

**City of East Bethel  
City Council Agenda  
City Council Regular Meeting  
Date: January 8, 2024 at 7:00 p.m.**



This City Council meeting may be monitored live via the following means:  
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel  
([www.youtube.com/channel/UC8\\_7ShcME-XG14pN5JrmBGg/live](http://www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGg/live))

**7:00 PM**

- 1.0 Call to Order**
- 2.0 Pledge of Allegiance**
- 3.0 Adopt Agenda**
- 4.0 Presentations and Public Hearings**
- 5.0 Public Forum**
- 6.0 Consent Agenda** (p. 3-4)  
***Any item on the consent agenda may be removed for consideration by request of any Council Member and put on the regular agenda for discussion and consideration***
  - A. Approve Bill List (p. 5-9)
  - B. Meeting Minutes, December 27, 2023 City Council Meeting (p. 10-20)
  - C. Res. 2024-01, Designate Official Newspaper (p. 21)
  - D. Res. 2024-02, Designate Official Depositories for City Funds (p. 22)
  - E. Successful Completion of Probationary Period: Community Development Director
  - F. Res 2024-03, Setting Meeting Date for Canvassing 2024 General Election Results (p. 23)
  - G. Centerpoint Energy Franchise Agreement Ratification (p. 24-31)
  - H. Approve Updated Purchasing Policy (p. 32-37)
  - I. Approve Purchase of 2024 Ford Escape (p. 38-41)
- 7.0 New Business - Commission, Association and Task Force Reports**
  - A. Planning Commission
    - 1. Ord Change: Section 28, Architectural Standards (p. 42)
    - 2. Preliminary Plat: 1788 Viking Blvd NE – Capstone Homes, Inc (p. 43)
  - B. Economic Development Authority
  - C. Park Commission
- 8.0 Department Reports**
  - A. Community Development
  - B. Engineer
  - C. City Attorney
  - D. Finance
  - E. Public Works
  - F. Fire Department
  - G. City Administrator
    - 1. Commission Liaison and Committee Appointments (p. 44-47)

**9.0 Other**

- A. Staff Report
- B. Council Reports
- C. Other

**10.0 Adjourn**

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** January 8, 2024

**Agenda Item Number:** Item 6.0

**Requested Action:** Consider approving the Consent Agenda as presented

**Background Information:**

Item A – Approval of Bills

Item B – December 27, 2023 City Council Meeting Minutes

Minutes from the December 27, 2023 City Council meeting are attached for your review.

Item C – Resolution 2024-01, Designation of Official Newspaper

The Anoka County UnionHerald and the Star Tribune have requested designation as the official newspaper for the City for 2024. The Anoka County UnionHerald is a locally owned news source, published every Friday. Public/legal notices are available free online. The rate for legal notices is \$10.75 per column inch, which is unchanged from the 2023 rate.

The Star Tribune is the largest newspaper in Minnesota, and is published daily. Public/legal notices are also available free online. The rate for legal notices is \$1.58 per line per day, or approximately \$17.90 per column inch.

Staff recommends that Council consider Resolution 2024-01, designating the Anoka County UnionHerald as the official newspaper for 2024. While there is a larger distribution area with the Star Tribune, the Anoka County Union is known to our residents, associates East Bethel with the other Cities in the coverage area, and would be a significant cost savings for the publication of all legal notices.

Item D – Resolution 2024-02, Establishing Bank Depositories

Resolution 2024-02 identifies official depositories for City funds. These agencies or institutions are the approved depositories for City funds to include checking, money market or investments.

Item E – Successful Completion of Probationary Period: Community Development Director

Aaron Berg began as the City of East Bethel Community Development Director on July 11, 2023. As a condition of the hire, a 6 month probationary period is required of all new employees to enable the City to evaluate their performance and ensure they have demonstrated their ability to perform the duties of the position. Mr. Berg has completed his probationary period and has met all the requirements of the position, has been proficient in his duties and his performance has been excellent. Staff recommends his appointment as a regular employee based on the successful completion of the six month probationary period.

Item F – Res 2024-03, Setting Meeting Date for Canvassing the 2024 General Election Results

Per M.S. §204C.33, subd. 1; and §205.185, subd. 3, the City Council, in its role as the Election Canvassing Board, is required to canvass the results of the general election between the 3<sup>rd</sup> and 10<sup>th</sup> day following general election. The general election will be held on November 5, 2024. There is a regularly-scheduled City Council meeting that falls within this 3- to 10-day timeframe; Wednesday, November 13, 2024. Resolution 2024-03, sets a special meeting prior to the regular meeting to canvass General Election results.

**Item G – Centerpoint Energy Franchise Agreement Ratification**

Recent staff changes at CenterPoint Energy have led to a review of franchise agreements. Centerpoint’s records did not reflect a renewal of the agreement. Upon investigation, the City Council passed and approved the franchise agreement on February 21<sup>st</sup>, 2018. Upon further investigation, the contract language stated a 20 year agreement. The motion and second, reflected in the minutes, indicated approval for 10 years. Staff recommends taking action to update the motion and second to reflect the contract language.

**Item H – Approve Updated Purchasing Policy**

The City’s Purchasing Policy was last updated on May 17, 2012. Staff has updated the policy to follow the uniform municipal contracting law set forth in Minnesota Statue § 471.345. Staff recommends adopting the updated City of East Bethel Purchasing Policy as presented.

**Item I – Purchase of 2024 Ford Escape**

As part of the City’s Equipment Replacement Program, a Ford Escape has been on the replacement schedule for a number of years. With the declaration of the 2010 Ford Escape as surplus property, the replacement for this vehicle was budgeted for in 2022. Staff originally had this purchase approved on 11/28/22, but because of supply chain issues the ordered was cancelled by the manufacturer. Updated pricing for a 2024 Ford Escape is \$29,864.

Funds for this acquisition was provided for in the 2022 Equipment Replacement Fund with a budgeted amount of \$20,000 with the excess amount being covered by the postponement of this purchase and the sale proceeds of the 2010 vehicle.

**Fiscal Impact:** All items listed above requiring expenditures have approved 2024 Budget funds to cover the expenses.

**Recommendation(s):** Staff recommends approval of the Consent Agenda as presented.



# City of East Bethel

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## Payment Summary

Payments for Council Approval						
Bills to be approved for payment						\$60,195.26
Electronic Payroll Payments						\$35,889.43
Payroll City Staff - January 04, 2024						\$47,033.49
Total to be Approved for Payment						\$143,118.18
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Water Utility Operations	Refund Overpayment	20231215	BDM Construction	601		\$88.35
Building Inspection	Permit Reimbursement		Ecowater Systems	101		\$50.00
Building Inspection	Permit Reimbursement		Ecowater Systems	101		\$1.00
Finance	Sales Tax Remittance	12 2023	Minnesota Revenue	101		\$167.00
Building Inspection	State Surcharge	DEC0030512023	MN Dept Labor & Industry	101		(\$67.66)
Building Inspection	State Surcharge	DEC0030512023	MN Dept Labor & Industry	101		\$1,691.46
Planning and Zoning	Professional Services Fees	677	SSTS LLC	101		\$10,850.00
Arena Operations	Bldg/Facility Repair Supplies	0080814-IN	R & R Specialities, Inc.	615	49851	\$138.65
Arena Operations	Electric Utilities	122123	Connexus Energy	615	49851	\$3,764.51
Arena Operations	Professional Services Fees	01 2024	Gibson's Management Company	615	49851	\$10,000.00
Arena Operations	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	615	49851	\$322.10
Arena Operations	Repairs/Maint Machinery/Equip	331315	PTL Tire & Automotive Ctr	615	49851	\$25.50
Arena Operations	Repairs/Maint Machinery/Equip	1-136913	Steve's Tire Inc.	615	49851	\$388.54
City Administration	Office Equipment Rental	INV2427641	Metro Sales Inc.	101	41320	\$540.65
City Administration	Office Equipment Rental	518296199	US Bank Equipment Finance	101	41320	\$315.00
City Administration	Office Supplies	IN4421611	Innovative Office Solutions	101	41320	\$146.63
City Administration	Office Supplies	IV00552082	SPS Works	101	41320	\$29.30
City Administration	Professional Services Fees	903044	EPA Audio Visual, Inc.	101	41320	\$560.00
City Administration	Travel Expenses	01 2024	Desiree Stanford	101	41320	\$120.26
Fire Department	Bldgs/Facilities Repair/Maint	2570	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2571	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Clothing & Personal Equipment	INV-49086	Alex Air Apparatus 2 LLC	101	42210	\$616.70
Fire Department	Electric Utilities	122123	Connexus Energy	101	42210	\$496.82
Fire Department	Electric Utilities	122123	Connexus Energy	101	42210	\$7.68
Fire Department	Electric Utilities	122123	Connexus Energy	101	42210	\$190.10
Fire Department	Electric Utilities	122123	Connexus Energy	101	42210	\$95.22
Fire Department	Lubricants and Additives	687904-00	Allied Oil & Tire Company	101	42210	\$867.32
Fire Department	Motor Vehicle Services (Lic d)	SVC23114	Emergency Automotive	101	42210	\$211.64
Fire Department	Motor Vehicles Parts	113589101	Fleet Pride	101	42210	\$13.06
Fire Department	Motor Vehicles Parts	113589172	Fleet Pride	101	42210	\$35.61
Fire Department	Motor Vehicles Parts	113589234	Fleet Pride	101	42210	\$13.06
Fire Department	Motor Vehicles Parts	113589600	Fleet Pride	101	42210	\$125.65
Fire Department	Motor Vehicles Parts	113589884	Fleet Pride	101	42210	\$89.44
Fire Department	Motor Vehicles Parts	113589996	Fleet Pride	101	42210	\$69.98
Fire Department	Motor Vehicles Parts	113590128	Fleet Pride	101	42210	\$27.59
Fire Department	Motor Vehicles Parts	113590364	Fleet Pride	101	42210	\$112.48
Fire Department	Motor Vehicles Parts	113590617	Fleet Pride	101	42210	\$74.74
Fire Department	Motor Vehicles Parts	113590907	Fleet Pride	101	42210	\$98.01
Fire Department	Motor Vehicles Parts	RO #1121	Oak Ridge Autobody, Inc.	101	42210	\$1,581.98



# City of East Bethel

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### Payment Summary

Fire Department	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	101	42210	\$37.84
Fire Department	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	101	42210	\$92.06
Fire Department	Safety Supplies	325751	Aspen Mills, Inc.	101	42210	\$947.00
Fire Department	Safety Supplies	66579898	Henry Schein, Inc.	101	42210	\$366.54
Fire Department	Shop Supplies	998243	Ham Lake Hardware	101	42210	\$7.58
Fire Department	Telephone	13864340213763	Midcontinent Communications	101	42210	\$207.57
Fire Department	Telephone	01 2024-1	T MOBILE	101	42210	\$99.70
Fire Department	Telephone	995256842	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	64582	Aker Doors, Inc.	101	41940	\$120.00
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	64659	Aker Doors, Inc.	101	41940	\$150.00
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	998247	Ham Lake Hardware	101	41940	\$17.98
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	998622	Ham Lake Hardware	101	41940	\$16.28
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	24343	Menards - Forest Lake	101	41940	\$226.94
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	24344	Menards - Forest Lake	101	41940	\$21.25
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	58308	Menards Blaine	101	41940	\$12.04
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	6829	Menards Cambridge	101	41940	\$106.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2568	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2572	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	Electric Utilities	122123	Connexus Energy	101	41940	\$128.78
General Govt Buildings/Plant	Electric Utilities	122123	Connexus Energy	101	41940	\$17.71
General Govt Buildings/Plant	Electric Utilities	122123	Connexus Energy	101	41940	\$781.35
General Govt Buildings/Plant	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	101	41940	\$80.95
Park Maintenance	Auto/Misc Licensing Fees/Taxes	2024	DVS Renewal	101	43201	\$303.75
Park Maintenance	Bldg/Facility Repair Supplies	6349	Menards Cambridge	101	43201	\$10.97
Park Maintenance	Clothing & Personal Equipment	4178163466	Cintas Corporation	101	43201	\$34.98
Park Maintenance	Clothing & Personal Equipment	4178759294	Cintas Corporation	101	43201	\$33.29
Park Maintenance	Clothing & Personal Equipment	775446	Red Wing Store - Circle Pines	101	43201	\$237.99
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$16.91
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$29.12
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$14.50
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$42.42
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$36.34
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$14.50
Park Maintenance	Electric Utilities	122123	Connexus Energy	101	43201	\$14.50
Park Maintenance	Equipment Parts	02-1048835	Lano Equipment, Inc.	101	43201	\$334.98
Park Maintenance	Equipment Parts	0196502-IN	Zarnoth Brush Works, Inc.	101	43201	\$466.05
Park Maintenance	Lubricants and Additives	687904-00	Allied Oil & Tire Company	101	43201	\$1,300.98
Park Maintenance	Lubricants and Additives	113540308	Fleet Pride	101	43201	\$109.00
Park Maintenance	Small Tools and Minor Equip	178013	Metro Products, Inc.	101	43201	\$45.36
Park Maintenance	Small Tools and Minor Equip	P54620	MN Equipment	101	43201	\$531.50
Recycling Operations	Electric Utilities	122123	Connexus Energy	226	43235	\$71.87
Recycling Operations	Professional Services Fees	01 2024	Cedar East Bethel Lions	226	43235	\$1,300.00
Recycling Operations	Professional Services Fees	01 2024	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Professional Services Fees	3287b	Evergreen Recycling	226	43235	\$450.00
Recycling Operations	Professional Services Fees	010224	Freimuth Enterprises LLC	226	43235	\$161.00
Recycling Operations	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	226	43235	\$681.75
Sewer Operations	Electric Utilities	122123	Connexus Energy	602	49451	\$69.26



# City of East Bethel

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## Payment Summary

Sewer Operations	Electric Utilities	122123	Connexus Energy	602	49451	\$185.29
Sewer Operations	Professional Services Fees	0001166776	Metropolitan Council Env Svcs	602	49451	\$6,071.09
Street Capital Projects	Professional Services Fees	14199	City of Coon Rapids	406	40600	\$1,259.97
Street Maintenance	Auto/Misc Licensing Fees/Taxes	2024	DVS Renewal	101	43220	\$141.75
Street Maintenance	Bldgs/Facilities Repair/Maint	4178163466	Cintas Corporation	101	43220	\$9.54
Street Maintenance	Bldgs/Facilities Repair/Maint	4178759294	Cintas Corporation	101	43220	\$9.08
Street Maintenance	Clothing & Personal Equipment	4178163466	Cintas Corporation	101	43220	\$34.99
Street Maintenance	Clothing & Personal Equipment	4178759294	Cintas Corporation	101	43220	\$33.29
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$43.39
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$40.17
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$32.38
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$31.23
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$69.72
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$551.65
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$156.50
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$11.36
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$106.16
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$380.87
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$106.19
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	122123	Connexus Energy	101	43220	\$5.25
Street Maintenance	Equipment Parts	02-1048473	Lano Equipment, Inc.	101	43220	\$1,928.00
Street Maintenance	Equipment Parts	IN001306371	Ziegler Inc.	101	43220	\$289.49
Street Maintenance	Lubricants and Additives	1539-236197	O'Reilly Auto Stores Inc.	101	43220	\$93.96
Street Maintenance	Motor Vehicles Parts	113401187	Fleet Pride	101	43220	\$21.47
Street Maintenance	Motor Vehicles Parts	C241427498:01	I State Truck Inc.	101	43220	\$101.83
Street Maintenance	Motor Vehicles Parts	PSO067671-1	Nuss Truck & Equipment	101	43220	\$51.62
Street Maintenance	Motor Vehicles Parts	PSO068139-1	Nuss Truck & Equipment	101	43220	\$40.98
Street Maintenance	Professional Services Fees	3120357	Gopher State One-Call	101	43220	\$6.75
Street Maintenance	Refuse Removal	10041620T067	Ace Solid Waste, Inc.	101	43220	\$269.97
Street Maintenance	Refuse Removal	000136	ANDOVER TREE CARE	101	43220	\$500.00
Street Maintenance	Repairs/Maint Machinery/Equip	IEB-1229-42309	North Metro Auto Glass	101	43220	\$447.92
Street Maintenance	Safety Supplies	1539-237173	O'Reilly Auto Stores Inc.	101	43220	\$56.98
Street Maintenance	Small Tools and Minor Equip	333734	S & S Industrial Supply	101	43220	\$21.74
Water Utility Operations	Electric Utilities	122123	Connexus Energy	601	49401	\$1,285.16



**City of East Bethel**  
**January 08, 2024**  
**Payment Summary**

Water Utility Operations	Electric Utilities	122123	Connexus Energy	601	49401	\$99.81
Water Utility Operations	Electric Utilities	122123	Connexus Energy	601	49401	\$272.68
Water Utility Operations	Professional Services Fees	01 2024	Desiree Stanford	601	49401	\$2.96
						<b>\$60,195.26</b>



**City of East Bethel**  
**January 08, 2024**  
**Payment Summary**

<b>Electronic Payroll Payments</b>		
Payroll	PERA	\$9,676.39
Payroll	Federal Withholding	\$6,074.84
Payroll	Medicare Withholding	\$2,102.26
Payroll	FICA Tax Withholding	\$8,051.78
Payroll	State Withholding	\$3,301.93
Payroll	MSRS/H.S.A./HCSP	\$6,682.23
		<b>\$35,889.43</b>

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

December 27, 2023

The East Bethel City Council met on December 27, 2023, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Kevin Lewis Brian Mundle Bob DeRoche  
Tim Miller Jim Smith

ALSO PRESENT: Eric Larson, City Attorney  
Rodney Sanow, Fire Chief  
Aaron Berg, Community Development Director  
Mike Jeziorski, Deputy City Administrator/Finance  
Director Carrie Frost, Administrative Coordinator

### 1.0 Call to Order

The December 27, 2023, City Council meeting was called to order by Mayor Lewis at 7:00 p.m.

### 2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

#### **Preliminary Plat: 1788 Viking Boulevard NE – Capstone Homes, Inc.**

Lewis noted the City Attorney had advised him that the Council needed to make note that the Capstone topic that was tabled at the last meeting was being retabled to the next regular City Council meeting. Larson indicated since it had been tabled to this meeting, the Council will need to make a motion to table it to the next City Council meeting in January, 2024.

**DeRoche stated I'll make a motion to table the Preliminary Plat: 1788 Viking Boulevard NE – Capstone Homes, Inc. to the next regular City Council meeting. Miller stated I'll second.** Lewis asked any discussion?

Mundle inquired as to why this was not on the meeting agenda. Lewis responded he did not compose the agenda and he did not know.

Berg explained they were in the process of coordinating a meeting with MnDOT, the Anoka County Highway Engineer, and the City Engineer as the County requested that MnDOT have an opportunity to provide input. He noted they were still working on coordinating that meeting.

Mundle asked if they were still falling within the 90-day review period. Berg responded staff had sent a 60-day extension letter to Capstone letting them know it could be extended to February 28, 2024.

To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

### 3.0 Adopt Agenda

**Smith stated I'll make a motion to adopt tonight's agenda. Mundle stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

**4.0 Presentations and Public Hearings****4.0 A 2023 EDA Annual Report**

Julie Lux, EDA President, gave the annual 2023 EDA report. She outlined the role of the EDA. She stated 14 single-family home permits through November compared to 19 single-family home permits issued in 2022. She summarized what developments the EDA heard including Hidden Pines, Capstone, and Elevage. She outlined what commercial projects were started or completed in 2023. She indicated the EDA had a busy and full year in 2023.

DeRoche asked what happened to the Kwik Trip car wash. Mundle responded the site was not large enough. DeRoche asked if they could have received a variance. Mundle responded no, that the site itself was not physically big enough and that question was asked at the plan review of the Kwik Trip.

Lewis stated that made sense and he supposed they needed the ingress and egress.

Mundle thanked Lux and the other EDA Commissioners for doing a great job.

**Informational; no action required.**

**4.0 B Anoka County Sheriff's Report**

Sergeant Andrew Lindberg presented the November 2023, Sheriff's Report, stating the Sheriff's Department responded to 401 calls for service including one burglary, five theft assaults, one assault, 30 arrests for traffic enforcement, and 27 traffic citations.

DeRoche asked if the Sheriff's Department responded to any rescues on Coon Lake. Sergeant Lindberg responded he was aware of only one call when a citizen called in that cold weather gear was found piled up on shore, which turned out to be of no concern as they belonged to ice skaters on the lake.

DeRoche asked who got billed if there was an accident that required a rescue. Sergeant Lindberg responded that the Sheriff's Office did not bill for any of their services.

Lewis stated if a car was dumped in the lake, the owner would get billed for that. Sergeant Lindberg responded that the DNR would get involved at that point.

Mundle asked how did the Sheriff's Department respond to the situation with a stolen vehicle discovered in Anoka County but proceeded out of the County. He asked how was the change of jurisdiction handled. Sergeant Lindberg responded that the Sheriff's license was for the State of Minnesota, even though they were employed by the County, so they could continue to take enforcement action if it originates in or outside of Anoka County. He stated when they were on duty, they could still take enforcement action outside of Anoka County if they were on official business. He indicated jurisdictional boundaries were not too much of a barrier for them.

Mundle asked which County would a case like this be heard. Sergeant Lindberg responded that if the majority of the offenses happened in Anoka County, then Anoka County would hear it. Mundle asked with respect to the robbery, did the Sheriff's office believe this was an isolated incident. Sergeant Lindberg responded that was his understanding.

Lewis asked with respect to the robbery on Coon Lake did the people know each other. Sergeant Lindberg responded he did not know that information.

**Informational; no action required.**

**4.0 D Fire Department Monthly Report**

1 Fire Chief Sanow presented the November 2023 report and noted that they responded to 105 calls, of  
 2 which 78 were medical, 6 crashes, 4 alarms, 8 burning/smoke, 3 other, 4 fires, and 2 mutual aid. He  
 3 reminded people when getting rid of their Christmas trees to contact their trash hauler to see  
 4 when/if they will be picked up. He stated it was unsafe to burn Christmas trees as their needles  
 5 produced toxic smoke. He indicated that burning permits were still required because of dry grass. He  
 6 asked people not to burn wrapping paper. He asked people to be safe over New Years and to not  
 7 drink and drive.

8 Smith noted over the past three days there had been three calls to Nexus. He asked what happened.  
 9 Fire Chief Sanow responded they were medical calls, but that was all he could tell him. Smith asked if  
 10 there had been any other calls from Nexus. Fire Chief Sanow responded there had been one other  
 11 call.

12 **Informational; no action required.**

13 **5.0 Public Forum**

14 There were no comments made.

15 **6.0 Consent Agenda**

16 ~~Item A: Approve Bills~~

17 Item B: Approve Bill List: 2024 Invoices with checks processed

18 ~~Item C: Approve Meeting Minutes, November 15, 2023 Town Hall Meeting~~

19 Item D: Approve Meeting Minutes, December 11, 2023 City Council Meeting

20 Item E: Resolution 2023-95, Setting 2024 LBAE Meeting Dates

21 Item F: Approve 2024 Garbage Haulers Licenses

22 Item G: Resolution 2023-81, Approve 2024 Fee Schedule

23 ~~Item H: Approve Hire of Paid on Call Firefighters~~

24 ~~Item I: Accept Retirement of Paid On Call Firefighter~~

25 Item J: Voluntary Cost Share Agreement for Anoka County Regional Economic Development (ACRED)

26 Lewis requested to pull Items A and C. Mundle requested to pull Items H and I.

27 **Mundle stated I'll make a motion to approve Consent Agenda Items as amended. Smith stated I'll**  
 28 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
 29 any opposed? That motion passes. **Motion passes unanimously.**

30 **6.0 A Approve Bills**

31 Lewis asked Jeziorski for an explanation on the Tax Increment Financing (TIF). Jeziorski explained TIF  
 32 was a public financing tool that was used as a subsidy for redevelopment, infrastructure, and other  
 33 community improvement projects. He noted there were three main types of TIF districts which were  
 34 economic development, redevelopment, and housing. He noted the City had three active TIF districts  
 35 in 2024 and one that would become active in 2024. He summarized what the three TIF districts were  
 36 and how TIF funds were generated. Lewis stated Jeziorski's summary was excellent.

37 Lewis noted TIF was an important tool, the Council had to understand it.

38 Lewis asked about the Fire Department's expenditure of \$4,400 for small tools and minor equipment  
 39 advanced first aid entailed. Fire Chief Sanow responded that was for the purchase of two AEDs and  
 40 to add batteries that went bad. Lewis stated he was a big believer of AEDs, with having been zapped  
 41 back twice.

1 Lewis asked why was the City donating to the nonprofit Alexandra House. Jeziorski responded that  
2 had been in the City's budget since he had been with the City. He noted every year the Alexandra  
3 House provided the City an itemized list of the services provided to East Bethel residents and that  
4 was the City's share of the cost.

5 Lewis noted there had been discussion recently about changing the amount that the City  
6 Administrator could approve from \$1,000 to \$2,500. He asked what was the status of that matter.  
7 Jeziorski responded staff was still working on it and it would be presented at a future Council  
8 meeting.

9 Lewis asked how was the final payment to Jack Davis being handled. Jeziorski responded that was  
10 under the payroll payments on the bill list.

11 **Lewis stated I'll make a motion to approve Item A of the Consent Agenda. DeRoche stated I'll**  
12 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
13 any opposed? That motion passes. **Motion passes unanimously.**

#### 14 **6.0 C Approve Meeting Minutes, November 15, 2023 Town Hall Meeting**

15 Lewis stated that this was for the folks at Timesaver who will be listening to this. He referenced page  
16 30 of the packet, lines 13 through 15 can be deleted and move the sentence that is after it and attach  
17 it to the end of the paragraph right above. He noted this was for housekeeping because the minutes  
18 were part of the permanent record. He stated on page 31, lines 16 and 21, change Oscar Grand to  
19 Oskar Granquist.

20 DeRoche requested on page 5, line 36, change June 12 to June 26. He indicated this change needed  
21 to be made in three places.

22 **Lewis stated I'll make a motion to approve Item C of the Consent Agenda. DeRoche stated I'll**  
23 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
24 any opposed? That motion passes. **Motion passes unanimously.**

#### 25 **6.0 H Approve Hire of Paid on Call Firefighters**

26 Mundle stated the City had two new paid on call firefighters. He thanked David Bailey and Rachel  
27 Waller and congratulated them being hired as probationary firefighters for the City. He wished them  
28 luck.

29 **Mundle stated I'll make a motion to approve Item H of the Consent Agenda. Miller stated I'll**  
30 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
31 any opposed? That motion passes. **Motion passes unanimously.**

#### 32 **6.0 C Approve Meeting Minutes (continued)**

33 DeRoche stated going back to the minutes, where it said Davis was approached by DeRoche to see if  
34 Davis would be interested in taking the position on an interim basis on March 3, 2006. He noted he  
35 was not in office in 2006. He asked if the Minutes needed to be corrected. Larson responded if the  
36 dates were wrong, he did not see that as a material item and if someone wanted to look into the  
37 record, they could go and find out what had happened at that time. He thanked DeRoche for  
38 bringing it up.

#### 39 **6.0 I Accept Retirement of Paid On Call Firefighter**

40 Mundle thanked Paul Karpinski for his 20 years and 2 months of service as a firefighter for the City.  
41 Fire Chief Sanow also thanked Mr. Karpinski.

1 DeRoche noted the City had a few firefighters who were approaching retirement. Fire Chief Sanow  
2 responded he believed the City had 5 or 6 firefighters who were getting close to 20 years as well as  
3 others with more than 20 years. He indicated that was the reason why the Fire Department was  
4 trying to hire more firefighters.

5 **Mundle stated I'll make a motion to approve Item I of the Consent Agenda. Lewis stated I'll**  
6 **second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked  
7 any opposed? That motion passes. **Motion passes unanimously.**

## 8 **7.0 New Business. Commission, Association, and Task Force Reports**

### 9 **7.0 A Planning Commission**

#### 10 **7.0 A.1 Ordinance Change: Section 28, Architectural Standards**

11 Berg stated at the April 3, 2023 City Council meeting, Councilmembers Smith and Miller  
12 recommended amendments to various City Codes which are contained in the Zoning Code.  
13 Council directed staff to route the amendments to the Planning Commission for a Public  
14 Hearing and recommendation. At the April 25, 2023 meeting, the Planning Commission  
15 discussed these amendments after holding a public hearing.

16 Berg indicated due to the mixed levels of support and limited amount of time for discussion  
17 of the proposed revisions, staff thought it was in the best interest to bring two of the Zoning  
18 Codes amendments back for further discussion and formal recommendation at the May 23,  
19 2023 Planning Commission meeting. A formal recommendation on Section 24, Exterior  
20 Storage, was presented and passed at the June 26, 2023 City Council meeting.

21 Berg stated Section 28, Architectural Standards, had numerous revisions after input from the  
22 Planning Commission and the EDA. City staff have compiled the recommendations and  
23 created a third draft revision for review, discussion and formal recommendation or direction.

24 Berg requested the City Council review and discuss the proposed revised ordinance along  
25 with providing staff with direction for the preparation of a final draft ordinance for  
26 subsequent approval.

27 Mundle stated for items 3 and 4, properties located within 1,320 feet, he wanted the  
28 following wording added: "or connected to sewer and water," and in item 4, add "or not  
29 connected by sewer and water." He indicated there are properties outside of the 1,320 feet  
30 that were served by sewer and water and he would like to see higher architectural standards  
31 in the sewer and water districts.

32 Lewis stated he had never heard of an incubator district which was all within a block of  
33 Highway 65. He asked if this had been reviewed. Miller responded yes, and it was brought  
34 up.

35 Lewis stated he did not see what hooked into water and sewer and how that impacted the  
36 architectural standards. He stated he did not understand the connection on that. Miller  
37 stated he did not understand it either. Berg stated the incubator area was what some cities  
38 have zoned to set aside in their commercial.

39 Lewis asked if he was wrong and was this the first time this had come up. Berg responded  
40 for use of the word 'incubator' this was the first time this had come up.

41 Lewis stated he meant having one block and then having a half mile and breaking it out like  
42 this. Berg referenced the light industrial zone, Items C.

1 Lewis stated it was like a subdivision of the mixed-use district. Berg responded the way he  
2 had it proposed was that all of the way up and down the corridor, within one block or 1,320  
3 feet of the centerline of Highway 65, all of the way up and down the corridor would  
4 maintain...

5 Lewis stated that was a subdivision of the mixed-use district which went farther to the east  
6 or west than 1,320 feet. Berg noted outside of the 1,320 feet, they would loosen the  
7 standards to include the things that...

8 Lewis asked where did this particular innovation come from. Berg referenced page 131 of  
9 the Council's packet where this was addressed. He indicated they had some similar language  
10 already in the light industrial chapter of the Code so he brought that over to the business  
11 side of the Zoning Code so it would match that language as close as possible and one block  
12 distance off the centerline of Highway 65 would maintain a higher standard. But, anything  
13 east or west of one block (1,320 feet) could have a lesser standard to allow for home-based  
14 businesses in the City that would want to do a startup business exterior of their home and  
15 would be able to afford to build a building anywhere up and down the Highway 65 corridor.  
16 He noted once they materialized and had more employees and more capital, they could  
17 move closer to Highway 65, which had the higher standard. He also noted that was some of  
18 the interests that came out of the EDA and Planning Commissions.

19 Lewis stated he was not the author of these and he really didn't have a dog in the fight. He  
20 indicated he did not own, nor did he intend to build a building within a block of 65 in this  
21 lifetime, but they were and to him, it seemed like a tortuous treatment of the zoning. But  
22 again, he did not have a dog in the fight. He asked for those that proposed the changes, did  
23 they have any concerns or changes.

24 DeRoche stated he had written out a note today to Look asking him to speak with the City  
25 Engineer to get the standards for the forcemain that was running up to the north of the City  
26 so they can get an understanding of what size pipe that was and what it would take for a  
27 business to hook up. He wanted to see what came up because he was around when all of  
28 this stuff was discussed and that was not designed for a bunch of businesses to hook up to.  
29 Rather, it was a way to shut down the plant that was up at Whispering Aspen Castle Towers  
30 because that was a failing plant. He stated the bids were made and they said they had \$2  
31 million so they ran a forcemain out and decommissioned the plant because they would need  
32 to do something within the next five to ten years anyway.

33 DeRoche noted to make plans of what they want to put there not knowing what size plant do  
34 they even have to begin with, and if they do have it big enough, what would it cost the  
35 business. He noted the question was asked once they ran the force mains. Somebody did  
36 want to add on and they were told \$75,000 for the lift stations to hook into the pipe, which  
37 was in 2011. He believed they needed to get a lot more information and to start setting up  
38 parameters close to the highway, they need to know are they going to have to run up new  
39 pipe up that direction if they are going to expand, or would they allow businesses to come in  
40 and tell them they can have a well and septic on the property without hooking up. He noted  
41 there were still some questions.

42 Berg responded the existing Zoning Code and business and light industrial zones all of the  
43 way up Highway 65, which had already been planned for. He noted that just because they  
44 allow 20 percent glass on the front side of a building and 80 percent brick did not have  
45 anything to do with the septic system of a business. He stated if a business wanted to come

1 and they want to put a location in now that was not serviced by sewer and water, all they  
2 were asking was that they be allowed to have a lesser standard of the exterior finish of the  
3 material. It had nothing to do with the septic system with the way things were designed.

4 Berg stated they were running out of room in the Industrial Park and he had plans today for  
5 the last couple of lots that were available in the Industrial Park. He indicated they needed to  
6 start looking at where else they could start placing things. He indicated people were going to  
7 start to realize they need a light industrial zone if they wanted to expand. He stated just  
8 because there was no sewer and water there at this point, was not stopping them from  
9 coming in and putting up a post frame construction building one block off Highway 65 and  
10 having a well and septic system. He noted the design standard had nothing to do with the  
11 well and septic.

12 Berg noted this was just the amount of glass on the front of the building, the amount of brick  
13 on the front of the building, whether they need to have windows on the back or not,  
14 whether they can have a metal roof, the color schemes, could they have tip up concrete  
15 panels, etc. He stated this did not have anything to do with the septic.

16 Berg indicated he understood what DeRoche's perspective was, but this was design  
17 standards of a building and the façade. DeRoche stated that could be a determining factor of  
18 what business...if they could put it there or would they put this here and then all of sudden  
19 they were going to come and say, "now you have to hook up to the sewer and water," which  
20 by State Law Chapter 429, it said if sewer and water ran by their house or business the City  
21 can force them to hook up. This was what they ran into down in the park and to say now  
22 they are running out of room for businesses down there, that was a crying shame, because  
23 when this fiasco was put together, there wasn't supposed to be housing down there – it was  
24 supposed to be all commercial and they were going to onion skin it out – commercial then a  
25 little lighter, then a bit of housing and then back, but now it was a hodgepodge. He stated  
26 before they told someone that it was going to be this way, they need to figure out what. It  
27 was zoned business, it was brought up to him that the City needed to look at the zoning and  
28 figure out if they were zoned the way they want to be before they get themselves into  
29 another pickle.

30 Berg stated rezoning was a much lengthier process and a lot longer discussion. He noted this  
31 was a simple zoning text amendment to the Zoning Code that changed the standards that  
32 Councilmembers Smith and Miller proposed for businesses in the Light Industrial and  
33 Commercial District.

34 DeRoche stated they keep going in circles. He noted he understood what Berg was saying,  
35 but he did not know why they could not leave it the way it was. He did not foresee this big  
36 mass of business coming in and saying they want to build this right now. He knows there  
37 was talk about doing something on 65 and Sims with that whole project, and ideally that was  
38 where the sewer and water should have went because then it could have hooked up to the  
39 schools and that development there, but that did not happen and so now they have to think.  
40 He stated this was not a Sims game, they cannot just hit reset, and they have to do what the  
41 Comprehensive Plan said and figure out what they want to put where that would make  
42 sense. He asked what was the reality as far as running the sewer and water. He stated in a  
43 lot of people's minds it was that the pipe would be put in the ground, which was easy to do,  
44 until when they got down to the cost and who was going to put it in. He noted the City did  
45 not own all of that property and to get at it, people had to be willing to sell or would they

1 have to do eminent domain, which was stupid. He noted getting back to Berg's point, if he  
2 wanted to build a building he would want to know what....he did this with his daughter and  
3 son-in-law – he went into City Hall and said what was the Comprehensive Plan and what did  
4 they plan on doing in these certain areas because there was things they wanted to do. He  
5 indicated when they were talking about bringing a business in, that was a little bit more  
6 critical than a home because a home you could just sell and get out, but when it was a  
7 business...it was you guys bill.

8 Berg noted on page 109 were the reasons or justification that Councilmembers Miller and  
9 Smith proposed amendment to the current standards, which were encompassed in the third  
10 draft along with comments from the EDA and Planning Commissions.

11 Miller stated they have done a lot of different things on this and they tried to incorporate a  
12 lot of different Commissions' ideas. He indicated it was designed to allow new businesses to  
13 come in and not have to acquire the costs of the brick and mortar. He noted they did not  
14 want to put it in the industrial park because it wouldn't fit in there, but it would allow them  
15 to get closer to Highway 65 – either expand current businesses, or help a lot of the new  
16 businesses that were thinking of coming in. He noted one of the things that came up a lot  
17 was the security aspects of it. He stated this is the third draft of this and they were trying to  
18 take everyone's aspects into account to come up with something they could start with and  
19 that was how the term incubator came up – that they could start something, see how it  
20 went, try, and grow the new businesses along with expand businesses without the cost while  
21 giving them more security.

22 Lewis stated unless he was wrong, virtually no changes in the architectural standards were  
23 going to occur within a block of Highway 65, but outside of this it would change. He  
24 indicated that was what seemed odd to him – that it was not based on B1, B2, B3, or zoning  
25 things, but it was based on proximity to Highway 65, which was strictly about how it looked  
26 to people moving through the City. He stated it was a different criteria and that was what  
27 threw him off a little bit.

28 Smith stated what they were trying to do was to make it less expensive for businesses to  
29 come to the City. He noted on the face of pole buildings now, a lot of people could not even  
30 tell it was a pole building and that was what they were trying to do. He stated for a business,  
31 especially one starting out, they were trying to make it inexpensive and that was their goal  
32 on that part of it.

33 Lewis stated if they won't have a concern about the criteria that are incorporated in this.

34 Miller stated he believed this was a good starting point to help new businesses and other  
35 businesses to expand. He noted they have been wrestling with this since May. He stated it  
36 was tough to take all of the different Commission's ideas and concerns and incorporate them  
37 into things. He believed this was a good starting point and a good way to test the market.

38 Berg pointed out the three different distances from the centerline of Highway 65 which were  
39 identified throughout the Code.

40 DeRoche asked how would they incorporate that with Coon Lake. Berg responded that this  
41 was only pertaining to the corridor of Highway 65.

42 Mundle recommended unifying all of those with the definition of length of block that they  
43 already have. Berg responded that made the most sense to him. He noted all of the changes

1 could be done in the final draft of Section 28, so that everything was 1,320 feet which then  
2 cleaned up all of the different distances within the Code in design standards and  
3 architectural standards.

4 Lewis stated as far as the Commissions went, they were advisory groups and the Council was  
5 not bound by what they said. He indicated it strikes him as odd that they had a subdivision  
6 now with...architectural standards can be changed outside of this 1,320 feet, but all this stuff  
7 was arbitrary to a certain degree, and it seems odd to him. But, he had already expressed his  
8 thoughts. He asked Mundle what his thing about the water and sewer was.

9 Mundle reviewed what he had previously commented on for items 3 and 4. Lewis asked  
10 Council’s thoughts on that.

11 Miller stated he did not have a problem with that.

12 Smith the only thing he was thinking was that it was quite a distance and it depended on  
13 what pipe they had to tie to. He asked if they were going to force them at 1,320 feet to hook  
14 up to sewer and water. He also asked where was the land going to be where they tied to.  
15 He noted if they had to go that far, that was a lot of money.

16 Mundle stated that would be applied towards any roadways for properties that would  
17 currently be served by existing sewer and water. He noted if somebody built right next to  
18 the Senior Living facility, the sewer and water that ran down that road so they could hook up  
19 to it. But, if it were going to be on Buchanan by the Post Office where there was no sewer  
20 and water, that would not apply to it. Smith responded okay. He noted if a business decided  
21 to build and they were the only one there he didn’t want to force them to go to 1,320 feet.  
22 He understood what Mundle was saying and he had no problem with that.

23 Lewis asked if the Council needed further discussion. Smith stated he believed this was a  
24 good start.

25 Berg stated he did not need a motion, but rather a recommendation for him to come back  
26 with a final Ordinance revision at the next meeting that would have all of the changes  
27 drafted into the Ordinance where a motion could be made and approved.

28 DeRoche requested Berg send that out to Council by email. Berg responded as soon as he  
29 had it done, he would send it out.

30 **7.0 B Economic Development Authority**

31 None.

32 **7.0 C Park Commission**

33 None.

34  
35 **8.0 Department Reports**

36 **8.0 A Community Development**

37 None.

38 **8.0 B Engineer Report**

39 None.

40 **8.0 C City Attorney**

41 None.

42 **8.0 D Finance**

1 None.

2 **8.0 E Public Works**

3 None.

4 **8.0 F Fire Department**

5 None.

6 **8.0 G City Administrator Report**

7 None.

8 **9.0 – Other Items**

9 **9.0 A Staff Report**

10 None.

11 **9.0 B Council Reports**

12 Mundle wished everyone a Happy New Year and to not drink and drive or call a sober cab if they have  
13 been drinking.

14 Lewis stated once again they were waiting (like it was an Ordinance change) for the *East Bethel*  
15 *Bulletin* to come out and he was really fit to be tied about it. He noted he had submitted material in  
16 May that did not get out until September and Miller composed what was supposed to be the October  
17 edition and it was still now out. He stated this was just nuts. He indicated with the survey they did  
18 earlier, it was identified, and he was working on something to expand the whole survey things, but  
19 not to go through the *East Bethel Bulletin*, but through Survey Monkey with a method that could not  
20 be gamed by anybody who had a vested interest one way or another. But he was working on it so  
21 they could get more feedback from the residents on a timely basis, which he believed they needed  
22 and it was arrogant that they could presume to know what 12,300 people want on every topic and  
23 they had a means to get better information.

24 Lewis indicated they had to get this *East Bethel Bulletin*, which they had identified as the single most  
25 important communication tool between the City and the residents, so they need to get that dialed in  
26 so it would be reliable whether it was 4 times a year, 6 times a year; it was more important that it  
27 actually comes out. He noted it had been on the City's website for how long he did not know, but  
28 that did not do any good for the people who did not go to the website.

29 Lewis stated Miller had an interesting article on the Cedar Creek eco system and that it was a jewel  
30 within the City. He had lived in the City for 27 years before he even knew about it. He indicated he  
31 rode by it a hundred times on his motorcycle, it was a fascinating place with a great story, and he  
32 wanted to get it out there so people could visit it come summer.

33 Lewis emphasized that the City needs to get their communications dialed in and they need to get  
34 whatever methodology they were going to use to find out what the residents want beside just the  
35 two Town Hall meetings or just ad hoc. He indicated there were better ways to do this now and they  
36 needed to embrace them and dial them in.

37 DeRoche asked if there was any update to the AV system. Look responded Midco had come out a  
38 couple of weeks ago to look at the buzz sound on Channel 10, and he traced it back to an issue that  
39 was in the City's AV room, so it was not on the Midco end. Look indicated they had to have their  
40 video tech people come out to look at the equipment.

41 Smith stated Lewis was right and he agreed with what he was saying. He noted they were here to  
42 represent the residents and it was important that they hear from them so they can make a good

1 decision that they had decided and they needed to do this. Lewis stated it was doable and it was not  
2 ordinatorily expensive, so there was no excuse – none.

3 **9.0 C Other**

4 None.

5  
6 **10.0 Adjourn**

7 **Mundle stated I'll make a motion to adjourn. Miller stated I'll second.** To the motion, all in favor  
8 say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

9 Meeting adjourned at 8:19 PM.

10 Submitted by:

11 Kathy Altman

12 *TimeSaver Off Site Secretarial, Inc.*

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

**RESOLUTION NO. 2024-01**

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNIONHERALD  
AS THE OFFICIAL NEWSPAPER FOR 2024**

**WHEREAS**, State Statute requires that the City publish its official notices in a newspaper that has general distribution throughout the City; and

**WHEREAS**, Minnesota State Statute requires the City to designate an official newspaper where legal notices will be published; and

**WHEREAS**, State Statute requires that the official newspaper have a publication at least weekly; and

**WHEREAS**, the Anoka County UnionHerald has requested designation as the official newspaper for the City as it meets the publication and circulation requirements.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City Council hereby designates the Anoka County UnionHerald as the official newspaper for the City for 2024.

Adopted this 8<sup>th</sup> day of January 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

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

**RESOLUTION NO. 2024-02**

**RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2024**

**WHEREAS**, by State Statute the City must select an official depository, by resolution, for city funds;

**WHEREAS**, this must be done within 30 days of the start of the city's fiscal year;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the following entities are designated official depositories for the City of East Bethel for 2024.

- First Bank and Trust
- 4M Fund

Adopted this 8<sup>th</sup> day of January 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

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

**RESOLUTION NO. 2024-03**

**RESOLUTION SETTING THE ELECTION CANVASSING BOARD MEETING DATE  
FOR THE 2024 GENERAL ELECTIONS**

**WHEREAS**, The City Council as the Election Canvassing Board, is required to canvass the results of the general election between the 3<sup>rd</sup> and 10<sup>th</sup> day following general election per Minn. Stat. §204C.33, subd. 1; §205.185, subd. 3.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** The City Council as the Election Canvassing Board will convene on Wednesday, November 13, 2024, beginning at 6:30 PM to consider the 2024 General Election results.

Adopted this 8<sup>th</sup> day of January, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator

# CenterPoint Energy Gas Franchise Ordinance

## ORDINANCE NO. 214, SECOND SERIES.

### CITY OF EAST BETHEL, ANOKA COUNTY, MINNESOTA

**AN ORDINANCE GRANTING CENTERPOINT ENERGY RESOURCES CORP., d/b/a CENTERPOINT ENERGY MINNESOTA GAS (“CENTERPOINT ENERGY”), ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC WAYS AND GROUNDS OF THE CITY OF EAST BETHEL, COUNTY, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF**

**THE CITY COUNCIL OF THE CITY OF EAST BETHEL, ANOKA COUNTY, MINNESOTA, ORDAINS:**

#### **SECTION 1. DEFINITIONS.**

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

**City.** The City of East Bethel, County of Anoka, State of Minnesota.

**City Utility System.** Facilities used for providing public utility service owned or operated by City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

**Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate gas retail rates now vested in the Minnesota Public Utilities Commission.

**Company.** CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Minnesota Gas (“CenterPoint Energy”) its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this Franchise.

**Gas Energy.** Gas Energy includes both retail and wholesale natural, manufactured or mixed gas.

**Gas Facilities.** Gas transmission and distribution pipes, lines, ducts, fixtures, and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing Gas Energy for retail or wholesale use.

**Notice.** A writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet Mall, Minneapolis, Minnesota 55402. Notice to the City shall be mailed to City of East Bethel, 2241 221<sup>st</sup> Avenue NE, East Bethel, Minnesota 55011. Any party may change its respective address for the purpose of this Ordinance by written Notice to the other parties.

**Ordinance.** This gas franchise ordinance, also referred to as the Franchise.

**Public Way.** Any highway, street, alley or other public right-of-way within the City.

**Public Ground.** Land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space or other public property, which is held for use in common by the public or for public benefit.

## **SECTION 2. ADOPTION OF FRANCHISE.**

2.1 **Grant of Franchise.** City hereby grants Company, for a period of 20 years from the date this Ordinance is passed and approved by the City, the right to import, manufacture, distribute and sell Gas Energy for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future and also the right to transport Gas Energy through the limits of the City for use outside of the City limits. For these purposes, Company may construct, operate, repair and maintain Gas Facilities in, on, over, under and across the Public Ways and Public Grounds, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to a public right-of-way ordinance or permit requirements adopted consistent with state law.

2.2 **Effective Date; Written Acceptance.** This Franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance by Company. If Company does not file a written acceptance with the City within 60 days after the date the City Council adopts this Ordinance, or otherwise inform the City, at any time, that the Company does not accept this Franchise, the City Council by resolution shall revoke this Franchise.

2.3. **Service and Gas Rates.** The terms and conditions of service and the rates to be charged by Company for Gas Energy in City are subject to the exclusive jurisdiction of the Commission.

2.4. **Publication Expense.** Company shall pay the expense of publication of this Ordinance.

2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not

resolved within 30 days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until 90 days after the City or the Company serves written Notice to the other party of its intention to allow Franchise to expire. However, in no event shall this Franchise continue for more than one year after expiration of the 20-year term set forth in Section 2.1.

### **SECTION 3. LOCATION, OTHER REGULATIONS.**

3.1. **Location of Facilities.** Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System. Gas Facilities may be located on Public Grounds in a location selected by the City. The location and relocation of Gas Facilities shall be subject to reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this Franchise.

3.2. **Street Openings.** Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee, unless the City is receiving a franchise fee pursuant to this Ordinance, in which case all permit fees will be waived. Permit conditions imposed on Company shall not be more burdensome than those imposed on other public-right-of-way users for similar facilities or work. Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Gas Facilities and (ii) Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two business days after commencing the repair, Company shall apply for any required permits and pay any required fees.

3.3. **Restoration.** After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, 7819.1100. Company shall restore the Public Ground to as good a condition as formerly existed, and shall maintain the surface in good condition for six months thereafter. All work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration of the Public Ways or Public Grounds at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. The Company shall not be required to post a construction performance bond.

3.4. **Avoid Damage to Gas Facilities.** The Company must take reasonable measures to prevent the Gas Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Gas Facilities from damage that could be inflicted on the Gas Facilities by persons, property, or the elements. Per Minnesota Statute 216D.05, the City must take protective measures when it performs work near the Gas Facilities.

3.5. **Notice of Improvements to Streets.** The City will give Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Gas Facilities may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit Company to make any additions, alterations or repairs to its Gas Facilities the Company deems necessary.

3.6. **Mapping Information.** If requested by City, the Company must promptly provide complete and accurate mapping information for any of its Gas Facilities in accordance with the requirements of Minnesota Rules 7819.4000 and 7819.4100.

3.7. **Emergency Response.** As emergency first-responders, when a public safety concern exists both the City and Company shall respond to gas emergencies within the City without additional direct fee or expense to either City or Company.

#### **SECTION 4. RELOCATIONS.**

4.1. **Relocation in Public Ways and Public Grounds.** The Company and City shall comply with the provisions of Minnesota Rules 7819.3100, with respect to requests for the Company to relocate Gas Facilities located in either Public Ways or Public Grounds.

4.2. **Projects with Federal Funding.** Relocation, removal, or rearrangement of any Company Gas Facilities made necessary because of the extension into or through City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes Sections 161.45 and 161.46.

#### **SECTION 5. INDEMNIFICATION.**

5.1. **Indemnity of City.** Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Gas Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence or otherwise wrongful act or omission except for losses or

claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work.

5.2. **Insurance.** The Company is required to maintain Commercial General Liability Insurance on an occurrence basis protecting it from claims for damages for bodily injury, including death, and for claims for property damage, which may arise from operations under this Ordinance. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence
- \$4,000,000 – annual aggregate

The following coverages shall be included: Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury Blanket Contractual Liability and Products and Completed Operations Liability.

The City must be endorsed as an Additional Insured.

With the City's consent, which shall not be unreasonably withheld, the Company shall have the option of providing a program of self-insurance to meet its obligation under this Ordinance. In such event, the Company shall submit to the city a Certificate of Self-Insurance or other documents showing proof of its financial responsibility.

5.3. **Defense of City.** In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such Notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf. This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

## **SECTION 6. VACATION OF PUBLIC WAYS AND PUBLIC GROUNDS.**

The City shall give Company at least two weeks prior written Notice of a proposed vacation of a Public Ways or Public Grounds. The City and the Company shall comply with Minnesota Rules 7819.3100 and Minnesota Rules 7819.3200 with respect to any request for vacation.

## **SECTION 7. CHANGE IN FORM OF GOVERNMENT.**

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

## **SECTION 8. FRANCHISE FEE.**

8.1. **Form.** During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The Company will administer the collection and payment of franchise fees to City in lieu of permit fees or other fees that may otherwise be imposed on the Company in relation to its operations as a public utility in the City. The franchise fee will be collected on a flat per meter basis, or by some other method that is mutually acceptable to both City and Company for each retail customer within the corporate limits of the City. The amount of the fee collected may differ for each customer class. The City will use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011 Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Ordinance.

8.2. **Separate Ordinance.** The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than ninety (90) days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by Certified mail. The Company is not required to collect a franchise fee if the terms of the fee agreement are inconsistent with this franchise or state law, provided the Company notifies the City Council of the same within the ninety (90) day period.

8.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed-upon franchise.

8.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time to time, however, the change shall meet the same Notice and acceptance requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011 Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company.

The Company shall not be responsible to pay City fees that Company is unable to collect under Commission rules or order. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

8.5. **Continuation of Franchise Fee.** If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon. However, the franchise fee will not remain in effect for more than one year after the franchise expires as stated in Section 2.6 of this Franchise. If for any reason the franchise terminates, the franchise fee will terminate at the same time.

## **SECTION 9. ABANDONED FACILITIES.**

The Company shall comply with Minnesota Statutes, Section 216D.01 *et seq.* as it may be amended from time to time with respect to abandoned facilities located in Public Ways and Public Grounds and with Minnesota Rules, Part 7819.3300 as it may be amended from time to time with respect to abandoned facilities in Public Ways. The Company shall maintain records describing the exact location of all abandoned and retired Gas Facilities within the Public Ways and Public Grounds, produce such records at the City's request and comply with the location requirements of Minnesota Statutes, Section 216D.04 with respect to all Gas Facilities located in Public Ways and Public Grounds.

## **SECTION 10. PROVISIONS OF ORDINANCE.**

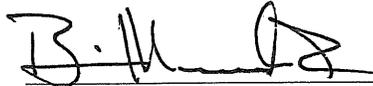
10.1. **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance is inconsistent with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and Company as the only parties. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of this Ordinance or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

**SECTION 11. AMENDMENT-PROCEDURE.**

Either party may propose at any time that this Franchise Ordinance be amended. Franchise Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company's written consent thereto with the City Clerk within 90 days after the effective date of the amendatory ordinance. If the Company does not consent to the amendment, the ordinance containing the amendment shall be revoked by City.

Passed and approved: February 21, 2018.



\_\_\_\_\_  
Brian Mundle  
Acting Mayor of the City of East Bethel, Minnesota

Attest:



\_\_\_\_\_  
Jack Davis  
City Clerk, East Bethel, Minnesota



## City of East Bethel Purchasing Policy

### **Purpose:**

The purpose of this policy is to establish the procedures for purchases made on behalf of the City of East Bethel. This policy has the following objectives:

1. To ensure that purchases comply with all applicable laws;
2. To ensure that taxpayers receive the lowest price and the best value for their tax dollars when the City purchases goods and services;
3. To provide clear and consistent guidelines for contractors to follow;
4. To provide clear and consistent guidelines for authorized City employees/purchasers to follow;
5. To limit the discretion of City officials and thus limit the possibility of fraud or favoritism.

### **Purchasing Oversight:**

The City Administrator or his/her designee is responsible for the overall purchasing function. Department heads shall be responsible for purchasing items within their respective budgets. All contracts, bonds, and instruments of every kind to which the City is a party shall be signed by the Mayor and/or the City Administrator on behalf of the City and shall be executed in the name of the City and follow the uniform municipal contracting law set forth in Minn. Stat. § 471.345. . All credit applications must be submitted to and approved by the City Administrator.

### **Purchasing Levels:**

Department heads shall have the authority to authorize and/or approve purchases up to \$2,500 based on appropriations contained in the City's Budget. The City Administrator shall have the authority to authorize and/or approve purchases up to \$10,000 based on appropriations contained in the City's Budget. Purchases that are greater than \$10,000, or items not appropriated through the annual budget, must be approved by the City Council.

### **Purchasing Procedures:**

Purchases may be made by the following methods:

1. Regular purchasing procedures
2. Price agreements
3. Emergency purchasing
4. Disaster purchasing
5. Cooperative purchasing
6. Use of credit cards.

**Regular Purchasing Procedures:**

Department Heads are responsible for ensuring purchases are within budgetary constraints. Invoices with a signature of the Department Head and appropriate funding, packing slip (if applicable), and the original receipt must be returned to the Finance Department for processing the payment to the vendor. For purchases between \$2,500 and \$175,000, a Purchase Order is required **unless the payment is for a previously approved contract and or a reoccurring item**. Before presentation to a vendor/contractor, the Department Head, Finance Director, and City Administrator must sign the Purchase Order. The Department Head must specify the source of funding for the purchase and fully complete the Purchase Order; the Finance Director must ensure adequate funding is available from the funding source; and the City Administrator must provide assurance that City Council or his/her approval, as applicable, has been obtained for the purchase.

These procedures apply to the purchase of supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property. All purchases must be consistent with the approved annual budget. All telephone or verbal quotes must be followed with written confirmation.

1. Procurements of less than \$2,500

The purchase may be made in the open market by an authorized purchaser. Authorized purchasers are strongly encouraged to seek quotations from several vendors if the anticipated cost approaches \$2,500.

2. Procurements from \$2,500 to \$10,000

If the amount of the procurement is estimated to be \$10,000 or less, the Department has discretion to make the procurement by obtaining quotes or it may buy the item on the “open market” through direct negotiation with a vendor/supplier. If the Department chooses to obtain quotes, it must obtain at least two quotes when feasible and keep them on file for at least one year or until completion of the procurement year financial statement, whichever date is later. City Administrator approval is required.

3. Procurements from \$10,000 to \$25,000

Procurements between \$10,000 and \$25,000. If the amount of the procurement is estimated to exceed \$10,000, but not to exceed \$25,000, the Department shall make the procurement by obtaining quotes. If quotes are not able to be obtained because of the nature or availability of the item being procured, the Department may buy the item on the “open market” through direct negotiation with a vendor/supplier. If the Department obtains quotes, it must obtain at least two quotes when feasible and keep them on file for at least one year or until completion of the procurement year financial statement, whichever date is later. City Council approval is required.

## 4. Procurements between \$25,000 and \$175,000

Procurements between \$25,000 and \$175,000. If the amount of the procurement is estimated to exceed \$25,000 but not exceed \$175,000, the procurement may be awarded through either a sealed bid process or by quotation. If the Department chooses to obtain quotes, it must obtain at least two quotes and keep them on file for at least one year or until completion of the procurement year financial statement, whichever date is later. If the Department elects to obtain sealed bids, the Department must then comply with all the requirements of Minn. Stat. § 375.21, and Minn. Stat. § 471.345.

## 5. Procurements exceeding \$175,000

Procurements over \$175,000. If the amount of the procurement is estimated to exceed \$175,000, the Department is required to use the competitive bidding process to obtain sealed bids. The Department must then comply with all the requirements of Minn. Stat. § 375.21, and Minn. Stat. § 471.345. In lieu of using competitive bids, the procurement can be made if the item procured was obtained through a competitive bidding process such as through the State of Minnesota Cooperative Purchasing Venture.

The City has reasonable discretion in determining the lowest responsible bidder. Not only must a successful bidder submit the lowest bid price and substantially meet the terms and conditions of the specifications, the low bidder must be considered "responsible" and have the capacity to perform the proposed contract. "Responsibility" includes such considerations as the bidders' financial responsibility, integrity, ability, skill, and likelihood of providing faithful and satisfactory performance. There is more latitude in purchasing items of equipment not capable of exact specifications. In making such a purchase, the City Council may exercise reasonable discretion in determining the lowest responsible bidder. The City Council may consider, in addition to the bid price, the quality, suitability, and adaptability of the article for its intended use.

#### Exclusions from Competitive Bidding Requirements

It is not legally necessary to advertise for bids for:

1. Professional services such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training. Before contracting any professional service over \$10,000, City Council approval is required. The City Council will decide if quotations or bids are appropriate even though not legally required;
2. The purchase or lease of real estate;
3. The purchase of non-competitive products patented or obtainable from only one source. Demonstration of this circumstance must meet statutory requirements for a "sole source vendor" purchase.

#### Travel

All expenditures for travel and training need prior approval by the Department Head.

**Invoice Approval**

Department heads shall review all invoices for expenditures in their departments and verify the validity of the charges. Department heads shall sign and appropriately code invoices after ascertaining that the goods or services have been delivered to the City in the quantities listed and that the amounts charged are correct. The packing list or other documentation of receipt should be attached to the signed invoice. Certain invoices are excluded from Department Head review and approval. These include monthly invoices which are allocated to departments based on employee costs or other factors, e.g., health insurance, life insurance, dental insurance, utilities, telephone invoices, and refuse removal. However, if unusual or non-recurring charges appear on any of these invoices, Department head approval should be obtained prior to processing. All purchases/payments shall be reviewed and ratified by the City Council at their regular meeting before payments are released.

Payments will only be made from the original invoice; payments from statements are not allowed. Employee reimbursements must be submitted on the approved form and must be signed by the employee and the Department Head. All non-mileage reimbursements must have the original receipts attached.

**Price Agreements:**

Price agreements may be used to acquire items the City frequently purchases in small quantities, i.e. gasoline, propane, and heating fuel. A price agreement is a contract between the City and a vendor. Under it, the vendor agrees to supply all of the City's requirements for the specified commodity during the period of agreement. The price may be fixed or variable, such as a fixed discount from market price. Such price agreements expedite delivery, reduce paperwork, and generally result in lower prices. The procedure for "Purchases of less than \$2,500" applies.

**Emergency Purchasing:**

When an emergency occurs that may jeopardize public safety or the health and welfare of employees or citizens, department heads may authorize a necessary emergency purchase. Department head emergency purchases and the reason for the purchase shall be reported in writing to the City Administrator within 24 hours. At least two (2) competitive quotations should be utilized whenever possible as part of the process.

In an emergency situation, the City Council may dispense with the bidding requirements of state contract law. Before deciding if an emergency exists, the City Council shall consult with a competent attorney.

**Disaster Purchasing:**

The Mayor may declare a local disaster or emergency. The declaration shall not be continued for a period in excess of three (3) days except by, or with the consent of, the City Council. A disaster may result from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps or catastrophic measures, or emergencies that are technological in nature.

During a declared emergency, the City may enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property, and providing assistance to victims of such disasters. The City may exercise such power as deemed necessary without complying with purchasing procedures prescribed by law pertaining to the performance of public work, entering into rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditures of public funds, including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions related to low bids, and requirement for budgets.

**Cooperative Purchasing:**

The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units through joint powers agreements. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all the parties that participate in the agreement. Rather than specify a specific number of items, the advertising participant will advertise for a range of quantities estimated for the entire group. Each participating unit can make the final decision on whether to purchase the items from the successful bidder.

The City currently participates in the Cooperative Purchasing Venture (CPV) administered by the Minnesota State Board of Administration.

**Use of Credit Cards:**

As per MN Statute 471.382, the City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. In accordance with this statute, if a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules, and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts. The Finance Department shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign, and file an acknowledgment form regarding credit card use.

Purchases must comply with the following requirements:

1. Claims presented to the City for payment must be in writing and itemized. Billings from credit card companies do not contain the detail necessary to satisfy these requirements; therefore, the City must retain original invoices and receipts for all items charged on a City credit card.
2. The City will not use credit cards for carrying debt. The City will pay all credit card balances each month. The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests. Such payment delays caused by the employee or officer failing to submit the necessary receipts to support the credit card statement in a timely manner shall be the responsibility of the employee or officer.
3. The employee will use all methods available to effect collection of these interest and

carrying charges. Individuals failing to comply with this policy shall have credit card privileges revoked and will be responsible for interest and late charges that result from their failure to comply with this policy.

**Adopted by the City Council of the City of East Bethel this 8th day of January 2024.**

**City of East Bethel**

By: \_\_\_\_\_  
Kevin Lewis, Mayor

By: \_\_\_\_\_  
Matt Look, City Administrator

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2024 Escape 4dr AWD Base (U9F)

Price Level: 425

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**Client Proposal**

Prepared by:

Travis L Swanson

Office: 165-134-35212

Email: [tswanson@rosevillemidwayford.com](mailto:tswanson@rosevillemidwayford.com)

Date: 01/04/2024





Prepared by: Travis L Swanson

01/04/2024

Midway Ford Company | 2777 Snelling Ave N. Roseville Minnesota | 551131731

## 2024 Escape 4dr AWD Base (U9F)

Price Level: 425

### As Configured Vehicle

Code	Description	MSRP
<b>Base Vehicle</b>		
U9F	Base Vehicle Price (U9F)	\$29,500.00
<b>Packages</b>		
100A	<b>Equipment Group 100A</b> <i>Includes:</i> - Engine: 1.5L EcoBoost <i>Includes auto start-stop technology.</i> - Transmission: 8-Speed Automatic - 3.81 Axle Ratio - GVWR: TBD - Tires: 225/65R17 AS BSW - Wheels: 17" Steel w/Sparkle Silver-Painted Covers - Cloth Front Bucket Seats <i>Includes 6-way manual driver (fore/aft, up/down, recline) and 4-way manual front passenger (fore/aft with manual recline).</i> - Radio: AM/FM Stereo <i>Includes 6 speakers, speed compensated volume and steering wheel mounted controls.</i> - SYNC 4 <i>Includes 8" LCD capacitive touch-screen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, wireless Apple CarPlay and Android Auto, digital owners manual.</i> - FordPass Connect <i>Includes 4G LTE Wi-Fi hotspot that connects up to 10 devices (includes a wireless data trial that begins upon AT&amp;T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to <a href="http://www.att.com/ford">www.att.com/ford</a>). Remote start with specific time scheduling, lock and unlock, locate parked vehicle and check vehicle status (the FordPass App and complimentary connected services are required for remote features (see FordPass terms for details). Connected services and features depend on compatible AT&amp;T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services exclude Wi-Fi hotspot).</i>	N/C
<b>Powertrain</b>		
99N	<b>Engine: 1.5L EcoBoost</b> <i>Includes auto start-stop technology.</i>	Included
448	<b>Transmission: 8-Speed Automatic</b>	Included
STDAX	<b>3.81 Axle Ratio</b>	Included
STDGV	<b>GVWR: TBD</b>	Included
<b>Wheels &amp; Tires</b>		
STDTR	<b>Tires: 225/65R17 AS BSW</b>	Included
STDWL	<b>Wheels: 17" Steel w/Sparkle Silver-Painted Covers</b>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Travis L Swanson

01/04/2024

Midway Ford Company | 2777 Snelling Ave N. Roseville Minnesota | 551131731

## 2024 Escape 4dr AWD Base (U9F)

Price Level: 425

### As Configured Vehicle (cont'd)

Code	Description	MSRP
<b>Seats &amp; Seat Trim</b>		
V	Cloth Front Bucket Seats <i>Includes 6-way manual driver (fore/aft, up/down, recline) and 4-way manual front passenger (fore/aft with manual recline).</i>	Included
<b>Other Options</b>		
PAINT	Monotone Paint Application	STD
106WB	106" Wheelbase	STD
STDRD	Radio: AM/FM Stereo <i>Includes 6 speakers, speed compensated volume and steering wheel mounted controls.</i>	Included
	<i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touch-screen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, wireless Apple CarPlay and Android Auto, digital owners manual.</i> - FordPass Connect <i>Includes 4G LTE Wi-Fi hotspot that connects up to 10 devices (includes a wireless data trial that begins upon AT&amp;T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to <a href="http://www.att.com/ford">www.att.com/ford</a>). Remote start with specific time scheduling, lock and unlock, locate parked vehicle and check vehicle status (the FordPass App and complimentary connected services are required for remote features (see FordPass terms for details). Connected services and features depend on compatible AT&amp;T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services exclude Wi-Fi hotspot).</i>	
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Exterior Color</b>		
YZ_01	Oxford White	N/C
<b>Interior Color</b>		
VH_02	Ebony w/Cloth Front Bucket Seats	N/C
SUBTOTAL		\$29,500.00
Destination Charge		\$1,495.00
TOTAL		\$30,995.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Travis L Swanson  
 01/04/2024

Midway Ford Company | 2777 Snelling Ave N. Roseville Minnesota | 551131731

2024 Escape 4dr AWD Base (U9F)

Price Level: 425

## Pricing Summary - Single Vehicle

	<b>MSRP</b>
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$29,500.00
Options	\$0.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,495.00
<b>Subtotal</b>	<b>\$30,995.00</b>

*Pre-Tax Adjustments*

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
GPC	Government Price Concession	-\$300.00
DISCOUNT	MIDWAY DISCOUNT	-\$831.00
<b>Total</b>		<b>\$29,864.00</b>

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Acceptance Date

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** January 8, 2024

**Agenda Item Number:** 7.0 A.1

**Agenda Item:** Zoning Code Amendments – Section 28. Architectural Standards

**Background Information:** At the April 3, 2023 City Council meeting, Council Members Jim Smith and Tim Miller recommended amendments to various city codes which are contained in the Zoning code. Council directed staff to route the amendments to the Planning Commission for a Public Hearing and recommendation. At the April 25<sup>th</sup>, 2023 meeting the Planning Commission discussed these after holding a public hearing.

Due to the mixed levels of support and limited amount of time for discussion of the proposed revisions staff thought it was in the best interest to bring two of the Zoning Codes amendments back for further discussion and formal recommendation at the May 23, 2023 Planning Commission meeting. A formal recommendation on Section 24. Exterior Storage was presented and passed at the June 26<sup>th</sup>, 2023 City Council meeting.

Section 28. Architectural Standards had numerous revisions after input from the Planning Commission and the EDA. City staff compiled the recommendations and presented a third draft revision for review, discussion and formal recommendation or direction at the December 27, 2023 City Council meeting. Council made a recommendation for staff to compile and send out a final revision for presentation at the January 8, 2024 meeting that would have all of the changes drafted into the Ordinance.

This final revision was sent out to Council, and all subsequent recommendations and edits have not yet been received by staff. Final compilation of this information will be sent out to Council as soon as it is available.

**Recommendation:** City Council should review and discuss the proposed revised ordinance along with providing staff with direction for the preparation of a final draft ordinance for subsequent approval.

**Attachments:** *(Will be provided and posted as soon as it is available.)*

**City Council Action:**

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

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

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

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

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** January 8, 2024

**Agenda Item Number:** 7.0 A.2

**Agenda Item:** Preliminary Plat/Planned Unit Development (PUD) for 1788 Viking Blvd – Capstone Homes, INC.

**Background Information:** On November 8<sup>th</sup>, 2023, a Preliminary Plat and PUD application from Capstone Homes, INC. for the redevelopment of Viking Meadows was received. The proposal shows the redevelopment of 155 acres of land which spans across the zoning classifications of Mixed Use and Single Family Residential. The proposal shows 95 acres of developable land will contain a proposed 242 lots. In addition, the proposal contains 60 acres of open space which also includes over 10 acres of park and recreation space.

- At the June 27<sup>th</sup>, 2023 Planning Commission Meeting a Public Hearing was held and feedback was provided to the developer on a Concept Plan proposal.
- At the July 24<sup>th</sup>, 2023 City Council Meeting the Concept Plan proposal was presented to the City Council for feedback.
- On August 22<sup>th</sup>, 2023 a revised Concept Plan was presented to the Planning Commission and by a 6-1 vote, a recommendation of approval was forwarded to the City Council.
- On August 28<sup>th</sup>, 2023 the revised Concept/PUD Plan was presented to the City Council along with the Planning Commission’s Recommendation. The City Council unanimously voted to approve the Concept Plan by Resolution 2023-61.
- On November 28<sup>th</sup>, 2023 the Preliminary Plat and PUD application was presented to the Planning Commission and by a 5-1 vote, a recommendation of approval was forwarded to the City Council. Only one (1) property owner spoke and was in support of the Preliminary Plat.

Staff have determined that the proposal, with the approval of a Home Owners Association, is in compliance with 2040 comprehensive plan, zoning ordinance, and official zoning map. Additionally the proposed Preliminary Plat and PUD meets the intent of the criteria for granting a PUD based on ordinance Section 56.

The Developer, City Engineer, Public Works Manager, and city staff have met with and are working in conjunction with the Anoka County Highway Department to evaluate and address the overall traffic considerations of the area. The independent contracted traffic study results have been presented to the City Council and Staff.

All comments from the City Engineer must be satisfied prior to the application of a Final Plat. Any and all ACHD Engineering comments must be satisfied prior to application of a Final Plat, including but not limited to a Plan Review, ROW Access Permit and County Ditch Review.

New and/or updated information may be available following a January 4, 2023 meeting between the Developer, City staff, MnDOT, and the Anoka County Highway Department that was not available at the time this packet was assembled. Additional information will be sent out to Council as soon as it is available.

**Recommendation:** After review of the request, City Council may consider the Planning Commission’s formal recommendation, and consider approval of the Preliminary Plat and PUD as presented.

**Attachments:** *(Will be provided and posted as soon as it is available.)*

**City Council Action:**

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

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

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

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

**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** January 8, 2024

**Agenda Item Number:** 8.0 G.1

**Agenda Item:** 2024 Commission/Committee/Liaison Assignments

**Background Information:**

Assignments of City Councilpersons to Commissions, Committees, Authorities, WMO's and other public advisory boards as liaisons or members are recommended by the Mayor and confirmed by the City Council. The following are the Commission, Authority, Committee and appointed positions recommended by Mayor Lewis for consideration:

**Acting Mayor:** The Acting Mayor performs the duties of the Mayor in his absence. Councilperson Miller is recommended for appointment to this position for 2024.

**Commission Assignments:** The Planning and Parks Commissions have a Council Member assigned as a liaison non-voting member. The purpose is to provide a direct link and communication between the Council and Commissions and historical perspective to issues and items affecting those Commissions. Councilperson Miller is recommended for appointment as the Council Liaison to the Parks Commission for 2024. The Parks Commission meets on the second Tuesday of the month or as needed.

Councilperson Smith is recommended for appointment as the Council Liaison to the Planning Commission for 2024. The Planning Commission meets on the fourth Tuesday of the month or as needed.

**Fire Department:** Councilperson Smith is recommended for appointment as the Council Liaison to the Fire Department for 2024. The Fire Department has training sessions and staff meetings every Monday unless otherwise noticed.

**Police Department:** A Council Member is assigned as the Liaison to the Anoka County Sheriff's Department. Councilperson DeRoche is recommended for this liaison position. Meetings are scheduled as needed.

**Economic Development Authority:** Per EDA By-Laws, two Council members are appointed to this Commission. The EDA meets on the third Monday of the month or as needed. Mayor Lewis and Councilperson DeRoche are recommended for appointment as the Council members for the EDA for 2024.

**Sunrise River and Upper Rum River Water Management Organizations (WMO's):** The City is statutorily required to participate in the watershed management organizations (WMO's) to review, develop and approve water management plans and budgets for the basin area. The City belongs to both the Upper Rum River WMO and the Sunrise River WMO. The City appoints a Councilperson and a citizen member to each WMO. The WMO's meet bi-monthly with notices provided in advance of the meeting with agenda materials.

Councilperson Mundle is recommended for the 2024 appointment as the Council representative to the SRWMO and Councilperson Miller is recommended as the Council representative on the URRWMO.

Leon Mager is recommended for reappointment as the citizen member to the SRWMO.

Radja Lohse is recommended for reappointment as the citizen member to the URRWMO.

**Sandhill Crane Committee:** This committee was formed by a Joint Powers Agreement composed of the City of East Bethel, Anoka County, MNDNR and the MNPCA. The group plans for public uses within this area. One City Council Member is appointed to this Committee. This Committee meets as necessary.

A Council liaison will be appointed as-needed for the Sandhill Crane Committee for 2024.

**Finance Committee:** This committee meets as necessary to provide recommendations for budget development or other City financial matters. Two Council Members are appointed to this Committee.

Mayor Lewis and Councilperson DeRoche are recommended for the 2024 appointees to this Committee.

**Booster Day Committee:** This committee meets monthly, and consists of members of service organizations and citizen volunteers. The committee feels that only one councilperson is needed for the liaison but welcomes the attendance of any other Council member. Councilperson Miller is recommended for the 2024 appointment to the Booster Day Committee.

**Anoka County-Blaine Airport Advisory Commission:** The City is a member of the Anoka County-Blaine Airport Advisory Commission. Membership on the Commission enables the City to keep abreast of developments at the airport as they relate to economic development through access to general aviation facilities. The Commission is advisory only and there are no dues or costs to the City to belong. Current municipal members on the Commission include Circle Pines, Blaine, Mounds View, Lexington, Lino Lakes, East Bethel and Anoka County. This Commission meets on a bi-annual schedule. Suzanne Erkel served as liaison to this body from 2019 – 2023, and is recommended for the 2024 reappointment. In addition to the liaison selection, Councilperson Mundle is recommended as an alternate to this group.

**North TH 65 Highway Coalition:** The City of East Bethel joined a Coalition of Cities, Counties and Townships along Trunk Highway 65 from Blaine to and including Kanabec County in September 2006 to support and lobby for transportation improvements within this corridor. The Coalition meets bi-monthly at the Isanti County Government Center in Cambridge. Per the by-laws of the Coalition, a non-elected official can be appointed to the Coalition Board.

It is recommended that Councilperson DeRoche and the City Administrator be appointed to the North TH 65 Highway Coalition for 2024.

**Personnel Committee:** The City created a personnel committee on March 22, 2021 to review matters relating to policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure, and advise the Council on these issues. Mayor Lewis and Councilperson Mundle are recommended for the 2024 appointments to this committee.

**Nexus Community Advisory Board:** The City of East Bethel supported the relocation of Nexus Family Healing and has expressed interest in appointing a representative to a community advisory board. Councilperson Smith is recommended for the 2024 appointment, with Councilperson Miller as an alternate.

**Attachment(s):**

Attachment 1 – Proposed 2024 Commission/Committee/Liaison

Attachment 2 – Res. 2024-06, Appointing City Liaison to Nexus Community Advisory Board

**Fiscal Impact:** Council members/Staff receive no additional compensation for liaison or committee appointments.

**Recommendation(s):** Mayor Lewis has recommended the appointments as listed in Attachment 1 and as described above and requests approval from Council for the these assignments, including approval of Resolution 2024-06.

**2024 Proposed Commission/Committee Assignments**

<b>Commission/Committee</b>	<b>2021</b>	<b>2022</b>	<b>2023 (Jan)</b>	<b>2023 (June)</b>	<b>2024</b>
Acting Mayor	Harrington	Harrington	Mundle	Mundle	Miller
Park Commission	Beck/McLaurin	McLaurin	Miller	Miller	Miller
Planning Commission	Erkel	Mundle	Lewis	DeRoche	Smith
Fire Department	Harrington	Harrington	Smith	Smith	Smith
Police Liaison	Voss	Voss	Smith	Smith	DeRoche
EDA (2)	Voss	Voss	Harrington	Lewis	Lewis
	Mundle	Mundle	Mundle	Mundle	DeRoche
SRWMO	Harrington	Harrington	Harrington	Mundle	Mundle
URRWMO	Harrington	Harrington	Miller	Miller	Miller
Sandhill Crane Committee	Harrington	Harrington	Harrington	Smith	-/-
Finance Committee (2)	Voss	Voss	Harrington	Lewis	Lewis
	Mundle	McLaurin	Lewis	DeRoche	DeRoche
Booster Day Committee	Erkel	Erkel	Harrington	Miller	Miller
Anoka County-Blaine Airport Comm	Erkel	Erkel/DuCharme	Lewis/Erkel	Lewis/Erkel	Mundle/Erkel
TH 65 Coalition (2)	Mundle	Mundle	Mundle	Mundle	DeRoche
	Davis	Davis	Davis	Davis	Look
Personnel Committee (2)	Voss	Voss	Harrington	Lewis	Lewis
	Erkel	Erkel	Lewis	Mundle	Mundle
Nexus Community Advisory Board					Smith
					Miller (Alternate)
<b>Citizen Appointments</b>					
Upper Rum River WMO	Radja Lohse	Radja Lohse	Radja Lohse	Radja Lohse	Radja Lohse
Sunrise River WMO	Leon Mager	Leon Mager	Leon Mager	Leon Mager	Leon Mager

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

**RESOLUTION NO. 2024-06**

**RESOLUTION APPOINTING A CITY REPRESENTATIVE TO THE NEXUS  
COMMUNITY ADVISORY BOARD**

**WHEREAS**, the city of East Bethel supported Nexus Family Healing’s desire to relocate in the northern suburbs to provide psychiatric residential services to youth; and

**WHEREAS**, the City of East Bethel participated in the pass-through financing to facilitate the transition into the former Cambia Hills facility; and

**WHEREAS**, the City has expressed interest in appointing a representative to participate on the Nexus Community Advisory Board.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the following members of the City Council be appointed to the Community Advisory Board:

- |            |           |
|------------|-----------|
| Jim Smith  | Member    |
| Tim Miller | Alternate |

**BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** a certified copy of this Resolution shall be provided to Nexus Family Healing.

Adopted this 8<sup>th</sup> day of January, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Kevin Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator