

City of East Bethel
City Council Special Meeting Agenda

City Council Special Meeting – 6:00 p.m.

Date: September 7, 2016



Item

- | | | | |
|----------------|------------|------------|--|
| 6:00 PM | | 1.0 | Call to Order |
| 6:01 PM | | 2.0 | Adopt Agenda |
| 6:01 PM | p. 2-104 | 3.0 | 2017 Preliminary Budget Discussion |
| 6:20 PM | p. 105-172 | 4.0 | Zoning Ordinance Amendment Discussion |
| 6:50 PM | | 5.0 | Adjourn |



City of East Bethel City Council Special Meeting Agenda Information

Date:

September 7, 2016

Agenda Item Number:

Item 3.0

Agenda Item:

2017 Preliminary Levy and Budget

Requested Action:

Consider approval of the 2017 Preliminary Budget / Tax Levy

Background Information:

General and Debt Service

The preliminary 2017 General Fund Budget is proposed to be \$5,114,700, which is an increase of \$138,800 or 2.8% from the 2016 budget.

The preliminary 2017 General Fund levy of \$4,171,400 is an increase of \$62,100 from 2016.

The preliminary 2017 Debt Service levy of \$1,158,500 is an increase of \$16,500 from 2016.

Overall, the 2017 Preliminary City Levy is \$5,329,900 or 1.5% greater than 2016.

The preliminary general and debt service levies must be submitted to Anoka County by September 30, 2016. The preliminary levies can be reduced but not increased prior to the adoption of the final budget in December of 2016.

HRA and EDA

The preliminary 2017 HRA levy of \$26,600 is \$26,600 greater than 2016.

The preliminary 2017 EDA levy of \$97,500 is \$25,522 less than 2016.

Overall, the 2017 preliminary Levy for other special taxing districts (HRA and EDA) is proposed to increase 0.9%

The preliminary levies for the HRA and EDA must be submitted to Anoka County by September 15, 2016.

HRA Levy

For preliminary budget discussions, the HRA approved a budget amount of \$26,600 for 2017.

This corresponded with a reduction of \$25,522 for the proposed EDA budget for the purpose of keeping the total of both these special levies essentially budget neutral.

The current HRA account balance of \$723,135 has been committed to fund the Utility Project cost of the Phase I Service Road. Utilization of these funds for that purpose is anticipated to reduce the fund to approximately \$100,000 by end of 2017.

City Council has expressed an interest in replenishing the HRA fund and requested information on the effects on the proposed 2017 Levy should the HRA Levy be increased. The EDA and HRA levies are combined for tax purposes and are listed as Special Levies on the county tax ticket that taxpayers will receive in November. This levy is separate from the City, County and School District Levy.

The total proposed levy for the both the EDA (\$97,500) and the HRA(\$26,600) is \$124,100 for 2017. With no change in the proposed levy, the EDA/HRA Special Levy would remain the same as 2016 and the overall City levy increase would be 1.5%.

Should City Council consider increasing the HRA portion of EDA/HRA Levy for 2017, the following incremental increases would affect the total levy as indicated below.

<u>EDA/HRA Increase in \$</u>	<u>% EDA/HRA Levy Increase</u>	<u>Total City Levy Increase*</u>
\$10,000	9%	1.7%
\$20,000	17.1%	1.9%
\$30,000	25.3%	2.0%
\$40,000	33.4%	2.2%
\$50,000	41.5%	2.4%

* The Total City Levy amount is a combination of the General Fund, Debt Service, the Special Levy (EDA and HRA), other taxing entities and special assessments.

Attachment(s):

1. Preliminary 2017 Budget

Fiscal Impact:

As outlined above

Recommendation(s):

Staff is seeking Council direction for the EDA/HRA Levy for the 2017 Preliminary Budget and/or other changes to the General Fund Budget.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



2017 Preliminary Budget

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**City of East Bethel
2017 General Fund Proposed Budget (Summary)**

Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget	% Change
Tax Levies - City						
General Fund Tax Levy	4,050,450.00	4,050,500.00	2,163,832.89	4,109,300.00	4,171,400.00	2%
2013 A	126,500.00	127,000.00	67,137.97	128,000.00	128,500.00	0%
2008 A	180,000.00	180,000.00	94,305.24	180,000.00	180,000.00	0%
2015 A	470,000.00	487,000.00	264,054.68	504,000.00	519,000.00	3%
2014 A	300,000.00	330,000.00	172,892.95	330,000.00	331,000.00	0%
Total Levy - City	5,126,950.00	5,174,500.00	2,762,223.73	5,251,300.00	5,329,900.00	1.5%
Tax Levies - Special Levies						
City EDA	123,022.00	123,022.00	-	123,022.00	97,500.00	-21%
City HRA				-	26,600.00	N/A
Total Levy - Special Levies	123,022.00	123,022.00	-	123,022.00	124,100.00	0.9%

CITY COUNCIL

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Steve Voss	Mayor	01/01/17
Tim Harrington	Council Member	01/01/19
Ron Koller	Council Member	01/01/17
Brian Mundle	Council Member	01/01/19
Tom Ronning	Council Member	01/01/17

CITY OFFICIALS

Jack Davis	City Administrator
Mike Jeziorski	Finance Director
Nate Ayshford	Public Works Manager
Mark DuCharme	Fire Chief
Colleen Winter	Community Development Director
Nick Schmitz	Building Official

Organizational Staff Summary					
		2014	2015	2016	2017
City Council	Part Time	5.00	5.00	5.00	5.00
City Administration	Full Time	3.00	3.00	3.00	3.00
	Part Time	0.06	0.06	0.06	0.06
Elections	Part Time	Contract		Contract	
Finance	Full Time	2.00	2.00	2.00	2.00
Assessing	Full Time	Contract	Contract	Contract	Contract
Legal	Full Time	Contract	Contract	Contract	Contract
Planning and Zoning	Full Time	1.50	1.50	1.50	1.50
Bldg Inspection	Full Time	2.50	2.50	2.50	2.50
Police	Full Time	Contract	Contract	Contract	Contract
Fire	Full Time	1.00	1.00	1.00	1.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Engineering	Full Time	Contract	Contract	Contract	Contract
Street Maintenance	Full Time	5.00	5.00	5.00	5.00
	Part Time	0.30	0.30	0.30	0.30
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time	0.30	0.30	0.30	0.30
Total	Full Time	19.00	19.00	19.00	19.00
	Part Time	5.66	5.66	5.66	5.66

2017 Pay Plan (Hourly)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	14.77	15.31	15.85	16.39	16.93	17.47	18.01
2	15.91	16.49	17.07	17.65	18.23	18.82	19.40
3	17.49	18.13	18.77	19.41	20.05	20.69	21.33
4	19.24	19.95	20.65	21.36	22.06	22.76	23.47
5	21.17	21.94	22.72	23.49	24.27	25.04	25.82
6	23.30	24.15	25.00	25.86	26.71	27.56	28.41
7	25.62	26.56	27.50	28.44	29.37	30.31	31.25
8	28.17	29.20	30.23	31.26	32.30	33.33	34.36
9	30.64	31.76	32.88	34.00	35.12	36.24	37.37
10	34.97	36.25	37.53	38.81	40.09	41.37	42.65
11	37.14	38.50	39.85	41.21	42.57	43.93	45.29
12	39.36	40.80	42.25	43.69	45.13	46.57	48.01
13	42.69	44.26	45.82	47.38	48.94	50.50	52.06
14	45.26	46.91	48.57	50.23	51.88	53.54	55.19
15	47.98	49.74	51.49	53.25	55.01	56.76	58.52
16	51.11	52.98	54.85	56.72	58.59	60.46	62.33
2017 Pay Plan (Annually)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	30,720.71	31,844.63	32,968.56	34,092.49	35,216.42	36,340.35	37,464.28
2	33,083.84	34,294.22	35,504.61	36,714.99	37,925.37	39,135.76	40,346.14
3	36,388.53	37,719.82	39,051.10	40,382.39	41,713.68	43,044.97	44,376.25
4	40,025.54	41,489.88	42,954.23	44,418.58	45,882.93	47,347.28	48,811.63
5	44,031.78	45,642.70	47,253.62	48,864.54	50,475.46	52,086.38	53,697.29
6	48,462.65	50,235.68	52,008.70	53,781.72	55,554.75	57,327.77	59,100.80
7	53,299.69	55,249.68	57,199.66	59,149.65	61,099.64	63,049.63	64,999.62
8	58,598.27	60,742.11	62,885.95	65,029.79	67,173.63	69,317.47	71,461.31
9	63,730.70	66,062.31	68,393.92	70,725.53	73,057.14	75,388.75	77,720.36
10	72,740.13	75,401.36	78,062.58	80,723.81	83,385.03	86,046.26	88,707.48
11	77,244.85	80,070.88	82,896.92	85,722.95	88,548.98	91,375.01	94,201.04
12	81,878.81	84,874.37	87,869.94	90,865.50	93,861.07	96,856.64	99,852.20
13	88,802.04	92,050.90	95,299.75	98,548.61	101,797.46	105,046.32	108,295.17
14	94,137.55	97,581.61	101,025.66	104,469.72	107,913.78	111,357.83	114,801.89
15	99,805.37	103,456.79	107,108.20	110,759.62	114,411.04	118,062.45	121,713.87
16	106,303.98	110,193.15	114,082.32	117,971.49	121,860.66	125,749.83	129,639.00
Cafeteria Contribution for 2017							
Monthly						1,000.00	
						1,000.00	
Seasonal/Part Time							
Seasonal and Part Time					\$10.00-\$12.00 per hour		
2017 Fire Fighter and Officer Pay Plan							
Position			# of Positions	Monthly Salary Rate			
Deputy Fire Chief			1				519.68
District Fire Chief			2				279.06
Captain			2				139.54
Lieutenant			3				112.06
Training Officer			1				112.06
Training/Drill/Fire Call/Duty Officer/Fire Inspector							
Probationary Firefighter							\$8.91 per hour
Firefighter I							\$10.05 per hour
Firefighter II/Officer							\$11.15 per hour
Firefighter III/Officer							\$12.28 per hour
Fire Inspector							\$18.96 per hour
Duty Officer							\$139.40 per week

**City of East Bethel
2017 General Fund Preliminary Budget (Summary)**

<u>General Fund</u>	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget	% Change
Revenues							
	Property Tax	4,048,831.95	4,072,003.88	2,163,832.89	4,109,300.00	4,171,400.00	2%
	Franchise Taxes	56,159.60	58,876.94	30,406.23	50,000.00	58,000.00	16%
	Licenses and Fees	38,710.46	45,873.03	32,400.80	40,000.00	41,500.00	4%
	Building Inspection Permits	153,630.39	173,218.99	130,686.64	143,000.00	151,000.00	6%
	Building Inspection Permits (Bethel / Oak Grove)	141,258.59	124,445.39	66,924.81	110,000.00	110,000.00	0%
	State Aid	279,539.71	284,470.07	206,168.50	250,100.00	288,000.00	15%
	Fines and Forfeits	50,263.83	44,548.75	27,612.28	51,000.00	47,500.00	-7%
	Intergovernmental Charges	72,867.18	88,497.88	127,034.94	127,000.00	127,000.00	0%
	Other Fees	3,602.67	3,672.47	1,464.82	3,500.00	3,300.00	-6%
	Cemetery Revenue	4,800.00	16,300.00	1,900.00	6,000.00	6,000.00	0%
	Site Lease Revenue	-	40,093.44	49,091.19	41,000.00	64,000.00	56%
	Refunds and Reimbursements	52,673.54	54,413.66	17,378.93	23,000.00	23,000.00	0%
	Gambling	21,816.96	25,198.81	24,596.73	20,000.00	20,000.00	0%
	Interest Earnings	1,159.91	10,377.40	3,536.90	2,000.00	4,000.00	100%
	Transfer from non-General Fund	48,525.51	23,297.37	-	-	-	N/A
Total Revenues - General Fund		4,973,840.30	5,065,288.08	2,883,035.66	4,975,900.00	5,114,700.00	3%
Expenditures							
General Government							
	Council	73,050.02	70,279.36	41,881.58	73,700.00	73,700.00	0%
	City Administration	275,992.29	303,085.87	167,532.06	318,900.00	361,800.00	13%
	Elections	9,477.15	2,560.42	2,654.18	13,800.00	3,800.00	-72%
	Finance	226,028.97	237,470.48	146,288.43	244,000.00	267,300.00	10%
	Assessing	52,118.52	54,327.00	27,246.00	54,500.00	54,500.00	0%
	Legal	133,898.36	144,854.48	67,292.19	150,000.00	150,000.00	0%
	Government Buildings	32,214.28	37,527.15	17,234.82	41,500.00	43,700.00	5%
	Risk Management	110,807.00	97,267.00	75,794.00	104,000.00	100,000.00	-4%
	Central Services	77,368.38	80,488.34	45,932.72	86,500.00	-	-100%
Total General Government		990,954.97	1,027,860.10	591,855.98	1,086,900.00	1,054,800.00	-3%
Community Development							
	Planning and Zoning	157,004.95	151,347.33	92,303.91	175,600.00	213,900.00	22%
	Building Inspection	228,314.02	234,528.60	142,587.19	252,400.00	271,500.00	8%
Total Community Development		385,318.97	385,875.93	234,891.10	428,000.00	485,400.00	13%
Public Safety							
	Police Protection	986,329.35	1,018,493.95	806,799.25	1,034,000.00	1,041,000.00	1%
	Fire Protection	555,252.24	590,776.27	345,468.61	586,300.00	633,500.00	8%
Total Public Safety		1,541,581.59	1,609,270.22	1,152,267.86	1,620,300.00	1,674,500.00	3%
Engineering							
	Engineering	32,798.23	45,740.39	6,553.21	35,000.00	40,000.00	14%
Total Engineering		32,798.23	45,740.39	6,553.21	35,000.00	40,000.00	14%
Public Works							
	Public Works - Parks Maintenance	369,140.51	384,951.50	221,810.07	409,700.00	425,000.00	4%
	Public Works - Streets	777,729.32	753,384.70	484,130.11	863,500.00	897,500.00	4%
Total Public Works		1,146,869.83	1,138,336.20	705,940.18	1,273,200.00	1,322,500.00	4%
Civic Events							
	Civic Events	2,501.00	2,500.00	2,500.00	2,500.00	2,500.00	0%
Total Culture and Recreation		2,501.00	2,500.00	2,500.00	2,500.00	2,500.00	0%
Transfers							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00	0%
	Transfer to Parks Capital	50,000.00	50,000.00	55,000.00	55,000.00	60,000.00	9%
	Transfer to Debt Service	1,036,000.00	-	-	-	-	N/A
	Capital Project Fund Transfers	429.98	-	-	-	-	N/A
Total Other		1,561,429.98	525,000.00	530,000.00	530,000.00	535,000.00	1%
Total Expenditures - General Fund		5,661,454.57	4,734,582.84	3,224,008.33	4,975,900.00	5,114,700.00	3%
Excess of Revenues over Expenditures - General Fund		(687,614.27)	330,705.24	(340,972.67)	-	-	



2017 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
\$15,500

Upper Rum River Watershed Management Organization -\$5,298

Sunrise Watershed Management Organization - \$10,300

307-Professional Services
\$6,000

Quarterly updates of ordinances - \$6,000. 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

\$1,600

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

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Council						
	E 101-41110-103 Part-Time Employees	28,442.22	29,100.00	16,975.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	18,385.34	17,818.52	17,383.37	13,100.00	15,500.00
	E 101-41110-125 FICA/Medicare	2,460.93	2,226.24	1,298.64	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	99.62	108.36	58.67	100.00	100.00
	E 101-41110-201 Office Supplies	144.85	134.93	44.93	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	-	788.94	-	2,000.00	2,000.00
	E 101-41110-307 Professional Services Fees	1,155.00	2,043.23	-	8,000.00	6,000.00
	E 101-41110-331 Travel Expenses	457.66	-	-	500.00	500.00
	E 101-41110-343 Other Advertising	254.40	299.25	30.00	500.00	500.00
	E 101-41110-433 Dues and Subscriptions	20,636.00	16,289.00	6,029.00	16,000.00	16,000.00
	E 101-41110-434 Conferences/Meetings	1,014.00	1,470.89	61.97	2,000.00	1,600.00
		73,050.02	70,279.36	41,881.58	73,700.00	73,700.00



2017 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
\$229,800

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

103 – Part-Time Employees
\$1,500
Cable Technician for recording evening meetings

201-Office Supplies
\$1,000
Miscellaneous office supplies including paper, toner, envelopes, and folders
*All City Hall employees

231-Minor Equipment
\$2,000
Computer Replacement

307 – Professional Service Fees
\$12,000
Time Savers - \$12,000
Contractual minute-taking services with Time Savers for City Council Meetings and City Council Work Meetings.

309 - Information Systems
\$11,100
Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network
Anoka County Fiber Internet

321 - Phone
\$4,000
VOIP – land line phone system and cell phone

322-Postage
\$7,000
All postage costs including 4 newsletter mailings throughout the year

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

342-Legal Notices
\$2,000
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

413-Office Equipment
\$6,000
Pitney Bowes postage machine lease - \$600
Ricoh copier/printer lease - \$5,500

421-Software License
\$2,000
Network software licensing/upgrades for common file servers.

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Administration	E 101-41320-101 Full-Time Employees Regular	159,261.36	215,264.16	117,310.22	225,100.00	229,800.00
	E 101-41320-102 Full-Time Employees Overtime	292.52	441.16	157.08		-
	E 101-41320-103 Part-Time Employees	-	1,125.00	540.00	1,700.00	1,500.00
	E 101-41320-122 PERA-Coordinated Plan	10,673.22	15,316.01	8,810.05	16,600.00	16,900.00
	E 101-41320-125 FICA/Medicare	12,013.26	15,797.64	9,906.35	20,300.00	20,700.00
	E 101-41320-126 Deferred Compensation	3,055.02	3,198.91	1,763.23	4,800.00	5,600.00
	E 101-41320-131 Cafeteria Contribution	21,690.65	33,011.29	19,950.00	34,200.00	33,500.00
	E 101-41320-151 Worker s Comp Insurance Prem	1,128.96	1,717.67	1,260.91	1,700.00	1,500.00
	E 101-41320-201 Office Supplies	-	-	-	200.00	1,000.00
	E 101-41320-231 Small Tools and Minor Equip	70.13	-	-	-	2,000.00
	E 101-41320-307 Professional Services Fees		14,039.05	6,677.00	12,000.00	12,000.00
	E 101-41320-309 Information Systems		-	-		11,100.00
	E 101-41320-321 Telephone	116.51	957.23	-	-	4,000.00
	E 101-41320-322 Postage		-	-		7,000.00
	E 101-41320-331 Travel Expenses	2,012.97	2,217.75	1,157.22	2,200.00	2,200.00
	E 101-41320-342 Legal Notices		-	-		2,000.00
	E 101-41320-351 Printing and Duplicating		-	-		3,000.00
	E 101-41320-413 Office Equipment		-	-		6,000.00
	E 101-41320-421 Software Licensing		-	-		2,000.00
	E 101-41320-433 Dues and Subscriptions	20.00	-	-	100.00	-
	E 101-41320-434 Conferences/Meetings	5.00	-	-	-	-
		210,339.60	303,085.87	167,532.06	318,900.00	361,800.00



2017 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41410 – Elections

DEPARTMENTAL PROFILE

This department is responsible for providing access to the election process to the citizens of the City of East Bethel. The department is responsible for determining polling locations, acquiring and maintaining election equipment, contracting election judges, registering municipal candidates and conducting absentee and the primary and general elections.

EXPENDITURE DETAILS

402 Equipment Maintenance
\$3,800

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.

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
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			23.81	100.00	-
	E 101-41410-342 Legal Notices	293.14	-	-	500.00	-
	E 101-41410-402 Repairs/Maint Machinery/Equip	1,807.14	2,560.42	2,630.37	2,600.00	3,800.00
	E 101-41410-434 Conferences		-	-	100.00	-
		9,477.15	2,560.42	2,654.18	13,800.00	3,800.00



2017 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 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
\$179,000

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

301-Auditing and Accounting Services
\$20,000

Annual audit of the City's financial statements

307 – Professional Service Fees
\$1,800

Anoka County - \$1,800

Cost associated with tax levy and special assessment administration

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 - Phone

\$400

VOIP – land line phone system

342-Legal Notices

\$1,000

Publishing of the City's annual audit

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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	153,767.36	163,369.65	91,968.92	166,100.00	179,000.00
	E 101-41520-122 PERA-Coordinated Plan	11,023.76	11,827.12	6,897.67	12,500.00	13,400.00
	E 101-41520-125 FICA/Medicare	12,908.12	12,817.64	7,457.07	14,800.00	15,800.00
	E 101-41520-126 Deferred Compensation	3,824.03	3,870.37	2,215.05	4,000.00	4,000.00
	E 101-41520-131 Cafeteria Contribution	21,694.22	22,007.70	13,300.00	22,800.00	24,000.00
	E 101-41520-151 Worker s Comp Insurance Prem	1,115.24	1,224.04	909.71	1,200.00	1,200.00
	E 101-41520-201 Office Supplies	39.99	52.73	36.05	100.00	100.00
	E 101-41520-301 Auditing and Acct g Services	19,633.00	20,000.00	21,500.00	20,000.00	20,000.00
	E 101-41520-307 Professional Services		-	-	-	1,800.00
	E 101-41520-309 Information Systems				-	4,100.00
	E 101-41520-321 Telephone				-	400.00
	E 101-41520-331 Travel Expenses	188.25	106.73	74.96	100.00	100.00
	E 101-41320-342 Legal Notices					1,000.00
	E 101-41520-421 Software Licensing	1,590.00	1,590.00	1,590.00	1,600.00	1,600.00
	E 101-41520-433 Dues and Subscriptions	-	300.00	269.00	300.00	300.00
	E 101-41520-434 Conferences/Meetings	245.00	304.50	70.00	500.00	500.00
		226,028.97	237,470.48	146,288.43	244,000.00	267,300.00



2017 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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Assessing	E 101-41550-307 Professional Services Fees	52,118.52	54,327.00	27,246.00	54,500.00	54,500.00
		52,118.52	54,327.00	27,246.00	54,500.00	54,500.00



2017 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 - \$240 per hour for Civil Services and \$103,070 annually for Prosecution

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Law and Legal						
	E 101-41610-303 Legal Fees	133,898.36	144,854.48	67,292.19	150,000.00	150,000.00
		133,898.36	144,854.48	67,292.19	150,000.00	150,000.00



2017 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
\$14,000

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
\$19,000

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$8,700

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	580.01	533.83	181.92	500.00	500.00
	E 101-41940-219 General Operating Supplies	183.69	171.30	606.38	500.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,278.85	1,407.34	1,018.24	2,000.00	2,000.00
	E 101-41940-231 Small Tools and Minor Equip	183.59	-	603.89	500.00	500.00
	E 101-41940-321 Telephone	230.04	-	-	-	-
	E 101-41940-381 Electric Utilities	12,969.15	12,103.24	5,378.65	15,000.00	14,000.00
	E 101-41940-382 Gas Utilities	6,996.49	4,266.33	1,996.83	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	606.45	646.87	370.23	500.00	700.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	857.05	282.52	-	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	7,328.96	18,115.72	7,078.68	16,000.00	19,000.00
		32,214.28	37,527.15	17,234.82	41,500.00	43,700.00



2017 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 one eligible employees

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

107 – Commission Member compensation
\$1,700

201 – General Office Supplies
\$100

231-Minor Equipment
\$4,000
Computer Replacement

307 – Professional Service Fees
\$31,500
PZ minute taking and preparation-\$1,200
Anoka Conservation District Professional Services (map production, data collection, land use reviews) - \$500
Comprehensive Plan update as required by Metropolitan Council - \$28,000
Anoka County Pictometry - \$1,878

309 - Information Systems
\$4,100
Metro-INET support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 - Phone
\$700
VOIP – land line phone system and cell phone

342 – Legal Notices
\$1,300
Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing
\$6,600
GIS licensing

423 – Filing Fees
\$400
Filing of agreements (Conditional Use Permits and Variances) at Anoka County

433 – Dues and Subscriptions
\$600
Minnesota Chapter American Planning Association - \$50
National Dues APA - \$320
American Institute Certified Planners (AICP) - \$165

434 – Conferences/Meetings
\$1,000
MNAPA conference; League of MN Cities workshops; AICP exam fee, exam prep and registration (continuing education).

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	105,082.70	107,759.32	64,870.72	119,500.00	119,500.00
	E 101-41910-102 Full-Time Employees Overtime	214.51	-	130.60	-	-
	E 101-41910-103 Part-Time Employees	-	288.00	444.00	500.00	500.00
	E 101-41910-107 Commissions and Boards	1,280.00	1,160.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	7,757.55	8,064.51	4,875.09	9,000.00	9,000.00
	E 101-41910-125 FICA/Medicare	7,667.56	8,966.55	5,774.20	10,700.00	10,800.00
	E 101-41910-126 Deferred Compensation	2,047.88	2,471.14	1,506.49	2,700.00	3,000.00
	E 101-41910-131 Cafeteria Contribution	15,839.26	16,506.00	9,975.00	17,100.00	18,000.00
	E 101-41910-151 Worker s Comp Insurance Prem	929.37	1,047.46	792.39	1,000.00	1,000.00
	E 101-41910-201 Office Supplies	44.47	169.22	43.20	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	539.72	24.30	-	-	4,000.00
	E 101-41910-307 Professional Services Fees	13,146.30	2,684.50	3,000.00	10,200.00	31,500.00
	E 101-41910-309 Information Systems	-	-	-	-	4,100.00
	E 101-41910-321 Telephone	360.00	330.00	-	300.00	700.00
	E 101-41910-331 Travel Expenses	-	84.29	68.58	-	100.00
	E 101-41910-341 Personnel Advertising	85.60	-	-	-	-
	E 101-41910-342 Legal Notices	1,339.03	1,104.04	639.64	1,300.00	1,300.00
	E 101-41910-421 Software Licensing	576.00	400.00	-	400.00	6,600.00
	E 101-41910-423 Filing Fees	-	148.00	184.00	400.00	400.00
	E 101-41910-433 Dues and Subscriptions	95.00	140.00	-	200.00	600.00
	E 101-41910-434 Conferences/Meetings	-	-	-	500.00	1,000.00
		157,004.95	151,347.33	92,303.91	175,600.00	213,900.00



2017 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
\$179,500
Provides for a 2% COLA salary increase and a STEP salary increase for one eligible employee

201- Office Supplies
\$1,300
Cabinet and other miscellaneous office supplies

212- Motor Fuels

\$5,000

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

219-General Operating Supplies

\$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 one Building Department vehicle

231-Small Tools and Minor Equipment

\$4,000

Computer Replacement, Flashlights, and tape measures

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321 – Telephone

\$700

VOIP – land line phone system and 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

\$2,600

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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	159,794.15	159,932.92	95,854.08	173,200.00	179,500.00
	E 101-42410-102 Full-Time Employees Overtime	214.51	-	1,976.28		
	E 101-42410-122 PERA-Coordinated Plan	11,131.45	11,891.77	7,337.27	13,000.00	13,500.00
	E 101-42410-125 FICA/Medicare	12,463.49	13,324.98	8,144.72	15,800.00	16,400.00
	E 101-42410-126 Deferred Compensation	3,687.18	4,272.15	2,562.67	4,600.00	5,000.00
	E 101-42410-131 Cafeteria Contribution	26,296.54	27,510.00	16,625.00	28,500.00	30,000.00
	E 101-42410-151 Worker s Comp Insurance Prem	943.46	1,142.77	626.03	1,200.00	1,200.00
	E 101-42410-201 Office Supplies	124.84	55.50	26.59	100.00	1,300.00
	E 101-42410-212 Motor Fuels	5,051.95	3,227.61	1,503.09	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	307.02	174.42	90.43	400.00	400.00
	E 101-42410-221 Motor Vehicles Parts	214.00	864.34	208.60	1,000.00	1,000.00
	E 101-42410-222 Tires		510.00	-		
	E 101-42410-231 Small Tools and Minor Equip	179.99	133.94	-	100.00	4,000.00
	E 101-42410-307 Professional Services Fees	-	3,759.13	1,532.25	-	-
	E 101-42410-309 Information Systems		-	-		4,100.00
	E 101-42410-321 Telephone	176.80	58.12	-	300.00	700.00
	E 101-42410-331 Travel Expenses	136.64	96.95	32.18	-	-
	E 101-42410-351 Printing and Duplicating	225.00	225.00	46.00	300.00	300.00
	E 101-42410-401 Motor Vehicle Services (Lic d)		260.00	-		
	E 101-42410-421 Software Licensing	1,495.00	1,495.00	2,990.00	3,200.00	3,200.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	32.00	-	32.00	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	E 101-42410-433 Dues and Subscriptions	200.00	200.00	-	200.00	200.00
	E 101-42410-434 Conferences/Meetings	2,640.00	2,394.00	-	2,400.00	2,600.00
		228,314.02	234,528.60	142,587.19	252,400.00	271,500.00



2017 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
\$1,041,000

Contractual cost of animal control (\$8,000) and police services, including patrol and CSO's (\$1,033,213)

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Police Protection						
	E 101-42110-219 General Operating Supplies		99.50	-		
	E 101-42110-307 Professional Services Fees	986,329.35	1,018,394.45	806,799.25	1,034,000.00	1,041,000.00
		986,329.35	1,018,493.95	806,799.25	1,034,000.00	1,041,000.00



2017 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 42210 – Fire Department

DEPARTMENTAL PROFILE

The primary mission of the East Bethel Fire Department is to provide a range of programs designed to protect the lives and property of the residents and visitors of the City of East Bethel from the adverse effects of fires, motor vehicle accidents, industrial accidents, hazardous materials incidents, or exposure to dangerous conditions.

DEPARTMENTAL GOALS

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our firefighters. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

EXPENDITURE DETAILS

STAFFING

1 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
\$101,500

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

103-PT Wages and Salaries
\$124,472

Fire Fighters will be paid according to the compensation schedule; Probationary Fire Fighters \$8.91 per hour, Post Probationary and Fire Fighter I level Fire Fighters \$10.05 per hour and Fire Fighter II level with all educational elements met \$11.15 and Fire fighter III level \$12.28 per hour.

<u>Position</u>	<u>Number of Officers</u>	<u>2017 Monthly</u>	<u>Annual Salary</u>
Deputy Chief	1	\$519.67	\$6,236
District Chief	2	\$279.06	\$6,697
Captain	2	\$139.54	\$3,349
Lieutenant	4	\$112.06	\$5,379
Training and Safety Officer	1	\$112.06	\$1,345
Duty Officer	1 per week	\$604.07	\$7,249
Inspector	1	\$644.64	\$7,736

- 2017 will continue with single station call out protocol. It is anticipated that the total number of calls will approximate 510 (2015 there were 549 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	12.28	\$9,432
Station 2 Calls	130	6	12.28	\$9,579
Station 1 Calls	187	6	12.28	\$13,779
Day Calls	129	8	12.28	\$12,674
Total Firefighter Call Cost				\$45,464

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	12.28	2/35	\$3,439
Fire Fighting Training Drills	20	35	12.28	2/35	\$17,193
Medical Training Drills	6	35	12.28	2/35	\$5,158
Station Maintenance Drills	12	35	12.28	2/35	\$10,316
Officer Outside Required Training	1	10	12.28	12/10	\$1,474
Fire Fighter Trainers			12.28	280	\$3,439
Total Fire Fighter Meeting/Drill Cost					\$41,018

125-FICA/Medicare
\$18,500
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
\$57,000
The City receives funds from the State in the form of Fire Aid. This amount is provided directly to the Fire Relief Association to fund pension obligations. The 2017 amount is estimated from the actual amount received in 2015. The actual amount is not known until October of the year it is payable to the City.

131-Cafeteria Contribution
\$14,000
City share of benefits for the full-time Fire Chief

135-Disability Insurance
\$1,000
This is the amount paid by the City to fund the disability/life insurance policy purchased on behalf of the Firefighters.

151-Workers Comp Insurance Premium
\$23,000
In addition to the full time Fire Chief, the City purchases worker's compensation insurance for volunteer firefighters. The cost is predicated on population and number of volunteers. The cost estimate is provided by the League of Minnesota Cities Insurance Trust.

201-Offices Supplies
\$4,800
Provides for consumable supplies for the Fire Department including tablets, pencils, pens, etc. and leasing of network copier for Fire Station 1.

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 2017

213- Lubricants and Additives

\$200

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

214-Clothing & Personal Equipment

\$15,000

Personal Protective Equipment for six Fighters; turnout gear \$2,000 per set, helmets \$200, boots \$200, Hood and Gloves \$125. This is replacement of very old and worn turnout gear. Most gear needing replacement is dated to 1998

215-Shop Supplies

\$300

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

217-Safety Supplies

\$6,500

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

\$8,500

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

\$1,800

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

309-Information Systems

\$17,200

Fire Department share of the total cost of Information Network of the City

321-Telephones

\$5,400

Provides for telephone service for three stations, an analog line at each station plus one fax line, five cellular phone services, four wireless connections for Mobile Dispatch

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

\$11,000

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

\$21,000

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

\$5,900

Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System (Estimated 2017: \$4,825)

422-Auto/Misc Licensing Fees/Taxes

\$1,500

Radio user fees \$900. Anoka County solid waste management charges of \$600 are assessed to fire stations annually.

431-Vehicle Replacement Charges

\$115,000

Replacement trucks from the Equipment Acquisition Fund

433-Dues and Subscriptions

\$1,400

Professional firefighter associations for officers and fire inspectors

434-Training (Conferences/Meetings)

\$11,500

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

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	95,446.27	98,023.49	51,859.20	92,900.00	101,500.00
	E 101-42210-103 Part-Time Employees	101,730.39	107,314.29	57,564.29	120,800.00	124,500.00
	E 101-42210-125 FICA/Medicare	14,807.53	15,345.00	8,450.59	17,500.00	18,500.00
	E 101-42210-126 Deferred Compensation	2,000.00	1,964.86	1,112.16	2,000.00	2,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	-	14,000.00	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	55,354.49	59,193.99	-	43,500.00	57,000.00
	E 101-42210-131 Cafeteria Contribution	12,847.03	13,003.92	7,816.62	13,400.00	14,000.00
	E 101-42210-135 Disability Insurance	396.24	396.24	931.25	1,000.00	1,000.00
	E 101-42210-141 Unemploy Benefit Payments		35.65	-		
	E 101-42210-151 Worker s Comp Insurance Prem	22,960.22	25,218.20	22,338.68	25,000.00	23,000.00
	E 101-42210-201 Office Supplies	635.05	383.40	237.78	1,200.00	4,800.00
	E 101-42210-203 Books/Ref. Materials/Software	497.75	-	347.00	1,600.00	1,600.00
	E 101-42210-211 Cleaning Supplies	223.43	137.69	177.49		200.00
	E 101-42210-212 Motor Fuels	14,844.28	9,034.92	3,875.51	15,000.00	15,000.00
	E 101-42210-213 Lubricants and Additives	472.67	-	-	200.00	200.00
	E 101-42210-214 Clothing & Personal Equipment	7,705.39	14,662.86	13,583.02	13,700.00	15,000.00
	E 101-42210-215 Shop Supplies	-	432.19	89.91	500.00	300.00
	E 101-42210-217 Safety Supplies	4,762.60	6,468.63	1,898.00	5,000.00	6,500.00
	E 101-42210-219 General Operating Supplies	3,816.71	3,670.01	1,325.87	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	283.36	2,511.50	234.05	2,000.00	2,000.00
	E 101-42210-222 Tires	-	605.44	2,112.48	1,800.00	1,800.00
	E 101-42210-223 Bldg/Facility Repair Supplies	1,393.67	437.49	661.25	800.00	800.00
	E 101-42210-229 Equipment Parts	344.08	279.02	513.26	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	14,090.71	5,705.56	9,204.66	6,500.00	8,500.00
	E 101-42210-306 Personnel/Labor Relations	1,718.65	1,722.59	594.20	1,400.00	1,800.00
	E 101-42210-307 Professional Services Fees	1,658.53	2,933.00	5,331.00	6,500.00	6,500.00
	E 101-42210-309 Information Systems		-	-		17,200.00
	E 101-42210-321 Telephone	6,425.39	6,484.85	2,002.92	10,400.00	5,400.00
	E 101-42210-341 Personnel Advertising	162.50	-	-	-	-
	E 101-42210-351 Printing and Duplicating	165.00	582.50	-	500.00	500.00
	E 101-42210-381 Electric Utilities	9,538.72	8,470.79	4,331.67	9,500.00	9,500.00
	E 101-42210-382 Gas Utilities	13,098.15	9,286.80	4,177.11	12,000.00	11,000.00
	E 101-42210-385 Refuse Removal	714.05	1,619.36	541.22	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	3,052.98	545.00	2,483.71	3,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	14,583.52	26,873.11	11,011.46	19,000.00	21,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,909.20	6,842.44	641.47	6,000.00	6,000.00
	E 101-42210-415 Other Equipment Rentals	580.00	580.00	-	-	-
	E 101-42210-421 Software Licensing	-	2,866.22	4,859.62	4,500.00	5,900.00
	E 101-42210-422 Auto/Misc Licensing Fees/Taxes	630.39	598.39	615.16	4,500.00	1,500.00
	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	951.00	1,014.00	1,399.00	1,000.00	1,400.00
	E 101-42210-434 Conferences/Meetings	9,452.29	26,532.87	8,147.00	10,500.00	11,500.00
		555,252.24	590,776.27	345,468.61	586,300.00	633,500.00



2017 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
\$40,000
Project services and support

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Engineering	E 101-43110-302 Architect/Engineering Fees	32,798.23	45,740.39	6,553.21	35,000.00	40,000.00
		32,798.23	45,740.39	6,553.21	35,000.00	40,000.00



2017 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
\$217,400

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

102-FT- Overtime
\$1,100

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

\$6,200

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

\$600

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

212-Motor Fuels

\$16,000

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

\$2,500

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

\$2,500

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

\$1,300

VOIP – land line phone system and 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

\$9,000

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 + 2 year-round locations.

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/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	197,040.51	190,780.17	107,111.57	211,600.00	217,400.00
	E 101-43201-102 Full-Time Employees Overtime	2,640.23	937.64	756.23	1,000.00	1,100.00
	E 101-43201-103 Part-Time Employees	5,999.00	4,098.75	2,550.00	6,100.00	6,200.00
	E 101-43201-104 Part-Time Employees Overtime		74.46	-		-
	E 101-43201-105 Employee On Call/Standby Pay	-	6,963.27	3,018.42	3,200.00	7,100.00
	E 101-43201-107 Commissions and Boards	740.00	740.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	14,193.25	14,636.90	8,324.65	15,900.00	16,300.00
	E 101-43201-125 FICA/Medicare	18,987.26	18,748.86	10,740.07	21,000.00	22,000.00
	E 101-43201-126 Deferred Compensation	5,932.81	6,154.34	3,450.27	6,300.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	43,388.44	44,016.00	26,600.00	45,600.00	48,000.00
	E 101-43201-151 Worker s Comp Insurance Prem	8,365.78	9,278.61	8,938.04	9,300.00	9,300.00
	E 101-43201-201 Office Supplies	-	110.65	32.04	100.00	100.00
	E 101-43201-211 Cleaning Supplies	365.06	138.73	1,224.50	500.00	600.00
	E 101-43201-212 Motor Fuels	19,980.07	11,901.92	4,949.99	18,000.00	16,000.00
	E 101-43201-213 Lubricants and Additives	119.29	268.93	160.47	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,361.05	1,415.35	540.05	2,000.00	2,000.00
	E 101-43201-215 Shop Supplies	9.66	109.87	336.04	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	844.54	4,151.98	214.82	2,000.00	2,500.00
	E 101-43201-217 Safety Supplies	254.40	149.96	100.47	700.00	700.00
	E 101-43201-218 Welding Supplies	-	-	-	100.00	100.00
	E 101-43201-219 General Operating Supplies	1,651.39	1,345.58	201.75	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	2,822.24	474.05	175.91	2,100.00	2,100.00
	E 101-43201-222 Tires	627.06	1,163.74	223.90	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	1,901.61	11,808.23	1,144.07	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	2,084.73	5,112.74	3,641.53	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	-	109.18	-	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	2,887.35	4,846.53	2,585.55	2,000.00	2,500.00
	E 101-43201-231 Small Tools and Minor Equip	1,389.43	5,104.97	656.85	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	419.33	310.20	300.80	300.00	300.00
	E 101-43201-307 Professional Services Fees	529.00	232.00	500.00	600.00	600.00
	E 101-43201-321 Telephone	1,410.69	1,348.16	340.87	1,500.00	1,300.00
	E 101-43201-341 Personnel Advertising	108.00	264.00	144.00	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	3,981.41	3,984.05	1,683.74	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	76.59	241.50	-	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	180.32	18.99	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	190.50	1,415.59	2,378.16	2,000.00	2,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	275.10	3,823.54	1,315.04	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	786.50	2,351.17	3,121.78	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	323.00	323.00	2,250.00	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	9,368.92	9,092.36	4,625.14	8,000.00	9,000.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	860.99	205.53	528.35	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	345.00	-	245.00	400.00	400.00
		369,140.51	384,951.50	221,810.07	409,700.00	425,000.00



2017 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
\$321,500
Provides for a 2% COLA salary increase

102 FT-Overtime
\$10,700
Thirty five hours per person for snow plowing

103-PT-Wages and Salaries
\$6,200
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

\$800

Maintenance facility bathroom and break room supplies, supplies for cleaning maintenance shop and vehicles.

212-Motor Fuels

\$33,000

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

600 tons of salt -- \$45,000; asphalt patching material at \$11,200; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 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

\$4,000

Roads minutes, animal control trappers and GIS development - \$800

SafeAssure Safety Consultant - \$3,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321- Telephone

\$2,500

Cellular phones, land lines for 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

434-Conferences/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	252,705.10	274,148.00	169,329.17	306,300.00	321,500.00
	E 101-43220-102 Full-Time Employees Overtime	16,997.48	3,695.88	731.22	10,500.00	10,700.00
	E 101-43220-103 Part-Time Employees	3,961.00	3,978.75	2,550.00	6,100.00	6,200.00
	E 101-43220-105 Employee On Call/Standby Pay	-	9,170.98	5,074.16	3,200.00	9,200.00
	E 101-43220-107 Commissions and Boards	840.00	860.00	20.00	1,700.00	1,700.00
	E 101-43220-122 PERA-Coordinated Plan	19,531.71	21,040.79	13,135.10	23,000.00	24,100.00
	E 101-43220-125 FICA/Medicare	22,642.52	23,344.41	14,561.11	29,900.00	31,900.00
	E 101-43220-126 Deferred Compensation	7,541.98	7,844.44	4,858.68	8,400.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	48,706.76	49,518.00	33,250.00	57,000.00	60,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	17,989.66	19,871.74	17,718.57	20,000.00	20,000.00
	E 101-43220-201 Office Supplies	191.16	97.87	118.69	100.00	100.00
	E 101-43220-211 Cleaning Supplies	757.07	1,814.36	452.47	400.00	800.00
	E 101-43220-212 Motor Fuels	35,581.92	20,509.72	8,254.30	36,000.00	33,000.00
	E 101-43220-213 Lubricants and Additives	3,648.27	3,161.23	2,325.18	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	2,694.74	1,399.21	548.55	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	948.83	1,319.36	734.02	1,200.00	1,200.00
	E 101-43220-216 Chemicals and Chem Products	624.02	-	332.80	200.00	200.00
	E 101-43220-217 Safety Supplies	992.50	1,808.70	429.94	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	975.88	557.91	543.77	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	487.85	739.78	285.03	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	9,472.41	5,922.68	2,163.00	7,200.00	7,200.00
	E 101-43220-222 Tires	3,047.67	4,416.22	1,603.64	4,500.00	4,500.00
	E 101-43220-223 Bldg/Facility Repair Supplies	1,197.29	1,324.76	774.07	500.00	500.00
	E 101-43220-224 Street Maint Materials	62,966.78	41,539.21	36,002.92	73,500.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	4,036.12	3,789.65	2,210.99	7,000.00	7,000.00
	E 101-43220-229 Equipment Parts	17,928.26	9,941.18	3,888.07	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	-	9,685.77	800.00	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	2,603.24	5,424.44	5,824.94	2,600.00	2,600.00
	E 101-43220-306 Personnel/Labor Relations	138.67	299.65	241.00	400.00	400.00
	E 101-43220-307 Professional Services Fees	1,529.00	519.20	653.45	600.00	4,000.00
	E 101-43220-309 Information Systems	-	-	-	-	4,100.00
	E 101-43220-321 Telephone	3,330.51	2,782.20	1,328.97	3,000.00	2,500.00
	E 101-43220-341 Personnel Advertising	-	64.50	-	100.00	100.00
	E 101-43220-342 Legal Notices	61.50	-	166.63	100.00	100.00
	E 101-43220-381 Electric Utilities	18,699.68	17,214.80	8,627.69	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	8,248.87	4,480.31	2,286.34	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	2,673.58	6,374.27	1,145.05	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)	13,123.09	21,665.01	3,481.79	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	21,496.52	4,999.15	8,247.46	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	8,599.78	2,229.10	3,673.94	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	35,070.90	39,302.17	-	52,000.00	52,000.00
	E 101-43220-415 Other Equipment Rentals	-	765.00	165.00	-	-
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	327.00	226.30	392.40	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	360.00	538.00	200.00	-	400.00
		777,729.32	753,384.70	484,130.11	863,500.00	897,500.00



2017 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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	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	2,500.00



2017 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
\$43,000
Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance
\$36,000
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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Risk Management						
	E 101-48140-307 Professional Services Fees	6,500.00	6,500.00	5,000.00	5,000.00	5,000.00
	E 101-48140-361 General Liability Ins	48,617.00	40,422.00	24,899.00	45,000.00	43,000.00
	E 101-48140-362 Property Ins	38,796.00	35,309.00	33,514.00	37,000.00	36,000.00
	E 101-48140-363 Automotive Ins	13,353.00	11,554.00	9,750.00	13,000.00	13,000.00
	E 101-48140-366 Machinery Breakdown	2,156.00	2,214.00	2,132.00	2,500.00	2,500.00
	E 101-48140-368 Bonding Insurance	458.00	426.00	499.00	500.00	500.00
	E 101-48140-369 Other Insurance	927.00	842.00	-	1,000.00	-
		110,807.00	97,267.00	75,794.00	104,000.00	100,000.00



2017 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
\$60,000
Funding for park projects such as playground equipment replacement

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Transfers						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	425,000.00	425,000.00	425,000.00	425,000.00	425,000.00
	E 101-49360-936 Parks Capital Transfers	50,000.00	50,000.00	55,000.00	55,000.00	60,000.00
	E 101-49360-934 Debt Fund Transfer	1,036,000.00	-	-	-	-
	E 101-50600-938 Capital Project Fund Transfers	429.98	-	-	-	-
		1,561,429.98	525,000.00	530,000.00	530,000.00	535,000.00

City of East Bethel
2017 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy		26,600	97,500	124,100
Special Assessments			4,000	4,000
County Grants	50,800			50,800
Fees	2,400			2,400
Total Revenue	53,200	26,600	101,500	181,300
Expenditures				
Salaries and Wages	20,200	-	-	20,200
Supplies	700	-	-	700
Fees for Service	32,300	1,600	22,100	56,000
Future Projects	-	-	19,400	19,400
Transfer to General for Salaries	-	25,000	60,000	85,000
Total Expenditures	53,200	26,600	101,500	181,300
Revenue over Expenditures	-	-	-	-



2017 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
\$50,800

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,400

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
\$14,800

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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Recycling						
	E 226-43235-101 Full-Time Employees Regular	15,550.00	21,063.52	10,901.32	20,000.00	14,800.00
	E 226-43235-102 Full-Time Employees Overtime			114.18		
	E 226-43235-122 PERA-Coordinated Plan	1,151.23	1,568.96	817.98	1,500.00	1,100.00
	E 226-43235-125 FICA/Medicare	1,209.39	1,611.38	842.86	1,600.00	1,400.00
	E 226-43235-131 Cafeteria			-		2,500.00
	E 226-43235-126 Deferred Compensation			3.43		400.00
	E 226-43235-201 Office Supplies	36.95	-	-	100.00	100.00
	E 226-43235-219 General Operating Supplies	810.44	215.41	1,001.54	200.00	200.00
	E 226-43235-223 Bldg/Facility Repair Supplies	1,289.35	6,860.70	2,707.25	400.00	400.00
	E 226-43235-231 Small Tools and Minor Equip	37.99	3,521.15	-	-	-
	E 226-43235-307 Professional Services Fees	20,490.28	20,123.00	11,318.72	19,500.00	19,500.00
	E 226-43235-322 Postage/Delivery	1,030.46	924.02	115.04	1,500.00	1,500.00
	E 226-43235-331 Travel Expenses	27.89	103.78	32.57	100.00	100.00
	E 226-43235-343 Other Advertising	272.50	545.00	285.00	1,000.00	1,000.00
	E 226-43235-351 Printing and Duplicating	149.73	286.46	52.08		
	E 226-43235-381 Electric Utilities	1,672.98	1,371.17	767.00	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,906.70	981.60	719.01	2,000.00	2,000.00
	E 226-43235-385 Refuse Removal	3,790.34	8,046.39	7,563.99	4,500.00	4,500.00
	E 226-43235-388 Hazardous Waste Disposal	-	-	-	-	-
	E 226-43235-402 Repairs/Maint Machinery/Equip	245.83	678.58	-	500.00	500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	18,843.62	36,892.18	503.51	600.00	600.00
	E 226-43235-415 Other Equipment Rentals	814.70	910.00	490.00	900.00	900.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	21.29	21.29	21.29	100.00	100.00
		69,351.67	105,724.59	38,256.77	56,100.00	53,200.00



2017 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 with the City of East Bethel which cannot be redeveloped without government assistance.

EXPENDITURE DETAILS

303-Legal Fees

\$1,000

Contracted legal services

322-Postage

\$100

Postage costs for mailings

331-Travel Expenses

\$100

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices
\$100
Publications of legal notices

434-Conferences/Training
\$300
Staff and Board members continued education

933-Transfer to City General Fund
\$25,000
Support Executive Director, Community Development Director, Finance Director, and
Support Staff

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
HRA						
	E 230-23000-303 Legal Fees	-	-	-	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	280.00	300.00	300.00
	E 230-23000-933 Gen l Fund Reimb Transfers	15,000.00	25,000.00	25,000.00	25,000.00	25,000.00
		15,270.00	25,275.00	25,280.00	26,600.00	26,600.00



2017 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

\$3,200

EDAM workshops and other economic development training. MNCAR Expo

xxx-Potential Costs involved with 2017 Development

\$19,400

Potential Costs involved with 2017 Development

933-Transfer to City General Fund

\$60,000

Support Executive Director, Community Development Director, and Support Staff

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
EDA						
	E 232-23200-107 Commissions and Boards	320.00	500.00	-	1,600.00	1,600.00
	E 232-23200-201 Office Supplies	-	35.65	-	-	-
	E 232-23200-303 Legal Fees	-	-	-	10,000.00	10,000.00
	E 232-23200-307 Professional Services Fees	6,178.70	49,177.54	6,671.90	6,000.00	6,000.00
	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	415.00	598.00	-	700.00	700.00
	E 232-23200-421 Software Licensing	-	14,143.00	-	-	-
	E 232-23200-434 Conferences/Meetings	-	-	-	700.00	3,200.00
	E 232-23200-933 Gen l Fund Reimb Transfers	56,000.00	60,000.00	60,000.00	60,000.00	60,000.00
	E 232-23200-999 Future Projects	-	-	-	43,422.00	19,400.00
		62,913.70	124,454.19	66,671.90	123,022.00	101,500.00

**City of East Bethel
2017 Debt Service Budget**

Fund Description	2013 A	2008 A	2010	2015A	2014A	2010 C	Total
Fund Number	301	308	309	310	311	312	
Revenue							
Levy	128,500	180,000		519,000	331,000		1,158,500
Special Assessments		16,000		12,500			28,500
Well Remediation Fees			6,200				6,200
Total Revenue	128,500	196,000	6,200	531,500	331,000	-	1,193,200
Expenditures							
Debt Service - Principal	90,000	140,000	3,000	105,000		565,000	903,000
Interest	31,200	32,000	600	392,800	188,000	9,800	654,400
Fiscal Agent Fees	1,000	1,000	-	1,000	1,000	1,000	5,000
Total Expenditures	122,200	173,000	3,600	498,800	189,000	575,800	1,562,400
Revenue over Expenditures	6,300	23,000	2,600	32,700	142,000	(575,800)	(369,200)

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

*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 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	2008A Feb/Aug	2010 Feb/Aug	2015A Feb/Aug	2014A Feb/Aug	2010C Feb/Aug	Total
Original Principal	\$ 1,250,000 301	\$ 1,715,000 308	\$ 74,601 309	\$ 11,850,000 310	\$ 5,485,000 311	\$ 1,260,000 312	
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
Total 2017	121,200.00	171,560.00	3,505.90	497,800.00	187,675.00	574,746.25	1,556,487.15
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
Total 2018	123,425.00	180,660.00	4,475.90	498,500.00	187,675.00	-	994,735.90
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
Total 2019	125,500.00	189,160.00	4,435.90	494,100.00	414,225.00	-	1,227,420.90
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
Total 2020	122,500.00	187,260.00	4,395.90	499,500.00	407,325.00	-	1,220,980.90
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
Total 2021	129,350.00	131,260.00	4,355.90	504,500.00	351,175.00	-	1,120,640.90
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
Total 2022	126,050.00	13,525.00	4,315.90	548,300.00	350,700.00	-	1,042,890.90
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
Total 2023	127,675.00	13,055.00	4,275.90	511,700.00	359,925.00	-	1,016,630.90
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
Total 2024	129,150.00	12,585.00	4,235.90	559,600.00	354,575.00	-	1,060,145.90
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
Total 2025	125,550.00	12,115.00	4,195.90	580,800.00	359,337.50	-	1,081,998.40
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
Total 2026	126,875.00	11,645.00	4,155.90	625,300.00	363,425.00	-	1,131,400.90
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
Total 2027	-	11,175.00	4,115.90	674,250.00	362,025.00	-	1,051,565.90
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
Total 2028	-	10,705.00	4,075.90	732,700.00	360,200.00	-	1,107,680.90
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
Total 2029	-	10,235.00	3,625.10	779,200.00	367,462.50	-	1,160,522.60
Principal		-	-	555,000.00	255,000.00	-	810,000.00
Interest		-	-	283,675.00	113,712.50	-	397,387.50
Total 2030	-	-	-	838,675.00	368,712.50	-	1,207,387.50
Principal		-	-	665,000.00	265,000.00	-	930,000.00
Interest		-	-	264,959.38	104,612.50	-	369,571.88
Total 2031	-	-	-	929,959.38	369,612.50	-	1,299,571.88
Principal		-	-	750,000.00	280,000.00	-	1,030,000.00
Interest		-	-	242,850.01	95,075.00	-	337,925.01
Total 2032	-	-	-	992,850.01	375,075.00	-	1,367,925.01
Principal		-	-	770,000.00	295,000.00	-	1,065,000.00
Interest		-	-	218,618.76	85,012.50	-	303,631.26
Total 2033	-	-	-	988,618.76	380,012.50	-	1,368,631.26
Principal		-	-	790,000.00	310,000.00	-	1,100,000.00
Interest		-	-	193,268.76	74,425.00	-	267,693.76
Total 2034	-	-	-	983,268.76	384,425.00	-	1,367,693.76
Principal		-	-	815,000.00	320,000.00	-	1,135,000.00
Interest		-	-	166,678.13	62,600.00	-	229,278.13
Total 2035	-	-	-	981,678.13	382,600.00	-	1,364,278.13
Principal		-	-	840,000.00	255,000.00	-	1,095,000.00
Interest		-	-	138,750.00	51,100.00	-	189,850.00
Total 2036	-	-	-	978,750.00	306,100.00	-	1,284,850.00
Principal		-	-	860,000.00	265,000.00	-	1,125,000.00
Interest		-	-	110,062.50	40,700.00	-	150,762.50
Total 2037	-	-	-	970,062.50	305,700.00	-	1,275,762.50
Principal		-	-	885,000.00	280,000.00	-	1,165,000.00
Interest		-	-	80,062.50	29,800.00	-	109,862.50
Total 2038	-	-	-	965,062.50	309,800.00	-	1,274,862.50
Principal		-	-	910,000.00	295,000.00	-	1,205,000.00
Interest		-	-	48,650.00	18,300.00	-	66,950.00
Total 2039	-	-	-	958,650.00	313,300.00	-	1,271,950.00
Principal		-	-	935,000.00	310,000.00	-	1,245,000.00
Interest		-	-	16,362.50	6,200.00	-	22,562.50
Total 2040	-	-	-	951,362.50	316,200.00	-	1,267,562.50
Principal due 2017 to 2040	1,085,000.00	845,000.00	50,589.20	11,660,000.00	5,485,000.00	565,000.00	19,690,589.20
Interest due 2017 to 2040	172,275.00	109,940.00	3,576.70	6,385,187.54	2,752,262.50	9,746.25	9,432,987.99
Rates	3%	3.0 - 4.7%	1%	3.0 - 4.0%	3.0 - 4.0%	3.2 - 3.45%	

City of East Bethel
2017 Enterprise Fund Budget (Summary)

Fund Description Fund Number	Water 601	Sewer 602	Arena 615	Total
Revenue				
Sales	66,300	104,000	237,300	407,600
Penalties	500	1,500	-	2,000
Total Revenue	66,800	105,500	237,300	409,600
Expenditures				
Transfer to General Fund for Salaries	20,000	20,000	-	40,000
Supplies	8,200	4,500	13,000	25,700
Fees for Service	28,200	56,700	149,300	234,200
Total Current Expenditures	56,400	81,200	162,300	299,900
Net Cash (Inflow / Outflow)	10,400	24,300	75,000	109,700
Depreciation / Other				
Depreciation	272,000	292,500	75,000	639,500
RCL Principal Balance Adjustment	-	270,000	-	270,000
Total Non-Current Expenditures	272,000	562,500	75,000	909,500
Total Expenditures	328,400	643,700	237,300	1,209,400
Net Income	(261,600)	(538,200)	-	(799,800)



2017 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.

DEPARTMENTAL GOALS

Provide adequate capacity, perform required maintenance and work to facilitate the orderly implementation of service to new residents.

USER FEE SUMMARY

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

The typical water customer can be classified into two different categories—residential and commercial each with a fixed and variable component to the cost structure. There are currently 53 residential parcels and 14 (59 ERU’s) commercial parcels serviced by the City’s water system. The 2017 residential rates are proposed to remain the same as 2016. The 2017 commercial rates are proposed to increase by 3% over 2016 and have a tier added for monthly usage over 10,000 gallons. Again, this is done to meet the DNR’s requirement of encouraging water conservation by increasing the per gallon cost as the user increases usage. All rates are chronicled below:

	2016	2017
RESIDENTIAL		
BASE CHARGE	\$18.77 PER MONTH	\$18.77 PER MONTH
USAGE CHARGES		
0 - 2,000 GALLONS PER MONTH	\$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
5,001 - 10,000 GALLONS PER MONTH	\$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
COMMERCIAL		
BASE CHARGE	\$15.45 PER ERU/MONTH	\$15.90 PER ERU/MONTH
USAGE CHARGES		
0 – 10,000 GALLONS PER MONTH	\$3.09 PER 1,000 Gallons	\$3.18 PER 1,000 Gallons
OVER 10,000 GALLONS PER MONTH	\$3.09 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

Cleaning agents for cleaning the lab and treatment room at the water plant

216-Chemicals and Chemical Products

\$3,000

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

\$500

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

309-Information Systems

\$4,100

Metro-Inet support services – IT support, exchange email/calendar, wireless/wired network support and data center network

321-Telephone

\$4,500

Landline, security line, and DSL line at both Water Treatment plants

381-Electric Utilities

\$12,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$1,500

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

\$1,000

General building repair items

421-Software Licensing

\$600

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$272,000

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
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
<u>Water Fund</u>						
Revenues						
	R 601-37100 Water Sales (Residential)	39,542.59	35,681.15	17,952.30	46,900.00	37,600.00
	R 601-37101 Water Sales (Commercial)	18,543.95	25,686.07	15,950.35	16,500.00	26,700.00
	R 601-37155 Water Connection Inspection	550.00	150.00	100.00	-	-
	R 601-37160 Water Penalty	451.47	1,460.32	631.76	500.00	500.00
	R 601-37170 Water Meter Sales	3,720.69	2,185.69	2,244.33	2,000.00	2,000.00
	R 601-39203 Transfer from non-Genl Fund	22,140.40	-	-	-	-
	R 601-34410 Water Availability Charge	-	23,100.00	2,556.96	-	-
	R 601-39204 Contribution-Governmental Fund	-	4,489,218.63	-	-	-
Total Revenues - Water Fund		84,949.10	4,577,481.86	39,435.70	65,900.00	66,800.00
Expenditures						
	E 601-49401-101 Full-Time Employees Regular	13,005.51	13,406.93	-	-	-
	E 601-49401-102 Full-Time Employees Overtime	36.50	4.19	-	-	-
	E 601-49401-122 PERA-Coordinated Plan	947.29	1,005.83	-	-	-
	E 601-49401-125 FICA/Medicare	1,105.60	1,133.27	-	-	-
	E 601-49401-126 Deferred Compensation	389.28	406.82	-	-	-
	E 601-49401-131 Cafeteria Contribution	2,764.42	2,751.12	-	-	-
	E 601-49401-151 Worker s Comp Insurance Prem	569.44	652.15	-	-	-
	E 601-49401-201 Office Supplies	-	-	-	100.00	-
	E 601-49401-211 Cleaning Supplies	131.93	56.00	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	5,046.78	2,565.97	1,594.97	2,000.00	3,000.00
	E 601-49401-217 Safety Supplies	-	279.30	-	100.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	650.34	557.80	-	400.00	500.00
	E 601-49401-227 Utility Maint Supplies	-	6,117.93	268.60	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	635.90	248.00	-	500.00	500.00
	E 601-49401-307 Professional Services Fees	651.94	801.22	-	1,200.00	1,200.00
	E 601-49401-309 Information Systems	-	-	-	-	4,100.00
	E 601-49401-321 Telephone	2,891.36	4,553.28	2,598.65	1,400.00	4,500.00
	E 601-49401-342 Legal Notices	-	-	-	200.00	200.00
	E 601-49401-381 Electric Utilities	11,257.09	13,325.22	7,032.54	5,000.00	12,000.00
	E 601-49401-382 Gas Utilities	1,580.30	1,646.52	938.36	1,400.00	1,500.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	-	3,019.26	810.27	1,800.00	1,800.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	1,305.22	1,020.04	517.02	800.00	1,000.00
	E 601-49401-407 Utility System Services	-	-	-	300.00	-
	E 601-49401-421 Software Licensing	-	545.00	-	-	600.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	53.23	64.00	219.52	100.00	300.00
	E 601-49401-434 Conferences/Meetings	-	871.00	889.00	500.00	1,000.00
	E 601-49401-481 Depreciation Expense	117,734.13	271,478.24	-	275,000.00	272,000.00
	E 601-49401-933 Gen l Fund Reimb Transfers	-	-	20,000.00	20,000.00	20,000.00
Total Expenditures - Water Fund		160,756.26	326,509.09	34,868.93	314,900.00	328,400.00
Net Income - Water Fund		(75,807.16)	4,250,972.77	4,566.77	(249,000.00)	(261,600.00)



2017 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.

DEPARTMENTAL GOALS

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

USER FEE SUMMARY

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

The typical sewer customer can be classified into three different categories—residential, mobile and commercial each with a fixed and variable component to the cost structure. There are currently 53 residential parcels, 14 (59 ERU’s) commercial parcels and 1 mobile customer serviced by the City’s / MCES’s sewer system. The 2017 residential and mobile rates are proposed to remain the same as 2016 with the exception that the City will no longer have an increasing block tiered structure. The 2017 commercial rates are proposed to increase by 3% over 2016. All rates are chronicled below:

Residential	2016	2017
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	\$6.30 PER 1,000 GALLONS
5,001 - 10,000 GALLONS PER MONTH	\$9.07 PER 1,000 GALLONS	\$6.30 PER 1,000 GALLONS
OVER 10,000 GALLONS PER MONTH	\$10.89 PER 1,000 GALLONS	\$6.30 PER 1,000 GALLONS
<i>(Residential based on water use during January)</i>		
Mobile Park	2016	2017
BASE CHARGE	\$912.44 PER MONTH	\$912.44 PER MONTH
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	\$8.08 PER 1,000 GALLONS
Commercial	2016	2017
BASE CHARGE	\$5.15 PER MONTH PER ERU	\$5.30 PER MONTH PER ERU
USAGE CHARGE	\$4.90 per 1,000 gallons	\$5.05 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

\$24,800

MCES waste water treatment charges

381-Electric Utilities

\$5,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$1,000

Repair services that cannot be performed in-house

421-Software Licensing

\$600

Banyon Utility Billing Software

434-Conferences and Meetings

\$500

Costs associated with annual re-certification of sewer license

481-Depreciation Expense

\$292,500

The specific items to be depreciated are: manholes, lateral lines, force mains, lift station, and gravity sewer lines

626-Reserve Capacity Loan Payment
\$24,800

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

xxx-Reserve Capacity Principal Adjustment
\$270,000

Amount that the reserve capacity loan could be adjusted by at year if the quota for SAC units is not reached

933-Transfer to City General Fund
\$20,000

Support Public Works Manager and Public Works Maintenance Staff

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
<u>Sewer Fund</u>						
Revenues						
	R 602-37200 Sewer Sales (Residential)	39,137.89	17,549.80	8,350.90	24,800.00	17,900.00
	R 602-37201 Sewer Sales (Commercial)	8,246.60	21,368.18	13,484.64	12,000.00	21,800.00
	R 602-37202 Sewer Sales (Mobile)	33,757.08	66,073.93	36,578.33	49,700.00	64,300.00
	R 602-34407 Sewer Availability Charge		22,192.50	8,402.81		
	R 602-37255 Sewer Connection Inspection	550.00	150.00	100.00	100.00	-
	R 602-37260 Swr Penalty	373.08	1,746.63	224.79	1,500.00	1,500.00
	R 602-39203 Transfer from non-Genl Fund	5,581.05	-	-		
	R 602-39101 Sales of General Fixed Assets		1,669.00	150.00		
	R 602-39204 Contribution-Governmental Fund		8,382,488.61	-		
Total Revenues - Sewer Fund		87,645.70	8,513,238.65	67,291.47	88,100.00	105,500.00
Expenditures						
	E 602-49451-101 Full-Time Employees Regular	13,005.51	13,406.93	-	-	-
	E 602-49451-102 Full-Time Employees Overtime	255.47	4.19	-	-	-
	E 602-49451-122 PERA-Coordinated Plan	963.16	1,005.83	-	-	-
	E 602-49451-125 FICA/Medicare	1,122.09	1,133.17	-	-	-
	E 602-49451-126 Deferred Compensation	395.85	406.82	-	-	-
	E 602-49451-131 Cafeteria Contribution	2,764.22	2,750.87	-	-	-
	E 602-49451-151 Worker s Comp Insurance Prem	615.35	704.32	-	-	-
	E 602-49451-216 Chemicals and Chem Products	5,547.29	70.00	-	-	-
	E 602-49451-217 Safety Supplies	905.51	-	305.00	1,000.00	1,000.00
	E 602-49451-223 Bldg/Facility Repair Supplies	2,201.37	225.00	1,562.53	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	-	-	-	700.00	700.00
	E 602-49451-307 Professional Services Fees	4,365.99	-	13,823.36	28,000.00	24,800.00
	E 602-49451-381 Electric Utilities	11,278.01	3,766.94	2,244.09	10,000.00	5,000.00
	E 602-49451-383 Water Utilities	-	-	-	500.00	-
	E 602-49451-387 Heating Fuels/Propane	-	-	-	100.00	-
	E 602-49451-403 Bldgs/Facilities Repair/Maint	788.70	166.77	668.00	6,500.00	1,000.00
	E 602-49451-415 Other Equipment Rentals		2,647.00	-		-
	E 602-49451-421 Software Licensing		545.00	-		600.00
	E 602-49451-422 Auto/Misc Licensing Fees/Taxes	1,450.00	1,503.23	1,450.00	1,500.00	-
	E 602-49451-434 Conferences/Meetings	-	-	-	500.00	500.00
	E 602-49451-481 Depreciation Expense	23,050.37	292,504.62	-	292,000.00	292,500.00
	E 602-49451-501 Disposal of Assets - loss		189,278.64	-		
	E 602-49451-626 Loan Payment		99,940.00	20,735.00	28,000.00	24,800.00
	E 602-49451-xxx RCL Principal Balance Adjustment		-	-		270,000.00
	E 602-49451-933 Gen l Fund Reimb Transfers		-	20,000.00	20,000.00	20,000.00
Total Expenditures - Sewer Fund		72,572.85	610,059.33	60,787.98	343,600.00	643,700.00
Net Income - Sewer Fund		15,072.85	7,903,179.32	6,503.49	(255,500.00)	(538,200.00)



2017 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 2017 user rates are proposed to remain the same as 2016. All rates are chronicled below:

ICE ARENA	2016	2017
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
ADVERTISING	NEGOTIABLE	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for Arena

212-Motor Fuels

\$2,500

Propane for the Zamboni

223-Buildings & Facilities Repair and Maintenance Supplies

\$5,000

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

307-Professional Services

\$82,000

Reimburse management labor expenses for contracted Arena personnel

309-Information Systems

\$1,000

Internet Service

381-Electric Utilities

\$30,000

Electricity needs of the Arena

382-Gas Utilities

\$19,000

Natural gas heating needs of the Arena

402-Repairs to Machinery

\$2,500

Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services

\$12,000

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

481-Depreciation

\$75,000

Depreciation on Arena and equipment

**City of East Bethel
2017 Preliminary Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 7/31/16	FY 2016 Budget	FY 2017 Preliminary Budget
Arena Operations					<i>*Based on 1148 Prime hours sold at \$192 per hour</i>	<i>*Based on 1148 Prime hours sold at \$192 per hour</i>
Revenues						
	R 615-36210 Interest Earnings	56.49	161.15	322.04	-	-
	R 615-36240 Refunds/reimbursements	551.87	32,500.00	-	-	-
	R 615-37920 Vending Machine Sales	266.99	228.86	308.76	500.00	300.00
	R 615-38060 Ice Rental Revenues	190,840.92	183,386.72	76,648.00	220,500.00	220,500.00
	R 615-38062 Dry Floor Events	1,397.00	5,430.00	3,735.00	5,000.00	5,000.00
	R 615-38064 Concession Rental	3,000.00	2,000.00	-	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	2,500.00	675.00	-	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	39,065.52	-	-	-	-
Total Revenues - Arena		245,178.79	231,881.73	81,013.80	237,500.00	237,300.00
Expenditures						
	E 615-49851-211 Cleaning Supplies	508.73	550.74	644.99	500.00	500.00
	E 615-49851-212 Motor Fuels	2,491.21	2,588.09	1,198.36	2,000.00	2,500.00
	E 615-49851-219 General Operating Supplies	610.59	5,280.03	7.17	500.00	4,000.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,689.79	5,697.57	1,658.06	3,800.00	5,000.00
	E 615-49851-231 Small Tools and Minor Equip	811.75	924.03	-	1,000.00	1,000.00
	E 615-49851-307 Professional Services Fees	89,739.83	80,200.00	34,000.00	80,200.00	82,000.00
	E 615-49851-309 Information Systems	-	-	600.00	-	1,000.00
	E 615-49851-321 Telephone	942.84	243.22	169.92	1,000.00	300.00
	E 615-49851-342 Legal Notices	15.38	32.25	-	-	-
	E 615-49851-381 Electric Utilities	27,762.64	29,973.28	11,991.12	33,000.00	30,000.00
	E 615-49851-382 Gas Utilities	19,270.47	14,336.07	6,308.08	20,000.00	19,000.00
	E 615-49851-385 Refuse Removal	2,077.87	1,890.72	773.61	2,000.00	2,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,849.33	2,339.30	548.43	3,000.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	12,071.97	8,961.75	2,268.20	15,000.00	12,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	570.53	190.53	190.53	1,000.00	500.00
	E 615-49851-433 Dues and Subscriptions	250.00	-	-	-	-
	E 615-49851-481 Depreciation Expense	71,894.94	75,189.76	-	74,500.00	75,000.00
Total Expenditures - Arena		233,557.87	228,397.34	60,358.47	237,500.00	237,300.00
Net Income - Arena		11,620.92	3,484.39	20,655.33	-	-



2017 Budget

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

DEPARTMENTAL PROFILE

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

DEPARTMENTAL GOALS

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

REVENUE DETAILS

39201-General Fund Transfer
\$50,000

GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN

City Hall / Senior Center

2241 221st Avenue NE
East Bethel, MN 55011

Fire Station #1

2751 Viking Blvd NE
East Bethel, MN 55092

Public Works / Fire Station #2

2375 221st Avenue NE
East Bethel, MN 55011

Fire Station #3

342 Forest Road
East Bethel, MN 55092



2017 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 2017 revenue; actual revenue is dependent on 2017 development activity

**Parks CIP
2017-2021
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	\$30,143			
Park Dedication Fees		\$0		\$30,143
Skateboard Equipment Booster West			\$25,000	\$5,143
2017 Ending Balance				\$5,143
2018 Beginning Balance	\$5,143			
Park Dedication Fees		\$60,000		\$65,143
Pavilion at Norseland Manor Park			\$30,000	\$35,143
Irrigation system at Norseland Park			\$30,000	\$5,143
2018 Ending Balance				\$5,143
2019 Beginning Balance	\$5,143			
Park Dedication Fees		\$60,000		\$65,143
Fence at Norseland Manor Park			\$30,000	\$35,143
Cedar Creek Park/ Fish Lake Trail Additions			\$30,000	\$5,143
2019 Ending Balance				\$5,143
2020 Beginning Balance	\$5,143			
Park Dedication Fees		\$80,000		\$85,143
New Park Development			\$75,000	\$10,143
2020 Ending Balance				\$10,143
2021 Beginning Balance	\$10,143			
Park Dedication Fees		\$80,000		\$90,143
New Park Development			\$75,000	\$15,143
2021 Ending Balance				\$15,143
TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES		\$280,000	\$295,000	
Park Dedication Fees- Residential = 10% of land or cash not to exceed \$2,000 per lot. Commercial = 5% of land or cash not to exceed \$2,000 per acre.				



2017 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
\$60,000
Budgeted transfer amount.

**Parks CIP
2017-2021
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	\$145,125			\$145,125
Transfer From General Fund		\$60,000		\$205,125
Baseball field @ Booster West Park			\$125,000	\$80,125
2017 Ending Balance				\$80,125
2018 Beginning Balance	\$80,125			
Transfer From General Fund		\$65,000		\$145,125
Playground Equipment Booster East			\$45,000	\$100,125
Bonde Park, Soccer/LaCrosse Fields and Irrigation			\$100,000	\$125
2018 Ending Balance				\$125
2019 Beginning Balance	\$125			
Transfer From General Fund		\$70,000		\$70,125
Playground Equipment Anderson Lakes			\$45,000	\$25,125
2019 Ending Balance				\$25,125
2020 Beginning Balance	\$25,125			
Transfer From General Fund		\$75,000		\$100,125
Playground Equipment Eveleth Park			\$40,000	\$60,125
2020 Ending Balance				\$60,125
2021 Beginning Balance	\$60,125			
Transfer From General Fund		\$80,000		\$140,125
Skateboard Equipment Maynard Peterson			\$40,000	\$100,125
2021 Ending Balance				\$100,125
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$350,000	\$395,000	



2017 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
2017-2021
Funding Analysis**

MUNICIPAL STATE AID FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	-\$1,496,801			
Municipal State Aid Funding		\$603,199		-\$893,602
None			\$0	-\$893,602
2017 Ending Balance				-\$893,602
2018 Beginning Balance	-\$893,602			
Municipal State Aid Funding		\$603,199		-\$290,403
None			\$0	-\$290,403
2018 Ending Balance				-\$290,403
2019 Beginning Balance	-\$290,403			
Municipal State Aid Funding		\$603,199		\$312,796
East Side Service Road, Phase 3			\$1,500,000	-\$1,187,204
MnDOT Setaside Funds		\$500,000		-\$687,204
Cooperative Agreement Grant		\$200,000		-\$487,204
2019 Ending Balance				-\$487,204
2020 Beginning Balance	-\$487,204			
Municipal State Aid Funding		\$603,199		\$115,995
MnDOT Setaside Funds		\$500,000		\$615,995
181st Ave Reconstruction			\$400,000	\$215,995
Davenport St Reconstruction			\$600,000	-\$384,005
2020 Ending Balance				-\$384,005
2021 Beginning Balance	-\$384,005			
Municipal State Aid Funding		\$603,199		\$219,194
projects TBD				\$219,194
projects TBD				\$219,194
2021 Ending Balance				\$219,194
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$4,215,995	\$2,500,000	

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.



2017 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
2017-2021
Funding Analysis**

STREET CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	\$710,525			
Transfer from General Fund		\$425,000		\$1,135,525
Sunny View Addition- Sealcoat			\$53,000	\$1,082,525
DeGardners Addition- Sealcoat			\$75,500	\$1,007,025
2017 Ending Balance				\$1,007,025
2018 Beginning Balance	\$1,007,025			
Transfer from General Fund		\$425,000		\$1,432,025
Hidden Haven West-sealcoat			\$180,000	\$1,252,025
Hidden Haven East-sealcoat			\$70,000	\$1,182,025
Cedar Brook Addition-sealcoat			\$90,000	\$1,092,025
2018 Ending Balance				\$1,092,025
2019 Beginning Balance	\$1,092,025			
Transfer from General Fund		\$425,000		\$1,517,025
Deer Path Farm Overlay			\$500,000	\$1,017,025
2019 Ending Balance				\$1,017,025
2020 Beginning Balance	\$1,017,025			
Transfer from General Fund		\$425,000		\$1,442,025
University Ave Reconstruction			\$450,000	\$992,025
2020 Ending Balance				\$992,025
2021 Beginning Balance	\$992,025			
Transfer from General Fund		\$425,000		\$1,417,025
Davenport Reconstruction			\$550,000	\$867,025
Sandy Drive Overlay			\$200,000	\$667,025
2021 Ending Balance				\$667,025
Total Street Capital Fund Sources and Uses		\$2,125,000	\$2,168,500	



2017 Budget

FUND: 435 – TIF District 1-1
DEPT/ACTIVITY/PROJECT: 43500 – TIF District 1-1

DEPARTMENTAL PROFILE

The City of East Bethel authorized the creation of TIF district 1-1 in order to facilitate the construction of an approximately 60,000 square foot manufacturing facility in the City (Aggressive Hydraulics). The City of East Bethel created Fund 435 TIF 1-1 (Tax Increment Finance District 1) in order to track the Tax Increment revenue and expenditures of the district.

DEPARTMENTAL GOALS

Track Tax Increment revenues and expenditures through the life of the district and submit timely TIF Reports to the Office of the State Auditor's office.

REVENUE DETAILS

31010-Tax Increment
\$60,000

EXPENDITURE DETAILS

307-Professional Service Fees
\$54,000
TIF Revenue Note \$52,000, Ehlers TIF OSA Reporting \$1,000, Anoka County TIF Administration \$1,000

342-Legal Notices
\$100 Annual disclosure

City of East Bethel
2017 Other Governmental Fund Budget (Summary)

Fund Description Fund Number	TIF 1-1 435
Revenue	
Tax Increment	60,000
General Fund Transfer	
General Fund Replacement Charges	
Assessments	
State Aid	
Dedication Fees	
Fees	
Sale of Fixed Assets	
Total Revenue	60,000
Expenditures	
Salaries and Wages	
Supplies	
Fees for Service	54,100
Debt Fund Transfer	
Depreciation	
Total Expenditures	54,100
Revenue over Expenditures	5,900

2017 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

Equipment Replacement					
Equipment Purchase Schedule					
	Inspection	Parks	Streets	Fire	Total
2017 Purchases					
KUBOTA (scheduled for 2015)		17,000.00			
KUBOTA W/ GROOMER		19,000.00			
J DEERE 770 BH GRADER (scheduled for 2015)			205,000.00		
T-190 BOBCAT (Annual Trade-In Program)			45,000.00		
CHIEF'S AUTO				25,000.00	
2017 Total					311,000.00
2018 Purchases					
FORD F150 4x4 (scheduled for 2012)	30,000.00				
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		
SPARTAN 6 MAN CAB - 1250 PUMPER REFURBISH				50,000.00	
SCBA - Self Contained Breathing Apparatus				200,000.00	
2018 Total					530,000.00
2019 Purchases					
FORD ESCAPE 4X4	20,000.00				
CC-10 ROLLER (Scheduled for 2012)			25,000.00		
2019 Total					45,000.00
2020 Purchases					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			190,000.00		
2020 Total					190,000.00
2021 Purchases					
SINGLE AXLE PLOW TRUCK, BOX, PLOW, WING, SANDER			194,000.00		
JOHN DEERE 1600 MOWER			50,000.00		
2021 Total					244,000.00
2022 - 2026 Purchases					
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		
SWEEPER/VAC TRUCK			180,000.00		
VEMEER WOOD CHIPPER (Scheduled for 2012)	30,000.00				
ZERO TURN MOWER	12,000.00				
ZERO TURN MOWER	12,000.00				
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			60,000.00		
FIRE TANKER APPARATUS REFURBISH				30,000.00	
FORD F-550 - MINI PUMPER REFURBISH (R-21)				40,000.00	
FORD F-550 - MINI PUMPER REFURBISH (R-11)				45,000.00	
2022 - 2026 Total					993,000.00
2027 - 2031 Purchases					
FINISHING MOWER		17,000.00			
FELLING 18 FT TRAILER			12,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			194,000.00		
LOADER/BUCKET SNOW PLOW/WING			200,000.00		
FORD F-450 1.5 TON CHASSIS TRUCK, BOX AND PLOW			70,000.00		
PICK UP			26,000.00		
FORD 4X4 1T PU - GRASS RIG				75,000.00	
2027 - 2031 Total					594,000.00
2032 & Beyond Purchases					
VACTOR TRUCK			300,000.00		
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			250,000.00		
FIRE TANKER APPARATUS				275,000.00	
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	
2032 & Beyond Total					2,495,000.00
Total Scheduled Purchases	50,000.00	107,000.00	2,835,000.00	2,410,000.00	5,402,000.00



2017 Budget

FUND: 702 – Compensated Absences Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Compensated Absences Fund provides for the funding of the City's obligation of earned but unused vacation and sick pay benefits. These benefits are payable only upon employees' severance from employment.

DEPARTMENTAL GOALS

Compare each employee's accrued obligation on an annual basis and expense any increase to individual departments. Consequently, the period in which the services are rendered incurs the expense. Individual department budgets will not fluctuate based on employees separation from employment and the accumulation of these benefits.

At year end 2015 the accumulated liability for compensated absences for all employees was \$146,615.

REVENUE DETAILS

39201-Transfer from General Fund

\$0

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.



Important Information About Your Property Taxes

Anoka County sends out property tax notifications and statements on behalf of several taxing authorities including your city, school district, the state, and several others, depending on where you live and the type of property you own. The following are some definitions that may help you better understand your property tax notification and statement.

	(1) Actual 2015 Property Tax	(2) Proposed 2016 Property Tax	Percent Change
TOTAL excluding special assessments	\$3,174.27	\$3,306.81	4.2%
COUNTY:			
GENERAL COUNTY LEVY	\$816.98	\$868.53	
REGIONAL RAIL AUTHORITY	\$20.17	\$19.00	
COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM	\$6.86	\$11.27	
YOUR CITY	\$1,138.69	\$1,175.82	
STATE GENERAL TAX	\$123.03	\$120.54	
YOUR SCHOOL DISTRICT			
VOTER APPROVED LEVIES	\$353.25	\$0.00	
OTHER LOCAL LEVIES	\$513.90	\$915.07	
METROPOLITAN SPECIAL TAXING DISTRICTS	\$30.39	\$32.58	
OTHER SPECIAL TAXING DISTRICTS	\$27.15	\$27.26	
TAX INCREMENT	\$0.00	\$0.00	
FISCAL DISPARITY	\$143.85	\$136.74	

LEVY: A levy is the total amount of property taxes collected from property owners by a taxing authority, such as Anoka County. Anoka County operates with funds from several sources including federal, state, and local property taxes.

Anoka County collects taxes on behalf of your **city**. The amount is determined by your city council.

Anoka County collects taxes on behalf of your **school district**. The amount is determined by your school board.

FISCAL DISPARITY: Individuals who own commercial and/or industrial (C/I) property may also see a line labeled Fiscal Disparity. In 1971 the State of Minnesota adopted the fiscal disparities program to share the metro area's commercial/industrial tax base. Without fiscal disparities, taxes would likely increase in cities with minimal commercial development because the cost of providing services would be shouldered only by that city and county's taxpayers, not spread metro-wide via the fiscal disparities program.

Anoka County and its cities and township share and support a **public safety system**, including the devices used by public safety personnel.

Anoka County collects the **State General Tax** on behalf of the state. It is a levy on commercial, industrial, seasonal, recreational, and unmined iron ore property.

Special Taxing Districts include the Metropolitan Council, Metro Transit, Metro Mosquito Control, city and county Housing & Redevelopment Authorities, hospital, watershed, and conservation districts.



City of East Bethel City Council Special Meeting Agenda Information

Date:

September 7, 2016

Agenda Item Number:

Item 4.0

Agenda Item:

Amendments to Appendix A, Zoning Ordinance, Sections 9, 23, 24 and 48

Requested Action:

Discuss and comment on the proposed changes to Appendix A, Zoning Ordinance, Sections 9, 23, 24 and 48

Background Information:

At the July 26, 2016 Planning Commission meeting, a public hearing was held to discuss proposed changes to sections of Appendix A, Zoning Code and the Commission recommended City Council consider the changes included in the Attachments.

The Planning Commission previously reviewed and discussed the proposed Zoning Ordinance changes at their May and June meetings. The City Council reviewed and discussed a preliminary proposal for changes at their June 8, 2016 Work Meeting. The proposed revisions represent a culmination of those discussions and include changes to the following sections:

- Section 48, Light Industrial District
- Section 24, Exterior Storage
- Section 23, Screening
- Section 9 - Definitions

The proposed changes would not alter any Light Industrial zoning designation, but would align the standards of the Zoning Ordinance with the objectives and intent of the 2008 - 2018 Comprehensive Plan. At the time discussions related to the Comprehensive Plan update commence in 2017, other categories for industrial use, transition industrial, and/or mixed use industrial/commercial may be considered as part of revisions to the Code during that process.

City Code, Appendix A, Zoning, Section 48, Light Industrial was adopted in 2007. Due to a previous City Moratorium on all development in the Hwy. 65 Corridor, the recessionary period of 2009 -2012 accompanied by the associated slow recovery from this economic downturn, no development in the City's Light Industrial Zone in East Bethel has not occurred.

As a result, the application of the Light Industrial Section of the City Zoning Code has never been tested as to evaluating a permitted use within this zoning designation. A proposal by CST Companies to locate in the City has been the first use of this section of the City Code and, as such, revealed a number of material weaknesses in our Ordinance.

Staff is of the opinion that amendments are needed to this section of the Zoning Ordinance to remove the existing ambiguities that currently permit many uses that are not consistent with the Comprehensive Plan. The proposed revision is viewed as temporary until a final review could be performed during the 2017 - 2018 preparation of the Comprehensive Plan. This change would provide interim protection from uses which may be inconsistent with the Comprehensive Plan and beyond the intended goal of this portion of the Ordinance.

The proposed changes to Section 9 include:

- Modification to the definition of light manufacturing.

The proposed changes to Section 23 comprise:

- A reference relating exterior storage to the screening regulations

The proposed changes to Section 24 contain:

- Additional performance standards for exterior storage requirements

The proposed changes to Section 48 cover:

- Re-definition of Sub. 1 – Purpose
- Additions and deletions to Accessory, Permitted, Conditional, Interim and Prohibited Uses
- Changes to Sub. 7 – Development Regulations

The Planning Commission has reviewed and discussed the proposed Zoning Ordinance changes at their May, June and July meetings. The City Council reviewed and discussed a preliminary proposal for changes at their June 8, 2016 Work Meeting.

Attachments:

- Attachment 1 – Red-line copy Section 48
- Attachment 2 – Red-line copy Section 24
- Attachment 3 – Red-line copy Section 23
- Attachment 4 – Red-line copy Section 9
- Attachment 5 – 072616 Planning Commission Minutes
- Attachment 6 – Clean copy of Sections 9, 23, 24 and 48

Fiscal Impact:

Not determined

Recommendation(s):

Discussion item only. No action required.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

SECTION 48. - LIGHT INDUSTRIAL (I) DISTRICT

1. - ~~Purpose.~~ PURPOSE

The light industrial (I) district is intended and designed to provide areas of the city suitable for activities and uses that are commercial and general services related and/or of a light industrial nature. These are areas that have the prerequisites for industrial development, but because of proximity to residential areas or the need to protect certain areas or uses from adverse influences, high development standards will be necessary. ~~It is further intended that light industrial and related commercial uses be the predominate use of land within the light industrial district.~~ The Light Industrial District is intended and designed to provide areas of the City suitable for activities and uses that are industrial in nature. Industrial uses within this district are limited to those that do not generate noise, odor, vibration, or other discharge discernable from areas outside the parcel on which the use is located. This category is aimed towards industrial uses that are lower in intensity of activity such as offices, warehousing, research laboratories, and light manufacturing.

2. - ~~Permitted uses.~~ PERMITTED USES

A. Uses allowed in the B-2 and B-3 districts.

B. Brewery and taproom as regulated under Section _____ City Code Chapter 6, Sections 51, 52, and 63.

D. ~~Medical science uses.~~

~~I. Wholesaling.~~

B.C. Industrial condominium/multi-tenant structure.

~~J. Adult uses.~~

~~L. Construction sales and service.~~

G.D. Manufacturing, light – excluding those uses that generate any discernable discharge that cannot be maintained on the site and any use that requires any outside manufacturing activities.

~~E. Motor vehicle service station with minor or major repairs.~~

F. Office.

D.G. Public facilities, fire stations, substations, government buildings ~~Essential services, government.~~

~~E.H. Recreation – Public.~~

I. Repair services, except for businesses related to passenger vehicles and trucks

~~F.J. Research facility.~~

~~E.~~ Retail sales, incidental to manufacturing, of products manufactured, assembled, or warehoused on the premises, provided no more than twenty five -(25) percent of the building is used for retail space.

~~G-K.~~ Self-service storage.

~~H-L.~~ Warehousing and distribution.

~~I-M.~~ Other similar uses to those permitted in this section as determined by the zoning administrator. Planning Commission and approved by the City Council.

3. - ~~Accessory uses.~~ ACCESSORY USES

A. Fuel tanks as regulated by the Uniform Fire code

B. Trash enclosure service structure.

C. Other uses customarily associated with a permitted use as determined by the Planning Commission and approved by the city council City Council-Council.

4. - ~~Conditional uses.~~ CONDITIONAL USES

A. Adult Uses – as regulated under Section 10-5

B. Commercial and public radio and television transmission and public utility microwave antenna.

C. Construction sales and services

~~Daycare facility—Licensed.~~

~~Detached accessory structure.~~

~~Drive thru services.~~

~~Essential services—Utility substations.~~

D. Exterior storage as regulated under Section 24

E. Kennel, commercial as regulated under East Bethel Code of Ordinances, Chapter 10

F. Maintenance facilities directly associated with the primary business and contained inside the principal structure.

~~Nursing home.~~

~~Place of worship~~

~~Recreation—Commercial.~~

~~Residential care facility—Serving seven or more persons.~~

~~School, specialty.~~

G. Telecommunication facilities as regulated under Section 16

H. Two or more buildings on same lot provided such buildings relate to the Permitted use -and meeting the requirements of the Minnesota State Building Code.

- I. Other similar uses to those permitted in this section as determined by the ~~planning commission~~ Planning Commission and ~~city council~~ approved by the City Council.

5. - Interim uses.

~~Grading activities that move more than 1,000 cubic yards of material per acre. Mining activities as regulated under Chapter 26, Article V.~~

- A. Temporary/seasonal sales as permitted in Section 10. General Development Regulations.
- B. Other uses similar to those permitted in this section as determined by the ~~planning commission~~ Planning Commission and ~~city council~~ approved by the City Council.

~~Communication tower.~~

~~6. - Certificate of compliance.~~

6. Prohibited Uses

- A. Trucking Terminals
- B. Slaughterhouses
- C. Recycling centers
- D. Auto reduction yards
- E. Impound lots
- F. Used car lots

7. - Development regulations.

A. *Minimum lot requirements:*

1)	Lot area:		
	a)	Without sewer and water	10 acres
	b)	With sewer and water	1 acre
2)	Lot width		150 feet
3)	Minimum buildable area		23,000 square feet

B. *Setbacks:*

Attachment #1

1)	Front yard:		
	a)	Local/collector street	40 feet
	b)	Arterial street	50 feet
	c)	State/county street	100 feet
2)	Side yard		10 feet, <u>except 60 feet if abutting a residential district</u>
3)	Rear yard		25 feet, except 60 feet if abutting a residential district

C. Building:

<u>1)</u>	<u>Maximum building height</u>	<u>50 feet from ground level</u>
<u>2)</u>	<u>Minimum building size</u>	<u>5,000 square feet</u>
<u>3)</u>	<u>Maximum lot coverage</u>	<u>80 percent</u>

~~C. Maximum building height: Measured to the eave, maximum height of three stories or 30 feet, whichever is less. 50 feet from ground level.~~

~~Minimum building size — 5,000 square feet.~~

~~D. Maximum lot coverage: 80 percent.~~

D. All uses shall comply with all other sections of the East Bethel City Code and be consistent with the City Comprehensive Plan.

(Ord. No. 19, Second Series, 5-5-2010; Ord. No. 28, Second Series, 12-1-2010)

SECTION 24. - EXTERIOR STORAGE

1. - Exemptions.

All products, materials, and equipment, except as specifically described in this ordinance, shall be stored within permitted structures or completely screened from view of adjoining properties and the public right-of-way except for the following:

- A. Off-street parking of licensed passenger automobiles and personal or commercial vehicles of less than 12,000 pounds gross vehicle weight rating (GVWR) in designated driveway or parking area.
- B. Off-street parking of vehicles and recreational vehicles that are permitted according to the provisions of this ordinance and any other city ordinance.
- C. Clothes lines, antennae, air conditioners in working condition, outdoor grills, play equipment, ornaments and monuments.
- D. Landscaping materials and equipment may be stored on a lot if these are used on the lot within a period of three months.

2. - Inoperable vehicles and refuse materials.

- A. Passenger automobiles and trucks not currently licensed by the state, or which are incapable of movement under their own power due to mechanical deficiency, which are parked or stored outside for a period in excess of 96 hours, and all materials stored outside in violation of the city ordinances, are considered refuse or junk and shall be disposed of according to city regulations.
- B. Any accumulation of refuse not stored in containers that comply with city ordinances, or any accumulation of refuse including car parts which has remained on a property for more than one week, is hereby declared to be a nuisance and may be abated by order of the zoning administrator or building official. The cost of removal shall be recovered in accordance with the city ordinances and state law.
- C. Repairable vehicles shall be stored in a designated storage area and not be visible from the public right-of-way or adjacent properties.

3. - A, RR, R-1, and R-2 residential districts.

- A. All personal property shall be stored within a building or be fully screened so as not to be visible from adjoining properties and public streets, except for the following:
 - 1. 1)—Play and recreational equipment.
 - 2. 2)—Stacked firewood for the burning supply of the property resident shall be stored in the side yard or the rear yard at a minimum of five feet from the property line.
 - 3. 3)—Agricultural equipment and materials, if these are used or intended for use on the premises within a period of 12 months.
- B. A maximum of five motor vehicles, or recreational vehicles, or boat/trailer combinations, or snowmobile/trailer combinations, or items of lawn equipment, or items of construction equipment with a weight limit of 20,000 GVWR, or other equipment or trailers, or any combination thereof, may be stored outside of structures at any time. The storage of recreational

vehicles, items of equipment, or trailers must be on the driveway of the residence or within an outside storage area located in a side or rear yard. The storage area shall be screened from the public right-of-way and from adjacent lots. Motor vehicles stored outside on a designated driveway must maintain and display current licensing and registration and must be operational and roadworthy.

- C. Up to two automobiles or other motor vehicles or two snowmobiles or all-terrain vehicles may be located or displayed on any property for the purpose of sale, but such a vehicle, snowmobile, or all-terrain vehicle may not be so located or displayed more than on three separate occasions during any calendar year. The location or display to public view of an automobile or other motor vehicle or snowmobile or an all-terrain vehicle with a telephone number, an address, or the words "For Sale" affixed on the vehicle shall be evidence that the motor vehicle is located or displayed for the purpose of sale.

4. - I district.

A. Exterior Storage is permitted in I-1 districts as a Conditional Use permit and subject to the following conditions:

- 1. A.—Exterior storage shall be limited to ~~the rear yard and an area occupying no more than 50 percent of the rear yard~~ and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
- 2. Maximum amount of exterior storage cannot exceed the square footage of the Principal building.
- 3. Exterior storage cannot exceed 12 feet in height
- 4. Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and occupying no more than 50 percent of the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.

- B. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than ~~five~~ six feet in height and shall preclude vision through the barrier.

- 1. Screening to be achieved through a combination of masonry walls, fencing, berming, and landscaping.
- 2. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].
- 3. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

C. Exterior Display in I-1 districts.

- 1. D.—The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.
- 2. E.—Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.
- 3. F.—Additional parking spaces shall be provided based upon the exterior display and sale area.

D. Prohibited storage

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

E. Parking

1. Up to three commercial vehicles, such as delivery and service trucks up to 20,000 GVWR, may be parked without screening if the vehicles relate to the principal use. Vehicles over 20,000 GVWR, construction equipment, and trailers shall require screening.
2. Semi trucks and trailers shall not be considered part of outside storage if they are used in the normal business commerce and do not exceed the number of docks and or bay doors.

5. - B-3 district.

A. Exterior Storage is permitted in B-3 districts as a Conditional Use permit and subject to the following conditions:

1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
2. Maximum amount of exterior storage cannot exceed the square footage of the Principal building.
3. Exterior storage cannot exceed 12 feet in height

B. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than ~~five~~ six feet in height and shall preclude vision through the barrier. Screening to be achieved through a combination of masonry walls, fencing, berming, and landscaping.

-
1. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].

2. ~~C~~—All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

C. Exterior Display in B-3 districts.

1. ~~D~~—The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.
2. ~~E~~—Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.
3. ~~F~~—Additional parking spaces shall be provided based upon the exterior display and sale area.

A. Prohibited storage

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

B. Parking

1. Semi trucks and trailers shall not be considered part of outside storage if they are used in the normal business commerce and does not exceed the number of docks and or bay doors.

~~Exterior storage is permitted with a conditional use permit (CUP).~~

- ~~B. Approved exterior storage shall be limited to an area occupying no more than 50 percent of the rear yard, and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.~~
- ~~C. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.~~
- ~~D. The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.~~
- ~~E. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.~~
- ~~F. Additional parking spaces shall be provided based upon the exterior display and sale area.~~
- ~~G. Accessory storage containers, as defined in Section 01. General Provisions of Administration, shall not be permitted.~~
- ~~H. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than five feet in height and shall preclude vision through the barrier. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].~~

6. - B-2 district.

A. Exterior storage is permitted with a CUP.

1. B.—Approved exterior storage shall be limited to an area no more than 100 square feet of the rear yard, and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.

2. C.—Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than ~~five~~six feet in height and shall preclude vision through the barrier. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].

3. D.—All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

B. Exterior Display in B-2 Districts

1. E.—The area occupied by exterior display shall not exceed ten percent of the gross floor area of the principal building on the property.

Exterior Display in B-2 Districts

2. F.—Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.

3. G.—Additional parking spaces shall be provided based upon the exterior display and sale area.

C. Prohibited Storage

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

7. - B-1 district.

—A.—Exterior storage and exterior displays are not permitted.

A.

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

8. - All zoning districts.

—A.—All outside storage must be accessory to the principal use of the property.

A.

B. B.—Except for temporary construction trailers and mobile services operated by public service agencies (i.e., bookmobile, bloodmobiles, etc.) as allowed by the city, and trailers parked in a designated and improved loading area, no vehicle may be used for office, business, manufacturing, testing, or storage of items used with or in a business or commercial enterprise unless an interim use permit has been obtained from the city.

—

C. C.—The city council may order the owner of any property to cease or modify open storage uses, including existing uses, provided it is found that such use constitutes a threat to the public health, safety, convenience, or general welfare.

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

SECTION 23. - SCREENING REGULATIONS

1. - General standards.

- A. Screening shall be installed so as to provide a visual barrier. Any such barrier shall reduce visibility in a manner that restricts vision of the object being screened.
- B. Any business, industrial, non-residential uses, and residential dwellings other than detached single-family adjacent to any residential district shall provide screening along the boundary of residential property.
- C. Screening shall consist of a compact evergreen or deciduous hedge and overstory and understory trees of sufficient width and density, or an earth berm of sufficient height to provide effective screening throughout the year. Overstory and understory trees are defined in Section 27. Landscaping Regulations.
- D. A required screening fence shall be constructed of masonry, brick, or wood. Such fence shall provide a solid screening effect and not exceed eight feet in height or be less than six feet in height.
- E. Earth berms shall not have a slope of more than four feet horizontal to one foot vertical or be located within any street right-of-way or within eight feet of the traveled portion of any street or highway.
- F. No screening or buffering shall be located on any public rights-of-way or within eight feet of the traveled portion of any street or highway.
- G. Loading docks shall be screened from all lot lines and public roads.
- H. Except as provided under Appendix A, Section 24, ~~All~~-all storage of material and equipment related to, located on, and used by any business, light industrial, or other non-residential use shall be stored inside a building. Exterior storage in business districts that is allowed by other provisions of this ordinance shall be screened from public rights-of-way and adjacent properties.

2. - Screening of mechanical equipment.

- A. All mechanical equipment, such as air conditioning units, erected on the roof of any structure or on the ground, shall be screened so as not to be visible from public rights-of-way and adjacent properties.
- B. The screening shall be constructed with materials that are architecturally compatible with the building.

3. - Screening of trash containers.

- A. Trash and recycling storage facilities which would be visible from public rights-of-way or adjoining property, except those located in parks, shall be screened by an enclosure of masonry or brick construction. Screening gates shall be of solid material such as wood; chain link fencing is not acceptable.
- B. Screening enclosure gates may not be required if the resulting open side of the enclosure does not face an existing or future right-of-way.

4. - [Buffer yards.]

Buffer yards for business, light industrial, and non-residential uses in residential districts, and residential dwellings other than detached single-family shall meet the following requirements:

- A. Where a buffer yard is required for property which abuts residentially zoned property, there shall be within the required setback a landscaped area at least 20 feet in width which shall extend along and be adjacent to the entire length of all common property lines shared with residentially zoned property.
- B. The landscaped area shall contain a double row of evergreen shrubs which, when planted, shall be a minimum of four feet in height with the capability to grow to a minimum height of six feet.
- C. The rows of such shrubs shall be planted in such a manner that a distance of five feet exists between the centerline of each row and that, when viewed perpendicular to the rows, one would observe a shrub planted every 2½ feet on center.
- D. This buffer area shall contain a fence, which fence shall be located entirely on the non-residential lot.
- E. Berms may be constructed the entire length of the buffer yard and shall be continuous or provide the illusion of continuity when viewed from the side and perpendicular to the berm. Earth berms shall not exceed a slope of 4:1.
- F. Some uses may not be required to provide A—E above at the discretion of city council.

Attachment #4

9. - Definitions.

The following words and terms used in this ordinance shall be defined as follows. Words found in this ordinance not defined in this section shall have the meanings customarily assigned to them by any standard dictionary, except where such a meaning is clearly contrary to the intent of this ordinance.

Accessory apartment: An apartment located within a single-family home and is incidental to the principal use to which it is related.

Accessory storage container: A container placed outdoors and used for the storage of goods, materials, or merchandise that is used in connection with a lawful principal or accessory use of the lot. The term "accessory storage container" includes, but is not limited to, containers such as boxcars, semi-trailers, roll-off containers, slide-off containers, railroad cars, piggyback containers, and portable moving and storage containers. The term "accessory storage containers" does not include a garage, barn, or storage shed accessory to a dwelling provided such structure is not of a type designed, equipped, or customarily used for over-the-road transport of goods, materials, or merchandise.

Accessory structure or facility: Any building or improvement clearly subordinate to a principal use such as garages, sheds, or storage buildings located on the same parcel as the principal structure.

Accessory use: A use which is clearly incidental to, customarily found in connection with, and (except in the case of accessory off-street parking spaces or loading) located on the same parcel as the principal use to which it is related. An accessory use includes, but is not limited to, the following:

- A. Residential accommodations for servants or caretakers.
- B. Swimming pools and private recreational facilities for the use of the occupants of a residence or their guests.
- C. Residential- or agriculture-related storage in a barn, shed, tool room, or similar accessory building.
- ~~D. A newsstand intended primarily for the convenience of the occupants of a building which is located wholly within such building and has no exterior signs or displays.~~
- E.D. Interior storage of merchandise normally carried in-stock in connection with a business or industrial use unless such storage is excluded in the applicable district's regulations.
- ~~F.E.~~ F.E. Accessory off-street parking spaces, open or enclosed.
- ~~G.F.~~ G.F. Uses clearly incidental to a main use such as, but not limited to, offices of an industrial or commercial complex located on the site of the commercial or industrial complex.

Addition: A physical enlargement of an existing structure, excepting that said physical enlargement shall not be larger than the existing structure.

Adult uses: Adult uses include adult bookstores, adult motion picture theaters, adult motion picture rental, adult mini-motion picture theaters, adult companionship establishments, adult conversation/rap parlors, adult health/sport clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels or motels, adult body painting studios, and other premises, enterprises, establishments, businesses, or places open to some or all members of the public at or in which there is an emphasis on the presentation, display, depiction, or description of "specified sexual activities" or "specified anatomical areas" which are capable of being seen by members of the public.

Agricultural building: A structure on agricultural land designed, constructed, and used to house farm implements, livestock, or agricultural produce or products used by the owner, lessee, or sub-lessee of the building and members of their immediate families, their employees, and persons engaged in the pickup or delivery of agricultural produce or products.

Agricultural business, seasonal: A seasonal business not exceeding six months in any calendar year operated on a rural farm offering for sale to the general public produce or any derivative thereof grown or raised on the property.

Agricultural composting: The direct incorporation by disking or plowing of yard waste into the soil surface of agricultural production lands.

Agricultural use: The production for sale of livestock, dairy animals or dairy products, poultry or poultry products, fur-bearing animals, horticultural or nursery stock, fruit, vegetables, forage, grains, or bees and apiary products.

All-terrain vehicle: "All-terrain vehicle" or "vehicle" means a motorized flotation-tired vehicle of not less than three low pressure tires, but not more than six tires, that is limited in engine displacement of less than 800 cubic inches and total dry weight less than 900 pounds.

Alteration: Any change, addition, or modification in construction or type of occupancy, or in the structural members of a building such as foundations, walls, or partitions, columns, beams, or girders, or any enlargement of a building or structure whether horizontal or vertical.

Amortization: The establishment of a time schedule over which the cost of an investment is depreciated.

Antenna, amateur radio: Any equipment or device used to transmit, receive, or transmit and receive electromagnetic signals for "amateur radio service" communications.

Antenna, building-mounted: Any antenna, other than an antenna with its supports resting on the ground, directly attached or affixed to a building, tank, tower, building-mounted mast less than ten feet tall and six inches in diameter, or a structure other than a telecommunications tower.

Antenna, minor: A ground- or building-mounted receive-only radio or recreational vehicle antenna whose total height including any mast to which it is attached is less than 20 feet.

Antenna support structure: Any building, pole, telescoping mast, tower, tripod, or any other structure which supports an antenna.

Apartment: A suite of rooms or a room in a multiple-family dwelling arranged and intended as a place of residence.

Applicant: The owners, their agent, or representative having interest in land where an application for city review of any permit, use, or development is required by this chapter.

Base flood: See *Regional flood*.

Basement: That portion of a building which is partly or wholly below grade but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling.

Bed and breakfast: An owner-occupied private home where accommodations are offered for one or more nights to transients.

Block: The property abutting one side of a road or street and lying between the two intersecting or intercepting roads or streets and subdivided acreage.

Bluff: A topographic feature such as a hill, cliff, or embankment having the following characteristics:

- A. Part or all of the feature is located in a shoreland area;
- B. The slope rises at least 25 feet above the ordinary high water level of the water body;
- C. The grade of the slope from the toe of the bluff to a point 25 feet or more above the ordinary high water level averages 30 percent or greater; and
- D. The slope must drain toward the water body. An area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff.

Bluff impact zone: A bluff and land located within 20 feet from the top of a bluff.

Boathouse: An uninhabited structure designed and used solely for the storage of boats or boating equipment.

Buffer: A strip of land intended to create physical separation between potentially incompatible uses of land or environmentally sensitive areas.

Buildable lot area, net: The space remaining on a lot after the setback requirements, area with a slope of 33 percent or more, 100-year floodplain, and drainage easements or wetland have been subtracted.

Building: Any structure having a roof supported by columns or walls for the shelter or enclosure of persons, animals, or property.

Building code: The Minnesota State Building Code.

Building height: The vertical distance measured from the highest adjoining ground level to the highest point of the roof surface for flat roofs, to the deck line of mansard roofs, and to the average height of eaves for gable, hip, and gambrel roofs. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

Building line: A line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.

Building official: Appointed by the city council to support the city administrator in the enforcement of the state building code.

Building permit: A permit required from the responsible governmental agency before any site work, construction, or alteration to structures can be started.

Bus: A vehicle designed for carrying passengers and having a seating capacity of at least 12 persons.

Certificate of occupancy: A certificate issued by the building official authorizing the use or occupancy of a building or structure.

Certificate of survey: A legal document depicting property information that is signed by a registered land surveyor under Minnesota State Law.

City: The City of East Bethel, Minnesota.

City council: The governing body of the City of East Bethel, Minnesota.

City-supported senior housing: Residential housing developed in conjunction with block grants or other governmental financial aid intended for the development of senior housing (residential housing restricted to persons age 55 and older) as mandated by the granting authority. City-supported senior housing will consist of multi-unit housing intended to serve senior citizens (persons age 55 and older). It may consist of cooperative housing or rental units managed by the residents thereof or a qualified independent management entity.

Commercial use: The principal use of land or buildings for the sale, lease, rental, or trade of products, goods, and services.

Common open space: Land held in common ownership used for natural habitat, pedestrian corridors, and/or recreational purposes that is protected from future development.

Composting:

Agricultural: The direct incorporation by disking or plowing of yard waste into the soil surface of agricultural production lands.

Residential: A mixture of decaying organic matter used to improve soil structure and provide nutrients being incorporated into the soil surface.

Comprehensive plan: The document entitled "The City of East Bethel Comprehensive Plan," adopted October 13, 2000, as amended, or as hereafter revised or superseded by new comprehensive plans.

Conditional use. See *Use, conditional.*

Condominium: An estate in real property consisting of an undivided interest in common with other purchasers in a portion of [a] parcel or real property, together with a separate interest in space in a building.

Conservation easement: An interest in real property created in a manner that imposes limitations or affirmative obligations in regard to the use of property including the retention, protection, and maintenance of natural resources, open space, and agriculture.

Construction debris: Concrete, blacktop, bricks, stone facing, concrete block, stucco, glass, structural metal, and wood from demolished structures. It shall also include waste building materials, packaging and rubble resulting from construction, remodeling, repair and demolition of buildings and roads, and any material as defined by the Minnesota Pollution Control Agency (MPCA) or permitted for deposit in construction debris disposal facilities by said agency or by Anoka County such as, but not limited to, foundry sand, waste shingles, tree waste, water treatment plant lime sludge, and street sweepings.

Contiguous: Parcels of land that share a common lot line or boundary.

Craft center: A place designated to serve individuals and groups by offering indoor crafts such as knitting, quilting, scrapbooking, and other similar uses.

Crematorium or crematory: A place where bodies are consumed by incineration and the ashes of the deceased are collected for permanent burial or storage in urns.

Deck: A horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point extending more than 30 inches above ground.

Density: The number of dwelling units permitted per acre of new developable acres of land as regulated by the applicable zoning district.

Density units: The number of individual dwelling units that can be located on a parcel of land as established through the use of [a] yield plan. For the purpose of this chapter, a multifamily residential dwelling is considered as having, as many density units as there are individual dwelling units regardless of whether those units are attached or detached.

Drive-through: Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the car or where service to the automobile occupants is offered regardless of whether service is also provided within a building.

Driveway access permit: A permit required from the responsible governmental agency that allows access onto a public road. Such permit must be acquired prior to construction and the issuance of a building permit.

Disposal facility: A waste facility that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal.

Dwelling: A building of one or more portions thereof occupied exclusively for human habitation, but not including rooms in hotels, motels, or bed and breakfasts (also see *Dwelling unit*).

Dwelling, attached, single-family: A dwelling that is joined to another dwelling by a common wall.

Dwelling, detached, single-family: A dwelling that is entirely surrounded by open space on the same lot.

Dwelling, townhouse: A single structure consisting of two or more dwelling units having the first floor at or near the ground level with no other dwelling units or portions thereof above or below, with each dwelling unit connected to each other unit by a single party wall with no openings.

Dwelling, two-family: A building designed and used exclusively for occupancy by two families living independently of each other within a dwelling unit.

Dwelling unit: Any structure, portion of a structure, or other shelter designed as living quarters for one or more persons and having cooking facilities. Short-term rental or timeshare accommodations such as motel, hotel and resort room and cabins are not considered dwelling units.

Easement: Property which is acquired by the city by purchase, gift, device, condemnation, lease, or otherwise that is used for the expressed purpose of providing access for: public utility installation and

maintenance, stormwater drainage, right-of-way, and otherwise. An easement does not provide or allow any other public access or use unless specifically recorded in the legal description.

Equal degree of encroachment: A method of establishing the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

Erected: Built, constructed, altered, reconstructed, moved upon, or any physical operations on the premises which are required for the building or structure. Excavation, fill, drainage, and the like shall be considered a part of erection.

Essential services: The utilization, construction, alteration, or maintenance by public utilities or municipal departments of underground, surface, or overhead gas, electricity, steam, fuel, water supply or distribution system(s); sanitary sewage disposal system; including accessory facilities necessary for the furnishing of adequate service by such utilities or municipal departments for the general health, safety, or welfare.

Essential services—governmental uses, buildings and storage: An area of land or structures used for public purposes, storage, or maintenance, and which is owned or leased by a governmental unit.

Essential services—utility substation: A utility use whose function is to reduce the strength, amount, volume, or configuration of utility flow from a bulk wholesale quantity in large-size long-distance transmission lines to small retail quantities in a neighborhood distribution system. These uses include electric substations and telephone switching and relay facilities. Business offices associated with these uses are not included as part of this definition.

Excavation: Any breaking of ground, except common household gardening and ground care.

Exterior storage: The storage of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building.

Extractive use: The use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, and peat not regulated under Minn. Stats. §§ 93.44—93.51.

Farm: A tract of land used for any agricultural activity or the raising of livestock or small animals as a source of income.

Feedlot: A lot or building or combination of lots and buildings intended for the confined feeding, breeding, raising, or holding of animals and specifically designed as a confinement area in which manure may accumulate, or where the concentration of animals is such that a vegetative cover cannot be maintained within the enclosure. Open lots used for the feeding and rearing of poultry (poultry ranges or operations) shall be considered animal feedlots, but an unrestricted pasture or range shall not be considered animal feedlots.

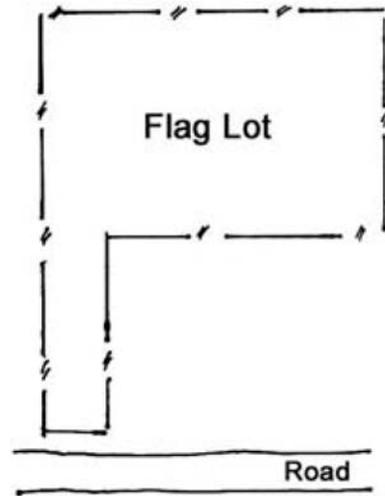
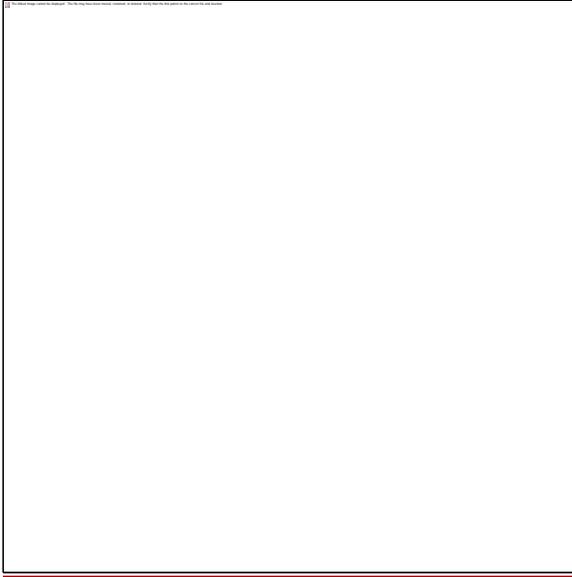
FEMA: Federal Emergency Management Agency.

Fill: Any act by which soil, earth, sand, gravel, rock, or any similar material is deposited, placed, pushed, or transported, and shall include the conditions resulting thereupon.

Final plat: A drawing or map of an approved subdivision that meets all requirements of the Subdivision Regulations.

Fish house: A structure set on the ice of state waters to provide shelter while taking fish by angling.

Flag lot: A lot with access provided to the bulk of the lot by means of a narrow corridor.



Flood: A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

Flood frequency: The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

Flood fringe: The portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the flood insurance study for Anoka County.

Floodplain: The beds proper and the areas adjoining a wetland, lake, or watercourse which have been or hereafter may be covered by the regional flood.

Flood-proofing: A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

Floodway: The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

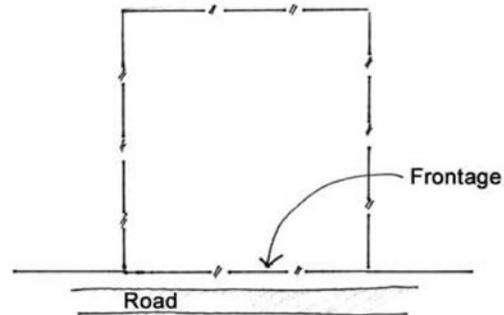
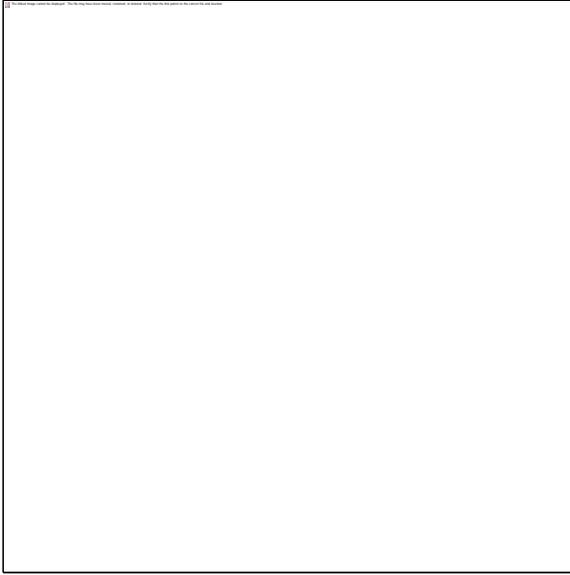
Floor area: The sum of the horizontal areas of each floor of a building, measured from the exterior faces of the exterior walls or from the centerline of walls separating two attached buildings. The floor area measurement is exclusive of areas of basements, unfinished attics, attached garages, or space used for off-street parking or loading, breezeways, and enclosed and unenclosed porches, elevators, or stair bulkheads and accessory structures.

Florist, commercial: A building or premises used primarily for the retail sale of flowers and small plants which may not have been grown or raised on the property and does not include greenhouse.

Footprint: The area of the land covered by a building's foundation.

Forest land conversion: The clear cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.

Frontage: That boundary of a lot that abuts a public street or private road.



Funeral home: A building or part thereof used for funeral services. Such buildings may contain space and facilities for:

- A. a)**—Embalmng and the performance of other services used in preparation of the dead for burial;
- B. b)**—The storage of caskets, urns, and other related funeral supplies; and
- C. c)**—The storage of funeral vehicles.

Where a funeral home is permitted, a funeral chapel shall also be permitted. This definition shall not include facilities for cremation.

Garage: A detached or attached accessory building designed or used for the parking and storage of vehicles owned and operated by residents of the principal structure on the same lot.

Garden supply store and nursery yard: A building or premises used primarily for the wholesale and retail sale of trees, shrubs, flowers, other plants, and accessory products. Accessory products are those products that are used in the culture, display and decoration of lawns, gardens, and indoor plants.

Golf course: An area of land laid out for golf with a minimum series of nine holes each including a tee, fairway, and putting green, and often one or more natural or artificial hazards.

Governing body: The city council.

Habitable space: A space in a building for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Hardship: A property cannot be put to reasonable use if: the conditions of the zoning ordinances are followed; the landowner's particular circumstances are unique and not self-created; and, granting a variance will not alter the essential character of the locality.

Hazardous waste: Any refuse, sludge, or other waste material or combination of refuse, sludge, or other waste materials in solid, semisolid, liquid, or contained gaseous form which because of its quantity, concentration, or chemical, physical, or infectious characteristics may cause or significantly contribute to an increase in mortality or serious, irreversible, or incapacitating reversible illness, or which poses a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Categories of hazardous waste materials include, but are not limited to, explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous waste does not include source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Health/recreation facility: An indoor facility that includes uses such as game courts, exercise equipment, locker rooms, Jacuzzi and/or sauna, and pro shop.

Home occupation: An occupation carried on in a dwelling unit or accessory building by the resident, which is clearly secondary to the principal use.

Homeowners association: A formally constituted nonprofit association or corporation made up of the property owners and/or residents of the development for the purpose of owning, operating, and maintaining the common open space and facilities.

Hotel: A building having provision for ten or more guests in which lodging is provided with or without meals, for compensation, and which is open to transient or permanent guests or both, and which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge.

Industrial use: The use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

Industrial waste: Solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Infectious waste: Laboratory waste, blood, regulated body fluids, sharps, and research animal wastes that have not been decontaminated.

Inoperative vehicle: A vehicle incapable of movement under its own power.

Intensive vegetation clearing: The complete removal of trees or shrubs in a contiguous patch, strip, row, or block.

Interim use: A temporary use of property until a particular date, the occurrence of a particular event, a violation of the permit, or until zoning regulations no longer permit it.

Junk yard: An establishment, place of business, or place of storage or deposit, which is maintained, operated, or used for storing, keeping, buying, or selling junk, or for the maintenance or operation of an automobile graveyard, and shall include garbage dumps and sanitary fills not regulated by the MPCA, any of which are wholly or partly within one-half mile of any rights-of-way, whether maintained in connection with another business or not, where waste, or discarded material stored is equal in bulk to five or more motor vehicles and which is to be resold for used parts or old iron, metal, glass, or other discarded material.

Kenel, commercial: Any place where a person accepts dogs from the general public and which are kept for the purpose of boarding.

Kenel, private: Any place where more than two dogs, over four months of age are kept or harbored, provided such animals are owned by the owner or lessee of the premises on which they are kept or harbored, and the owner or lessee of said premises is not conducting a business operation involving the dogs, whether for-profit or nonprofit.

Land clearing: The removal of contiguous groups of trees and other woody plants in an area of 20,000 square feet or more within any 12-month period.

Licensed daycare facility: Any public or private facility required to be licensed by a governmental agency that provides one or more persons with care, training, supervision, habilitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than 24 hours per day, in a place other than the person's own home. Licensed daycare facilities include, but are not limited to: family daycare homes, group family daycare homes, daycare centers, day nurseries, nursery schools, developmental achievement centers, day treatment programs, adult daycare centers, and day services.

Licensed residential care facility: Any public or private facility required to be licensed by a governmental agency, that provides one or more persons with 24-hour-per-day care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment they need, but which for any reason cannot be furnished in the person's own home. Residential facilities include, but are not limited to, state institutions under the care of the commissioner of human services, foster homes, residential treatment centers, group homes, residential programs, supportive living residences for functionally impaired adults, or schools for

handicapped persons. A facility whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquents on the basis of conduct in violation of criminal statutes pertaining to sex offenses shall not be considered a licensed residential care facility.

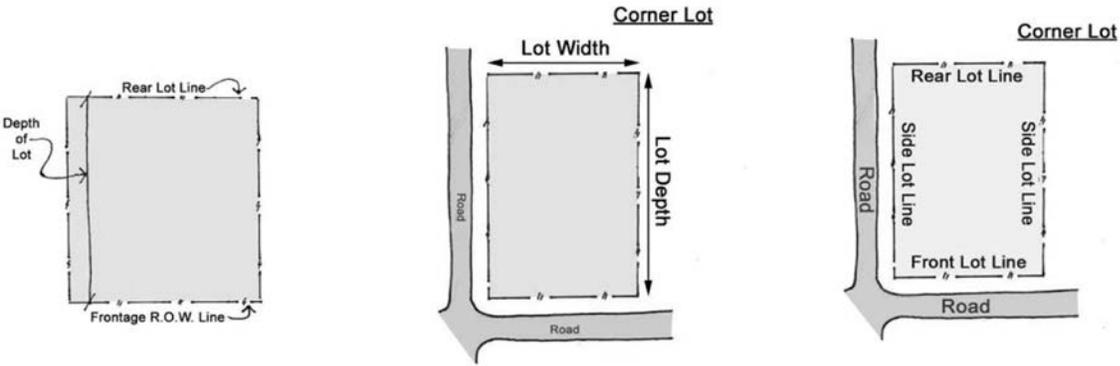
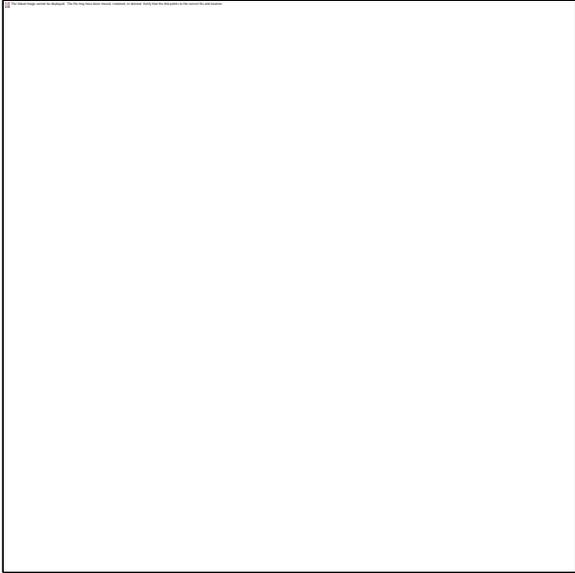
Lighting:

- A. *Fixture, outdoor:* Outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices, permanently installed or portable, used for illumination or advertisement. The fixture includes the hardware that houses the illumination source and to which the illumination source is attached including, but not limited to, the hardware casing. Such devices shall include, but are not limited to, search, spot, and flood lights for:
1. a) Buildings and structures;
 2. b) Recreational areas;
 3. c) Parking lot lighting;
 4. d) Landscape lighting;
 5. e) Billboards and other signs;
 6. f) Street lighting;
 7. g) Product display area lighting; and
 8. h) Building overhangs and open canopies.
- B. *Footcandle:* A unit of illumination produced on a surface, all points of which is one foot from a uniform point source of one candle.
- C. *Shielding:* A technique or method of construction permanently covering the top and sides of a light source by a material which restricts the light emitted to be projected below an imaginary horizontal plane passing the light fixture.
- D. *Source:* A single artificial point source of luminescence that emits measurable radiant energy in or near the visible spectrum.
- E. *Outdoor:* Any light source or collection of light sources located outside of a building including, but not limited to, light sources attached to any part of a structure, located on the surface of the ground, or located on free standing poles.

Lot: A parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other legal means and separate and apart from any other parcel or portion of land, and from right-of-way, public or private.

Lot area: Total horizontal area within the lot lines of the lot.

Lot, corner: A lot situated at the junction of and abutting two or more intersecting streets or public right-of-ways; or a lot at the point of a deflection in alignment of a single street, the interior angle of which does not exceed 135 degrees.

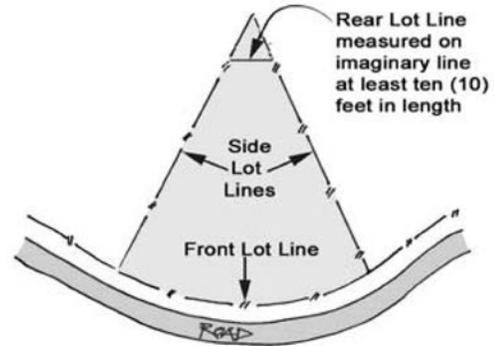
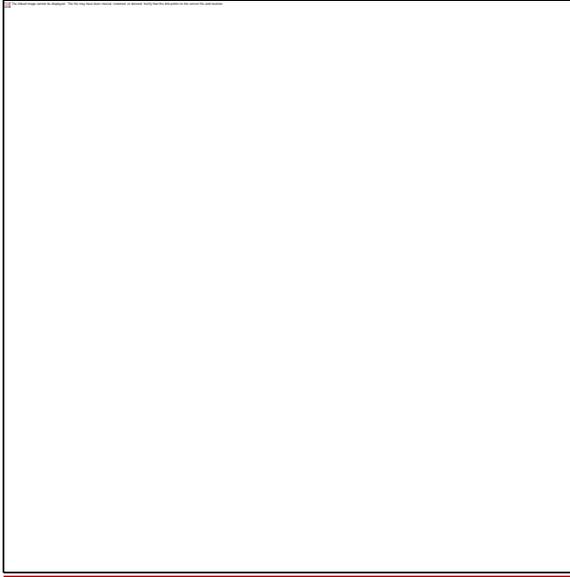


Lot coverage: The part or percent of the lot occupied by buildings, including accessory buildings, and other impervious surface. This definition includes, but is not limited to, driveways, patios, and structures.

Lot depth: The average horizontal distance between the front and rear lot lines.

Lot lines: The lines bounding a lot are defined below:

- A. **Front lot line:** For an interior lot, the line separating the lot from the street. For a corner lot, the lines separating the lot from either street. For a through lot, the lines separating the lot from both streets. On lakeshore lots, the street shall be considered the front lot line.
- B. **Rear lot line:** The lot line opposite the front lot line. In the case of a lot pointed at the rear, the rear lot line shall be an imaginary line parallel to the front lot line, not less than ten feet long lying farthest from the front lot line and wholly within the lot.
- C. **Side lot line:** Any lot line other than the front lot line or rear lot line; the average horizontal distance between the front and rear lot lines.
- D. **Zero lot line:** A lot line dividing two or more dwelling units sharing a common wall.



Lot of record, buildable: Any lot which is individually owned and has been recorded in the Office of the Anoka County Recorder as having the minimum area and minimum road frontage required by this ordinance for a building site in the district in which such lot is located.

Lot, through: Any lot other than a corner lot that abuts more than one street or street right-of-way. On a through lot, all property lines abutting the street right-of-way shall be considered the front lines.

Lot width: The shortest distance between lot lines measured at the midpoint of the building line.

Manufacturing, light – Establishments involved in the manufacture, processing, fabrication, packing, assembly or compounding of products where the process involved is usually completely enclosed and without adverse environmental effects.

Manufactured home: A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under Minn. Stats. ch. 327.

Manufactured home park: Any site, lot, field, or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for revenue purposes, and shall include any building, structure, tent, vehicle, or enclosure used or intended for use as part of the equipment of the manufactured home park.

Master development plan: A concept plan of an area adopted by the city council which includes single and/or multiple ownerships of parcel(s) that relate through common objectives and design elements.

Materials recovery: The collection, storage, sorting, separation, processing, sale, use, or reuse of discarded materials, substances, or products contained within or derived from waste.

Medical uses: Those uses concerned with the diagnosis, treatment, and care of human beings.

Mining: The excavation, removal, storage, or processing of sand, gravel, rock, soil, clay, or other deposits in excess of one acre.

Mixed municipal solid waste: Garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates creates for collection. Auto hulks, street sweepings, ash, construction debris, industrial wastes, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, used oil, and other materials collected, processed, and disposed of as separate waste streams are not included.

Mn/DOT: Minnesota Department of Transportation.

Motel: An establishment containing rooming units designed primarily to provide sleeping accommodations for transient lodgers, with rooms having a separate entrance providing direct access to the outside, and providing automobile parking located adjacent to or near sleeping rooms.

Motor truck: A single or multiple axle straight frame truck with a maximum gross vehicle weight rating (GVWR) 20,000 pounds or greater.

Motor vehicle: The meaning given to it in Minn. Stats. § 168.011, subd. 4, and also includes a park trailer as defined in Minn. Stats. § 168.011, subd. 8, and a horse trailer as defined in Minn. Stats. § 168.27, subd. 1.

Motor vehicle and/or motorcycle internet distribution sales (only): A business predicated on sales through internet communication elements of which consist of the following: at least 95 percent of all sales are initiated and secured through internet communication between buyer and seller; the business has no pre-sale acquired inventory; all sales are substantially completed before the product is delivered to the business site for delivery to the customer; there is minimal need for automotive storage on site with the exception of automobiles awaiting customer pickup; there is limited need for exterior storage, and no automotive repair or maintenance is conducted outdoors.

Motor vehicle dealer: Any person, firm, or corporation, including licensed used motor vehicle dealers, wholesalers, auctioneers, and lessors of new or used motor vehicles, regularly engaged in the business of selling, purchasing, and generally dealing in new and used motor vehicles, and new and used motor vehicle bodies, chassis-mounted or not, having an established place of business for the sale, trade, and display of new and used motor vehicles, and new and used motor vehicle bodies, and which has new and used motor vehicles and new and used motor vehicle bodies for the purposes of sale or trade.

Motor vehicle parts: Retail and wholesale of new auto parts, equipment, and supplies to the general public and the automotive industry.

Motor vehicle repair, major: General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers; collision service including body, frame, or fender straightening or repair, overall painting and upholstering; and/or vehicle steam, cleaning. This definition does not include towing businesses.

Motor vehicle repair, minor: Repairs, incidental body and fender work, replacement of parts and motor services to passenger automobiles and trucks not exceeding 12,000 pounds gross weight, but not to include any operation specified under *Motor vehicle repair, major*.

Motor vehicle sales: The sale, offering for sale, display for sale, or facilitating the sale of motor vehicles, new or used.

Motor vehicle sales lot: Any lot, site, premises, or establishment where motor vehicles, new or used, are sold, offered for sale, or displayed for sale, or where the sale of motor vehicles is facilitated.

Motor vehicle service station: A place for the dispensing, sale, or offering for sale of motor fuel directly to users of motor vehicles, together with the sale of minor accessories and the servicing of and minor repair of motor vehicles.

Motor vehicle wash: Premises having a structure for washing and drying vehicles and adequate outdoor space for staging vehicles into and out of the wash.

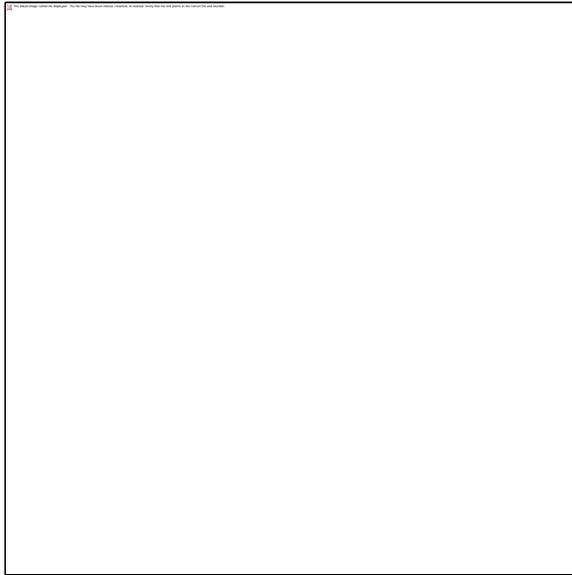
Motorcycle: Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, including motor scooters and bicycles with motor attached, excluding tractors as defined by Minn. Stats. § 169.011, subd. 44.

MPCA: Minnesota Pollution Control Agency.

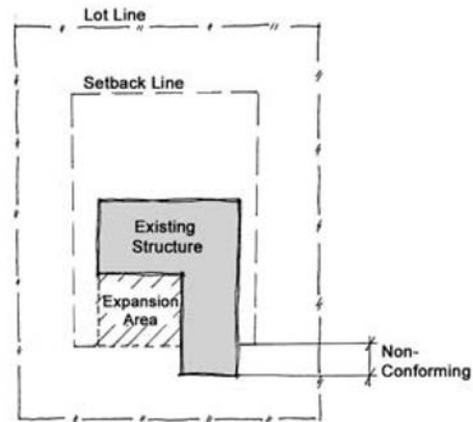
NIER: Non-ionizing electromagnetic radiation, electromagnetic radiation primarily in the visible, infrared, and radio frequency portions of the electromagnetic spectrum.

Nonconforming lot: A separate parcel or lot of record on the effective date of this chapter, or any amendment thereto, which lot or parcel does not conform to the regulations, including area or dimensional standards, contained in this chapter or amendments thereto.

Nonconforming structure: Any structure legally existing on the effective date of this chapter, or any amendment thereto, which does not conform to the regulations including the dimensional standards, for the district in which it is located after the effective date of this chapter or amendments thereto.



Non-conforming Structure



Nonconforming use: A use which lawfully occupies a building or land after the effective date of this ordinance, or amendments thereto, and that does not conform to the use regulations of the district in which it is located.

Nonconformity: Any legal use, structure, or parcel of land already in existence, recorded, or authorized before the adoption of official controls or amendments thereto that would not have been permitted to become established under the terms of the official controls as now written, if the official controls had been in effect prior to the date it was established, recorded, or authorized.

Noxious matter or material: Material which is capable of causing injury or is in anyway harmful to living organisms, or is capable of causing detrimental effect upon the physical, economic, or mental health of human beings.

Nursing home: A building with facilities for the health evaluation and treatment of patients and residents who are not in need of an acute care facility but who require nursing supervision on an inpatient basis. A nursing home does not include a facility or that part of a facility that is a hospital.

Obstruction: Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

Office: A room, suite of rooms, or a building containing rooms or suites of rooms in which commercial activities, professional services, or occupations are conducted that do not require that goods are stored, produced or sold at retail, or repaired including, but not limited to, financial institutions, professional office, governmental offices, insurance offices, real estate offices, utility offices, radio broadcasting, and similar uses.

Official control: Legislatively defined and enacted policies, standards, precise detailed maps, and other criteria all of which control the physical development of the City of East Bethel or any part thereof or any detail thereof, and the means of translating into ordinances all or part of the general objectives of the comprehensive plan. Such official controls may include, but are not limited to, ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, housing codes, and official maps that have been adopted by the City of East Bethel as the East Bethel Zoning Ordinance.

Official map: A map adopted in accordance with the provisions of Minnesota State Statutes.

Off-street parking lot: A facility providing vehicular parking spaces, along with adequate drives and aisles for maneuvering, to provide access for entrance and exit for the parking of more than three vehicles.

Open sales lot: Lands devoted to the display of goods for sale, rent, lease, or trade where such goods are not enclosed within a building.

Open space: Land used for agriculture, natural habitat, pedestrian corridors, and/or recreational purposes that is undivided and permanently protected from future development.

Ordinary high water level: The boundary of public waters and wetlands delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

Outdoor sidewalk cafe: A seasonal expansion of a permitted restaurant, delicatessen, or lunch shop outside on an attached or unattached patio structure, or a freestanding public or private outdoor cafe in conjunction with a promotional event.

Overlay district: A zoning district shown as an overlay on the zoning map. Development within an overlay district is subject to the regulations of both the underlying zoning district and the overlay district.

Owner: Any individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity having proprietary interest in the land.

Parking space: An area of definite length and width designed for parking of motor vehicles, exclusive of drives, aisles, or entrances to the spaces and shall be fully accessible for the storage or parking of permitted vehicles.

Permitted use: A use which may be lawfully established in a particular district or districts provided it conforms with all requirements, regulations, and performance standards (if any) of such district.

Place of worship: A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship.

Planning commission: The planning commission of the City of East Bethel, Minnesota.

Plant nursery, commercial: A building or premises used primarily for the retail sale of trees, shrubs, flowers, or other plants, which may not have been grown or raised on the property.

Plant nursery, wholesale: A building or premises used primarily for the growing and wholesale sale of trees, shrubs, flowers, and other plants.

Platted area: A parcel of land described by block and lot.

Principal building or use: The main use of buildings or land in which the principal use of the property is conducted.

Pole building: A building with no foundation and with sides consisting of corrugated steel or aluminum panels supported by poles set in the ground typically at eight-foot intervals.

Private sewage treatment system: Septic tank and soil absorption system or other individual or cluster-type sewage treatment system as described and regulated in Ordinance 61—Sewage Treatment Ordinance.

Project development package: An application containing information needed to initiate the review process of specific site(s) with the master development plan area.

Public utility: A corporation, municipal department, board, or commission duly authorized under federal, state, or municipal regulations to furnish the public with gas, steam, electricity, sewage disposal, communication, telegraph, transportation, or water.

Public waters: All lakes, ponds, swamps, streams, drainage ways, floodplains, floodways, natural water courses, underground water resources, and similar features involving directly or indirectly, the use of water within the community, as defined by the department of natural resources.

Reach: A hydraulic engineering term describing a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

Recreation, commercial: Land intended to accommodate uses that provide active and passive recreational opportunities on a use and/or membership fee basis. Land designated for commercial recreation use differs from land designated for park and recreation use in that it is privately owned land rather than being publicly owned.

Recreation, public: Land intended to accommodate uses that provide active and passive recreational opportunities whether or not on a use and/or membership fee basis. Land designated for public recreation use differs from land designated for commercial recreation use in that it is publicly owned land rather than being privately owned. Typical uses include tot lots, neighborhood parks, community parks, ball fields, public golf courses, public gardens, green ways and trail corridors, beaches, and community centers.

Recreational equipment: Play apparatus such as swing sets and slides, sandboxes, poles for nets, picnic tables, lawn chairs, barbecue stands, and similar equipment or structures, but not including tree houses, swimming pools, play houses exceeding 25 square feet in floor area, or sheds utilized for storage of equipment.

Recreational facility: An indoor facility in which physical recreation activities are conducted, such as ice hockey, tennis, racquet/hand ball, swimming, ice and roller skating, or bowling.

Recreational vehicle: Any device having wheels and capable of supporting overnight sleeping accommodations and designed for uses in addition to normal travel.

Recyclable material: Materials that can be readily separated from mixed municipal solid waste for the purpose of recycling including, but not limited to, paper, glass, plastics, metals, automobile oil, and batteries.

Recycling drop-off facility: A publicly owned, operated, or sponsored site used to collect recyclable materials which have been source separated from other materials and stored for shipment to processing, reuse, or manufacturing facilities.

Regional flood: A flood which is representative of large floods known to have occurred generally in Minnesota, and reasonably characteristic of what can be expected to occur on an average frequency of once each 100 years. Regional flood is synonymous with the term "base flood" used in the Flood Insurance Study.

Registered engineer: An engineer registered in accordance with the laws of the State of Minnesota.

Regulatory flood protection elevation (RFPE): An elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that results from designation of a floodway.

Research: Medical, chemical, electrical, metallurgical, or other scientific research and quality control conducted in accordance with the provisions of this chapter.

Restaurant, fast food: Any restaurant that meets some or all of the following requirements:

- A. Customarily provides quick service to its customers.
- B. Offers its customers a limited, standardized choice of inexpensive food and/or beverages.
- C. Serves its customers from a counter and customarily does not serve its customers at tables.
- D. Packages and serves its food and beverages in disposable wrappers, containers, cartons, boxes and/or bags.
- E. Expects customers to dispose of their used food serving and packaging containers in trash, litter, or garbage cans.

- F. Prepares a considerable amount of its food in volume in advance of customer orders.
- G. Offers food to customers by way of signs, placards, posters, valences, or boards rather than on menus given to customers.

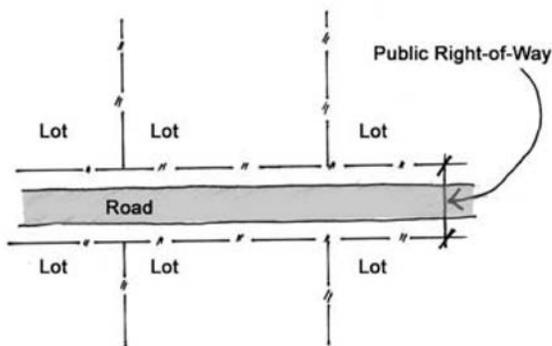
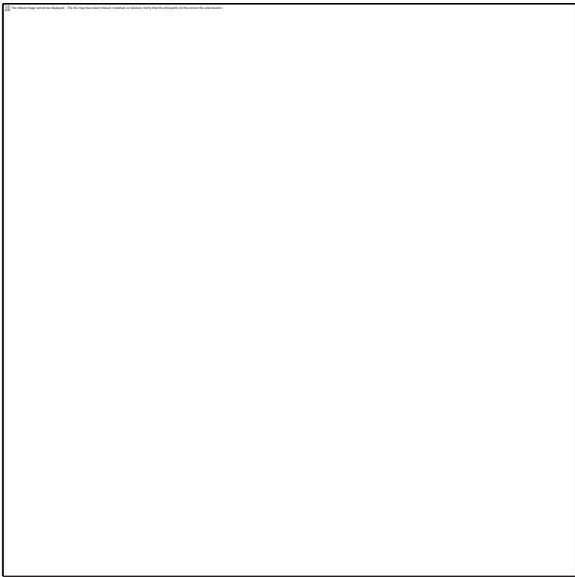
Restaurant, full service: A business establishment whose principal business is the preparing, selling, and serving of unpackaged ready-to-consume food to customers seated at counters or tables.

Retail/office/multitenant structure: Any grouping of two or more principal retail uses whether on a single lot or on abutting lots under multiple or single ownership.

Retail sales and services: Stores and shops selling goods over-the-counter for use away from the point of purchase, or offering services on the premises. Large items such as motor vehicle or open sale lots are not included in this category of uses.

RFPE: Regulatory flood protection elevation.

Right-of-way (ROW), public: An area for public use owned and maintained by a government jurisdiction.



Satellite dish: Any device incorporating a reflective surface that is solid, open mesh, or bar configured that is shallow, dish, cone, horn, or cornucopia shaped and is used to transmit and/or receive electromagnetic signals. This definition is meant to include, but is not limited to, what are commonly referred to as satellite earth stations, TVROs, and satellite microwave antennae.

School: A facility that provides a curriculum of preschool, elementary, secondary, post-secondary, or other instruction including, but not limited to, licensed daycare facilities, kindergartens, elementary, junior high, high schools, and technical or college instruction.

School, home: A school within a residential dwelling educating children residing in the residential dwelling.

School, specialty: A facility that provides specialized instruction for dance, music, art, karate, or similar educational activities.

Screening: Screening includes earth mounds, berms, or ground forms, fences and walls, or landscaping (plant materials) or landscaped fixtures (such as timbers), used in combination or singularly so as to block direct visual access to an object throughout the year.

Self-service storage: A structure or structures containing separate storage spaces of varying sizes that is leased or rented individually.

Semi-public use: The use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

Semi-tractor: A vehicle that is designed to pull a trailer attached to a fifth wheel and has a gross vehicle weight rating (GVWR) 20,000 pounds or greater.

Semi-trailer: A vehicle of the trailer type so designed and used in conjunction with a tractor-trailer that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semi-trailer combination.

Sensitive resource management: The preservation and management of areas unsuitable for development in their natural state due to constraints such as shallow soils over groundwater or bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding, or occurrence of flora or fauna in need of special protection.

Setback: The minimum horizontal distance from any lot line, road easement, ordinary high water level, or other referenced feature that a structure or improvement may be placed, as measured from the lot line or feature to the closest point of the structure or improvement.

Sewer system: Pumping stations, force main, pipelines, or conduits, and all other construction, devices, appliances, or appurtenances used for conducting sewage, industrial waste, or other wastes to a point of ultimate disposal.

Shore impact zone: Land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback.

Shoreland: Land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner of the department of natural resources.

Significant historic site: Any archaeological site, standing structure, or other property that has been listed on, or meets the criteria for eligibility to be listed on, the National Register of Historic Places, the state register of historic sites, or any regional, county, municipal or local historic registers, or that is determined to be an unplatted cemetery that falls under the provisions of Minn. Stats. § 307.08. A historic site meets these criteria if it is presently listed on any of the aforementioned registers, or if it is determined to meet the qualifications for listing after review by the Minnesota State Archaeologist, the director of the Minnesota Historical Society, or a qualified representative of the regional, county, municipal, or local registers. All unplatted cemeteries are automatically considered to be significant historic sites.

Snowmobile: "Snowmobile" means a self-propelled vehicle designed for travel over snow or ice on skis or runners.

Solid waste: garbage: Refuse or sludge from a water supply treatment plant or air contaminant treatment facility, and other discarded waste materials and sludges, in solid, semisolid, liquid, or contained gaseous form, resulting from industrial, commercial, mining, and agricultural operations, and from community activities, but does not include hazardous waste, animal waste used as fertilizer, earthen fill, boulders, rock, sewage sludge, solid or dissolved material in domestic sewage or other common pollutants in water resources such as silt, dissolved or suspended solids in industrial wastewater effluents or discharges which are point sources subject to permits under section 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows, or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Steep slope: Land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics as mapped and described in available county soil surveys or other technical reports unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this ordinance. Where specific information is not available, steep slopes are lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, that are not bluffs.

Street: A public vehicular right-of-way which affords a primary means of access to abutting property, except in the case of streets with a high volume of vehicular traffic where access may be restricted and an alternative access may be required.

- A. *Approved private street:* A private street that has been approved by resolution of the City of East Bethel. Such resolution must specify the street, indicate that the street must support emergency vehicles, and specify that provisions must exist for the ongoing maintenance of the street.
- B. *Collector street:* A street that serves or is designed to serve as a traffic way for a neighborhood or as a feeder to a major road and designated as a collector street on the city comprehensive plan.
- C. *Arterial street:* A street, as designated in the comprehensive plan, which serves or is designed to serve heavy flows of traffic, and which is used primarily as a route for traffic between communities and/or other heavy traffic generating areas.
- D. *Local street:* A street intended to serve primarily as an access to abutting properties.
- E. *Street pavement:* The wearing or exposed surface of the roadway used by vehicular traffic.
- F. *Street, public:* A street owned and maintained by a government jurisdiction.
- G. *Width of street:* The width of the right-of-way measured at right angles to the centerline of the street.

Story: Vertical distance from top to top of two successive tiers of beams or finished floor surfaces; and for the topmost story, from the top of the finished floor surface to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters of a building or structure.

Story, half: That part of a building under the gable, hip, or gambrel roof; the wall plates of which are not more than four feet above the floor.

Structural alteration: Any change in the supporting members of a building such as bearing walls, columns, beams, or girders.

Structure: Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.

Structure, public: An edifice or building of any kind, or any piece of work artificially built-up or comprised of parts joined together in some definite manner which is owned or rented and operated by a federal, state, or local government agency.

Structure, recreational: Structures of a recreational nature such as swing sets, jungle gyms, tree houses and other similar facilities.

Structure, temporary: Structures that are of a mobile nature and located on a property for no more than six months in a 12-month period, such as ice fishing shanties, camping, tents, enclosed trailers, and other similar facilities.

Subdivision: Land that is divided for the purpose of sale, rent, or lease.

Surface water-oriented commercial use: The use of land for commercial purposes where access to and use of a surface water feature is an integral part of the normal conducting of business. Marinas, resorts, and restaurants with transient docking facilities are examples of such use.

Swimming pool: Any structure intended for swimming or recreational bathing that contains water over 24 inches deep and 5,000 gallons in capacity. This includes in-ground, above-ground, and on-ground swimming pools.

Tavern or bar: A building with facilities for the serving of 3.2 percent malt beverages, liquor, wine, set-ups, and short order foods.

Telecommunications facility: A facility that transmits and/or receives electromagnetic signals. It includes antennae, microwave dishes, horns, and other types of equipment for the transmission or receipt of such signals, telecommunications towers or similar structures supporting said equipment, equipment buildings, parking areas, and other accessory development. It does not include facilities staffed with other than occasional maintenance and installation personnel, vehicle or other outdoor storage yards, offices, or broadcast studios other than those designated for emergency use. All communication towers are subject to the provisions established for such use in Section 17 [16]. Telecommunication[s] Facilities.

Telecommunications tower: A mast, pole, monopole, guyed tower, lattice tower, freestanding tower, or other structure designed and primarily used to support antennae. A ground- or building-mounted mast less than ten feet tall and six inches in diameter supporting a single antenna shall not be considered a telecommunications tower.

Temporary/seasonal sales: A facility or area for temporary or seasonal sales of goods, wares, or merchandise.

Toe of the bluff: The base of a bluff.

Top of the bluff: The top portion of a bluff.

Townhouse: A single-family dwelling unit, with private front and rear entrances which is part of a multiple-family building whose dwelling units are attached horizontally in a linear arrangement. Each dwelling unit must be separated from other dwelling units by a firewall or walls extending from the foundation through the roof with no openings. Each dwelling unit shall have a totally exposed front and rear wall to be used for entry, light, and ventilation.

Transportation/motor freight terminal: A building or area in which freight brought by truck is assembled and/or stored for routing or shipment, or in which semi-trailers, including tractor or trailer units and other trucks, are parked or stored.

Transportation terminal: Taxi, bus, train, and mass transit terminal and related ticketing, passenger waiting, parking, and storage areas.

Truck farming: An agricultural operation in which garden vegetables, fruits, and other such produce is transported from the subject property to an off-site location for sale.

Truck, semi-trailer: The terms "semi-trailer," "truck-tractor," "truck," and "vehicle" shall have the meanings given them in Minn. Stats. § 169.01.

Truck stop: A motor fuel station devoted principally to the needs of tractor-trailer units and trucks, and which may include eating and/or sleeping facilities

Undisturbed soil contour: The identified area within the buildable area of each lot which has never been excavated, cut, or filled. On-site septic areas (sewers) sufficient for two systems shall be identified on each lot and marked off to keep construction traffic off during plat development. Areas for sewers which cannot be located in the undisturbed soil contour area will require a design by a certified designer to ensure the lot will be capable of sustaining an on-site sewer at the time of plat review. Certification of "buildable

area" and "undisturbed soil contour" shall be submitted in the form of an exhibit prepared by the developer's engineer or surveyor.

Unplatted area: A parcel of land described by metes and bounds, without reference to block and lot.

Use: The purpose for which land or premises or a building thereon is designed, arranged or intended, or for which it is or may be occupied or maintained.

- A. *Accessory use:* A use subordinate to and serving the principal use or structure on the same lot and incidental to such principal use.
- B. *Conditional use:* Either a public or private use as listed which because of its unique characteristics cannot be properly classified as a permitted use in a particular district. After consideration in each case of the impact of such use upon neighboring land and of the public need for the particular use at the particular location, such "conditional use" may or may not be granted by the council.
- C. *Open space use:* The use of land without a structure or including a structure incidental to the open space use with a ground floor equal to five percent or less of the area of the lot.
- D. *Permitted use:* A use that is or may be lawfully established in a particular district or district provided it conforms to all requirements, regulations, and performance standards of such district.
- E. *Principle use:* The main use of land or buildings as distinguished from subordinate or accessory uses. A "principal use" may be permitted or conditional.

Used motor vehicle: A motor vehicle for which title has been transferred from the person who first acquired it from the manufacturer, distributor, or dealer. A new motor vehicle will not be considered a used motor vehicle until it has been placed in actual operation and not held for resale by an owner who has been granted a certificate of title on the motor vehicle and has registered the motor vehicle in accordance with Minn. Stats. ch. 168 and Minn. Stats. chs. 168A and 297B, or the laws of the residence of the owner.

Variance: A modification or variation of the provisions of this chapter as applied to a specific lot or property.

Veterinary: Those uses concerned with the diagnosis, treatment, and medical care of animals, including animal or pet hospitals.

Warehousing: The storage, packaging, and crating of materials or equipment within an enclosed building or structure.

Warehousing and distribution: A use engaged in storage, wholesale, and distribution of manufactured products, supplies, and equipment.

Waste: Infectious waste, nuclear waste, pathological waste, sewage sludge, solid waste and hazardous waste.

Waste facility: Property used for the accumulation, storage, processing, or disposal of waste.

Waste management: Activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing, and disposal of waste.

Water-oriented accessory structure or facility: A small, above-ground building or other improvement, except stairways, fences, docks, and retaining walls.

Wetland: Lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this chapter, wetlands must:

- a) Have a predominance of hydric soils;
- b) Be inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and
- c) Under normal circumstances, supports a prevalence of hydrophytic vegetation.

Wetlands generally include swamps, marshes, bogs, and similar areas.

Wholesaling: The selling of goods, equipment, and materials by bulk to another person who in turn sells the same to customers.

Yard waste: Garden wastes, leaves, lawn clippings, weeds and pruning generated at residential or commercial properties.

Yards: The open spaces on the same lot as a main building, unoccupied and unobstructed from the ground upward except as otherwise provided in this ordinance, and as defined below:

- A. *Front yard:* An open space extending the full width of the front lot line, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building. For a corner lot which is not a reversed frontage corner lot, the front yard shall adjoin a front yard in an adjoining lot.
- B. *Rear yard:* An open space extending the full width of the lot the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.
- C. *Side yard:* An open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point of the side lot line to the nearest point of the main building.

Zoning district: An area or areas within the limits of the city in which the regulations and requirements of this chapter are applied uniformly.

(Ord. No. 19, Second Series, 5-5-2010; Ord. No. 28, Second Series, 12-1-2010; Ord. No. 36, Second Series, 4-4-2012; Ord. No. 48, Second Series, 2-5-2014; Ord. No. 48, Third Series, 6-4-2014)

EAST BETHEL PLANNING COMMISSION MEETING
July 26, 2016

The Planning Commission met for a regular meeting at 7:00 pm at East Bethel City Hall.

MEMBERS PRESENT: Randy Plaisance, Chair
Glenn Terry
Eldon Holmes
Lorraine Bonin
Tanner Balfany
Lou Cornicelli

ABSENT: Sherry Allenspach, Vice Chair

ALSO PRESENT: Colleen Winter, Community Development Director
Tim Harrington, City Council Liaison

1. Call to Order Chair Plaisance called the meeting to order at 7:00 pm.
2. Adopt Agenda **Mr. Holmes moved and Mr. Terry seconded to approve the agenda as presented. Motion carried.**
3. Approval of 6/28/16 Minutes **Mr. Balfany moved and Mr. Terry seconded to approve the 6/28/16 minutes as written. Motion carried.**

4. Public Hearing Prairie Ridge Background Information:

Estates Subdivision Concept Plan and Preliminary Plan	Fee Owner: George J Roberts 3626 Roble Court Eldorado CA	Property Location: 033323220001 Corner of Bataan St and 229th Ave NE
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Applicant:
Carrington Development LLC
Steve Strandlund
P O Box 169
Cedar MN 55011

Lot Sizes/Design

The proposed subdivision contains 10 lots ranging in size from 2.19 acres up to 5.88 acres. City code allows for 2 acre minimum lot sizes with an overall 2 /12 acre density. This subdivision is below the density requirement. The lots will be designed for walkout style homes.

Streets/Utilities

There are no new streets planned for this subdivision. All lots will have driveways either off of Bataan St or 229th (Anoka County 26). Lots 1&2 will share a driveway and Lots 3&4 will share a driveway. Each lot will have its own septic system and well. Gas and electric will be provided to each lot.

Landscaping

Each lot will be required to have two trees in the front yard. Lots 1, 2, 4 & 10 have existing trees located on them and the intent is to not remove existing trees, accept on lot 4.

Park Dedication/Trail

The Developer will be required to put in a trail along Bataan St per the City’s long range Trail plan.

Wetland Delineation/No impact

The Developer has prepared a wetland delineation report and there will be no impact to the wetlands, except where the trail along Bataan is located.

Additional Information

All required documents as outlined in our Subdivision Ordinance Chapter 66 have been submitted and are in the review and comment period.

Ms. Winter reviewed the following items: Location map, preliminary plat documents, and trail map. The plan is to have shared driveways located on Cty Rd 26.

Public Hearing opened at 7:05 pm.

Kelley Bloom, 2657 226th Lane NE, East Bethel asked if the lots will be completely built with homes before sale or if the empty lots will be for sale, as she is interested in purchase lot #10.

Steve Strandlund said the lots will be for sale, no spec homes are to be built. At this time, he is not sure whether he will use a realtor to sell the lots; he prefers himself and another builder to sell the lots. Also, there will be covenants for this development.

Public Hearing closed at 7:09 pm.

Ms. Winter did not know when Cty Rd 26 is scheduled for upgrading or whether or not upgrading might affect this development. She is unaware of no new driveways being located on Bataan Street, which is a much safer location for driveways than Cty Rd 26.

Mr. Balfany moved and Mr. Holmes seconded to recommend approval of the Concept Plan and Preliminary Plat for the subdivision of lands for the development of Prairie Ridge Estates, a rural ten (10) lot residential subdivision. Motion carried.

This Concept Plan and Preliminary Plat will go before City Council at the second meeting in August.

5. Public Hearing
Proposed
Ordinance
Changes –
Appendix A

The Planning Commission has discussed making changes to sections of Appendix A, Zoning code at previous meetings including May 24, 2016, a Special City Council meeting on June 8, 2016, and June 28, 2016. The revisions presented represent a culmination of those discussions and represent changes to the following sections:

- Section 48, Light Industrial District
- Section 24, Exterior Storage
- Section 23, Screening
- Definitions

The proposed changes would not alter the Light Industrial zoning designation, but would align the existing Zoning Ordinance with the Comprehensive Plan. Any changes that are implemented would be interim in nature. At the time discussions related to the Comprehensive Plan update commence, other categories for industrial use, transition industrial, and/or mixed use industrial/commercial may be considered as part of revisions to the Code during the Comprehensive plan process.

Ms. Winter reviewed the proposed ordinance changes. She suggested that during the comprehensive planning process the commission look at other areas in the Code for Trucking Terminals (now listed under 6. Prohibited Uses) and to review the maximum amount of exterior storage allowed and definition of same (4. I District, 2). The Commissioners' recommendation will be reviewed by the city attorney, and city council members who will then make a final decision on the ordinance changes.

Public Hearing opened at 7:29 pm.

Cole Robertson, 23462 Goodhue Street NE, East Bethel asked that the following be considered in the ordinance – no outside storage if the business is adjacent to residential properties, limit the hours of operation if adjacent to residential properties, and no use of raw materials if adjacent to residential properties.

Public Hearing closed at 7:31 pm.

Building heights do not include roof top units. Mr. Terry thought that the defined height was by the sidewall height. Ms. Winter thought it was split between the eave and peak for maximum height. Mr. Terry asked that this be clarified and defined in the ordinance. Ms. Winter will check the building code.

The City follows the MPCA code for construction times, which is 7 am – 10 pm. Ms. Winter cautioned the Commission on having specific times listed in the Code.

4. I-District A. 4 – “Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and occupying no more than 50 percent of the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.” Mr. Terry believes better/clearer verbiage is needed to clarify exterior storage requirements if the property abuts residential property.

Mr. Terry stated he believes the rules are more to filter out rather than to regulate so that the City does not get into a situation that needs enforcement, but that someone can get a sensible idea of what the City is expecting and then there are tools to back-up and support the decisions made.

The Commissioners asked that the following changes be made:

- 1) 2. PERMITTED USES D. replace the word “maintained” with “*confined*”.
- 2) 5. B-3 District, B. 2 - restore to “...be arranged *in a neat and orderly manner.*”
- 3) 6. B-2 District A. 2 – change the screening height from five to *six*.

Mr. Balfany moved and Ms. Bonin seconded to recommend City Council approve the proposed ordinance changes with the following revisions: 1) 2. PERMITTED USES D. replace the word “maintained” with “*confined*”. 2) 5. B-3 District, B. 2 - restore to “...be arranged *in a neat and orderly manner.*” 3) 6. B-2 District A. 2 – change the screening height from five to *six*. Motion carried.

6. City Council Update

Tim Harrington, City Council Liaison reported:

- Approved a one (1) year contract with Anoka County Sheriff with a 7/10 of a percent raise, saving the City about \$30,000.
- 14 existing and one new IUP’s were approved.
- Quote for Castle Tower demolition has been accepted for \$19,000 to remove the old sewer plant, leaving the City with 10 acres to sell for development which will help bring in revenue.
- Thank you to all who were involved with Booster Days.
- The Planning Commissioners are invited to attend the Wednesday, July 27, 2016 6:00 pm City Council Work meeting where Comp Plan interviews will be conducted.
- Tuesday night is National Night Out

7. Other Business

Ms. Winter reviewed Green Step Cities. As part of the Comprehensive Plan update (Thrive MSP 2040), communities are encouraged to include a section that integrates strategies into local comprehensive plans to be more resilient in the face of a changing climate. As communities adjust to increasingly extreme weather events, stress on public facilities, and higher costs of services, there is growing need to not only plan for these events, but to also reduce the impacts through conscious climate adaptation and resilience planning. Moreover, resiliency also considers reducing greenhouse gas (GHG) emissions so that the extent of climate change does not exceed the capacity to adapt and become resilient. One of the ways to achieve this, is to evaluate the recommended sustainability and resiliency practices adopted by other communities through the GreenStep Cities program. Ms. Winter asked the Commission to consider recommending participation in GreenStep Cities as an implementation strategy in the Comp Plan.

Sharon LeMay, 22959 Erskin Street NE East Bethel also spoke on the basics of the GreenStep City Program and the benefits of being a GreenStep City.

Ms. Winter reviewed the Mid-year Comparison of Permit Tues from January to July ’15 and ’16 and noted that the valuation of projects completed is much higher this year.

Chair Plaisance thanked the residents in attendance for their involvement with the City of East Bethel.

8. Adjournment **Mr. Balfany moved and Mr. Holmes seconded to adjourn at 8:07 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 7/31/16

DRAFT

SECTION 48. - LIGHT INDUSTRIAL (I) DISTRICT

1. - PURPOSE

The light industrial (I) district is intended and designed to provide areas of the city suitable for activities and uses that are commercial and general services related and/or of a light industrial nature. These are areas that have the prerequisites for industrial development, but because of proximity to residential areas or the need to protect certain areas or uses from adverse influences, high development standards will be necessary. The Light Industrial District is intended and designed to provide areas of the City suitable for activities and uses that are industrial in nature. Industrial uses within this district are limited to those that do not generate noise, odor, vibration, or other discharge discernable from areas outside the parcel on which the use is located. This category is aimed towards industrial uses that are lower in intensity of activity such as offices, warehousing, research laboratories, and light manufacturing.

2. - PERMITTED USES

- A. Uses allowed in the B-2 and B-3 districts.
- B. Brewery and taproom as regulated under City Code Chapter 6, Sections 51, 52, and 63.
- C. Industrial condominium/multi-tenant structure.
- D. Manufacturing, light – excluding those uses that generate any discernable discharge that cannot be maintained on the site and any use that requires any outside manufacturing activities
- E. Office.
- F. Public facilities, fire stations, substations, government buildings.
- G. Repair services, except for businesses related to passenger vehicles and trucks.
- H. Research facility.
- I. Retail sales, incidental to manufacturing, of products manufactured, assembled, or warehoused on the premises, provided no more than twenty five (25) percent of the building is used for retail space.
- J. Warehousing and distribution.
- K. Other similar uses to those permitted in this section as determined by the Planning Commission and approved by the City Council.

3. - ACCESSORY USES

- A. Fuel tanks as regulated by the Uniform Fire code
- B. Trash enclosure service structure.
- C. Other uses customarily associated with a permitted use as determined by the Planning Commission and approved by the City Council.

4. - CONDITIONAL USES

- A. Adult Uses – as regulated under Section 10-5
- B. Commercial and public radio and television transmission and public utility microwave antenna.
- C. Construction sales and services
- D. Exterior storage as regulated under Section 24
- E. Kennel, commercial as regulated under East Bethel Code of Ordinances, Chapter 10
- F. Maintenance facilities directly associated with the primary business and contained inside the principal structure.
- G. Telecommunication facilities as regulated under Section 16
- H. Two or more buildings on same lot provided such buildings relate to the Permitted use and meeting the requirements of the Minnesota State Building Code.
- I. Other similar uses to those permitted in this section as determined by the Planning Commission and approved by the City Council.

5. - Interim uses.

- A. Temporary/seasonal sales as permitted in Section 10. General Development Regulations.
- B. Other uses similar to those permitted in this section as determined by the Planning Commission and approved by the City Council.

6. Prohibited Uses

- A. Trucking Terminals
- B. Slaughterhouses
- C. Recycling centers
- D. Auto reduction yards
- E. Impound lots
- F. Used car lots

7. - Development regulations.

A. *Minimum lot requirements:*

1)	Lot area:
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	a)	Without sewer and water	10 acres
	b)	With sewer and water	1 acre
2)	Lot width		150 feet
3)	Minimum buildable area		23,000 square feet

B. *Setbacks:*

1)	Front yard:		
	a)	Local/collector street	40 feet
	b)	Arterial street	50 feet
	c)	State/county street	100 feet
2)	Side yard		10 feet, except 60 feet if abutting a residential district
3)	Rear yard		25 feet, except 60 feet if abutting a residential district

Building:

1)	Maximum building height		50 feet from ground level
2)	Minimum building size		5,000 square feet
3)	Maximum lot coverage		80 percent

- C. All uses shall comply with all other sections of the East Bethel City Code and be consistent with the City Comprehensive Plan.

(Ord. No. 19, Second Series, 5-5-2010; Ord. No. 28, Second Series, 12-1-2010)

SECTION 24. - EXTERIOR STORAGE

1. - Exemptions.

All products, materials, and equipment, except as specifically described in this ordinance, shall be stored within permitted structures or completely screened from view of adjoining properties and the public right-of-way except for the following:

- A. Off-street parking of licensed passenger automobiles and personal or commercial vehicles of less than 12,000 pounds gross vehicle weight rating (GVWR) in designated driveway or parking area.
- B. Off-street parking of vehicles and recreational vehicles that are permitted according to the provisions of this ordinance and any other city ordinance.
- C. Clothes lines, antennae, air conditioners in working condition, outdoor grills, play equipment, ornaments and monuments.
- D. Landscaping materials and equipment may be stored on a lot if these are used on the lot within a period of three months.

2. - Inoperable vehicles and refuse materials.

- A. Passenger automobiles and trucks not currently licensed by the state, or which are incapable of movement under their own power due to mechanical deficiency, which are parked or stored outside for a period in excess of 96 hours, and all materials stored outside in violation of the city ordinances, are considered refuse or junk and shall be disposed of according to city regulations.
- B. Any accumulation of refuse not stored in containers that comply with city ordinances, or any accumulation of refuse including car parts which has remained on a property for more than one week, is hereby declared to be a nuisance and may be abated by order of the zoning administrator or building official. The cost of removal shall be recovered in accordance with the city ordinances and state law.
- C. Repairable vehicles shall be stored in a designated storage area and not be visible from the public right-of-way or adjacent properties.

3. - A, RR, R-1, and R-2 residential districts.

- A. All personal property shall be stored within a building or be fully screened so as not to be visible from adjoining properties and public streets, except for the following:
 - 1. Play and recreational equipment.
 - 2. Stacked firewood for the burning supply of the property resident shall be stored in the side yard or the rear yard at a minimum of five feet from the property line.
 - 3. Agricultural equipment and materials, if these are used or intended for use on the premises within a period of 12 months.
- B. A maximum of five motor vehicles, or recreational vehicles, or boat/trailer combinations, or snowmobile/trailer combinations, or items of lawn equipment, or items of construction equipment with a weight limit of 20,000 GVWR, or other equipment or trailers, or any combination thereof, may be stored outside of structures at any time. The storage of recreational vehicles, items of equipment, or trailers must be on the driveway of the residence or within an outside storage area located in a side or rear yard. The storage area shall be screened from the

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public right-of-way and from adjacent lots. Motor vehicles stored outside on a designated driveway must maintain and display current licensing and registration and must be operational and roadworthy.

- C. Up to two automobiles or other motor vehicles or two snowmobiles or all-terrain vehicles may be located or displayed on any property for the purpose of sale, but such a vehicle, snowmobile, or all-terrain vehicle may not be so located or displayed more than on three separate occasions during any calendar year. The location or display to public view of an automobile or other motor vehicle or snowmobile or an all-terrain vehicle with a telephone number, an address, or the words "For Sale" affixed on the vehicle shall be evidence that the motor vehicle is located or displayed for the purpose of sale.

4. - I district.

- A. Exterior Storage is permitted in I-1 districts as a Conditional Use permit and subject to the following conditions:

- 1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
- 2. Maximum amount of exterior storage cannot exceed the square footage of the Principal building.
- 3. Exterior storage cannot exceed 12 feet in height
- 4. Construction yards are exempt from exterior storage requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the principal building and occupying no more than 50 percent of the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.

- B. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than six feet in height and shall preclude vision through the barrier.

- 1. Screening to be achieved through a combination of masonry walls, fencing, berming, and landscaping.
- 2. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].
- 3. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

- C. Exterior Display in I-1 districts.

- 1. The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.
- 2. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.
- 3. Additional parking spaces shall be provided based upon the exterior display and sale area.

- D. Prohibited storage

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

- E. Parking

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1. Up to three commercial vehicles, such as delivery and service trucks up to 20,000 GVWR, may be parked without screening if the vehicles relate to the principal use. Vehicles over 20,000 GVWR, construction equipment, and trailers shall require screening.
2. Semi trucks and trailers shall not be considered part of outside storage if they are used in the normal business commerce and do not exceed the number of docks and or bay doors.

5. - B-3 district.

- A. Exterior Storage is permitted in B-3 districts as a Conditional Use permit and subject to the following conditions:
 1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
 2. Maximum amount of exterior storage cannot exceed the square footage of the Principal building.
 3. Exterior storage cannot exceed 12 feet in height
- B. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than six feet in height and shall preclude vision through the barrier. Screening to be achieved through a combination of masonry walls, fencing, berming, and landscaping.
 1. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].
 2. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.
- C. Exterior Display in B-3 districts.
 1. The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.
 2. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.
 3. Additional parking spaces shall be provided based upon the exterior display and sale area.
- D. Prohibited storage
 1. Accessory storage containers, as defined in Section 01. General Provisions of Administration, shall not be permitted.
- E. Parking
 1. Semi trucks and trailers shall not be considered part of outside storage if they are used in the normal business commerce and do not exceed the number of docks and or bay doors.

6. - B-2 district.

- A. Exterior storage is permitted with a CUP.

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1. Approved exterior storage shall be limited to an area no more than 100 square feet of the rear yard, and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
 2. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than six feet in height and shall preclude vision through the barrier. All screening shall meet the regulations in Section 23. Screening Requirements [Regulations].
 3. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.
- B. Exterior Display in B-2 Districts
1. The area occupied by exterior display shall not exceed ten percent of the gross floor area of the principal building on the property.
 2. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.
 3. Additional parking spaces shall be provided based upon the exterior display and sale area.
- C. Prohibited Storage
1. Accessory storage containers, as defined in Section 01. General Provisions of Administration, shall not be permitted.
7. - B-1 district.
- A. Exterior storage and exterior displays are not permitted.
 - B. Accessory storage containers, as defined in Section 01. General Provisions of Administration, shall not be permitted.
8. - All zoning districts.
- A. All outside storage must be accessory to the principal use of the property.
 - B. Except for temporary construction trailers and mobile services operated by public service agencies (i.e., bookmobile, bloodmobiles, etc.) as allowed by the city, and trailers parked in a designated and improved loading area, no vehicle may be used for office, business, manufacturing, testing, or storage of items used with or in a business or commercial enterprise unless an interim use permit has been obtained from the city.
 - C. The city council may order the owner of any property to cease or modify open storage uses, including existing uses, provided it is found that such use constitutes a threat to the public health, safety, convenience, or general welfare.

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

SECTION 23. - SCREENING REGULATIONS

1. - General standards.

- A. Screening shall be installed so as to provide a visual barrier. Any such barrier shall reduce visibility in a manner that restricts vision of the object being screened.
- B. Any business, industrial, non-residential uses, and residential dwellings other than detached single-family adjacent to any residential district shall provide screening along the boundary of residential property.
- C. Screening shall consist of a compact evergreen or deciduous hedge and overstory and understory trees of sufficient width and density, or an earth berm of sufficient height to provide effective screening throughout the year. Overstory and understory trees are defined in Section 27. Landscaping Regulations.
- D. A required screening fence shall be constructed of masonry, brick, or wood. Such fence shall provide a solid screening effect and not exceed eight feet in height or be less than six feet in height.
- E. Earth berms shall not have a slope of more than four feet horizontal to one foot vertical or be located within any street right-of-way or within eight feet of the traveled portion of any street or highway.
- F. No screening or buffering shall be located on any public rights-of-way or within eight feet of the traveled portion of any street or highway.
- G. Loading docks shall be screened from all lot lines and public roads.
- H. Except as provided under Appendix A, Section 24, all storage of material and equipment related to, located on, and used by any business, light industrial, or other non-residential use shall be stored inside a building. Exterior storage in business districts that is allowed by other provisions of this ordinance shall be screened from public rights-of-way and adjacent properties.

2. - Screening of mechanical equipment.

- A. All mechanical equipment, such as air conditioning units, erected on the roof of any structure or on the ground, shall be screened so as not to be visible from public rights-of-way and adjacent properties.
- B. The screening shall be constructed with materials that are architecturally compatible with the building.

3. - Screening of trash containers.

- A. Trash and recycling storage facilities which would be visible from public rights-of-way or adjoining property, except those located in parks, shall be screened by an enclosure of masonry or brick construction. Screening gates shall be of solid material such as wood; chain link fencing is not acceptable.
- B. Screening enclosure gates may not be required if the resulting open side of the enclosure does not face an existing or future right-of-way.

4. - [Buffer yards.]

Buffer yards for business, light industrial, and non-residential uses in residential districts, and residential dwellings other than detached single-family shall meet the following requirements:

- A. Where a buffer yard is required for property which abuts residentially zoned property, there shall be within the required setback a landscaped area at least 20 feet in width which shall extend along and be adjacent to the entire length of all common property lines shared with residentially zoned property.
- B. The landscaped area shall contain a double row of evergreen shrubs which, when planted, shall be a minimum of four feet in height with the capability to grow to a minimum height of six feet.
- C. The rows of such shrubs shall be planted in such a manner that a distance of five feet exists between the centerline of each row and that, when viewed perpendicular to the rows, one would observe a shrub planted every 2½ feet on center.
- D. This buffer area shall contain a fence, which fence shall be located entirely on the non-residential lot.
- E. Berms may be constructed the entire length of the buffer yard and shall be continuous or provide the illusion of continuity when viewed from the side and perpendicular to the berm. Earth berms shall not exceed a slope of 4:1.
- F. Some uses may not be required to provide A—E above at the discretion of city council.

9. - Definitions.

The following words and terms used in this ordinance shall be defined as follows. Words found in this ordinance not defined in this section shall have the meanings customarily assigned to them by any standard dictionary, except where such a meaning is clearly contrary to the intent of this ordinance.

Accessory apartment: An apartment located within a single-family home and is incidental to the principal use to which it is related.

Accessory storage container: A container placed outdoors and used for the storage of goods, materials, or merchandise that is used in connection with a lawful principal or accessory use of the lot. The term "accessory storage container" includes, but is not limited to, containers such as boxcars, semi-trailers, roll-off containers, slide-off containers, railroad cars, piggyback containers, and portable moving and storage containers. The term "accessory storage containers" does not include a garage, barn, or storage shed accessory to a dwelling provided such structure is not of a type designed, equipped, or customarily used for over-the-road transport of goods, materials, or merchandise.

Accessory structure or facility: Any building or improvement clearly subordinate to a principal use such as garages, sheds, or storage buildings located on the same parcel as the principal structure.

Accessory use: A use which is clearly incidental to, customarily found in connection with, and (except in the case of accessory off-street parking spaces or loading) located on the same parcel as the principal use to which it is related. An accessory use includes, but is not limited to, the following:

- A. Residential accommodations for servants or caretakers.
- B. Swimming pools and private recreational facilities for the use of the occupants of a residence or their guests.
- C. Residential- or agriculture-related storage in a barn, shed, tool room, or similar accessory building.
- D. Interior storage of merchandise normally carried in-stock in connection with a business or industrial use unless such storage is excluded in the applicable district's regulations.
- E. Accessory off-street parking spaces, open or enclosed.
- F. Uses clearly incidental to a main use such as, but not limited to, offices of an industrial or commercial complex located on the site of the commercial or industrial complex.

Addition: A physical enlargement of an existing structure, excepting that said physical enlargement shall not be larger than the existing structure.

Adult uses: Adult uses include adult bookstores, adult motion picture theaters, adult motion picture rental, adult mini-motion picture theaters, adult companionship establishments, adult conversation/rap parlors, adult health/sport clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels or motels, adult body painting studios, and other premises, enterprises, establishments, businesses, or places open to some or all members of the public at or in which there is an emphasis on the presentation, display, depiction, or description of "specified sexual activities" or "specified anatomical areas" which are capable of being seen by members of the public.

Agricultural building: A structure on agricultural land designed, constructed, and used to house farm implements, livestock, or agricultural produce or products used by the owner, lessee, or sub-lessee of the building and members of their immediate families, their employees, and persons engaged in the pickup or delivery of agricultural produce or products.

Agricultural business, seasonal: A seasonal business not exceeding six months in any calendar year operated on a rural farm offering for sale to the general public produce or any derivative thereof grown or raised on the property.

Agricultural composting: The direct incorporation by disking or plowing of yard waste into the soil surface of agricultural production lands.

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Agricultural use: The production for sale of livestock, dairy animals or dairy products, poultry or poultry products, fur-bearing animals, horticultural or nursery stock, fruit, vegetables, forage, grains, or bees and apiary products.

All-terrain vehicle: "All-terrain vehicle" or "vehicle" means a motorized flotation-tired vehicle of not less than three low pressure tires, but not more than six tires, that is limited in engine displacement of less than 800 cubic inches and total dry weight less than 900 pounds.

Alteration: Any change, addition, or modification in construction or type of occupancy, or in the structural members of a building such as foundations, walls, or partitions, columns, beams, or girders, or any enlargement of a building or structure whether horizontal or vertical.

Amortization: The establishment of a time schedule over which the cost of an investment is depreciated.

Antenna, amateur radio: Any equipment or device used to transmit, receive, or transmit and receive electromagnetic signals for "amateur radio service" communications.

Antenna, building-mounted: Any antenna, other than an antenna with its supports resting on the ground, directly attached or affixed to a building, tank, tower, building-mounted mast less than ten feet tall and six inches in diameter, or a structure other than a telecommunications tower.

Antenna, minor: A ground- or building-mounted receive-only radio or recreational vehicle antenna whose total height including any mast to which it is attached is less than 20 feet.

Antenna support structure: Any building, pole, telescoping mast, tower, tripod, or any other structure which supports an antenna.

Apartment: A suite of rooms or a room in a multiple-family dwelling arranged and intended as a place of residence.

Applicant: The owners, their agent, or representative having interest in land where an application for city review of any permit, use, or development is required by this chapter.

Base flood: See *Regional flood*.

Basement: That portion of a building which is partly or wholly below grade but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling.

Bed and breakfast: An owner-occupied private home where accommodations are offered for one or more nights to transients.

Block: The property abutting one side of a road or street and lying between the two intersecting or intercepting roads or streets and subdivided acreage.

Bluff: A topographic feature such as a hill, cliff, or embankment having the following characteristics:

- A. Part or all of the feature is located in a shoreland area;
- B. The slope rises at least 25 feet above the ordinary high water level of the water body;
- C. The grade of the slope from the toe of the bluff to a point 25 feet or more above the ordinary high water level averages 30 percent or greater; and
- D. The slope must drain toward the water body. An area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff.

Bluff impact zone: A bluff and land located within 20 feet from the top of a bluff.

Boathouse: An uninhabited structure designed and used solely for the storage of boats or boating equipment.

Buffer: A strip of land intended to create physical separation between potentially incompatible uses of land or environmentally sensitive areas.

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Buildable lot area, net: The space remaining on a lot after the setback requirements, area with a slope of 33 percent or more, 100-year floodplain, and drainage easements or wetland have been subtracted.

Building: Any structure having a roof supported by columns or walls for the shelter or enclosure of persons, animals, or property.

Building code: The Minnesota State Building Code.

Building height: The vertical distance measured from the highest adjoining ground level to the highest point of the roof surface for flat roofs, to the deck line of mansard roofs, and to the average height of eaves for gable, hip, and gambrel roofs. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

Building line: A line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.

Building official: Appointed by the city council to support the city administrator in the enforcement of the state building code.

Building permit: A permit required from the responsible governmental agency before any site work, construction, or alteration to structures can be started.

Bus: A vehicle designed for carrying passengers and having a seating capacity of at least 12 persons.

Certificate of occupancy: A certificate issued by the building official authorizing the use or occupancy of a building or structure.

Certificate of survey: A legal document depicting property information that is signed by a registered land surveyor under Minnesota State Law.

City: The City of East Bethel, Minnesota.

City council: The governing body of the City of East Bethel, Minnesota.

City-supported senior housing: Residential housing developed in conjunction with block grants or other governmental financial aid intended for the development of senior housing (residential housing restricted to persons age 55 and older) as mandated by the granting authority. City-supported senior housing will consist of multi-unit housing intended to serve senior citizens (persons age 55 and older). It may consist of cooperative housing or rental units managed by the residents thereof or a qualified independent management entity.

Commercial use: The principal use of land or buildings for the sale, lease, rental, or trade of products, goods, and services.

Common open space: Land held in common ownership used for natural habitat, pedestrian corridors, and/or recreational purposes that is protected from future development.

Composting:

Agricultural: The direct incorporation by disking or plowing of yard waste into the soil surface of agricultural production lands.

Residential: A mixture of decaying organic matter used to improve soil structure and provide nutrients being incorporated into the soil surface.

Comprehensive plan: The document entitled "The City of East Bethel Comprehensive Plan," adopted October 13, 2000, as amended, or as hereafter revised or superseded by new comprehensive plans.

Conditional use. See *Use, conditional*.

Condominium: An estate in real property consisting of an undivided interest in common with other purchasers in a portion of [a] parcel or real property, together with a separate interest in space in a building.

Conservation easement: An interest in real property created in a manner that imposes limitations or affirmative obligations in regard to the use of property including the retention, protection, and maintenance of natural resources, open space, and agriculture.

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Construction debris: Concrete, blacktop, bricks, stone facing, concrete block, stucco, glass, structural metal, and wood from demolished structures. It shall also include waste building materials, packaging and rubble resulting from construction, remodeling, repair and demolition of buildings and roads, and any material as defined by the Minnesota Pollution Control Agency (MPCA) or permitted for deposit in construction debris disposal facilities by said agency or by Anoka County such as, but not limited to, foundry sand, waste shingles, tree waste, water treatment plant lime sludge, and street sweepings.

Contiguous: Parcels of land that share a common lot line or boundary.

Craft center: A place designated to serve individuals and groups by offering indoor crafts such as knitting, quilting, scrapbooking, and other similar uses.

Crematorium or crematory: A place where bodies are consumed by incineration and the ashes of the deceased are collected for permanent burial or storage in urns.

Deck: A horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point extending more than 30 inches above ground.

Density: The number of dwelling units permitted per acre of new developable acres of land as regulated by the applicable zoning district.

Density units: The number of individual dwelling units that can be located on a parcel of land as established through the use of [a] yield plan. For the purpose of this chapter, a multifamily residential dwelling is considered as having, as many density units as there are individual dwelling units regardless of whether those units are attached or detached.

Drive-through: Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the car or where service to the automobile occupants is offered regardless of whether service is also provided within a building.

Driveway access permit: A permit required from the responsible governmental agency that allows access onto a public road. Such permit must be acquired prior to construction and the issuance of a building permit.

Disposal facility: A waste facility that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal.

Dwelling: A building of one or more portions thereof occupied exclusively for human habitation, but not including rooms in hotels, motels, or bed and breakfasts (also see *Dwelling unit*).

Dwelling, attached, single-family: A dwelling that is joined to another dwelling by a common wall.

Dwelling, detached, single-family: A dwelling that is entirely surrounded by open space on the same lot.

Dwelling, townhouse: A single structure consisting of two or more dwelling units having the first floor at or near the ground level with no other dwelling units or portions thereof above or below, with each dwelling unit connected to each other unit by a single party wall with no openings.

Dwelling, two-family: A building designed and used exclusively for occupancy by two families living independently of each other within a dwelling unit.

Dwelling unit: Any structure, portion of a structure, or other shelter designed as living quarters for one or more persons and having cooking facilities. Short-term rental or timeshare accommodations such as motel, hotel and resort room and cabins are not considered dwelling units.

Easement: Property which is acquired by the city by purchase, gift, devise, condemnation, lease, or otherwise that is used for the expressed purpose of providing access for: public utility installation and maintenance, stormwater drainage, right-of-way, and otherwise. An easement does not provide or allow any other public access or use unless specifically recorded in the legal description.

Equal degree of encroachment: A method of establishing the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

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Erected: Built, constructed, altered, reconstructed, moved upon, or any physical operations on the premises which are required for the building or structure. Excavation, fill, drainage, and the like shall be considered a part of erection.

Essential services: The utilization, construction, alteration, or maintenance by public utilities or municipal departments of underground, surface, or overhead gas, electricity, steam, fuel, water supply or distribution system(s); sanitary sewage disposal system; including accessory facilities necessary for the furnishing of adequate service by such utilities or municipal departments for the general health, safety, or welfare.

Essential services—governmental uses, buildings and storage: An area of land or structures used for public purposes, storage, or maintenance, and which is owned or leased by a governmental unit.

Essential services—utility substation: A utility use whose function is to reduce the strength, amount, volume, or configuration of utility flow from a bulk wholesale quantity in large-size long-distance transmission lines to small retail quantities in a neighborhood distribution system. These uses include electric substations and telephone switching and relay facilities. Business offices associated with these uses are not included as part of this definition.

Excavation: Any breaking of ground, except common household gardening and ground care.

Exterior storage: The storage of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building.

Extractive use: The use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, and peat not regulated under Minn. Stats. §§ 93.44—93.51.

Farm: A tract of land used for any agricultural activity or the raising of livestock or small animals as a source of income.

Feedlot: A lot or building or combination of lots and buildings intended for the confined feeding, breeding, raising, or holding of animals and specifically designed as a confinement area in which manure may accumulate, or where the concentration of animals is such that a vegetative cover cannot be maintained within the enclosure. Open lots used for the feeding and rearing of poultry (poultry ranges or operations) shall be considered animal feedlots, but an unrestricted pasture or range shall not be considered animal feedlots.

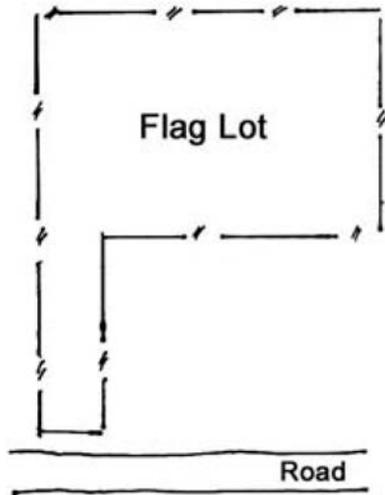
FEMA: Federal Emergency Management Agency.

Fill: Any act by which soil, earth, sand, gravel, rock, or any similar material is deposited, placed, pushed, or transported, and shall include the conditions resulting thereupon.

Final plat: A drawing or map of an approved subdivision that meets all requirements of the Subdivision Regulations.

Fish house: A structure set on the ice of state waters to provide shelter while taking fish by angling.

Flag lot: A lot with access provided to the bulk of the lot by means of a narrow corridor.



Flood: A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

Flood frequency: The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

Flood fringe: The portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the flood insurance study for Anoka County.

Floodplain: The beds proper and the areas adjoining a wetland, lake, or watercourse which have been or hereafter may be covered by the regional flood.

Flood-proofing: A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

Floodway: The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

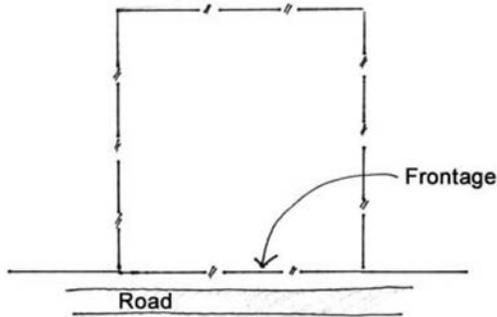
Floor area: The sum of the horizontal areas of each floor of a building, measured from the exterior faces of the exterior walls or from the centerline of walls separating two attached buildings. The floor area measurement is exclusive of areas of basements, unfinished attics, attached garages, or space used for off-street parking or loading, breezeways, and enclosed and unenclosed porches, elevators, or stair bulkheads and accessory structures.

Florist, commercial: A building or premises used primarily for the retail sale of flowers and small plants which may not have been grown or raised on the property and does not include greenhouse.

Footprint: The area of the land covered by a building's foundation.

Forest land conversion: The clear cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.

Frontage: That boundary of a lot that abuts a public street or private road.



Funeral home: A building or part thereof used for funeral services. Such buildings may contain space and facilities for:

- A. Embalming and the performance of other services used in preparation of the dead for burial;
- B. The storage of caskets, urns, and other related funeral supplies; and
- C. The storage of funeral vehicles.

Where a funeral home is permitted, a funeral chapel shall also be permitted. This definition shall not include facilities for cremation.

Garage: A detached or attached accessory building designed or used for the parking and storage of vehicles owned and operated by residents of the principal structure on the same lot.

Garden supply store and nursery yard: A building or premises used primarily for the wholesale and retail sale of trees, shrubs, flowers, other plants, and accessory products. Accessory products are those products that are used in the culture, display and decoration of lawns, gardens, and indoor plants.

Golf course: An area of land laid out for golf with a minimum series of nine holes each including a tee, fairway, and putting green, and often one or more natural or artificial hazards.

Governing body: The city council.

Habitable space: A space in a building for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Hardship: A property cannot be put to reasonable use if: the conditions of the zoning ordinances are followed; the landowner's particular circumstances are unique and not self-created; and, granting a variance will not alter the essential character of the locality.

Hazardous waste: Any refuse, sludge, or other waste material or combination of refuse, sludge, or other waste materials in solid, semisolid, liquid, or contained gaseous form which because of its quantity, concentration, or chemical, physical, or infectious characteristics may cause or significantly contribute to an increase in mortality or serious, irreversible, or incapacitating reversible illness, or which poses a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Categories of hazardous waste materials include, but are not limited to, explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous waste does not include source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Health/recreation facility: An indoor facility that includes uses such as game courts, exercise equipment, locker rooms, Jacuzzi and/or sauna, and pro shop.

Home occupation: An occupation carried on in a dwelling unit or accessory building by the resident, which is clearly secondary to the principal use.

Homeowners association: A formally constituted nonprofit association or corporation made up of the property owners and/or residents of the development for the purpose of owning, operating, and maintaining the common open space and facilities.

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Hotel: A building having provision for ten or more guests in which lodging is provided with or without meals, for compensation, and which is open to transient or permanent guests or both, and which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge.

Industrial use: The use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

Industrial waste: Solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Infectious waste: Laboratory waste, blood, regulated body fluids, sharps, and research animal wastes that have not been decontaminated.

Inoperative vehicle: A vehicle incapable of movement under its own power.

Intensive vegetation clearing: The complete removal of trees or shrubs in a contiguous patch, strip, row, or block.

Interim use: A temporary use of property until a particular date, the occurrence of a particular event, a violation of the permit, or until zoning regulations no longer permit it.

Junk yard: An establishment, place of business, or place of storage or deposit, which is maintained, operated, or used for storing, keeping, buying, or selling junk, or for the maintenance or operation of an automobile graveyard, and shall include garbage dumps and sanitary fills not regulated by the MPCA, any of which are wholly or partly within one-half mile of any rights-of-way, whether maintained in connection with another business or not, where waste, or discarded material stored is equal in bulk to five or more motor vehicles and which is to be resold for used parts or old iron, metal, glass, or other discarded material.

Kennel, commercial: Any place where a person accepts dogs from the general public and which are kept for the purpose of boarding.

Kennel, private: Any place where more than two dogs, over four months of age are kept or harbored, provided such animals are owned by the owner or lessee of the premises on which they are kept or harbored, and the owner or lessee of said premises is not conducting a business operation involving the dogs, whether for-profit or nonprofit.

Land clearing: The removal of contiguous groups of trees and other woody plants in an area of 20,000 square feet or more within any 12-month period.

Licensed daycare facility: Any public or private facility required to be licensed by a governmental agency that provides one or more persons with care, training, supervision, habilitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than 24 hours per day, in a place other than the person's own home. Licensed daycare facilities include, but are not limited to: family daycare homes, group family daycare homes, daycare centers, day nurseries, nursery schools, developmental achievement centers, day treatment programs, adult daycare centers, and day services.

Licensed residential care facility: Any public or private facility required to be licensed by a governmental agency, that provides one or more persons with 24-hour-per-day care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment they need, but which for any reason cannot be furnished in the person's own home. Residential facilities include, but are not limited to, state institutions under the care of the commissioner of human services, foster homes, residential treatment centers, group homes, residential programs, supportive living residences for functionally impaired adults, or schools for handicapped persons. A facility whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquents on the basis of conduct in violation of criminal statutes pertaining to sex offenses shall not be considered a licensed residential care facility.

Lighting:

- A. *Fixture, outdoor:* Outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices, permanently installed or portable, used for illumination or advertisement. The fixture includes the hardware that houses the illumination source and to which

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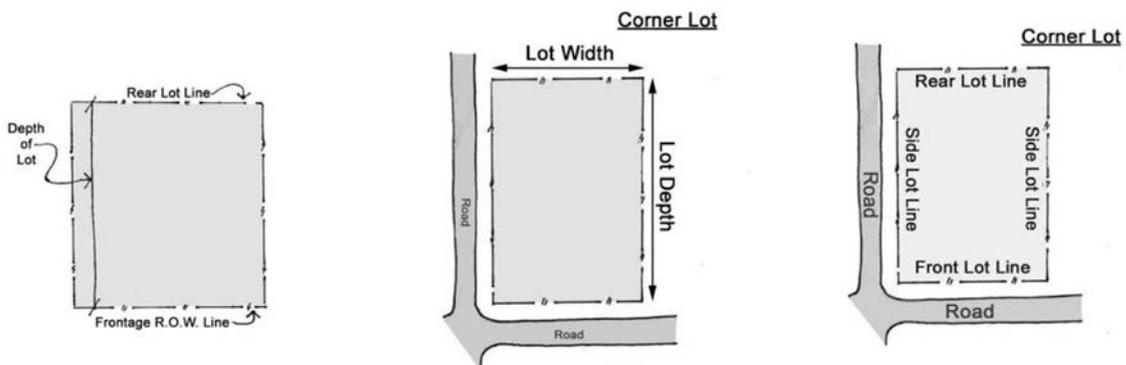
the illumination source is attached including, but not limited to, the hardware casing. Such devices shall include, but are not limited to, search, spot, and flood lights for:

1. Buildings and structures;
 2. Recreational areas;
 3. Parking lot lighting;
 4. Landscape lighting;
 5. Billboards and other signs;
 6. Street lighting;
 7. Product display area lighting; and
 8. Building overhangs and open canopies.
- B. *Footcandle*: A unit of illumination produced on a surface, all points of which is one foot from a uniform point source of one candle.
- C. *Shielding*: A technique or method of construction permanently covering the top and sides of a light source by a material which restricts the light emitted to be projected below an imaginary horizontal plane passing the light fixture.
- D. *Source*: A single artificial point source of luminescence that emits measurable radiant energy in or near the visible spectrum.
- E. *Outdoor*: Any light source or collection of light sources located outside of a building including, but not limited to, light sources attached to any part of a structure, located on the surface of the ground, or located on free standing poles.

Lot: A parcel of land designated by plat, metes and bounds, registered land survey, auditors plat, or other legal means and separate and apart from any other parcel or portion of land, and from right-of-way, public or private.

Lot area: Total horizontal area within the lot lines of the lot.

Lot, corner: A lot situated at the junction of and abutting two or more intersecting streets or public right-of-ways; or a lot at the point of a deflection in alignment of a single street, the interior angle of which does not exceed 135 degrees.



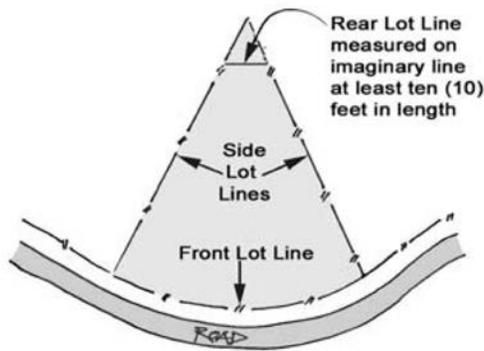
Lot coverage: The part or percent of the lot occupied by buildings, including accessory buildings, and other impervious surface. This definition includes, but is not limited to, driveways, patios, and structures.

Lot depth: The average horizontal distance between the front and rear lot lines.

Lot lines: The lines bounding a lot are defined below:

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- A. *Front lot line:* For an interior lot, the line separating the lot from the street. For a corner lot, the lines separating the lot from either street. For a through lot, the lines separating the lot from both streets. On lakeshore lots, the street shall be considered the front lot line.
- B. *Rear lot line:* The lot line opposite the front lot line. In the case of a lot pointed at the rear, the rear lot line shall be an imaginary line parallel to the front lot line, not less than ten feet long lying farthest from the front lot line and wholly within the lot.
- C. *Side lot line:* Any lot line other than the front lot line or rear lot line; the average horizontal distance between the front and rear lot lines.
- D. *Zero lot line:* A lot line dividing two or more dwelling units sharing a common wall.



Lot of record, buildable: Any lot which is individually owned and has been recorded in the Office of the Anoka County Recorder as having the minimum area and minimum road frontage required by this ordinance for a building site in the district in which such lot is located.

Lot, through: Any lot other than a corner lot that abuts more than one street or street right-of-way. On a through lot, all property lines abutting the street right-of-way shall be considered the front lines.

Lot width: The shortest distance between lot lines measured at the midpoint of the building line.

Manufacturing, light – Establishments involved in the manufacture, processing, fabrication, packing, assembly or compounding of products where the process involved is usually completely enclosed and without adverse environmental effects. *Manufactured home:* A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under Minn. Stats. ch. 327.

Manufactured home park: Any site, lot, field, or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for revenue purposes, and shall include any building, structure, tent, vehicle, or enclosure used or intended for use as part of the equipment of the manufactured home park.

Master development plan: A concept plan of an area adopted by the city council which includes single and/or multiple ownerships of parcel(s) that relate through common objectives and design elements.

Materials recovery: The collection, storage, sorting, separation, processing, sale, use, or reuse of discarded materials, substances, or products contained within or derived from waste.

Medical uses: Those uses concerned with the diagnosis, treatment, and care of human beings.

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Mining: The excavation, removal, storage, or processing of sand, gravel, rock, soil, clay, or other deposits in excess of one acre.

Mixed municipal solid waste: Garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates creates for collection. Auto hulks, street sweepings, ash, construction debris, industrial wastes, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, used oil, and other materials collected, processed, and disposed of as separate waste streams are not included.

Mn/DOT: Minnesota Department of Transportation.

Motel: An establishment containing rooming units designed primarily to provide sleeping accommodations for transient lodgers, with rooms having a separate entrance providing direct access to the outside, and providing automobile parking located adjacent to or near sleeping rooms.

Motor truck: A single or multiple axle straight frame truck with a maximum gross vehicle weight rating (GVWR) 20,000 pounds or greater.

Motor vehicle: The meaning given to it in Minn. Stats. § 168.011, subd. 4, and also includes a park trailer as defined in Minn. Stats. § 168.011, subd. 8, and a horse trailer as defined in Minn. Stats. § 168.27, subd. 1.

Motor vehicle and/or motorcycle internet distribution sales (only): A business predicated on sales through internet communication elements of which consist of the following: at least 95 percent of all sales are initiated and secured through internet communication between buyer and seller; the business has no pre-sale acquired inventory; all sales are substantially completed before the product is delivered to the business site for delivery to the customer; there is minimal need for automotive storage on site with the exception of automobiles awaiting customer pickup; there is limited need for exterior storage, and no automotive repair or maintenance is conducted outdoors.

Motor vehicle dealer: Any person, firm, or corporation, including licensed used motor vehicle dealers, wholesalers, auctioneers, and lessors of new or used motor vehicles, regularly engaged in the business of selling, purchasing, and generally dealing in new and used motor vehicles, and new and used motor vehicle bodies, chassis-mounted or not, having an established place of business for the sale, trade, and display of new and used motor vehicles, and new and used motor vehicle bodies, and which has new and used motor vehicles and new and used motor vehicle bodies for the purposes of sale or trade.

Motor vehicle parts: Retail and wholesale of new auto parts, equipment, and supplies to the general public and the automotive industry.

Motor vehicle repair, major: General repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers; collision service including body, frame, or fender straightening or repair, overall painting and upholstery; and/or vehicle steam, cleaning. This definition does not include towing businesses.

Motor vehicle repair, minor: Repairs, incidental body and fender work, replacement of parts and motor services to passenger automobiles and trucks not exceeding 12,000 pounds gross weight, but not to include any operation specified under *Motor vehicle repair, major*.

Motor vehicle sales: The sale, offering for sale, display for sale, or facilitating the sale of motor vehicles, new or used.

Motor vehicle sales lot: Any lot, site, premises, or establishment where motor vehicles, new or used, are sold, offered for sale, or displayed for sale, or where the sale of motor vehicles is facilitated.

Motor vehicle service station: A place for the dispensing, sale, or offering for sale of motor fuel directly to users of motor vehicles, together with the sale of minor accessories and the servicing of and minor repair of motor vehicles.

Motor vehicle wash: Premises having a structure for washing and drying vehicles and adequate outdoor space for staging vehicles into and out of the wash.

Motorcycle: Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, including motor scooters and bicycles with motor attached, excluding tractors as defined by Minn. Stats. § 169.011, subd. 44.

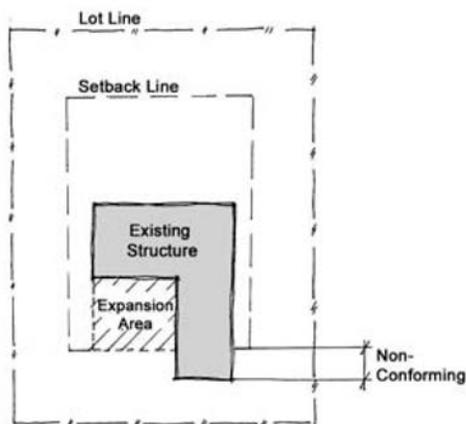
MPCA: Minnesota Pollution Control Agency.

NIER: Non-ionizing electromagnetic radiation, electromagnetic radiation primarily in the visible, infrared, and radio frequency portions of the electromagnetic spectrum.

Nonconforming lot: A separate parcel or lot of record on the effective date of this chapter, or any amendment thereto, which lot or parcel does not conform to the regulations, including area or dimensional standards, contained in this chapter or amendments thereto.

Nonconforming structure: Any structure legally existing on the effective date of this chapter, or any amendment thereto, which does not conform to the regulations including the dimensional standards, for the district in which it is located after the effective date of this chapter or amendments thereto.

Non-conforming Structure



Nonconforming use: A use which lawfully occupies a building or land after the effective date of this ordinance, or amendments thereto, and that does not conform to the use regulations of the district in which it is located.

Nonconformity: Any legal use, structure, or parcel of land already in existence, recorded, or authorized before the adoption of official controls or amendments thereto that would not have been permitted to become established under the terms of the official controls as now written, if the official controls had been in effect prior to the date it was established, recorded, or authorized.

Noxious matter or material: Material which is capable of causing injury or is in anyway harmful to living organisms, or is capable of causing detrimental effect upon the physical, economic, or mental health of human beings.

Nursing home: A building with facilities for the health evaluation and treatment of patients and residents who are not in need of an acute care facility but who require nursing supervision on an inpatient basis. A nursing home does not include a facility or that part of a facility that is a hospital.

Obstruction: Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

Office: A room, suite of rooms, or a building containing rooms or suites of rooms in which commercial activities, professional services, or occupations are conducted that do not require that goods are stored,

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produced or sold at retail, or repaired including, but not limited to, financial institutions, professional office, governmental offices, insurance offices, real estate offices, utility offices, radio broadcasting, and similar uses.

Official control: Legislatively defined and enacted policies, standards, precise detailed maps, and other criteria all of which control the physical development of the City of East Bethel or any part thereof or any detail thereof, and the means of translating into ordinances all or part of the general objectives of the comprehensive plan. Such official controls may include, but are not limited to, ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, housing codes, and official maps that have been adopted by the City of East Bethel as the East Bethel Zoning Ordinance.

Official map: A map adopted in accordance with the provisions of Minnesota State Statutes.

Off-street parking lot: A facility providing vehicular parking spaces, along with adequate drives and aisles for maneuvering, to provide access for entrance and exit for the parking of more than three vehicles.

Open sales lot: Lands devoted to the display of goods for sale, rent, lease, or trade where such goods are not enclosed within a building.

Open space: Land used for agriculture, natural habitat, pedestrian corridors, and/or recreational purposes that is undivided and permanently protected from future development.

Ordinary high water level: The boundary of public waters and wetlands delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

Outdoor sidewalk cafe: A seasonal expansion of a permitted restaurant, delicatessen, or lunch shop outside on an attached or unattached patio structure, or a freestanding public or private outdoor cafe in conjunction with a promotional event.

Overlay district: A zoning district shown as an overlay on the zoning map. Development within an overlay district is subject to the regulations of both the underlying zoning district and the overlay district.

Owner: Any individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity having proprietary interest in the land.

Parking space: An area of definite length and width designed for parking of motor vehicles, exclusive of drives, aisles, or entrances to the spaces and shall be fully accessible for the storage or parking of permitted vehicles.

Permitted use: A use which may be lawfully established in a particular district or districts provided it conforms with all requirements, regulations, and performance standards (if any) of such district.

Place of worship: A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship.

Planning commission: The planning commission of the City of East Bethel, Minnesota.

Plant nursery, commercial: A building or premises used primarily for the retail sale of trees, shrubs, flowers, or other plants, which may not have been grown or raised on the property.

Plant nursery, wholesale: A building or premises used primarily for the growing and wholesale sale of trees, shrubs, flowers, and other plants.

Platted area: A parcel of land described by block and lot.

Principal building or use: The main use of buildings or land in which the principal use of the property is conducted.

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Pole building: A building with no foundation and with sides consisting of corrugated steel or aluminum panels supported by poles set in the ground typically at eight-foot intervals.

Private sewage treatment system: Septic tank and soil absorption system or other individual or cluster-type sewage treatment system as described and regulated in Ordinance 61—Sewage Treatment Ordinance.

Project development package: An application containing information needed to initiate the review process of specific site(s) with the master development plan area.

Public utility: A corporation, municipal department, board, or commission duly authorized under federal, state, or municipal regulations to furnish the public with gas, steam, electricity, sewage disposal, communication, telegraph, transportation, or water.

Public waters: All lakes, ponds, swamps, streams, drainage ways, floodplains, floodways, natural water courses, underground water resources, and similar features involving directly or indirectly, the use of water within the community, as defined by the department of natural resources.

Reach: A hydraulic engineering term describing a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

Recreation, commercial: Land intended to accommodate uses that provide active and passive recreational opportunities on a use and/or membership fee basis. Land designated for commercial recreation use differs from land designated for park and recreation use in that it is privately owned land rather than being publicly owned.

Recreation, public: Land intended to accommodate uses that provide active and passive recreational opportunities whether or not on a use and/or membership fee basis. Land designated for public recreation use differs from land designated for commercial recreation use in that it is publicly owned land rather than being privately owned. Typical uses include tot lots, neighborhood parks, community parks, ball fields, public golf courses, public gardens, green ways and trail corridors, beaches, and community centers.

Recreational equipment: Play apparatus such as swing sets and slides, sandboxes, poles for nets, picnic tables, lawn chairs, barbecue stands, and similar equipment or structures, but not including tree houses, swimming pools, play houses exceeding 25 square feet in floor area, or sheds utilized for storage of equipment.

Recreational facility: An indoor facility in which physical recreation activities are conducted, such as ice hockey, tennis, racquet/hand ball, swimming, ice and roller skating, or bowling.

Recreational vehicle: Any device having wheels and capable of supporting overnight sleeping accommodations and designed for uses in addition to normal travel.

Recyclable material: Materials that can be readily separated from mixed municipal solid waste for the purpose of recycling including, but not limited to, paper, glass, plastics, metals, automobile oil, and batteries.

Recycling drop-off facility: A publicly owned, operated, or sponsored site used to collect recyclable materials which have been source separated from other materials and stored for shipment to processing, reuse, or manufacturing facilities.

Regional flood: A flood which is representative of large floods known to have occurred generally in Minnesota, and reasonably characteristic of what can be expected to occur on an average frequency of once each 100 years. Regional flood is synonymous with the term "base flood" used in the Flood Insurance Study.

Registered engineer: An engineer registered in accordance with the laws of the State of Minnesota.

Regulatory flood protection elevation (RFPE): An elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that results from designation of a floodway.

Research: Medical, chemical, electrical, metallurgical, or other scientific research and quality control conducted in accordance with the provisions of this chapter.

Restaurant, fast food: Any restaurant that meets some or all of the following requirements:

- A. Customarily provides quick service to its customers.
- B. Offers its customers a limited, standardized choice of inexpensive food and/or beverages.
- C. Serves its customers from a counter and customarily does not serve its customers at tables.
- D. Packages and serves its food and beverages in disposable wrappers, containers, cartons, boxes and/or bags.
- E. Expects customers to dispose of their used food serving and packaging containers in trash, litter, or garbage cans.
- F. Prepares a considerable amount of its food in volume in advance of customer orders.
- G. Offers food to customers by way of signs, placards, posters, valences, or boards rather than on menus given to customers.

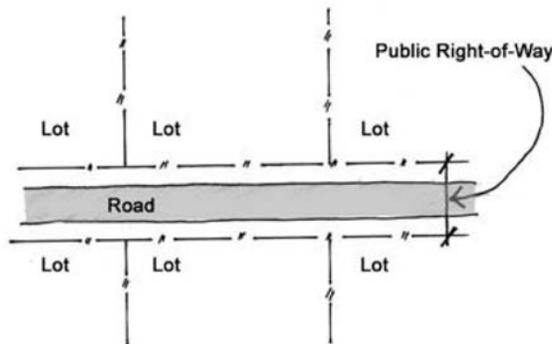
Restaurant, full service: A business establishment whose principal business is the preparing, selling, and serving of unpackaged ready-to-consume food to customers seated at counters or tables.

Retail/office/multitenant structure: Any grouping of two or more principal retail uses whether on a single lot or on abutting lots under multiple or single ownership.

Retail sales and services: Stores and shops selling goods over-the-counter for use away from the point of purchase, or offering services on the premises. Large items such as motor vehicle or open sale lots are not included in this category of uses.

RFPE: Regulatory flood protection elevation.

Right-of-way (ROW), public: An area for public use owned and maintained by a government jurisdiction.



Satellite dish: Any device incorporating a reflective surface that is solid, open mesh, or bar configured that is shallow, dish, cone, horn, or cornucopia shaped and is used to transmit and/or receive electromagnetic signals. This definition is meant to include, but is not limited to, what are commonly referred to as satellite earth stations, TVROs, and satellite microwave antennae.

School: A facility that provides a curriculum of preschool, elementary, secondary, post-secondary, or other instruction including, but not limited to, licensed daycare facilities, kindergartens, elementary, junior high, high schools, and technical or college instruction.

School, home: A school within a residential dwelling educating children residing in the residential dwelling.

School, specialty: A facility that provides specialized instruction for dance, music, art, karate, or similar educational activities.

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Screening: Screening includes earth mounds, berms, or ground forms, fences and walls, or landscaping (plant materials) or landscaped fixtures (such as timbers), used in combination or singularly so as to block direct visual access to an object throughout the year.

Self-service storage: A structure or structures containing separate storage spaces of varying sizes that is leased or rented individually.

Semi-public use: The use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

Semi-tractor: A vehicle that is designed to pull a trailer attached to a fifth wheel and has a gross vehicle weight rating (GVWR) 20,000 pounds or greater.

Semi-trailer: A vehicle of the trailer type so designed and used in conjunction with a tractor-trailer that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semi-trailer combination.

Sensitive resource management: The preservation and management of areas unsuitable for development in their natural state due to constraints such as shallow soils over groundwater or bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding, or occurrence of flora or fauna in need of special protection.

Setback: The minimum horizontal distance from any lot line, road easement, ordinary high water level, or other referenced feature that a structure or improvement may be placed, as measured from the lot line or feature to the closest point of the structure or improvement.

Sewer system: Pumping stations, force main, pipelines, or conduits, and all other construction, devices, appliances, or appurtenances used for conducting sewage, industrial waste, or other wastes to a point of ultimate disposal.

Shore impact zone: Land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback.

Shoreland: Land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner of the department of natural resources.

Significant historic site: Any archaeological site, standing structure, or other property that has been listed on, or meets the criteria for eligibility to be listed on, the National Register of Historic Places, the state register of historic sites, or any regional, county, municipal or local historic registers, or that is determined to be an unplatted cemetery that falls under the provisions of Minn. Stats. § 307.08. A historic site meets these criteria if it is presently listed on any of the aforementioned registers, or if it is determined to meet the qualifications for listing after review by the Minnesota State Archaeologist, the director of the Minnesota Historical Society, or a qualified representative of the regional, county, municipal, or local registers. All unplatted cemeteries are automatically considered to be significant historic sites.

Snowmobile: "Snowmobile" means a self-propelled vehicle designed for travel over snow or ice on skis or runners.

Solid waste: garbage: Refuse or sludge from a water supply treatment plant or air contaminant treatment facility, and other discarded waste materials and sludges, in solid, semisolid, liquid, or contained gaseous form, resulting from industrial, commercial, mining, and agricultural operations, and from community activities, but does not include hazardous waste, animal waste used as fertilizer, earthen fill, boulders, rock, sewage sludge, solid or dissolved material in domestic sewage or other common pollutants in water resources such as silt, dissolved or suspended solids in industrial wastewater effluents or discharges which are point sources subject to permits under section 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows, or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Steep slope: Land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics as mapped and described in available county soil surveys or other technical reports unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this ordinance. Where specific information is not available, steep slopes are lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, that are not bluffs.

Street: A public vehicular right-of-way which affords a primary means of access to abutting property, except in the case of streets with a high volume of vehicular traffic where access may be restricted and an alternative access may be required.

- A. *Approved private street:* A private street that has been approved by resolution of the City of East Bethel. Such resolution must specify the street, indicate that the street must support emergency vehicles, and specify that provisions must exist for the ongoing maintenance of the street.
- B. *Collector street:* A street that serves or is designed to serve as a traffic way for a neighborhood or as a feeder to a major road and designated as a collector street on the city comprehensive plan.
- C. *Arterial street:* A street, as designated in the comprehensive plan, which serves or is designed to serve heavy flows of traffic, and which is used primarily as a route for traffic between communities and/or other heavy traffic generating areas.
- D. *Local street:* A street intended to serve primarily as an access to abutting properties.
- E. *Street pavement:* The wearing or exposed surface of the roadway used by vehicular traffic.
- F. *Street, public:* A street owned and maintained by a government jurisdiction.
- G. *Width of street:* The width of the right-of-way measured at right angles to the centerline of the street.

Story: Vertical distance from top to top of two successive tiers of beams or finished floor surfaces; and for the topmost story, from the top of the finished floor surface to the top of the ceiling joists or, where there is not a ceiling, to the top of the roof rafters of a building or structure.

Story, half: That part of a building under the gable, hip, or gambrel roof; the wall plates of which are not more than four feet above the floor.

Structural alteration: Any change in the supporting members of a building such as bearing walls, columns, beams, or girders.

Structure: Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.

Structure, public: An edifice or building of any kind, or any piece of work artificially built-up or comprised of parts joined together in some definite manner which is owned or rented and operated by a federal, state, or local government agency.

Structure, recreational: Structures of a recreational nature such as swing sets, jungle gyms, tree houses and other similar facilities.

Structure, temporary: Structures that are of a mobile nature and located on a property for no more than six months in a 12-month period, such as ice fishing shanties, camping, tents, enclosed trailers, and other similar facilities.

Subdivision: Land that is divided for the purpose of sale, rent, or lease.

Surface water-oriented commercial use: The use of land for commercial purposes where access to and use of a surface water feature is an integral part of the normal conducting of business. Marinas, resorts, and restaurants with transient docking facilities are examples of such use.

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Swimming pool: Any structure intended for swimming or recreational bathing that contains water over 24 inches deep and 5,000 gallons in capacity. This includes in-ground, above-ground, and on-ground swimming pools.

Tavern or bar: A building with facilities for the serving of 3.2 percent malt beverages, liquor, wine, set-ups, and short order foods.

Telecommunications facility: A facility that transmits and/or receives electromagnetic signals. It includes antennae, microwave dishes, horns, and other types of equipment for the transmission or receipt of such signals, telecommunications towers or similar structures supporting said equipment, equipment buildings, parking areas, and other accessory development. It does not include facilities staffed with other than occasional maintenance and installation personnel, vehicle or other outdoor storage yards, offices, or broadcast studios other than those designated for emergency use. All communication towers are subject to the provisions established for such use in Section 17 [16]. Telecommunication[s] Facilities.

Telecommunications tower: A mast, pole, monopole, guyed tower, lattice tower, freestanding tower, or other structure designed and primarily used to support antennae. A ground- or building-mounted mast less than ten feet tall and six inches in diameter supporting a single antenna shall not be considered a telecommunications tower.

Temporary/seasonal sales: A facility or area for temporary or seasonal sales of goods, wares, or merchandise.

Toe of the bluff: The base of a bluff.

Top of the bluff: The top portion of a bluff.

Townhouse: A single-family dwelling unit, with private front and rear entrances which is part of a multiple-family building whose dwelling units are attached horizontally in a linear arrangement. Each dwelling unit must be separated from other dwelling units by a firewall or walls extending from the foundation through the roof with no openings. Each dwelling unit shall have a totally exposed front and rear wall to be used for entry, light, and ventilation.

Transportation/motor freight terminal: A building or area in which freight brought by truck is assembled and/or stored for routing or shipment, or in which semi-trailers, including tractor or trailer units and other trucks, are parked or stored.

Transportation terminal: Taxi, bus, train, and mass transit terminal and related ticketing, passenger waiting, parking, and storage areas.

Truck farming: An agricultural operation in which garden vegetables, fruits, and other such produce is transported from the subject property to an off-site location for sale.

Truck, semi-trailer: The terms "semi-trailer," "truck-tractor," "truck," and "vehicle" shall have the meanings given them in Minn. Stats. § 169.01.

Truck stop: A motor fuel station devoted principally to the needs of tractor-trailer units and trucks, and which may include eating and/or sleeping facilities

Undisturbed soil contour: The identified area within the buildable area of each lot which has never been excavated, cut, or filled. On-site septic areas (sewers) sufficient for two systems shall be identified on each lot and marked off to keep construction traffic off during plat development. Areas for sewers which cannot be located in the undisturbed soil contour area will require a design by a certified designer to ensure the lot will be capable of sustaining an on-site sewer at the time of plat review. Certification of "buildable area" and "undisturbed soil contour" shall be submitted in the form of an exhibit prepared by the developer's engineer or surveyor.

Unplatted area: A parcel of land described by metes and bounds, without reference to block and lot.

Use: The purpose for which land or premises or a building thereon is designed, arranged or intended, or for which it is or may be occupied or maintained.

- A. *Accessory use:* A use subordinate to and serving the principal use or structure on the same lot and incidental to such principal use.

- B. *Conditional use*: Either a public or private use as listed which because of its unique characteristics cannot be properly classified as a permitted use in a particular district. After consideration in each case of the impact of such use upon neighboring land and of the public need for the particular use at the particular location, such "conditional use" may or may not be granted by the council.
- C. *Open space use*: The use of land without a structure or including a structure incidental to the open space use with a ground floor equal to five percent or less of the area of the lot.
- D. *Permitted use*: A use that is or may be lawfully established in a particular district or district provided it conforms to all requirements, regulations, and performance standards of such district.
- E. *Principle use*: The main use of land or buildings as distinguished from subordinate or accessory uses. A "principal use" may be permitted or conditional.

Used motor vehicle: A motor vehicle for which title has been transferred from the person who first acquired it from the manufacturer, distributor, or dealer. A new motor vehicle will not be considered a used motor vehicle until it has been placed in actual operation and not held for resale by an owner who has been granted a certificate of title on the motor vehicle and has registered the motor vehicle in accordance with Minn. Stats. ch. 168 and Minn. Stats. chs. 168A and 297B, or the laws of the residence of the owner.

Variance: A modification or variation of the provisions of this chapter as applied to a specific lot or property.

Veterinary: Those uses concerned with the diagnosis, treatment, and medical care of animals, including animal or pet hospitals.

Warehousing: The storage, packaging, and crating of materials or equipment within an enclosed building or structure.

Warehousing and distribution: A use engaged in storage, wholesale, and distribution of manufactured products, supplies, and equipment.

Waste: Infectious waste, nuclear waste, pathological waste, sewage sludge, solid waste and hazardous waste.

Waste facility: Property used for the accumulation, storage, processing, or disposal of waste.

Waste management: Activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing, and disposal of waste.

Water-oriented accessory structure or facility: A small, above-ground building or other improvement, except stairways, fences, docks, and retaining walls.

Wetland: Lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this chapter, wetlands must:

- a) Have a predominance of hydric soils;
- b) Be inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and
- c) Under normal circumstances, supports a prevalence of hydrophytic vegetation.

Wetlands generally include swamps, marshes, bogs, and similar areas.

Wholesaling: The selling of goods, equipment, and materials by bulk to another person who in turn sells the same to customers.

Yard waste: Garden wastes, leaves, lawn clippings, weeds and pruning generated at residential or commercial properties.

Yards: The open spaces on the same lot as a main building, unoccupied and unobstructed from the ground upward except as otherwise provided in this ordinance, and as defined below:

Attachment #6

- A. *Front yard:* An open space extending the full width of the front lot line, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building. For a corner lot which is not a reversed frontage corner lot, the front yard shall adjoin a front yard in an adjoining lot.
- B. *Rear yard:* An open space extending the full width of the lot the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.
- C. *Side yard:* An open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point of the side lot line to the nearest point of the main building.

Zoning district: An area or areas within the limits of the city in which the regulations and requirements of this chapter are applied uniformly.

(Ord. No. 19, Second Series, 5-5-2010; Ord. No. 28, Second Series, 12-1-2010; Ord. No. 36, Second Series, 4-4-2012; Ord. No. 48, Second Series, 2-5-2014; Ord. No. 48, Third Series, 6-4-2014)