we did have people there and it looks like the Relief Association did meet some of their goals. So, we appreciate all the support we got there from the public. Any questions?

8.0F.1  
Monthly  
Report

Mundle asked did we get anywhere on setting up a mock disaster drill? DuCharme stated we are going to sometime this fall. We're not going to do actually the mock disaster drill. Mundle joked we're going to do a real one? DuCharme stated no, we're not going to do a real one. We're going to do tabletop. So, more on that to come. Mundle stated okay, just curious. DuCharme stated and the tabletop, you know, would probably be like a Work Session right before the Council meeting.

Voss stated thanks Mark. DuCharme stated see you in September.

8.0G  
City  
Administrator  
8.0G.1  
2016 Budget

Davis presented the staff report indicating as a result of budget discussions conducted by the Budget Committee and the July 8, 2015, Council Work Meeting, City Council has been presented with a preliminary budget that proposes a property tax levy to accomplish the goals and objectives for 2016 City activities.

The proposed preliminary 2016 General Fund Budget is \$4,973,300, which is an increase of \$124,600 or 2.6% over the 2015 budget for this category. The major components of this increase are personnel and contract obligations, public safety cost increases, and 2016 election costs.

To support this proposal, a General Fund levy of \$4,109,300 would be required for 2016, which is an increase of \$58,800 over the 2015 Budget.

A Debt Service Levy of \$1,142,000 to meet bond debt obligations is necessary for 2016. This amount represents an increase of \$18,000 or 1.6% over this category in the 2015 Budget.

The proposed 2016 Preliminary City Levy is \$5,251,300 or 1.5% increase than the 2015 Budget. This is .1% less than what was originally presented. Since we had our last budget meeting, we have finalized and certified our LGA funds, which came in at \$3,000 over what was presented. We were able to save another \$3,000 in Mid-Continent costs due to renegotiations of a contract.

Special Levies must be submitted to Anoka County by September 15, 2015, and the preliminary budget must be submitted by September 30, 2015. The preliminary budget can be reduced but not increased prior to the adoption of the final budget in December of 2015.

Staff is seeking direction as to the need for additional discussion on the proposed 2016 Budget or a decision to place the proposal as is on the September 2, City Council agenda for consideration for approval.

Voss asked discussion. Mundle stated so essentially it came in less than what we discussed before? Davis stated yeah, 1/10<sup>th</sup> of a percent. It was reduced from a 1.6% increase to a 1.5% increase. Mundle stated well, less is better. Davis stated it sure is. In this case, it is.

Harrington asked do you need a motion on this? Davis stated yeah, we have the opportunity, if we want to further discuss this, to schedule a Work Meeting for next Wednesday as part of our regularly scheduled Work Meeting. We can continue discussion now. We would like to have, hopefully, reach some type of decision, whatever we want, if the budget is acceptable, if there are further reductions, on September 2. We would have one more Council meeting to do the preliminary budget. The Special Levy, which is the EDA, has to be in. We would have to consider it at the next meeting to get it in by the 15<sup>th</sup>.

So, I'm asking if you are satisfied with what's been presented or if there's need for further discussion. If there's need for further discussion, do you want to do it at the next Work Meeting?

Ronning stated for general principle, I'd like to see the total instead of one increment and then another one come. EDA is a separate increment? Davis stated the EDA is part of this budget but has to be submitted to the County by the 15<sup>th</sup>. But the rest of it doesn't have to be submitted until the 30<sup>th</sup>. It's kind of crazy. It used to be everything was due by the 15<sup>th</sup>. Now they've separated that out. So, I want to be able to send them both in together.

Voss stated the EDA, that was discussed when we had our budget meetings before. Davis stated that's correct and the EDA levy is the same as it was last year. Ronning asked did I misunderstand when you said that the EDA is still coming in or something? Davis stated no, it was part of the budget presentation. That levy was proposed to be at \$124,000. The same as it has been for the last three years.

Ronning stated well, maybe save this for a Work Meeting or something. For the Debt Service Levy, it only goes up by \$18,000 to make that payment? Davis replied correct. Ronning asked how do we do the rest of it? You must have a 'buck stretcher' back there someplace. Davis stated some things in the Debt Service are variable and a few of the others went down a little bit. It was enough to compensate. The big increase was the one for the 2015A Bond, which went up 3%. That constituted the bulk of that increase. The other one, the one for the increase for the 2014A, which was refinanced, we increased that one \$30,000 the previous year so it remains the same at \$30,000. The increment still remains in place but there was no increase in it this year.

Voss stated I guess the real question is, is there any items in the budget we desire to discuss further that we haven't discussed previously? And if not, we might as well get the preliminary levy passed.

**Harrington stated I'm going to make a motion to propose a 2016 Budget be placed on the proposal for the September 2<sup>nd</sup> City Council agenda for consideration for approval. Mundle stated I'll second. Voss stated discussion? All in favor say aye?" All in favor. Voss stated any opposed? That motion passes. Motion passes unanimously.**

**9.0 Other**  
9.0A Staff  
Reports  
  
Reserve  
Capacity  
Loan Contract

Davis stated Mayor Voss and I met with Met Council last week, the Environmental Services Committee. Our proposal and their compromise proposal for the Contract amendment were presented to that group. We made a presentation. Mr. Jason Willett of the MCES staff made a great presentation. He was a very good advocate on our behalf. That Committee unanimously approved the amendment, which would set a cap of \$2 million on the Reserve Capacity Loan. It would increase our, we would pay a \$700 SAC increment over the urban rate, but our rate, which is not the urban rate now, would go back to the urban rate plus the \$700. So in two years, our SAC rate is going to be equal to be what it would be under the 4.9% increase. The big difference there is that our rate is going to go up, maybe \$50 a year as opposed to \$150 a year. In the end of this thing, our SAC rate under the current contract we have would be approximately \$6,400 per unit. With this it would probably be closer to \$4,000 in 20 years.

Davis explained the other thing it did, it freezes this rate. If the \$2 million cap is triggered and our SAC rate doesn't go up at all until the urban rate catches up with us. It would eliminate the Reserve Capacity Loan payment once the \$2 million cap is triggered. The

Reserve Capacity Loan Contract

Reserve Capacity Loan payment is a payment that's equal to our flow charges. In other words, we pay the Met Council 'X' number of dollars based on how many gallons they treat, which is standard procedure for every City. But, we pay the same amount that's our loan payment for the Reserve Capacity Loan also. So this year it was certified in at around \$30,000. As flow rates go up and development happens, it will go up. Of course, we'll be having some additional SAC revenues but that's a huge potential savings for us.

Davis stated overall, depending on what our growth numbers are, and you can plug any number in, but conservatively you can estimate a minimal savings of \$10 million and a worst-case scenario of \$30 million. So, the Committee did approve this and now it will go to the entire Met Council. They'll meet Wednesday, August 25<sup>th</sup>, to consider the amendment. I think it's a very good deal. I want to commend everyone that worked on it, the City Councils, the previous City Council, this City Council, the Met Council, the Environmental Services Committee, and our staff. I think everyone did a real good job in achieving a difficult compromise. I think everybody had the right goal in mind and everybody worked towards achieving that.

GIS on Website

Davis stated one other thing I'd like to report is our Geographic Information System is now available to the public. It's on the website. There's a few little things we're going to be 'tuning' up on that, especially where to find it on the web page. Those things should be completed within the next week or ten days. But for those that are interested, just go under 'News and Announcements,' click on 'GIS,' and it will take you to the page. If anyone gets on there and has any questions, please call City staff and we'll answer anything you have and help you navigate through any questions you may have on it.

9.0B Council Report – Member Ronning Council Member Harrington

Ronning stated I don't have anything.

Harrington stated this past Thursday, I attended the Chamber of Commerce meeting at the Minnesota Fresh Farms. Senator Benson and Representative Hackbarth were there. They had a lot of good information, what's going on down in St. Paul, they're talking about the gas tax and some transportation bonding. But, it was a good informational meeting.

Council Member Koller

Koller stated I was at the Sunrise River Watershed meeting. Right in the middle of having the carp barriers installed. There are two of them going in right now. We've got rain gardens going in around Coon Lake in various spots and some of them are complete. Some of them are almost complete. Then we approved \$1,800 to have an audit done to please BWSR. Voss asked without much consternation this time? Koller stated yeah, that's about it.

Council Member Mundle

Mundle stated I attended the Firefighters staff meeting the other week. Mark pretty much covered everything but I just thought I'd bring up again, October 10<sup>th</sup>, Fire Department's Open House and Chili Cookout. If you haven't attended that, it's a pretty cool thing to go out and see all the equipment, all the fire trucks, and there's a 'boatload' of chili you can try. None of it's terrible. Voss stated it is good. Mundle stated that's all.

- GIS Voss stated the EDA was Monday night. Jack was there and actually the focus was presentation or discussion about the BRE and what the City's doing. Then Colleen made the presentation, she actually had the GIS up on the screen and went through it. For those in the audience, it's Geographical Information System, it's on-line mapping. The County has something but what the City now has is far more powerful and it's right on our website. It's meant as a tool to help City staff but it's also meant as, it's again a useful service to the public and to others who are interested in the City. If you have some time and just want to mess around with that, it's a neat thing to look at.
- Road Projects Voss stated I see the overlay is done on County Road 21. That's a nice beautiful drive now, nice and smooth at lease, which is good. It looked like the safety improvements on Viking are starting. Davis stated they are. They are getting ready to start the striping work and the reflective centerline. The County notified us that they haven't scheduled the pre-construction conference yet for the installation of the actual lights themselves but that should be happening within the next couple of weeks. Voss asked the striping is from 65 to Linwood? Davis stated 65 to Linwood, correct. Voss stated so the eastern side of Viking Boulevard. That's all I have.
- 9.0C Other None.
- 9.0D Vierling stated for the benefit of the public and for the record, we'd note that the Council's about to go into Closed Session to review issues of possible purchase, the sale of real property under Minnesota Statute 13D.05, Subd. 3(c). The properties being impacted under the discussion are identified by Anoka County Property Identification Numbers 29-33-23-33-0002 and 32-33-23-22-0002. With that being said, we'd also note that the City will be maintaining a digital recording record of the Closed Session for the period of time required by law and after the Closed Session has concluded, the Council will come back into Open Session and will announce any actions that have been taken during that Closed Session. With that being said Mr. Mayor, I recommend that a motion be made to go into Closed Session for the purposes I've indicated.
- Closed Session Purchase or Sale of Real Property
- Move to Closed Session **Mundle stated I'll make a motion to go into Closed Session at 8:18 p.m. for the purposes that the City Attorney has indicated. Harrington stated I'll second.** Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated opposed? Motion passes. **Motion passes unanimously.**
- Reconvene Open Session Vierling stated coming back on the record at the present time, we'd note that the Council has concluded the Closed Session meeting that was attended by the Mayor and all members of the Council in addition to City Administrator Jack Davis, and myself as City Attorney. We reviewed issues with regard to properties identified as Property Identification Numbers 29-33-23-33-0002 and 32-33-23-22-0002. Vierling stated staff received input and discussion from Council with regard to strategy and activities to be pursued but no specific motions were made or taken during the course of the Closed Session. That being said Mr. Mayor, there's no more report on the Closed Session. Thank you.
- 10.0 Adjourn **Harrington stated I'll make a motion to adjourn. Koller stated second.** Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated opposed? Motion passes. **Motion passes unanimously.**

Meeting adjourned at 8:42 p.m.

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



# City of East Bethel City Council Agenda Information

**Date:**

September 2, 2015

\*\*\*\*\*

**Agenda Item Number:**

7.0 A.1

\*\*\*\*\*

**Agenda Item:**

IUP for keeping of farm animals - Joseph & Amanda Pikala, 4423 Viking Blvd NE

\*\*\*\*\*

**Requested Action:**

Consider Granting an Interim Use Permit (IUP) for Joseph & Amanda Pikala for the keeping of Farm Animals

\*\*\*\*\*

**Background Information:**

Joseph and Amanda Pikala are requesting an IUP for the keeping of six (6) chickens on their 2.48 lot. The chickens will be housed in a 4' x 8' chicken coop with an 8' x 24' run which will be located 25 feet from the property line. Their property is zoned Rural Residential and they meet the requirements of the Ordinance, Chapter 10. Article V – Farm Animals and Amendments.

\*\*\*\*\*

**Attachments:**

1. Location Map
2. Site Plan
3. Additional requirements for chickens

\*\*\*\*\*

**Recommendation(s):**

The Planning Commission recommends City Council consider approval of an IUP for keeping six chickens for Mr. and Mrs. Pikala, located at 4423 Viking Blvd NE, East Bethel, MN 55092, PIN 25-33-23-24-0016 with the following conditions in addition to those required in City Ordinance:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and the City.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals and related amendments.
3. Permit shall expire when:
  - a. The property is sold, or
  - b. Non-compliance of IUP conditions
4. Property owner shall have thirty (30) days to remove approved domestic farm animals upon expiration of the IUP.
5. Conditions of the IUP must be met no later than October 1, 2015. IUP will not be issued until all conditions are met. Failure to meet conditions will result in the null and void of the IUP.
6. The IUP shall be for a term of three (3) years at which time the applicant will be required to re-apply for an IUP.
7. Property will be inspected and evaluated annually by city staff.

**City Council Action:**

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

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

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

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

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



## Parcel Information

1 in = 376 ft

PIN: 253323240016

Acres: 2.48

Owner Name: PIKALA AMANDA & JOSEPH M

Address1: 4423 VIKING BLVD NE

Address 2: EAST BETHEL, MN 55011

Site Address1: 4423 VIKING BLVD NE

Site Address 2: EAST BETHEL, MN 55011-9523

Zoning: RR

Shoreland: null

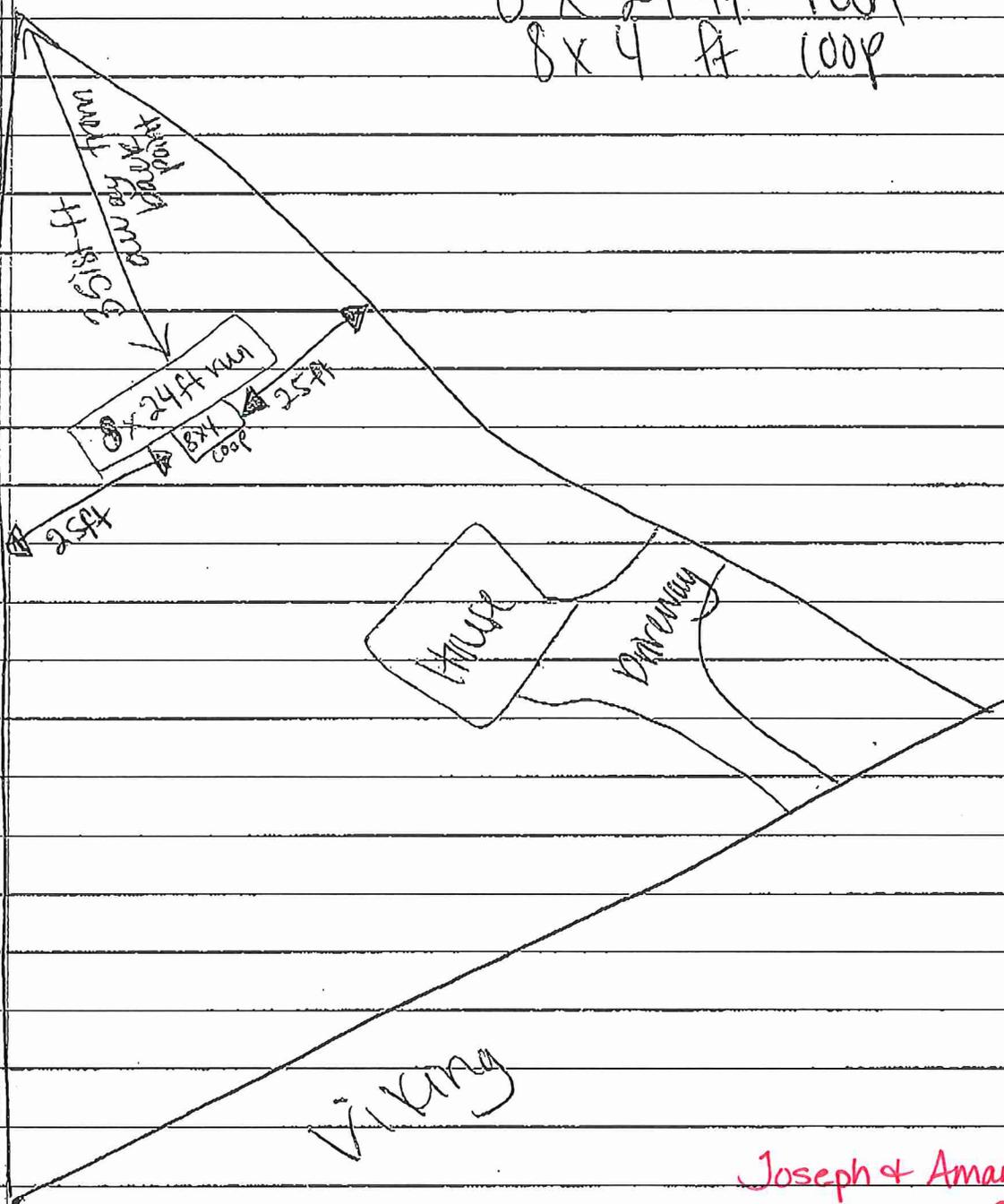
Legal: LOT 1 BLOCK 1 GOOSE LAKE EST



August 6, 2015  
146

Lake

8 x 24 ft run  
8 x 4 ft coop



Joseph & Amanda Pikala  
 4423 Viking Blvd  
 25-33-23-24-0016  
 IUP - Chickens



## Requirements for the Keeping of Chickens

1. The use of the property shall be single-family residential;
2. The property shall contain one (1) detached single-family structure. Chickens shall not be permitted on vacant properties or those containing multi-family residential buildings including duplexes, townhomes and apartments;
3. Chickens shall not be kept inside the principal structure;
4. No person shall slaughter chickens on-site except when in an area of the property not visible to the public or adjoining properties;
5. Chicken coops and attached exercise pens shall be provided for all chickens;
6. Coops and pens shall be fully enclosed and constructed of durable weather resistant materials;
7. The floor area of the coop shall be a minimum of 2 sq/ft in area per chicken;
8. The floor area of the attached pen shall be a minimum of 6 sq/ft in area per chicken;
9. Coops and pens shall meet all setback requirements required of accessory structures;
10. Coops and pens shall be located in rear yards only;
11. Coops larger than 200 sq/ft in area shall meet all accessory structure requirements of the City Code including those pertaining to location, size, number, height, use and design.
12. Chickens shall be kept in coops and/or pens at all times unless in fully fenced-in back yards while under supervision;
13. All food stored for chickens shall be kept in rodent proof containers stored inside coops or other buildings; All premises in which chickens are kept or maintained, including coops and pens, shall be kept reasonably clean from filth, garbage and any substances which attract rodents. All feces shall be collected and properly disposed of on a regular basis;
14. Chickens shall not be kept in such a manner as to constitute a public nuisance as defined by the City Code of City of East Bethel
15. The City may enter and inspect any property, including the coop and back yard, at any reasonable time for the purpose of investigating either an actual or suspected violation or to ascertain compliance or noncompliance with the Certificate of Compliance and the City Code.
16. No more than 6 chickens can be kept on lots between 0.5 acre and 3 acres in size.
17. No roosters shall be allowed on lots between 0.5 acre and 3 acres in size.
18. No chickens will be permitted on lots less 0.5 acres
19. An Interim Use Permit is required for this use unless the property complies with Section 10-151, (j), (2)
20. All chickens shall be of the subspecies *Gallus gallus domesticus* and tolerant of local climate conditions



# City of East Bethel City Council Agenda Information

\*\*\*\*\*

**Date:**

September 2, 2015

\*\*\*\*\*

**Agenda Item Number:**

Item 8.0 F.1

\*\*\*\*\*

**Agenda Item:**

Fire Relief Benefit Increase

\*\*\*\*\*

**Requested Action:**

The East Bethel Firefighters Relief Association (EBFRA) is requesting the city council ratify the EBFRA bylaws, Appendix C with a \$500 benefit increase (\$4,000 per year of service to \$4,500).

\*\*\*\*\*

**Background Information:**

The East Bethel Firefighters Relief Association (EBFRA) is requesting the city council approve the attached amendments to the EBFRA Bylaws. The current Bylaws were approved by City Council on August 20<sup>th</sup>, 2014. The only change proposed is to amend Appendix C to include a \$500 benefit increase (\$4,000 per year of service to \$4,500). The fund is currently 126% funded. With this proposed increase of \$500 per service year, the fund is projected to be 113% funded as of December 31, 2015. The East Bethel Firefighters Relief Association Board of Trustees approved the change of this bylaw on Monday, July 20, 2015. For this by-law to take effect, the City Council must also approve this item.

**Attachment(s):**

1. Current Bylaws: "EBFRA Bylaws 9-1-2014"
2. Proposed Appendix A: "East Bethel Appendix A"
3. Proposed Appendix C: "East Bethel Appendix C"

\*\*\*\*\*

**Fiscal Impact:**

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

\*\*\*\*\*

**Recommendation(s):**

\*\*\*\*\*

**City Council Action**

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

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

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

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

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



**East Bethel  
Firefighters Relief  
Association**

Defined Benefit Lump Sum Retirement Plan Bylaws

Included:

Appendix A

Appendix B

Appendix C

Bylaws

9-1-2014

## APPENDIX A

### EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION

#### Bylaw Amendment History

For a complete summary of the amendments and, if applicable, the Board’s rationale and purpose for the change, refer to the Board of Trustee meeting minutes listed with the effective date of the applicable amendment listed hereunder.

Effective Dates	Meeting Minutes	Summary of Change
July 28, 2014 (Document)  July 28, 2014 (Benefit level; see Appendix C)	July 28, 2014 (Board of Trustees) NA (Membership) See Appendix C for Municipality minutes	Increase benefit level per Year of Active Service from \$3,600 to \$4,000
April 1, 2013 (Document)  October 1, 2013 (Benefit level; see Appendix C)	July 22, 2013 (Board of Trustees) NA (Membership) See Appendix C for Municipality minutes	Increase benefit level per Year of Active Service from \$3,400 to \$3,600
April 1, 2013 (Document)  May 5, 2009 (Benefit level; see Appendix C)	March 4, 2013 (Board of Trustees) April 1, 2013 (Membership) See Appendix C for Municipality minutes	Restatement of Bylaws and Appendices in their entirety, moving from version 4 of the MNFPC Bylaw Solution™ to version 7.
May 5, 2009 (Document)  May 5, 2009 (Benefit level; see Appendix C)	December 29, 2008 (Board of Trustees) May 4, 2009 (Membership) December 17, 2008 (Municipality)	Restatement of Bylaws and Appendices in their entirety as part of subscribing to the MNFPC Bylaw Solution™ version 4 that provides model documents, administrative forms, and trustee support.

NA means not available.  
 NR means not required.  
 TBD means to be determined

## APPENDIX B

### EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION DEFINED BENEFIT LUMP SUM RETIREMENT PLAN

These model documents are drafted to conform to Minnesota state laws relating to relief association pension plans for volunteer firefighters. The model documents are not drafted to meet the requirements of tax-qualified retirement plans under the Internal Revenue Code, and it is doubtful that the model documents can meet those requirements. **Minnesota Firefighter Pension Consultants, LLC (MNFPC, LLC) makes no representation regarding the status of the plans under federal or state tax laws. MNFPC, LLC recommends that Relief Associations consult their own tax advisors regarding the treatment of the plan and distributions from the plan under state and federal tax laws.**

MNFPC, LLC is not a law firm. We recommend review by your legal counsel of model documents before adoption.

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**EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION**  
**DEFINED BENEFIT LUMP SUM RETIREMENT PLAN**

The Board of Trustees of the Relief Association amends and restates its existing defined benefit pension plan in its entirety for the benefit of its eligible members.

**ARTICLE I**  
**NAMES, PURPOSE AND OTHER GENERAL INFORMATION**

- 1.1 Name of Municipality: City of East Bethel
- 1.2 Name of Fire Department: East Bethel Fire Department
- 1.3 Name of Relief Association: East Bethel Firefighters Relief Association
- Address: 2751 Viking Boulevard NE, East Bethel, MN 55092
- 1.4 Federal Taxpayer Identification Number: 41-1435538
- 1.5 Name of Plan: East Bethel Firefighters Relief Association Defined Benefit Lump Sum Retirement Plan
- 1.6 Original Effective Date of Plan: September 21, 1960
- 1.7 Purpose. The purpose of the Plan is to provide benefits to eligible members of the Relief Association (Participants) and their lawful Beneficiaries.

**ARTICLE II**  
**DEFINITIONS AND INTERPRETATION**

- 2.1 General Definitions. The following words and phrases when used herein shall have the following meanings except as otherwise required by the context in which they are used:
- (a) **“Accrued Benefit”** of a Participant shall mean the benefit determined under the terms of the Plan, as of a specified date.
  - (b) **“Active Service”** shall mean active service as defined by the Fire Department, as stated in its policies and procedures, except that Participants shall not receive credit for Active Service for periods during which the Participant is:
    - (i) a full- or part-time employee of the Fire Department who accrues pension service credit under the Public Employees Retirement Association of Minnesota Police and Fire Fund for the same firefighting service.

- (c) **“Alternate Payee”** shall mean a spouse or former spouse of a Participant who is recognized by a Domestic Relations Order as having a right to receive all, or a portion of, a Participant’s Beneficial Interest under the Plan, pursuant to Minnesota Statutes, Section 518.58, Subd. 4.
- (d) **“Beneficial Interest”** shall mean the amount of a Participant’s Accrued Benefit that is distributable to the Participant or the Participant’s Beneficiary in accordance with the terms of the Plan.
- (e) **“Beneficiary”** shall mean any person entitled to receive benefits that may be payable upon or after a Participant’s death.
- (f) **“Board of Trustees”** or **“Board”** shall mean the Board of Trustees of the Relief Association.
- (g) **“Break in Service”** shall mean a period as defined by the Fire Department in its policies and procedures, during which the Participant does not meet Active Service requirements. However, service restored pursuant to the uniformed services provisions of Article VII shall be considered Active Service and shall not be considered a Break in Service.
- (h) **“Bylaws”** shall mean the duly adopted bylaws of the Relief Association.
- (i) **“Code”** shall mean the Internal Revenue Code of 1986, and amendments thereto.
- (j) **“Disability Benefit”** shall mean the benefit, if any, paid to a Participant in lieu of a Retirement Benefit, pursuant to Section 4.4.
- (k) **“Domestic Relations Order”** shall mean any judgment, decree or order (including approval of a property settlement agreement) that complies with the provisions of Minnesota Statutes Sections 518.58 or 518.581.
- (l) **“Effective Date”** of the Plan shall be the effective date referenced on the first page of the Bylaws.
- (m) **“Entry Date”** shall mean the date of hire as defined in the Fire Department policies and procedures.
- (n) **“Participant”** shall mean a member of the Relief Association who has accrued or is accruing benefits under the Plan.
- (o) **“Plan Year”** shall mean the calendar year.
- (p) **“Qualification Procedures”** shall mean written procedures adopted by the Board of Trustees to:
  - (i) determine whether a Domestic Relations Order may be honored under the law and the terms of the Plan; and

(ii) to administer distributions under such orders.

The procedures shall be implemented within a reasonable time after receipt of a domestic relations order by the Board of Trustees. Qualification Procedures must permit an Alternate Payee to designate a representative for receipt of copies of notices sent to the Alternate Payee with respect to a Qualified Domestic Relations Order.

- (q) **“Qualified Recipient”** shall mean an individual who receives a lump sum distribution of pension or retirement benefits, including disability benefits, from the Relief Association for service performed as a Volunteer Firefighter, as it relates to Section 4.7 herein.
- (r) **“Resumption of Active Service Requirement”** shall mean the period of time equal to the period of time that elapsed between the Participant’s Separation Date and return to Active Service up to a maximum of three (3) years pursuant to Section 4.2.
- (s) **“Retirement Benefit”** shall mean the benefit payable to a Participant pursuant to Section 4.1, but only after the Participant has met all eligibility requirements of Section 4.1.
- (t) **“Separation Date”** shall mean the date of retirement or termination as defined in the Fire Department policies and procedures.
- (u) **“Special Fund”** shall mean the fund established pursuant to Minnesota Statutes, Section 424A.05 used to fund benefits under the Plan and for other purposes permitted by statute. The assets of the Special Fund shall be invested only in securities authorized by Minnesota Statutes, Section 69.775.
- (v) **“Supplemental Benefit”** shall mean the benefit paid to a Qualified Recipient pursuant to Minnesota Statutes, Section 424A.10, Subd. 2(a), as described in Section 4.7.
- (w) **“Supplemental Survivor Benefit”** shall mean the benefit, if any, paid to a Surviving Spouse or minor Surviving Children pursuant to Minnesota Statutes, Section 424A.10, Subd. 2(b), as described in Section 4.8.
- (x) **“Surviving Children”** shall mean any natural or adopted child of a deceased Participant.
- (y) **“Surviving Spouse”** shall mean the spouse of a deceased Participant who was legally married to the Participant at the time of death.
- (z) **“Survivor Benefit”** shall mean the benefit paid to a Participant’s Beneficiary pursuant to Section 4.5.
- (aa) **“Volunteer Firefighter”** shall mean any person who:

- (i) is engaged in providing emergency response services or delivering fire education or prevention services as a firefighter for the Fire Department or Municipality;
  - (ii) is trained in or is qualified to provide fire suppression duties or to provide fire prevention duties under Minnesota Statutes, Section 424A.001, Subd. 8; and
  - (iii) meets any other minimum firefighter and service standards established by the Fire Department or Municipality.
- (bb) **“Year of Active Service”** shall mean each 12-month period of Active Service commencing with a Participant’s Entry Date or anniversary thereof reduced by the Participant’s Break(s) in Service. This definition shall be used for the purposes of calculating the minimum funding requirements and computing benefits or service pensions payable. Service pensions will not be prorated monthly for fractional Years of Active Service pursuant to Minnesota Statutes, Section 424A.02, Subd. 1.

2.2 Interpretation. The words defined in this Article 2 shall have the meanings assigned to them except where specified otherwise in this instrument. Whenever appropriate, words used herein in the singular shall include the plural, the plural may be read as the singular, and the masculine shall include the feminine.

### **ARTICLE III** **VESTING**

3.1 Full Vesting of Accrued Benefit. A Participant shall have a fully vested and non-forfeitable interest in the Participant’s Accrued Benefit upon completion of 20 Years of Active Service.

3.2 Partial Vesting of Accrued Benefit. The following vesting schedule shall apply to a Participant with fewer than 20 Years of Active Service:

<u>Years of Active Service</u>	<u>Vested Percentage</u>
10 but less than 11	60%
11 but less than 12	64%
12 but less than 13	68%
13 but less than 14	72%
14 but less than 15	76%
15 but less than 16	80%
16 but less than 17	84%
17 but less than 18	88%
18 but less than 19	92%
19 but less than 20	96%
20 or more	100%

3.3 Determining Years of Active Service for Vesting. All Years of Active Service shall be taken into account for purposes of determining a Participant's vested Accrued Benefit, including Years of Active Service with the Fire Department prior to the Effective Date.

**ARTICLE IV**  
**BENEFITS**

4.1 Retirement Benefit. (a) *Eligibility.* To be eligible to receive a Retirement Benefit a Participant must satisfy each of the following requirements:

- (i) Have retired or ceased Active Service with the Fire Department;
- (ii) Be at least 50 years of age;
- (iii) Have been a Volunteer Firefighter in the Fire Department;
- (iv) Have been a member in the Relief Association; and
- (v) Have the minimum Years of Active Service required for a non-forfeitable interest (vested) in the Participant's Accrued Benefit.

(b) *Amount.* If so provided in Section 3.2, a Participant's Retirement Benefit shall be determined as follows:

Years of Active Service credited to Participant	multiplied by	Benefit level in effect for Participant	multiplied by	Vesting percentage for completed Years of Active Service
---	---------------	---	---------------	--

The benefit level is set forth in Appendix C. The Participant's benefit level will be the benefit level in effect at the Participant's Separation Date. However, if the Participant had a Break in Service, the Participant's benefit level shall be determined as described in Section 4.2.

Subject to the provisions of Section 8.1 of this Appendix B, benefit levels are subject to increase and shall be effective as of the agreed upon effective date, provided that such increase shall not apply to any Participant who ceased Active Service before the effective date of the increase.

Such Retirement Benefit shall not be paid before the later of the Participant's Separation Date or the date the Participant attains age 50. The Retirement Benefit shall be paid at the time requested by the Participant in a properly completed and accepted Retirement Benefit Payment Request Form.

4.2 Return To Service. (a) *Return to Service Before Payment of Retirement, Disability or Survivor Benefit.* If a Participant:

- (i) Ceases Active Service with the Fire Department (incurs a Separation Date),
- (ii) Has not received a Retirement Benefit distribution from the Plan of the Participant's vested Accrued Benefit, and
- (iii) Subsequently returns to Active Service after at least 60 days have elapsed, the Participant shall qualify for increases in the benefit level implemented during or after the Separation Date from Active Service and additional Years of Active Service only if the Participant remains in Active Service for the Resumption of Active Service Requirement. If the Participant has not met this requirement by the time of the Participant's later Separation Date, the Participant's benefit shall be the benefit level in effect at the time of the Participant's prior Separation Date and Years of Active Service in effect at the time of the Participant's prior Separation Date plus Years of Active Service after the Participant's resumption of Active Service.

A Participant whose period of Break in Service does not exceed 365 consecutive days is exempt from the minimum period of Resumption of Active Service Requirement.

(b) *Return to Service After Payment of Retirement Benefit.* If a Participant:

- (i) Ceases Active Service with the Fire Department (incurs a Separation Date)
- (ii) Receives a Retirement Benefit distribution from the Plan of the Participant's vested Accrued Benefit,
- (iii) Subsequently returns to Active Service after at least 60 days have elapsed, the Participant shall be credited with additional Years of Active Service. A Participant's Retirement, Disability or Survivor Benefit at the Participant's later Separation Date shall be determined as follows:

Years of <i>Additional</i> Active Service credited to Participant after the return to service	multiplied by	Benefit level in effect for Participant as of the subsequent Separation Date	multiplied by	Vesting percentage for completed <i>Additional</i> Years of Active Service
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No Participant may be paid a service pension twice for the same period of Active Service.

4.3 Deferred Interest. The Board of Trustees shall not add interest or otherwise adjust a Participant's unpaid Retirement Benefit amount.

4.4 Disability Benefit. No Disability Benefit shall be paid under this Plan.

4.5 Survivor Benefit. (a) *Eligibility*. For a Participant's Beneficiary to be eligible to receive a Survivor Benefit, the Participant must have satisfied the following requirements:

- (i) Have died in Active Service with the Fire Department; or
- (ii) Have died prior to receiving his Retirement Benefit.

A Participant who dies while on leave for uniformed service under Article VII shall be deemed to have died while in Active Service.

(b) *Amount*. If a Participant in Active Service dies, the Participant's Beneficiary shall receive a lump sum payment equal to 100% of the Participant's Accrued Benefit.

The Survivor Benefit paid on behalf of a Participant in Active Service who dies before having completed five Years of Active Service shall be determined as if the Participant had completed five Years of Active Service.

If a Participant who has retired from or ceased Active Service dies, the Participant's Beneficiary shall receive a lump-sum Survivor Benefit determined as follows:

Years of Active Service credited to Participant	multiplied by	Benefit level in effect for Participant	multiplied by	Vesting percentage for completed Years of Active Service
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The Survivor Benefit level will be the benefit level in effect at the Participant's Separation Date. However, if the Participant had a Break in Service, the Survivor Benefit level shall be determined as described in Section 4.2.

Such Survivor Benefit shall be paid to the Participant's Beneficiary as soon as administratively feasible following the Participant's death and the approval of the Survivor Benefit Payment Request form.

A Participant's Beneficiary shall be as follows:

- (i) the Participant's Surviving Spouse; or
- (ii) if no Surviving Spouse, the Participant's Surviving Children or if so designated as a Beneficiary by the Participant, a trust for the benefit of the Participant's Surviving Children created under Chapter 501B; or
- (iii) if no Surviving Spouse or Surviving Children, the Participant's designated Beneficiary or Beneficiaries. To designate a Beneficiary, the Participant shall complete, sign and file with the Relief Association a designation of Beneficiary on a form to be provided by the Relief Association or by other written form acceptable to the Relief Association. On said form, the Participant shall designate a Beneficiary, which must be a natural person,

or a designated trust created under Chapter 501B of the Minnesota Statutes that shall be paid any sum that may be payable on account of the Participant's death (reserving, however, to the Participant the power to change the designation of Beneficiary using the Change of Beneficiary Designation form); or

- (iv) if no designated Beneficiary or Beneficiaries, to the estate of the Participant.

If there is a Surviving Spouse, but no Surviving Children, the Surviving Spouse may waive in writing all or a part of the Survivor Benefit otherwise payable to the Surviving Spouse, in which event, the Survivor Benefit waived shall be paid as if the spouse had predeceased the Participant.

4.6 Funeral Benefit. No Funeral Benefit shall be paid under this Plan.

4.7 Supplemental Benefit. Upon payment of a lump sum distribution, the Relief Association must pay a Supplemental Benefit to the Qualified Recipient. The Supplemental Benefit may be paid from the Special Fund. The amount of the Supplemental Benefit equals ten percent of the lump sum distribution, excluding any interest paid during a period of deferral, but in no case may the Supplemental Benefit exceed \$1,000.

4.8 Supplemental Survivor Benefit. Upon payment of a Survivor Benefit, the Relief Association must pay a Supplemental Survivor Benefit to the Surviving Spouse, or, if none, the Surviving Child(ren) of a Participant who had at least one (1) month of Active Service. The Supplemental Survivor Benefit shall be paid in lieu of the Supplemental Benefit and shall be paid from the Special Fund. The amount of the Supplemental Survivor Benefit equals twenty (20) percent of the lump sum distribution, but in no case may the Supplemental Survivor Benefit exceed \$2,000.

4.9 Benefit Payment Requests. Requests for benefit payment shall be in writing and filed with the Relief Association not less than 90 days prior to the next Board meeting, unless permitted earlier by the Board. Such request shall be made on the appropriate form described below:

<u>Requested Benefit</u>	<u>Required Benefit Form</u>
Retirement	Retirement Benefit Payment Request
Survivor	Survivor Benefit Payment Request
Disability	Disability Benefit Payment Request (if applicable)

Requests for Plan benefits shall be considered valid when approved by the Board. Upon approval of the request, the Board shall pay the Participant within 90 days and provide notices to the Participant as required by state or federal law with respect to pension or benefit payments, including, if required, the Special Tax Notice Regarding Plan Payments.

4.10 Forms of Payment. Plan benefits payable to a Participant or Beneficiary shall be made in single lump sum payment. The Participant shall specify that the payment be made in the manner of:

- (a) a check payment payable to the Participant or Beneficiary, subject to federal income tax withholding, as may be required; or
- (b) a direct rollover to an individual retirement account described in Section 408(a) of the Code to the extent permitted by law, or
- (c) a transfer to the Participant's account in the Minnesota Deferred Compensation Plan, to the extent permitted by law and the Minnesota Deferred Compensation Plan.

No other forms of distributions are allowed under the Plan.

4.11 Maximum Limitation on Benefits. Notwithstanding any provision of the Plan to the contrary, a Participant's benefit under the Plan shall not exceed the maximum amount permitted under Section 415 of the Code. Service pensions shall be further limited to the maximum amounts payable pursuant to Minnesota Statutes, Section 424A.02, Subd. 3.

4.12 Required Distributions. Notwithstanding any provision of the Plan to the contrary, a Participant's benefit shall be paid to the Participant by April 1 of the calendar year following the later of the calendar year in which the Participant attains age 70½ or ceases Active Service. Such distributions shall be determined and made in accordance with Section 401(a)(9) of the Code and regulations promulgated there under, including the minimum distribution incidental benefit requirement of Treasury Reg. Section 1.401(a)(9)-2, the provisions of which are incorporated herein by reference.

4.13 Unclaimed Benefits. If the Relief Association is unable with reasonable effort to locate a Participant or person/estate entitled to a Survivor Benefit under the Plan or applicable law, the benefit distributable to such Participant or person/estate shall be forfeited and will be credited to the Special Fund. Efforts to locate a Participant or person/estate must be documented. Forfeiture shall occur no earlier than thirty-six (36) months after the Board concludes the Relief Association was unable to locate such Participant or person/estate despite reasonable efforts to do so.

## **ARTICLE V** **APPEALS PROCEDURE**

5.1 Right of Appeal. In the event the Board of Trustees denies a written request for a Retirement, Disability or Survivor Benefit, the Participant or Beneficiary whose request was denied (a "claimant") shall be entitled to appeal the determination.

5.2 Denial of Benefits. If a written request is not approved, the Board shall return the form to the claimant within 30 days, noting which requirements the claimant does not meet. Thereafter, the claimant shall be furnished with the opportunity to be heard by the Board, on the question of

whether the claimant meets all of the eligibility requirements. A claimant who intends to appeal must furnish the Board with a written notice of appeal within 30 days of receiving an adverse determination.

5.3 Review Procedure. Upon receipt of the written notice of appeal, the Board of Trustees shall hold a special meeting within 60 days. Timely notice of the meeting shall be given to the claimant at least 15 days prior to the special meeting. The claimant shall have the reasonable opportunity to be heard by the Board of Trustees at the special meeting with regard to the negative determination. The Board shall decide the appeal and shall give the claimant written notice of its decision.

The exhaustion of these claims procedures is mandatory for resolving every claim and dispute arising under these Bylaws. Any legal action to recover benefits or to enforce or clarify rights under the Bylaws must be commenced in the proper forum within 120 days after the claimant has exhausted the claims procedures. For all purposes, knowledge of all facts that the Participant knew or reasonably should have known shall be imputed to every claimant who is or claims to be a beneficiary of the Participant or otherwise claims to derive an entitlement by reference to the Participant. The Board has full discretion to determine benefit claims under the Bylaws. Any interpretation, determination or other action of the Board shall be subject to review only if it is arbitrary or capricious or otherwise an abuse of discretion. Any review of a final decision or action of the Board shall be based only on such evidence presented to or considered by the Board at the time it made the decision that is the subject of review.

## **ARTICLE VI**

### **CLAIMS AGAINST BENEFICIAL INTEREST**

6.1 Nonassignability. No Participant or Beneficiary shall have any transmissible interest in the Plan or in the Participant's separate Beneficial Interest therein, either before or after the vesting thereof, or in any of the assets comprising the same prior to actual payment and distribution thereof, and shall have no power to alienate, dispose of, pledge or encumber the same, while in the possession or control of the Plan, nor shall the Plan recognize any assignment thereof, either in whole or in part, nor shall the interest of any Participant or Beneficiary be subject to attachment, garnishment, execution or other legal process while in the hands of the Plan, except as provided in Minnesota Statutes, Section 518A.53 or as otherwise provided herein.

6.2 Charge for Litigation. In the event that any Participant or any person claiming by or through a Participant should commence any equitable or legal proceedings against the Relief Association, the result of which is adverse to the plaintiff, or in the event that the Relief Association should find it necessary to commence any such proceeding against any Participant or any person claiming by or through a Participant, the result of which is adverse to the defendant, the cost to the Relief Association of defending or bringing the proceeding, as the case may be, shall be charged, to the extent possible and permitted by law, to the Accrued Benefit of the Participant and only the excess of such cost over the amount of the Participant's Accrued Benefit shall be included as an expense of administration.

6.3 Domestic Relations Orders. Notwithstanding any provision to the contrary herein, the Board of Trustees may assign the interest of a Participant in the Plan to an Alternate Payee pursuant to a Domestic Relations Order. In the event the Plan receives a Domestic Relations Order with respect to a Participant's Beneficial Interest in the Plan, the following provisions shall apply:

- (t) The Board shall promptly give written notification to the Participant and to the Alternate Payee of receipt of a domestic relations order and of Plan Qualification Procedures. The Board shall then proceed with Qualification Procedures to determine whether the order is a Domestic Relations Order and can be honored. The Board shall then notify the Participant and Alternate Payee (or the Alternate Payee's designated representative) of its determination.
- (u) Disputed funds shall be disposed of as follows:
  - (i) During the period in which the Qualification Procedures are in progress, the Board shall separately account for any amounts that would be payable to an Alternate Payee if the Domestic Relations Order can be honored.
  - (ii) If it is determined the Domestic Relations Order can be honored within the 18-month period commencing on the date payments are to begin under the order, the Board shall pay the amounts designated in the order, including any interest, to the Alternate Payee.
  - (iii) If the Board determines that the Domestic Relations Order cannot be honored or if the 18-month period described in (ii) above elapses and the qualification dispute has not been resolved, the Board shall pay the segregated amounts, together with earnings or losses, if required, to the persons who would have received the amounts if the order had not been issued.
  - (iv) If an order is qualified after expiration of the 18-month period described in (ii) above, payment of benefits to an Alternate Payee shall proceed prospectively and the Plan shall not be liable to an Alternate Payee for benefits attributable to the period prior to qualification.
- (v) Payment of benefits pursuant to a Domestic Relations Order shall be made only as permitted under the Plan. Payment to an Alternate Payee may not commence until the Participant submits a valid Retirement Benefit Payment Request form and the Participant's benefit becomes payable.
- (w) If a Domestic Relations Order does not address and determine the payment of the Supplemental Benefit payable under Section 4.7 in connection with the payment of a Retirement Benefit, the Supplemental Benefit shall be divided between the Participant and the Alternate Payee in the same proportion as the Retirement Benefit is so divided. In addition, the Board cannot honor a Domestic Relations

Order requiring that Supplemental Survivor Benefits be paid to anyone other than the persons listed in Section 4.8 in the order there listed.

- (x) To the extent permitted by law and except as otherwise provided under a Domestic Relations Order, the Board may, on a uniform basis, charge the reasonable and necessary expenses associated with the review of a Domestic Relations Order and the implementation of a Domestic Relations Order to the accounts of the Participant and Alternate Payee.

## **ARTICLE VII**

### **UNIFORMED SERVICE (MILITARY SERVICE)**

Subject to restrictions stated in this section, a Participant who is absent from firefighting service due to service in the uniformed services, as defined in the Uniformed Services Employment and Reemployment Rights Act (“USERRA”), will be granted Active Service credit under the Plan for the period of the uniformed service, not to exceed five years, unless a longer period is required under USERRA.

To be eligible for such credit, the Participant must return to firefighting service with coverage by the Relief Association (or by the successor to the Relief Association) upon discharge from service in the uniformed service within the time frame required in USERRA. However, Active Service credit is not authorized if the Participant separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

Active Service credit is not authorized if the Participant fails to provide notice to the Fire Department that the Participant is leaving to provide service in the uniformed service, unless it is not feasible to provide that notice due to the emergency nature of the situation.

If the Participant does not return to Active Service with the Fire Department within the time frame required in USERRA, then except as otherwise provided in the following sentence, it shall be conclusively presumed that the Participant’s Active Service terminated as of the date that the leave for uniformed services began. A Participant who dies or becomes Disabled while the Participant is on leave for uniformed services shall be deemed to have returned to Active Service and shall be deemed to have accrued years of Active Service during the period of leave for uniformed services.

## **ARTICLE VIII**

### **RIGHT TO AMEND, DISCONTINUE OR TERMINATE**

8.1 Amendment. Except as herein otherwise limited, the Relief Association shall have the right to amend this Plan, pursuant to Section 12.3 of the Bylaws, at any time to any extent that it may deem advisable. Such amendment will be stated in an instrument in writing executed by the Relief Association. Upon adoption and execution of such instrument, this Plan shall be deemed to have been amended in the manner therein set forth, and Participants shall be bound thereby.

If the Special Fund does not have a surplus over full funding pursuant to Minnesota Statutes,

Section 69.772, Subd. 3, clause (b), or Minnesota Statutes 69.773, Subd. 4, and if the Municipality is required to provide financial support to the Special Fund pursuant to Minnesota Statutes, Section 69.772 or 69.773, no amendment that would affect the amount of, the manner of payment of, or the conditions for qualification for service pensions or ancillary benefits or disbursements other than administrative expenses authorized pursuant to Minnesota Statutes 69.80 payable from the Special Fund shall be effective until it has been ratified by the governing body or bodies of the Municipality.

If the Municipality is not required to provide financial support to the Special Fund, the Relief Association may adopt an amendment of the Plan that increases or otherwise affects the service pensions or ancillary benefits payable from the Special Fund without municipal ratification so long as the changes do not cause the amount of the resulting increase in the accrued liability of the Special Fund to exceed 90 percent of the amount of the prior surplus over full funding and the changes do not result in the financial requirements of the Special Fund exceeding the expected amount of the future fire state aid to be received by the Relief Association.

The financial requirements are to be determined by the Board of Trustees following the preparation of an estimate of the expected increase in the accrued liability and annual accruing liability of the Relief Association attributable to the change. If the Relief Association adopts or amends the Plan without municipal ratification, and, subsequent to the amendment or adoption, the financial requirements of the Special Fund are such so as to require financial support from the Municipality, the provision that was implemented without municipal ratification shall no longer be effective without municipal ratification, and any service pensions or ancillary benefits payable with respect to the unapproved increase shall no longer be effective as of the January 1 of the year for which the Schedules I and II for the municipal contribution became due, and as of that January 1, service pensions or ancillary benefits shall be paid only in accordance with provisions of the Plan as amended or adopted with municipal ratification.

8.2 Consolidation and Plan Benefits. The Relief Association has not been consolidated with another relief association pursuant to Minnesota Statutes, Section 424B.02.

8.3 Termination of Plan. Upon dissolution of the Relief Association, after the settlement of nonbenefit legal obligations of the Special Fund, the Board shall transfer the remaining assets of the Special Fund, as securities or in cash, as applicable, to the chief financial official of the Municipality. The Board shall also compile a schedule of Participants to whom a service pension is or will be owed, any Beneficiary to whom a benefit is owed, the amount of the service pension or benefit payable based on the Bylaws and state law and the service rendered to the date of the dissolution, and the date on which the pension or benefit would first be payable under the Bylaws and state law.

The Municipality receiving the remaining assets of the Special Fund shall establish a separate account in the municipal treasury to function as a trust fund for Participants and their Beneficiaries eligible for Plan benefits. Upon submission of the proper form, on or after the initial date on which the service pension or benefit is payable, the municipal treasurer shall pay the pension or benefit due, based on the schedule described above and the other records of the dissolved Relief Association. The trust fund must be invested and managed consistent with Minnesota Statutes Section 69.775 and Chapter 356A. Upon payment of the last service pension or benefit due and owing, any remaining assets in the trust fund may be transferred to the general fund of the municipality. If the Special Fund had an unfunded actuarial accrued liability upon dissolution, the Municipality is liable for that unfunded actuarial accrued liability.

## **ARTICLE IX** **MISCELLANEOUS**

9.1 Governing Law. This Plan shall be construed, administered, and governed in all respects under the laws of the State of Minnesota, except as preempted by federal law.

If any Minnesota laws are applicable solely to the Relief Association, then an Appendix F will be included to describe such laws.

9.2 Binding Effect. This Plan shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of any and all of the parties hereto.

9.3 Effective Date Application. If a member's Separation Date is prior to the Effective Date, the member's status and benefit under the Plan, if any, attributable to Active Service, shall be determined and paid in accordance with the provisions of the Plan in effect at the Separation Date.

If a member had a Separation Date prior to the Effective Date, but returns to complete a Year of Active Service that ends after the Effective Date, the member's status and benefits under the Plan for all Active Service shall be determined in accordance with the provisions of the Plan in effect at the subsequent Separation Date.

9.4 Authority of Board of Trustees. The Board of Trustees shall have full power, authority and discretion to do each and every act and thing which it is specifically required or permitted to do under the provisions of the Plan and to determine conclusively for all parties all questions arising in the interpretation or administration of the Plan.

## APPENDIX C

### EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION Benefit Levels

<b>Benefit Level Effective Date</b>	<b>Benefit Level per Year of Active Service</b>	<b>Interest Rate for Deferred Pension Benefit</b>	<b>Date Approved by Municipality</b>
July 28, 2014	\$4,000	NA	August 20, 2014
October 1, 2013	\$3,600	NA	August 7, 2013
May 5, 2009	\$3,400 (no change)	NA	December 6, 2006
January 1, 2007	\$3,400	NA	December 6, 2006

NA means not applicable.  
NR means not required.  
TBD means to be determined

**RESTATED BYLAWS**  
**OF**  
**EAST BETHEL FIREFIGHTERS**  
**RELIEF ASSOCIATION**

The Bylaws of the Relief Association are hereby amended in their entirety and restated effective as of April 1, 2013.

**ARTICLE I**  
**NAMES**

As provided in the Articles of Incorporation, the name of this organization shall be the East Bethel Firefighters Relief Association (the “Association”).

**ARTICLE II**  
**DEFINITIONS**

General Definitions

Whenever appropriate, words used herein in the singular shall include the plural, the plural may be read as the singular, and the masculine shall include the feminine.

The following words and phrases when used herein shall have the following meanings except as otherwise required by the context in which they are used:

“Active Member” is a member of the Association who is eligible for benefits and is currently meeting the minimum firefighter and service standards with the Fire Department. As of July 1, 2006, Active Members must be Volunteer Firefighters as defined in Section 2.1 of the Plan attached hereto.

“Board of Trustees” or “Board” shall mean the Board of Trustees of the Relief Association, and shall perform the functions and assume the same duties as a Board of Directors under Minnesota Statutes, Chapter 317A.

“Deferred Member” is a member of the Association who has retired or been terminated from the Fire Department but has not taken a distribution of benefits.

“Fire Department” is the Fire Department serving the Municipality.

“General Fund” shall mean the fund established pursuant to Minnesota Statutes, Section 424A.06 that holds the funds received from dues, fines, initiation fees, entertainment revenues and any money or property donated, given, granted or devised by any person, for unspecified uses.

“Material Financial Interest” is a financial interest or expectation of any kind on the part of a Board member or Relative, which is substantial enough to reasonably affect the judgment of the Trustee who has a conflict of interest. The term “financial interest” includes any and all monetary expectations and exists when a Board member or Relative has rights (whether or not a Deferred Member or beneficiary) to be paid compensation, retiree benefits, or to have their expenses reimbursed or obligations or other liabilities repaid, etc. (See Article IX Fiduciary Responsibility.)

“Municipality” is the City of East Bethel.

“Municipal Trustees,” formerly known as ‘ex-officios,’ are members of the Board of Trustees designated solely by the Municipality and shall include the two appointed or elected officials and the fire chief, as further defined in Section 5.1 herein.

“Relative” is a member of one’s family and includes spouses, parents, children, siblings, in-laws, aunts, uncles, first cousins, step-parents, step-children, and may include other family members such as common-law partners or long-time companions, of a Trustee who has a conflict of interest. (See Article IX Fiduciary Responsibility.)

“Special Fund” shall mean the fund as defined in Section 2.1 of the Plan attached hereto.

“Supermajority” is required when there is a conflict of interest on an item to be voted on by the Board of Trustees because one or more Trustees have a Material Financial Interest. A Supermajority is the majority of those Trustees after subtracting the Trustee(s) who has a conflict of interest (e.g., Nine (9) Trustees less two (2) with a conflict = Seven (7). Supermajority would require four (4) Trustees to vote in favor to pass the motion). (See Article IX Fiduciary Responsibility.)

### **ARTICLE III PURPOSE**

As provided in the Articles of Incorporation, the purpose of the Association is to provide retirement relief and other benefits to members and their dependents. For purposes of Chapter 424A of Minnesota Statutes, the Association is a governmental entity that receives and manages public funds to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and, if applicable, emergency response. The Association may also raise funds from private sources to furnish fire and emergency equipment for the Fire Department, and for other purposes deemed necessary and appropriate by the Association to the extent permitted by law. Benefits paid to members and their dependents shall be funded exclusively through governmental sources and, to the extent provided by State law, through restricted donations.

## **ARTICLE IV MEMBERSHIP**

4.1 Admission. All firefighters of the Fire Department are members of the Association and shall be eligible for benefits, except as otherwise stated in these bylaws. An application for membership shall be completed on the Membership Application and Beneficiary Designation form to become eligible for benefits in the Association. Upon approval of the member's application, such member shall accrue service credit for all active service while in probationary status.

4.2 Membership Duties. The Association does not require membership duties.

4.3 Membership Dues. The Association does not require membership dues.

4.4 Member Voting Rights. Each Active Member shall be entitled to one (1) vote on any matter voted upon by the membership. Deferred Members are not entitled to vote. Voting by proxy/absentee ballot is permitted following the procedures set forth in Section 4.5.

4.5 Proxy/Absentee Ballot. *Member Voting:* If permitted by the Board prior to a meeting, voting members may cast votes by submitting an absentee ballot provided by the Board that is signed by the member and deposited in the ballot box set out by the Board. Submission of an absentee ballot shall constitute a proxy to the officer of the Association designated and authorized on the ballot who is bound to cast the member's vote in accord with the member's ballot choices. The member may withdraw his/her proxy/absentee ballot by attending a meeting and voting in person. Use of proxies/absentee ballots may only be used on items listed on the ballot and may not be used when trustees and/or officers are elected from the floor during the meeting.

*Counting Ballots:* If ballots were used because there were more than two candidates for any Trustee position up for election as indicated under Section 7.2, an officer of the Association who is not standing for election shall count the ballots as follows: All first choices are counted, and if no candidate wins a majority of first choices, then the last place candidate is eliminated. Ballots of voters who ranked the eliminated candidate first are redistributed to their next choice candidates, as indicated on each voter's ballot. Last place candidates are successively eliminated and ballots are redistributed to next choices until one candidate remains or a candidate gains a majority of votes.

In case of a tie resulting from the above procedure, the candidates receiving the two highest number of votes shall be placed into new balloting to be effected at the meeting. The previously submitted proxy/absentee ballots shall be recounted using the above procedures for the two candidates who have tied. Simultaneously, members present at the meeting will recast their vote for the two candidates who have tied. Additional balloting including the proxy/absentee ballots for said office shall continue until one candidate shall receive a majority of votes cast on a reballot and he shall be elected to said office.

4.6 Separation. For records retention and administration of the Association, the Board may request that a Deferred Member complete and submit a Membership Separation Form.

4.7 Member Recognition. The Association may continue to honor members whose status has changed between volunteer/paid on-call and full- or part-time employee of the same Fire Department. The members shall adopt written policies and procedures, including any eligibility or types of recognition.

4.8 Termination. Any member who is terminated by the Fire Department or Municipality shall cease accruing benefits under the Association as of the date of termination.

## **ARTICLE V BOARD OF TRUSTEES**

5.1 Composition. The Board of Trustees shall consist of nine (9) members. Six (6) trustees shall be elected from the membership of the relief association. There shall be three (3) officials drawn from the Municipality. The three (3) Municipal Trustees must be one (1) elected municipal official and one (1) elected or appointed municipal official, who are designated as municipal representatives by the municipal governing board annually, and the chief of the municipal fire department. The Municipal Trustees must be designated annually by the city council of the Municipality.

5.2 Duties. The Board of Trustees shall perform the functions and assume the same duties as a Board of Directors under Minnesota Statutes, Chapter 317A. In addition, the Board of Trustees shall:

- (a) Have exclusive control and management of all funds received by the Treasurer pursuant to the statutes of the State of Minnesota and all moneys or property donated, given, granted or devised for the benefit of the Association.
- (b) Examine the books, papers, funds, securities and property in the custody of the Treasurer, and general accounts, funds and securities, and property of the Association.
- (c) Examine and approve the validity of all claims prior to payment by the Treasurer.
- (d) Provide the forms on which members may submit claims to the Board of Trustees for their approval.
- (e) On an annual basis or more frequently as may be required to determine eligibility for benefits, confirm minimum firefighter and service standards pursuant to the Volunteer Firefighter definition in Section 2.1 of the Plan attached hereto.

- (f) Assume such additional duties as may be described in Article IX herein and in Association policies and procedures or required by state law including the establishment of any committee deemed necessary or appropriate.

## **ARTICLE VI OFFICERS**

6.1 Number. The number of officers of the Association and their duties shall be as set forth below.

6.2 President. It shall be the duty of the President of the Association to:

- (a) Have general active management of the business of the corporation;
- (b) When present, preside at meetings of the Board and of the members;
- (c) See that orders and resolutions of the Board are carried into effect;
- (d) Sign and deliver in the name of the corporation bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws or by the Board to another officer or agent of the corporation;
- (e) Maintain records of and, when necessary, certify proceedings of the Board and the members; and
- (f) Perform other duties prescribed by the Board.

6.3 Pro Tem Officers. In the absence of the President and Vice President, if applicable, the Board of Trustees shall appoint an interim President from the existing Officers and/or Trustees other than the Municipal Trustees, who shall perform the duties applicable to the office.

6.4 The position of Vice President shall not exist.

6.5 Secretary. It shall be the duty of the Secretary of the Association to:

- (a) Keep a record showing the correct addresses of all members and request the names of their beneficiaries.
- (b) Keep or cause to be kept an accurate record of all meetings of the Association and of all meetings of the Board of Trustees.
- (c) Conduct and direct the investigation of all claims.
- (d) Keep a record of all monies received and paid out by the Treasurer.

- (e) Provide access to the Association's Articles, Bylaws, minutes, and financial statement on the last annual accounting period to all members or all Board of Trustees (including the Municipal Trustees), for any proper purposes they may have, in accord with Minnesota Statutes, Section 317A.461.

6.6 Treasurer. It shall be the duty of the Treasurer of the Association to:

- (a) Receive and receipt all monies due the Association from members and other sources and to keep accurate accounts and records of all the money so received.
- (b) Have custody of all monies and securities belonging to the Association.
- (c) Furnish a surety bond in favor of the Association for the faithful performance of all duties involving the Association and for the safekeeping of, or accounting for, all monies and securities that may come into its possession. The bond shall be in an amount equal to at least 10% of the assets up to a maximum of \$500,000.
- (d) Pay all properly approved claims for benefits, and to pay all bills incurred in the way of necessary expenses in the conduct of the business of the Association and to keep accurate accounts and records of all the money so paid.

6.7 General Duties.

- (a) It shall be the duty of the President, along with the Treasurer to countersign all checks issued by the Association.
- (b) The officers shall annually prepare an annual financial report of the Association's receipts, disbursements, and balances in the Special and General Funds for the preceding calendar year on a form prescribed by the Office of the State Auditor. They shall transmit the report to the city clerk or clerk-treasurer of the Municipality for inspection, signature and transmission to the State Auditor pursuant to law.
- (c) Pursuant to the Volunteer Firefighter Relief Association Financing Guidelines Act of 1971, the officers of the Association shall, annually, determine the financial requirements of the Special Fund for the following year. The financial requirements of the relief association and the minimum municipal obligation must be included in the financial report or financial statement.

6.8 Compensation. No compensation is authorized for services to the Association by any officer or trustee.

## **ARTICLE VII ELECTIONS**

7.1 Trustee Terms. The Trustees shall be elected to staggered two-year terms. There will be three (3) Trustees elected by the membership each year at the annual meeting of the Association, and begin their individual terms on January 1 after the meeting at which they are elected.

Each appointed Municipal Trustee term is one (1) year or until the person's successor is qualified, whichever is later. The term of a Municipal Trustee shall terminate upon termination of the Trustee's position with the Municipality.

An individual Trustee may serve an unlimited number of terms.

7.2 Voting on Trustees. Each of the positions on the Board of Trustees who are not the Municipal Trustees shall be voted on separately by the Active Members in attendance at the annual meeting. No nominations of slates of candidates or cumulative voting shall be allowed. All votes unless specified prior to the vote, shall be conducted by a voice vote. A simple majority of those present at the meeting is needed to elect. If a simple majority cannot be determined by voice vote, the officer in charge of the vote shall ask for a show of hands or for a secret ballot. A trustee who was elected by the membership may be removed with or without cause by a simple majority vote of the Active Members in any subsequent annual, regular or special meeting.

If allowed by the Board of Trustees under Section 4.5, a proxy/absentee ballot may be used to perform "runoff voting" if there are more than two candidates for any Trustee position up for election and Active Members must rank candidates by order of preference. See Section 4.5 for counting ballots.

7.3 Officer Terms. The offices of President, Secretary, and Treasurer shall be elected to one-year terms, and begin their individual terms at the end of the meeting at which they are elected.

7.4 Voting on Officers. Officers shall be elected by the Board of Trustees from among the elected Trustees. Voting for officer positions by the Board of Trustees will take place at the first Association Board Meeting following the Annual Meeting. Each position will be nominated and elected separately at this meeting. A simple majority is needed for an officer to be elected. The officer in charge of the vote shall ask for a show of hands *but shall not allow* for a secret ballot, and each vote shall be recorded in a public journal. An officer may be removed with or without cause by a simple majority vote of the Trustees in any subsequent annual, regular or special meeting.

No individual may hold more than one (1) officer position at one (1) time.

7.5 Officer and Trustee Vacancies. In the case of death, resignation or removal from office for any elected officer or Trustee of the Association, except a Municipal Trustee, the vacancy shall be filled by the Board of Trustees from the membership at a Board meeting to be duly called for the purpose of filling out this term. In the event an officer fails to retain his position as an elected Trustee, he must vacate his officer position pursuant to Minnesota Statutes, Chapter 424A Volunteer Firefighters' Retirement.

## **ARTICLE VIII MEETINGS**

8.1 Annual Meeting of the Members. The annual (regular) meeting of the members shall be held on the fourth Monday of October each year unless a different date is designated by the Board. The place of the meeting shall be designated and may be changed from time to time by the Board of Trustees.

8.2 Regular Meetings of the Members. Other regular meetings of the members shall be held on the fourth Monday each month except if that day is a holiday. If it is a holiday, the majority of the Board can set an alternate meeting date, by following the notice procedures under Section 8.4 below. The place of the meeting shall be designated and may be changed from time to time by the Board of Trustees. The schedule of the regular meetings on file at primary offices is sufficient for notice unless time or location is changed.

8.3 Special Meetings of the Members. Special meetings of the members may be called at any time upon the written order of the President and one (1) other member of the Board of Trustees, or six (6) voting members of the Association. The place of the meeting shall be designated and may be changed from time to time by the Board of Trustees.

8.4 Notice of Meetings of the Members. A notice of every annual and any special meetings of the members shall include the date, time, place and purpose of the meeting and be *posted* on the bulletin board of the Association, or if no bulletin board, on the door of its usual meeting room; *and* in accord with Minnesota Statutes, Section 317A.433 Subd 4, business at a special membership meeting must be limited to the stated purpose; *and further* in accord with Minnesota Statutes Section 317A.435, each voting member shall be *provided* at least five (5), but not more than sixty (60) days, before the meeting, (excluding the date of the meeting) with notice setting forth the date, time, place, and purpose of the meeting.

8.5 Member Quorum. Fifty-one (51) percent of the Active Members of the Association shall constitute a quorum for the transaction of business at their meetings.

8.6 Member Voting. Each Active Member present at the meeting shall be entitled to one (1) vote. All votes, unless specified prior to the vote, shall be conducted by a voice vote. If a majority cannot be determined by voice vote, the officer in charge of the vote shall ask for a show of hands or for a secret ballot. Voting by proxy/absentee ballot will be allowed under Section 4.5. A voting "majority" is majority of the quorum, not majority of the entire association membership.

8.7 Regular Meetings of the Board of Trustees. Meetings of the Board of Trustees shall be held on the fourth Monday of January, April, July and first Monday in November except that if that day is a holiday. If it is a holiday, the majority of the Board can set an alternate meeting date, by following the notice procedures under Section 8.9 below. Meetings of the Board of Trustees shall be held at the Fire Station unless noticed for another place within the City as designated by the Board.

8.8 Special Meetings of the Board of Trustees. Special meetings of the Board of Trustees may be called at any time upon the written order of the President and one (1) other member of the Board of Trustees. The meeting shall be held at the Fire Station unless noticed for another place within the City as designated by the Board.

8.9 Notice of Meetings of the Board of Trustees. The association is governed by Minnesota Statutes, Section 13D.01 which requires that all meetings of the Association's Board of Trustees be open to the public with rare exceptions. All notices provided for in this Article shall comply with Minnesota Statutes, Section 13D.04 which requires at a minimum that:

- (a) a schedule of any regular meetings of the Board of Trustees be kept on file at the Association offices, and
- (b) for special meetings, a notice stating the date, time, place and purpose of the meeting be *posted* on the bulletin board of the Association, or if no bulletin board, on the door of its usual meeting room; *and* in accord with Minnesota Statutes, Section 317A.231, each Trustee shall be *provided* at least three (3), but not more than sixty (60) days, before the meeting, (excluding the date of the meeting) with notice setting forth the date, time, place, and purpose of the meeting.

8.10 Board Quorum. A majority of the Board of Trustees then in office shall constitute a quorum for the transaction of business at its meetings.

8.11 Board Voting. Unless the Articles or Bylaws specify otherwise, an action of the Board shall be effected by a majority vote of the Trustees present and eligible to vote once a quorum has been achieved. The officer in charge of a vote shall ask for a show of hands *but shall not allow* for a secret ballot *nor proxy*, and each vote shall be recorded in a public journal. No action shall be considered once a quorum has been lost.

8.12 Electronic Meeting Prohibited. Any meeting of the Board of Trustees or the membership by solely electronic means (e.g., e-mail, simulchat or phone conference) that is not accessible to the public at a set meeting location is prohibited.

8.13 Order of Business. At any annual, regular and all special meetings, the order of business shall be as follows:

- (a) Call to order by the President
- (b) Roll call (verify quorum)
- (c) Secretary's Report (reading of previous minutes)
- (d) Treasurer's Report
- (e) Report of the Board (member meeting)
- (f) Report of other committees (Board or member meeting)
- (g) Election of Trustees and Officers, if applicable (annual member meeting)
- (h) Old Business
- (i) New Business
- (j) Adjournment

## **ARTICLE IX FIDUCIARY RESPONSIBILITY**

9.1 Board of Trustees. Each member of the Board of Directors, also acts as a trustee of the Special Fund. The Board of Directors therefore also acts as the Board of Trustees. The Board of Trustees is charged with administering retirement and ancillary benefits under the Special Fund, and the Trustees are fiduciaries subject to the standard of care set forth in Minnesota Statutes, Section 11A. 09 and Section 356A.04. This includes specifically assuming such additional duties as may be described in Association policies and procedures or required by state law, including:

- (a) adopting an investment policy;
- (b) providing written investment restrictions to brokers;
- (c) securing certificates of insurance; and
- (d) establishing a continuing education plan in order to keep abreast of their fiduciary responsibilities.

9.2 Prohibited Transactions. No fiduciary of the Association shall cause the Association to engage in a transaction if the fiduciary knows or should know that a transaction constitutes one (1) of the following direct or indirect transactions:

- (a) sale or exchange or leasing of any real estate between the Association and a Board member;
- (b) lending of money or other extension of credit between the Association and a Board member or member of the Association;
- (c) furnishing of goods, services, or facilities between the Association and a Board member;
- (d) transfer to a Board member, or use by or for the benefit of a Board member, of any assets of the Association. Transfer of assets does not mean the payment of Association benefits or administrative expenses permitted by law; or
- (e) sale, exchange, loan, or lease of any item of value between the Association and a fiduciary of the Association other than for a fair market value and as a result of an arm's-length transaction.

9.3 Fiduciary Responsibilities Apart from the Special Fund. Although the title “Trustee” is applied to members of the Board of Directors of the Association, the fiduciary standard that Directors are subject to is two-tiered as a matter of State law. With respect to the Association’s Special Fund, Trustees are required to meet a standard of care that applies to fiduciaries under Minnesota Statutes, Section 11A. 09 and Section 356A.04, as described above. With respect to business and management decisions not including decisions related to the Special

Fund, all Trustees are required to meet a standard of care that applies to nonprofit corporation Directors under Minnesota Statutes, Section 317A.251. These decisions include, but are not limited to, business decisions regarding fund-raising activities, and disposition of and management of the General Fund. Accordingly, in their decision-making and management, Trustees must discharge the duties of their position in good faith, in a manner the Director reasonably believes to be in the best interests of the Association, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. Directors are not, in accord with that same statutory section, considered “Trustees” with respect to the Association or with respect to property held or administered by the Association.

9.4 Conflict of Interest Procedures. When a member(s) of the Board of Directors has a conflict:

- (a) Each member of the Board of Directors, whether acting as a Director or as an Officer of the Association, has a duty to disclose to the Board (or to any committee of the Board) the material facts of any proposed transaction or action of the Association in which they or a Relative have a Material Financial Interest.
- (b) The disclosure required under (a) (above) ***must be made, to the extent possible, prior to any consideration of such proposed transaction or action*** by the Board of Directors or by any applicable committee of the Board of Directors. If a Board member does not recognize the existence of a conflict prior to the Board of Director’s decision regarding the transaction, that person has a duty to disclose the material facts of the conflict as soon as the conflict is recognized.
- (c) The Board member having a conflict shall not participate in the deliberation or decision regarding the matter under consideration and shall leave the room during deliberations except when he has been invited by the Board or committee to participate, after consideration of the significance to the Association of the disclosed conflict. The Board of Directors or committee may also request that he provide the Association with any relevant information known to the Board member regarding the matter.
- (d) Any proposed transaction or action in which the Board of Directors has determined that a Director has a conflict of interest that is not “de minimis” is to be approved by a ***majority of all the Board of Directors then-serving who would be entitled to vote*** and who are not interested Board members at a meeting at which a quorum is present (i.e., by a Supermajority of the entire Board of Directors not including a Board member(s) who has a conflict of interest), even though the non-conflicted directors may constitute less than a quorum). Deliberations by the Board of Directors regarding the conflict shall be documented in Board minutes no later than 60 days following the subject meeting. The votes of each Board member in support or in opposition to the transaction or action shall be noted.

- (e) All Board members are obligated to notify the Board of Directors if they believe another Board member has failed to disclose a conflict, and this procedure shall be followed by the Board of Directors in all such instances.

## **ARTICLE X FUNDS**

10.1 Funds. All money received by the Association shall be kept in two (2) separate funds, the General Fund and the Special Fund. Disbursements from the funds shall be in accordance with Minnesota Statutes and Rules and the Bylaws of the Association.

10.2 General Fund. The funds received by this Association from: dues, donations, fines, initiation fees, entertainment revenues and any moneys donated for unspecified uses shall be kept in the General Fund and may be disbursed upon a majority vote of the membership or of the Board of Trustees for any purpose reasonably suited to promote the welfare of the Association and its members. All expenses shall be paid out of the General Fund, except as specifically authorized to be disbursed from the Special Fund. These records shall be open for inspection by any member of the relief association at reasonable times and places.

10.3 Special Fund. All funds received by this Association from any tax sources, membership dues, except for dues payable as contributions to the General Fund, and other money that may be directly donated or transferred to said funds, shall be kept in a separate account on the books of the Treasurer known as the Special Fund and shall be disbursed only for the following purposes:

- (a) Payment of members' service pension benefits in accordance with these Bylaws,
- (b) Payment of ancillary benefits in accordance with these Bylaws,
- (c) Payment of fees, dues and assessments to the Minnesota State Fire Department Association and to the Minnesota Area Relief Association Coalition,
- (d) Payment of insurance premiums to the Volunteer Firefighters Benefit Association, or an insurance company licensed by the State of Minnesota offering casualty insurance, and
- (e) All administrative expenses authorized under Minnesota Statutes, Section 69.80.

These records shall be public and open for inspection by any member of the relief association, any officer or employee of the state or municipality, or any member of the public, at reasonable times and places.

10.4 Deposits. All money belonging to this Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Board of Trustees

may designate. Board of Trustees shall make deposits in conformance with Minnesota Statutes, the Bylaws and the investment policy.

## **ARTICLE XI APPENDICES INCORPORATED IN BYLAWS**

The following appendices attached hereto are expressly incorporated herein as a component of these Bylaws, with the same legal force and effect of Bylaws.

Appendix A: Bylaw Amendment History.

Appendix B: East Bethel Firefighters Relief Association Defined Benefit Lump Sum Retirement Plan.

Appendix C: Benefit Levels.

## **ARTICLE XII AMENDMENTS**

12.1 Amendment of Articles of Incorporation by Members. Amendments to the Articles of Incorporation must be approved by a majority of the Board of Trustees and by a majority of the Active Members. The exception is changing the relief association's physical address; in that case, the Board of Trustees may amend the Articles of Incorporation without member approval. If an amendment is initiated by the Directors, proper notice of the proposed amendment must precede a meeting of the members at which the amendment will be considered and must include the substance of the proposed amendment. If an amendment is proposed, the members may demand a meeting of the Board of Trustees within 60 days for consideration of the proposed amendment if a regular meeting of the Board would not occur within 60 days.

12.2 Amendment of Articles of Incorporation by Board when Authorized by Members. When authorized by Active Members, the Articles of Incorporation may be amended by the Board of Trustees by the affirmative vote of a majority of the Trustees then in office, at a meeting for which notice of the meeting and the proposed amendment have been given. The members may prospectively revoke the authority of the Board to exercise the power of the members to amend the Articles, with the exception of amending the relief association's physical address, which the Board can amend without member approval. Nothing in this Section shall be construed to permit the Board to adopt, amend, or repeal provisions in the Articles that would alter the rights of the membership.

12.3 Amendment of Bylaws by Board. The Bylaws of the Association may be amended by the Board at any regular or special meeting of the Board by a vote of the majority present and voting, provided that a quorum is present; and provided further that a notice of date, time, place, purpose of the meeting and proposed amendment be *posted* on the bulletin board of the Association, or if no bulletin board, on the door of its usual meeting room, *and* in accord with Minnesota Statutes, Section 317A.231, each Trustee has been *provided* at least three (3), but not more than sixty (60) days, before the meeting, (excluding the date of the meeting) with notice

setting forth the date, time, place, purpose of the meeting and proposed amendment.

Board Limitations of Bylaw Amendments. Nothing in this section shall be construed to permit the Board to adopt, amend or repeal provisions regarding:

- (a) Amending in any way the definition of “Active Service” set forth in the Plan attached hereto
- (b) Decreasing any benefit level set forth in the Plan attached hereto
- (c) Changing the deferred interest percentage set forth in the Plan attached hereto
- (d) Changing the vesting schedule set forth in the Plan attached hereto
- (e) Membership (Article IV)
- (f) Compensation (Section 6.8)
- (g) Elections (Article VII)
- (h) Member Quorum (Section 8.5)
- (i) Revise the number of Members required to amend the Bylaws (Section 12.4)
- (j) or limit the right of at least ten percent of the membership to propose a resolution for action by the members to adopt, amend, or repeal Bylaws that the Board has taken action to adopt, amend or repeal pursuant to this section.

12.4 Amendment of Bylaws by Members. The Bylaws of the Association may be amended at any regular or special meeting by a vote of two-thirds of the Active Members present and voting, provided that a quorum is present; and provided further that notice of any proposed amendment(s) shall be given by posting or reading the same at any regular or special meeting not more than thirty-one (31) days preceding that upon which such amendment(s) are to be acted upon (excluding the date of the meeting).

12.5 Ratification of Amendments by Municipality. If the Association amends its bylaws to affect the amount of, the manner of payment of, or the conditions for qualification for service pensions or ancillary benefits or disbursements other than administrative expenses, it may be necessary to obtain ratification of the amendment by the Municipality as described in Section 8.1 of Appendix B.

## APPENDIX A

### EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION

#### Bylaw Amendment History

For a complete summary of the amendments and, if applicable, the Board’s rationale and purpose for the change, refer to the Board of Trustee meeting minutes listed with the effective date of the applicable amendment listed hereunder.

Effective Dates	Meeting Minutes	Summary of Change
July 20, 2015 (Document)  January 1, 2016 (Benefit level; see Appendix C)	July 20,2015 (Board of Trustees) NA (Membership) See Appendix C for Municipality minutes	Increase benefit level per Year of Active Service from \$4,000 to \$4,500
July 28, 2014 (Document)  July 28, 2014 (Benefit level; see Appendix C)	July 28, 2014 (Board of Trustees) NA (Membership) See Appendix C for Municipality minutes	Increase benefit level per Year of Active Service from \$3,600 to \$4,000
April 1, 2013 (Document)  October 1, 2013 (Benefit level; see Appendix C)	July 22, 2013 (Board of Trustees) NA (Membership) See Appendix C for Municipality minutes	Increase benefit level per Year of Active Service from \$3,400 to \$3,600
April 1, 2013 (Document)  May 5, 2009 (Benefit level; see Appendix C)	March 4, 2013 (Board of Trustees) April 1, 2013 (Membership) See Appendix C for Municipality minutes	Restatement of Bylaws and Appendices in their entirety, moving from version 4 of the MNFPC Bylaw Solution™ to version 7.
May 5, 2009 (Document)  May 5, 2009 (Benefit level; see Appendix C)	December 29, 2008 (Board of Trustees) May 4, 2009 (Membership) December 17, 2008 (Municipality)	Restatement of Bylaws and Appendices in their entirety as part of subscribing to the MNFPC Bylaw Solution™ version 4 that provides model documents, administrative forms, and trustee support.

NA means not available.  
NR means not required.  
TBD means to be determined

**APPENDIX C**

**EAST BETHEL FIREFIGHTERS RELIEF ASSOCIATION**  
Benefit Levels

<b>Benefit Level Effective Date</b>	<b>Benefit Level per Year of Active Service</b>	<b>Interest Rate for Deferred Pension Benefit</b>	<b>Date Approved by Municipality</b>
January 1, 2016	\$4,500	NA	TBD
July 28, 2014	\$4,000	NA	August 20, 2014
October 1, 2013	\$3,600	NA	August 7, 2013
May 5, 2009	\$3,400 (no change)	NA	December 6, 2006
January 1, 2007	\$3,400	NA	December 6, 2006

NA means not applicable.  
NR means not required.  
TBD means to be determined