

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:00 p.m.

Date: December 7, 2016



- | | <u>Item</u> | |
|---------|-------------|---|
| 7:00 PM | 1.0 | Call to Order |
| 7:01 PM | 2.0 | Pledge of Allegiance |
| 7:02 PM | 3.0 | Adopt Agenda |
| 7:03 PM | 4.0 | Presentations |
| | p. 3-103 | A. 2017 Budget – Public Comment |
| | p. 104 | 1. Resolution 2016-59 Adopting the 2017 Budget and Levy |
| | p. 105 | 2. Resolution 2016-60 Adopting the 2017 EDA Budget and Levy |
| | p. 106 | 3. Resolution 2016-61 Adopting the 2017 HRA Budget and Levy |
| 7:20 PM | 5.0 | Public Forum |
| 7:30 PM | 6.0 | Consent Agenda |

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

- | | | |
|---------|------------|--|
| | p. 110-114 | A. Approve Bills |
| | p. 115-126 | B. Meeting Minutes, November 16, 2016 City Council Meeting |
| | p. 127-136 | C. Meeting Minutes, November 17, 2016 Town Hall Meeting |
| | | D. Demolition Bids for 1015 189 th Ave NE |
| | | E. Castle Towers Lift Station Meter Purchase |
| | p. 137 | F. TIF Permanent Transfer |
| | p. 138 | G. Comp Time/Vacation/Sick Leave Payouts |
| 7:35 PM | 7.0 | New Business |
| | | Commission, Association and Task Force Reports |
| | | A. Planning Commission |
| | p. 139-147 | 1. Sign Permit Variance – Hoffman Bro’s. Sod |
| | p. 148-152 | 2. IUP – Farm Animals, 22350 Bataan Street |
| | p. 153-159 | 3. Site Plan Review – Northway Sports |
| | p. 160-188 | 4. Site Plan Review – Ponds of Hidden Prairie |
| | p. 189-194 | 5. November 15, 2016 Planning Commission Minutes |
| | | B. Economic Development Authority |
| | p. 195 | 1. Booster Day Report |
| | | C. Park Commission |
| | | D. Road Commission |
| 7:55 PM | 8.0 | Department Reports |
| | | A. Community Development |
| | | B. Engineer |
| | p. 196-197 | 1. Easement Exchange – HCI Properties |

- p. 198-200 2. Service Road Plan Approval and Project Schedule
- C. City Attorney
- D. Finance
- p. 201-209 1. 2017 Fee Schedule
- E. Public Works
- F. Fire Department
- G. City Administrator
- p. 210-258 1. Personnel Policy Revision

8:05PM

9.0

Other

- p. 259-260 A. Staff Report
 - 1. Winter Parking Restrictions
 - 2. Zamboni Grant
 - 3. Comp Plan Update
- B. Council Reports
- C. Other

8:20 PM

10.0

Adjourn



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 4.0

Agenda Item:

2017 Budget Public Comment Period and Levy Resolutions

Requested Action:

Provide the opportunity for input from residents and businesses regarding the 2017 Budget and consider approval of 2017 Budget and accompanying Levy Resolutions

Background Information:

Minnesota Statute 275.065 requires Cities to conduct a public comment period where residents are offered the opportunity to provide input to City Council on proposed budgets and tax levies. The State requires that each City announce the date, time and place of the meeting where residents can provide City Council feedback on proposed budgets and tax levies. The date selected must be done at the meeting when the City Council adopts the preliminary budget and levy in September. This meeting date is also listed on the parcel-specific notices for proposed 2017 taxes that the taxpayers received in November from Anoka County.

Council directed that December 7, 2016 as the regular meeting for this opportunity.

As part of this agenda item, Council will be requested to consider tax levies and the Budget for 2017.

Attachments:

- 1.) 2017 Budget
- 2.) Resolution 2016-59, General Fund Budget and Levy Resolution
- 3.) Resolution 2016-60, EDA Levy Resolution
- 4.) Resolution 2016-61, HRA Levy Resolution

Fiscal Impact:

As noted in the attachments.

Recommendation(s):

Based on the decisions of previous budget meetings and discussions and resident comment, Staff recommends Council consider approval of the 2017 Budget and Levy Resolutions 2016-59, 2016-60 and 2016-61. The approval of the 2017 Budget and the Levy Resolutions should must be done individually.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



2017 Final Budget

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

Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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				-	36,600.00	N/A
Total Levy - Special Levies	123,022.00	123,022.00	-	123,022.00	134,100.00	9.0%

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
2017 Cafeteria Contribution							
Full Time Employees					\$1,000 per month		
Seasonal/Part Time							
Mayor					\$525 per month		
Council Member					\$475 per month		
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 Final Budget (Summary)**

<u>General Fund</u>	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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	46,226.97	50,000.00	58,000.00	16%
	Licenses and Fees	38,710.46	45,873.03	33,305.80	40,000.00	41,500.00	4%
	Building Inspection Permits	153,630.39	173,218.99	225,851.02	143,000.00	151,000.00	6%
	Building Inspection Permits (Bethel / Oak Grove)	141,258.59	124,445.39	167,120.95	110,000.00	110,000.00	0%
	State Aid	279,539.71	284,470.07	270,202.46	250,100.00	288,000.00	15%
	Fines and Forfeits	50,263.83	44,548.75	36,167.33	51,000.00	47,500.00	-7%
	Intergovernmental Charges	72,867.18	88,497.88	127,730.16	127,000.00	127,000.00	0%
	Other Fees	3,602.67	3,672.47	2,752.32	3,500.00	3,300.00	-6%
	Cemetery Revenue	4,800.00	16,300.00	3,850.00	6,000.00	6,000.00	0%
	Site Lease Revenue	-	40,093.44	57,946.35	41,000.00	64,000.00	56%
	Refunds and Reimbursements	52,673.54	54,413.66	22,109.16	23,000.00	23,000.00	0%
	Gambling	21,816.96	25,198.81	33,692.58	20,000.00	20,000.00	0%
	Interest Earnings	1,159.91	10,377.40	5,501.27	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	3,196,289.26	4,975,900.00	5,114,700.00	3%
Expenditures							
General Government							
	Council	73,050.02	70,279.36	54,811.00	73,700.00	73,700.00	0%
	City Administration	275,992.29	303,085.87	238,625.28	318,900.00	361,800.00	13%
	Elections	9,477.15	2,560.42	7,362.51	13,800.00	3,800.00	-72%
	Finance	226,028.97	237,470.48	197,191.97	244,000.00	267,300.00	10%
	Assessing	52,118.52	54,327.00	40,869.00	54,500.00	54,500.00	0%
	Legal	133,898.36	144,854.48	100,055.34	150,000.00	150,000.00	0%
	Government Buildings	32,214.28	37,527.15	23,071.60	41,500.00	43,700.00	5%
	Risk Management	110,807.00	97,267.00	76,313.00	104,000.00	100,000.00	-4%
	Central Services	77,368.38	80,488.34	65,005.93	86,500.00	-	-100%
Total General Government		990,954.97	1,027,860.10	803,305.63	1,086,900.00	1,054,800.00	-3%
Community Development							
	Planning and Zoning	157,004.95	151,347.33	129,016.05	175,600.00	213,900.00	22%
	Building Inspection	228,314.02	234,528.60	204,491.13	252,400.00	271,500.00	8%
Total Community Development		385,318.97	385,875.93	333,507.18	428,000.00	485,400.00	13%
Public Safety							
	Police Protection	986,329.35	1,018,493.95	1,028,044.25	1,034,000.00	1,041,000.00	1%
	Fire Protection	555,252.24	590,776.27	497,872.90	586,300.00	633,500.00	8%
Total Public Safety		1,541,581.59	1,609,270.22	1,525,917.15	1,620,300.00	1,674,500.00	3%
Engineering							
	Engineering	32,798.23	45,740.39	10,275.36	35,000.00	40,000.00	14%
Total Engineering		32,798.23	45,740.39	10,275.36	35,000.00	40,000.00	14%
Public Works							
	Public Works - Parks Maintenance	369,140.51	384,951.50	343,193.51	409,700.00	425,000.00	4%
	Public Works - Streets	777,729.32	753,384.70	611,407.29	863,500.00	897,500.00	4%
Total Public Works		1,146,869.83	1,138,336.20	954,600.80	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	4,160,106.12	4,975,900.00	5,114,700.00	3%
Excess of Revenues over Expenditures - General Fund		(687,614.27)	330,705.24	(963,816.86)	-	-	



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
\$5,500

Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$16,500

League of Minnesota Cities-\$10,000

Mediation Services for Anoka County-\$1,300

North TH 65 Corridor Coalition-\$250

Alexandra House-\$4,500

Stepping Stone - \$450

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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Council						
	E 101-41110-103 Part-Time Employees	28,442.22	29,100.00	24,250.00	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	1,855.20	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	609.54	2,000.00	2,000.00
	E 101-41110-307 Professional Services Fees	1,155.00	2,043.23	4,038.32	8,000.00	5,500.00
	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	6,479.00	16,000.00	16,500.00
	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	54,811.00	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Administration	E 101-41320-101 Full-Time Employees Regular	159,261.36	215,264.16	168,436.46	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	726.00	1,700.00	1,500.00
	E 101-41320-122 PERA-Coordinated Plan	10,673.22	15,316.01	12,644.52	16,600.00	16,900.00
	E 101-41320-125 FICA/Medicare	12,013.26	15,797.64	14,206.85	20,300.00	20,700.00
	E 101-41320-126 Deferred Compensation	3,055.02	3,198.91	2,499.74	4,800.00	5,600.00
	E 101-41320-131 Cafeteria Contribution	21,690.65	33,011.29	28,500.00	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	-	-	37.94	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	8,400.00	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	1,755.78	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	238,625.28	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Elections						
	E 101-41410-219 General Operating Supplies	235.04	-	56.91	500.00	-
	E 101-41410-307 Professional Services Fees	7,141.83	-	4,603.40	10,000.00	-
	E 101-41410-331 Travel Expenses			28.83	100.00	-
	E 101-41410-342 Legal Notices	293.14	-	43.00	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	7,362.51	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	153,767.36	163,369.65	130,196.12	166,100.00	179,000.00
	E 101-41520-122 PERA-Coordinated Plan	11,023.76	11,827.12	9,764.71	12,500.00	13,400.00
	E 101-41520-125 FICA/Medicare	12,908.12	12,817.64	10,560.57	14,800.00	15,800.00
	E 101-41520-126 Deferred Compensation	3,824.03	3,870.37	3,132.51	4,000.00	4,000.00
	E 101-41520-131 Cafeteria Contribution	21,694.22	22,007.70	19,000.00	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	113.30	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	120.00	500.00	500.00
		226,028.97	237,470.48	197,191.97	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Assessing						
	E 101-41550-307 Professional Services Fees	52,118.52	54,327.00	40,869.00	54,500.00	54,500.00
		52,118.52	54,327.00	40,869.00	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Law and Legal						
	E 101-41610-303 Legal Fees	133,898.36	144,854.48	100,055.34	150,000.00	150,000.00
		133,898.36	144,854.48	100,055.34	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	580.01	533.83	285.00	500.00	500.00
	E 101-41940-219 General Operating Supplies	183.69	171.30	609.49	500.00	500.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,278.85	1,407.34	1,669.71	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	8,171.40	15,000.00	14,000.00
	E 101-41940-382 Gas Utilities	6,996.49	4,266.33	2,123.83	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	606.45	646.87	675.15	500.00	700.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	857.05	282.52	227.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	7,328.96	18,115.72	8,706.13	16,000.00	19,000.00
		32,214.28	37,527.15	23,071.60	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	105,082.70	107,759.32	91,529.92	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	516.00	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	6,874.53	9,000.00	9,000.00
	E 101-41910-125 FICA/Medicare	7,667.56	8,966.55	8,148.92	10,700.00	10,800.00
	E 101-41910-126 Deferred Compensation	2,047.88	2,471.14	2,128.51	2,700.00	3,000.00
	E 101-41910-131 Cafeteria Contribution	15,839.26	16,506.00	14,250.00	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	114.12	-	4,000.00
	E 101-41910-307 Professional Services Fees	13,146.30	2,684.50	3,300.00	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	935.28	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	129,016.05	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 dividers, 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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	159,794.15	159,932.92	135,877.28	173,200.00	179,500.00
	E 101-42410-102 Full-Time Employees Overtime	214.51	-	4,113.42		
	E 101-42410-122 PERA-Coordinated Plan	11,131.45	11,891.77	10,499.29	13,000.00	13,500.00
	E 101-42410-125 FICA/Medicare	12,463.49	13,324.98	11,652.10	15,800.00	16,400.00
	E 101-42410-126 Deferred Compensation	3,687.18	4,272.15	3,622.63	4,600.00	5,000.00
	E 101-42410-131 Cafeteria Contribution	26,296.54	27,510.00	23,750.00	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	28.92	100.00	1,300.00
	E 101-42410-212 Motor Fuels	5,051.95	3,227.61	2,462.73	5,000.00	5,000.00
	E 101-42410-219 General Operating Supplies	307.02	174.42	248.55	400.00	400.00
	E 101-42410-221 Motor Vehicles Parts	214.00	864.34	245.66	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	92.12	100.00	4,000.00
	E 101-42410-307 Professional Services Fees	-	3,759.13	4,777.22	-	-
	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	271.00	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	170.00	2,400.00	2,600.00
		228,314.02	234,528.60	204,491.13	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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	1,028,044.25	1,034,000.00	1,041,000.00
		986,329.35	1,018,493.95	1,028,044.25	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	95,446.27	98,023.49	73,171.20	92,900.00	101,500.00
	E 101-42210-103 Part-Time Employees	101,730.39	107,314.29	82,064.60	120,800.00	124,500.00
	E 101-42210-125 FICA/Medicare	14,807.53	15,345.00	11,998.13	17,500.00	18,500.00
	E 101-42210-126 Deferred Compensation	2,000.00	1,964.86	1,573.74	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	14,000.00
	E 101-42210-128 Fire Pension Contrib.-State	55,354.49	59,193.99	60,369.78	43,500.00	57,000.00
	E 101-42210-131 Cafeteria Contribution	12,847.03	13,003.92	11,166.60	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	6,433.22	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	22,140.73	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	2,847.00	5,000.00	6,500.00
	E 101-42210-219 General Operating Supplies	3,816.71	3,670.01	1,445.07	2,500.00	2,500.00
	E 101-42210-221 Motor Vehicles Parts	283.36	2,511.50	541.22	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	1,074.98	800.00	800.00
	E 101-42210-229 Equipment Parts	344.08	279.02	826.01	800.00	800.00
	E 101-42210-231 Small Tools and Minor Equip	14,090.71	5,705.56	9,334.46	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	2,701.20	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	144.00	500.00	500.00
	E 101-42210-381 Electric Utilities	9,538.72	8,470.79	6,695.52	9,500.00	9,500.00
	E 101-42210-382 Gas Utilities	13,098.15	9,286.80	4,372.99	12,000.00	11,000.00
	E 101-42210-385 Refuse Removal	714.05	1,619.36	811.17	800.00	800.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	3,052.98	545.00	3,535.23	3,000.00	3,000.00
	E 101-42210-402 Repairs/Maint Machinery/Equip	14,583.52	26,873.11	13,248.56	19,000.00	21,000.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	8,909.20	6,842.44	1,880.47	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	11,463.45	10,500.00	11,500.00
		555,252.24	590,776.27	497,872.90	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	32,798.23	45,740.39	10,275.36	35,000.00	40,000.00
		32,798.23	45,740.39	10,275.36	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-Confernces/Meetings/Training

\$400

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

**City of East Bethel
2017 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	197,040.51	190,780.17	151,420.37	211,600.00	217,400.00
	E 101-43201-102 Full-Time Employees Overtime	2,640.23	937.64	984.11	1,000.00	1,100.00
	E 101-43201-103 Part-Time Employees	5,999.00	4,098.75	5,060.00	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	4,221.69	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	11,755.13	15,900.00	16,300.00
	E 101-43201-125 FICA/Medicare	18,987.26	18,748.86	15,306.51	21,000.00	22,000.00
	E 101-43201-126 Deferred Compensation	5,932.81	6,154.34	4,822.49	6,300.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	43,388.44	44,016.00	38,000.00	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	1,500.93	500.00	600.00
	E 101-43201-212 Motor Fuels	19,980.07	11,901.92	8,241.49	18,000.00	16,000.00
	E 101-43201-213 Lubricants and Additives	119.29	268.93	201.84	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	1,361.05	1,415.35	1,093.82	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	412.44	2,000.00	2,500.00
	E 101-43201-217 Safety Supplies	254.40	149.96	209.91	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	345.42	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	2,822.24	474.05	218.08	2,100.00	2,100.00
	E 101-43201-222 Tires	627.06	1,163.74	434.89	1,000.00	1,000.00
	E 101-43201-223 Bldg/Facility Repair Supplies	1,901.61	11,808.23	3,063.95	2,500.00	2,500.00
	E 101-43201-225 Park/Landscaping Materials	2,084.73	5,112.74	40,637.99	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	3,369.33	2,000.00	2,500.00
	E 101-43201-231 Small Tools and Minor Equip	1,389.43	5,104.97	1,444.52	1,500.00	1,500.00
	E 101-43201-306 Personnel/Labor Relations	419.33	310.20	332.80	300.00	300.00
	E 101-43201-307 Professional Services Fees	529.00	232.00	600.00	600.00	600.00
	E 101-43201-321 Telephone	1,410.69	1,348.16	481.33	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	3,353.17	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	133.07	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	1,858.68	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	786.50	2,351.17	3,289.78	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	8,848.14	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	343,193.51	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	252,705.10	274,148.00	239,681.97	306,300.00	321,500.00
	E 101-43220-102 Full-Time Employees Overtime	16,997.48	3,695.88	883.14	10,500.00	10,700.00
	E 101-43220-103 Part-Time Employees	3,961.00	3,978.75	5,060.00	6,100.00	6,200.00
	E 101-43220-105 Employee On Call/Standby Pay	-	9,170.98	6,935.18	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	18,562.55	23,000.00	24,100.00
	E 101-43220-125 FICA/Medicare	22,642.52	23,344.41	20,712.24	29,900.00	31,900.00
	E 101-43220-126 Deferred Compensation	7,541.98	7,844.44	6,853.50	8,400.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	48,706.76	49,518.00	47,500.00	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	183.44	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	13,739.26	36,000.00	33,000.00
	E 101-43220-213 Lubricants and Additives	3,648.27	3,161.23	2,449.81	3,200.00	3,200.00
	E 101-43220-214 Clothing & Personal Equipment	2,694.74	1,399.21	1,114.16	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	948.83	1,319.36	754.14	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	460.90	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	382.07	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	9,472.41	5,922.68	3,936.00	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	805.79	500.00	500.00
	E 101-43220-224 Street Maint Materials	62,966.78	41,539.21	40,845.35	73,500.00	73,500.00
	E 101-43220-226 Sign/Striping Repair Materials	4,036.12	3,789.65	2,843.84	7,000.00	7,000.00
	E 101-43220-229 Equipment Parts	17,928.26	9,941.18	4,436.52	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	5,999.03	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	1,061.95	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	1,909.30	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	13,684.19	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	8,248.87	4,480.31	2,346.34	7,000.00	7,000.00
	E 101-43220-385 Refuse Removal	2,673.58	6,374.27	1,680.60	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	5,410.08	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	21,496.52	4,999.15	9,432.54	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	8,599.78	2,229.10	3,882.12	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	425.00	-	400.00
		777,729.32	753,384.70	611,407.29	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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	25,149.00	45,000.00	43,000.00
	E 101-48140-362 Property Ins	38,796.00	35,309.00	33,783.00	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	76,313.00	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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		36,600	97,500	134,100
Special Assessments			4,000	4,000
County Grants	50,800			50,800
Fees	2,400			2,400
Total Revenue	53,200	36,600	101,500	191,300
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	-	10,000	-	10,000



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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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	18,794.97	19,500.00	19,500.00
	E 226-43235-322 Postage/Delivery	1,030.46	924.02	612.19	1,500.00	1,500.00
	E 226-43235-331 Travel Expenses	27.89	103.78	54.77	100.00	100.00
	E 226-43235-343 Other Advertising	272.50	545.00	570.00	1,000.00	1,000.00
	E 226-43235-351 Printing and Duplicating	149.73	286.46	213.33		
	E 226-43235-381 Electric Utilities	1,672.98	1,371.17	1,121.14	1,600.00	1,600.00
	E 226-43235-382 Gas Utilities	1,906.70	981.60	794.01	2,000.00	2,000.00
	E 226-43235-385 Refuse Removal	3,790.34	8,046.39	12,479.22	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	700.00	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	52,252.99	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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final 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	11,415.46	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 I 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	71,415.46	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
City Council Packet - page 77							
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 Final Budget

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Water Fund						
Revenues						
	R 601-37100 Water Sales (Residential)	39,542.59	35,681.15	27,877.13	46,900.00	37,600.00
	R 601-37101 Water Sales (Commercial)	18,543.95	25,686.07	25,708.69	16,500.00	26,700.00
	R 601-37155 Water Connection Inspection	550.00	150.00	360.00	-	-
	R 601-37160 Water Penalty	451.47	1,460.32	841.85	500.00	500.00
	R 601-37170 Water Meter Sales	3,720.69	2,185.69	2,339.12	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	14,356.96		
	R 601-39204 Contribution-Governmental Fund		4,489,218.63	-		
Total Revenues - Water Fund		84,949.10	4,577,481.86	71,483.75	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	105.64	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	5,046.78	2,565.97	1,736.66	2,000.00	3,000.00
	E 601-49401-217 Safety Supplies	-	279.30	173.26	100.00	100.00
	E 601-49401-223 Bldg/Facility Repair Supplies	650.34	557.80	(43.86)	400.00	500.00
	E 601-49401-227 Utility Maint Supplies	-	6,117.93	2,368.28	4,000.00	4,000.00
	E 601-49401-231 Small Tools and Minor Equip	635.90	248.00	106.35	500.00	500.00
	E 601-49401-307 Professional Services Fees	651.94	801.22	610.00	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	3,775.84	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	10,905.10	5,000.00	12,000.00
	E 601-49401-382 Gas Utilities	1,580.30	1,646.52	1,066.78	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	597.03	800.00	1,000.00
	E 601-49401-407 Utility System Services	-	-	-	300.00	-
	E 601-49401-421 Software Licensing	-	545.00	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	43,864.87	314,900.00	328,400.00
Net Income - Water Fund		(75,807.16)	4,250,972.77	27,618.88	(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 Final Budget

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Sewer Fund						
Revenues						
	R 602-37200 Sewer Sales (Residential)	39,137.89	17,549.80	11,865.50	24,800.00	17,900.00
	R 602-37201 Sewer Sales (Commercial)	8,246.60	21,368.18	19,636.23	12,000.00	21,800.00
	R 602-37202 Sewer Sales (Mobile)	33,757.08	66,073.93	49,435.66	49,700.00	64,300.00
	R 602-34407 Sewer Availability Charge		22,192.50	21,230.21		
	R 602-37255 Sewer Connection Inspection	550.00	150.00	360.00	100.00	-
	R 602-37260 Swr Penalty	373.08	1,746.63	283.96	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	102,961.56	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	-	17,279.20	28,000.00	24,800.00
	E 602-49451-381 Electric Utilities	11,278.01	3,766.94	2,764.46	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	3,410.00	6,500.00	1,000.00
	E 602-49451-415 Other Equipment Rentals	-	2,647.00	-	-	-
	E 602-49451-421 Software Licensing	-	545.00	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	68,051.19	343,600.00	643,700.00
Net Income - Sewer Fund		15,072.85	7,903,179.32	34,910.37	(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 Final Budget**

	Account Description	2014 Actual	2015 Actual	2016 Activity 1/1/16 to 10/31/16	FY 2016 Budget	FY 2017 Final Budget
Arena Operations					<i>*Based on 1148</i>	<i>*Based on 1148</i>
					<i>Prime hours sold at</i>	<i>Prime hours sold at</i>
					<i>\$192 per hour</i>	<i>\$192 per hour</i>
Revenues						
	R 615-36210 Interest Earnings	56.49	161.15	457.41	-	-
	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	110,536.00	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	1,750.00	2,000.00	2,000.00
	R 615-38067 Tower Lease Payments	39,065.52	-	-	-	-
Total Revenues - Arena		245,178.79	231,881.73	116,787.17	237,500.00	237,300.00
Expenditures						
	E 615-49851-211 Cleaning Supplies	508.73	550.74	967.28	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	573.94	500.00	4,000.00
	E 615-49851-223 Bldg/Facility Repair Supplies	2,689.79	5,697.57	4,014.84	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	52,000.00	80,200.00	82,000.00
	E 615-49851-309 Information Systems	-	-	825.00	-	1,000.00
	E 615-49851-321 Telephone	942.84	243.22	245.67	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	12,985.50	33,000.00	30,000.00
	E 615-49851-382 Gas Utilities	19,270.47	14,336.07	6,527.20	20,000.00	19,000.00
	E 615-49851-385 Refuse Removal	2,077.87	1,890.72	1,142.52	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	5,593.66	15,000.00	12,000.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	570.53	190.53	1,450.53	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	88,072.93	237,500.00	237,300.00
Net Income - Arena		11,620.92	3,484.39	28,714.24	-	-



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	TIF 1-1
Fund Number	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.

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

RESOLUTION NO. 2016-59

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY
AND BUDGET FOR 2017**

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

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2017.

WHEREAS, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2016.

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

General Levy:	\$4,171,400
Debt Service Levies:	
2008 Sewer Revenue Bonds	\$ 180,000
2013A Public Safety Bonds – Referendum Market Value Levy	\$ 128,500
2015A	\$ 519,000
2014A	\$ 331,000
Total Levies	<u>\$5,329,900</u>

**The above levy includes the amount necessary to cover debt service requirements in 2017 and cancels any previous scheduled amounts.*

<u>2017 Expenditures Budgets:</u>	General Fund	\$5,114,700
	Special Revenue Funds	\$181,300
	Debt Service Funds	\$1,562,400
	Enterprise Funds	\$1,209,400
	Other Governmental Funds	\$54,100

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

Adopted this 7th day of December, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2016-60

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2017**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before December 31, 2016; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2017.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Economic Development Authority for 2017 are as follows:

Economic Development Authority General Levy	\$97,500
Economic Development Authority Budget	\$101,500

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

Adopted this 7th day of December, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

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

RESOLUTION NO. 2016-61

**RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2017**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a preliminary property tax levy and budget on or before December 31, 2016; and

WHEREAS, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2017.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Housing and Development Authority for 2017 are as follows:

Housing and Redevelopment Authority General Levy	\$36,600
Housing and Redevelopment Authority Budget	\$26,600

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

Adopted this 7th day of December, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 6.0 A-G

Agenda Item:

Consent Agenda

Requested Action:

Consider approval of the Consent Agenda

Background Information:

Item A

Approve Bills

Item B

November 16, 2016 City Council Meeting Minutes

Meeting minutes from the November 16, 2016 City Council Meeting are attached for your review and approval.

Item C

November 17, 2016 Town Hall Meeting Minutes

Meeting minutes from the November 17, 2016 Town Hall Meeting are attached for your review and approval.

Item D

Demolition Bids for 1015 189th Ave NE

Staff has received quotes for the demolition of the house located at 1015 189th Ave NE. This is the property that was purchased for right of way for the Phase I Service Road. Quotes included demolition and removal of the house, pumping and crushing the septic system, and sealing the deep well. Three quotes were received as follows:

Professional Ground Maintenance, Inc.	\$10,540.00
Arne's Excavating, Inc.	\$10,800.00
Sauter & Sons, Inc.	\$12,750.00

All of these companies are reputable and have worked within the City of East Bethel.

It is recommended that this structure be demolished as soon as possible to eliminate an attractive nuisance and a visual blight on the Fillmore Street neighborhood.

Funding for the demolition would come from the Street Capital Fund. Staff recommends accepting the low bid from Professional Ground Maintenance, Inc.

Item E

Castle Towers Lift Station Meter Purchase

The wastewater meter at East Bethel’s Lift Station #1 that measures the amount of sewer flow from the Greystone Mobile Home Park is not functioning properly. The meter is designed to send a signal that can be read by the City’s mobile handheld unit. The meter is still sending a signal, but not accurately conveying the correct sewage flow data. Staff has contacted the manufacturer the meter is not repairable and a replacement meter is no longer available that will work with the City’s reading equipment.

The lift station is connected to the City’s water and wastewater monitoring and control system, SCADA (Supervisory Control and Data Acquisition). By modifying a new wastewater meter, a signal could be sent over that system that staff would have the ability to monitor at any time from any computer or mobile device that is connected to the system in addition to being read by our mobile readers.

Staff has researched and received three quotes for wastewater meters that would meet the city’s requirements. The quotes and are as follows:

4” ABB Flow Meter	\$ 3,767.00
4” Krohne Optiflux Flow Meter	\$ 4,195.83
4” Rosemount 8750 Flow Meter	\$ 4,300.00

The installation of the meter would be handled by city staff. An additional cost of \$3,000 would be required for Superior Control Systems, the city’s contractor for the SCADA system, to program the software for the meter. This cost would also provide the required updates to our existing SCADA system software.

Funding for the meter and software update would be provided from the Sewer Utility Operations Fund.

Staff recommends the acceptance of the low bid from ABB for \$3,767.00 and the software programming fee of \$3,000 from Superior Control Systems for a total project cost of \$6,767.00.

Item F

Permanent Fund Transfer—TIF 1-1 for Administration Costs

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). In order to track the Tax Increment revenue and expenditures of the district City staff created fund 435. TIF District 1-1 requires administrative staff time in order to maintain the financial system of the district and has allotted a total of \$41,080 for this over the life of the district. Staff recommends Council consider approving a one-time transfer of \$1,100 from fund 435 to the General fund to cover these expenses for 2016.

Funding for staff costs is recovered through TIF repayments over the life of the district.

Item G

Comp Time/Vacation/Sick Leave Payments

Per Union contract, City Personnel Policy and Employment Agreement, end of year payouts are due to employees in the amounts as indicated in the Attachment 6.0 H. Comp Time not used by November 30th of each year is paid directly to those who have a balance in their accounts. Vacation accrual as specified in the City Personnel Policy and unused sick leave over the maximum for the City Administrator are transferred as an equivalent payment to a Health Savings Plan for those eligible employees.

Recommendation(s):

Staff recommends approval of the Consent Agenda as presented.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel
 December 7, 2016
 Payment Summary

Payments for Council Approval	
Bills to be approved for payment	\$149,354.69
Electronic Payroll Payments	\$59,111.00
Payroll - City Council, November 15, 2016	\$1,775.35
Payroll - Fire Dept., November 15, 2016	\$6,338.95
Payroll - City Staff, November 17, 2016	\$35,697.06
Payroll - City Staff, December 1, 2016	\$35,787.07
Payroll - Election Staff, December 1, 2016	\$5,002.53
Total to be Approved for Payment	\$293,066.65

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Auto/Misc Licensing Fees/Taxes	100027	Gibson's Management Company	615	49851	(\$380.00)
Arena Operations	Bldg/Facility Repair Supplies	1419	Hose Pros, Inc.	615	49851	\$42.72
Arena Operations	Cleaning Supplies	212406	Class C Components	615	49851	\$172.78
Arena Operations	Electric Utilities	112116	Connexus Energy	615	49851	\$4,827.75
Arena Operations	Gas Utilities	524882202	Xcel Energy	615	49851	\$856.97
Arena Operations	General Operating Supplies	34805	Menards Cambridge	615	49851	\$203.16
Arena Operations	General Operating Supplies	35044	Menards Cambridge	615	49851	\$300.50
Arena Operations	Motor Fuels	1093856241	Ferrellgas	615	49851	\$193.19
Arena Operations	Motor Fuels	1094022286	Ferrellgas	615	49851	\$193.19
Arena Operations	Professional Services Fees	100027	Gibson's Management Company	615	49851	\$9,500.00
Arena Operations	Telephone	332373310-180	Sprint Nextel Communications	615	49851	\$41.60
Building Inspection	Motor Fuels	20131791	Mansfield Oil Company	101	42410	\$227.51
Building Inspection	Motor Fuels	20137077	Mansfield Oil Company	101	42410	\$168.35
Central Services/Supplies	Information Systems	222139	City of Roseville	101	48150	\$2,827.67
Central Services/Supplies	Office Equipment Rental	317617215	US Bank Equipment Finance	101	48150	\$269.50
Central Services/Supplies	Office Supplies	IN1401954	Innovative Office Solutions	101	48150	\$64.44
Central Services/Supplies	Postage/Delivery	120116	Reserve Account	101	48150	\$1,000.00
Central Services/Supplies	Software Licensing	188102	EPA Audio Visual, Inc.	101	48150	\$2,365.00
Central Services/Supplies	Telephone	222190	City of Roseville	101	48150	\$249.73
Central Services/Supplies	Telephone	332373310-180	Sprint Nextel Communications	101	48150	\$113.22
City Administration	Professional Services Fees	M22503	TimeSaver Off Site Secretarial	101	41320	\$270.00
City Administration	Travel Expenses	113016	Jack Davis	101	41320	\$244.62
Economic Development Authority	Conferences/Meetings	111716	Dan Butler	232	23200	\$45.00
Economic Development Authority	Professional Services Fees	1	WSB & Associates, Inc.	232	23200	\$2,113.75
Economic Development Authority	Travel Expenses	111716	Colleen Winter	232	23200	\$46.64
Economic Development Authority	Travel Expenses	111716	Steve Voss	232	23200	\$10.00
Engineering	Architect/Engineering Fees	37233	Hakanson Anderson Assoc. Inc.	101	43110	\$345.40
Engineering	Architect/Engineering Fees	37245	Hakanson Anderson Assoc. Inc.	101	43110	\$1,274.40
Engineering	Architect/Engineering Fees	37245	Hakanson Anderson Assoc. Inc.	101	43110	\$90.00
Engineering	Architect/Engineering Fees	37245	Hakanson Anderson Assoc. Inc.	101	43110	\$114.30
Engineering	Architect/Engineering Fees	37245	Hakanson Anderson Assoc. Inc.	101	43110	\$834.30
Finance	Dues and Subscriptions	222254.2017	American Payroll Association	101	41520	\$219.00



City of East Bethel
December 7, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Finance	Dues and Subscriptions	6627058	Northstar Chapter - APA	101	41520	\$50.00
Fire Department	Bldg/Facility Repair Supplies	609471	Ham Lake Hardware	101	42210	\$89.05
Fire Department	Bldgs/Facilities Repair/Maint	1052	Bill's Quality Cleaning	101	42210	\$84.00
Fire Department	Cleaning Supplies	617	Scrub n Shine	101	42210	\$283.95
Fire Department	Conferences/Meetings	4505	MN Fire Serv Cert Board	101	42210	\$625.00
Fire Department	Electric Utilities	112116	Connexus Energy	101	42210	\$383.96
Fire Department	Electric Utilities	112116	Connexus Energy	101	42210	\$106.31
Fire Department	Electric Utilities	112116	Connexus Energy	101	42210	\$62.32
Fire Department	Electric Utilities	112116	Connexus Energy	101	42210	\$9.95
Fire Department	Gas Utilities	524882202	Xcel Energy	101	42210	\$235.36
Fire Department	Motor Fuels	20131791	Mansfield Oil Company	101	42210	\$361.92
Fire Department	Motor Fuels	20131792	Mansfield Oil Company	101	42210	\$248.80
Fire Department	Motor Fuels	20137077	Mansfield Oil Company	101	42210	\$267.79
Fire Department	Motor Fuels	20137078	Mansfield Oil Company	101	42210	\$205.69
Fire Department	Safety Supplies	110021293	Allina Health System	101	42210	\$1,043.90
Fire Department	Small Tools and Minor Equip	028-476145	Batteries Plus Bulbs	101	42210	\$127.49
Fire Department	Telephone	222190	City of Roseville	101	42210	\$46.84
Fire Department	Telephone	332373310-180	Sprint Nextel Communications	101	42210	\$8.62
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	35825	Menards Cambridge	101	41940	\$272.24
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	1052	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Electric Utilities	112116	Connexus Energy	101	41940	\$141.59
General Govt Buildings/Plant	Electric Utilities	112116	Connexus Energy	101	41940	\$15.94
General Govt Buildings/Plant	Electric Utilities	112116	Connexus Energy	101	41940	\$726.12
General Govt Buildings/Plant	Gas Utilities	524882202	Xcel Energy	101	41940	\$121.61
Mayor/City Council	Conferences/Meetings	247602	League of MN Cities	101	41110	\$325.00
MSA Street Construction	Architect/Engineering Fees	37235	Hakanson Anderson Assoc. Inc.	402	40200	\$95.00
MSA Street Construction	Architect/Engineering Fees	37243	Hakanson Anderson Assoc. Inc.	402	40200	\$15,077.88
Park Capital Projects	Park/Landscaping Materials	C1709444	Cemstone Products Company	407	40700	\$776.00
Park Maintenance	Bldg/Facility Repair Supplies	38192	Menards - Forest Lake	101	43201	\$414.74
Park Maintenance	Clothing & Personal Equipment	802489	Chef's Shoes, Inc.	101	43201	\$220.99
Park Maintenance	Clothing & Personal Equipment	1182159759	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182170955	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182182144	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182193304	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182204443	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$37.49
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$39.47
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$13.50
Park Maintenance	Electric Utilities	112116	Connexus Energy	101	43201	\$31.99
Park Maintenance	General Operating Supplies	607973	Ham Lake Hardware	101	43201	\$18.43
Park Maintenance	General Operating Supplies	608649	Ham Lake Hardware	101	43201	\$4.27
Park Maintenance	Motor Fuels	20131791	Mansfield Oil Company	101	43201	\$310.22
Park Maintenance	Motor Fuels	20131792	Mansfield Oil Company	101	43201	\$478.47



City of East Bethel
December 7, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Park Maintenance	Motor Fuels	20137077	Mansfield Oil Company	101	43201	\$229.53
Park Maintenance	Motor Fuels	20137078	Mansfield Oil Company	101	43201	\$395.56
Park Maintenance	Other Equipment Rentals	111271	Jimmy's Johnnys, Inc.	101	43201	\$70.00
Park Maintenance	Telephone	222190	City of Roseville	101	43201	\$46.82
Payroll	Insurance Premiums	12 2016	Dearborn National Life Ins Co.	101		\$1,301.52
Payroll	Insurance Premiums	12 2016	NCPERS Minnesota	101		\$144.00
Payroll	Union Dues	11 2016	MN Public Employees Assn	101		\$429.00
Planning and Zoning	Escrow	37234	Hakanson Anderson Assoc. Inc.	101		\$710.60
Planning and Zoning	Legal Notices	426621	ECM Publishers, Inc.	101	41910	\$48.38
Planning and Zoning	Legal Notices	431222	ECM Publishers, Inc.	101	41910	\$107.50
Planning and Zoning	Professional Services Fees	5	WSB & Associates, Inc.	101	41910	\$2,400.00
Police	Professional Services Fees	111416	Dick Kable	101	42110	\$26.25
Recycling Operations	Electric Utilities	112116	Connexus Energy	226	43235	\$116.99
Recycling Operations	Gas Utilities	524882202	Xcel Energy	226	43235	\$27.56
Recycling Operations	Other Equipment Rentals	111271	Jimmy's Johnnys, Inc.	226	43235	\$70.00
Recycling Operations	Professional Services Fees	12 2016	Cedar East Bethel Lions	226	43235	\$416.96
Recycling Operations	Professional Services Fees	12 2016	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Refuse Removal	10 2016	Freimuth Enterprises LLC	226	43235	\$2,677.60
Sewer Operations	Electric Utilities	112116	Connexus Energy	602	49451	\$52.43
Sewer Operations	Electric Utilities	112116	Connexus Energy	602	49451	\$147.96
Street Capital Projects	Architect/Engineering Fees	37244	Hakanson Anderson Assoc. Inc.	406	40600	\$27,099.38
Street Maintenance	Bldg/Facility Repair Supplies	1414	Hose Pros, Inc.	101	43220	\$14.21
Street Maintenance	Bldg/Facility Repair Supplies	38358	Menards - Forest Lake	101	43220	\$38.79
Street Maintenance	Bldg/Facility Repair Supplies	34679	Menards Cambridge	101	43220	\$22.89
Street Maintenance	Bldgs/Facilities Repair/Maint	1182159759	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182170955	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182182144	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	1182193304	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182204443	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Clothing & Personal Equipment	802490	Chef's Shoes, Inc.	101	43220	\$284.74
Street Maintenance	Clothing & Personal Equipment	1182159759	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182170955	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182182144	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182193304	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182204443	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$425.25
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$125.93
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$79.19
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$172.47
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00



City of East Bethel
December 7, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$351.17
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$168.52
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$117.54
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$16.56
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	112116	Connexus Energy	101	43220	\$5.00
Street Maintenance	Equipment Parts	F39252	Crysteel Truck Equipment	101	43220	\$155.08
Street Maintenance	Equipment Parts	8360	Hydraulic Plus & Consulting	101	43220	\$40.34
Street Maintenance	Equipment Parts	C241210498:04	I State Truck Inc.	101	43220	\$38.42
Street Maintenance	Gas Utilities	524882202	Xcel Energy	101	43220	\$64.59
Street Maintenance	Lubricants and Additives	851468	Lube-Tech & Partners, LLC	101	43220	\$100.60
Street Maintenance	Lubricants and Additives	1539-495417	O'Reilly Auto Stores Inc.	101	43220	\$84.48
Street Maintenance	Motor Fuels	20131791	Mansfield Oil Company	101	43220	\$134.43
Street Maintenance	Motor Fuels	20131792	Mansfield Oil Company	101	43220	\$1,186.62
Street Maintenance	Motor Fuels	20137077	Mansfield Oil Company	101	43220	\$99.46
Street Maintenance	Motor Fuels	20137078	Mansfield Oil Company	101	43220	\$981.00
Street Maintenance	Motor Vehicles	10169687	Aspen Equipment	701	43220	\$320.47
Street Maintenance	Motor Vehicles	10169711	Aspen Equipment	701	43220	\$23,988.00
Street Maintenance	Motor Vehicles Parts	1927815952	Rigid Hitch Inc.	101	43220	\$107.91
Street Maintenance	Sign/Striping Repair Materials	TI-0304582	Newman Traffic Signs	101	43220	\$575.85
Street Maintenance	Street Maint Materials	608553	Ham Lake Hardware	101	43220	\$12.34
Street Maintenance	Street Maint Materials	39196	Menards - Forest Lake	101	43220	\$154.02
Street Maintenance	Telephone	222190	City of Roseville	101	43220	\$46.82
Street Maintenance	Telephone	332373310-180	Sprint Nextel Communications	101	43220	\$87.46
Street Maintenance	Tires	1-357467	Pioneer Rim & Wheel Co	101	43220	\$167.67
Street Maintenance	Tires	150073603	Pomp's Tire Service, Inc.	101	43220	\$619.28
Tax Increment District No. 1-1	Professional Services Fees	112916	Village Bank	435	43500	\$26,170.70
Water Utility Capital Projects	Architect/Engineering Fees	37238	Hakanson Anderson Assoc. Inc.	433	49405	\$595.00
Water Utility Operations	Bldg/Facility Repair Supplies	F-262660022	Allstate Peterbilt North	601	49401	\$36.67
Water Utility Operations	Electric Utilities	112116	Connexus Energy	601	49401	\$782.91
Water Utility Operations	Electric Utilities	112116	Connexus Energy	601	49401	\$83.99
Water Utility Operations	Electric Utilities	112116	Connexus Energy	601	49401	\$195.26
Water Utility Operations	Gas Utilities	111516	CenterPoint Energy	601	49401	\$31.84
Water Utility Operations	Gas Utilities	111516	CenterPoint Energy	601	49401	\$47.95
						\$149,354.69



City of East Bethel
December 7, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Electronic Payroll Payments						
Payroll	PERA					\$13,381.86
Payroll	Federal Withholding					\$12,022.00
Payroll	Medicare Withholding					\$3,605.62
Payroll	FICA Tax Withholding					\$14,074.64
Payroll	State Withholding					\$4,817.11
Payroll	MSRS/HCSP					\$11,209.77
						\$59,111.00

EAST BETHEL CITY COUNCIL MEETING

NOVEMBER 16, 2016

The East Bethel City Council met on November 16, 2016, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

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

1.0 Call to Order The November 16, 2016, City Council meeting was called to order by Mayor Voss at 7:00 p.m.

2.0 Pledge of Allegiance The Pledge of Allegiance was recited.

3.0 Adopt Agenda **Harrington stated I'll make a motion to adopt tonight's agenda. Under the Consent Agenda, I'd like to add Item F., Restoration Quotes for the Castle Towers Wastewater Treatment Plant Demolition Project. Koller stated I'll second. Voss asked any discussion? All in favor? All in favor. Voss asked opposed? Hearing none, that motion passes. Motion passes unanimously.**

4.0 Presentation Davis presented the staff report, noting on October 15, 2016, Ken Langmade received a Certification of Special Congressional Recognition from Congressman Tom Emmer at a Veteran's Resource Fair in Monticello, Minnesota. The City of East Bethel wishes to recognize Ken Langmade for his service to our country and his many civic contributions to the City of East Bethel. He recommended the City approve Resolution 2016-56.

4.0A.1 Res. 2016-56 Ken Langmade **Mundle stated I'll make a motion to approve Resolution 2016-56, Recognition of Ken Langmade Certificate of Special Congressional Recognition. Koller stated I'll second. Voss asked any discussion? To the motion all in favor say aye? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.**

On behalf of the Council and City, Mayor Voss thanked Mr. Langmade for his service to East Bethel and presented him with a framed and signed Resolution, which he also read in full. Mr. Langmade introduced his wife and thanked everyone for this recognition. All responded with a round of applause.

Fire Fighter Troy Lachinski stated he has had the pleasure of working with Mr. Langmade during Booster Days and to raise funds for the Fire Relief Association, noting Mr. Langmade had also been invited to the dinner as the #1 fundraiser for the past several years. He extended the Fire Department's appreciation to Mr. Langmade.

4.0A.2 Fire Relief Assoc. Benefit Increase Lachinski referenced the 95-page presentation that had been included in the meeting packet and explained the sole purpose of the Fire Department's Fire Relief Association is to provide a benefit/pension to its members that have met the minimum requirements. This pension is payable upon retirement when a member has reached ten years of service and age of 50. Currently the fund is managed by Hartman and Hartman Investments with oversight

4.0A.2
Fire Relief
Assoc.
Benefit
Increase

by the Relief Association Board. This benefit is provided to attract and retain well-qualified volunteer fire fighters. The goal is to maintain a fully funded pension plan and provide retirees with accurate timely payment of their benefits.

Lachinski stated the Department currently has 16 vested members, or 51% of the entire Department, totaling 295 years of experience or 81% of the total Department experience, and 100% of the officers. Lachinski described the training required for a recruit to operate independently and importance of keeping the most qualified people.

Lachinski stated an independent audit is performed each year and a multitude of reports are submitted to the State Auditor each year. He referred to this year's maximum benefit worksheet that came out to \$5,300 per year of service. He explained they look at this amount, the stock market, and what would happen if there were an average rate of return for the year of 3.5%. They also consider a scenario if there was a 0% rate of return or a -3.5% rate of return. After looking at those numbers, they determine whether it is time to ask for a benefit increase. Lachinski noted the money in this fund is solely for the purpose of providing pensions. The fund is currently at just over \$1.7 million and after looking at the numbers, it became clear they should request a \$100 benefit increase.

Lachinski explained by increasing the benefit by \$100 per year of service, there will be no fiscal impact on the City and it retains a 110% funded status. He stated in addition to providing fire and rescue services to the citizens of East Bethel, they are also involved with a Fire Safety Program at the local schools, the Heart Safe Program, are the charter organization for Cub Scout Pack #387, formed a Fire Auxiliary, provide First Aid training to local clubs, are part sponsors of the Fire Explorers Program, host a lunch program with past Fire Department retirees, support the East Bethel Royalty Program, and the North Anoka County Emergency Food Shelf. Lachinski clarified the current benefit is \$4,500 per year of service and they are requesting an increase to go to \$4,600 per year of service.

Ronning stated the Fire Relief Fund is the Fire Department's money, they have funded it, and been very responsible with investment management, noting that even with a 0% rate of return it will still be 104% funded. Lachinski stated that is correct and it may even be more than that as the stock market is performing higher than expected this year at 4.7% rate of return as of last Friday. Ronning noted if there is a -3.5% return, the fund would be 101% funded. Lachinski stated that is correct and they are requesting approval to ratify their bylaws to increase the benefit level as reflected in Appendix A.

Ronning stated I'll move for approval of the Relief Fund Request to increase by \$100 from \$4,500 to \$4,600. Koller stated I'll second. Voss asked any discussion? Voss referred to Appendix A that listed the history of amendments to the bylaws. Lachinski stated the top entry reflects the change they are requesting. Voss asked any other discussion? To the motion, all in favor say aye? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.

Lachinski thanked the City Council for this consideration.

4.0A.3
Anoka
County
Sheriff's
Oct. Report

Commander Shelly Orlando presented the October 2016, Sheriff's Report and response to: 2 DWIs; Felony Flee in a Motor Vehicle/2nd Degree Assault/Domestic Assault/Damage to Property; Misdemeanor Theft; Controlled Substance Crime/ Tamper with a Motor Vehicle; Controlled Substance Possession/Warrant Arrest; 2 5th Degree Controlled Substance; and 5th Degree Controlled Substance/Possess Drug Paraphernalia.

4.0A.3
Anoka
County
Sheriff's
Oct. Report

Orlando announced the Sheriff's Office will be a collection site for Toys for Joy, late November through mid-December. She described this Anoka County program and encouraged participation by donating or volunteering.

Voss asked if they responded to more than one 'drug house.' Orlando stated unfortunately there are several different drug houses.

Orlando stated she will not be attending the November 17, 2016, Town Hall Meeting as she will be on vacation but Anoka County Deputy Rollie Sorensen will be in attendance to answer questions.

4.0A.4
Fire Dept.
Report

Chief DuCharme presented the October Report, noting they responded to 47 fire calls and a number of accidents. Of the 47 calls, 29 were medical calls with several being lift assists. Of the 29 medical calls, 24 were transported by Allina. DuCharme stated there were also several illegal burns. The Fire Department also continued work on the inspection program, reviewed six businesses, and completed a plan review for a sprinkler system.

DuCharme reported on the success of the Fire Department Open House and stated it will be held on a Thursday night next year.

DuCharme stated they responded to a structure fire on Tuesday morning that involved four properties, a garage, a house, a fence, and a shed. He noted it was fortunate the wind was not blowing harder because were many leaves caught fire. This fire is under investigation to determine the cause.

4.0A.5
Allina
Rental
Agreement

DuCharme reported on the proposed agreement with Allina Medical Emergency Services to use their Fire Station as an ambulance base and to provide medical direction and education. He noted this information was provided in the City Council's meeting packet. DuCharme described the history of Allina Medical Emergency Services to provide medical direction and education to the Fire Department, noting the City pays a fee every quarter for this assistance. He explained Allina Medical Emergency Services proposes to have an ambulance inside Fire Station #1 with crew quarters in the existing fitness room. DuCharme stated that room has experienced little use in the past so if approved, the donated workout equipment would be removed and recycled and the space then used by the Allina crew but it will not be used for overnight sleeping quarters.

DuCharme stated the cost, if charged by Allina, for two years of education would be \$5,850. Allina is proposing to pay rent in that same amount so it would be budget neutral. The consideration is to put this agreement into written form.

Voss noted this would be a utilization of space that is currently not being used. DuCharme agreed that is the case and noted Allina is also considering that the call for services in East Bethel is on the rise. He named the location of Allina's other bases in surrounding communities and explained that if approved, Allina would move the Oak Grove base to East Bethel.

DuCharme stated his support for this request as it creates a good triangle from St. Francis to East Bethel to Ham Lake for protection, would enhance the Department's response, and get an ambulance to the scene faster. He clarified that currently, Allina is not deficient in responding but they want to be proactive in making this step.

4.0A.5
Allina
Rental
Agreement

In response to the Council's questions, DuCharme explained how the vehicles would be parked.

Harrington stated I'll make a motion to approve the Allina Facilities and Services Agreement. Mundle stated I'll second. Voss asked any discussion? Voss asked Vierling whether he had reviewed this Agreement. Vierling answered in the affirmative. Voss asked any other discussion? Hearing none, all to the motion say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

DuCharme wished all a safe and wonderful Thanksgiving and warned them to be careful if frying a turkey.

**5.0
Public
Forum**

No one signed to speak at the Public Forum.

**6.0
Consent
Agenda**

- Item A Approve Bills
- ~~Item B November 2, 2016 City Council Work Meeting Minutes~~
- Item C November 2, 2016 City Council Minutes
- Item D Pay Estimate #2 for the 2016 Street Improvement Project
- Item E IUP Renewal – Carol and Jeff Hintz, 23257 Durant St NE, East Bethel MN 55005
- ~~Item F Restoration Quotes for the Castle Towers Wastewater Treatment Plant Demolition Project~~

Voss asked to remove Item 6F. Mundle asked to pull Item 6B. **Harrington stated I'll make a motion to approve tonight's consent agenda minus Items 6B and 6F. Koller stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

**6.0B
Nov. 2, 2016
Work
Meeting
Minutes**

Mundle requested a correction on Page 8, 4th Paragraph, indicating: "Mundle asked if the inspectors have worked overtime in ~~2006~~ 2016."

Mundle stated I'll make a motion to approve Item 6.0B, Meeting Minutes from November 2, 2016, as revised above. Koller stated I'll second. Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

**6.0F
Restoration
Quotes for
Castle
Towers
Wastewater
Treatment
Plant
Demolition
Project**

Davis explained it has been difficult to obtain quotes for the seeding of the Decommissioning Project at the Castle Towers Wastewater Treatment Plant. Staff talked with five individuals to obtain quotes but received only two, which are included in the meeting packet: Dirt Works at \$9,500 and Peterson Companies at \$14,875. Staff finds it essential to get the dormant seeding mix down at this time to stabilize the disturbed areas and recommends award to Dirt Works.

Ronning stated move to award the recommended contract for restoration work at Castle Towers Wastewater Treatment Plant Demolition Project to Dirt Works, Inc. in the amount of \$9,500. Harrington stated I'll second. Voss asked any discussion?

Voss referenced the original bid of \$30,470 and asked about the engineer's estimate. Davis stated he does not recall the engineer's estimate for this line item but when the entire project

6.0F
Quotes for
Castle Towers
Plant
Demolition
Project

was bid out, only two bids were received for the complete turn-key demolition and this was the line item cost for seeding and final restoration.

Voss asked any other discussion? To the motion, all in favor say aye? **Harrington, Koller, Ronning, and Voss-Aye.** Voss asked any opposed? **Mundle-Abstain. Motion passes (4-0-1 Mundle).**

7.0
New Business

Commission, Association and Task Force Reports

7.0A
Planning
Commission

None.

7.0B
Economic
Development
Authority
7.0B.1
MnCAR
Report

Davis presented the staff report, noting on November 9, 2016, Mayor Voss, EDA President Dan Butler, and Colleen Winter attended the MnCAR Expo (Minnesota Commercial Association of Realtors) in Minneapolis. This event connects commercial realtors to connect with banks, developers, and local governmental development departments. The City had a display booth at this event to provide promotional materials and to answer questions relating to development opportunities in East Bethel. There were approximately 600 attendees at the event and of this number, over 150 visited the East Bethel booth. Davis reported since this event, two people followed up requesting more information about senior housing opportunities so it appears this event was well worth attending.

Voss agreed and commented it was ‘eye opening’ as to what commercial realtors do and agreed it was definitely a worthwhile event.

Mundle asked if there are other expos such as this in the State or regional area since the City already has a booth. Voss explained this event was for Minnesota realtors, which is why it was so well attended. Davis stated if staff finds any that would be beneficial, it will be brought before the EDA and City Council. He agreed with Voss that East Bethel should attend the MnCAR Expo again next year.

Informational; no action required.

7.0C
Park
Commission

None.

7.0D
Road
Commission

None.

8.0
Department
Reports
8.0A
Community
Development
8.0A.1
IUP Renewal
Magnussen

Davis presented the staff report and request of Erryn Magnusen, (dba Loading Dock Specialists) at 22050 Quincy Street NE, for an Interim Use Permit (IUP) to operate his business out of a Detached Accessory Structure. He explained that Mr. Magnusen has been operating this business for a number of years but based on complaints received by the City, Mr. Magnusen was notified by the City that he is required to have an IUP for a home occupation per the City’s Zoning Ordinance. Mr. Magnusen applied for an IUP that was considered by the Planning Commission and recommended for approval on a 4-3 split vote on October 27, 2016.

8.0A.1
IUP Renewal
Magnussen
22050
Quincy Street

Davis noted the City Council granted a one-year IUP for a home occupation to Mr. Magnusen on November 18, 2015, and it expires on December 1, 2016. However, since the issuance of that IUP, Mr. Magnusen has had compliance issues with the conditions of the IUP as detailed in the meeting packet. Davis explained Mr. Magnusen's employees park vehicles at this address but do not work at this site. In addition to employee and personal use parking, a flatbed, bucket, and plow truck are parked and stored on the property. Previously, there was a dumpster and scissor lift on the property but as of the October 13, 2016 inspection, they were not on site.

Davis advised that the property was inspected in February and March of 2016, and the number of vehicles on site exceeded those permitted. An inspection in August 2016 found the number of vehicles on the site exceeded those allowed per City Code and the IUP. Mr. Magnusen was in compliance with the parking requirements of the IUP on October 13, 2016. On October 9, 2016, City staff inspected the site and observed eight vehicles including the flatbed, bucket, paddle truck along with the contractor van. The site was also inspected today and nine vehicles were found to be parked on the site. Davis advised Mr. Magnusen received notices from the City regarding violations and conditions of his IUP and staff has met with Mr. Magnusen regarding these issues. The violations of the IUP are:

- Continuing pattern of parking more than five vehicles on the property
- Employment of more than three people at the address
- Outdoor storage of equipment
- Generation of traffic over that normally associated with a single-family residence
- Detriment to the residential character neighborhood as a result of the business.

Davis stated staff is seeking direction from City Council as to the renewal of the IUP for Mr. Erryn Magnusen, DBA/Loading Dock Specialists.

Harrington asked if staff was still getting complaints from neighbors because of these violations and issuance of the one-year IUP. Davis answered in the affirmative.

Voss asked about staff follow up when a complaint is received. Davis stated there have been two notices of violations and inspections sent to Mr. Magnusen and staff met with him on one other occasion and attempted to work with him to give him time to come into compliance with the IUP and those conditions.

Ronning stated I move to approve renewal of the IUP for Mr. Erryn Magnusen, DBA/Loading Dock Specialist. Koller stated I'll second. Voss asked any discussion?

Ronning noted this previously came up before the Council and following that, he and Harrington visited the property. He stated this is a corner lot and there are pine or spruce trees on the road side for 221st and Quincy except for the opening to the driveway to his house. He stated the perimeter of the property is pretty well enclosed by trees as well. Ronning stated he drives by occasionally and has not seen these things himself and the property has been in compliance. He noted this man employs people and in a business to support himself and other people who work for him so he has no problem with Mr. Magnusen making a mistake once or twice. He stated he suspects part of the problem is that someone is keeping a close eye on this property.

Voss stated that is why he asked whether staff substantiated the complaint to determine whether the site was in compliance with the IUP. He noted Mr. Magnusen agreed with the conditions of the IUP and it is more than an issue of parked cars.

8.0A.1
IUP Renewal
Magnussen
22050
Quincy Street

Ronning stated the report mentions eight vehicles including the flatbed, bucket, and panel truck along with a contractor van. He asked if the rest were his personal vehicles. Davis explained it does not matter, as by the Zoning Code, only five vehicles can be parked on a residential lot anywhere in the City and those have to be tagged and operational.

Erryn Magnusen, 22050 Quincy Street NE, stated they don't own or have a bucket truck so that should be revisited. Voss referenced photos in the meeting packet showing more than the five allowed vehicles. Magnussen agreed there have been times as he has four personal vehicles but tries to keep two in the garage. He explained that all work vehicles are parked off to the side of the pole shed, out of public view, and those are the four mentioned in the report. Voss stated when this was approved a year ago, the limit was five vehicles. Magnusen said that is maybe where this got off on the 'wrong foot' because they had Building Official/Code Enforcement Nick Schmitz over to the house for an inspection, Colleen Winter did another inspection within a week, and they were told everything was fine the way things were and how they were set up. He stated he did not hear back from them from February until almost September.

Ronning noted part of the issue is excessive traffic but this is a corner lot and the first driveway on the street. He asked if anyone drives through the neighborhood. Magnusen stated excess traffic may be a result of roads becoming busier but from their driveway to 221st is about 100 feet so he does not see how they would be creating congestion. The only thing that's changed in the neighborhood, in the last 14 months, is that another neighbor also running a business from his house. Magnusen noted there was a complaint about cars parked in the street but those are not his cars.

Ronning noted two of the pictures are dated the same day in February and four other pictures are not time stamped. Davis stated they are from March. Voss stated two weeks ago, there were just as many vehicles on the site. Davis stated the bucket truck referred to has a boom. Magnusen stated they have a flatbed and used to have a truck with a crane. He stated he has pictures of his yard showing how it looks every afternoon when everyone is done. They have three vehicles up top, three trucks down below, making six vehicles but the three up top come and go every day.

Magnusen stated his property looks better than some of the neighbor's property. Voss stated there is no dispute the property is kept up but his focus is the agreement that Magnusen signed a year ago stating he would limit it to five vehicles. He asked Magnusen if he intends to comply with that if the renewal is approved. Magnusen answered yes and stated he will have to add onto a shed to get his personal vehicles inside.

Ronning stated when he and Harrington visited the property last year, a neighboring property had junk in the yard including a boat. Voss stated that may be the case but that person is not running a business and asking for an IUP. Ronning stated if someone has a goof, even 20 times in a year, it doesn't seem like a 'killer' to him.

Ronning stated a year ago, it was also mentioned to construct a fence. Voss stated the fence was to screen the dumpster but that was removed from the property. Magnusen stated he would not oppose putting up a fence because the nose of the vehicles is kept in line with the pole shed. Mundle stated when the privacy fence was discussed last year, it was stated it would not be in character with the residential neighborhood and if needed for a business, the business should not be there.

8.0A.1
IUP Renewal
Magnussen
22050
Quincy Street

Harrington asked about his future plans. Magnussen stated they are not that big of a company so he would like to stay at this property and if required to rent commercial space, he might as well 'fold the doors.'

Ronning noted the condition restricting employment of more than three people at the address. Magnussen stated he does not understand that condition because there are not more than three, there are only two. Davis stated it was discussed last time and indicated there were three or four employees, a part-time employee, and Mr. Magnussen. That is what the condition was based on but if Mr. Magnussen states that's the case, that's fine and it is not up to the City to verify employment numbers.

Koller noted the condition states no more than three persons and at least one shall reside within the principal dwelling and shall work at the home occupation site. But, they just park their car on the site and don't work at the site. Davis stated this was discussed before that with a home occupation where they don't work at the site, the issue is they still use the site and require parking spaces. This site has about a 4,000 square-foot parking lot in a residential area. Davis clarified he is not against Mr. Magnussen's business but the City was told this was to be inspected and he is reporting what was found relating to excessive vehicles and number of employees. Davis stated when he visited the site today, there appeared to be three employee vehicles, three business trucks, and three personal vehicles parked at the garage.

Ronning stated the ordinance is employment of more than three people at the address. Davis noted the question is whether they park at the address. Ronning agreed that is the complaint. He asked how many work at the address. Magnussen replied none as they park their personal vehicles and take out the trucks. Nothing is produced at this address.

Ronning asked how long employees are at the site, other than their vehicles. Magnussen stated long enough to get directions for the day, so 15 minutes at most in the morning. Then they come back at night and are there for a few minutes. Ronning asked if it causes a lot of traffic in the neighborhood. Magnussen answered no because they live right on the corner next to the main road.

Ronning asked for an explanation of 'outdoor storage.' Davis stated the conditions of the IUP state there should be no storage of materials or equipment on the site. Ronning asked if equipment would include the vehicles. Davis indicated he would say yes, the vehicles are the equipment.

Mundle asked if part of the vehicles would be considered equipment. Ronning said he was just asking for the explanation of equipment, whether it included the vehicles, and the answer was 'yes.' He noted the issue is if the vehicles are being double counted for one event, as that is not the way the system works. Davis noted even with that, six vehicles were parked there today and three pieces of equipment were stored outside.

Voss noted the picture shows nine vehicles and three trailers and all are in agreement there are more than five. Ronning stated it hasn't been there when he drove by and he has taken pictures as well.

Voss asked Mr. Magnussen if he intended to comply with the IUP that states he can only have five vehicles. Magnussen answered yes. Voss asked when he will come into

8.0A.1 IUP Renewal Magnussen 22050 Quincy Street compliance with that. Magnusen answered right away. Voss asked by December 1, 2016, which is the next scheduled inspection. Davis clarified that is also when the IUP expires, December 1, 2016. Voss asked how he will come into compliance as he is having a hard time now. Magnusen answered he will put one of his personal vehicles inside and figure it out. Voss thanked Mr. Magnusen.

Voss stated to the motion, all in favor say aye? **Harrington, Koller, Ronning, and Voss-Aye.** Voss asked any opposed? **Mundle-Nay. Motion passes (4-1 Mundle).**

Davis asked about the term for the renewed IUP. **Voss stated I'll make a motion to clarify that this IUP is for a one year period, December 1, 2016, to November 30, 2017. Harrington stated I'll second.** Voss asked any discussion? Hearing none, all in favor say aye? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

8.0B Engineer None.

8.0C City Attorney 8.0C.1 E-Charge JPA Davis presented the staff report, indicating the Bureau of Criminal Apprehension (BCA) has developed an electronic charging, or e-Charging, service to facilitate the movement of information between individual data systems in law enforcement, prosecution, courts and the State. He described the process to use this system and resulting benefits as detailed in the staff report. Staff is requesting that Council consider approval of Resolution 2016-57, A Resolution Approving State of Minnesota Joint Powers Agreements with the City of East Bethel on Behalf of Its City Attorney and Law Enforcement Department.

Mundle stated make a motion to approve Resolution 2016-57. Ronning stated second. Voss asked any discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked opposed? That motion passes. **Motion passes unanimously.**

8.0D Finance None.

8.0E Public Works None.

8.0F Fire Department None.

8.0G City Administrator 8.0G.1 Oak Grove Bld. Contract Davis presented the staff report, indicating on November 21, 2012, the East Bethel City Council approved a contract to provide Building Official and Inspection Services to the City of Oak Grove. At that time, the contract fee schedule was structured with Oak Grove charged 95% of their building inspections fees and 100% of the plan review fees for our services. Their previous contractor, Inspectron, Inc. billed for 65% of their fees for inspections and 100% of fees for plan reviews. When the contract was negotiated with Oak Grove, the financial goal was to ensure the City could cover costs for providing this service. Based on the City's experience after the first year of this contract, the fee for building inspections was decreased from 95% to 80% of the schedule for the various permits.

Davis explained that as part of the understanding between the City of East Bethel and the City of Oak Grove, the contract for services is open for amendment to reflect the needs of both parties. The intent of the consideration of the fee adjustment is to achieve the balance

8.0G.1
Oak Grove
Bld. Contract

that insures that both cities find it in their mutual interests to continue the agreement. Oak Grove has requested that East Bethel consider reducing the charge for services for inspections in 2017 from 80% to 75%. Over the last three years of the contract, East Bethel's current billing arrangement has more than covered the City's expenses. Staff has reviewed this request and feel secure in recommending lowering our charge for the inspection fees to 75%.

Davis presented the 2016 revenues for inspection fees as detailed in the staff report and indicated the current volume of growth in permit issuance is anticipated to continue at a level that will cover the City's costs through extension of the contract through 2017 with the fee reduction. Davis stated staff recommends the amount billed to the City of Oak Grove for inspections services be reduced from 80% to 75% of their permit fees effective January 1, 2017.

Ronning stated I'll move to adopt staff's recommendation that the amount billed to the City of Oak Grove for inspections services be reduced from 80% to 75% of their permit fees effective January 1, 2017, as the City has hired an extra inspector to maintain this level of service and if these fees don't provide for the employment of the additional personnel in the future, the issue will be brought up again to determine what happens with the extra personnel. Davis agreed it is a 'two-way street' with this consideration but the City has sufficient revenue to cover that expense and he sees no change in that for 2017. However, if it does change, it will be a financial decision the City will have to make. Ronning agreed and stated that is why he put it in the motion. **Harrington stated I'll second.** Voss asked any discussion? To the motion, all in favor say aye? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

9.0 Other
9.0A
Staff Reports
9.0A.1
Election Rep.

Davis reported that 5,447 ballots were cast at the polls in the City of East Bethel in the 2016 General Election. As of November 4, 2016, there were 6,876 registered voters in the City. There were 792 new voter registrations on Election Day bringing the total of registered voters for the election to 7,668. He advised 604 absentee ballots were received by the City and 324 absentee ballots were mailed to the County prior to November 8th bringing the total absentee number these ballots to 928. Total persons voting was 6,375 and the voter participation rate was 83%. Absentee ballots represented 12% of the votes cast. Davis stated as a comparison, the State average on voter participation was 74% and the national average was 58% so the City's turnout was exceptional.

Informational; no action required.

9.0A.2
Commission
Vacancies

Davis reported on the Commission/Organization vacancies and encouraged anyone interested in serving to make application via the City's website by December 22, 2016, for interview and appointment in January 2017. Mundle asked about resumes previously considered but not appointed and whether letters of interest can be mailed to them. Davis stated staff will do so.

Informational; no action required.

9.0A.3
Sandhill
Crane
Update

Davis indicated the City has been working with the Anoka County and the DNR for the past three years to transfer the School Trust Land Designation (which requires producing revenue from the site) from the Sandhill Crane Natural Area to other DNR forest land. He reviewed the consideration and temporary agreement reached with the DNR to lease the

9.0A.3 Sandhill Crane Update property to Anoka County for a three-year period for \$5,000 annually. That agreement is coming to an end so the City is working with the DNR and contacted Anoka County. A meeting has been scheduled for December 8, 2016, to update the City and County on the progress of the transfer and Representative Elect Bahr will become involved with this issue beginning in January 2017.

Voss asked if the expectation is to have a new agreement. Davis stated the agreement expires and the DNR is in the process of transferring that designation to their State forest land in Sherburne County. Voss asked if the City should pursue a parallel tract of another lease agreement to assure nothing happens during the interim. Davis stated this was brought up at the May meeting but they did not want to do that as they are in the process of the transfer. Davis stated staff can determine if that should be considered as an interim safety action during the meeting in May. He commented on the assistance of Anoka County Park Department staff who will also attend the May meeting.

Informational; no action required.

9.0B Council Report – Member Harrington Election Comp Plan Harrington congratulated Randy Plaisance, Tom Ronning, and Steve Voss on their election. He thanked the candidates that ran for office, saying it is nice to see others get involved and that they care about what happens in the City.

Harrington reported on issues addressed at the first Comp Plan meeting. He announced the first public input meeting on the Comp Plan will be January 12, 2017, at City Hall, from 6:30 – 8:30 p.m., and encouraged those interested to attend and make comment.

Council Member Ronning Ronning echoed Harrington’s comment about people expressing interest in the City and running for election. He thanked all who have participated, noting it important to be involved and aware of what is happening.

Council Member Koller None.

Council Member Mundle Mundle announced the Town Hall Meeting on November 17, 2016, starting at 6 p.m.

Mayor Voss Voss also announced the Town Hall Meeting tomorrow night and stated two of the bigger aspects will be the Highway 65 and Viking Boulevard interchange and talking with WSB about the Comp Plan. He encouraged residents to get involved in the Comp Plan process, which will be a yearlong, and hopefully end with a product people are happy with.

9.0C Other Thanks to Staff on Election Davis thanked Carrie Frost, Karen White, Amy Norling, and Jackie Campbell for their exceptional hard work and long hours put during the election. He noted the high number of absentee ballots put a strain on staff and they performed flawlessly. He also thanked the 31 election judges that served, noting all did a fantastic job and there were almost no problems with the election. Davis thanked all individuals for their tremendous job.

Election Audit Ronning asked about the City being randomly selected for an election audit. Davis explained the City was selected randomly for an accuracy test so on Monday, four election judges will do a manual count of the ballots from Precinct #3 to make sure they match the ballots registered on the machine for Precinct #3.

Election Voss asked how many absentee ballots were received in the past. Davis estimated the last election had just over 100 absentee ballots so this election was eight to nine times that many. Voss stated he voted early and it is quite a process. He stated he hopes an easier process is found for the next election.

10.0 **Mundle stated I'll make a motion to adjourn. Harrington stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked opposed? Hearing none, that motion passes. **Motion passes unanimously.**

Meeting adjourned at 8:25 p.m.

Submitted by:

Carla Wirth, *TimeSaver Off Site Secretarial, Inc.*

DRAFT

EAST BETHEL TOWN HALL MEETING

NOVEMBER 17, 2016

The East Bethel City Council met on November 17, 2016, at 7:00 p.m. for the Town Hall Meeting at City Hall.

MEMBERS PRESENT: Steve Voss Ron Koller
Brian Mundle Tom Ronning

MEMBER ABSENT: Tim Harrington

ALSO PRESENT: Jack Davis, City Administrator
Mike Jeziorski, Financial Director
Nate Ayshford, Public Works Manager
Craig Jochum, City Engineer
Nick Schmitz, Building Official
Colleen Winter, Community Development Director
Karen White, Receptionist and Recycle Coordinator
Rollie Sorensen Anoka County Sheriff's Department Deputy
Mark DuCharme, Fire Chief

1.0 The November 17, 2016, City Council Town Hall Meeting was called to order by Mayor
Call to Order Voss.

2.0
Adopt Agenda The agenda was adopted as presented.

3.0
Intro/Program At 6 p.m., the City Council, City staff, Mn/DOT staff, and WSB consultants met with
4.0 residents at the Senior Center to introduce the Town Hall meeting format and hold
Individual informal discussions.

Discussions
5.0 At 7 p.m., Voss welcomed all to the Town Hall Meeting, introduced himself and
Opening Councilmembers, and stated it is wonderful to see so many residents. He stated Town
Remarks Hall Meetings have been held since 2005 to provide an opportunity to present what is
going on in the City and for residents to ask questions and present comments. Voss
explained this will become more important in the coming year with Mn/DOT's proposed
intersection redesign of Highway 65 and Viking Boulevard and the Comprehensive Plan
Update. Voss stated the Comprehensive Plan is looked at as being the City's 'road map'
for the next ten years so resident involvement is important in that process. Voss
recognized and introduced City Administrator Jack Davis and invited him to introduce
staff members.

Davis introduced Finance Director Mike Jeziorski, Community Development Director Colleen Winter, City Engineer Craig Jochum, Receptionist and Recycle Coordinator Karen White, Building Official Nick Schmitz, and Public Works Manager Nate Ayshford. He stated the City has an excellent staff that is a pleasure to work with.

Voss recognized Anoka County Sheriff's Department Deputy Rollie Sorensen and Ms. East Bethel Sarah Farrier. Ms. Farrier introduced herself stated the Royalty is excited to represent East Bethel this year. Voss also recognized Fire Chief Mark DuCharme.

5.0
Opening
Remarks

Mundle recognized Park & Recreation Commissioners and Booster Day Committee members. Voss welcomed Ken Langmade, noting he is very involved with the City as well as Booster Days Coordinator Denise Lachinski. Ms. Lachinski introduced Stephanie Dorn who will be taking over as Booster Days Coordinator. Voss commented that volunteers are always needed for Booster Days, the City's annual July celebration.

6.0
Presentations
Question
Session
6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Voss introduced Sheila Kauppi, Mn/DOT North Metro Manager, who is also an East Bethel resident.

Kauppi thanked the Council for the invitation to speak at the Town Hall Meeting and introduced Mn/DOT staffers: Todd Sherman, Access Management Plan Project Manager for Highway 65; Paul Jung, North Area Engineer; Mike Cruz, Mn/DOT Designer/Project Manager and Falcon Heights Volunteer Fire Fighter; and, Kent Barnard, Communications Professional.

Kauppi stated Mn/DOT has been working on the Access Management Plan for about two years and included many partners including Mayor Voss, East Bethel and Ham Lake staff, the Metropolitan Council, Highway Administration, and residents. She stated Highway 65 was looked at from the Isanti County border to Bunker Lake Boulevard to evaluate each of the access points, signalized and non-signalized intersections, and driveways, as well as potential future development and existing infrastructure along this corridor. Through this effort, they created a plan so as development occurs, the location of frontage roads and access points are known.

Kauppi listed their public outreach efforts and stated they learned there is significant interest in talking about improvements along Highway 65. She stated those attending understand the 'what and why' of the need to find and implement a near-term, mid-term, and long-term solutions versus taking a sit back and wait approach.

Kauppi presented the study objective for an Access Management Plan for the identified corridor, functional classification of Highway 65 as a high-speed principal arterial, and identified major issues relating to safety and mobility. Kauppi stated it was recognized two years ago that safety issues were significant in this identified corridor, noting that 7 of the intersections are in the State's top 200 crash cost list from 2012 to 2014. She displayed a list of those intersections.

Kauppi stated they looked at the crash reports of the Department of Public Safety and Anoka County Sheriff Department to determine the cause of the crashes and recognized that 50% of the crashes at unsignalized intersections were caused by motorists turning left or traveling straight across Highway 65 from a minor leg intersection. The percentage of fatal crashes and injury crashes is disproportionately high at these locations because vehicles are traveling fast. At signalized intersections, the great majority of crashes are rear end crashes and represent 47% of all crashes in the corridor.

Kauppi next addressed mobility concerns and large delay on both Highway 65 and Viking Boulevard, particularly during peak hours when vehicles are delayed multiple cycles due to high volume of cross traffic. She explained the need to balance the length of green light times. Additionally, the wide median width adds 17 seconds of delay time and frustration. She indicated the modeling will take into consideration that traffic volumes at this intersection are forecasted to increase.

6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Kauppi reviewed how the problems along this corridor would be addressed with a continuous frontage road on both sides of Highway 65, more access points will be closed, and maybe more signals will be added to the corridor.

Kauppi presented the RCI plans, noting the location of a proposed frontage road, and reviewed the benefits to non-standardized RCIs. She stated the RCI installed at Highway 65 and 169th Avenue (by Flamingo Terrace) has performed well. RCIs have, in general, been successful in reducing the number of bad crashes by 40%, and the number of fatality crashes by 60%. She reviewed the benefits of frontage/backage roads to get cars off Highway 65 and alternative options such as displaced left turn lanes, diverging diamond interchange, interchanges, conventional turn lanes, and signalized RCIs.

Kauppi presented charts depicting an alternative analysis of intersection delays based on existing volumes, increase in volumes, and predicted volumes for 2040 for an improved intersection and for an RCI. She stated an interchange cost is \$20 million, which would be considered a long-term (20 years out) solution since funding is difficult. They would like to look at a solution that can be funded today, has good benefits for the next 20 years, and is a good investment of taxpayer's dollars. A signalized RCI costs \$1.5 million and double left turns cost about \$2.6 million.

Kauppi stated they are talking with each city about the study and Access Management Plan to gain their support that the frontage roads make sense and mobility needs to be improved. Their plan is to construct the RCI at non-signalized intersections along the corridor in 2018. Between now and then, additional details can be worked out such as the number of turn lanes, emergency access, plowing of snow, etc.

At the request of Voss, Kauppi presented a video that depicted how RCIs operate and reduce the potential of crashes, decrease wait times, and move traffic more quickly.

Joe Anderson discussed the long wait of several cycles to get across Highway 65, stating he recently had to wait four cycles to get through. He thinks changing the signal light timing would alleviate the situation, which has worsened over the years. He stated several truckers have told him that signalized RCIs are bad enough but non-signalized RCIs are horrendous to get through even during nonpeak times when having to turn right, cross two lanes of traffic, and then make a U-turn to go left, noting it is even worse during peak times. Anderson stated his concern that people will not go to businesses if they have long delay times to get out on the road or make the J-turn. Another concern is the number of accidents that could occur. Anderson stated it was also mentioned that if constructed, it would have to be torn out and redone in 2040. Kauppi stated she does not recall that statement as this design exceeds 2040 volumes. Anderson stated traffic will increase so he prefers to construct the intersection right in the first place instead of having to tear it out and reconstructing in 30 years.

Kauppi stated they did evaluate the do nothing approach and there is not much that can be done as the medians are wider at this location, creating part of the dilemma. Another concern is to stay within the existing right-of-way to avoid having to purchase developable land. She stated if nothing is done and development comes, it will just get worse and she anticipates the worse part will be for those motorists. There are 6,500 ADT on Viking Boulevard and 30,000 ADT on Highway 65. She explained Highway 65 will get preference on signal timing due to existing volumes. Kauppi stated an RCI is a great solution and will work well and if constructed, will be the first one in Minnesota.

6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Brian Bezanson stated due to the uniqueness of traffic volume that intersection takes on specific Fridays, he would feel better buying into this program if he could see one of these signalized RCI without having to go to North Carolina. He worries about having three traffic lights there and not having the intersection clear in time. Kauppi clarified there are actually two signals for motorists northbound on Highway 65, not three. They would be at the U-turn location for motorists coming onto the Highway, to stop vehicles on Highway 65, and also a signal at the intersection itself. These signals would be timed so the U-turn would be one continuous movement during peak times and during non-peak, turning vehicles can make a right turn on red or a left turn to complete the J-turn.

Bezanson asked if northbound on Highway 65, will he have to stop at the back J-intersection but never have to stop on Viking Boulevard. Kauppi slowed the video to explain the locations of signals and where traffic would be stopped. Another person explained how signals would be timed.

Tom Eich asked how many intersections would be signalized. Kauppi stated just Viking Boulevard and Highway 65. Eich stated he lives at 185th and works in Coon Rapids but no longer uses Highway 65 in the morning because it is too difficult to judge the traffic due to its high speed. He stated if the signals are removed at Sims Road, it will speed traffic. Another concern is when there are ice or snow conditions on the road and traffic speed is higher. Kauppi stated that is a valid point but the signals will not be removed at Constance, or Sims.

Eich asked whether there are 6,000 eastbound vehicles and 6,000 westbound vehicles, totaling 12,000. Kauppi clarified 6,000 vehicles per day travel on Viking Boulevard in total. Eich reviewed his researched on other double J-intersections, thinking the difference is the volume of traffic. He stated while a fan of change, he does not think this will work based on volumes during heavy use such as fishing opener or holidays and winter weather conditions. Instead, he thinks traffic will divert to back roads.

Eich asked about the opinions of Ham Lake and Blaine. Kauppi stated they have been in support of this plan as well, noting the project runs from Bunker Lake Boulevard (in Ham Lake) up to the Isanti County line. It was noted the City of Ham Lake has signed the agreement of understanding saying they're in support with Mn/DOT and TAC on the Access Management Plan.

Eich asked whether East Bethel will be the 'guinea pig' or will there be a test to see if this RCI works at this higher volume of traffic. Mn/DOT staff stated in Minnesota there is a total of 13 RCIs and those with similar traffic volumes are along Highway 36 in Lake Elmo that carries 40,000 vehicles per day; Highway 52 in Dakota County that has similar main line volumes; and, Highway 169 closer to the Metro that has similar lines. However, all of those are unsignalized so drivers need to find a gap in the traffic. On Viking Boulevard, there will be signals to create that gap for the driver. He stated Minnesota has been progressing quite well, in his opinion, to have 13 RCIs already built and a number of others at various stages of design.

A second Mn/DOT staff member stated another benefit with this proposal is that a vehicle can also turn/U-turn on a red. Mn/DOT staff members agreed, stated it will be a much more efficient intersection. He described phases with the proposed RCI that will decrease the delay to access Highway 65, making it more efficient in addition to the safety benefits that are especially pronounced for drivers on the minor routes (Viking Boulevard).

6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Eich stated this may be an okay idea for certain areas but he was also concerned about access to businesses and unsure that Viking Boulevard and Highway 65 was the best intersection for this design. Eich asked whether Mn/DOT changed signal timing in the last year or two.

Paul Young, North Area Engineer, stated he previously worked on the team that addressed signal time on Highway 65. He explained that in 2012, timing of the entire corridor was updated but manual spot adjustments are on-going in response to citizen concerns and Mn/DOT's observations of signal operations. Young stated he does not think a significant change has been made to the timing on Highway 65 at Viking Boulevard since 2012 but it is possible a minor tweak has been made. He stated changes are logged in a data base so he could look into that. Young asked what change was observed.

Eich stated he does not often drive north but in the last five to ten years, it didn't make a difference and now in the last six months to one year, only three cars can get through the light so when it changes, you have to get through quickly or it will turn yellow or red. He thought Mn/DOT had slowed the timing going east/west and increased the time going north/south. He has experienced this at 6:30-6:45 p.m. and Saturday at 1 p.m. Young stated he will ask Mn/DOT's signal timing engineer to contact Eich with the history of timing changes.

Annette Anderson noted Mn/DOT has cited the intersection at 169th where the RCI was installed. She stated she drives Highway 65 a fair amount and never sees anyone using it, which to her reflects there are not any crashes. She asked whether traffic counts were done before and after that change. Kauppi stated that is correct and explained she lives in East Bethel and has commuted to Roseville since 1999, every weekday, during peak hour, and also drives during non-peak weekends and evenings and does see vehicles there. Kauppi stated she can provide that information if requested, noting traffic does change over time and as development occurs.

Doug Meyenburg stated Colleen Winter is actively seeking to bring business to East Bethel and should a Wal-Mart or large retailer locate on the northwest side of Highway 65, this design leaves no room for stacking lanes. Voss asked if the volume is there, could a double left turn lane be constructed going west onto Viking Boulevard. Kauppi answered in the affirmative. Voss noted there would be room in the median to accommodate it.

Meyenburg asked about the distance. Kauppi answered 750 feet and pointed out the location of a dual left (two left turn lanes) and the single left turn lane. Meyenburg stated if a major business locates there, that single left turn lane will need to be expanded or it will create major backups with traffic stacked past the J-turn. Kauppi agreed, noting it will depend on the type of business and traffic patterns generated.

Mary Wells asked about the funding sources and split between agencies. Kauppi stated the design was paid by State Traffic Safety Funds, there are no anticipated dollars coming from East Bethel or Anoka County for the initial construction of this RCI or the non-signalized RCIs. There are long-term maintenance and power costs with the signal that would typically be in agreement with the County and City. Kauppi stated early on they said they may want some cost participation from the County and City to help fill the gap; however, Federal Highway Administration will help with those dollars so there would be zero costs to the City and County for the initial construction.

6.0.1
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Reduced
Conflict
Intersection
(RCI)

Wells noted it has been stated this is a proven model in other States but none here in Minnesota. Kauppi stated that is correct for a signalized location.

Ronning relayed a comment from a tractor-trailer truck driver that the radius of J-turns is a problem for a 53-foot trailer with a 27-foot tractor. It had been the truck driver's experience that to make the turn, he had to take the outer lane, if two lanes. An audience member concurred and stated it depends on the angle of the turn.

Voss asked in the current analysis, has Mn/DOT looked at that significant issue. Ronning asked about the radius of the two lanes for turning compared to the turning radius of a 53-foot trailer with a tractor.

Mike Cruz, Mn/DOT Designer/Project Manager, stated he does not know the specific radii but has a pictorial representation of a semi-truck with a 62-foot wheel base (standard longest permitted truck) that it shows the outline of the semi-truck as it moves through the intersection. He explained Mn/DOT designs with that tool in mind so the semi-truck would turn to the outside, encroach into the shoulder, and its back wheels would stay within the stripe so it would not encroach on the adjacent vehicle. The paths do not overlap.

Ronning stated that is a reasonable comment considering Shaw Trucking's location that creates a lot of tractor-trailer traffic through that intersection. Kauppi stated they will speak to that as well, noting their earlier designs used a fairly standard vehicle model but in the south metro area, they also addressed farm equipment and large trucks that don't turn as easily. Kauppi stated if there are unique vehicles in the East Bethel area, they certainly will model that.

An audience member described the difference between axel designs and a spread axel truck that requires a wider turning radius. Cruz stated he will check the data base of turning vehicles for which they can design movements. This RCI has been designed for a 62-foot wheel base, which is the largest radius encountered on a commercial truck that has two wheels next to each other. The audience member stated a spread axel truck would have a much wider turning radius.

Koller noted Ham Lake has one mobile home park and East Bethel has two, right on Highway 65. He stated his brother-in-law hauls mobile homes and with the truck it can be up to 130 feet long and 16 feet wide. If heading west on Highway 22 going to Flamingo Terrace, there is no way to make that corner. Cruz stated with vehicles like that, they have pilot cars, permitted routes, and maybe are moved at night. He agreed they would not make the U-turn and probably stop traffic on Highway 65 and drive through the middle in that case with an oversized load. Koller agreed they need to obtain an oversized permit. He explained they used to go across Highway 95 through Princeton to Highway 169 and then a roundabout was installed so now they have to go south to Zimmerman through a 20-mile detour.

Kauppi stated Mn/DOT works with the House Moving Route Association so they do review interchange and signal changes. She stated they will talk with the manufactured home community and trucking groups (i.e., APAC).

6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Koller stated the mobile home park on the north side of East Bethel just got a couple new houses and Village Green on 181st gets in quite a few every year so a safe route is needed. He stated he has escorted for his brother-in-law.

Ronning stated it seems there are a majority of enclosed semi-trailers are 53 feet and if driving with a sleeper cab, that would be a long tractor. Kauppi stated these are great questions and they are happy to show the variety of different vehicles that were modeled. She stated she would meet with Shaw Trucking if that is of interest. Ronning stated Shaw Trucking hasn't brought up anything but it is of interest to the City.

Dan Butler, EDA President and Chamber of Commerce member, stated the south J-turn will move traffic back another 800 feet from Viking Boulevard and there have been times when traffic from Viking Boulevard is backed up to 181st Street, which he has witnessed from his office by the Theater. He asked whether that has been taken into account.

Butler stated as a member of the EDA and Chamber of Commerce, he took it upon himself to survey businesses in Cologne where there is an RCI and those running heavy equipment and large trucks, especially the Cologne Co-Op, said their people do not use that interchange because there is a secondary means of getting across Highway 212 using an underpass. Butler stated he also questions busses trying to get into the Theater. From an economic development standpoint, he thinks this RCI will be an impediment to develop the west side of Highway 65, north of Viking Boulevard.

Butler stated his third question is that the City hired a consultant the first time this was presented to the Chamber of Commerce. This is the second time it was presented; however, the presentation didn't change. He asked if this is moving forward regardless.

Voss stated to the last question, the Ham Lake Council was asked to pass the Memo of Understanding, which it did. Mn/DOT has approached the East Bethel Council to do the same and the Council has deferred it to make sure there was more discussion with the public, more information provided. Voss asked what Mn/DOT's intention is, and is this project moving forward without support.

Kauppi stated the intent of any project Mn/DOT works on is to have support from the local community to do that project. She stated by rights, Mn/DOT can come in and close every median along Highway 65 without consent from any city because it is the middle of Highway 65 and if there is a safety problem, Mn/DOT can close it. Kauppi stated Mn/DOT does not typically like to do that because it recognizes there are mobility concerns associated with that but if the safety problems exist, Mn/DOT has done it. This summer, Mn/DOT closed several on Highway 10 by Scherer Brother and Big 10 Supper Club in Arden Hills due to a safety concern. Also on Highway 52 where there were safety concerns.

Kauppi stated it is Mn/DOT's intent to have support from the local community, noting they have done a lot of work in the last two years and the information gathered along that two-year journey points to the need to address concerns on Highway 65. She thinks Mn/DOT has come up with a reasonable and balanced approach that addresses some of the concerns seen on Highway 65 and it is not prudent to do nothing for the mobility and safety concerns that exist. Kauppi stated if she were asked, 'Should we do something?' the answer is, 'Yes, we need to do something.' She asked should Mn/DOT have support from the local community, yes, that is her desire.

6.0.1
Mn/DOT
Reduced
Conflict
Intersection
(RCI)

Kauppi stated they have support from the City of Ham Lake, been through a lot of meetings with the City of East Bethel, and can point to a number of locations where there is a safety concern and as an East Bethel resident herself, thinks it is not a reasonable thing to leave it to be. Kauppi stated Mn/DOT has the money to construct it in 2018.

Ronning stated East Bethel also has to remember this is not the perfect answer for everything, it is a 'one size fits all.' He noted it is not his job to sell the RCI and people can come up with a million things they don't like about it, but with all the work Mn/DOT has put into it, with Ham Lake's support, and with the other areas, it seems to be successful.

Voss agreed that a lot of work has gone into this design by Mn/DOT. He stated the City appreciates the presentation, noting Kauppi will be available after the meeting for more discussion.

**6.0.2
WSB Comp
Plan Schedule**

Eric Zweber, WSB, stated they were selected to construct East Bethel's Comprehensive Plan over the next 14 months. He noted that one of the reasons the WSB proposal was selected by the Council is that 24 public meetings are planned, which could be expanded if more meetings are needed. Tonight is the second of the 24 and he hopes to meet and work with many residents.

Zweber explained the Metropolitan Council requirement for cities to update Comprehensive Plans every ten years but his goal is to make sure East Bethel's Comprehensive Plans meets the vision of the City, deals with many issues, in addition to housing and density issues. He plans to work with residents to come up with the right solution, not the one handed to the City by the Metropolitan Council.

Zweber stated the next meeting will be January 12, 2017, a Visioning Session at the Senior Center, starting at 6:30 p.m. It will be an open house format with a number of interactive exercises dealing with many issues such as transportation, infrastructure, places you go, churches, schools, and future living areas. He stated staff contact and website information is available as well as a flyer describing the public meetings and opportunity for public input. He encouraged residents to look at the website to get additional detail and attend public meetings to provide input as it will generate a better document.

A resident asked about the timeline. Zweber stated the legal requirement is to complete the Comprehensive Plan by July 31, 2018, but with the schedule they are planning, City Council review of the document will be at the end of February 2018. This allows an additional four months to address any issues that may arise.

A resident asked if the handout information includes the Council's proposed idea. Zweber stated the 2014 forecast is shown on a presentation board and on the website. He encouraged residents to call if they would like that information mailed to them.

Voss stated the resident's involvement is vital to this process as the visioning needs to come from the community.

Ronning stated all know there is something wrong with the Viking Boulevard and Highway 65 intersection and no one will claim it is a good intersection. Something is needed and Mn/DOT can do this on their own and so far, been very conscientious and

considered input.

**7.0
Q&A with
City Council**

Ray Domogalla asked why Mn/DOT doesn't increase the time on Highway 65 and Viking Boulevard. He noted on Crosstown Boulevard, ten cars can get through but on Viking Boulevard, only three or four at the most can get through. Voss stated his observation that when Crosstown Boulevard was improved four years ago with a double left turn lane, more cars can now get through. He stated this has been discussed for Viking Boulevard too.

Mary Wells stated before the election, at a Council Forum, a big issue was City sewer and water. She stated with the urgency of that issue and to bring in new development to lower costs, she wondered whether the City has thought about hiring full-time staff dedicated to bringing in new development as Ms. Winter is already busy. Mundle stated there are plans, at a certain point, but the City is not yet there. Wells stated it seems the economy is coming back. Mundle noted new staff would also increase taxes so the City needs to justify adding staff that by their own work, brings in businesses that pay taxes to cover that salary. Or, when staffing reaches the tipping point of being unable to handle all the work and another staff person is needed, then it would be considered at that point.

Doug Meyenburg asked if the Council would consider a resolution to the Minnesota Governor to require him to allow law enforcement to do their jobs with protesters that block traffic, which is against the law. He stated the protesters are not in East Bethel; however, residents may need an ambulance ride and the other day a guy died because the ambulance could not get through the protesters. Meyenburg believed East Bethel and other cities should start a movement to adopt a resolution demanding the Governor allow police to do their job when a protest becomes illegal. He stated he has dealt with friends who have missed appointments due to these protests, which are illegal, and the only way it will be resolved is a groundswell from local governments. Meyenburg noted that all pay Metropolitan Council taxes.

Voss stated that is something to consider. Ronning stated with the current system, the Governor will not answer a letter sent but will pass it off to be investigated. He anticipated the Governor would ask how many problems East Bethel has had. Meyenburg stated he is also Chairman of a State-wide organization that deals with issues on Mille Lacs Lake and the Governor has not been responsive to that issue either. Ronning stated the reality is that it is against the law but also the First Amendment with the right to assembly, speech, and religion.

Meyenburg stated the First Amendment is there until the protester steps off the curb and breaks the law. He stated there are legal protests but a license/permit is needed along with escorts, in some cases, with an established route but when traffic is stopped, that is breaking the law and has nothing to do with the First Amendment.

An audience member commented that the Supreme Court, in the 1960s and 1970s, said you have the right to assembly but cannot impede traffic into a building, on sidewalks, or traffic. He clarified that people cannot impede the rights of other to get into a building, use the roads, or sidewalks. He believed protesters blocking traffic should be in jail.

A resident noted the back side of Coopers Lake was closed in May and asked why the City doesn't have a dog park so the dogs can run free. Mundle stated the Parks & Recreation Commission held a discussion on dog parks but learned it falls under County

jurisdiction. With the park on Coopers Lake, the back area was not closed down but a gate was installed so you can't drive into it, you have to walk there.

7.0
Q&A with
City Council

Randy Plaisance stated he has been working on a dog park and did go to the Park & Recreation Commission, requested information, and discussed the will of the Commission to build a dog park. Some of the things that go along with a dog park is the liability of the City. He stated the dog park off Hanson Boulevard has a combination of responsibility between Andover and Coon Rapids and Anoka County. Plaisance stated the City could work with Anoka County for a dog park on County land or maybe have it as an add-on to a City park. He is still working on this issue and looking at different locations but it will not happen tomorrow, and require funding for fencing, staffing, and garbage cans. He stated another option is to involve those in the dog community to get donations. Plaisance stated he would like a dog park to happen and welcomed any assistance offered.

Ronning stated a big concern is with liability and asked if Anoka County takes on that umbrella. Plaisance stated it would depend on where it is located but someone will have to pay for the insurance on that piece. That has not yet been worked out so a lot more investigation is needed and there has to be involvement with the City, Anoka County, and dog-oriented organizations to build a groundswell of interest and determine if it is something residents are willing to take on.

Voss noted Randy Plaisance is Councilmember-Elect and will take the seat in January.

8.0
Wrap Session

On behalf of the Council, Voss thanked all for attending tonight's Town Hall and invited them to stay around and talk with the Council, staff and consultants.

9.0
Adjourn

Voss declared the Town Hall Meeting adjourned at 8:37 p.m.

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

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

RESOLUTION NO. 2016-62

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

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

WHEREAS the City of East Bethel authorized the creation of TIF district 1-1 in order to facilitate the construction of an approximately 60,000 square foot manufacturing facility in the City (Aggressive Hydraulics).

WHEREAS 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

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

WHEREAS the original TIF plan allotted a total of \$41,080 for administrative expenses over the life of the district.

WHEREAS in order for Fund 435 TIF District 1-1 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$1,100 from fund 435 TIF District 1-1 to the 101 General Fund.

Effective Date. This resolution is effective at 12/7/16.

Adopted this 7th day of December, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven Voss, Mayor

ATTEST:

Jack Davis, City Administrator

**City of East Bethel
Employee Accrued Time Payouts
As of 11/27/16
Paid out on 12/15/16 Check**

City of East Bethel - Employee Vacation Payout

Employees shall only be able to carry over 240 hours of vacation accrued by the last pay period in December of each calendar year. For non-union employees any vacation in excess of 240 hours at year end shall be placed in a health care savings plan.

Name	Position	Amount of Vacation over Cap	Payout to HCSP
Jackie Campbell	Finance Coordinator	112.57	3,563.97
Jack Davis	City Administrator	160.16	9,785.78
Mark DuCharme	Fire Chief	112.16	4,979.90
Total Payout			18,329.65

City of East Bethel - Employee Compensatory Payout

Any compensatory time earned but not used by November 30th of each year will be paid as overtime to the employee on the second pay period in December.

Name	Position	Amount of Comp Time over Cap	Payout
Terry Allen	PW Maintenance	4.88	123.56
Jackie Campbell	Finance Coordinator	0.13	4.12
Chad Citrowske	PW Maintenance	7.5	182.18
Dan Dobbs	PW Maintenance	7	177.24
Jer Haller	PW Maintenance	10	263.20
John Schaser	PW Maintenance	0.5	12.66
Total Payout			762.95

City of East Bethel - Employee Sick Time Payout

The City Administrator shall be allowed to accumulate sick leave beyond the amounts as provided in the City Personnel Policy. Any amounts over the maximum accumulation shall be paid out to the Employee at 50% of the excess accrual and amounts shall be paid into a HCSP as established by the City. The payout amount will be determined on November 30th of each year and be retroactive to January 1, 2016

Name	Position	Amount of Sick Time over Cap	Payout to HCSP
Jack Davis	City Administrator	42.66	2,606.53
Total Payout			2,606.53

City of East Bethel - Cell Phone Reimbursement Payout

The City of East Bethel will reimburse an allowance of \$20 per month for cellular phone service. The employee shall be reimbursed for the year during the final pay period in December. i.e., reimbursement for 2016 will be done in December 2016. Reimbursement requests are due no later than December first

Name	Position	Months Reimbursed	Payout
Colleen Winter	CD Director	12	240.00
Terry Allen	Public Works	12	240.00
Dallas Jelmsberg	Public Works	12	240.00
Dan Dobbs	Public Works	12	240.00
Chad Citrowske	Public Works	12	240.00
Jason Hehir	Public Works	12	240.00
John Schaser	Public Works	12	240.00
Jackie Campbell	Finance Coordinator	5	100.00
Total Payout			1,780.00

Total Payouts			23,479.12
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City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 A 1

Agenda Item:

Hoffman Bros. Sod Sign Variance

Requested Action:

Consider approving a variance for a changeable electronic sign for Ardis Hoffman/dba Hoffman Bros Sod Inc.

Background Information:

Hoffman Brothers Sod requested and applied for a variance for the installation of a changeable electronic sign for their business at 19455 Highway 65 NE, PIN 29-33-23-30-0001. This request was presented to the Planning Commission at their November 29, 2016 meeting.

The proposed sign would be 96 square feet and 20 feet in height. The sign is proposed as a standard 4' x 12' non-changeable business sign in an illuminated cabinet and a changeable 6' x 8' electronic sign below the fixed sign (see Attachment 2).

The zoning of their business location is City Center District and within this designation no changeable electronic signs are permitted. However, Hoffman Bros. Sod is a legal nonconforming use and is therefore allowed one 100 square foot sign that does not exceed the height of the lowest point of the roof of which the sign is associated.

The variance request is for the changeable electronic sign. Our current sign ordinance only allows for a 32 sq. foot display and the Hoffman's proposal requests a 48 sq. ft. reader board display.

Cities must consider "practical difficulties", a legal standard set forth in law, when deliberating applications for variances. Practical difficulties include:

- a. **Reasonableness** - The Hoffman Bros are proposing to install a permitted sign and desire to utilize half of the sign face for a changeable electronic sign. The variance would be 16 SF larger than the allowable 32 SF for an electronic display.

When the Sign Ordinance was adopted in 2007, LED and electronic message boards were not considered customary and traditional types of signage in the City. As these types of signs have gained acceptance as a preferred method of advertising, it is now reasonable to consider these types of signs as the recognized trend in outdoor marketing and communication both in terms of their ability to deliver multiple messages and their need for surface areas in excess of those permitted in our Ordinance.

- b. **Uniqueness** – The Hoffman Bros business occupies ¼ mile of frontage on Highway 65 and there are no conflicts with other adjacent land uses.
- c. **Essential character** - The variance, if granted, will not alter the essential character of the area. The proposed sign would not be out of scale or inconsistent with the surrounding area. The proposed sign would not alter the low density commercial character of this segment of the Hwy. 65 Corridor. The City has a similar sign located 330 feet from the Hoffman’s proposed sign and the Hoffman’s sign would be of a lesser height and at a greater setback than the City Reader Board Sign from the MnDOT right of way.

Attachments:

- 1. Location/aerial photo
- 2. Proposed sign and location
- 3. Applicable code sections

Fiscal Impact

Recommendation(s):

At their meeting on November 29, 2016, the Planning Commission concluded that the request for the variance was valid and by unanimous vote recommended that the City Council consider approval of the request by Hoffman Bros Sod to approve a variance to allow a changeable electronic sign with a display area of 48 SF at 19455 Highway 65 NE.

City Council Action:

Motion by: _____ Second by: _____

Vote Yes: _____ Vote No: _____

No Action Required: _____



Parcel Information

1 in = 94 ft

PIN: 293323130001
 Acres: 21.42
 Owner Name: HOFFMAN ARDIS
 Address1: 19455 HWY 65 NE
 Address 2: EAST BETHEL, MN 55011

Site Address1: 19455 HIGHWAY 65 NE
 Site Address 2: EAT BETHEL, MN 55011-9523
 Zoning: CC
 Shoreland: null
 Legal: THE SW1/4 OF NE1/4 OF SEC 29 TWP 33 RGE 23, EX THAT PRT DESC AS FOL: BEG AT SE COR OF SD 1/4 1/4, TH W ALG S LINE THEREOF 363 FT, TH N PRL/W E LINE OF SD 1/4 1/4 TO N



Item 7.0 A 1 attachment 2

Page 1 of 1



Project

Hoffman Sod

Location

Job Description

Drawing #

005_HoffmanSod_Pylon

Drawn By

BK

Date

11/2/2016

Missing Info.

Approval



THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

This document represents an approximation of colors specified. Actual product colors may vary from this print or digital image. This drawing is property of Signcrafters Outdoor and all rights to its use.



Sec. 54-11. - Nonconforming sign regulations.

- (a) *Nonconformities.* Any nonconforming sign may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:
- (1) The nonconforming sign is discontinued for a period of more than one year.
 - (2) The nonconforming sign is destroyed to the extent of greater than 50 percent of its market value.
 - (3) The sign is relocated on the building and/or parcel.
- (b) *Signs erected under comprehensive sign plan requirements.* Any signs erected under a comprehensive sign plan approved by city council shall not be considered nonconforming.
- (c) *Existing nonconforming signs.* Except as otherwise provided in this chapter, the provisions of this chapter are not intended to alter, diminish, increase, or otherwise modify any rights or liabilities imposed upon nonconforming or prohibited signs existing prior to adoption of the ordinance from which this chapter is derived. Any act done, offense committed, or rights accruing or accrued, or liability or penalty incurred or imposed prior to adoption of the ordinance from which this chapter is derived, is not affected by this chapter.
- (d) *Maintenance and repair.* Nothing in this chapter will be construed as relieving the owner or user of a legal nonconforming sign or the owner of the property on which the legal nonconforming sign is located from the provisions of this chapter regarding safety, maintenance, and repair of signs contained in this chapter provided, however, that any repainting, cleaning, and other normal maintenance or repair of the sign or sign structure shall not modify the sign structure or copy in any way which makes it more nonconforming or the sign will lose its legal nonconforming status.
- (e) *Signs for nonconforming uses.* Based upon the city's zoning ordinance set forth in Appendix A to this Code, in cases where a use is legally nonconforming, all existing or proposed signs will be considered conforming if they are in compliance with the sign provisions for the most restrictive zoning district in which the use is allowed.

(Ord. No. 41B, subd. 11, 9-5-2007)

Sec. 54-9. - Signs in the highway commercial (B-3) district and the light industrial (I) district.

Within the B-3 district and the I district, nameplate and business signs are permitted subject to the following:

- (1) On parcels with buildings containing one principal use, the aggregate square footage of sign space per parcel shall not exceed the sum of four square feet for each front foot of building. The maximum area per individual sign placed on a building shall not exceed 200 square feet. One freestanding monument sign shall be allowed for each parcel with a surface not to exceed 100 square feet. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with.
- (2) On parcels with buildings containing more than one principal use, the owner of the building must submit a comprehensive sign plan for total building signage for approval by the planning commission. The total signage for such a building shall not exceed four square feet for each front foot of building. The maximum area per individual sign placed on a building may not exceed 200 square feet. One freestanding monument sign shall be allowed for each total parcel with a surface not to exceed 100 square feet. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with.
- (3) No sign or any part thereof shall be located closer than 20 feet to the front property line, five feet to the side property line,⁹ or five feet to the rear property line.¹⁰

⁹Exception: 15 feet when abutting a side street, or 35 feet when abutting a residential district.

¹⁰Exception: 15 feet when abutting a residential district.

- (4) Business park monument identification signs. Business park monument identification signs are permitted per roadway access point to a business park and shall be in addition to any other ground sign permitted upon the parcel on which it is located. Business park signs will be subject to site plan approval by city council, and the following criteria will apply:
 - a. The sign shall be of the monument variety and may be placed at all entrance points within the development provided the sign applicant controls the property by easement or title.
 - b. Information on the sign shall contain no more than the name and address of the park, and the management or developer thereof.
 - c. Stylized logos may be incorporated into the sign and shall be included in the allowable square footage.
 - d. The gross surface area shall not exceed 40 square feet for each exposed face.
 - e. Sign height shall not project higher than ten feet from grade. Landscaping plans for the area around the base of the sign shall be completed and reviewed as part of the site plan approval process.

(5)

Parcels within 200 feet of Highway 65 are allowed one additional freestanding monument sign not to exceed 100 square feet per parcel. The parcel is limited to one freestanding monument sign to be placed perpendicular to Highway 65. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with.

(Ord. No. 41B, subd. 9, 9-5-2007)



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. It is further intended that light industrial and related commercial uses be the predominate use of land within the light industrial district.

2. - Permitted uses.

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

B. Industrial condominium/multi-tenant structure.

C. Manufacturing.

D. Medical science uses.

E. Office.

F. Recreation—Public.

G. Research facility.

H. Warehousing and distribution.

I. Wholesaling.

J. Adult uses.

K. Self-service storage.

L. Construction sales and service.

M. Motor vehicle service station with minor or major repairs.

N. Essential services, government.

O. Other similar uses to those permitted in this section as determined by the zoning administrator.

Retail Also

3. - Accessory uses.

A. Trash enclosure service structure.

B. Other uses customarily associated with a permitted use as determined by city council.

4. - Conditional uses.

A. Detached accessory structure.

B. Place of worship.

C. Daycare facility—Licensed.

D. Essential services—Utility substations.



Sec. 54-3. - General provisions.

- (a) *Scope of regulations.* The sign regulations set forth in this chapter shall apply to all structures and all land uses in the city.
- (b) *Compliance with standards.* No person shall place, erect, or maintain a sign, nor shall a lessee or owner permit property under his control to be used for any sign that does not conform to the requirements of this chapter.
- (c) *Permitted districts—Electronic changeable signs.* Electronic changeable signs are allowed in the limited business (B-1), central business (B-2), highway commercial (B-3), light industrial (I), and public/institutional (P/I) districts, and may occupy the sign area allowed for freestanding monument signs.
- (1) The changeable sign must not exceed 32 square feet.) - *Variance needed*
- (2) The changing message must be no more than one time every three minutes.
- (3) The changeable sign must not have intermittent flashing lights or exhibit a noticeable change in color or intensity.
- (4) The changeable sign must not give the illusion of motion.
- (5) One changeable sign is allowed per parcel.
- (d) *Same—Manual changeable signs.* Manual changeable signs are allowed in the limited business (B-1), central business (B-2), highway commercial (B-3), light industrial (I), and public/institutional (P/I) districts, and may occupy 20 square feet of the sign area allowed for freestanding monument signs.
- (e) *General regulations.* The following general regulations shall apply to all signs and districts:
- (1) *Comprehensive sign plan.* A comprehensive sign plan shall be required for multitenant buildings and shopping centers. The comprehensive sign plan for the structure shall be submitted to the city and shall be of sufficient scope and detail to permit a determination as to whether or not the plan is consistent with the regulations of this chapter. The effect of the comprehensive sign plan is to require the owner of a structure to determine and have approved by the city the specific individual tenant sign requirements.
- (2) *Illumination.* Symbols, statues, sculptures, and integrated architectural features on nonresidential buildings may be illuminated by floodlights provided the source of light is not directed toward the public right-of-way or any adjacent residential district. Such artwork will have 25 percent of the area considered as a sign.
- (3) *Prohibited in public rights-of-way or easements.* Signs, other than governmental signs, are prohibited within the public rights-of-way or easements.
- (4) *Nonconforming use.* Signs existing on the effective date of the ordinance from which this chapter is derived that do not conform to the regulations set forth in this chapter are a nonconforming use.
- (5) *Permanent signs.* No permanent sign shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 A 2

Agenda Item:

Interim Use Permit to keep Farm Animals

Requested Action:

Consider Granting an Interim Use Permit to Nick and Rachael Nelson to keep farm animals at 22350 Bataan St NE

Background Information:

The Nelsons are requesting an Interim Use Permit (IUP) to keep farm animals, 4 dwarf goats, 2 horses and 4 chickens on their property. The lot is fenced and there is a stable on site with an additional fenced pen for the dwarf goats.

The lot size is 4.75 acres and the total pasture area is 3.0 acres. The chickens will be housed in a coop which will be located 125 feet away from the nearest property line.

The Nelsons purchased the property in June 2016 and the original owners of the property had four horses. The property is zoned Rural Residential.

There were no objections voiced at the Public Hearing conducted for this IUP at the November 15, 2016 Planning Commission Meeting.

Attachments:

Attachment 1 – Location map

Attachment 2 – Draft IUP

Fiscal Impact:

Recommendation(s):

At their November 15, 2016 meeting, the Planning Commission recommended, by a vote of 6 – 1, that City Council consider approval of an IUP for keeping of 2 horses, up to 4 dwarf goats and 4 chickens for Nick and Rachael Nelson, 22350 Bataan St NE, PIN 03-33-23-32-0002 with the following conditions:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and the City.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
 - a. The property is sold, or
 - b. Non-compliance of IUP conditions

4. Property owner shall have thirty (30) days to remove the approved domestic farm animals upon expiration of the IUP.
5. Conditions of the IUP must be met no later than January 7, 2017. IUP will not be issued until all conditions are met. Failure to meet conditions will result in the null and void of the IUP.
6. The IUP shall be for a term of three (3) years at which time the applicant will be required to re-apply for an IUP.
7. Property will be inspected and evaluated annually by city staff.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



Parcel Information

PIN: 033323320002
Acres: 4.75

Owner Name: CASHIN JIM L
Address1: 22350 BATAAN ST NE
Address 2: EAST BETHEL, MN 55011

Site Address1: 22350 BATAAN ST NE
Site Address 2: EAT BETHEL, MN 55011-9523
Zoning: RR
Shoreland: null

Legal: N1/2 OF SE1/4 OF NW1/4 OF
SW1/4 OF SEC 3 TWP 33 RGE 23; EX
RD; SUBJ TO EASE OF REC

1 in = 94 ft



September 28, 2016

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: December 7, 2016

Property Owner/Applicant: Nicholas and Rachael Nelson

Parcel Location: 22350 Bataan St NE
Anoka County
East Bethel, MN 55011

Parcel Number: 03-33-23-32-0002

Present Zoning District: RR-Rural Residential

IUP REQUEST: to allow for an interim use permit for the purpose of owning and caring for no more than 6 chickens at 22350 Bataan St NE, East Bethel, Minnesota 55011.

PLANNING COMMISSION ACTION

A public hearing was held by the Planning Commission of the City of East Bethel on November 15, 2016, at which all persons interested were given an opportunity to be heard. The Planning Commission recommended approval of the IUP with conditions.

CITY COUNCIL ACTION

The City Council considered the matter at its meeting on December 7, 2016 and approved the IUP with conditions.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and a notary.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
 - a. The property is sold
 - b. The IUP expires, or
 - c. Non-compliance of IUP conditions
4. Property owner shall have thirty (30) days to remove the approved domestic farm animals upon expiration of the IUP.



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 A 3

Agenda Item:

Northway Motor Sports Site Plan Application, 21429 Ulysses St

Requested Action:

Consider approval of the Site Plan for Northway Sports

Background Information:

Per City Code, Appendix A, Zoning, Section 4 and 28, a site plan review is required prior to the issuance of a building permit for new construction or additions to commercial buildings greater than ten percent of the existing building area.

Northway Sports is proposing a 6,800 square foot addition to their business at 21429 Ulysses St. The proposed addition will be on both the south and north side of the building. The existing parking and storm water retention facilities meet the standards required by City Code.

Upon application for a building permit, those other requirements of the Site Review Plan, including but not limited to lighting, signage, landscaping and architectural and grading plans, will be reviewed and any additional requirements will be made part of the permit.

Attachments:

Attachment 1 - Building Plan Sheets

Attachment 2 - Location

Attachment 3 - City Engineer's comments

Fiscal Impact:

To be determined

Recommendation(s):

At their meeting on November 15, 2016, the Planning Commission reviewed the Site Plan for Northway Sports Expansion Project and unanimously recommended that the City Council consider approval of the Site Plan as presented with the following conditions:

- Continued compliance with all applicable City Ordinances
- Final approval of Building and Fire Codes
- Satisfaction of City Engineer's comments

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Rosa
Architectural
Group
Inc.

1084 Sterling Street
St. Paul, Minnesota 55119
tel: 651-739-7988
fax: 651-739-3165

BUILDING
ADDITION FOR
NORTHWAY SPORTS

21429 ULYSSES ST. NE
EAST BETHEL, MN 55011

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____

SIGNED: _____

DATE: _____ REG. NO. _____

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____

SIGNED: _____

DATE: _____ REG. NO. _____

PROJECT NUMBER: 21614

DATE: AUG. 31, 2016

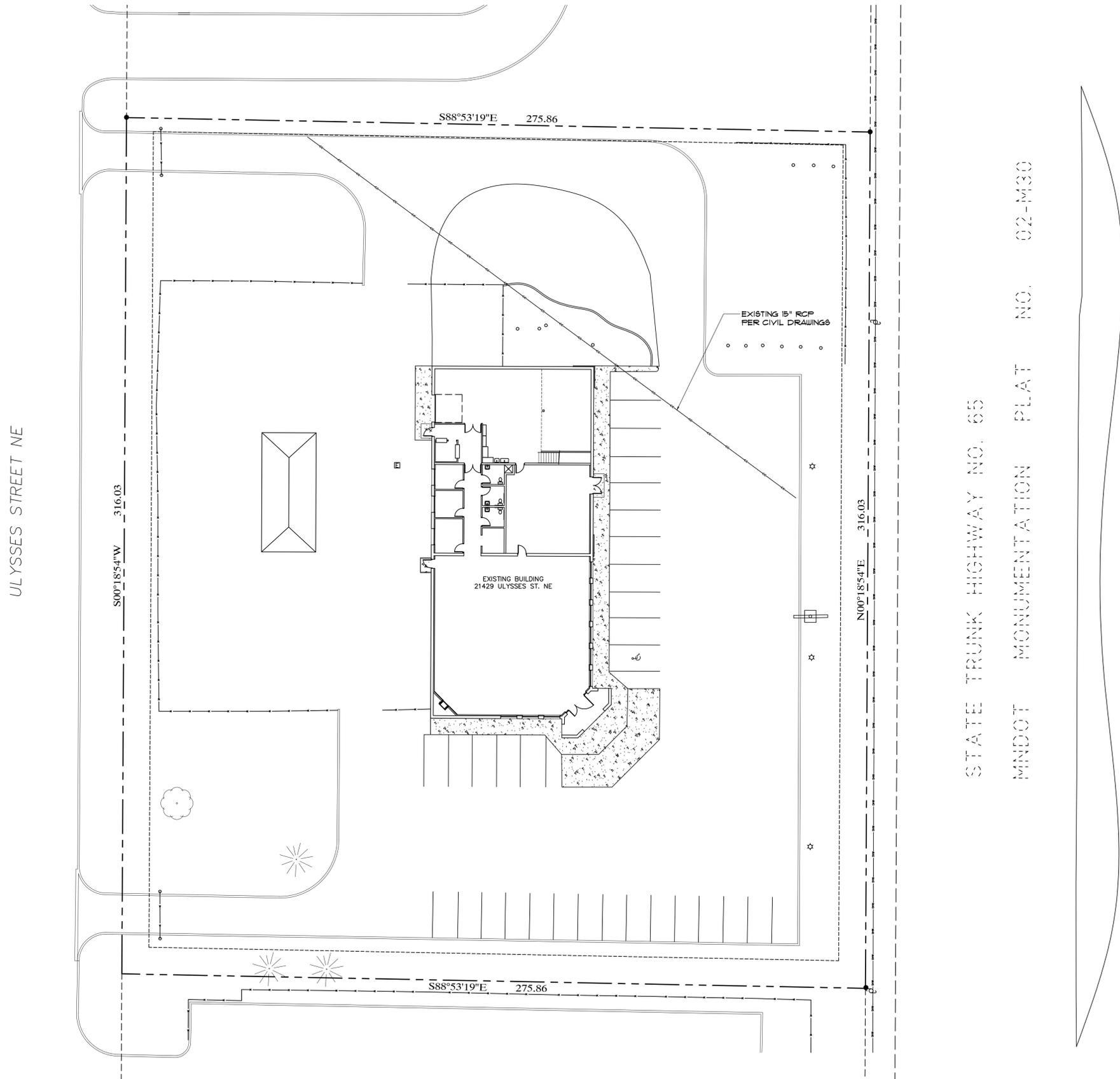
DRAWN BY: JL

CHECKED BY: RR

REVISIONS: _____

EXISTING
SITE PLAN

A1.1



ULYSSES STREET NE

STATE TRUNK HIGHWAY NO. 65

MNDOT MONUMENTATION PLAT NO. 02-M30

1
AU
EXISTING SITE PLAN
1" = 20'-0"



Rosa
Architectural
Group
Inc.

1084 Sterling Street
St. Paul, Minnesota 55119
tel: 651-739-7988
fax: 651-739-3165

BUILDING
ADDITION FOR
NORTHWAY SPORTS

21429 ULYSSES ST. NE
EAST BETHEL, MN 55011

ULYSSES STREET NE



STATE TRUNK HIGHWAY NO. 65

PLAT NO. 02-1430

PROPOSED SITE PLAN
1"=20'-0"



indicates Addition

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____

SIGNED: _____

DATE: _____ REG. NO. _____

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____

SIGNED: _____

DATE: _____ REG. NO. _____

PROJECT NUMBER: 21614

DATE: AUG. 31, 2016

DRAWN BY: JL

CHECKED BY: RR

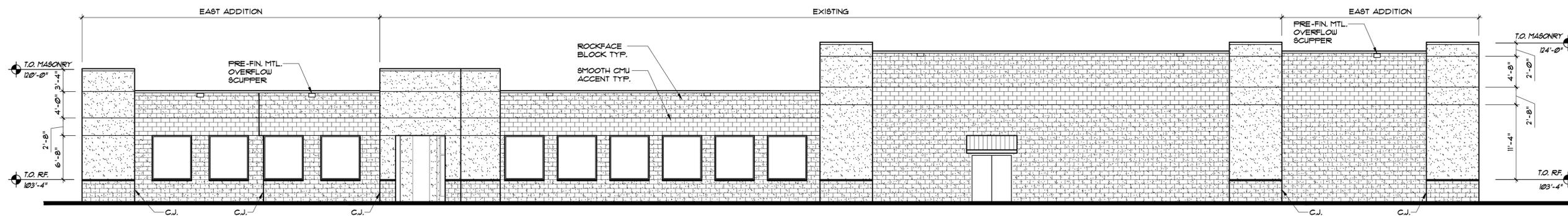
REVISIONS: _____

PROPOSED
SITE PLAN

A2.1

BUILDING
ADDITION FOR
NORTHWAY SPORTS

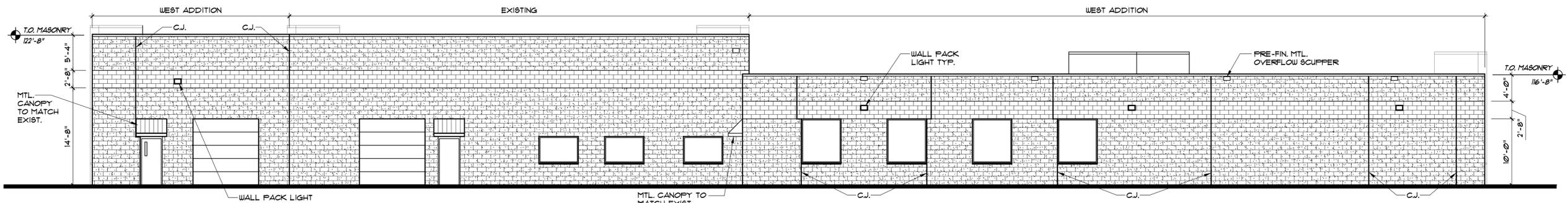
21429 ULYSSES ST. NE
EAST BETHEL, MN 55011



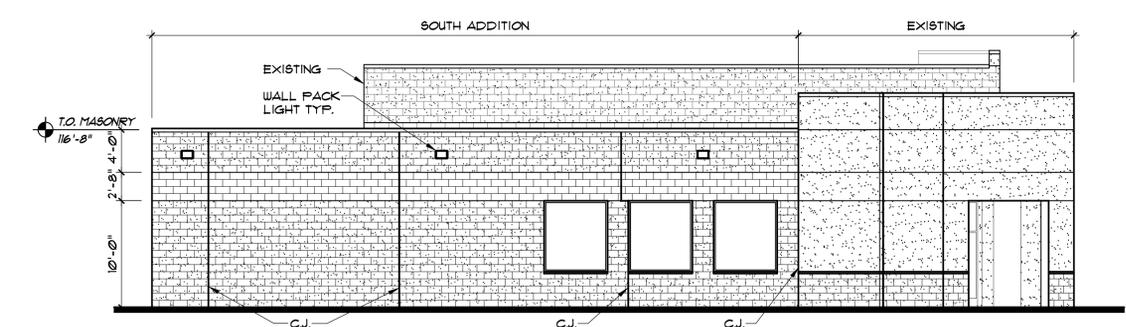
1 NEW BUILDING ELEVATION (EAST)
1/8" = 1'-0"

NOTE: G.C. TO REVIEW SIGNAGE AND WALL PACK REQ'D. WITH OWNER

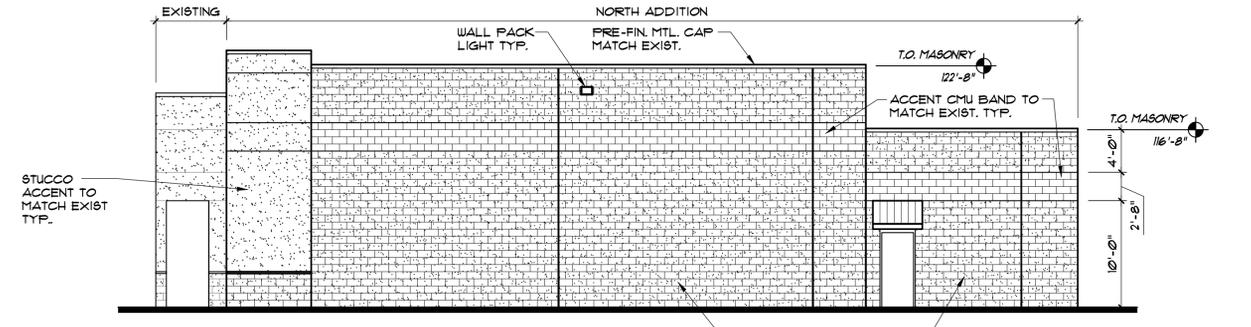
GENERAL NOTES:
1. ALL EXISTING MAIN FLOOR TO BE ELEVATION 100'-0".
2. ALL EXISTING BUILDING TOP OF FOOTING TO BE 96'-8".



2 NEW BUILDING ELEVATION (WEST)
1/8" = 1'-0"



3 NEW BUILDING ELEVATION (SOUTH)
1/8" = 1'-0"



4 NEW BUILDING ELEVATION (NORTH)
1/8" = 1'-0"

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____
SIGNED: _____
DATE: _____ REG. NO. _____

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____
SIGNED: _____
DATE: _____ REG. NO. _____

PROJECT NUMBER: 21614
DATE: AUG. 31, 2016
DRAWN BY: JL
CHECKED BY: RR
REVISIONS: _____

PROPOSED
ELEVATIONS

A4.1



Parcel Information

1 in = 94 ft

PIN: 083323340014

Acres: 2

Owner Name: KBDD PROPERTIES LLC

Address1: 21429 ULYSSES ST NE

Address 2: EAST BETHEL, MN 55011

Site Address1 : 21429 ULYSSES ST NE

Site Address 2: EAT BETHEL, MN 55011-9523

Zoning: B-2

Shoreland: Null

Legal: LOT 2 BLOCK 5 OAKWOOD TRAILS



November 29, 2016

Colleen Winter, Community Development Director
City of East Bethel
2241 - 221st Avenue N.E.
East Bethel, MN 55011-9631

RE: Northway Sports Addition

Dear Colleen:

As requested, we have reviewed the above referenced application. The site is located on Lot 2, Block 5 of Oakwood Trails. This project consists of a building addition and parking lot expansion for Northway Sports. The following information has been submitted for review:

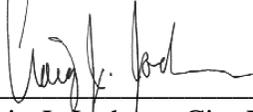
1. Preliminary civil site plans C1, C2 and C3, by Plowe Engineering, Inc., dated October 17, 2016.

We have the following comments:

1. Remove the word "Preliminary" from the plans.
2. Clearly label that inlet protection will be provided on the four onsite catchbasin openings and the one catchbasin on Ulysses Street near the north driveway.
3. The driveway shall be constructed per City Standard Plate 702. Add City Standard Plate 702 to the plans. Provide details on how the pavement on Ulysses Street will be repaired for the new driveway extension.
4. Label the proposed casting types on the plan.
5. From the elevations shown south of the south driveway it appears that the gutter on Ulysses Street flows north. Clarify the gutter grades and flow direction arrows. Clarify the top of curb and gutter grades.
6. To the extent possible, the new parking area should be directed to the internal storm sewer system. Can the northwest corner of the new parking stalls be raised such that the gutter flows east?

If you have any questions regarding these comments, please call me at 763-427-5860.

Sincerely,
Hakanson Anderson



Craig J. Jochum, City Engineer

CJJ:dmb

cc: Jack Davis, City Administrator
Nate Ayshford, Public Works Manager
Nick Schmitz, Building Official/Code Enforcement Officer
Charles Plowe, Plowe Engineering, Inc.
Curt Strandlund, Classic Construction



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 A.4

Agenda Item:

Site Plan Review for Hidden Prairie Wedding and Events (PIN 08-33-23-11-0005)

Requested Action:

Consider approval of the Site Plan for Hidden Prairie Wedding and Events

Background Information:

Per City Code, Appendix A, Zoning, Section 4 and 28, a site plan review is required prior to the issuance of a building permit for new construction or additions to commercial buildings greater than ten percent of their existing building area.

Lisa Palm appeared before the Planning Commission on Feb. 1, 2016 and requested a Conditional Use Permit (CUP) to build a wedding and event center at 1700 221st Ave NE, East Bethel MN 55011. This will be a 10,000 SF facility with the capacity to accommodate up to 350 persons. Future improvements propose an outdoor wedding area and up to six cabins for overnight guests.

The CUP was approved by the City Council on February 17, 2016. As one of the conditions of the CUP, a site plan was required to be submitted and approved by the City Council. The site plan addresses City Code requirements regarding access, lighting; parking; exterior storage, screening; signage; building design; utilities; grading, environmental issues and landscaping.

In addition to the City Code requirements, Ms. Palm entered into an Easement Agreement with the City of East Bethel regarding the placement and construction a private entrance drive on City Right of Way to access her building. Per the agreement, the drive would remain private until extension of the street would be required to access property to the west and south of 1700 221st Ave. At that time, the drive with additional construction would be converted to a public street.

Attachments:

- Attachment 1 – Location Map
- Attachment 2 – Building Plans
- Attachment 3 – Site Plan
- Attachment 4 – Easement Agreement
- Attachment 5 – City Engineer’s Letter of Conditions

Fiscal Impact:

To be determined

Recommendation(s):

At their November 29, 2016 meeting, The Planning Commission voted unanimously to recommend that the City Council consider approval of the Site Plan for Hidden Prairie Wedding and Events as presented in the Attachments and subject to:

- Continued compliance with all applicable City Ordinances
- Final approval of Building and Fire Codes
- Addressing City Engineer’s comments

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Item 7.0 A.4, attachment 1



Parcel Information

1 in = 376 ft

PIN: 083323110005

Acres: 30.298198

Owner Name: GENEVIEVE T SYLVESTER LP

Address1: 933 135TH CT NE

Address 2: EAST BETHEL, MN 55011

Site Address1:

Site Address 2: EAT BETHEL, MN 55011-9523

Zoning: split

Shoreland: Null

Legal: THAT PT OF NE 1/4 OF NE 1/4 OF SEC 8

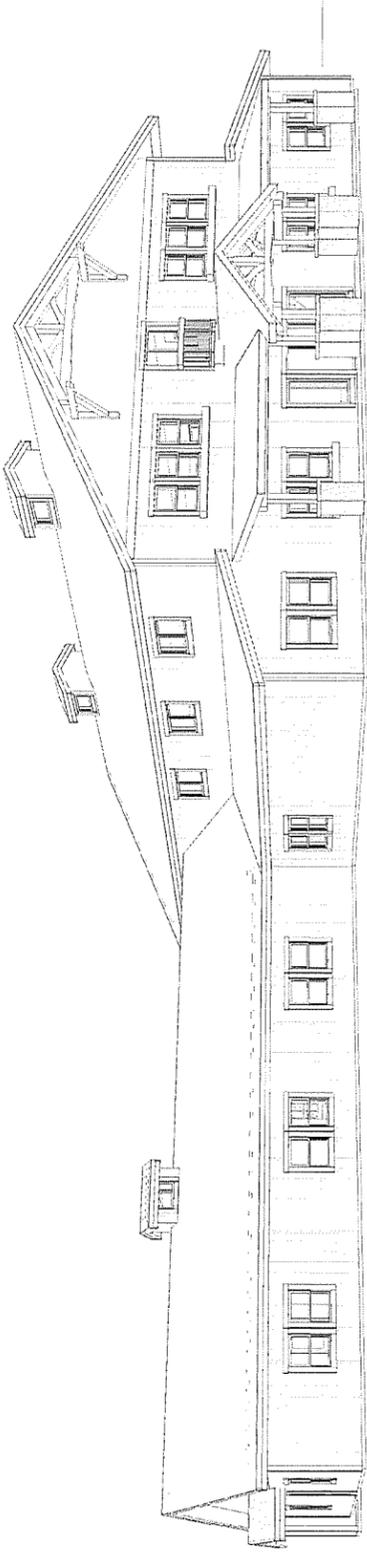
TWP 33 RGE 23, EX S 100 FT OF E 120 FT AND

EX THAT PT OF NE 1/4 OF NE 1/4 OF SEC 8 TWP

33 RGE 23 DESC AS FOL: BEG AT NE COR OF SD



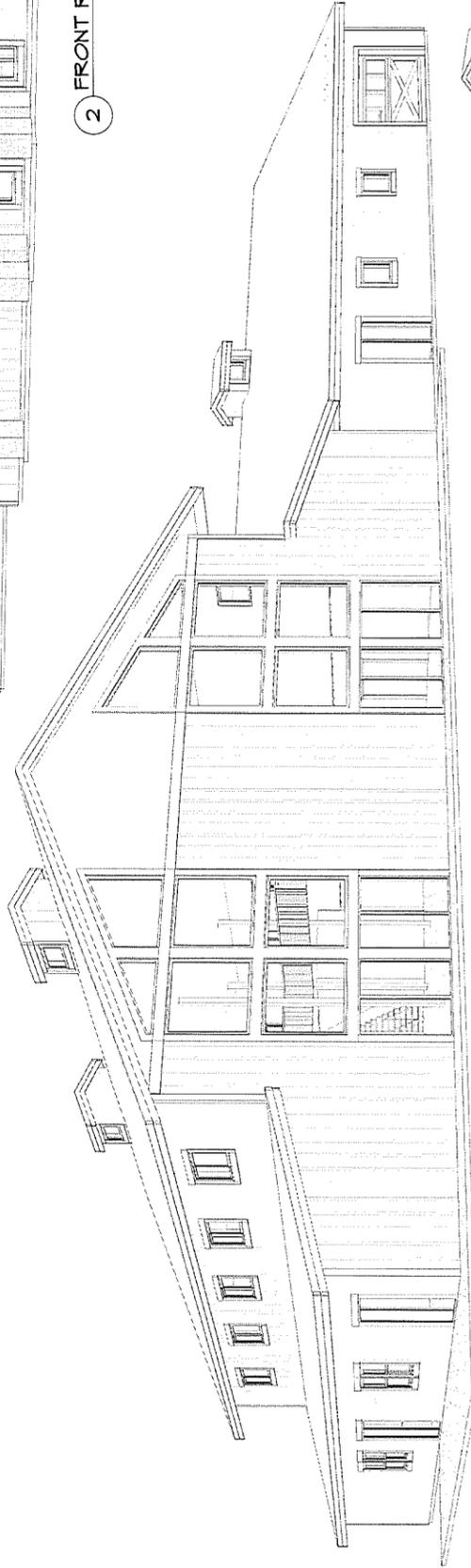
Item 7.0 A.4, attachment 2



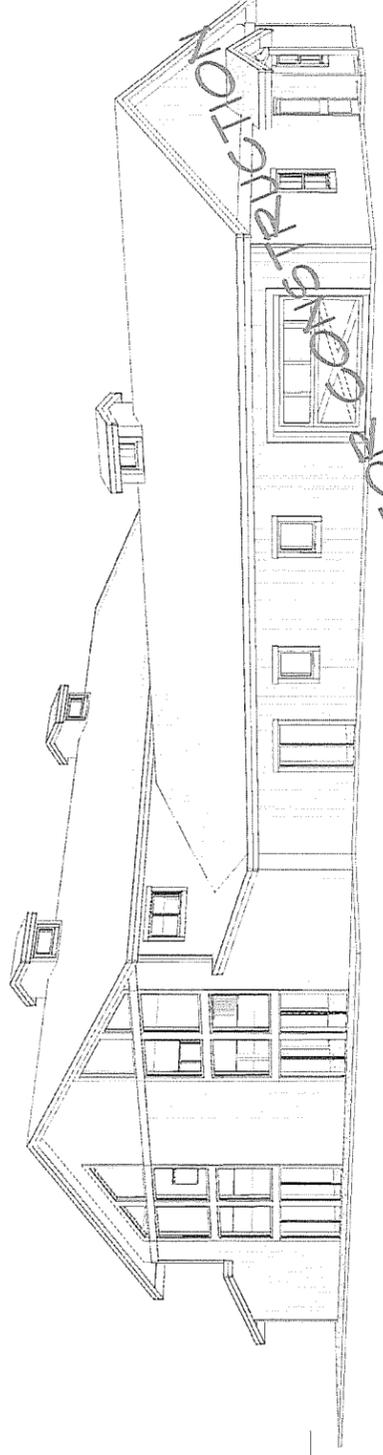
1 FRONT LEFT



2 FRONT RIGHT



3 REAR LEFT



4 REAR RIGHT

11251 SE 292nd AVE



DAMASCUS, OR 97089

PALM WEDDING VENUE
1700 221ST AVE. NE
EAST BETHEL, MN
55011

3D VIEWS

Drawn By
CTR
11/17/2016 2:45:21 PM

Drawing Index
No. Date Description

A-100

Item 7.0 A.4, attachment 2

11251 SE 282nd AVE



DAMASCUS, OR 97084

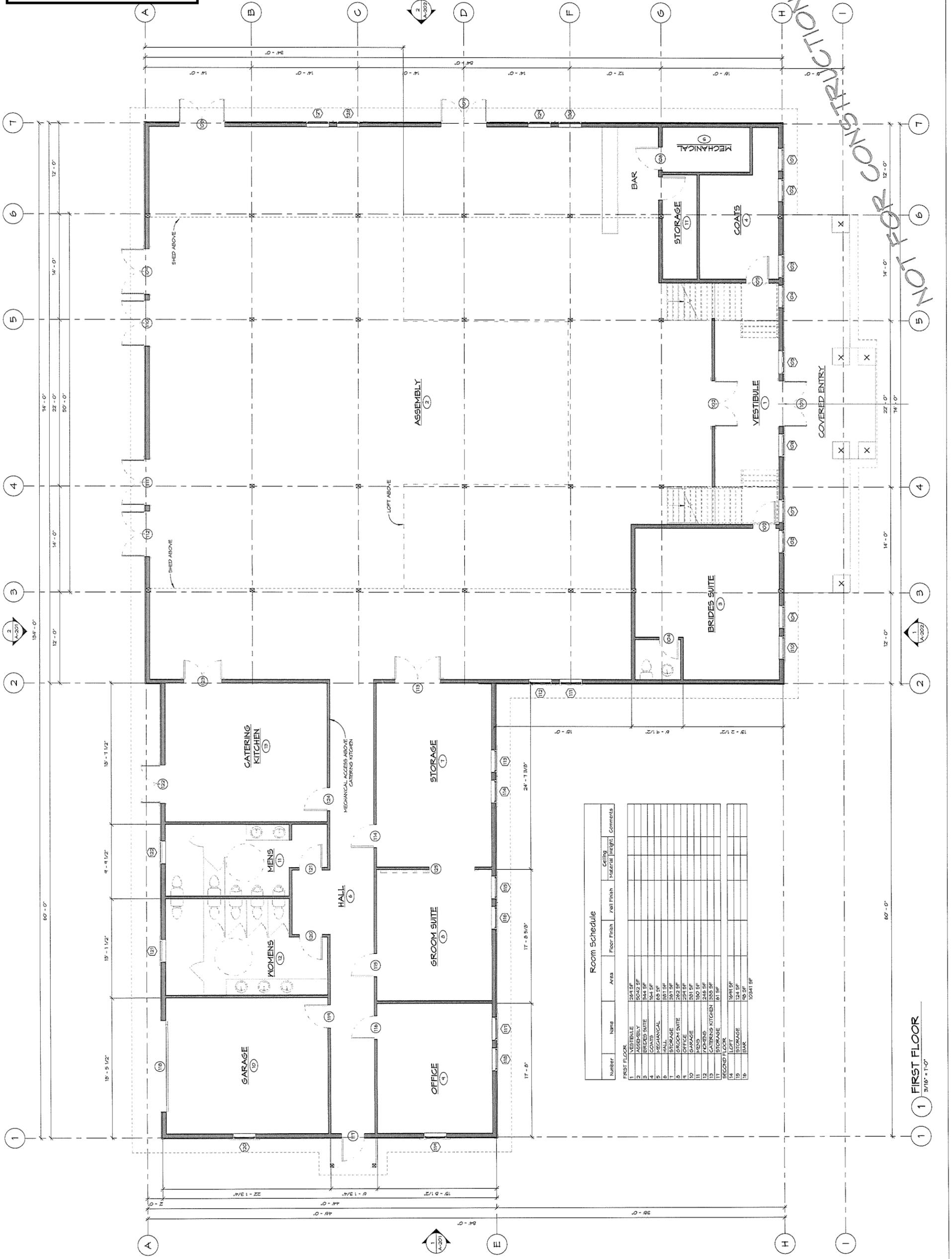
PALM WEDDING VENUE
1700 221ST AVE, NE
EAST BETHEL, MN
55011

FIRST FLOOR

Drawn By
CTR
11/17/2016 2:45:23 PM

Drawing Index
No. Date Description

A-101



Room Schedule

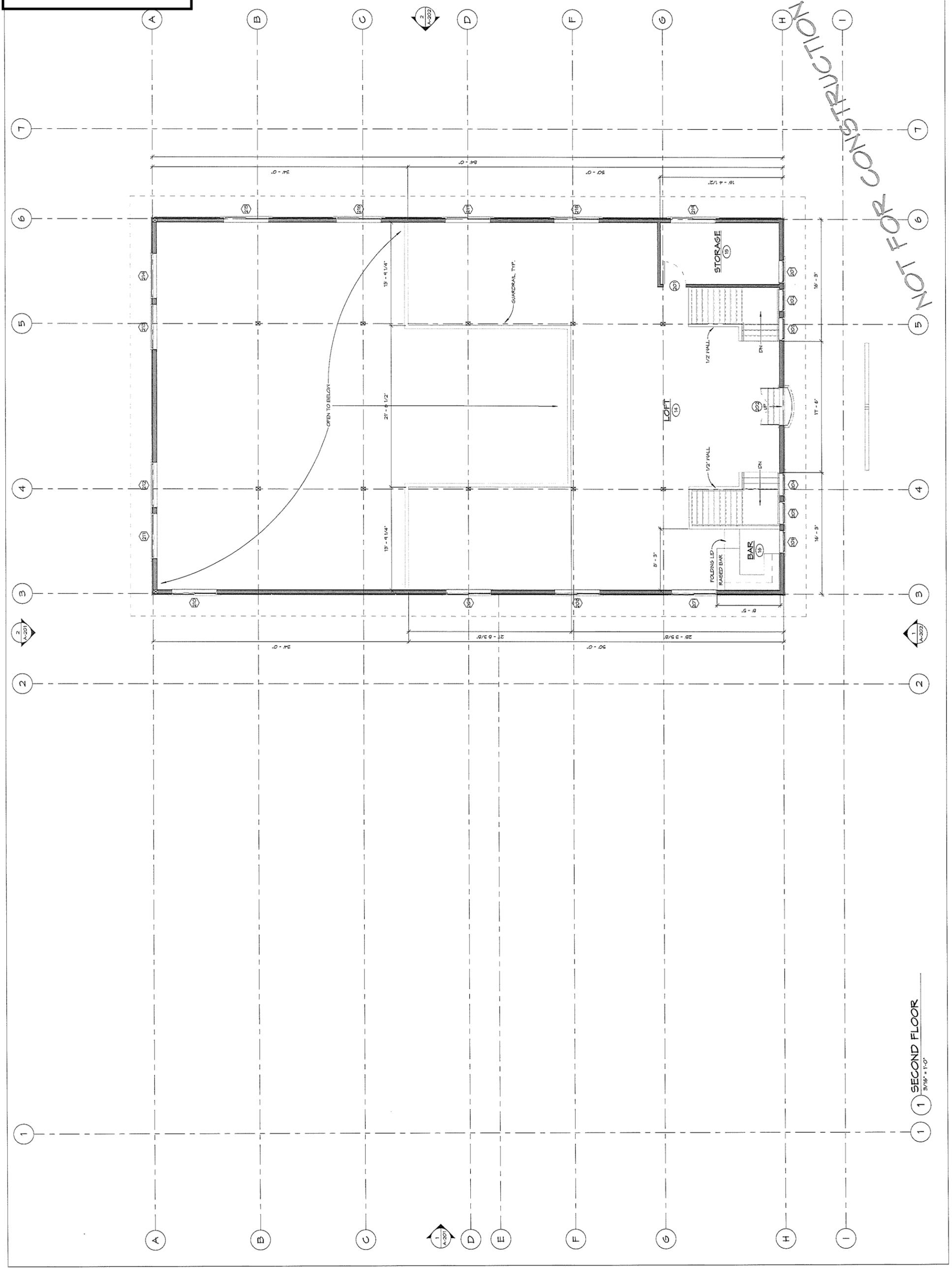
Number	Notes	Area	Floor Finish	Wall Finish	Ceiling	Material	Height	Comments
FIRST FLOOR								
1	VESTIBULE	264 SF						
2	ASSEMBLY	5042 SF						
3	BRIDES SUITE	342 SF						
4	OFFICE	64 SF						
5	MECHANICAL	65 SF						
6	HALL	397 SF						
7	STORAGE	367 SF						
8	GROOM SUITE	262 SF						
9	COATS	258 SF						
10	MECHANICAL	150 SF						
11	STORAGE	150 SF						
12	WOMEN'S	246 SF						
13	CATERING KITCHEN	330 SF						
14	MECHANICAL	61 SF						
SECOND FLOOR								
15	STORAGE	168 SF						
16	STORAGE	124 SF						
17	BAR	18 SF						
		10341 SF						

NOT FOR CONSTRUCTION

1 FIRST FLOOR
3/16" = 1'-0"

Item 7.0 A.4, attachment 2

1251 SE 232ND AVE 	DAMASCUS, OK 74001 PALM WEDDING VENUE 1700 221ST AVE. NE EAST BETHEL, MN 55011	SECOND FLOOR	Drawn By CTR 11/17/2016 2:45:24 PM	NO. Date Description	A-102
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NOT FOR CONSTRUCTION

1 SECOND FLOOR
3/16" = 1'-0"

11/17/2016 2:45:24 PM

Item 7.0 A.4, attachment 2

11251 SE 232nd AVE



DAMASCUS, OR 97084

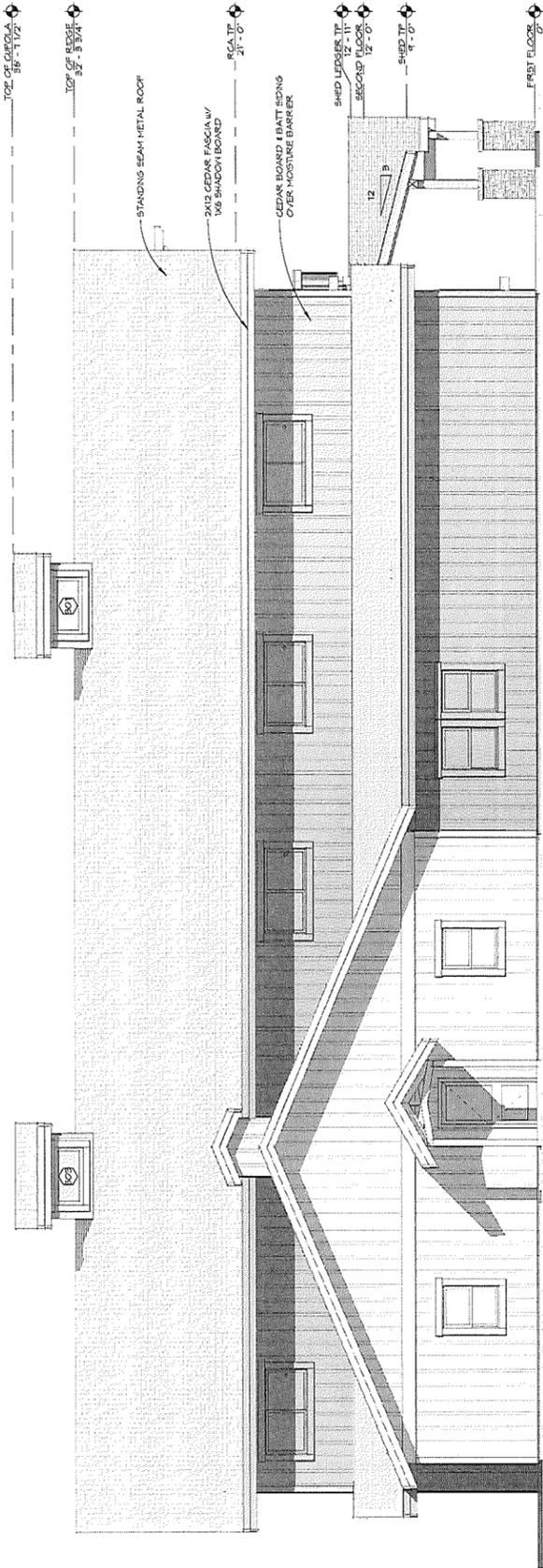
PALM WEDDING VENUE
1700 221ST AVE, NE
EAST BETHEL, MN
55011

ELEVATIONS

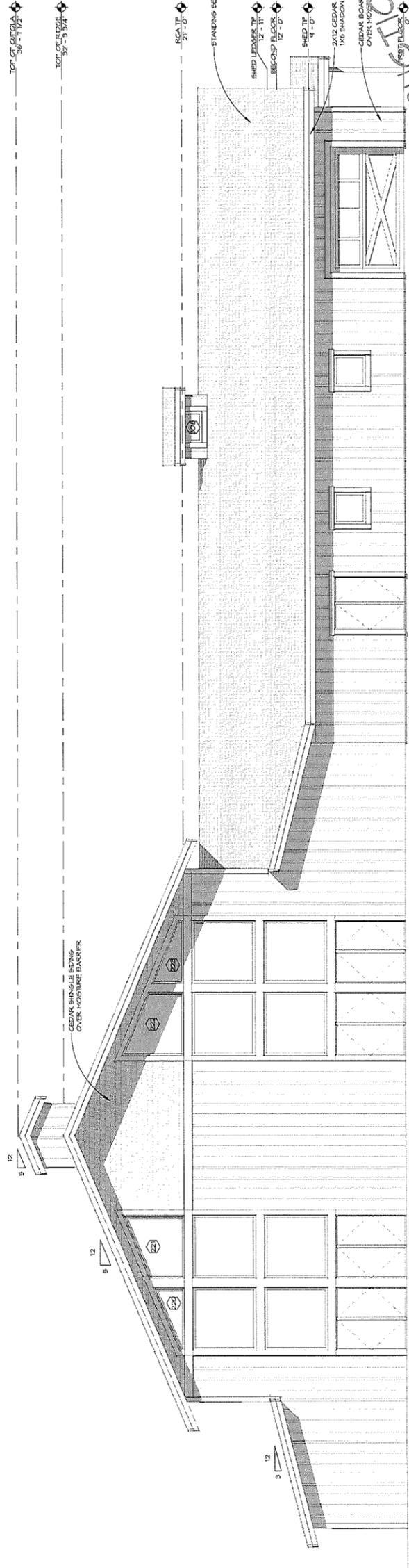
Drawn By
CTR
11/17/2016 2:45:34 PM

Drawing Index
No. | Date | Description

A-201



1 LEFT
3/16" = 1'-0"



2 REAR
3/16" = 1'-0"

NOT FOR CONSTRUCTION

11251 SE 232ND AVE



DANASCOUS, OR 97084

PALM WEDDING VENUE
1700 221ST AVE, NE
EAST BETHEL, MN
55011

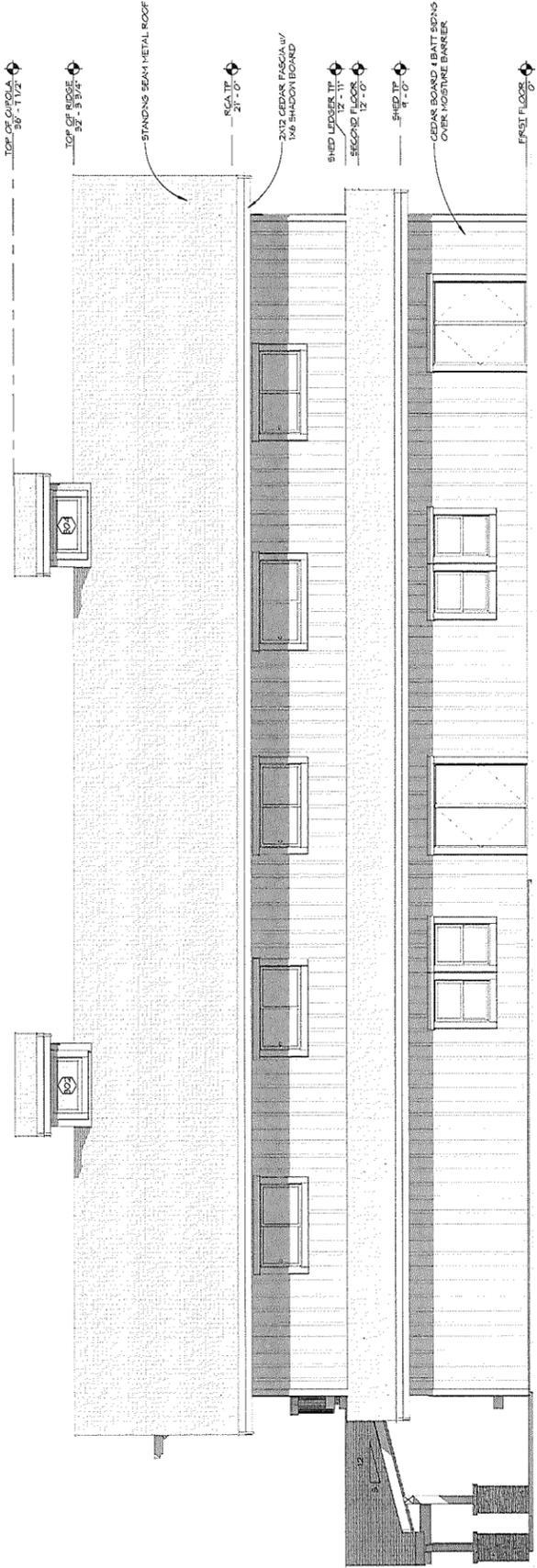
ELEVATIONS

Drawn By
CTR
11/17/2016 2:45:41 PM

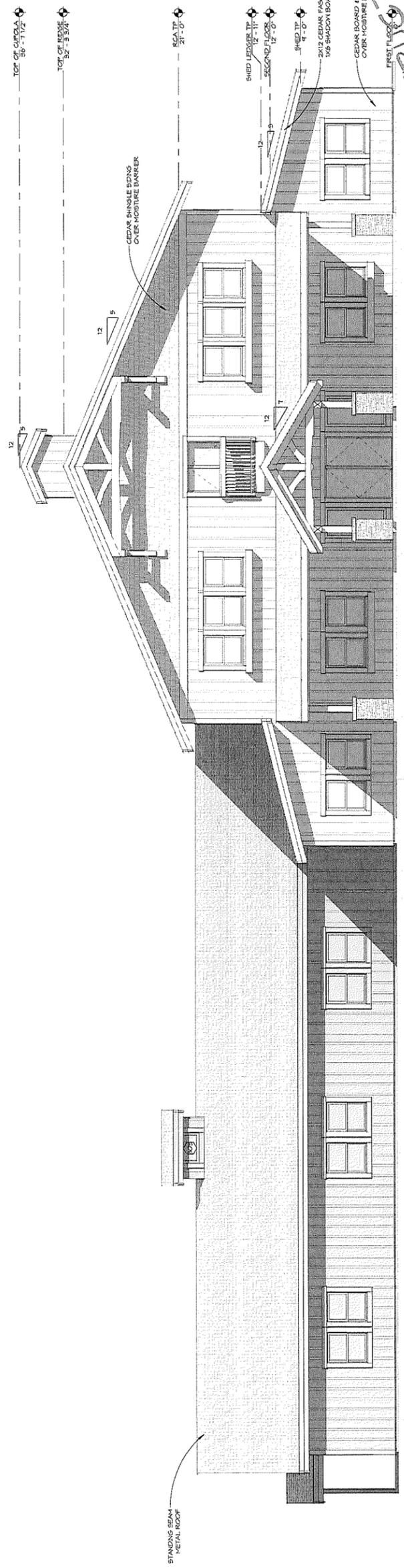
No.	Date	Description

A-202

Item 7.0 A.4, attachment 2



2 RIGHT
3/16" = 1'-0"



1 FRONT
3/16" = 1'-0"

NOT FOR CONSTRUCTION

PROJ. NO. 18-1652	DATE NOVEMBER 15, 2016
C.W.P.	REVISION DESCRIPTION
ORIGINAL DATE	DATE

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 CHARLES W. PLOWE
 LIC. NO. 18227
 DATE: 11/15/2016

HIDDEN PRAIRIE WEDDINGS & EVENTS
 EAST BETHEL, MINNESOTA
 ABERDEEN STREET NE

PREPARED FOR:
 CLIENT NAME??

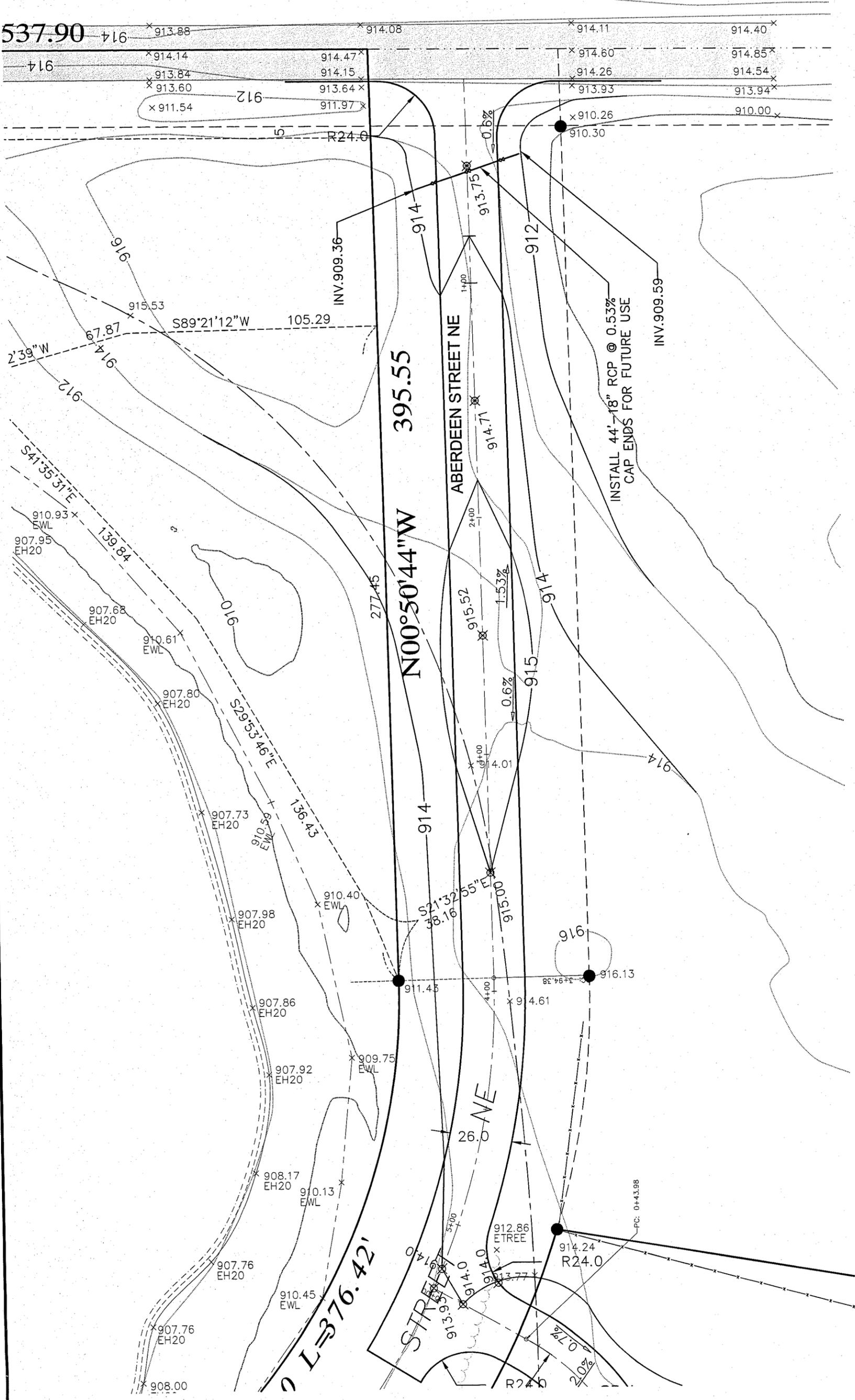


PLOWE ENGINEERING, INC.
 SITE PLANNING & ENGINEERING
 5774 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701



G2

Item 7.0 A.4, attachment 3



ABERDEEN STREET
HIDDEN PRAIRIE WEDDINGS & EVENTS



Know what's below.
 Call before you dig.

CERTIFICATE OF SURVEY
 for CLASSIC CONSTRUCTION
 of HIDDEN PRAIRIE WEDDINGS SITE

PROPERTY DESCRIPTION:

The Northeast Quarter of the Northeast Quarter of Township 33, Range 23, Anoka County, Minnesota, containing 100 feet of the east 120 feet of said Northeast Quarter of the Northeast Quarter described as follows:

Beginning at the northeast corner of said Northeast Quarter of the Northeast Quarter; thence South 01 degree 00 minutes 37 seconds, west 100 feet to the east 120 feet of the east 120 feet of the Northeast Quarter; thence North 88 degrees 59 minutes 22 seconds, west a distance of 229.79 feet; thence North 80 degrees 22 minutes 34 seconds, west a distance of 108.24 feet; thence South 01 degree 14 minutes 27 seconds, east a distance of 346.00 feet to a central point of 18 inches diameter iron monument; thence North 89 degrees 10 minutes 03 seconds, east a distance of 333.21 feet to the north line of said Northeast Quarter of the Northeast Quarter; thence South 89 degrees 10 minutes 03 seconds, west a distance of 782.70 feet to the point of beginning.

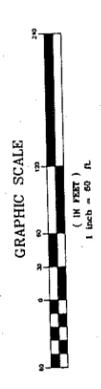
Also EXCEPT Parcel 2, CITY OF EAST BETHEL, ROAD RIGHT OF WAY PLAT NO. 4, Anoka County, Minnesota.

NOTES:

- Field survey was completed by E.C. Rud and Sons, Inc. on 10/17/2016.
- Bearings shown are on Anoka County datum.
- This survey was prepared using an Old Republic National Title Insurance Company Commitment for Title Insurance, File No. 62583, Supplement No. 1, Issue dated 6/6/2016.
- Contours shown on this survey are MN-DNR Lidar, supplemented with additional field survey notes.
- BENCHMARK: Anoka County Benchmark No. 2025. Elevation = 919.76 (NAD 83 datum)
- Parcel ID No: 08-33-23-11-0005.

LEGEND

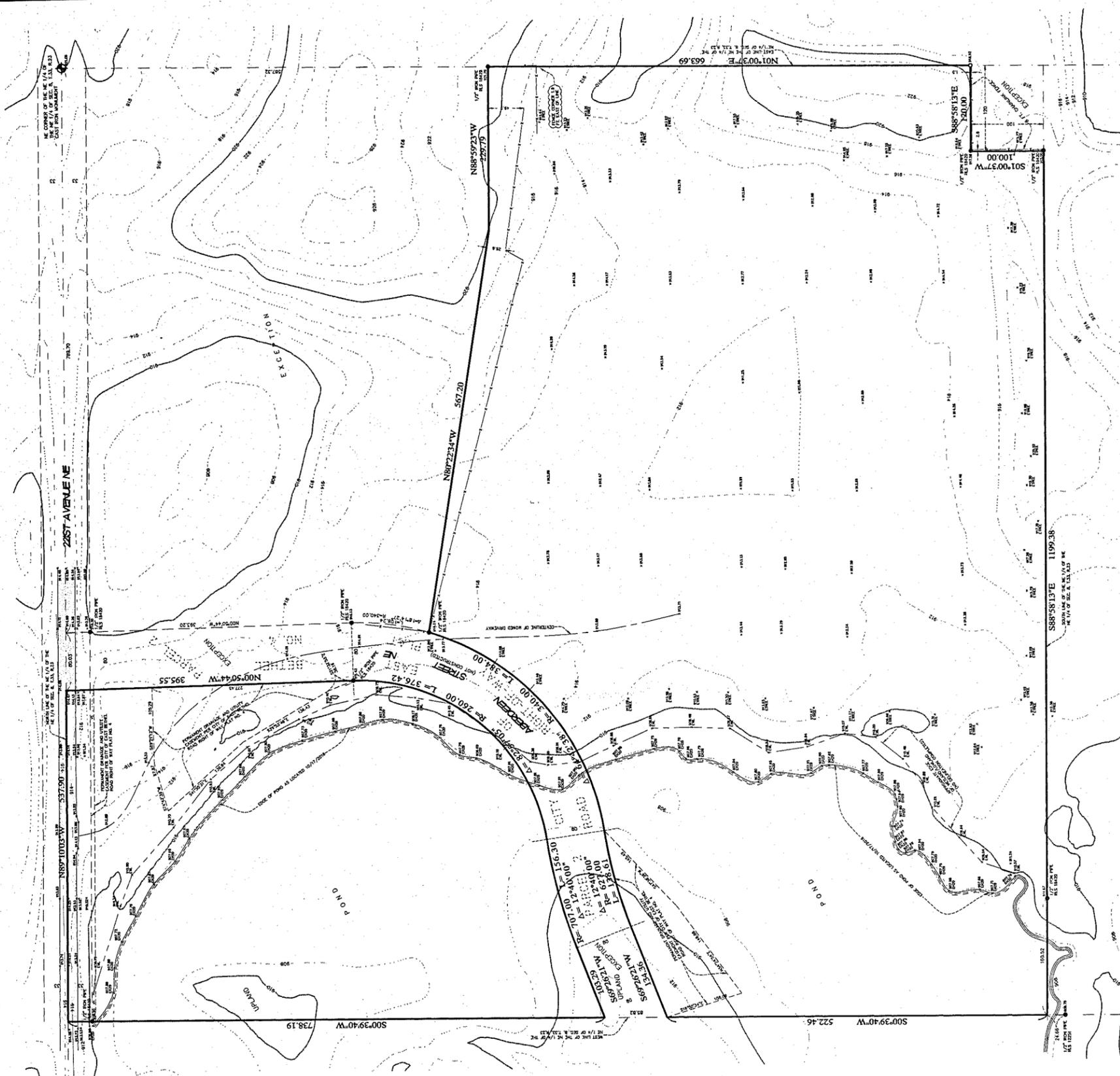
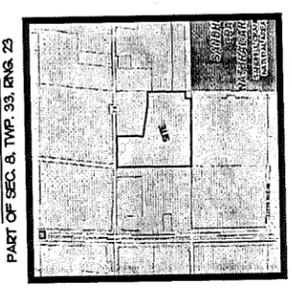
- DENOTES IRON MONUMENT FOUND AS LISTED
- DENOTES IRON MONUMENT NOT FOUND AS LISTED
- ⊕ DENOTES EXISTING SCOT ELEVATION
- ⊗ DENOTES EXISTING CONTOURS (LIDAR)
- DENOTES TREE LINE
- DENOTES FENCE
- DENOTES BITUMINOUS SURFACE



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

JAMES E. RUD
 Date: 10/31/2016 License No. 41578

VICINITY MAP



NO.	DATE	DESCRIPTION	BY
1			
2			

1481481

E.C. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel: (651) 361-8200 Fax: (651) 361-8701
 www.ecrud.com

Return to:
Eckberg Law Firm
Attn: Mark J. Vierling
1809 Northwestern Avenue
Stillwater, Minnesota 55082

**NON-EXCLUSIVE TEMPORARY
EASEMENT AGREEMENT**

**NON-EXCLUSIVE TEMPORARY
EASEMENT AGREEMENT**

THIS NON-EXCLUSIVE TEMPORARY EASEMENT AGREEMENT (the "Agreement") is made this 7th day of September, 2016, by and between Barn Goddesses LLC (a Minnesota limited liability company) d/b/a Hidden Prairie Weddings & Events (the "Grantee") and the CITY OF EAST BETHEL, MINNESOTA, a municipal corporation and political subdivision located in Anoka County, Minnesota (the "Grantor").

WITNESSETH:

WHEREAS, the Grantor is the owner in fee simple of real estate located in the City of East Bethel, Minnesota, described on the attached Exhibit A (the "Grantors Property").

That for and in consideration of the sum of **ONE DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION**, the receipt of which is hereby acknowledged, the Grantor has this day bargained and sold, and by these presents does convey unto the Grantee, its successors and assigns the following:

1. Non-Exclusive Temporary Driveway Easement. A non-exclusive temporary easement to allow Grantee to locate a private driveway upon lands identified in Exhibit A with the right to enter upon the real estate hereinafter described at any time that the Grantee may see fit and locate, maintain and use a private driveway subject to the following terms and conditions:

- a) That both parties to this agreement understand, acknowledge and agree that the nature of the temporary permission allowed by the City of East Bethel is non-exclusive, permissive and temporary in nature and that this permission may be rescinded by the City at any time for any reason that the City determines that a public purpose or safety concern reasonably requires the utilization of the area within the drainage/utility easement.
- b. All improvements placed within the city right of way by Grantee shall upon termination of this agreement shall become the property of the City. All subgrade improvements shall be constructed by Grantee using materials brought

in from offsite. Once constructed Grantee shall not modify or change the improvements without the written permission of the City.

- b) Grantee shall hold harmless and indemnify the City of East Bethel from any and all loss or damage resulting in the placement of these improvements and from their failure to comply with the requirements of this agreement, including, but not limited to, expenses the City incurs in removing the improvements if necessary or remediating problems resulting therefrom in the City's lands.
- c) No permanent property rights are created by this Agreement. Additionally no rights superior to other utilities located or to be located within the affected right of way are granted hereby. Grantee assumes the risk of damage, replacement, dislocation or other displacement of their improvements by the City of East Bethel or other utility providers located or to be located within the affected easement as may be deemed necessary by the City of East Bethel.
- d) Any and all expenses or liabilities that occur due to conflicts with utilities that are using the easement under a city permit are solely the responsibility of the Grantee and this agreement is subordinate to such utilities.
- e) Grantee shall be responsible for the applications and payment of any and all fees for entrance permits to county roads and shall copy the city on all such applications.
- f) Grantee in construction of the private driveway shall be compliant with all regulatory requirements from applicable governing units including but not limited to wetland requirements and regulations, Army Corp of Engineer permits, Wetland mitigation, Anoka County permit and requirements. This Agreement does not waive or relinquish the need to complete required permits for land disturbance or grading required under codes of the City of East Bethel.
- g) Grantee shall list the City as an additional insured under its liability insurance policies relative to occurrences and or injuries that may occur upon the private driveway located under this agreement. A copy of the certificate of insurance shall annually be provided to the city during the term of this agreement.
- h) Grantee agrees that the private driveway may be converted and absorbed by the City into part of its roadway systems at any time the city determines in its discretion and especially when the access to the Lot (Reference PID # Anoka County 08-33-23-12-0006) is required by the city at the corner of 221st street and Highway 65. At any of such times this agreement shall terminate.

- i) Grantee acknowledges and agrees that upon conversion of the private driveway into the public street systems by the City that Grantee may be assessed for those public improvements however value will be assigned by the city and credit given only to the value of Grantee's subgrade improvements previously authorized and located under this agreement with that value being determined by the city. Other than by credit applied to a possible road assessment no payment by the City to Grantee for these improvements shall be made.
- j) The private driveway authorized by this agreement shall be constructed solely at Grantee's cost and expense and be constructed subject to specifications and final location established by the City Engineer, meet standards established for Fire Codes, emergency and fire vehicle access standards and further constructing the entrance drive to meet City subgrade standards and drainage requirements.
- k) Grantee agrees that until such time as this agreement is terminated Grantee shall maintain and keep the private driveway in good condition and repair, remove snow therefrom and otherwise keep same passable and in good condition and compliant with Fire Code Road requirements.
- l) Grantee shall be responsible for any inspection costs the City incurs during the construction of the private driveway by the city's consulting engineer.
- n) Grantee agrees that at such time the City constructs its public roadway over the area occupied by the private driveway Grantee shall not make any claim for damages of business interruption or income loss resulting from the limited access to its premises that may occur during the construction of the City's roadway. The City will use its best efforts to maintain reasonable access to the Grantee's business during the construction period for the public roadway.
- o) The Temporary Non-Exclusive Easement is to be located in the City of East Bethel, State of Minnesota, upon land legally described on Exhibit A attached hereto.

BARN GODDESSES, LLC

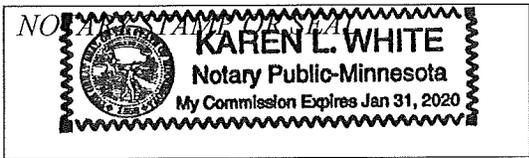
Lisa Palm
By: Lisa J Palm
Its: Owner

X
By: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this 4th day of October, 2016, before me, a Notary Public, within and for said County and State, personally appeared Lisa Palm and n/a of **BARN GODDESSES, LLC**, respectively its owner and n/a to me personally known, who being by me first duly sworn, did say that they are the duly authorized officers of **BARN GODDESSES, LLC** and have signed said instrument as the free act and deed of **BARN GODDESSES, LLC**.

Karen L White
Notary Public



THIS INSTRUMENT DRAFTED BY:
MARK J. VIERLING
Eckberg Lammers, P.C.
1809 Northwestern Avenue
Stillwater, Minnesota 55082

EXHIBIT A

**GRANTOR'S PROPERTY
LEGAL DESCRIPTION**

City lands upon which the Licensee's private driveway may be located subject to City engineer's specification and direction as to placement.

**DESCRIPTION OF THE NORTHERLY 700 FEET OF ABERDEEN STREET NE, SOUTH OF
221ST AVENUE NE**

That part of Parcel 2, (Aberdeen Street N.E.) according to the recorded plat of CITY OF EAST BETHEL ROAD RIGHT-OF-WAY PLAT NO. 4, Anoka County, Minnesota, that lies east of the west 343.00 feet of the Northeast Quarter of the Northeast Quarter of Section 8, Township 33, Range 23, said Anoka County.

November 29, 2016

Item 7.0 A.4, attachment 5

Colleen Winter, Community Development Director
City of East Bethel
2241 - 221st Avenue N.E.
East Bethel, MN 55011-9631

RE: Hidden Prairie Weddings and Events

Dear Colleen:

As requested, we have reviewed the above referenced application for Hidden Prairie Weddings and Events. This project consists of the new construction of a commercial building and associated parking lot and driveway. The following information has been submitted for review:

1. Preliminary civil site plans C1, C2 and C3, prepared by Plowe Engineering, Inc., dated November 15, 2016.
2. Certificate of Survey, prepared by E.G. Rud & Sons, Inc., dated October 31, 2016.

We have the following comments:

1. The Contractor will need to obtain an NPDES construction permit from the Minnesota Pollution Control Agency prior to the start of construction.
2. No erosion control is shown on the plans.
3. The finished floor elevation on Sheet C1 doesn't match Sheet C3.
4. The 913 contour goes off the Sheet on C3.
5. The culvert shown on Sheet C2 does not match what has already been constructed.
6. The applicant shall apply for and obtain a driveway permit from Anoka County. Provide a copy of the permit when received.
7. Provide the soil boring information for review.
8. It is our understanding that the current plan is to only gravel the driveway, that is within the City right-of-way, at this time. It is not clear from the plans provided what is proposed for a surface design. Provide details as necessary.
9. Provide details for the proposed parking lot and driveway that is off the City right-of-way.

10. The driveways and parking area must be in conformance with the Fire Apparatus Access Road requirements. This information has been provided to the project geotechnical engineer.
11. Provide stormwater calculations to show the design meets the City engineering standards, the Upper Rum River Watershed Management Organization and the NPDES construction permit requirements.
12. Add the normal and 100-year elevations to the ponds and adjacent wetland.
13. The first 600 feet of the proposed driveway is within the City right-of-way. All utilities shall be installed such that they do not interfere with the future service road construction, including road construction, pipe construction, and pond grading. A permit will be required from the City to install any utilities within the right-of-way. A portion of the draft service road plans are attached for reference. A complete set of plans are available upon request. Add any proposed utilities, within the City right-of-way, to the plans including location and depth.
14. Review and submit all items required per the "Site Plan Process and Checklist" and Section 4, Subpart 12 of the Zoning Code.
15. Review Section 22, Subpart 4 of the Zoning Code for driveway and parking lot requirements.

If you have any questions regarding these comments, please call me at 763-427-5860.

Sincerely,
Hakanson Anderson



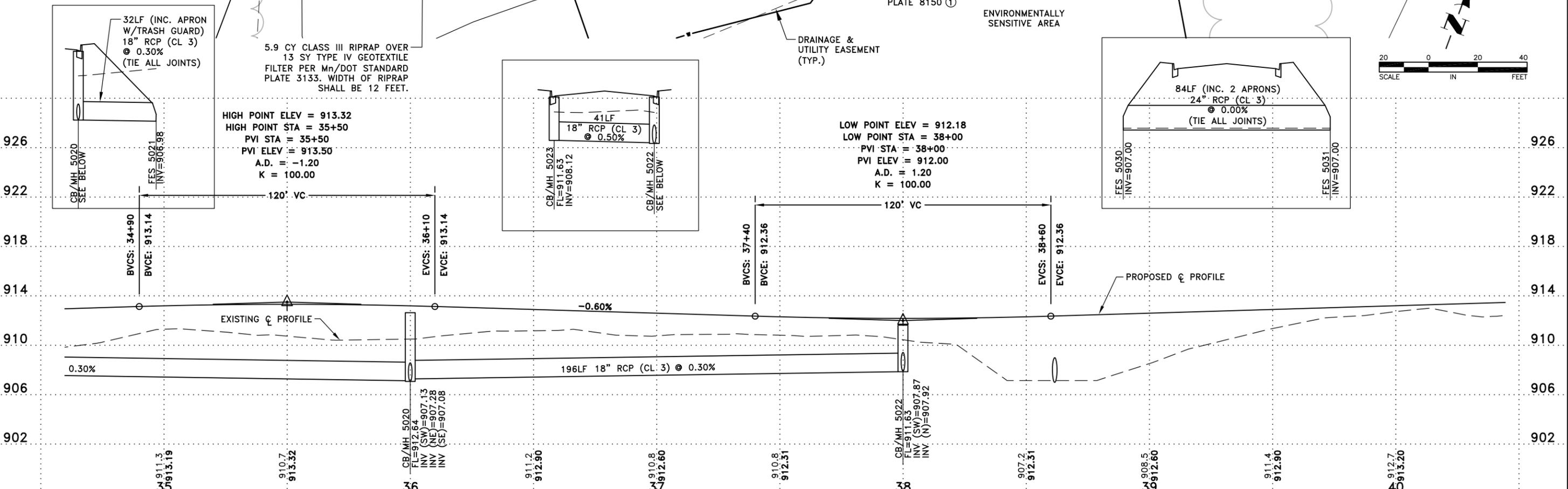
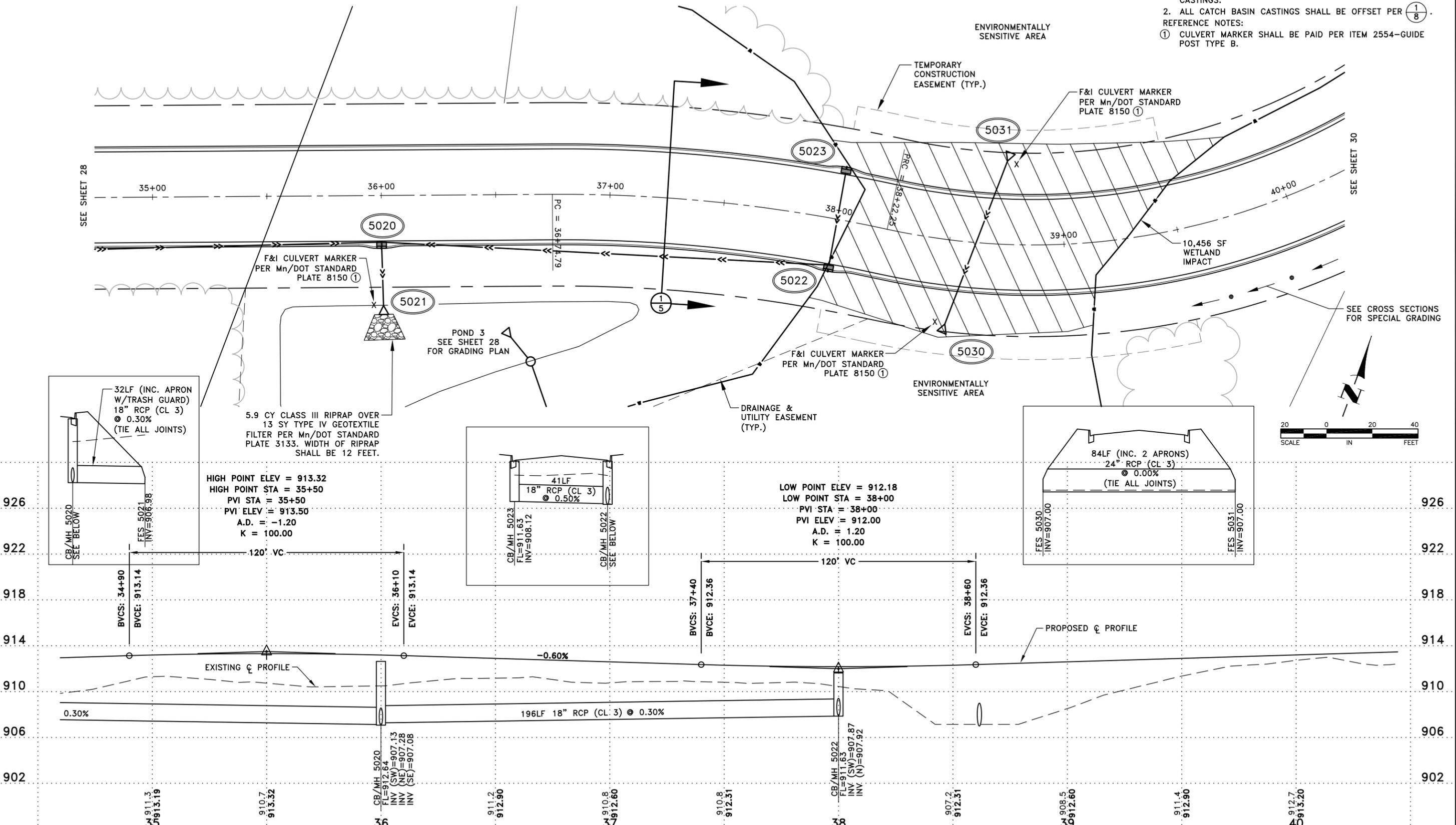
Craig J. Jochum, City Engineer

CJJ:dmb

- cc: Jack Davis, City Administrator
Nate Ayshford, Public Works Manager
Mark Ducharme, Fire Chief
Nick Schmitz, Building Official/Code Enforcement Officer
Charles Plowe, Plowe Engineering, Inc.
Jason Rud, E.G. Rud & Sons
Curt Strandlund, Classic Construction

PI STA	OFFSET	NORTHING	EASTING	DELTA	RADIUS	LENGTH
37+48.52	-4.10	221541.91	509177.36	12°40'00"	667.00	147.46

- GENERAL NOTES:
- SEE STORM SEWER SCHEDULE ON SHEET 4 FOR STORM SEWER STATIONS, OFFSETS, MANHOLE SIZES AND CASTINGS.
 - ALL CATCH BASIN CASTINGS SHALL BE OFFSET PER 1/8".
- REFERENCE NOTES:
- CULVERT MARKER SHALL BE PAID PER ITEM 2554-GUIDE POST TYPE B.



Mar 25, 2016 - 10:26am
K:\oad_eng\PROJECTS\MUNICIPAL\EB340\dwg\EB340 STREET PP.dwg

DATE	REVISION
3/30/11	Mn/DOT REVIEW #1

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

Craig J. Jochem
 Date 12/20/10 Lic. No. 23461

DESIGNED BY:	TAE
DRAWN BY:	DMS
CHECKED BY:	CJJ



Hakanson Anderson
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.hakansonanderson.com

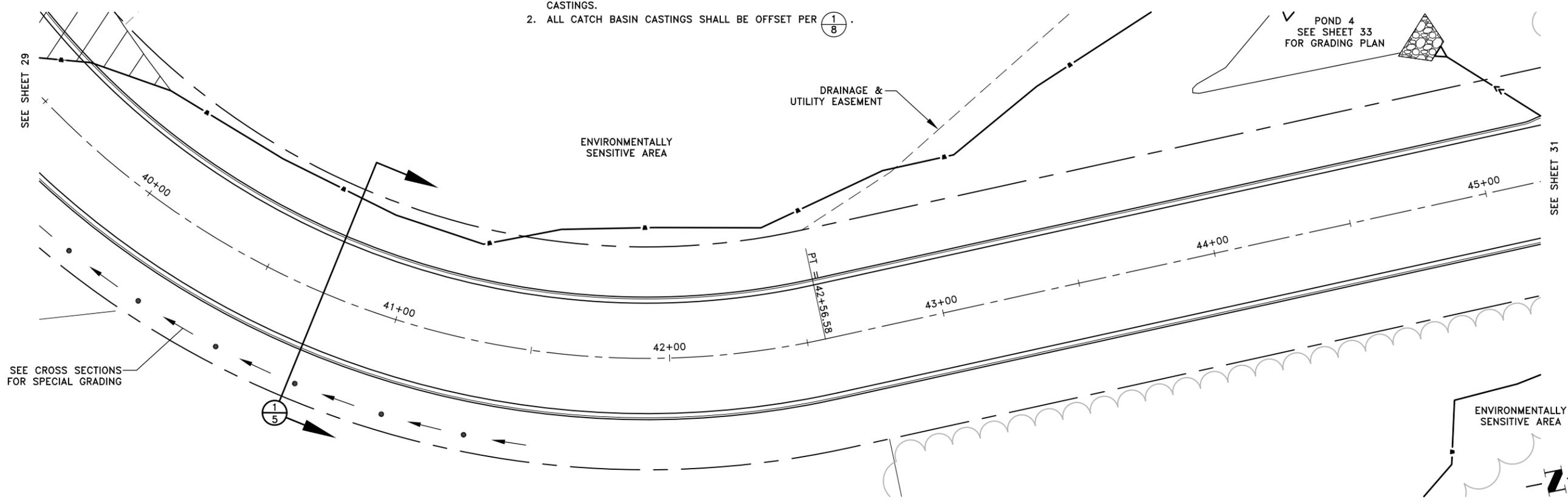
S.P. 0208-144 (TH 65)
 S.A.P. 203-102-006

STREET CONSTRUCTION AND DRAINAGE PLAN
 ABERDEEN STREET NE
 CITY OF EAST BETHEL, MINNESOTA

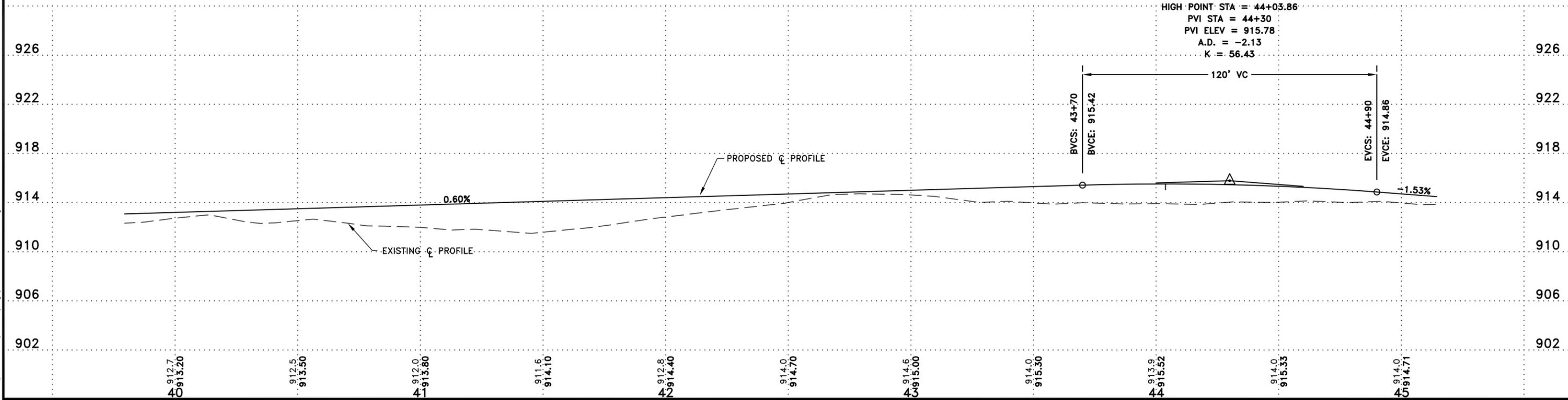
SHEET	29
OF	44
SHEETS	

HORIZONTAL CURVE DATA					
PI STA	OFFSET	NORTHING	EASTING	DELTA	LENGTH
40+39.41	100.41	221588.50	509513.37	82°57'05"	434.33

- GENERAL NOTES:
- SEE STORM SEWER SCHEDULE ON SHEET 4 FOR STORM SEWER STATIONS, OFFSETS, MANHOLE SIZES AND CASTINGS.
 - ALL CATCH BASIN CASTINGS SHALL BE OFFSET PER $\frac{1}{8}$.



HIGH POINT ELEV = 915.52
 HIGH POINT STA = 44+03.86
 PVI STA = 44+30
 PVI ELEV = 915.78
 A.D. = -2.13
 K = 56.43



Mar 25, 2016 - 10:26am K:\oad_eng\PROJECTS\MUNICIPAL\EB340\dwg\EB340 STREET PP.dwg

DATE	REVISION
3/30/11	Mn/DOT REVIEW #1

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

[Signature]
 CRAIG JOCHUM
 Date 12/20/10 Lic. No. 23461

DESIGNED BY:	TAE
DRAWN BY:	DMS
CHECKED BY:	CJJ

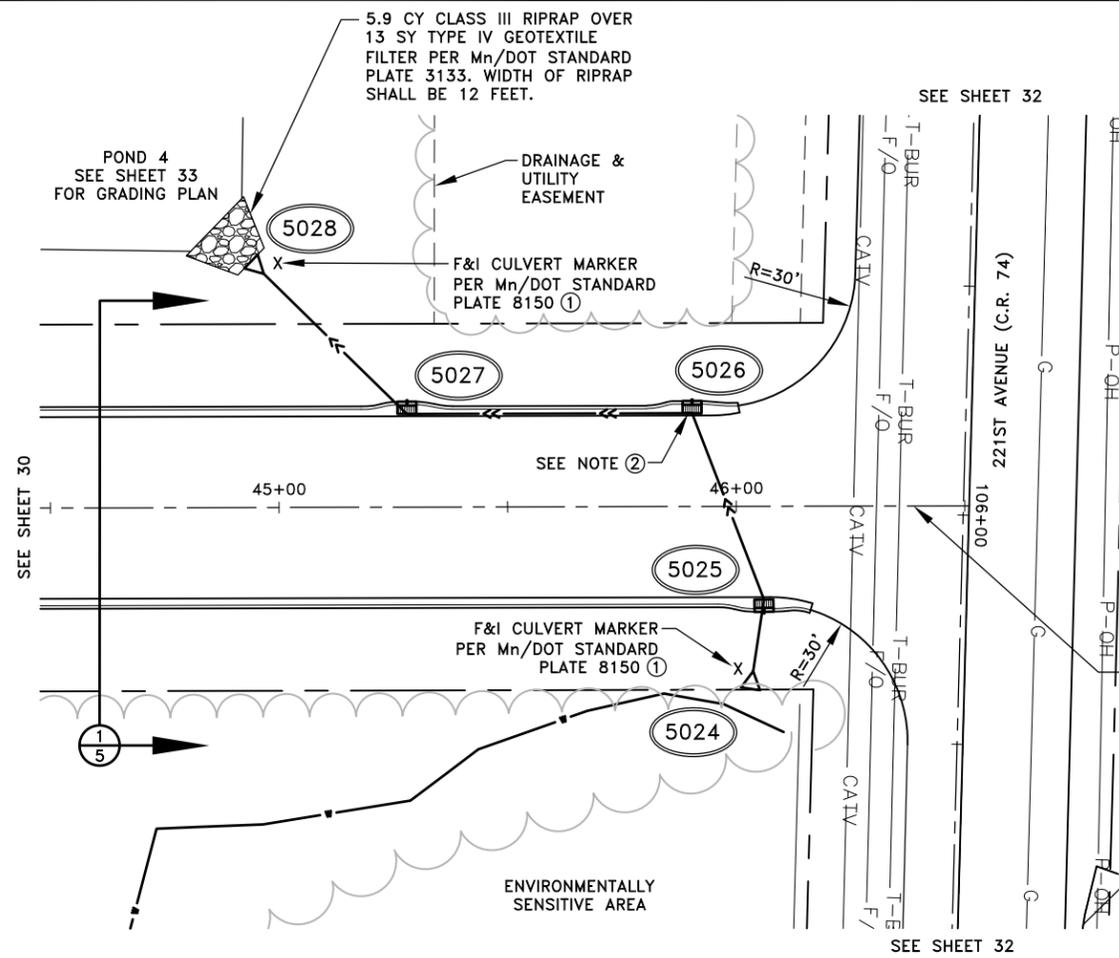


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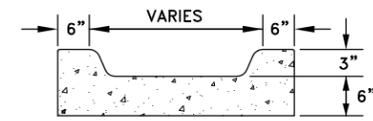
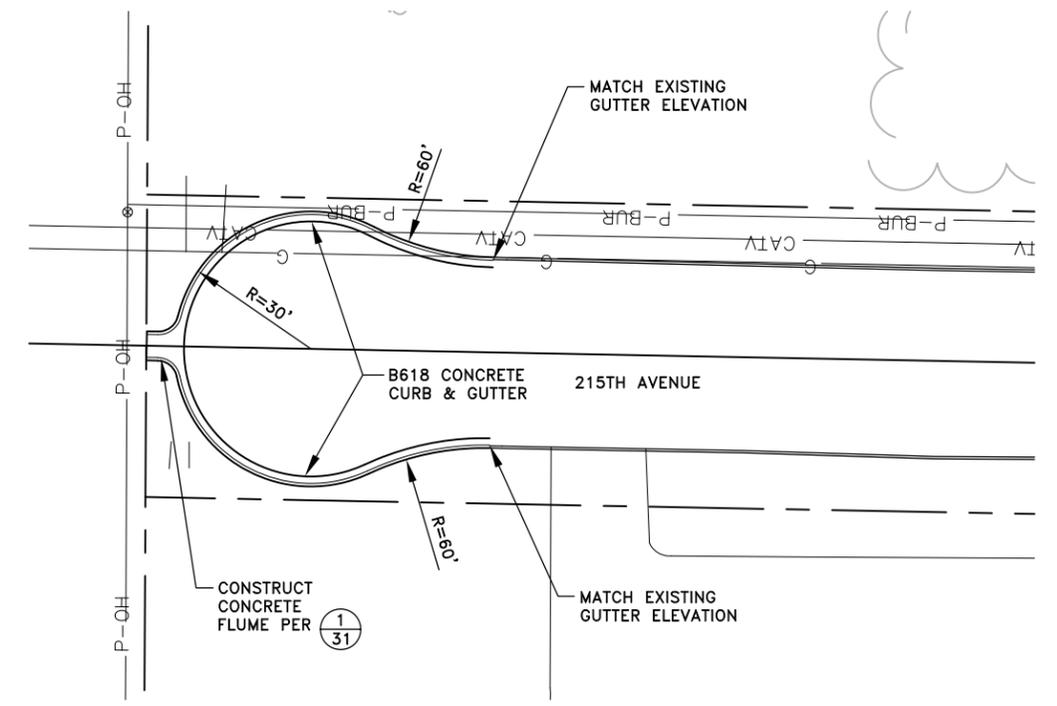
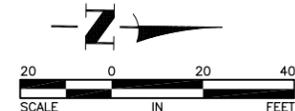
S.P. 0208-144 (TH 65)
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STREET CONSTRUCTION AND DRAINAGE PLAN
 ABERDEEN STREET NE
 CITY OF EAST BETHEL, MINNESOTA

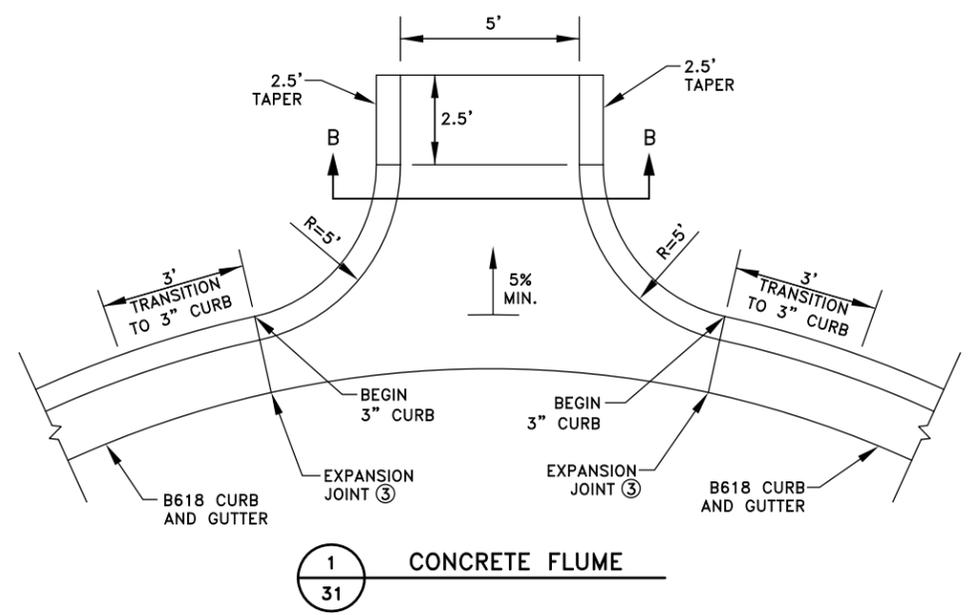
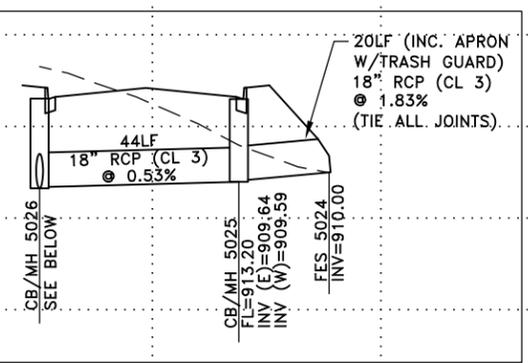
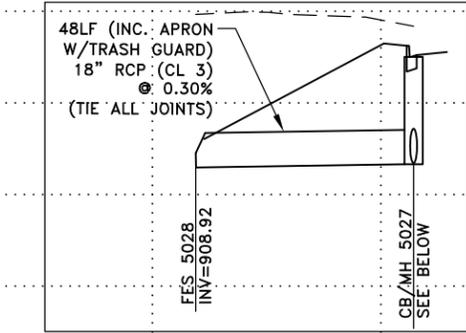
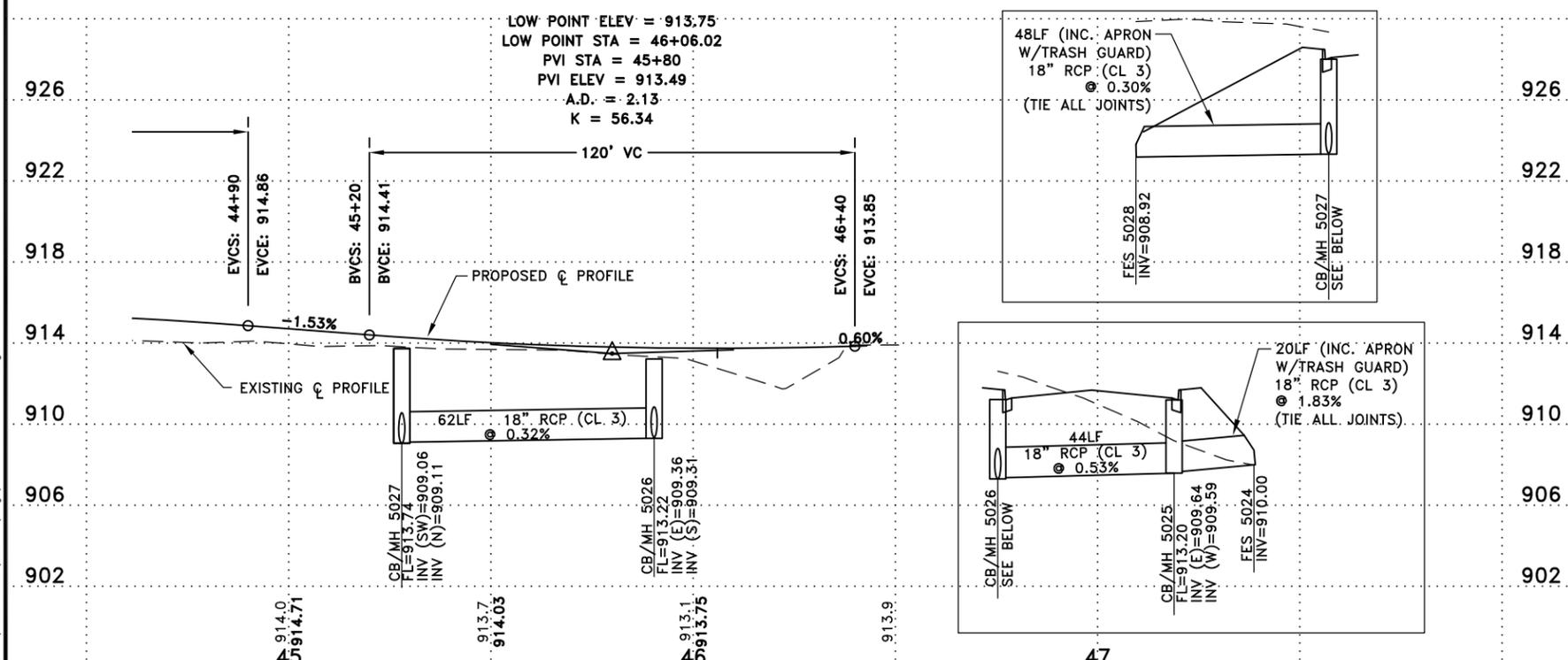
SHEET 30 OF 44 SHEETS



- GENERAL NOTES:
- SEE STORM SEWER SCHEDULE ON SHEET 4 FOR STORM SEWER STATIONS, OFFSETS, MANHOLE SIZES AND CASTINGS.
 - ALL CATCH BASIN CASTINGS SHALL BE OFFSET PER $\frac{1}{8}$.
- REFERENCE NOTES:
- CULVERT MARKER SHALL BE PAID PER ITEM 2554-GUIDE POST TYPE B.
 - CONSTRUCT CATCH BASIN 15 FEET SOUTH OF THE LOW POINT SHOWN IN THE PROFILE.
 - PAY ITEM 2531-CONCRETE CURB & GUTTER DESIGN B618 ENDS AT THE EXPANSION JOINT. THE CONCRETE FLUME SHALL BE PAID PER ITEM 2411-CONCRETE FLUME.



SECTION B-B



1
31
CONCRETE FLUME

Mar 25, 2016 - 10:27am K:\oad_eng\PROJECTS\MUNICIPAL\EB340.dwg\EB340 STREET PP.dwg

DATE	REVISION
3/30/11	COUNTY REVIEW #1
4/29/11	ADDED PERMANENT EASEMENT AT CR 74

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

Craig Jochum
 CRAIG J. JOCHUM
 Date 12/20/10 Lic. No. 23461

DESIGNED BY:	TAE
DRAWN BY:	DMS
CHECKED BY:	CJJ

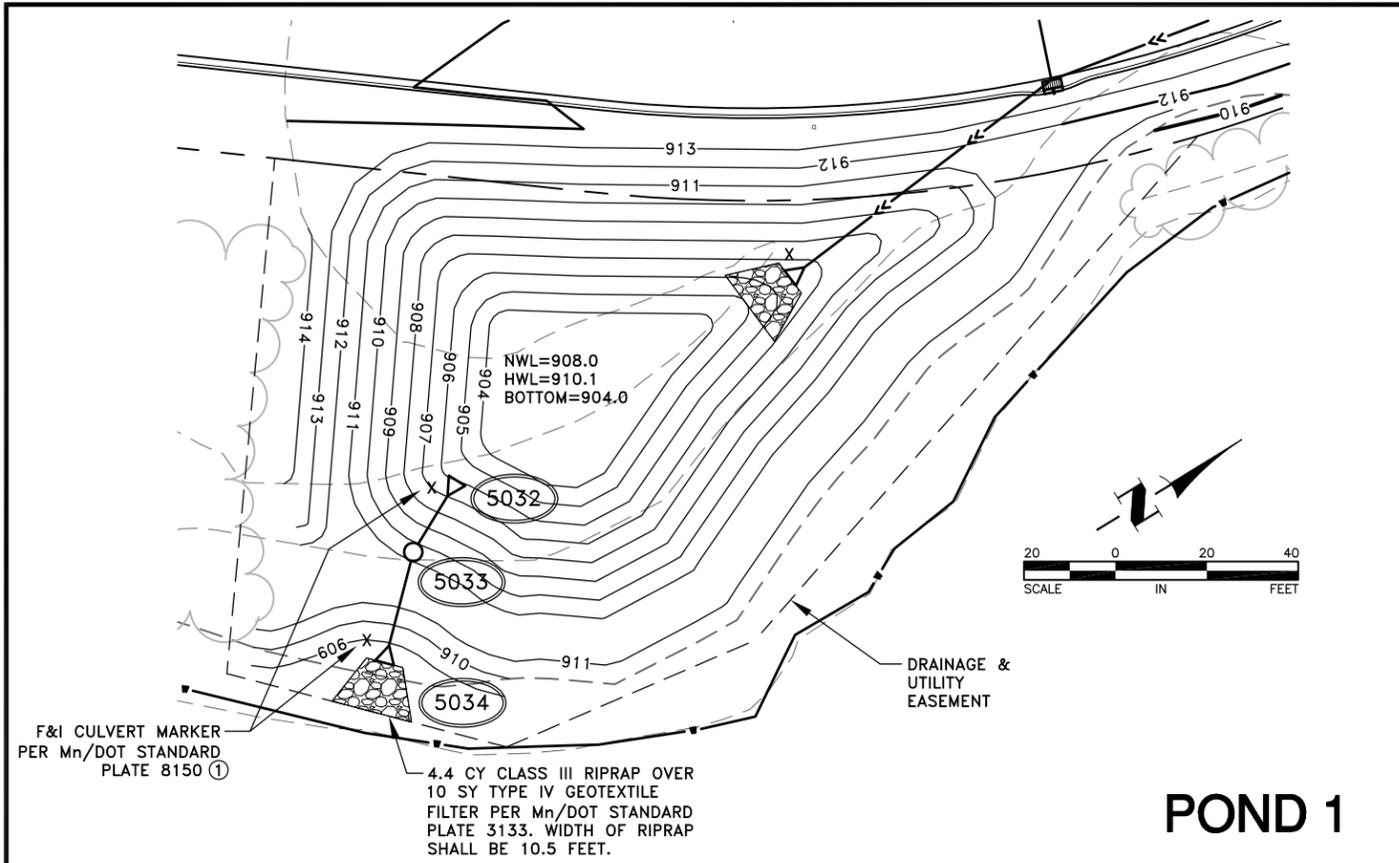


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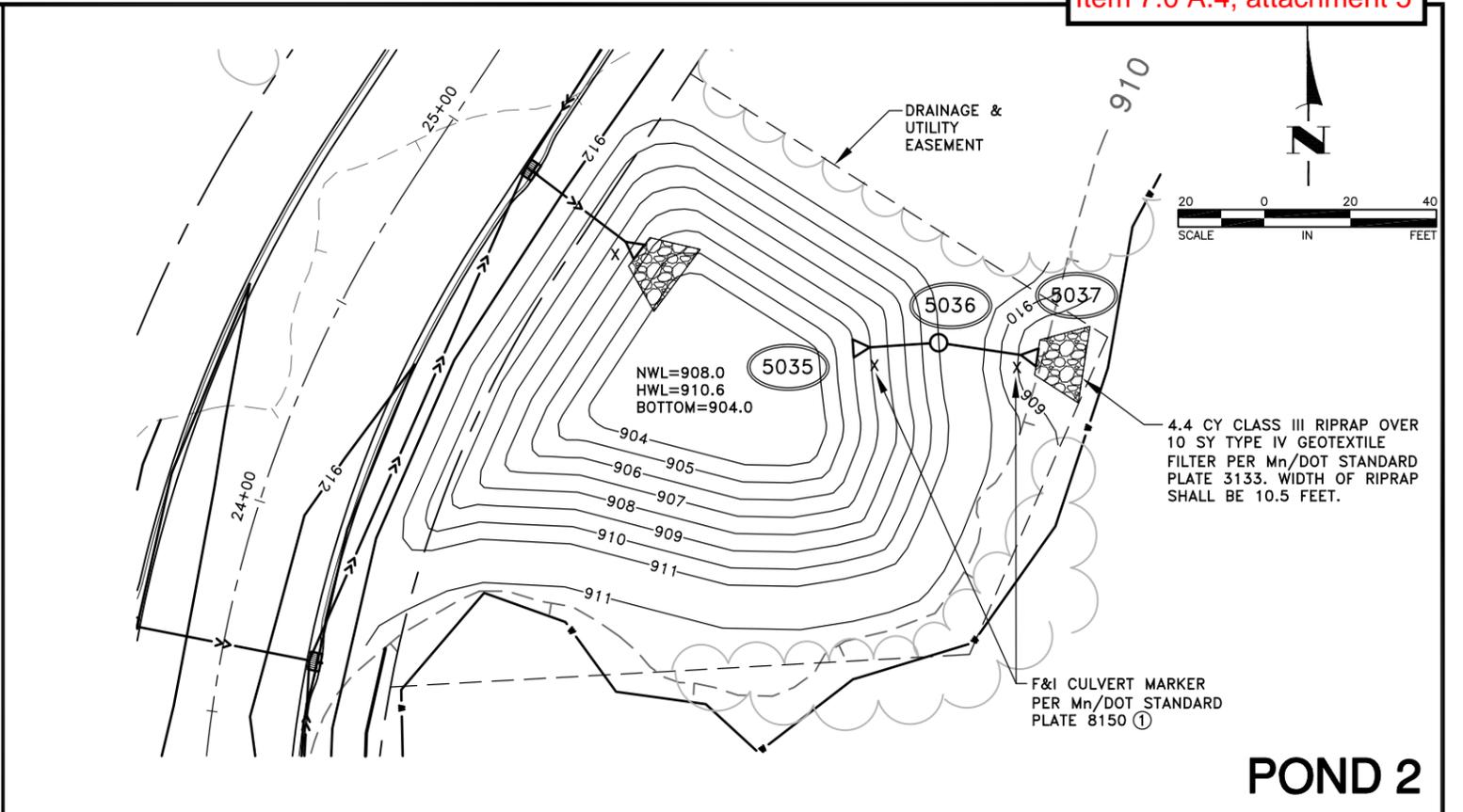
S.P. 0208-144 (TH 65)
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STREET CONSTRUCTION AND DRAINAGE PLAN
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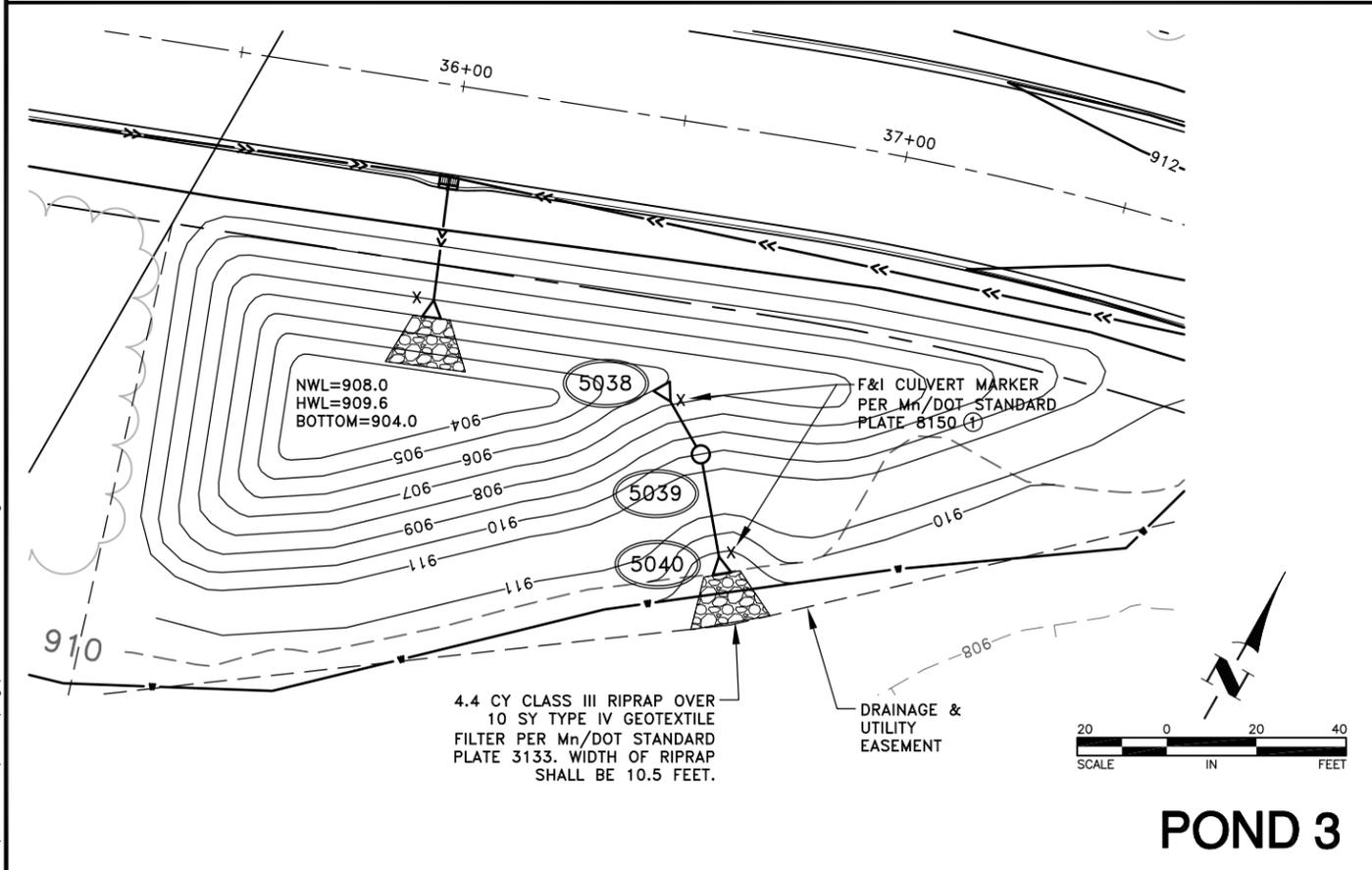
SHEET 31 OF 44 SHEETS



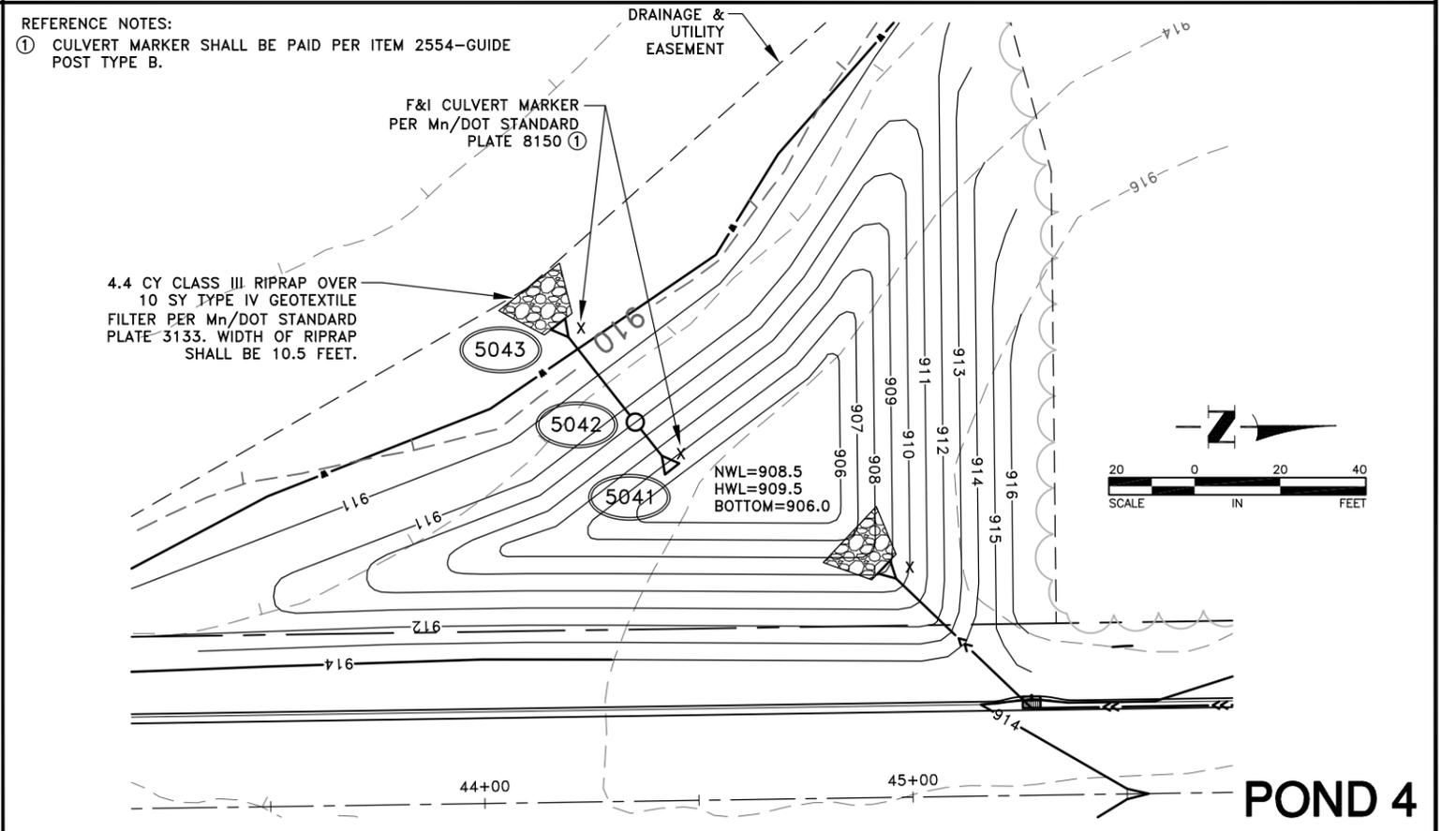
POND 1



POND 2



POND 3



POND 4

REFERENCE NOTES:
 ① CULVERT MARKER SHALL BE PAID PER ITEM 2554-GUIDE POST TYPE B.

DATE	REVISION
3/30/11	Mn/DOT REVIEW #1

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date 12/20/10 CRAIG J. JOCHUM Lic. No. 23461

DESIGNED BY: TAE
 DRAWN BY: DMS
 CHECKED BY: CJJ



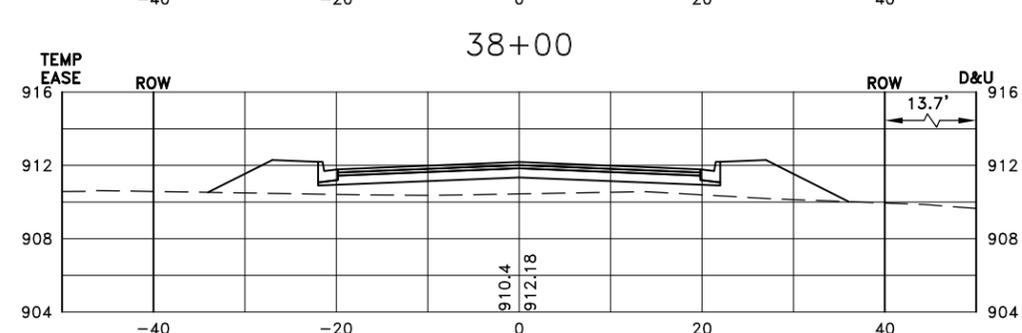
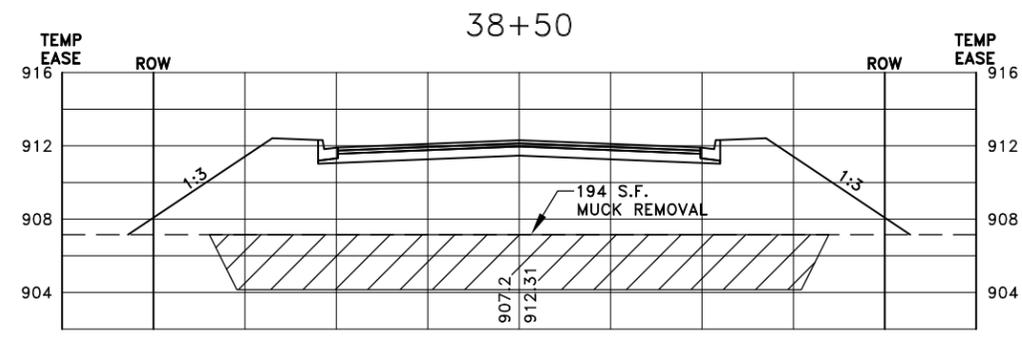
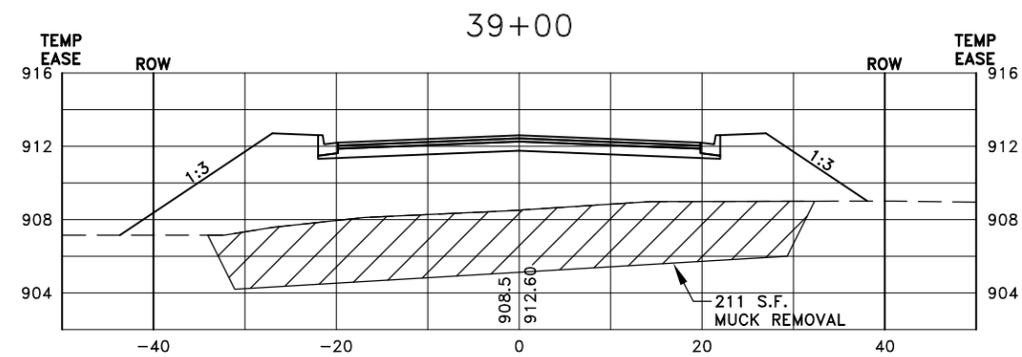
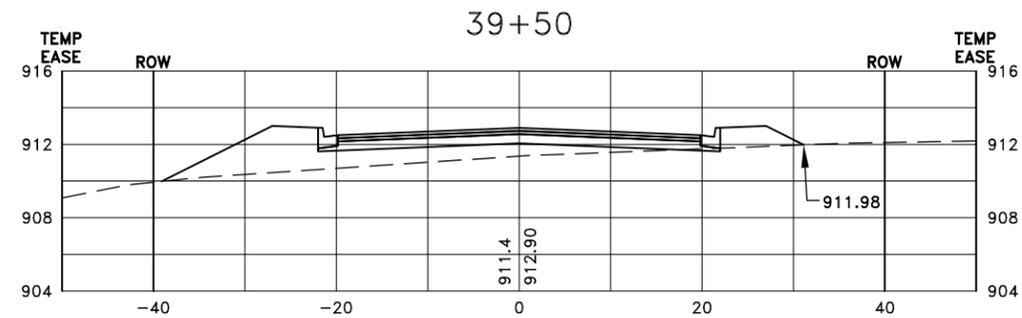
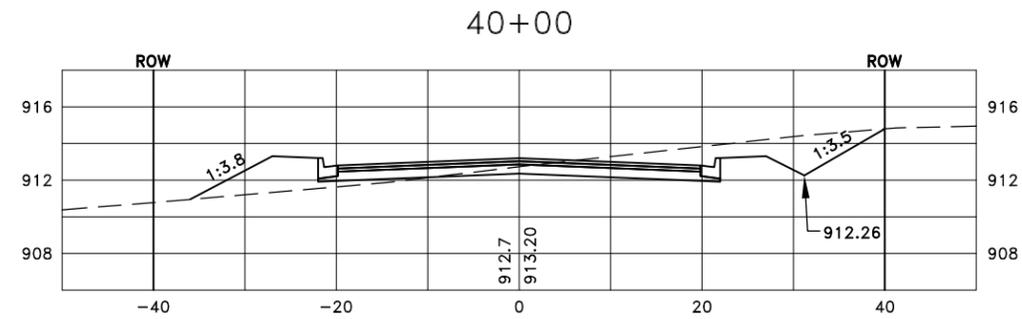
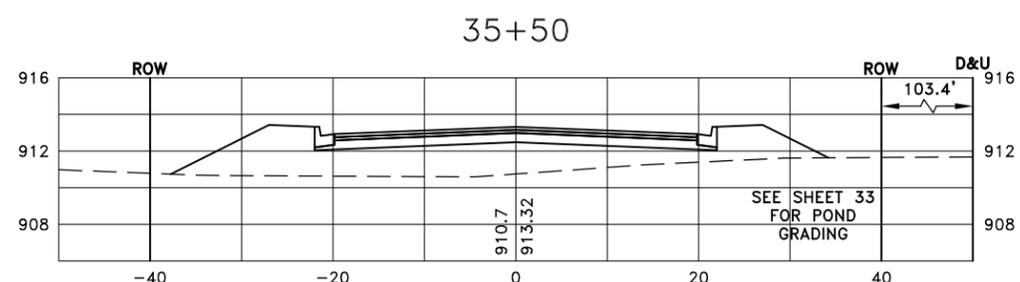
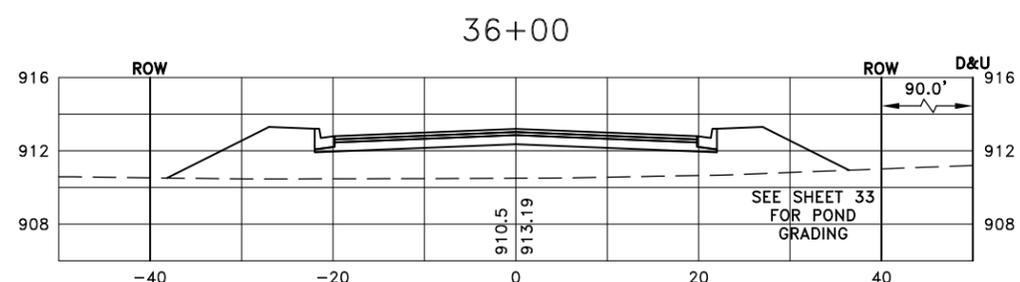
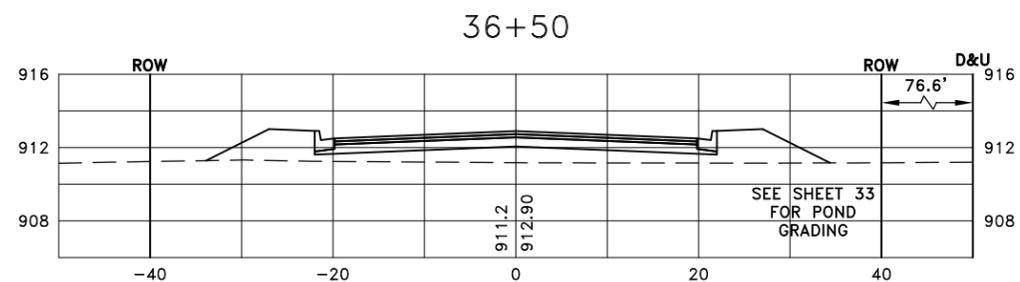
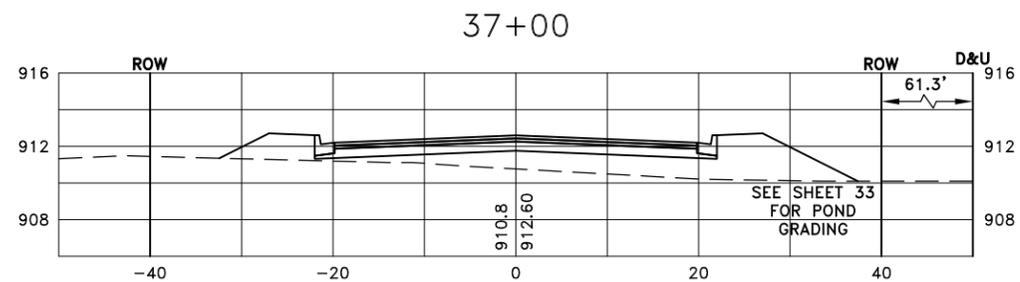
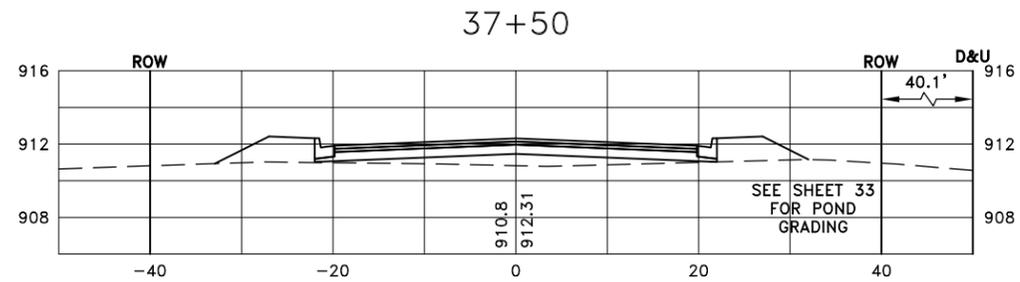
Hakanson Anderson Assoc., Inc.
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.hakansonanderson.com

S.P. 0208-144 (TH 65)
 S.A.P. 203-102-006

POND GRADING PLAN
 CITY OF EAST BETHEL, MINNESOTA

SHEET 33 OF 44 SHEETS

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DATE	REVISION
3/30/11	Mn/DOT REVIEW #1

DESIGNED BY:
TAE
DRAWN BY:
DMS
CHECKED BY:
CJJ

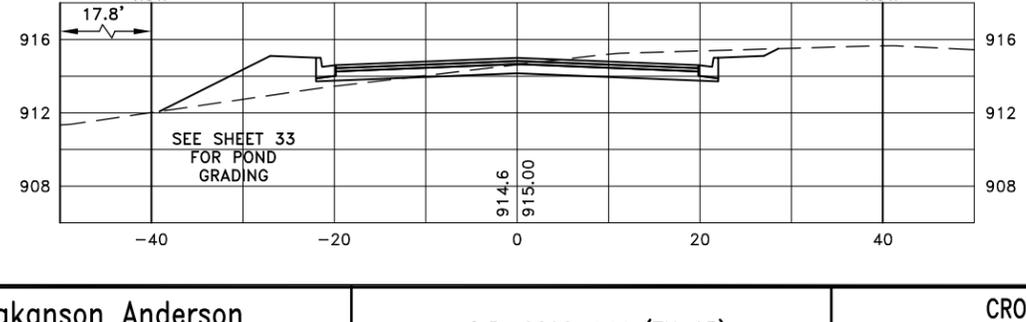
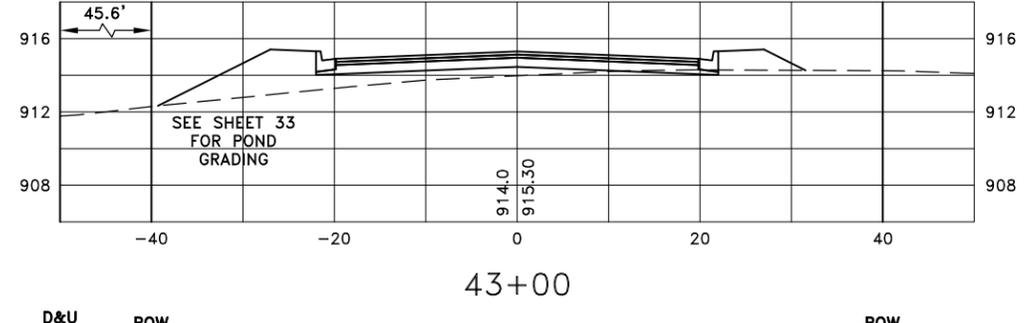
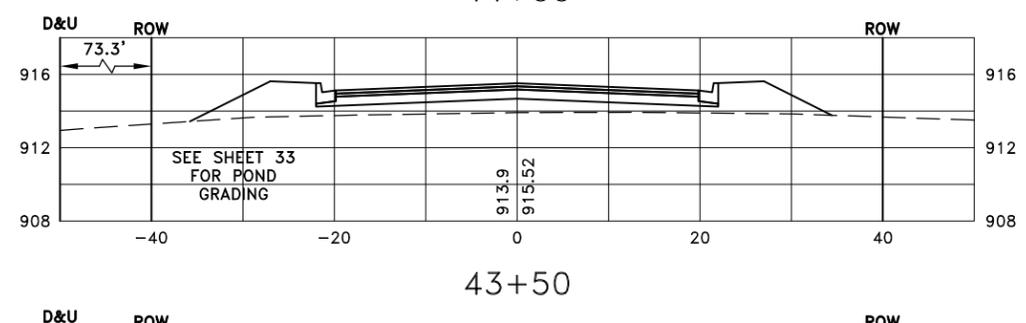
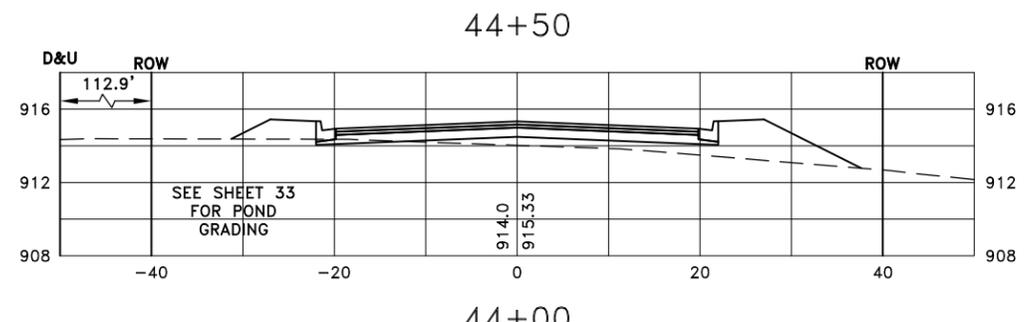
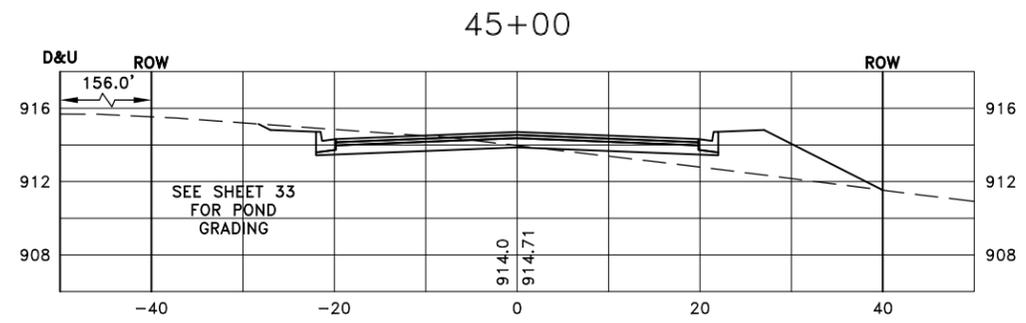
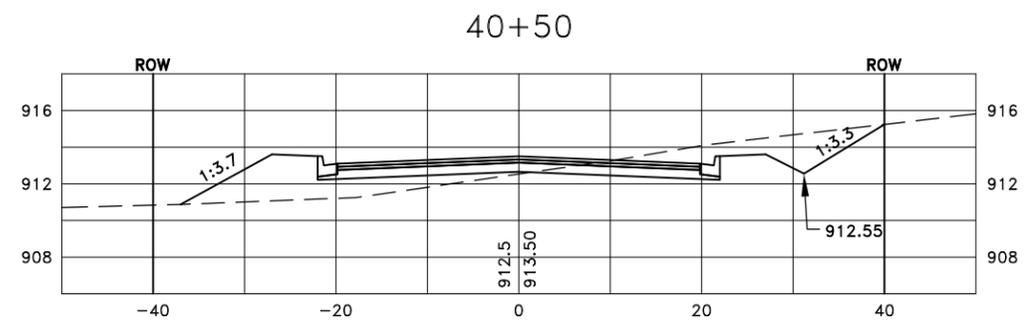
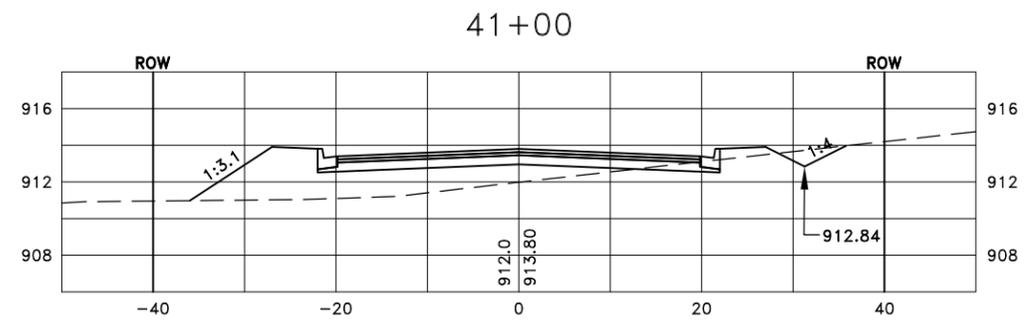
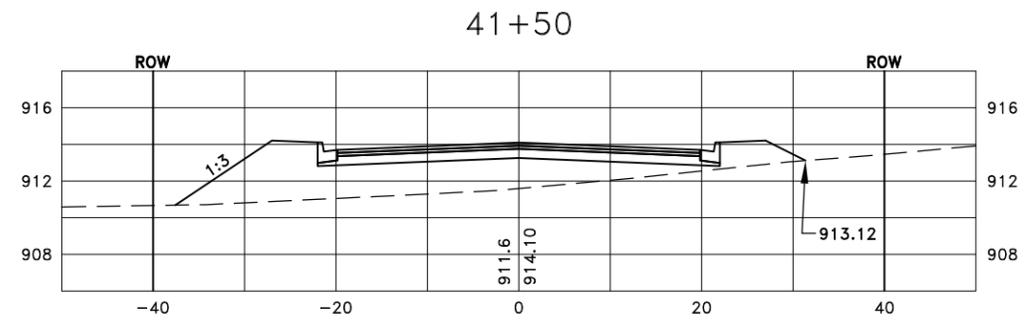
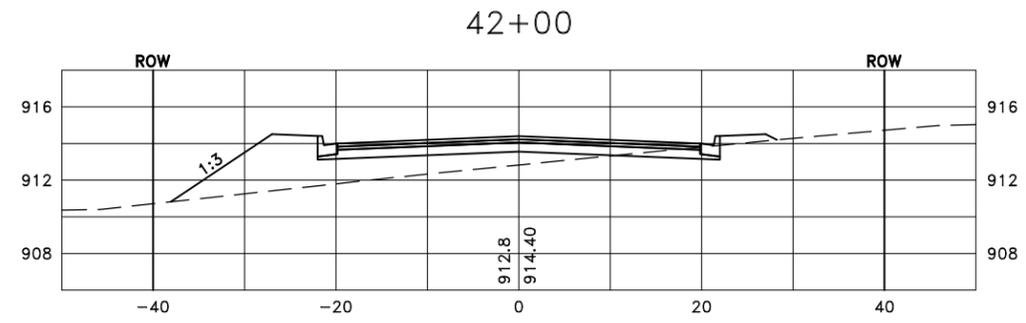
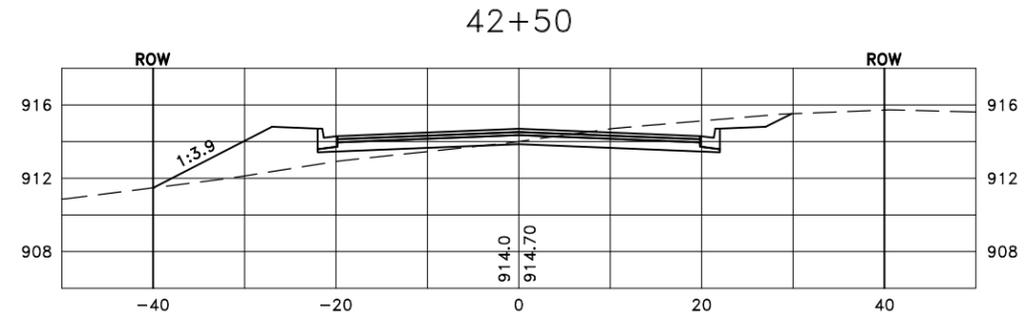


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CROSS SECTIONS
ABERDEEN STREET
CITY OF EAST BETHEL, MINNESOTA

SHEET
X8
OF
X13
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3/30/11	Mn/DOT REVIEW #1

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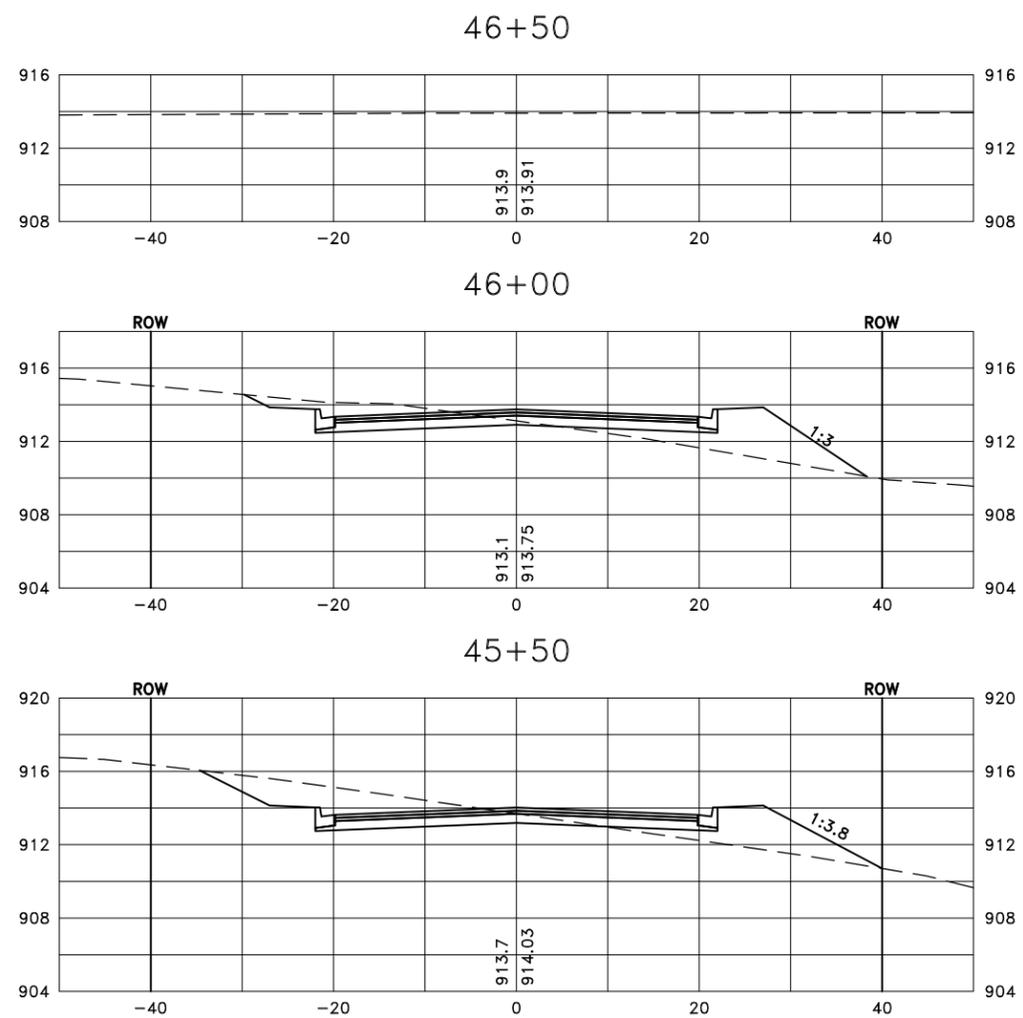


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CROSS SECTIONS
ABERDEEN STREET
CITY OF EAST BETHEL, MINNESOTA

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3/30/11	Mn/DOT REVIEW #1

DESIGNED BY: TAE
DRAWN BY: DMS
CHECKED BY: CJJ



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S.A.P. 203-102-006

CROSS SECTIONS
ABERDEEN STREET
CITY OF EAST BETHEL, MINNESOTA

SHEET
X10
OF
X13
SHEETS



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 A.5

Agenda Item:

November 15, 2016 Planning Commission Minutes

Requested Action:

Informational Only

Background Information:

The minutes of the November 15, 2016 Planning Commission Meeting are attached as a record of the Commission’s discussion of the Northway Sports Site Plan Review and Nick and Rachael Nelson’s IUP request. Minutes of the November 29, 2016 Planning Commission Meeting will be forwarded as a separate addendum.

Attachments:

Attachment 1 – November 15, 2016 Planning Commission Minutes (Approved)

Fiscal Impact:

Recommendation(s):

Information Only

EAST BETHEL PLANNING COMMISSION MEETING
NOVEMBER 15, 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
Lorraine Bonin
Eldon Holmes
Sherry Allenspach, Vice Chair
Tanner Balfany
Lou Cornicelli

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 Ms. Allenspach seconded to approve the agenda as presented. Motion carried.**
3. Approval of 9/27/16 Minutes **Ms. Allenspach moved and Mr. Balfany seconded to approve the September 27, 2016 minutes as written.**
4. Farm Animals IUP/Public Hearing Nick and Rachael Nelson
22350 Bataan St NE
East Bethel, MN 55011
PIN: 033323320002
Zoning: Rural Residential

The Nelsons are requesting an IUP to keep farm animals – 4 dwarf goats, 2 horses and up to 4 chickens on their property. The Nelsons purchased the property in June 2016 and the original owners of the property had four horses. The fencing is up and the stable is already built, and there is also a smaller fenced in area for the dwarf goats. Total pasture land is 3.0 acres. The chickens will be housed in a chicken coop and there will be no roosters on the property. The coop will be located 125 feet away from the nearest property line. The lot size is 4.75 acres and the property is zoned Rural Residential.

Chair Plaisance read a letter of support from neighbor, Tammy Gimple.

Chair Plaisance opened the Public Hearing at 7:03 pm. Hearing no comments, the Public Hearing was closed at 7:04 pm.

The Nelsons current do not have any animals on their property, however, many neighbors do have farm animals.

Mr. Terry moved to recommend approval of an Interim Use Permit (IUP) for keeping of 2 horses, up to 4 dwarf goats (22 inches in size), and 4 chickens to Nick and Rachael Nelson, located at 22350 Bataan St NE, 033323320002, Rural Residential with the following conditions:

- 1. An Interim Use Permit Agreement must be signed and executed by the applicants and the City.**
- 2. Applicants must comply with City Code Section 10. Article V. Farm**

Animals.

3. Permit shall expire when:

- a. The property is sold, or**
- b. Non-compliance of IUP conditions**

4. Property owner shall have thirty (30) days to remove the approved domestic farm animals upon expiration of the IUP.

5. Conditions of the IUP must be met no later than January 7, 2017. IUP will not be issued until all conditions are met. Failure to meet conditions will result in the null and void of the IUP.

6. The IUP shall be for a term of three (3) years at which time the applicant will be required to re-apply for an IUP.

7. Property will be inspected and evaluated annually by city staff.

Mr. Balfany seconded Mr. Terry's motion.

Mr. Holmes said the pen area shown on the map needs to be in the rear yard in order to be compliant with City Code. Property owner, Nick Nelson, pointed out on the map where the goats will be grazing during the day, as they will be kept in the stable at night. The Commission's discussion was then on whether the term "pen" meant an actual structure or an area where animals could graze. The Commission's consensus was that it means pasture land.

Motion carried 6-1. Holmes voted nay. This item will be on the December 7th City Council agenda.

5. Northway
Motor Sports
Site Plan

Classic Construction, Inc. (General Contractor) is proposing to build an addition to the office/shop/warehouse for Northway Sports, owner Dan Richards (KBDD properties), the location being 21429 Ulysses St NE.

Existing Land Use

- The site is 2 acres in size and Northway Sports is a retailer of motorcycles, ATV's and other outdoor motor vehicles. Their business is growing and they need to expand.
- Adjacent land uses – North – office suite building; South – Bar/restaurant; East – Highway 65; West – vacant land/test track.

Proposed Use – 6,800 square foot expansion on to their existing building.

Site Requirements - Northway Sports is required to adhere to the following and must comply with city code regarding: Lighting; parking; exterior storage, screening; signage; building; utilities; grading, and landscaping.

Site Plan Comments:

- Lighting – LED downward facing lighting is proposed for the site.
- Parking – meets the required allocated parking spaces for office and warehouse.
- Signage – utilize existing signage
- Landscaping, sign plans, architectural standards, and grading plans have been

reviewed and comments have been forwarded to Classic Construction (General Contractor).

- Building plans have been submitted as required.

Because this is a 10% expansion, a Site Plan is required. Proposed expansion plans and elevations were reviewed. There are no concerns regarding storage noise.

Mr. Balfany moved and Mr. Holmes seconded to recommend approval of the Site plan as presented and forward to the City Council for their approval subject to: 1) Compliance with the requirements of all applicable City ordinances, and 2) Building and fire code approval approve the Final Plat Viking Preserve Planned Unit Development. Motion carried.

6. WSB
presentation on
East Bethel's
2040
Comprehensive
Plan Update

Consultant planners Eric Zweber and Karina Heim of WSB & Associates presented the first in a series of eight meetings with the Planning Commission to discuss and guide the development of East Bethel's 2040 Comprehensive Plan (Plan). All communities in the seven-county metro area are required by the Metropolitan (Met) Council to update their comprehensive plans by the year 2018. Plans must address existing and future land uses, housing planning, infrastructure planning, and plan implementation.

The purpose of this first meeting is to provide a broad overview of the purpose and goals of a comprehensive plan, introduce Met Council requirements, and discuss growth and economic development strategy direction with the Planning Commission and City Council. Both the Planning Commission and City Council were invited to participate in this first meeting to provide an opportunity to discuss planning goals and strategies collaboratively early in the process. Staff will also present a summary of the updated planning schedule, including the upcoming Town Hall Meeting on Thursday and the Community Visioning Session to be held in January.

WSB Consultants have three goals for the Plan: 1) Stay on schedule and meet the goals of the City, 2) Meet the requirements of Met Council, and 3) Portray through the Plan an overview of the City of East Bethel.

Introductions were made and each commissioner and council member stated what they are hoping to see in the Plan. Some of the ideas were – development of the City, i.e. grocery store, zoning and strategies, have the language be the same between the Plan and City ordinances, development of the Hwy 65 corridor, affordable senior housing, development while maintaining a rural feel, use vacant land for complimentary development.

Comp Plan 101 - The Plan, while meeting the requirements of the Met Council, establishes East Bethel's visions which provides the backbone for policies. The Commissioners believe the Plan needs to be based on East Bethel needs and wants and realistically be able to provide these while keeping a rural residential feel to the City, as opposed to what Met Council requires. The Plan

needs to be community driven. Questionnaires need to be open-ended when requesting public input.

The three economic goals that are best for the community are: Increase tax base, increase jobs, and increase services - both direct and “supportive”.

The schedule for the planning process was reviewed; Staff will meet with WSB to tweak some of the proposed dates.

7. Sign Ordinance discussion

In recent months the City has received many inquiries regarding the use of electronic LED signs as a means to advertise businesses. The current sign ordinance does not address the new electronic display signs and there are some other issues with the sign ordinance. City staff would like to begin the discussion of modifying the existing ordinance. Ordinances from Ham Lake, Fridley, and Spring Lake Park were provided to the Commissioners.

In addition to the provided ordinances from other cities, Mr. Holmes also gathered ordinances from Edina, Plymouth, and Anoka regarding electronic signs. Ms. Winter stated that the current sign ordinance is not clear and that it needs to be cleaned-up, clarified, and defined. Existing signs will be grandfathered in when the revised ordinance is approved. As a heads-up, Ms. Winter noted that a sign variance will be presented at the November 29th Planning Commission meeting. Mr. Holmes believes those signs that are not in compliance need to be corrected. Chair Plaisance stated the Commission needs to focus on what the sign ordinance needs to say and how it is written, not on enforcement of current sign standards. It was asked if this is a high priority for the Commission at this time, in light of the Comp Plan planning. A suggestion was to review and utilize the Anoka ordinance as a starting point. **The consensus of the Commission was to direct Ms. Winter to either put together ordinance language to be presented to this Commission or that Ms. Winter recommend that a committee be formed to review other community ordinances and that committee bring ordinance language recommendations back to the Planning Commission.**

8. City Council

City Council liaison, Tim Harrington congratulated election winners and all the other candidates that ran for their involvement in the community.

Mr. Harrington reported the following:

- November 17th is the Town Hall meeting
- 2016 Code Enforcement report was presented showing resolved and outstanding cases
- Council approved the Final Plat for Viking Preserve
- Leon Mager was presented the Outstanding Conservation Award by Anoka Conservation District
- Council approved Resolution 2016-51 acknowledging Minnesota Fresh Farm for Anoka County Farm Family of the Year
- Council approved Resolution 2016-53 Resolution ordering improvement and preparation plans for blacktopping Filmore St. NE
- Voting statistics: 83% turnout for voting, 928 absentee voters, 792 new

registered voters

9. Other
Business

None.

10. Adjourn

**Mr. Balfany moved and Mr. Holmes seconded to adjourn at 9:16 pm.
Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 11/30/16



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 7.0 B.1

Agenda Item:

Booster Day Report

Requested Action:

Information Only

Background:

Denise Lachinski, Booster Day Coordinator, attended the November 21, 2016 EDA meeting and announced that she would be stepping down as the Coordinator at the conclusion of the 2017 Booster Day. Denise has been the Event Coordinator for the past 6 years. Denise introduced Stephanie Dorn as her replacement with Stephanie assuming the Coordinator role for the 2018 event.

Denise also reviewed the fund raising activities of the Committee and informed the Authority that the Committee would be submitting their application for a 501C-3 tax exempt organization by the end of December. This status would enable the Committee to receive charitable gambling proceeds and improve their ability to solicit donations.

Denise reported on plans to increase activities that would attract more kids and requested that the Committee would welcome any volunteers who were interested in involvement with any of the event subcommittees. The City’s role was briefly discussed and at this time the City’s commitment was deemed to be appropriate.

Denise informed the Authority that she planned to meet with the Chamber of Commerce to seek their sponsorship of and participation in events and explore ways to involve more businesses in Booster Day activities.

Fiscal Impact:

Recommendation(s):

No action required at this time



City of East Bethel City Council Meeting Agenda Information

Date: December 7, 2016

Agenda Item Number: Item 8.0 B.1

Agenda Item:

Property Exchange on Lot 1, Block 1 of the Classic Commercial Park 3rd Addition

Requested Action:

Staff is requesting Council approval to Exchange Property on Lot 1, Block 1 of the Classic Commercial Park 3rd Addition for the West Trunk Highway 65 Phase I Service Road Project

Background Information:

When Lot 1, Block 1 of the Classic Commercial Park 3rd Addition was platted the southwest corner was planned for a 30 mph curve for the anticipated West Trunk Highway 65 Service Road. With the current plan of a service road connection continuing to 181st Avenue in the future and the amount of truck traffic south of 187th Lane the West Trunk Highway 65 Phase I Service Road Project design is proposing a tee intersection at 187th Lane and Buchanan Street.

Since the intersection of 187th Lane and Buchanan Street is proposed to be a tee intersection the existing right of way on the south end of this lot is not needed as shown on the attached exhibit. This property could be used for storm water ponding for the service road, however, it would be more efficient to expand the existing storm water pond which exists on the north end of this lot. This exchange would also permit a better utilization of the frontage of Lot1, Block1. The existing City property and the proposed exchange property is 9,629 square feet. These areas are shown on the attached exhibit.

Staff is recommending Council authorize staff to begin the process to exchange property on Lot 1, Block 1 of the Classic Commercial Park 3rd Addition as discussed above.

Attachments:

Attachment 1 – Property Exchange Exhibit

Fiscal Impact:

None at this time.

Recommendation(s):

Staff is recommending Council authorize staff to begin the process to exchange Property on Lot 1, Block 1 of the Classic Commercial Park 3rd Addition.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

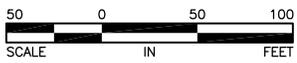
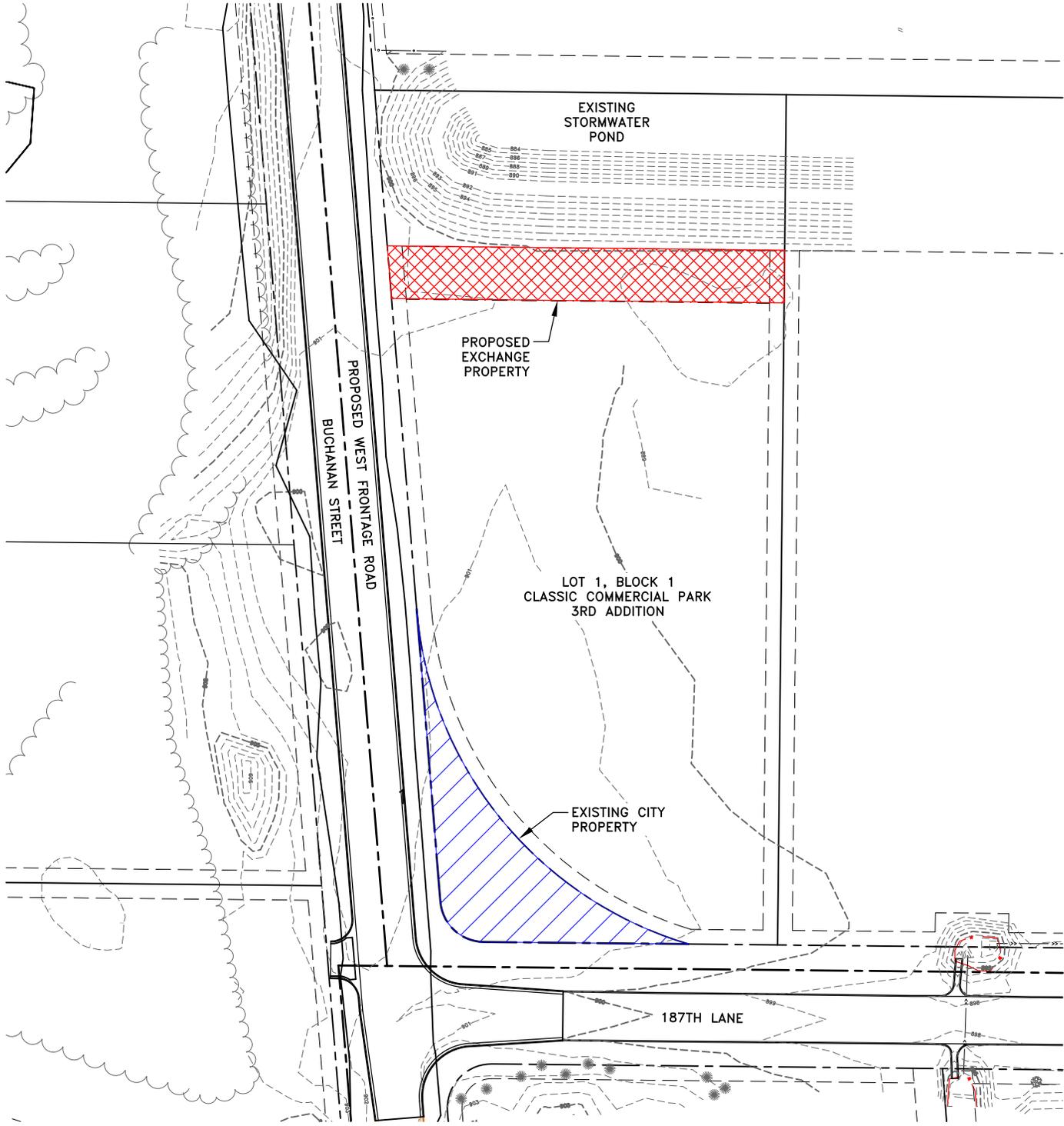


EXHIBIT
PROPERTY EXCHANGE



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 8.0 B.2

Agenda Item:

West Trunk Highway 65 Phase I Service Road Project Update and Schedule

Requested Action:

Staff is requesting Council’s input and concurrence on the proposed schedule for the West Trunk Highway 65 Phase I Service Road Project

Background Information:

The final plans and specifications for the Phase 1 Service Road Project from 187th Lane to Viking Boulevard are progressing. The draft plans have been submitted to Anoka County and the Minnesota Department of Transportation for review and comment. Previously a project schedule was presented to the City Council that assumed the utility construction in the muck area between Ulysses Street and Buchanan Street would begin in January of 2017.

Since that time there has been an issue with the right-of-way acquisition on parcel 29-33-23-32-0004. This parcel required multiply signatures. All but one of the needed signatures were obtained. The condemnation process needs to be followed to acquire the final signature. It is not anticipated that the condemnation process will be completed until April of 2017. It is recommended not to award a contract until after the condemnation process is complete. The proposed schedule for this project is as follows:

- March 21, 2017 – Open Bids
- April 21, 2017 – All Right of Way Secured
- May 3, 2017– Award Contract
- May 15, 2017 – Begin Service Road Construction
- October 2017 – Complete Service Road Construction (Open for Traffic)
- January 2018 – Complete the Utility Construction in the Muck Area
- June 2018 – Complete the Bituminous Wear Course

Staff is requesting Council’s input and concurrence on the proposed schedule. This schedule will be used to set the contract times in the project specifications.

Attachments:

Attachment 1 – Project Location Map

Fiscal Impact:

This project will be financed from the City’s Municipal State Aid Fund

Recommendation(s):

Staff is requesting Council's input and concurrence on the proposed schedule for the West Trunk Highway 65 Phase I Service Road Project.

City Council Action

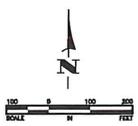
Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



PHASE 1 SERVICE ROAD ALIGNMENT
187TH LANE TO VIKING BOULEVARD

Map by: [unreadable] 2018



City of East Bethel City Council Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 8.0 D.1

Agenda Item:

2017 Fee Schedule Adoption

Requested Action:

Consider the approval of the 2017 Fee Schedule

Background Information:

The City Council reviews the Fee Schedule annually in order to ensure sufficient revenues are secured in order to cover the expense of providing the service. Staff has reviewed and updated the attached fee schedule for 2017. The first City Council meeting for 2017 is January 4th and in order to have the 2017 Fee Schedule in place effective January 2, 2017, Staff is requesting Council consider approval of the schedule prior to the end of December 2016.

Attachments:

- 1.) 2017 Fee Schedule – With noted changes
- 2.) Resolution 2016-63, 2017 Fee Schedule Adoption

Fiscal Impact:

As noted in the attachment.

Recommendation(s):

Staff requests Council consider the approval of the 2017 Fee Schedule.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**City of East Bethel
2017 Fee Schedule (Proposed)**

Item 8.0 D.1, attachment 2

		Change
UTILITY OPERATION FEES		
<i>Water and Sewer - Access Charges</i>		
WATER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$500	
SEWER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$3,350	
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	Per MCES
WATER SYSTEM ACCESS CHARGE-NON-WHISPERING ASPEN	\$3,600	
SEWER SYSTEM ACCESS CHARGE-NON-WHISPERING ASPEN	\$2,000	
SEWER SYSTEM TRUNK CHARGE - if applicable	\$11,500	*Added
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	Per MCES
<i>Water - Operational Charges</i>		
(1) Water use Charges - Residential (Whispering Aspen)		
BASE CHARGE	\$18.77 PER MONTH	
USAGE CHARGES:		
0 - 2,000 GALLONS PER MONTH	\$10.60 PER 1,000 GALLONS	
2,001 - 5,000 GALLONS PER MONTH	\$12.72 PER 1,000 GALLONS	
5,001 - 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$18.32 PER 1,000 GALLONS	
(2) Water Use Charges – Commercial (Non-Whispering Aspen)		
BASE CHARGE	\$15.90 PER ERU PER MONTH	3% increase
USAGE CHARGES:		3% increase
0 - 10,000 GALLONS PER MONTH	\$3.18 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 GALLONS	
<i>Sewer - Operational Charges</i>		
(1) Sewer Treatment - Residential (Whispering Aspen)		
BASE CHARGE	\$6.13 PER MONTH	
USAGE CHARGE	\$6.30 PER 1,000 GALLONS	
<i>(Residential based on water use during January)</i>		*Eliminated tiers
(2) Sewer Treatment – Commercial (Non Whispering Aspen)		
BASE CHARGE	\$5.30 PER MONTH PER ERU	3% increase
USAGE CHARGE	\$5.05 PER 1,000 GALLONS	3% increase
(3) Sewer Treatment - Mobile Park (Greystone)		
BASE CHARGE	\$912.44 PER MONTH	
USAGE CHARGE	\$8.08 PER 1,000 GALLONS	
<i>Other Charges</i>		
RADIUM REMEDIATION FEE-WHISPERING ASPEN	\$10.00 PER MONTH	
STREET LIGHTING CHARGE - WHISPERING ASPEN	\$1.50 PER MONTH	
WATER TURN ON/OFF FEE	\$75	
CONNECTION INSPECTION (NEW OR REPAIR) - SEWER	\$80	
CONNECTION INSPECTION (NEW OR REPAIR) - WATER	\$80	

**City of East Bethel
2017 Fee Schedule (Proposed)**

Item 8.0 D.1, attachment 2

PENALTY CHARGES	Bills are due within 25 days from the date of billing. Bills not paid in full by the due date will pay a service charge of 10% of the current charges. Beginning 30 days after the due date, all unpaid balances will accrue interest at the rate of 1.5% per period. All amounts that are more than 30 days past due on the last day of November each year may be certified to the County Auditor as unpaid and delinquent. The certified amount, plus a service charge to pay for the assessment process, shall be extended as a tax lien on the respective property. This amount will be added to the following year's property tax assessment	
TAX CERTIFICATION OF DELINQUENT ACCOUNTS	\$70.00	
GENERAL FEES		
DATA/INFORMATION RETRIEVAL FEE - STAFF TIME (REQUESTS MUST BE IN WRITING, NO CHARGE IF LESS THAN 30 MINUTES STAFF TIME)	2.5 TIMES HOURLY RATE	
NOTARY FEE	\$1	
ASSESSMENT SEARCH (ALL REQUESTS MUST BE IN WRITING, NO CHARGE TO HOMEOWNERS)	\$20	
BLACK AND WHITE COPY CHARGE	\$.25 PER PAGE	
COLOR COPY CHARGE	\$.50 PER PAGE	.25 increase
FAX CHARGE (SEND OR RECEIVE)	\$1.00 PER PAGE	
RESEARCH FEE	\$50.00 MINIMUM FEE PLUS ANY ADDITIONAL COSTS BILLED TO CITY OVER MINIMUM	
CITY MAPS-COUNTY PROVIDED (IF CURRENT)	\$2	
CITY MAPS - 11 X 17	\$5	
CITY MAPS - 36 X 36	\$10	
VIDEOTAPE COPY OF MEETING	\$10	
RETURNED CHECK CHARGE	\$30	
ELECTION FILING FEE	\$5	
GARBAGE HAULER'S LICENSE	\$300	
CIGARETTE VENDOR LICENSE	\$200	
STRAY ANIMAL PICKUP FEE: 8:00 A.M. - 7:00 P.M.	contracted	
STRAY ANIMAL PICKUP FEE: 7:00 P.M. - 8:00 A.M.	contracted	
ANIMAL BOARDING FEE	contracted	
POTENTIALLY DANGEROUS DOG REGISTRATION	\$250	
DANGEROUS DOG REGISTRATION	\$500	
KENNEL LICENSE APPLICATION FEE	\$150	
KENNEL LICENSE ANNUAL FEE	\$50	
LIQUOR LICENSES:		
3.2 LIQUOR ON SALE	\$250	
3.2 LIQUOR OFF SALE	\$150	
LIQUOR ON SALE	\$3,500	
LIQUOR OFF SALE***	\$380	
SUNDAY LIQUOR SALE	\$200	
WINE	\$500	
LICENSEE INVESTIGATION FEE	\$300	
BREWERY/TAPROOM ON-SALE	\$250	
OFF-SALE GROWLER	\$150	

**City of East Bethel
2017 Fee Schedule (Proposed)**

Item 8.0 D.1, attachment 2

MICRODISTILLERY OFF-SALE	\$380	
CATERER'S PERMIT FEE	\$20	
MESSAGE ESTABLISHMENT LICENSE		
INITIAL FEE	\$200	
ANNUAL RENEWAL FEE	\$100	
LICENSEE INVESTIGATION FEE	\$300	
MESSAGE THERAPIST LICENSE		
INITIAL FEE	\$100	
ANNUAL RENEWAL FEE	\$100	
LICENSEE INVESTIGATION FEE	\$300	
PAWNBROKER/SECONDHAND GOODS DEALER	\$5,000 ANNUAL FEE	
DEALER INVESTIGATION FEE	\$3,000	
TRANSACTION FEE	\$5 PER TRANSACTION	
TRANSIENT MERCHANT LICENSE	\$500 ANNUAL/\$250 60 DAYS	
PEDDLER/SOLICITOR LICENSE	\$1,000 ANNUAL/IF CITED FOR OPERATING WITHOUT A LICENSE \$1,000 ADDITIONAL/ \$85 30 day permit	
APPLICATION INVESTIGATION FEE	\$50	
SEXUALLY ORIENTED BUSINESS LICENSE	\$10,000	
LICENSEE INVESTIGATION FEE	\$3,000	
VEHICLE DEALER LICENSE	\$350 ANNUAL FEE	
RIGHT OF WAY ACCESS FEE	\$300	
NUISANCE ABATEMENT	\$150 OR 25% OF ACTUAL COSTS, WHICHEVER IS GREATER + ACTUAL COSTS	
TAX CERTIFICATION OF NUISANCE ABATEMENT	\$70	

(c) The fee set by the jurisdiction issuing the license shall be reduced by \$100 if the following conditions are met:		
(1) the licensee agrees to have a private vendor train all employees within 60 days of hire and annually thereafter in laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;		
(2) the licensee agrees to post a policy requiring identification checks for all persons appearing to be 30 years old or less; and		
(3) a cash award and incentive program is established by the licensee, to award employees who catch underage drinkers, and a penalty program is established to punish employees in the event of a failed compliance check.		
CEMETERY FEES		
CEMETERY PLOTS	\$800	
SUMMER PLOT DIGGING	\$600	
WINTER PLOT DIGGING (NOVEMBER 1 THRU MAY 1)	\$800	
SUMMER CREMATION PLOT DIGGING	\$300	
WINTER CREMATION PLOT DIGGING (NOVEMBER 1 THRU MAY 1)	\$400	
SUMMER INFANT PLOT DIGGING	\$450	
WINTER INFANT PLOT DIGGING	\$550	
ADDITIONAL DIGGING FEE, IF AFTER HOURS (AFTER 3:00 MONDAY - FRIDAY, ALL SATURDAYS, SUNDAYS & HOLIDAYS)	\$100	
MARKER SETTING FEE	\$50	
PLANNING AND ZONING FEES		
	City Council Packet - page 204	
ADMINISTRATIVE SUBDIVISION	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
ADVISORY SIGNAGE RENTAL	USAGE FEE - \$125; DEPOSIT OF \$650 REQUIRED	

**City of East Bethel
2017 Fee Schedule (Proposed)**

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CERTIFICATE OF COMPLIANCE - TEMP/SEASONAL SALES	\$150	
COMPREHENSIVE PLAN AMENDMENT	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
COMPREHENSIVE PLAN DOCUMENT	\$40	
CONCEPT PLAN REVIEW	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
CONDITIONAL USE PERMIT	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONDITIONAL USE PERMIT AMENDMENT	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONSULTING FEES	ACTUAL COSTS BILLED TO THE CITY; ENGINEERING, LEGAL, ETC.	
COUNTY FILING FEE REIMBURSEMENT	\$55	
DRIVEWAY ESCROW	\$1,800	
ENVIRONMENTAL REVIEW	\$350; \$650 ESCROW REQUIRED	
FINAL PLAT	\$300 + CONSULTING FEES + \$1,000 Escrow + \$50/LOT IF NEW ROAD	
FLOODPLAIN REVIEW	\$150 + CONSULTING COSTS	
GRADING PERMIT	\$50 + CONSULTING FEES + \$500 Escrow Required	
INTERIM USE PERMIT	\$150 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT AMENDMENT	\$150 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT FOR 6 OR LESS CHICKENS	\$100	*Added
INTERIM USE PERMIT RENEWAL	\$50	*Added
LANDSCAPE PLAN ESCROW	125% OF THE APPROVED ESTIMATED LANDSCAPING COSTS	
MAJOR MINING (GREATER THAN 5,000 CUBIC YARDS)	\$1,000 + CONSULTING FEES; \$1,500 ESCROW REQUIRED	
METES AND BOUNDS SPLIT	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
MINOR MINING (BETWEEN 1,000 AND 5,000 CUBIC YARDS)	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
OUTDOOR ENTERTAINMENT PERMIT	\$150	
PARK DEDICATION		
RESIDENTIAL	10% OF LAND OR CASH NOT TO EXCEED \$2,000 PER LOT (SEE CITY ORDINANCE FOR FURTHER DETAILS)	
COMMERCIAL	5% OF LAND OR CASH NOT TO EXCEED \$2,000 PER ACRE (SEE CITY ORDINANCE FOR FURTHER DETAILS)	
PERMANENT SIGN PERMIT	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
PLANNED UNIT DEVELOPMENT	\$700 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
PLANNED UNIT DEVELOPMENT AMENDMENT	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
PRELIMINARY PLAT	\$500 + \$25.00/lot + CONSULTING FEES; \$5,000 ESCROW REQUIRED	
REZONING	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
SIDEWALK ESCROW (WHISPERING ASPEN)	\$150	
SITE PLAN REVIEW	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
STREET SIGN	\$150	
TAX INCREMENT FINANCING APPLICATION FEE	\$3,000 + CONSULTING FEES; \$12,000 ESCROW REQUIRED	
TEMP/SEASONAL OUTDOOR SALES PERMIT	\$150	
TEMPORARY SIGN PERMIT - AFTER SIGN PLACEMENT	\$80	
TEMPORARY SIGN PERMIT - BEFORE SIGN PLACEMENT	\$40	
VACATION	\$200 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
VARIANCE	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
WETLAND REVIEW	\$150 + CONSULTING COSTS	
ZONING ORDINANCE DOCUMENT	\$40	
ZONING TEXT AMENDMENT	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
BUILDING INSPECTION FEES		
	City Council Packet - page 205	
ACCESSORY BUILDING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
ADDITION PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	

**City of East Bethel
2017 Fee Schedule (Proposed)**

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ALL COMMERCIAL BUILDING PERMIT FEES	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	MOVED
ALTERATION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
BASEMENT FINISH PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
BUILDING DEMOLITION / BLDG OR PARTIAL		\$50 RE-WORDED, ALPHABETIZED
COMMERCIAL MECHANICAL HVAC PERMIT	\$80 OR 1.5% OF VALUATION, WHICHEVER IS GREATER	MOVED TO COMMERCIAL
DECK		\$150
DECK PERMIT – PORCH OR 3 SEASON	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	DUPLICATE
DEMOLITION / BLDG OR PARTIAL		\$50 MOVED HERE
DRIVEWAY PERMIT		\$50
FENCE OVER 7# 6FT PERMIT or FENCE CERTIFICATE		\$50 CHANGED TO 6FT
FINE FOR FAILING TO OBTAIN REQUIRED PERMIT	EQUAL TO THE CALCULATED PERMIT FEE AMOUNT	MOVED TO MISC
FIRE ALARM SYSTEM	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIRE SPRINKLER INSTALLATIONS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIREPLACE PERMIT	\$75/RESIDENTIAL PROPERTY	CHANGED WORDING
FUEL TANK PERMIT – ADDING OR REMOVING	\$50/RESIDENTIAL PROPERTY	CHANGED FEE
FUEL TANK REMOVAL PERMIT		\$50 DELETED
GARAGE PERMIT – ATTACHED/DETACHED	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
GAS LINE INSTALLATION PERMIT		\$15
MANUFACTURED HOME INSTALLATION PERMIT		\$100
MECHANICAL HVAC PERMIT		\$80 ALPHABETIZED HERE
NEW CONSTRUCTION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
NEW CONSTRUCTION – WHISPERING ASPENS	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A WITH SAC, WAS, WATER METER AND CONNECTION, AND STREET IMPROVEMENT CHARGES.	
PLAN CHECK	65% OF BUILDING PERMIT FEE	MOVED TO MISC
PLUMBING PERMIT	\$30 + \$10 PER OPENING	
POOL PERMIT – ABOVE GROUND		\$50
POOL PERMIT – BELOW GROUND		\$100
RE-INSPECTION/ADMINISTRATIVE FEE	\$65 PER INSPECTION	MOVED TO MISC
REMODEL PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
RENTAL INSPECTION FEE	\$50.00 PER UNIT	MOVED TO RENTAL
RENTAL LICENSE FEE	\$25 PER APPLICATION	MOVED TO RENTAL
REPAIR PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
RESIDENTIAL MECHANICAL HVAC PERMIT		\$80 MOVED, ALPHABETIZED
ROOFING PERMIT		\$100
SEPTIC - REPAIR		\$100
SEPTIC PERMIT – ALTERNATIVE (TYPE IV) SYSTEM	\$200.00 plus actual cost of plan review / inspections or \$300.00 minimum	
SEPTIC PERMIT - NEW CONSTRUCTION/REPLACEMENT		\$300
SEPTIC PUMPING PERMIT		\$5
SEPTIC TANK/HOLDING TANK PERMIT		\$100
SIDING PERMIT		\$80
SPECIAL INSPECTIONS – HOURLY RATE		\$50 MOVED TO MISC
THREE SEASON OR PORCH	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	ADD 'OR'
VERIFICATION OF STATE CONTRACTOR LICENSE		\$5 MOVED TO MISC
WATER HEATER PERMIT		\$50
WATERPROOFING PERMIT		\$50
WINDOWS/DOORS – NO CHANGE TO OPENING SIZE PERMIT		\$50 ADD
WINDOWS/DOORS – CHANGE TO OPENING SIZE PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
MISCELLANEOUS BUILDING FEES		
CELL TOWER PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	

**City of East Bethel
2017 Fee Schedule (Proposed)**

Item 8.0 D.1, attachment 2

FINE FOR FAILING TO OBTAIN REQUIRED PERMIT	EQUAL TO THE CALCULATED PERMIT FEE AMOUNT	MOVED HERE
MISC FEE	\$1	
MISC PERMITS THAT DO NOT REQUIRE PLAN REVIEW	\$50	
MISC PERMITS THAT DO REQUIRE PLAN REVIEW	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
PLAN CHECK	65% OF BUILDING PERMIT FEE	MOVED HERE
RE-INSPECTION/ADMINISTRATIVE FEE	\$65 PER INSPECTION	MOVED HERE
RIGHT OF WAY PERMIT	\$300	
SPECIAL INSPECTIONS - HOURLY RATE	\$50	MOVED HERE
VERIFICATION OF STATE CONTRACTOR LICENSE	\$5	MOVED HERE
COMMERCIAL BUILDING FEES		
COMMERCIAL CONSTRUCTION PERMIT FEES	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	RE-WORD
COMMERCIAL FIREPLACE PERMIT --COMMERCIAL	\$75/FIREPLACE	RE-WORD
COMMERCIAL FUEL TANK PERMIT -- ADDING OR REMOVING	\$50/TANK	CHANGED FEE
COMMERCIAL MECHANICAL HVAC PERMIT	\$80 OR 1.5% OF VALUATION, WHICHEVER IS GREATER	MOVED HERE
COMMERCIAL PLUMBING PERMIT --COMMERCIAL	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	RE-WORD
COMMERCIAL SEPTIC PERMIT --COMMERCIAL	\$200.00 PLUS ACTUAL COST OF PLAN REVIEW / INSPECTIONS OR \$300.00 MINIMUM	RE-WORD
RENTAL FEES		NEW CATEGORY
RENTAL INSPECTION FEE	\$50.00 PER UNIT	MOVED HERE
RENTAL LICENSE FEE	\$25 PER APPLICATION	MOVED HERE
RENTAL LATE FEE	\$25 PER APPLICATION	ADD
RENTAL TRANSFER FEE	\$25 PER APPLICATION	ADD
RENTAL REINSTATEMENT FEE	\$25 PER APPLICATION	ADD
ELECTRIC Permit Fees		
MINIMUM INSPECTION FEES	\$35 PER TRIP	
SINGLE FAMILY RESIDENTIAL (UP TO 200 AMP's & 30 CIRCUITS) (NEW OR REMODEL)	\$150 MAXIMUM (FOR 3 INSPECTIONS); NO MAXIMUM IF OVER 200 AMPs; ADDITIONAL TRIPS - \$35	
MULTI FAMILY UNITS (SERVICE & HOUSE WIRING SEPARATE)	\$70/UNIT	
SWIMMING POOL (TRIP FEE PLUS CIRCUITS)	\$35 PER TRIP; PLUS CIRCUITS	
CHANGE OUT, UPGRADE SERVICE OR REPAIR	\$50	
0-400 AMP	\$14/EACH	
EACH ADDITIONAL 100 AMPS	PLUS \$3 PER RECONNECTED CB	
EACH CIRCUIT OR FEEDER 0-30 AMP	\$8/EACH	
EACH CIRCUIT OR FEEDER 31 TO 100 AMP	\$10/EACH	
EACH ADDITIONAL 100 AMP	ADD \$5 PER 100 AMP	
STREET LIGHTS	\$4/EACH	
STANDARD TRAFFIC SIGNAL	\$7/EACH	
TRANSFORMER 0-10 KILOVOLT-AMPERES	\$10	
11-76 KILOVOLT-AMPERES	\$40	
OVER 76 KILOVOLT-AMPERES	\$80	
FIRE ALARM & ENERGY MANAGEMENT DEVICE	\$10 FIRST 10 OPENINGS OR FIXTURES, \$6.50 EACH ADDITIONAL 10	
LIGHTING RETROFIT/REMOTE CONTROL/SIGNALS		
INVESTIGATION FEE	\$100 MINIMUM OR DOUBLE THE PERMIT FEE	
CANCELED PERMIT HANDLING FEE	\$35	
REINSPECTION FEE	\$35	
CIRCUITS & FEEDERS: THE INSPECTION FEE FOR THE INSTALLATION, ADDITION, ALTERATION, OR REPAIR OF EACH CIRCUIT, FEEDER, FEEDER TAP, OR SET OF TRANSFORMER SECONDARY CONDUCTORS.		
FIREPLACE PERMIT	City Council Packet - page 207	
RESIDENTIAL	\$75/HOME	DUPLICATE
COMMERCIAL	\$75/FIREPLACE	DUPLICATE

**City of East Bethel
2017 Fee Schedule (Proposed)**

Item 8.0 D.1, attachment 2

FIRE DEPARTMENT FEES		
FIRE RESPONSE REIMBURSEMENTS:		
MOTOR VEHICLE ACCIDENTS	\$300	
PUBLIC UTILITY EMERGENCY SERVICE AND HAZARDOUS MATERIAL SPILL OR LEAK:		
LABOR CHARGE	\$15/HOUR	
TRUCK CHARGE	\$150/HOUR	
COMMERCIAL INSPECTIONS:		
INITIAL & 1ST RE-INSPECTION	NO CHARGE	
EACH ADDITIONAL RE-INSPECTION	\$65	
FALSE ALARMS - EACH OCCURRENCE		
AFTER 2 FALSE ALARMS WITHIN A CALENDAR YEAR	\$200	
TAX CERTIFICATION OF UNPAID FIRE CHARGES	\$70	
RECREATIONAL FEES		
ICE ARENA		
ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR	
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	
LOCKER ROOM RENTAL	\$7,500	
ADVERTISING	NEGOTIABLE	
DRY FLOOR EVENTS	NEGOTIABLE	
PARKS		
PAVILIONS/SHELTERS - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
PAVILIONS/SHELTERS - RESIDENT	\$100 DEPOSIT	
IRRIGATED BALLFIELDS - NON RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS - RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS; TOURNAMENT	\$350/TOURNAMENT; \$200 DEPOSIT	
NON IRRIGATED BALLFIELDS - NON RESIDENT	\$10/DAY; \$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - RESIDENT	\$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - TOURNAMENT	\$50/FIELD; \$100 DEPOSIT	Added
IRRIGATED SOCCER FIELD	\$10/DAY; \$100 DEPOSIT	Deleted
IRRIGATED SOCCER FIELD - TOURNAMENT	\$200/TOURNAMENT; \$200 DEPOSIT	Deleted
NON IRRIGATED SOCCER FIELD	\$0/WEEK; \$100 DEPOSIT	
NON IRRIGATED SOCCER FIELD - TOURNAMENT	\$0/TOURNAMENT; \$100 DEPOSIT	
HORSESHOE PITS - LEAGUE SEASON	\$100/SEASON; \$100 DEPOSIT	Deleted
HORSESHOE PITS - TOURNAMENT	\$50/TOURNAMENT; \$100 DEPOSIT	Deleted
CONCESSION STAND; SAA SEASON, MONDAY-FRIDAY	\$1,000/SEASON	
CONCESSION STAND; WEEKEND TOURNAMENTS	\$300/WEEKEND; \$300 DEPOSIT	
CONCESSION STAND; ONE DAY FEE NON TOURNAMENT	\$50/DAY	Added
WHISPERING ASPEN COMMUNITY CTR - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
WHISPERING ASPEN COMMUNITY CTR - RESIDENT	\$100 DEPOSIT	

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

RESOLUTION NO. 2016-63

**A RESOLUTION MODIFYING FEES TO BE COLLECTED BY THE CITY OF
EAST BETHEL IN 2017**

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

WHEREAS, The City Council reviews and revises the Fees in which are charged for various items on an annual basis; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: this resolution establishes that the Fee Schedule is hereby modified to the attached starting January 1, 2017.

Adopted this 7th day of December, 2016 by the City Council of the City of East Bethel.

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 8.0 G.1

Agenda Item:

Personnel Policy Update

Requested Action:

Consider approving revisions to the City Personnel Policy

Background Information:

The City last updated the Personnel Policy on February 4, 2015. Since that time, approval of the 2017-2019 Labor Agreement with the Minnesota Public Employees Association (MnPEA) has necessitated an update of the Policy.

The following sections are proposed for amendment:

- Section 6.5 – changes the base for City MSRS matching contribution to a maximum of \$2,000 and eliminates the 3% base salary requirement as the determinant for the City match
- Section 7.1 – adds one Floating Holiday to the City Holiday Schedule and reinstates Presidents Day as an observed Holiday (Minn. Stat. § 645.44, Subd. 5)
- Section 7.5 – clarifies the position of vacation and sick leave accrual during a Workman’s Compensation absence
- Section 7.11 – provides for the purchase on of an additional week of vacation
- Section 8 – provides for an Employee Recognition Program

Attachments:

Attachment 1 – Personnel Policy with Red Line Changes

Fiscal Impact:

As indicated above

Recommendation(s):

Staff is requesting Council consider that the Personnel Policy be amended to include the changes as presented in Attachment 1.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



CITY OF EAST BETHEL
PERSONNEL POLICIES

Successful public relations are a very important element in every City Employee's job. It is important to be considerate, pleasant, prompt and brief in all dealings with the citizens of the City of East Bethel. The impression we make over the phone, email or in person, whether good or bad, will be the one that the citizen will remember. It is the mission of the City of East Bethel to provide the highest quality service to East Bethel residents and taxpayers in the most effective, efficient manner possible. Proper adherence by all City Employees to these policies will help attain that goal.

SECTION 1 ~ PURPOSE

1.1 Purpose

The information in these personnel policies serve only as a general reference to East Bethel's current policies and procedures. None of these rules and policies constitutes a contract between the employee and the City. These rules and policies are not a guarantee of continued or future employment or intended to alter the at will employment relationship between the City and employee. Employees have the right to terminate their employment at any time, for any reason or no reason, and the City retains a similar right, subject to any statutory or constitutional restrictions placed upon it as a public employer.

1.2 Equal Opportunity Employer

Non-Discrimination: The City of East Bethel strives to provide full and equal opportunities for every person in all areas related to employment, training, promotion and compensation. No individual shall be discriminated against with respect to compensation, terms, conditions or other privileges of employment because of race, color, creed, religion, gender, age, national origin, sexual orientation, marital status, veteran status, public assistance status, disability, membership or non-membership in a labor organization, genetic information, or to any other group or class against which discrimination is prohibited by State or federal law. Employees will be evaluated solely on the basis of their conduct, compliance with the City of East Bethel's policies, practices and reasonable expectations, and their performance.

The City of East Bethel is committed to the fair and equal employment of people with disabilities. The City will reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with state and federal law, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment.

Current employees must inform the City Administrator of the need for an accommodation. Thereafter, the employee may be asked to provide supporting documentation as to the employee's functional limitations in support of their request for an accommodation. Any medical documentation that is collected will be maintained on separate forms and in separate locked medical files. The information will only be shared with those individuals who have a legitimate business interest to know or if any emergency arises.

Once a qualified individual has requested an accommodation, the City will consult with the employee to determine the procedure moving forward. Employees who are dissatisfied with the decision(s) pertaining to an accommodation request made to the City Administrator may submit their concern, in writing, to the Finance Director, who thereafter shall be responsible for meeting with the employee to determine the extent of coverage provided to the employee.

If an applicant or employee believes that he/she, or another applicant or employee, have been unlawfully discriminated against, the individual must bring this to the attention of the City Administrator. Employees at the City can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal or retaliation.

This Equal Employment Opportunity Policy applies to all aspects of the employee's employment and to all applicants. All employees and applicants are responsible for understanding, adhering to and strictly enforcing this policy.

1.3 Adoption and Amendment

These rules were prepared and recommended by the City Administrator at the request of the City Council. The City of East Bethel reserves the right to unilaterally modify the personnel rules, polices and ordinances as may be necessary to ensure continued compliance with federal, state and local requirements and to meet the fiscal needs of the City of East Bethel.

1.4 Application - Positions

All employees (regular full and part-time), offices and positions in the municipal employ, now existing or hereafter created, will be subject to the provisions of these regulations except the following:

1. Elected officials (except as noted herein)
2. Members of boards and commissions (except as noted herein)
3. Volunteer members of the Fire Department (except as noted herein)
4. City Administrator (except as noted herein)
5. City Attorney
6. Persons engaged under contract to supply expert, professional, technical, or any other services
7. Other positions so designated by the City Council (except as noted herein)

1.5 Collective Bargaining

All Employees covered by a collective bargaining agreement entered into in accordance with the Public Employers Labor Relations Act, Minnesota Statutes §179.61 – 179.77, and §179A.01 – 179A.25 shall be exempt from any of the provisions contained in these personnel policies that directly conflict with the terms contained in the collective bargaining agreement.

SECTION 2 ~ DEFINITIONS

Unless otherwise indicated, the following words and terms have meanings indicated below:

Appointment: a regular assignment to a position in the City service.

Days: Calendar day; including Saturday, Sunday, and holidays unless otherwise specified.

Demotion: a change of an employee's status from a position in one job class to a position in another job class with fewer responsibilities and duties and may result in a lower salary range.

FLSA: Fair Labor Standards Act (FLSA) which is a federal law regarding minimum wage and overtime compensation, classifying positions as exempt or non-exempt.

Exempt Employee: employees specifically exempt from the overtime compensation provisions of applicable FLSA (Fair Labor Standards Act) legislation as defined and limited by administrative rules and regulations.

Non-exempt: employees who are entitled to a minimum wage and overtime compensation pursuant to applicable fair labor standards legislation (FLSA).

Position: a group of current duties and responsibilities requiring the full-time or part-time employment of one person.

Regular Full-Time: an employee who is scheduled to work a 40-hour workweek or more and was hired for service duration in excess of 12 months and has successfully completed the probationary period.

Regular Part-Time: an employee who works less than the 40-hour workweek and was hired for service duration in excess of six months and has successfully completed the probationary period.

Temporary Full-Time: an employee who works a 40-hour workweek whose employment is limited by duration of a specific project or task.

Temporary Part-Time: an employee who works less than the 40-hour workweek whose employment is limited by duration of the specific project or task.

Probationary Employee: an employee who is serving a probationary period in a position to or from which the employee was appointed, promoted, transferred, demoted, reclassified or reinstated.

Probationary Period: a six to twelve month working trial period.

Promotion: a change of an employee from a position of one job class to a position of another job class with more responsible duties and a higher salary range.

Reclassification: a change in classification of an individual position by raising it to a higher job class, reducing it to a lower job class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed in such a position.

Veteran: a person defined as a veteran by Minnesota Statutes, Section 197.447.

Veteran's Preference: the preference granted to veterans by Minnesota Statutes, Chapter 43A.11 and Chapter 197.481.

Workday / Workweek: A normal workday is 8:00 AM to 4:00 PM and a normal work week is Monday through Friday. However, department heads and supervisors may change the normal workweek to meet departmental workload and the needs of the City subject to the review and approval of the City Administrator.

SECTION 3 ~ CONDUCT AND ETHICS

3.1 Employee Conduct

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work. The City's employee conduct policies are designed to provide notice of the City's expectations for all of its employees. The City requires that its employees obey these rules of conduct, which are intended to protect the interests and safety of all employees and the City.

The City reserves the right to handle each disciplinary situation as it deems necessary. The City has the right to discipline and terminate employees for any lawful reason, including reasons not specified in these personnel policies, with or without cause, notice or prior warning or discipline, at any time. Employees are responsible for knowing, understanding and adhering to the City's rules of conduct. No employee at the City is guaranteed prior warning or discipline before termination, although there will generally be such warnings prior to discipline. Discipline may include, but is not limited to, verbal or written warnings, paid or unpaid suspensions, prospective reductions in pay, demotions, ineligibility for promotions, benefits or raises, counseling or other required conditions for retaining employment, last chance warnings, or termination, without opportunity for reemployment. Employees covered by a collective bargaining agreement are required to follow the standard of employee conduct established in this policy but are subject to the disciplinary measures covered in the collective bargaining agreement, if those disciplinary measures are in conflict with the disciplinary measures outlined herein.

Since it is impossible to provide an exhaustive list of misconduct, the following is a non-exclusive list of examples of conduct that may result in discipline, up to and including termination of employment:

1. Inadequate performance, failure to work efficiently, to produce satisfactory results, or to meet reasonable production and/or quality standards.
2. Inability or unwillingness to perform the assigned job.
3. Failure to promptly respond to client communications or inquiries.
4. Failure to follow the orders of a direct supervisor or the City Administrator.
5. Being absent from work without permission.
6. Unacceptable absenteeism or tardiness.
8. Leaving work prior to the completion of scheduled or approved overtime hours.
9. Failure to follow through with the completion of a work assignment.
10. Engaging in any other business or employment that conflicts with or interferes with an employee's responsibilities to the City.
11. Working on personal matters during working time.
12. Divulging or misusing confidential information, attorney client privileged communications, attorney work product or other confidential information of any kind.
13. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
14. Making derogatory or false accusations so as to discredit or demean other employees, management, or the City Council.

15. The use of profanity or abusive language towards a fellow employee, management or member of the general public while performing work on behalf of the City.
16. Conduct on the job which violates the common decency or morality of the City or the community.
17. Lying to supervisors or the City Administrator in connection with one's employment.
18. Dishonesty, including intentionally giving false information, intentionally falsifying records, intentionally logging false time records for payroll, or making false statements when applying for employment.
19. Removal of the City's money or property without permission.
20. Unauthorized or inappropriate use of telephones, facsimiles, mail, e-mail, copiers, computers or other equipment.
21. Possession or use of firearms, explosives, weapons or other dangerous or unlawful materials on the City's property (including the City's parking lots), unless otherwise permitted by state law.
22. Failure to observe property security procedures.
23. Failure to observe safety rules and regulations.
24. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on City property.
25. Conviction of a felony, gross misdemeanor or serious regulatory or ethical offense, whether on duty or off duty, which adversely affects the City by bringing it into disrepute, by exposing the City to the risk of liability or expense, by undermining the employee's ability to effectively perform his or her duties, or by reducing the community or co-worker confidence in the employee.
26. Violation of a City policy, including the policies on discrimination, harassment and retaliation.
27. Violation of any other City policy, rule, practice or standard, failure to meet standards or reasonable expectations of the City or any other conduct which the City lawfully determines to be adverse to its needs or interests
28. Other misconduct or actions unbecoming the employee.

3.2 Prohibition of Harassment and Retaliation

The City is committed to providing a work environment that is free of unlawful discrimination. This policy prohibits harassment or retaliation based upon race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, genetic information, complaining in good faith to the Employer or to a public authority, lawful requests for access to or to make written submissions to one's personnel file, status with regard to public assistance, or any other characteristic or activity protected under federal, state, or local law. Complaints alleging retaliation or harassment, including but not limited to sexual harassment, based upon any protected characteristics or activity will be handled as described in the Reporting Procedure section.

Sexual Harassment

The City strictly forbids sexual harassment in the workplace. The “workplace” includes all of the City’s premises, and any other locations where City-sponsored activities take place, any off-site location where City business is conducted, and on social networking sites if the City, its community members, suppliers or employees are referenced or included in communications. "Sexual harassment" has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment, and the employer knew or should have known of the existence of the harassment and failed to take timely and appropriate action.

Reporting Procedure

If an employee believes that he/she has been subjected to any conduct or statement that could be viewed as harassment or retaliation, the employee must:

- First:** Tell the harasser/retaliator to stop.
- Second:** Immediately report the incident to his/her direct supervisor or the City Administrator.
- Third:** If the conduct continues, this should also be immediately reported to one of the above individuals.

If an employee or a supervisor witnesses an incident that might be viewed as harassment or retaliation, the employee or supervisor must follow steps two and three above. Failure to do so may result in disciplinary action, up to and including termination.

Any incident, complaint or report will be investigated, including those arising after an employee’s termination of employment. Complaints and actions taken to resolve harassment or retaliation will be handled as confidentially as possible, given the City’s obligation to investigate and act upon such incidents, complaints or reports.

Employees may bring complaints, ask questions, and raise concerns under this policy without fear of reprisal or retaliation. All employees are responsible for understanding, adhering to and strictly enforcing this policy. Violation of this policy may result in discipline, up to and including termination.

Investigation and Recommendation

The City will, upon receipt of a report or complaint alleging harassment, retaliation, or other inappropriate conduct, authorize an investigation.

In determining whether alleged conduct constitutes harassment, retaliation, or other inappropriate conduct, The City may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment, retaliation, or other inappropriate conduct, requires consideration of all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report has been made, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator. In addition, the City may take immediate steps, at its discretion, to protect the complainant, witnesses or other employees pending completion of an investigation.

Prohibition against Retaliation

The City will discipline any individual who retaliates against any person who complains of or reports alleged harassment, retaliation, or other inappropriate conduct, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment complaint.

Discipline and Other Appropriate Action

The City may take any appropriate action it deems necessary to punish harassment, retaliation or other inappropriate conduct and to prevent reoccurrence of any such conduct. Depending upon the results of an investigation and severity of any incident, the City may take disciplinary action, up to and including termination, as well as issuing general reminders of its policy, and/or conducting orientation and training sessions.

3.3 Workplace Violence

The City seeks to provide a safe and secure workplace environment for employees, vendors, suppliers and the general public. Violence, or the threat of violence, has no place in any facility of the City. This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Violence or the threat of violence, by or against any City employee or other person while at a City workplace or worksite is unacceptable and may subject the individual to serious disciplinary action, up to and including immediate termination, and/or criminal charges. The City will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

Possession, use, or threat of use, of any object that could be considered a dangerous weapon, including all firearms, is not permitted at the workplace, on City property (including City parking lots), or at a City worksite (including worksite parking lots), unless such possession or use is an approved requirement of the job. (Hunters must retrieve weapons from home after work prior to leaving on hunting trips.)

Employees who feel that the workplace violence policy has been violated must immediately report such conduct to the City Administrator.

3.4 Drug and Alcohol Free Workplace

Employees are required to report to work on time and in appropriate mental and physical condition for work. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery or equipment, except to the extent authorized by a valid medical prescription. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

1. Drug and Alcohol Testing

a. Purpose

This policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota Statutes Chapter 181.950 to 181.957.

b. Scope

This drug and alcohol testing policy applies to all employees of the City and to all job applicants who have received a contingent offer of employment by the City.

c. Definitions

For the purposes of the Policy, the following definitions will apply:

1. **Alcohol** - Ethyl alcohol.
2. **Confirmatory Test and Confirmatory Retest** - A drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statute Chapter 181.953, Subd. 1.
3. **Conviction** - A finding of guilty (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of state or federal criminal drug statutes.
4. **Drug** - A controlled substance as defined in Minnesota Statute Chapter 152.01., Subd. 4. and/or if required by law, the federal Drug-Free Workplace Act of 1988.
5. **Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test** - Analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statute Chapter 181.953, Subd.1 for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
6. **Drug paraphernalia** - An item or items described in Minnesota Statute Chapter 152.01, Subd. 18.
7. **Employee** - A person defined as an employee of the City under the State of Minnesota Public Employment Labor Relations Act in Minnesota Statutes Chapter 179A.03, Subd. 14.
8. **Employer** - The City of East Bethel acting through its designees of the City Council.
9. **Initial Screening Test** - A drug or alcohol test which uses a method of analysis under one of the programs listed in Minnesota Statutes Chapter 181.953, Subd. 1. and which is capable of detecting the presumptive presence of a drug, drug metabolite, or alcohol in a sample.

10. **Job Applicant** – A person who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing a drug test.
11. **Premises** - All property and locations in which the City is operating or has established a presence.
12. **Positive Test Result** - A finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes Chapter 181.953, Subd. 1. An alcohol test will be considered positive if the testee has an alcohol concentration level of at least .02 or a lesser level if it is accompanied by an odor of an alcoholic beverage or signs of physical impairment in violation of the City's Personnel Policy. A residue amount of alcohol will be considered a positive test result only if accompanied by a violation of the City's personnel policies.
13. **Reasonable Suspicion** - A basis for forming a belief based on specific facts and rational inferences drawn from those facts.
14. **Safety-sensitive position** - A job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
15. **Under the influence** – Having the presence of a drug or alcohol at or above the level of a positive test result.

d. Circumstances under which testing may occur:

Any employee or job applicant of the City may be tested under the following circumstances:

1. **Job Applicant** - A job applicant may be requested or required to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position. Alcohol testing will not be a part of a post-offer pre-employment physical examination.
2. **Treatment Program Testing** - The City may test any employee referred by the City for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any prescribed chemical dependency treatment or evaluation program in accordance with Minnesota Statutes Chapter 181.951, Subd.6.
3. **Reasonable Suspicion Testing** - No employee will be tested for drugs or alcohol under this policy without the person's consent. If, however, the City asks an employee to undergo a drug or alcohol test and the employee refuses, the employee may be subject to disciplinary action. The City may request or require an employee to undergo drug or alcohol testing if the employer has a reasonable suspicion that the employee:
 - i. is under the influence of drugs or alcohol;
 - ii. has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment;
 - iii. has sustained or caused another person to sustain a work related personal injury; or
 - iv. has caused City or other public property damage or was operating or helping to

operate machinery, equipment, or vehicle involved in a work related accident.

e. Criteria for Selecting Testing Laboratories

When an employee or job applicant is to undergo drug or alcohol testing, the testing laboratory shall be certified and accredited to meet the criteria in accordance with Minnesota Statutes Chapter 181.953, Subd. 1.

f. Refusal to Undergo Testing

1. **Job Applicants** - Job applicants may refuse to undergo drug testing. However, if a job applicant refuses to undergo drug testing requested or required by the employer, no such test shall be given and the job applicant shall be deemed to have withdrawn the application for consideration for employment.
2. **Employees** - Employees may refuse to undergo drug testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy the employee may be subject to discipline including, but not limited to, discharge.

g. Tampering with the Urine or Blood Sample:

If an employee tampers with his or her own urine or blood sample, or in any way deliberately causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, discharge.

h. First Failure to Pass Drug and Alcohol Testing

Without evidence of any other misconduct any employee who for the first time has a positive test result on a confirmatory test will not be subject to discipline, including but not limited to discharge unless:

1. The City has given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency; and
2. The employee has either refused to participate in such a program or has failed to successfully complete the program within a reasonable time as evidenced by withdrawal or a positive test result on a confirmatory test after completion of the program.

i. Failure to Pass Drug and Alcohol Testing

1. **Initial Screening Test (Employee)** - The City will not discharge, discipline, discriminate against or require rehabilitation of an employee solely on the basis of a positive Initial Screening Test that has not been verified by a Confirmatory Test. However, the City may temporarily suspend a tested Employee whose test results are positive or transfer the Employee to another position at the same rate of pay pending the outcome of a Confirmatory Test (and, if requested, a Confirmatory Retest) if the City believes it is necessary to protect the health or safety of the employee, co-workers or the public. An employee who is suspended without pay will be reinstated with back pay if the outcome of the Confirmatory Retest is not

positive.

Requests for such a Retest must be made in writing within five (5) days of the employee's receipt of notice of the test results. An employee who receives a positive test result on a Confirmatory Test and does not request in writing a Confirmatory Retest within five (5) working days after notice of positive Confirmatory Test results, may be subject to discipline including, but not limited to, discharge subject to the provisions of this policy.

2. **Initial Screening Test (Job Applicant)** - The City will not withdraw a conditional offer of employment on the basis of a positive test result on a job applicant's Initial Screening Test. An Initial Screening Test must be verified by a Confirmatory Test (and a Confirmatory Retest, if requested) before a conditional offer of employment can be withdrawn. A job applicant who receives a positive test result of a Confirmatory Test, fails or refuses a Confirmatory Retest, or does not request in writing a Confirmatory Retest within five (5) days after notice of a positive test result of a positive test result of a Confirmatory Test, may be refused employment and will be notified of the reasons for such refusal.
3. **Confirmatory Test** - Discipline for a Confirmatory Test verifying a positive test result on an Initial Screening Test may include discharge of an employee; provided, however, that prior to discharge, the employee is given the opportunity to explain a positive test result and request and pay for a Confirmatory Retest on the original sample. If the Confirmatory Retest is not positive, no action will be taken against the employee. If the Confirmatory Retest is positive, and if it is the first positive retest result for the employee, the employee will not be terminated if the employee elects to participate, at the employee's own expense, in a drug or alcohol treatment or rehabilitation program, whichever is appropriate. An employee who either refuses to participate in the treatment or rehabilitation program or who fails to successfully complete the treatment or rehabilitation program (as evidenced by withdrawal of the program before its completion or by a positive test result on a Confirmatory Test during or after completion of the program), may be subsequently discharged.

j. Rights of Employee or Job Applicant or Notice of Test Results

1. An employee or job applicant who receives a positive test result on a Confirmatory Test has the right to receive a copy of the test result report and, within three (3) working days of notice of the original positive Confirmatory Test result, to submit information to the City in addition to any information already submitted to explain that result, or within five (5) working days to notify the City in writing of the employee's intention to obtain a Confirmatory Retest of the original sample at the employee's or job applicant's own expense.
2. If the Confirmatory Retest is conducted in accordance with rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory in accordance with Minnesota Statute Chapter 212.31, Subd. 4 E, and if it is not positive, the City shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00 and no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

k. General Testing Procedures

All testing will be performed by a licensed laboratory that certifies its compliance with the requirements of Minnesota Statutes Chapter 181.953, as from time to time amended. When the City determines to test for drug or alcohol use on any of the grounds enumerated in Section 3.2, 1, d of this policy, the following procedures will apply:

1. Initial Screening Test

- i. **Acknowledgment.** Before the Initial Screening Test, the employee or job applicant shall be informed of the City's testing policy and given a form on which the employee or job applicant can acknowledge being so informed. The form shall allow the employee or job applicant to indicate any medication (prescription, signed for, or over-the-counter) that the individual is currently taking or has recently taken and other information relevant to the reliability of or explanation for a positive test result. Medical information disclosed on the form shall not be used as the basis for any adverse personnel action.
- ii. If the Initial Screening Test produces a negative result, written notice of such result will be given to the individual who took the test within three (3) working days after the City receives the test result report. The employee or applicant will also be notified that they have the right to request and receive a copy of the test report.
- iii. The testing laboratory will perform a Confirmatory Test on all samples that produce a positive test result on the Initial Screening Test.

- 2. **Confirmatory Test.** If the Initial Screening Test produces a positive test result, a second test (known as the Confirmatory Test) will be conducted by the laboratory. If the Confirmatory Test is not positive, the City will send written notice of this fact to the employee or job applicant within three (3) working days after receiving the result.

If the Confirmatory Test produces a positive test result, the City will take the following four steps:

- i. The City will send written notice of the positive test result within three (3) working days after receiving it to the employee or job applicant.
- ii. The employee or job applicant will be informed of the right to receive a copy of the test result.
- iii. The employee or job applicant will be told of the right to explain the positive result.
- iv. The employee or job applicant will be informed of the right to request a Confirmatory Retest of the original sample at the employee's or job applicant's expense. The employee or job applicant has five (5) working days in which to notify the City of this request in writing

- 3. **Confirmatory Retests.** If an employee or job applicant chooses to request a Confirmatory Retest, the employee or job applicant has five (5) working days within which to notify the City of this request in writing. Within three (3) days of the receipt of such request, the City will notify the original testing laboratory that it is to conduct a Confirmatory Retest or transfer the sample to another certified laboratory for retesting. If the

Confirmatory Retest does not confirm the original positive test result, no adverse personnel action will be taken by the City. If the confirmatory Retest is positive, the City may withdraw its conditional offer of employment to a job applicant or terminate an employee if such employee chooses not to participate in a chemical dependency treatment or evaluation program.

l. Data Privacy

Test result reports and other information acquired in the drug and alcohol testing process are private data on individuals as defined in Minnesota Statutes Chapter 13, and may not be disclosed to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or applicant tested, unless otherwise permitted by law or required by court order.

m. Other Misconduct

Nothing in this Policy limits the right of the City to discipline or discharge an employee on grounds other than a positive test result in a Confirmatory Test. For example, possession but not consumption of a controlled substance, the sale of a controlled substance on City premises, or conviction under any criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or discharge. Any City employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the City with respect to the manufacture, use, sale, or transfer of drugs and alcohol.

n. Administrative Responsibility

1. The City Administrator shall be responsible for implementing this Policy.
2. Each Department Manager and Supervisor shall be responsible for informing their employees of this Policy.
3. Each employee of the City shall be notified of this Policy. Employees shall acknowledge in writing of their notification of this Policy.

3.5 Tobacco

Tobacco products (i.e. chewing tobacco, smoking, etc.) are prohibited in City buildings and vehicles. This applies to all City vehicles and all city owned public facilities to include but not limited to park shelters, athletic complexes and municipal buildings.

3.6 Gifts and Gratuities

An employee may not solicit any gift or gratuity from any other employee or member of the general public. In no instance may a gift or gratuity be solicited or even hinted. In no instance may any gift or gratuity be accepted by a City employee, even if the gift or gratuity was unsolicited.

There are very limited exceptions to what is considered a gift or gratuity. The exceptions include:

1. A plaque or similar memento recognizing an individual's services in a field of specialty or to a charitable cause.
2. A trinket or memento of insignificant value.
3. Informational materials of unexceptional value.
4. Food or beverage given at a reception, meal, or meeting away from your normal place of work by an organization before whom you are appearing to make a speech or answer questions as a part of a program. All other gifts of food or beverage are prohibited. Vendor contributions to a meeting of local officials for breakfasts, hospitality rooms, snacks, or refreshments are prohibited.
5. Usual or customary gift giving among employees during the holiday season, birthdays, retirements, weddings, baby showers, rolls, cookies, flowers, etc., provided by coworkers.
6. Gifts from a family member.

Good judgment is advised. When you are faced with a situation concerning the acceptance of an item, you should seek approval from your supervisor prior to its acceptance and, if not resolved with your supervisor, proceed up the departmental ladder. It is important that each of us maintain high standards of public service and remain within the letter and spirit of ethical behavior.

3.7 Membership on Advisory Commissions

City employees are, pursuant to this policy, ineligible for appointment or service on City of East Bethel Advisory Commissions. City employee participation in support of commissions is assigned by City Administrator.

3.8 Technology Use

The City of East Bethel provides employees with technology to assist them with their job duties. The purpose of this policy is to define acceptable and unacceptable use of the City technology including, but not limited to computer systems, voicemail systems, network systems, electronic mail (e-mail), the Internet and other information systems ("City Technology"). This policy applies to all employee use of City technology including use by employees located on City property and off of City property. The goal of this policy is to avoid inappropriate use of City technology and to maintain appropriate security to protect City data and technology.

City Ownership/Right to Access

All City technology systems are the property of the City of East Bethel. This includes but is not limited to all hardware, software, programs, applications, templates, internal and external e-mail messages, facsimile (fax) messages, data, data files, and voicemail messages developed or stored on city-owned, leased, or rented technology systems. The City reserves the right to access, retrieve and read any data, messages or files stored on City technology and disclose any data, messages or files without prior employee consent. Employee use of City Technology is not private. This includes but is not limited to use of internal and external e-mail and use of the Internet. Use of passwords does not make data, messages or files private. Passwords must be disclosed to supervisors upon request and may be bypassed by the City. By using City technology, employees consent to any monitoring of that technology that may take place.

Responsibility

Department Heads and supervisors are responsible for the implementation of and adherence to this policy within their departments. All employees are responsible for reading and following directions from Information Technology staff regarding appropriate procedures and precautions to take in order to protect the City's network system.

Software Use in Accordance with License Agreements

Employees shall adhere to all software license agreements, with regard to duplication and use as directed by the software publisher.

Remote Connections and Special Applications

Applications for remote connections and special applications will be reviewed and approved at the discretion of the City Administrator. Formal requests should be in writing, with an in-depth explanation of need and the cost savings involved.

Authorized Software

All software used on City computer and network systems must be approved and installed by the City Administrator or designee. Written requests for new and demonstration software packages will be reviewed and approved at the discretion of the City Administrator or designee. City employees are prohibited from downloading, acquiring, or installing their own software without prior consent and approval from the City Administrator or designee.

Virus Protection

All files brought into the City, via diskette or electronic transmission will be scanned for viruses. This includes portable devices from all service personnel, vendors, clients, and other government agencies. E-mail attachments that are not document files (.doc, .pdf, .rtf, .txt, .csv, .xls) will not be opened. If there is any question about how to use the City's virus detection software or about appropriate use of copyrighted material, employees should contact the City Administrator.

Electronic Mail

Electronic mail should be considered non-private information and may be periodically reviewed and used for investigation by the City Administrator. The electronic mail system is not to be used to harass any other individual. Limited personal use of the City's email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies. Use of the electronic mail system is considered to be acceptance and acknowledgment of this rule.

An employee's personal email may be considered "public" data and may not be protected by privacy laws. Personal email may also be monitored without notice to the employee.

The following policies pertain to emails of both business and personal content:

- Use common sense and never transmit an email you would not want your supervisor or other employees to read.
- Do not correspond by email on confidential communications (e.g., letters of reprimands, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible.

City Computer Data

All data stored on computer media owned, leased or rented by the City, is considered to be owned by the city, and non-private, including information stored on local drives.

Data shall be subject to the City's records retention schedule and the Minnesota Data Practices Act. Dissemination of data shall be consistent with the data's classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion the City Administrator.

Some general guidelines to consider are as follows:

- All City records and data must be stored on the City's network.
- E-mail that is not an official record of City business should be deleted as soon as possible and should not be retained for more than 120 days.
- City-related documents that an employee creates on a home computer should be moved to the City's network file as soon as practical.

Passwords

Supervisors are required to report immediately to the City Administrator when an employee resigns or is terminated. Employees are required to contact the City Administrator when they suspect their login ID has been compromised or when someone else has obtained their password.

Password protection of any document is prohibited unless authorized by department director and City Administrator. This applies to any document stored on any drive (local or network), which includes diskettes, CDs, DVDs, flash drives, or any other storage device owned by the City. Any document found with unauthorized password protection will be deleted.

Internet

City employees are encouraged to find ways to access information from other governmental agencies and related sites, but must realize that in some cases the time spent looking for something will take longer than the conventional method. Department Heads should be aware of the time spent by their employees, and employees should keep an accurate record of time spent and useful addresses for future use.

a. Auditing Internet Use

The City has the ability to document and investigate all sites viewed by user name and location. All employees must be aware that they will be monitored and any site viewed that is of a questionable nature may result in disciplinary action. This restriction includes browsing of entertainment sites or sites that are designed to attract an adult audience. Infractions of this nature will be dealt with to the fullest extent of the discipline policy.

b. File Downloads and Virus Protection

All files downloaded from the Internet must be of a business nature, and approved for download by the City Administrator. File must be saved to the network server to ensure that a virus scan is automatically performed.

c. General Internet Restrictions

City staff accessing the Internet through City resources shall not:

- Mask their true identity. This includes, but is not limited to, sending mail anonymously.

- Use the system for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.
- Post on electronic bulletin boards materials that violate existing laws or the City's Personnel Policies.
- Post on Internet services information that may be slanderous or defamatory in nature.
- Attempt to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- To access, upload, download, transmit, or distribute pornographic, obscene, abusive, or sexually explicit materials.
- To transmit or accept sexually explicit language or profanity.
- To violate any local, state, or federal law or engage in any type of illegal activity;
- To violate any applicable state, federal, or international copyright, trademark, or intellectual property laws and regulations without prior approval, including unauthorized downloading or exchanging of pirated or otherwise unlawful software;
- To engage in any form of gambling;
- To engage in any type of harassment or discrimination;
- To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the City;
- To engage in any form of solicitation without the consent of the department director;
- To promote any political or private causes or other activities that are not related to the business purpose of the City; or
- To enter into financial or contractual obligations without prior approval.

Personal Use

The City recognizes that some personal use of City-owned computers has and will continue to occur. To prevent abuse of this privilege, personal use is limited to the following:

- a. Employees must obtain department director or other designated staff approval for personal use in the office where the PC is located.
- b. Personal use is permitted only before and after regular business hours and only when other City business is not to be performed on the systems. Personal use shall not preempt work use.
- c. Limited use of the City's access to the Internet for personal reasons is allowable, provided it does not interfere with an employee's work and is consistent with all provisions in this policy. Employees are warned that their individual activities on the Internet may be monitored and reported.
- d. Employees must use their own paper and portable devices (which must be scanned and approved for use by the City Administrator designee. No personal files or data are to be stored on the City's file servers.

- e. Only City employees are to use the City computers. Family members or friends are not allowed to use City equipment or technology resources. Use of another's computer without authorization is prohibited.
- f. Use of City computers, software and peripherals for the following is strictly prohibited at all times:
 - for profit or commercial activities;
 - for any other public office or employment which is incompatible with City employment responsibilities, as determined by the City Administrator,
 - for any political activity
- g. Internet e-mail may be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and is consistent with all provisions in this policy.
 - Using the City Internet e-mail system to participate in any kind of broadcast mailing list is strictly prohibited.

Notice of Computer Problems

Employees are responsible for notifying the City designee about computer problems. Small problems may indicate a more serious network or computer system issue, so employees should err on the side of caution when deciding whether or not to raise a question or concern.

Violation of Policy

Violations of this policy shall be dealt with on an individual basis, consistent with the nature of the infraction. For all City employees, as defined in the City Personnel Policies, infractions will be dealt with through normal personnel procedures; up to and including termination. All other infractions will be responded to with appropriate legal action.

3.9 Use of Social Media

The City of East Bethel respects employees' rights to post and maintain personal websites, blogs and social media pages, but does require employees to act in a prudent manner with regard to website and internet postings that reference the City of East Bethel, its personnel, its operation or its property. When engaging in social networking, employees must abide by the Technology Use policy, as well as all other workplace rules for all conduct that may be directly or indirectly attributed to the City. Employees and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization. This policy is not intended to prohibit protected activity under the National Labor Relations Act or any other state or federal law.

Personal Social Media Activities

In general, off-duty or personal activities are the employee's personal business, except where such activities negatively affect an employee's job performance, the performance of others, the work environment, or the City's interests with the community. Employees who choose to communicate about the City externally, including in online forums, bulletins, or message boards, chat rooms, blogs, Facebook, MySpace, LinkedIn, Twitter, etc. (referred to collectively

as “Online Social Media”), are expected to comply with the City’s Employee Conduct policy, Sexual Harassment policy, Workplace Violence policy, Technology Use policy, and all other relevant policies found in the City’s Handbook.

The following principles apply to external communications using Online Social Media and in other external communications:

1. Personal responsibility: Employees are personally responsible for the content they publish or communicate.
2. Confidential Information: Employees may not disclose private information protected by the Minnesota Data Practices Act.
3. Respect: Employees should respect their audience and avoid any offensive language or sentiments such as ethnic slurs, sexual comments, obscenity, or any conduct that would not be acceptable in the City’s workplace.
4. Disclaimer: Employees who identify themselves as a City employee and comment on City-related topics must make clear that their views and positions are not those of the City or the City Council, unless specifically authorized by the City to speak on behalf of the City.
5. City Logos: Unless otherwise authorized, employees may not use City logos for their own personal use.
6. Media Relations: If a member of the news media or blogger contacts you about an Internet posting that concerns the City, please refer that person to the City Administrator.
7. Comply with laws: Employees must be mindful not to engage in any unlawful conduct, such as invasion of privacy, violations of security laws, defamation, etc.

Business Activities and Social Media

Employees must be explicitly authorized to conduct business for the City using Online Social Media by the City Administrator. Authorization must include review and approval of content prior to publication.

Confidentiality and Social Media

Even in a virtual reality, employees need to be cognizant of their obligations to the employer, employees, and clients with regard to confidentiality. Following the guidelines below will ensure compliance with the City’s expectations.

1. Private Information: Private information protected by the Minnesota Data Practices Act is NEVER to be released.
2. Legal Information: Any conversations conducted in a closed meeting with our attorney’s related to labor negotiation strategy, litigation strategy, the evaluation of an individual subject to City Council authority, and/or the preliminary consideration of allegations against an individual subject to City Council authority must not be disclosed. This policy is not intended to interfere with the employee’s ability to discuss or enact labor organization efforts, or to perform their work.
3. Anything that belongs to anyone else: If the material was created or maintained by someone else, the greatest approach is to allow that individual to post it.
4. Medical Information: Medical information regarding other employees, directors, supervisors, administrators, or council members is NEVER to be released, published or posted via online social media.

Any employee who violates the City's Use of Social Media policy or any other workplace rule or policy will be subject to disciplinary action, up to and including termination.

City Social Media Activities

The City of East Bethel does not presently use any social media websites, but may choose to do so in the future in order to provide information to the public. The City of East Bethel disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of East Bethel. The City reserves the right to delete any postings that are obscene, vulgar, threatening, contain profanities or show the City or its residents in a negative manner.

3.10 Dress Code

The dress and appearance of City employees is a direct reflection on the quality and professionalism of our services. City employees meet with the public every day as part of the regular workday.

Policy Statement

It is the responsibility of all employees to be neat and clean and to dress in a manner that is appropriate to their work environment. Employees should use good judgment in attire, personal hygiene and overall appearance. Please be considerate of co-workers, citizens and other guests. It is the responsibility of Department Heads to determine if an employee's appearance is inappropriate.

At all times, regardless of the style of clothing that is worn, clothing must be clean, neat and free of holes, tears, fraying, patches, signs of wear or excessive wrinkles or noticeable stains. Any clothing that, by fit or design, is revealing or provocative is not suitable for our business environment.

General

If one's attire is most appropriate for the gym, tennis court, beach or nightclub, it is not appropriate in a business environment. When in doubt about the appropriateness of any attire, leave it out of the work wardrobe. Use good judgment.

Examples

The following are some examples of acceptable clothing for employees who work in the office environment:

- Sweaters, vests, blazers, jackets, blouses, shirts with collars or buttons, knit tops, turtlenecks, business suit, skirt and blouse, business dress
- Docker-type, khaki, dress slacks/trousers or twill casual pants. Jeans, without holes, frays, etc., and knee-length dress/walking shorts
- Casual flat shoes, loafers, cloth tennis shoes, open-toed shoes, clean athletic shoes

For employees who work in a non-office environment. These employees may perform some physical labor, such as inspections. Acceptable clothing items include:

- All of the items mentioned above, except no open toed shoes
- T-shirts or sweatshirts with no profane language, advertising, or printing

- Like-new tennis/athletic shoes, unless prohibited by OSHA Rules

The following are some examples of unacceptable appearance for employees:

- Inattention to personal hygiene/cleanliness
- Shorts (except knee-length dress/walking shorts, which are acceptable), spandex, stretch pants, leggings or other form-fitting pants
- Tube tops, halter tops, tank tops, spaghetti straps, muscle shirts and T-shirts with slogans
- Athletic apparel including jogging suits and sweatpants
- Bib-overalls
- Sweat bands, caps, or hats worn indoors
- Any clothing with printed messages or graphic derogatory design
- Flip-flops, slippers or other unprofessional footwear including worn-out athletic shoes
- Mini-skirts

If health conditions exist which require an employee to wear an item listed as unacceptable, please consult with your Supervisor.

Uniformed Personnel

Uniforms, which are provided to some city employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment. Uniforms bearing a city identification patch should not be worn during off-duty hours.

City Logo Clothing

Wearing City logo clothing when consuming alcohol is prohibited.

Violation of Policy

The Department Head will determine if appearance is inappropriate. If a Department Head determines that an employee's standard of appearance is inappropriate, it will be brought to the employee's attention privately. Failure to meet acceptable standards of appearance as determined by a Department Head may result in a warning or an employee being sent home to change clothing. Time spent driving home and returning to work is not compensated.

Additional policy violations could result in disciplinary action; up to and including termination.

SECTION 4 ~ RECRUITMENT/EMPLOYMENT

4.1 Position Opening Authorization

Department Heads will notify the City Administrator and make recommendations when a replacement vacancy exists in a department or when there is a desire to fill a newly created position. The City Administrator will review the request and recommendations and advise the department head on the proper course of action. The City Administrator, with advice and consent of the City Council, is the final authority in the filling of all positions.

4.2 Recruitment

The recruitment of applicants for employment with the City shall take place at the direction of the City Administrator.

4.3 Probationary Period

The probationary period begins immediately upon starting date and continues for six months with the option to extend to twelve months. Department Heads must inform the City Administrator of employee's successful completion of the probationary period.

Time served in temporary positions is not considered part of the probationary period.

4.4 Dismissal During the Probationary Period

A Department Head may recommend to the City Administrator dismissal of a probationary employee at any time during probation for any reason.

4.5 Benefits During Probationary Period

Sick and vacation leave will accrue during the initial probationary period. Sick and vacation leave may be used as earned under the same conditions as applicable to non- probationary employees.

4.6 Reference and Background Checks

All reference checks for current or terminated employees must be routed to the City Administrator or his/her designee.

4.7 Employment of Relatives

More than one family member may not be employed within any department where one family member or relative supervises or has the ability recommend hire, fire or promote another relative, or where there may be a conflict of interest or not in the best interest of the City as determined by the City Administrator.

4.8 Discipline

The City reserves the right to take any disciplinary action it deems appropriate under the circumstances.

4.9 Administrative Leave – With Pay Regular Employees

Any regular employee of the City placed on Administrative Leave – With Pay will be provided with compensation as would normally be afforded the individual in a working status or classification. Compensation will be predicated on a normal work week for the individual in this status.

A normal work week shall be the average number of hours compensated over the past six months. If the employee has been in the employ of the City for less than six months, the average shall be based on the average hours worked during the period of employment.

4.10 Administrative Leave – With Pay Non-Regular Employees

Any non-regular employee of the City placed on Administrative Leave – With Pay will be provided with compensation based on the following factors:

Average amount paid to the non-regular employee over the past six months divided by six months to determine the average monthly wage. The non-regular employee will be compensated at the average monthly wage calculated above.

The impact on retirement benefit(s) for non-regular employees shall be determined by the time period the non-regular employee is absent from the position. Should a non-regular employee be absent in an Administrative Leave –With Pay status for less than six months and meets all other criteria during the time the non-regular employee is engaged in service to the City, there shall be no reduction in retirement benefit. Should a non-regular employee be absent in an Administrative Leave – With Pay status for more than six months, the City Administrator shall review the specific issues and make a recommendation to the City Council.

The impact on promotion and position retention for non-regular employees shall be determined by the time period the non-regular employee is absent from the position. Should a non-regular employee be absent in an Administrative Leave –With Pay status for less than six months and meets all other criteria during the time the non-regular employee is engaged in service to the City, there shall be no impact on the non-regular employees eligibility for promotion and rank retention. Should a non-regular employee be absent in an Administrative Leave – With Pay status for more than six months, the City Administrator shall review the specific issues and make a recommendation to the City Council.

SECTION 5 ~ EMPLOYEE COMPENSATION

5.1 Compensation Plan

The City Administrator must develop and maintain a compensation plan so all positions substantially similar with respect to the type, difficulty, and responsibility of work are included in the same grade and that the same salary range may be applied to all positions in a grade.

The plan shall classify positions in accordance with federal and state laws for all positions. The City Administrator will present the compensation plan to the City Council for its approval. The effective date of the compensation plan shall be the date stated in the plan approved by the City Council.

5.2 Classification and Reclassification

When a new position is requested, the duties and responsibilities for that position are to be identified in a position description. The supervisor and/or department head are responsible for preparation and submission of the position description with the request for a new position. The City Administrator may recommend the new position to the City Council for approval.

When the duties of a position change substantially, the Department Head may request or the City Administrator may initiate a review of the duties of the position. Based on the results of the review, the City Administrator may recommend to reclassify the position to the City Council for approval.

5.3 Overtime/Compensatory Time

Pursuant to federal and state wage and hour laws, employees classified as fulltime and nonexempt under Fair Labor Standards Act (FLSA) who are authorized overtime work in excess of the regularly scheduled workweek or pay period will be compensated at a rate of one and one-half times their base rate of pay for hours worked in excess of their regular schedule. The FLSA mandates that the City classify employees in regards to overtime/compensatory time as one of the following categories: FLSA Exempt Employee or FLSA Non-Exempt Employee.

1. FLSA Exempt Employee

Exempt employees are not paid for overtime over 40 hours unless otherwise provided by collective bargaining. Exempt employees are generally employees who are classified as professional, administrative, executive and seasonal-recreation, under the FLSA exempt status.

2. FLSA Non-Exempt Employees

Overtime or compensatory time must be paid at a rate of one and one-half times the non-exempt (this includes full-time, part-time and temporary employees) employee's regular rate of pay for each hour worked in a work week in excess of 40 hours per week.

5.4 Compensatory Time - Non-Exempt Employees

FLSA non-exempt employees have the option of selecting compensatory time at the rate of one and one half times their regular rate of pay in lieu of overtime, to a maximum of 40 hours of comp time accrual.

5.5 General Rules - Overtime/Compensatory Time

All non-exempt employees must obtain written approval from their direct supervisor before working any overtime hours. An Employee who works overtime without prior written approval may be subject to disciplinary action, up to and including termination. Pre-authorization may be presumed by Employees in emergency situations such as excess snowfall, flood, severe storms, water main breaks, lift station malfunctions, or other similar situations where the immediate response of staff is required to avert endangerment of life, home or property. In the event of an emergency situation, the City Administrator shall be notified immediately.

5.6 Temporary Assignments

From time to time employees may be asked to fill in temporarily at work in a higher classification. The assignment will be made by the Department Head with the prior approval of the City Administrator.

If a temporary assignment extends beyond 20 working days, additional compensation at the higher classification may be provided. The duration of a temporary assignment may not exceed six months, unless authorized by the City Administrator with consent of the City Council.

SECTION 6 ~ EMPLOYEE BENEFITS

6.1 Health Benefits

The City may provide a contribution for regular full-time employees. Benefits may be purchased by employee as made available through the Employer's Cafeteria Benefit Plan. A set dollar amount for benefits will be included in the compensation plan approved by City Council as a separate document. The City will review its contribution on an annual basis.

Single health insurance coverage is required for all employees eligible for City contributions to a Cafeteria Benefit Plan. Employees are permitted to opt out of health insurance coverage under the City's policy with acceptable proof of health insurance coverage through another group plan.

6.2 Dental Benefits

The City may provide a contribution for regular full-time employees. Benefits may be purchased by employee as made available through the Employer's Cafeteria Benefit Plan. The City will review its contribution on a regular basis. Employees are permitted to opt out of dental insurance coverage under the City's policy.

6.3 Life Insurance/Short Term Disability/Long Term Disability

The City may provide and pay for life insurance, short term disability and long term disability for regular full-time employees.

6.4 P.E.R.A.

Public Employees Retirement Account will be maintained for regular full and part-time employees or as regulations specify.

6.5 Deferred Compensation Program

The City provides employees the opportunity to participate in a Deferred Compensation Plan. This voluntary plan allows employees to place a portion of their earnings into pretax deferred investment program. The City will match deferred compensation contributions up to ~~3% of base pay not to exceed the statutory maximum of \$2,000.~~

6.6 Flexible Spending Program

The City provides employees access to a Flexible Spending program for Dependent Care expenses and medical care expense reimbursements as part of the City's Cafeteria Plan.

6.7 Benefits Disclaimer

The City may, at its sole discretion and without prior notice, add to, modify, or discontinue any benefit program as well as the allocation of the costs for such employee health programs between the City and the Employee.

SECTION 7 ~ LEAVE BENEFITS

7.1 Official City Holidays

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
1 Floating Holiday	Employee Discretion

Sunday/Saturday Holidays: When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday is a holiday for employees whose normal work schedule is Monday through Friday.

Non-union employees who work a holiday will be paid time and one-half employee's regular pay rate for all hours worked in addition to a straight eight hours of compensatory time off for the holiday.

7.2 Vacation Leave - Regular Full-time Employees

1. Vacation Accrual

Regular employees earn vacation leave as follows:

- Beginning with the 1st day of service to the 5th year of service, 80 hours per year.
- Beginning with the 5th year of service to the 10th year of service, 120 hours per year.
- Beginning with the 10th year of service and each year of service thereafter, 160 hours per year.

In the best interest of the City, vacation leave in excess of the established amount specified in this section may be granted by the City Administrator. Employees using earned vacation or sick leave will be considered to be working for the purpose of accumulating additional vacation leave.

2. Accrual

Vacation begins accumulating in accordance with the schedule above upon date of hire.

3. Usage

Vacation leave may be used as earned except that the City Administrator shall approve the time at which the vacation leave may be taken. Vacation shall be requested and approved in advance.

4. Vacation Accumulation

Employees shall only be able to carry over 240 hours of vacation accrued-by the last pay period in December of each calendar year. For non-union employees any vacation in excess of 240 hours at year end shall be placed in a health care savings plan.

7.3 Sick Leave - Regular Full-Time Employees

1. Sick Leave

Sick leave with pay shall be granted to probationary and regular full-time employees for each calendar month of full-time service or major fraction thereof. Sick leave shall accrue at the rate of eight hours per month until 640 hours have been accumulated.

Sick leave may be taken only to the extent that it is earned. Sick leave may be used for illness, injury, employee assistance program, or by necessity for medical or dental care. Sick leave may be used by the employee to care for the employee's spouse, dependents, children, adult children, siblings, grandparents, step parents or parents in case of illness or as otherwise approved by the City Administrator. The City Administrator may require a medical certificate as may be deemed necessary before approving the utilization of sick leave.

2. Sick Leave Request

Employees must notify their immediate supervisor on the first day of sick leave and each day of sick leave request before the start of his or her shift unless otherwise required by the supervisor. When possible, sick leave must be requested in advance.

3. Sick Leave Severance

Severance pay in the amount of one-half the accumulated sick leave employees have to their credit at the time of resignation, retirement, or death shall be paid to employees who have been employed for at least one full year. If discharged for cause, severance pay shall not be allowed.

7.4 Official Record - Sick, Vacation, and Compensatory

The City's automated payroll system is the official record for sick, vacation and compensatory balances.

7.5 Workers' Compensation

An employee who is temporarily disabled from work by an injury or illness sustained in the performance of the employee's work with the City, may be eligible for Workers' Compensation payment and additional salary through the use of accrued sick leave. The total of the Workers' Compensation check and the accrued sick leave compensation may not exceed the employee's normal gross pay. **Vacation and Sick leave will continue to accrue at the rate based on the employee's length of service when the employee is paid through Workers Compensation.**

7.6 Funeral Leave

In the event of death in the family of the employee, (spouse, parents, child, brother, sister, step-children, parents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be granted up to three (3) days leave with paid time to make the necessary funeral arrangements and attend the funeral.

Grandparents and Grandparents-in-law, the employee shall be granted up to two (2) days of leave with paid time to make necessary funeral arrangements and to attend the funeral. Additional time may be granted due to unusual circumstances such as, but not limited to, excessive distance of travel, etc. This additional time will come out of the employee's vacation accruals or compensatory time bank if he/she wishes to be compensated for this additional time.

7.7 Military Leave for Training Purposes

Minnesota Statutes, § 192.26 – 192.261 provide that an Employee of a municipality who is a member of the National Guard, the Naval Militia, the Officer's Reserve Corps, the Naval Reserve, the Marine Corps, or any other reserve component of the military or naval forces of the United States, is entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time such Employee is engaged in training or active service, not exceeding a total of fifteen (15) days in any calendar year.

Conditions: The leave of absence is only in the event the Employee returns to employment immediately upon being relieved from military or naval service, or is prevented from returning by physical or mental disability or other cause not the fault of the Employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day period allowed for the paid leave of absence.

Notice Requirements: Notice will be given to the City at least fifteen (15) working days in advance of the requested leave. Notice may be waived under certain circumstances.

Active Duty: In accordance with State law, the Employee will be granted an unpaid leave of absence when called into active duty. If an Employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, use of any unused paid time will be allowed prior to the unpaid leave of absence.

Benefits: Eligibility for continuation of insurance coverage will be in accordance with the Uniformed Services Employment & Reemployment Rights Act of 1994 (USERRA). The Employee and dependents have the right to eighteen (18) months of continuation coverage. When the Employee returns to work, the Employee and any dependents may re-enroll in the City's insurance plan without any pre-existing condition limitations or waiting periods that might otherwise apply to a new Employee, whether or not the Employee or their dependents chose to continue coverage during military leave. The leave of absence will not be considered work time for purposes of PTO accrual.

Status upon Return: Returning reservists have the right to return to their jobs or to another job of similar seniority, status, and pay upon completion of active duty in accordance with M.S. 192.261, Subd. 2 and 38 U.S.C. § 2021 and 2024. If the Employee chooses not to return to work for the City, federal COBRA and /or Minnesota Continuation laws would apply.

7.8 Jury Duty

Any regular or probationary full-time employee who is required to serve as a juror or who is under subpoena as a witness in court on City matters, will be granted leave with pay while serving in such capacity. The employee must provide the appropriate paperwork to the City prior to the leave being granted. The employee must give any fees received for such service with the exception of mileage to the City. Temporary employees will be given leave without pay and may retain all fees received.

7.9 Bone Marrow Donation Leave

A regular or probationary full-time or temporary employee who average 20 or more hours per week throughout the calendar year, who seek to undergo a medical procedure to donate bone marrow will be granted up to 40 hours of paid leave of absence. The City may require a verification by a physician for the purpose and length of each leave requested.

7.10 School Conference and Activities Leave

In compliance with MN Statutes 181.9412; regular employees may leave up to a total of 16 hours during any 12-month period to attend school conferences or school- related activities related to the employee's child, provided the activities cannot be scheduled during non-working hours. Parental leave must be requested in writing in advance and processed through the Department Head or Supervisor. An employee may request use of vacation or leave without pay to a maximum total of 16 hours during a 12-month period.

7.11 Leave of Absence

Leave of absence without compensation may be granted by the City Administrator for up to six calendar months to an employee for any reasonable purpose and extended by the City Administrator for any reasonable period. Employees must submit a written request for personal leave to the department head and, if approved, the Department Head must submit the request to the City Administrator. The City Administrator may extend the leave of absence if it is found to be in the best interest of the City.

Employees may purchase up to one week of additional vacation time per year for any reason. Requests to purchase additional vacation time must be approved by the employee's supervisor and submitted to the City Administrator prior to December 15th of each year. Notification of this request is the sole responsibility of the employee.

7.12 Family Medical Leave Act - FMLA

Purpose

The Family and Medical Leave Act of 1993 (FMLA) is intended to balance the demands of the workplace with the personal and medical needs of families and to promote the stability and economic security of families. It is intended to provide protections for employees as well as employers by providing up to twelve (12) weeks of unpaid, job protected leave for the birth of a child, adoption, foster care and certain individual and family medical reasons.

Policy

This FMLA leave policy is intended to be a general summary of the law. FMLA leave is governed by federal or state regulations. Those regulations shall control if they conflict with this policy. Each situation will be evaluated on a case-by-case basis, consistent with applicable law. Where provisions of the City personnel policies, and/or contracts and agreements, are in conflict with FMLA, those regulations, which are most beneficial to the employee, shall apply.

The following is a summary of the Family Medical Leave Act and how it applies to employees of the City of East Bethel:

Eligible Employees

Eligible employees are those who have:

- Been employed by the City of East Bethel for at least one year; and
- Have worked a minimum of 1,250 hours within the previous 12-month period.

Basic Leave Entitlement

FMLA leave will be granted to an eligible employee for any of the following reasons:

- To care for their child (birth, placement for adoption, or foster care with the employee);
- To care for their spouse, son, daughter, or parent who has a serious health condition; or
- For a serious health condition that makes an employee unable to perform their job duties.

Serious Health Condition

A serious health condition is an illness or injury that involves:

- An overnight stay in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such medical care; and
- A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment period of incapacity relating to the same condition) that also involves:
- Treatment two or more times by a health-care provider or certain others (e.g., a nurse or physical therapist) under the supervision of or referral by a health-care provider; or
- Treatment by a health-care provider at least once which results in a regimen of continuing treatment under the health-care provider's supervision.

Any period of incapacity due to pregnancy or for prenatal care. A chronic condition which:

- Requires periodic visits for treatment by a health-care provider or a person supervised by a health-care provider;
- Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- May cause episodes of incapacity rather than a continuous period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. A person must be under the continuing supervision of, but need not be receiving active treatment by, a health-care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease).

Any period of absence to receive multiple treatments for restorative surgery after an injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention (e.g., cancer chemotherapy, kidney dialysis, etc.).

Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any rolling twelve (12) month period with the exception of leave to care for family members injured while on active military duty which may extend up to 26 weeks (See 13. Military Family Leave Entitlements). FMLA leave shall be taken simultaneously with the Minnesota Parenting Leave and entitlement to FMLA leave for the birth or placement of a child can begin at any time, but expires twelve (12) months after the birth or placement of the child. For the purposes of determining eligibility for subsequent leaves, the FMLA year is a rolling 12-month period that begins the first day of the employee's leave.

Notice

The employee must give the City at least 30 days advance notice if the leave is foreseeable. If leave must be taken in less than 30 days, the employee should give as much notice as is practicable.

Medical Certification

Employees who request a FMLA leave must provide a medical certification completed by the attending physician or practitioner indicating the need for the leave. A "*Certificate of Health Care Provider*" form can be obtained from Human Resources. A "*Certificate of Health Care Provider*" is *not* required if the employee is placed on FMLA leave due to a workplace injury and is on workers' compensation.

The certificate should be submitted within two weeks of notification of the FMLA leave or within 15 days of the first day of leave if the leave is unexpected. Subsequent certificates updating the employer of the status of the employee or the family member's serious health condition and the projected date of return to work may be required depending on the length of the absence.

The certification must state the following:

- The date the need for the leave started or is expected to start.
- The probable duration of the condition.
- The appropriate medical facts regarding the condition.
- If the leave is for the employee's own serious health condition, the certification must state that the employee is unable to perform the essential functions of the position.
- When the leave is requested for a spouse, child, or parent, the medical certificate must state that the employee is needed to care for the relative and the estimated amount of time that the employee will be needed to provide such care.
- If the leave requests an intermittent work schedule, the medical certification must state that the reduced or intermittent schedule is medically necessary and for how long it may be necessary.
- The City may require a second medical opinion at the City's expense with a City chosen health care provider. If the second opinion conflicts with the opinion provided by the employee, the City may request, at the City's expense, a third opinion from another City- selected health care provider. The third opinion will be considered final and binding.

Workers Compensation

Employees may be required to use FMLA leave when the employee misses work due to an injury obtained while on duty. If this is required the employer will provide the employee written notification specifying that any absence will be counted against the employee's remaining FMLA time. The FMLA leave and workers compensation leave run concurrently.

Use of Annual Leave and Sick Leave

The employee may choose to use accrued annual leave while on any FMLA leave, but will not be required to do so by the City. Those employees with accrued sick leave banks may choose to substitute sick leave in place of annual leave, or they may choose to supplement their leave with sick-leave hours after their annual leave has been depleted. The use of annual leave and/or sick leave occurs simultaneously with FMLA leave and does not extend the length of FMLA leave.

Both Spouses Employed by City

When both spouses are employees of the City, each spouse may take up to 12 weeks of FMLA leave per leave year. The leaves may run simultaneously.

Continuation of Insurance and Payment of Premiums

An employee on FMLA leave may choose to continue existing health-care benefits (health and dental) and life insurance if they so desire. As required by law, these benefits will be maintained under the same conditions and at the same level of City contribution as before the employee goes on leave. If there are changes to the City's contribution levels and/or premium rates while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of the health-care and/or other insurance coverage they choose to continue. The employee may choose not to retain health-care or other insurance coverage during FMLA leave. When the employee returns from leave, they will be reinstated on the same terms as prior to taking leave, without any qualifying period, physical examination, exclusion of pre-existing conditions or other requirement.

Premium Reimbursement

The employee will be required to reimburse the City for any premiums paid during the leave if the employee does not return to work, unless the employee cannot return to work due to the continuation of a serious health condition of the child, spouse, parent or employee, or due to other circumstances beyond the control of the employee.

Return to Work

An employee returning from leave should notify the supervisor of intent at least two work days prior to the anticipated return date. The employee will be required to submit a fitness for duty or return-to-work report, signed by the treating doctor, prior to returning to work if FMLA leave was for the employee's own serious health condition.

The employee has the right to return to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment upon returning to work. However, an employee has no guaranteed right to reinstatement or other benefits if the employee would not have been continuously employed during the FMLA leave. For example, the employee will not be reinstated: 1) if the employee is laid off during the course of the FMLA leave, or 2) if the employee was hired for a specific term to work on a certain project and the term or project is over.

Extensions

Upon request and with the proper medical documentation the employee may extend FMLA leave through an unpaid leave of absence. This requires the approval of the Department Director and the City Administrator. In this instance, refer to the City's Unpaid Leave of Absence policy. That policy will continue to apply in situations which are beyond those addressed by the FMLA.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A FMLA Certificate of Qualifying Exigency for Military Family Leave will need to be completed. Please see Human Resources for additional information.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. The employee must be a spouse, son, daughter, parent or "next of kin" to the service member. Next of Kin definition is nearest blood relative other than the covered service member's spouse, parent, son or daughter, in this order:

- a. Blood relatives granted legal custody
- b. Brothers and sisters
- c. Aunts and uncles
- d. First Cousins
- e. Service member's designee (in writing).

A "covered service member" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status, or is on the temporary disability retired list.

During the single 12-month period, an eligible employee shall be entitled to a combined total leave of 26 workweeks for leave that falls under the general FMLA requirements and for leave under the service member family leave requirements.

An eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness. However, the eligible employee is limited to taking no more than 26 workweeks of leave in each "single 12-month period."

A husband and wife, who are eligible for FMLA leave and are employed by the City, are limited to a combined total of 26 workweeks of leave during the "single 12-month period."

Former members of the armed forces, including former members of the National Guard or Reserves, and members on permanent disability retired list do not qualify for the Military Family Leave entitlement of 26 weeks.

A FMLA Certificate for Military Family Leave will need to be completed. Please see Human Resources for additional information.

Please see Human Resources for additional details on these types of leave.

Effect on Benefit Accrual

Employees using paid leave will continue to accrue benefits. The employee will not accrue benefits such as annual leave while on unpaid FMLA leave. Step and vacation increases will be extended by the length of the leave.

7.13 Limitation of Grants of Leave without Compensation

Sick leave and vacation leave accruals will not accumulate during leave of absence without compensation; accrued amounts of both sick leave and vacation leave will remain on the record at the inception of the leave of absence and shall continue upon the return of the employee. If the leave extends for more than 30 days, health and dental coverage and life insurance premiums must be paid in full by the employee during such leave or the coverage will lapse. For leaves without compensation of 30 days or less, the City will continue its normal premium contribution or as policy allows.

7.14 Leave Extension Request

Failure on the part of the employee to request and receive authorization for an extension of leave within three working days of expiration of initial leave is considered as a resignation from employment.

7.15 Reinstatement From Leave of Absence

1. An employee returning from leave must notify the employee's supervisor at least two weeks prior to the anticipated return date.
2. Upon return from a leave of absence, the employee will be assigned to the previously held position or a position in a comparable class except as herein provided.
3. An employee may be returned to employment at any time prior to the expiration of the leave by the action of the City Administrator.
4. Employees returning from leave will retain all previously accrued benefits of employment and seniority.

7.16 Inclement Weather Leave

On days when severe weather occurs, the City of East Bethel offices, operations and facilities will remain open. When severe weather conditions prohibit an employee to report to work or an employee leaves work due to weather, the employee will use either vacation leave or unpaid leave for such absence unless otherwise determined by the City Administrator.

7.17 Voting Leave

Every employee who is eligible to vote in an election has the right to be absent from work for a reasonable time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election. Elections covered by this section include a regularly scheduled state primary or general election, an election to fill a vacancy for a U.S. senator or representative, or an election to fill a vacancy for a state senator or representative. As with other leaves, employees need to specifically request time off to vote to avoid coverage issues.

SECTION 8 ~ EMPLOYEE RECOGNITION PROGRAM

The City Council understands the importance of employee recognition the value of acknowledging the service of employees to the citizens of East Bethel. Minnesota Statute 15.46 gives the City of East Bethel an opportunity to offer and support an employee recognition program.

Objective

1. At an Annual Employee Appreciation event and a subsequent City Council Meeting, employees will be recognized at milestone anniversary dates for their years of service to the City of East Bethel.
2. Milestone anniversaries are five year, ten year, fifteen year, twenty year, twenty-five year, and each five year increment beyond.
3. All full and part time City employees are eligible for this recognition program. Paid on call fire fighters will develop their own program and coordinate this activity through the Relief Association.
4. Recognition awards shall be as follows:
 - Five (5) Year Service Anniversary:
 - a. A certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Ten (10) Year Service Anniversary:
 - a. A certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Fifteen (15) Year Service Anniversary:
 - a. A certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Twenty (20) Year Service Anniversary:
 - a. A Certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Twenty Five (25) Year Service Anniversary:
 - a. A Certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Thirty (30) Year Service Anniversary:
 - a. A Certificate recognizing years of services
 - b. One day off per anniversary increment*
 - Thirty Five (35) Year Service Anniversary:
 - a. A Certificate recognizing years of services
 - b. One day off per anniversary increment*

*Employee will coordinate the day off with approval of their supervisor. The day off must be within one year of the anniversary date and cannot accumulate or carry over beyond the one year period.

5. Employees who currently meet any of the anniversary increments as of September 21, 2016 will receive a certificate of recognition and one day off for their previous service.

Annual Employee Appreciation Event

In the first or fourth quarter of each year, there will be an Annual Employee Appreciation Event and it will be Staff's responsibility to coordinate the activity. Employees achieving service anniversary recognition will also be requested to appear before City Council to receive their certificate of service.

These events will provide the opportunity to recognize employees for their years of service and provide the opportunity to express appreciation and recognition to all City employees for their dedication and hard work throughout the year.

City of East Bethel cannot use public funds to pay for spouses or third parties to attend a recognition event. In addition, expenditure of public funds to purchase alcohol is not permitted.

Employee Retirements

East Bethel employees will be recognized for significant years of service at the time of their retirement with a framed Resolution from the City Council.

A separate employee event will be coordinated in accordance with the retiree's wishes. The employee will notify their Department Director of their anticipated retirement date and the type of celebration desired. It will be the Department's responsibility to coordinate the event. Employees attending the retirement event will be responsible for the cost of the event.

The City of East Bethel Employee Recognition program is subject to the annual budget approval.

SECTION 9 ~ LIGHT DUTY

9.1 Purpose

The purpose of this policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

9.2 Policy

The City of East Bethel's "Light Duty Program" is for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the sole right to determine when and if light duty work will be assigned.

9.3 Procedure: Applying for Light Duty Work

When an employee is unable to perform the essential requirements of the employee's job due to a temporary disability, the employee will notify the City Administrator or Department Head in writing as to the nature and extent of the disability and the reason why the employee is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability including the expected time frame regarding return to work full time with no restrictions, meeting all essential requirements and functions of the City's position description along with a written request for light duty.

The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty is recommended to last no longer than six months.

The circumstances of each disabled employee performing light duty work will be reviewed regularly.

SECTION 10 ~ SEPARATION FROM EMPLOYMENT

10.1 Resignations

1. Employment in Good Standing

To leave employment in good standing employees must submit written resignation to the employer. Such written notices must indicate the effective date of resignation and must be submitted at least fourteen (14) calendar days before such effective date. Failure to comply with this procedure may be considered cause for denying future employment by the municipality and denial of benefits.

2. Unauthorized Absences.

Unauthorized absence from work for a period of three working days may be considered as resignation without benefits.

10.2 Discharge

The City Administrator may involuntarily discharge an employee for any reasons other than those reasons described in section 9.3 related to lay-offs.

10.3 Lay-Offs

The City Administrator may lay off any employee whenever such action is made necessary by reason of shortage of work or funds, the abolition of a position, because of changes in the organization, or for any other non-disciplinary reason. A full-time benefit earning employee who is laid off from employment shall be provided with a minimum of 14 days advance notice of such layoff or as provided for in Labor Agreement.

Part-time, seasonal, temporary, non-benefit earning employees may be separated from employment at any time, without advance notice and shall have no recall rights.

10.4 Health Care Savings Plan

Upon separation from employment the City shall put all sick leave severance and 50% of vacation leave severance in a Health Care Savings Plan.

SECTION 11 ~ RECORDS AND REPORTS

11.1 Personnel File

The official personnel file for each regular employee is in the Administration office with the exception of data regarding benefits, which is maintained in Finance. The employee's personnel file contents are proprietary to the City and the employee may not exercise his/her right to review their file more often than once every six months unless new information has been added to the file.

11.2 Position Descriptions

The City Administrator, with assistance of Department Heads shall establish and maintain a job description for each position. Administration will maintain the official copy of each current job description for regular positions.

11.3 Performance Reports

Department Heads and Supervisors shall conduct performance evaluations with regular employees on an annual basis. Evaluations may be conducted more frequently if an employee's performance is unsatisfactory, there are changes to the position or as determined by the supervisor. Performance evaluations should be discussed with the employee before being submitted to the City Administrator. Performance evaluations shall be retained in the employee's personnel file.

SECTION 12 ~ EXPENSE REIMBURSEMENT

12.1 Clothing/Foot Protection

1. Eligible Employees

All full and part time regular and seasonal employees in the work area of government buildings divisions and employees engaged in building inspection and engineering inspection/survey; golf course maintenance personnel as well as all others so designated.

2. Procedure

Full-time employees will be reimbursed an allowance of \$100 per calendar year for purchase of work clothing, protective clothing, safety jackets or vests, steel toed boots/shoes; uniform or rental of such work clothes for use on the job for the City of East Bethel. The employer will reimburse part-time and/or seasonal employees an allowance of \$50 per calendar year for the above listed purchases.

The City reserves its right to ensure allowance is used for appropriate work attire. Receipts and description of purchase/rental required prior to reimbursement.

Employees who choose to be reimbursed by the City for the optional clothing and/or footwear described above must submit to his/her supervisor a clothing/foot protection reimbursement form and proof of purchase. The supervisor will then submit this documentation to the City Administrator or his/her designee for final approval.

12.2 Mileage

Personal vehicle use for authorized trips, meetings, work, etc., will be reimbursed at the rate consistent with IRS regulations. Mileage reimbursement requests must be in writing and approved by the City Administrator. Use of personal vehicle for work purposes must be pre-approved by the City Administrator or his/her designee.

12.3 Travel

Reimbursements of travel expenses are intended to refund actual costs incurred by City employees and officials while traveling as authorized representatives of the City of East Bethel. To qualify for travel reimbursement, trips must have the prior approval of the City Administrator and be recognized as part of the adopted annual budget. Requests for travel advances intended to defray costs incurred while on a trip and prior to submission of an expense report shall be submitted to the City Administrator for approval at least three weeks in advance of the trip. Travel advances shall be limited to 90 percent of the estimated expenses for lodging, meals, and other related travel expenses. Costs of transportation and registration shall be advanced in full.

1. Expense Claim

A properly verified, itemized expense claim shall be submitted to the City Administrator for approval within five business days following the date of return from an authorized trip. Expense claims shall be accompanied by receipts for:

- a. Transportation costs to and from the destination via coach, tourist, or economy class transportation.
- b. Lodging costs not to exceed a reasonable single-occupancy rate as determined by the City Administrator.
- c. Conference or meeting registration fees.
- d. Any unusual items for which advance approval has been obtained from the City Administrator.

2. Mode of Transportation

The mode of transportation must be approved by the City Administrator prior to any authorized trip. Personal automobile use for authorized trips will be reimbursed at a rate consistent with IRS regulations, or an amount equal to air travel tourist class, whichever is lesser.

3. Reimbursement for Meals

Reimbursement for meals while on authorized travel will be for actual expenditures not to exceed \$35.00 per day.

4. Other

Employees and officials of the City shall be reimbursed for individual or actual meal cost unless meal cost is part of function. See current pay plan for maximum allowable amount.

SECTION 13 ~ TUITION REIMBURSEMENT

13.1 Eligibility

Regular full time employees, upon successful completion of their probationary period, may be reimbursed for full tuition only for courses taken at the post high school level. Part time and seasonal employees are not eligible for tuition reimbursement.

13.2 Qualifications

To qualify for reimbursement, the following criteria must be satisfied:

1. Employees interested in pursuing advanced education must submit a Tuition Advance Request application to their supervisor by May 1 in the year prior to the classes for appropriate budgeting consideration.
2. The class must be taken from accredited institutions of higher learning or vocational-technical schools.
3. Course work must be work related as determined by the City Administrator.
4. Prior approval of the City Administrator must be obtained before enrollment or registration for course is permitted and eligible for reimbursement.
5. Course must be satisfactorily completed with a minimum grade of "C".
6. Courses taken on a "pass/fail" basis are not eligible under this program.

13.3 Reimbursement Limitations

7. Reimbursement under this program to eligible employees is 1/3 the tuition cost of a college course not to exceed \$2,000 per calendar year.
8. Reimbursement is limited to the cost of the course (registration, tuition, etc.) from all sources.
9. All tuition reimbursement will be subject to applicable IRS regulations.
10. Employees participating in Tuition Reimbursement do so on a voluntary basis. Travel to and from classes, time spent in class and studying, and mileage are not compensable or reimbursable.
11. The Tuition Reimbursement program is mutually beneficial to the City and the employee. Employees who receive tuition reimbursement and who do not complete at least two (2) years of employment with the City after such reimbursement, will be required to repay the reimbursement on a pro-rated basis for the two (2) years. The two (2) year commitment will be adjusted from the date the tuition reimbursement is issued.

The pro-ration schedule for repayment will be as follows:

- a. Up to 1 year, full repayment
- b. 1 – 2 years, 50% repayment
- c. After 2 years, no repayment required.

13.4 Forms

Tuition Reimbursement forms are available from the Human Resources Director. A photocopy of the completed Tuition Reimbursement form will be placed in the employee's personnel file.

13.5 Program Continuation

The City reserves the right to discontinue the program at any time, with or without notice.

SECTION 14 ~ MOTOR VEHICLE OPERATING

14.1 Purpose

The purpose of this policy is to identify the conditions and terms under which city vehicles may be operated by City employees.

14.2 Standards

Employees, including Fire Fighters, must maintain less than four (4) points on their evaluations to operate City owned vehicles and equipment. If there are four or more points assigned to any employee or fire fighter, that employee may not operate City owned equipment or vehicles until the point total is less than four. Each employee and firefighter has the responsibility to inform his/her supervisor of citations.

14.3 Definitions

The following definitions shall apply to this policy.

Minor Citation means any moving traffic citation receives unless it is qualified as a Major Conviction as defined below. This category does not include cases involving motor vehicle equipment, load or size violations; improper or failure to display proper licensure; failure to display or sign registration card; or failure to have in possession a valid driver's license.

At-Fault Accident means any accident where the driver has been identified as having caused the accident or negligently contributed to its occurrence.

Major Conviction means an citation that involves driving while intoxicated or under the influence of drugs or alcohol; failure to stop and report an accident; homicide, manslaughter or assault arising out of operation of a motor vehicle; driving while license is suspended or revoked; reckless driving; possession of open alcoholic beverage container; or speed contest, drag racing or attempting to elude a law enforcement officer.

Incident means a Minor Citation, At-Fault accident or Major Conviction as identified above.

14.4 Citation Categories and Points

The time period considered for violations and points is generally three years. However, major convictions such as DUI may be counted for a period of five years.

CITATION CATEGORIES	Points	Review
Minor, no accident involved	1	3 Years
At fault accident	2	5 Years
Others not included above	2	3 Years
Major (within 3 years)	6	3 Years
Major (within 5 years)	3	5 Years
ADDITIONAL POINTS	Points	Review
Two incidents within most recent 18 months	1	1.5 Years
Three or more incidents within most recent 18 months	2	1.5 Years

SECTION 15 ~ ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I, _____, _____ of the City of
Name Position

East Bethel hereby acknowledges that I have received a copy of the City of East Bethel Personnel Policies dated _____, 20 and have read and understand the information contained therein.

Furthermore, I understand that I am an at-will employee unless I am subject to a collective bargaining agreement that specifically modifies my “at-will” relationship with the City.

Signature _____

Date _____

SECTION 16 ~ CITY COUNCIL ADOPTION

Adopted by the City Council of the City of East Bethel this 7th day of December 2016.

City of East Bethel

By: _____
Steven Voss, Mayor

By: _____
Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

December 7, 2016

Agenda Item Number:

Item 9.0 A.1

Agenda Item:

Staff Report

Requested Action:

Informational Only

Background Information:

I. Winter Parking Restrictions

The East Bethel City Code contains provisions that prohibits parking on City streets during the period between November 1 through March 31 to enable safe and efficient removal of snow. The specific restrictions are:

- No motor vehicle shall be parked on any public street between the hours of 11 PM and 6 AM on any night during November, December, January, February and March.
- No vehicle shall be parked on any public street between the hours of 6 AM and 6 PM on any given day when there has been an accumulation of snow to a depth of two or more inches during the preceding 24-hour period.

II. Zamboni Grant

The City of East Bethel applied for a grant to the Minnesota Amateur Sports Commission (MASC) for an electric Zamboni as directed by City Council on August 17, 2016.

On November 17, 2016 the City received notification from Board of Directors of the Minnesota Amateur Sports Commission that the City’s application for grant funds in the amount of \$72,000 was approved. This is a 50/50 matching grant and the City’s share will be paid from the Ice Arena Depreciation and Capital Fund. User fees generate the income for all Ice Arena costs and no City monies will be used for the purchase of this equipment.

The City will receive information as to the next steps for the award of the grant. It is anticipated these funds will be available after January 1st and that the unit can be acquired prior to the 2017-18 indoor hockey season.

III. Comp Plan Update

The next 2018 Comprehensive Plan meeting is scheduled for 6:30 PM January 12, 2017 at the Senior/Community Center. This is the first Visioning Session and is designed as interactive meeting with various stations set up to solicit public input.

This will be a “drop in” type meeting with introductions every 30 minutes. This will enable the program to be rotated throughout the evening and provide more flexibility for the public in terms of participation and the times for arrival.

In addition to the Visioning meeting, City Staff is in the process of setting up meetings with East Bethel Chamber of Commerce and area businesses in the first quarter of 2017. The dates of these are to be arranged and will be posted on the City Website.

IV. 2017 City Commission Positions

The City has six Commissions/Organizations that serve in advisory capacity to the City Council. These Commissions/Organizations review issues and develop recommendations for the Council that deal with land use, various permits, City Ordinances, transportation and street improvements, park development and water quality concerns.

These positions are voluntary and are by appointment of City Council. For those desiring to serve on either the Economic Development Authority, Parks Commission, Planning Commission, Roads Commission or the Upper Rum River Watershed Management Organization, all that’s needed to apply is the submission of a personal resume including a statement of reasons for seeking the position.

Council will consider and approve appointments in January. We are now taking applications for any vacancies that may occur on the Commissions. If you decide to submit an application, send or drop off your information to Karen White at the East Bethel City Hall. Please submit applications by December 23, 2016.

Fiscal Impact:

Recommendation(s):

Information Only
