

**City of East Bethel  
City Council Agenda  
City Council Regular Meeting  
Date: May 13, 2024 at 7:00 p.m.**



The regular 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**

- A. ACBAAC Presentation – Suzanne Erkel (p. 3-50)
- B. Assessor Request for Proposals Presentations (p. 51-61)

**5.0 Public Forum**

**6.0 Consent Agenda (p. 62-63)**

***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. 64-69)
- B. Minutes: April 8, 2024 City Council Work meeting (p. 70-76)
- C. Minutes: April 22, 2024 City Council meeting (p. 77-86)
- D. Minutes: April 22, 2024 City Council Work meeting (p. 87-91)
- E. Minutes: April 22, 2024 LBAE meeting (p. 92-95)
- F. Minutes: April 24, 2023 LBAE meeting (p. 96-99)
- G. Successful Completion of Probationary Period: Administrative Assistant
- H. Cannabinoid Edibles Vendor License Application – Snak Atak Liquor #4
- I. Cannabinoid Edibles Vendor License Application – Dino Mart #1
- J. Res. 2024-37, Allowing Route 65 Temporary Liquor Sales in a City Park for Booster Day Event (p. 100)
- K. Res. 2024-38, Approve Application to Conduct Off-Site Gambling (Bingo) for CHOPS, Inc. for Booster Day Event (p. 101)
- L. Successful Completion of Probationary Period: Paid On-Call Fire Fighter

**7.0 New Business - Commission, Association and Task Force Reports**

- A. Planning Commission
  - 1. Variance Request: 21333 Durant St NE – Driveway Paving Standards (p. 102- 112)
- B. Economic Development Authority (None)
- C. Park Commission (None)

**8.0 Department Reports**

- A. Community Development
  - 1. Section 28. - Architectural Standards (Ordinance Revision) (p. 113-118)
- B. Engineer (None)
- C. City Attorney (None)
- D. Finance (None)
- E. Public Works (None)
- F. Fire Department (None)
- G. City Administrator

**9.0 Other**

- A. Staff Report
- B. Council Reports
- C. Closed Session

**10.0 Adjourn**

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



**Date:** May 13, 2024

**Agenda Item Number:** Item 4.0 A

**Agenda Item:** Update from Suzanne Erkel

**Background Information:**

The council appointed Ms. Erkel to serve on the Anoka County-Blaine Airport Advisory Commission (ACBAAC). The Commission meets twice a year (Spring and Fall) to address airport development, aircraft operations, traffic volumes, budget, and community events that may be coming up. The Anoka County Blaine Airport serves as an important regional hub providing airport services to private aircraft ownership as well as business operations.

**Recommendation(s):**

Staff recommends Council receive the report. No action is required at this time

**City Council Action: None**



# Anoka County-Blaine Airport Advisory Commission

## Regular Meeting

April 10, 2024



ANOKA COUNTY-BLAINE AIRPORT  
ADVISORY COMMISSION  
(ACBAAC)

# Attendance

Community Representatives	Airport User/Tenant Representatives	Technical Advisors and MAC Delegates
Suzanne Erkel, Meeting Chair	Mark Jackson	James Deal-MAC Commissioner
Jeff Reinert	Greg Krantz	Joe Harris-Director Reliever Airports
Tom Ryan	Cheryl Daml	Phil Tiedeman-Airport Manager
Kim Devries	Michael Lawrence	Carey Metcalfe-Community Relations
Steve McChesney	Chris Webb	Jennifer Lewis-Meeting Coordinator
Sherry Gunn	Kevin Sislo	Kalae Verdeja-Recording Secretary
Dean Quimby	TBD	

# Agenda

1. Attendance
2. Approval of Meeting Minutes: October 11, 2024
3. Public Comment (up to 3 min. each speaker)
4. Airport User Co-Chair Nominations and Election
5. Community Co-Chair Nominations and Election
6. Bylaws Update
7. 2024-2025 Work Plan
8. Airport User Spotlight
9. Aircraft Operations & Noise Complaints Summary: Q1 2024
10. Airport Manager Update
11. Events
12. Member Remarks
13. Set next meeting date: October 9 / November 13 or Other?



**ANOKA COUNTY-BLAINE AIRPORT  
ADVISORY COMMISSION**  
(ACBAAC)



# **Approval of Meeting Minutes for October 11, 2024 ACTION**



**ANOKA COUNTY-BLAINE AIRPORT  
ADVISORY COMMISSION**  
(ACBAAC)



# Public Comment

Members of the public are welcome to make a comment  
(up to 3 minutes each)

Please state your name and address

# Nominations & Election of Co-Chairs

## ARTICLE V

### CO-CHAIRPERSONS

The representatives shall elect by majority vote from membership present (in-person or through use of virtual collaboration tool) at the time of voting two (2) chairpersons; one (1) from the PUBLIC REPRESENTATIVE constituency and one (1) from the USER REPRESENTATIVE. The chairpersons will alternate conducting chairperson duties from one meeting to the next. The Chairpersons shall serve for a two (2) year term or until his/her representation on the Commission terminates, whichever occurs first; and until his/her successor is elected. The powers and duties of the Chairpersons are as follows:

1. To preside at all meetings of the Commission.
2. To call special meetings of the Commission as he/she deems necessary, or upon request by two (2) USER or two (2) PUBLIC REPRESENTATIVES.
3. To sign as Chairpersons of this Commission, with the approval of the membership, certifications and other papers and instruments in writing that may require such signature.
4. To perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.

# **Nominations & Election of Airport User Co-Chair**

## **ACTION**

# **Nominations & Election of Community/Public Co-Chair**

## **ACTION**

# Bylaws Update

## ACTION

# Bylaws Update Overview

## Article III: Membership

**Revised to reflect all memberships start on January 1 of even numbered years for two years. Successors may fill vacancies for remainder of the existing term.**

## Article V: Co-Chairpersons

**Clarified that Co-Chairs set agendas, may set time limits for discussions, and may form subcommittees.**

## Article VI: Rules of Order

**Corrected a typo (constituency's).**

# **ACBAAC Work Plan 2024-2025 Approval ACTION**

# **DRAFT WORK PLAN 2024 -2025**

- 1. Review Aircraft Noise Complaints & Aircraft Operations**
- 2. Tenant Highlight & Airport User Spotlight**
- 3. Metropolitan Airports Commission Update  
(Airport Manager)**
- 4. Review Airport Developments & Long-Term Planning Efforts  
(off-airport as needed)**
- 5. Airport/Community Events  
(e.g., open house at Aircraft Viewing Area)**
- 6. Virtual Airport Tour**
- 7. Noise Abatement Recommended Practices & Fly Neighborly Guide**



# UNIVERSITY AVENUE ELEMENTARY SCHOOL

AEROSPACE, CHILDREN'S ENGINEERING AND SCIENCE

## Airport User Spotlight

<https://www.ahschools.us/university>



# UNIVERSITY AVENUE



**AEROSPACE, CHILDREN'S ENGINEERING, AND SCIENCE**



Airport Partnerships



Civil Air Patrol Partnership



Family Engagement



ACES Days! Hands-on Learning



STARBASE Minnesota



Special Guests!



# Big Celebrations



## Top Magnet School Recognition from Magnet Schools of America



# Science, Technology Engineering & Math: Item 4.0 A Attachment 1

## What? How? Why?



- ***WE learn through inquiry***
- ***WE collaborate to develop logical arguments, compare ideas, and draw conclusions***
- ***WE use technology in multiple ways to support and share our learning***
- ***WE recognize, embrace, and respect others ideas, backgrounds, and experiences***

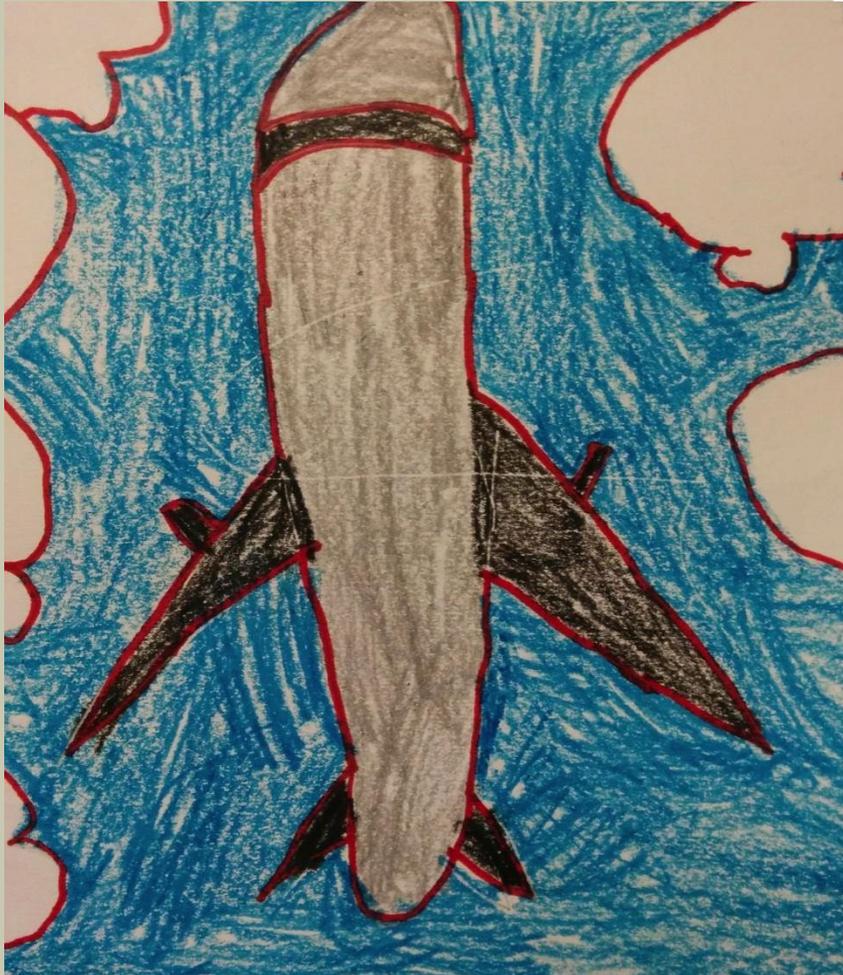
# Value Added Curriculum Focuses



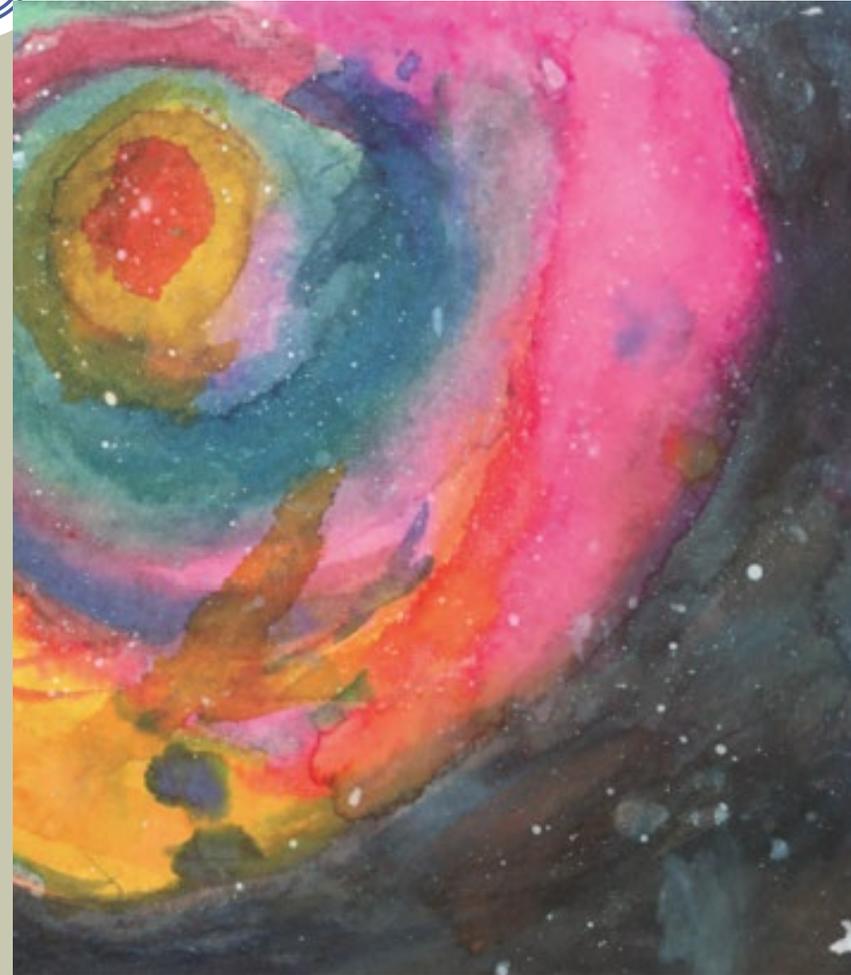
- **Kindergarten:** Observation Experts
  - Things in the Sky: Living & Non-Living, Engineering
- **1<sup>st</sup> Grade:** Problem Solving Experts
  - Social and Engineering Problem Solving Skills
- **2<sup>nd</sup> Grade:** Flight Experts
  - History, Forces of Flight, Weather & Navigation, Guest pilot visits
- **3<sup>rd</sup> Grade:** Space Exploration Experts
  - Moon, Apollo, Telescopes, Galaxies, and Planets, Planetarium Expert Visits
- **4<sup>th</sup> Grade:** Innovative Engineering Experts
  - STEM Showcase Night, Innovation Fair, ISS, NASA X-Planes, Engineering Expert Interviews, Rocketry: STARBASE Minnesota, CEMS HS Mentors
- **5<sup>th</sup> Grade:** STEM Career Experts
  - STEM Showcase Night, Aerospace Career Expert Interviews, Mars & Beyond: STARBASE Minnesota, CRHS BioMedical Visit



# Aviation Art Integration



# Aerospace Art Integration: Galaxies



# Unique Experiences!



















# University Avenue ACES LEADERSHIP DAY

MAY 23, 2024

**SAVE THE DATE**



Attention ALL Families and Community Partners of University Aerospace, Children's Engineering and Science School!

Please Join us for our 2024 Leadership Day to celebrate our student's growth and achievement together!

**Mark YOUR CALENDARS to SAVE THE DATE!**

WHAT: Leadership ACES Day 2024

WHEN: Thursday, MAY 23, 2024

WHERE: UAE - 9901 University Avenue, Blaine, MN

TIME: Between 1:30-3:30 PM

# Info & Tours

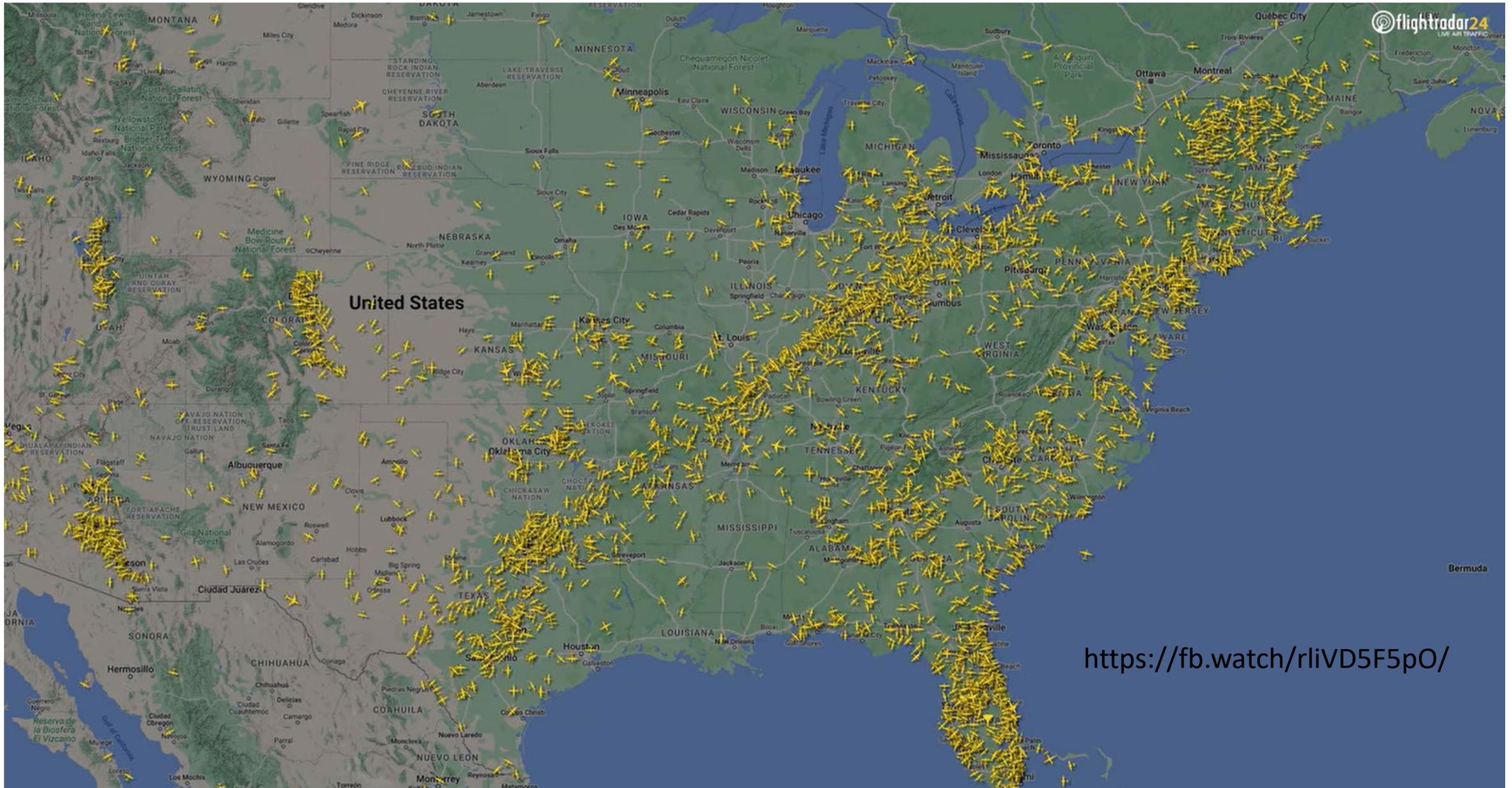


**Please contact**  
**Kate Watson**  
[kate.watson@ahschools.us](mailto:kate.watson@ahschools.us)  
**763-506-4560**



# ANE Aircraft Operations & Noise Complaints Overview

Q1 2024



<https://fb.watch/rliVD5F5pO/>

# MAC FlightTracker

Find an Address

Replay Type: Animated | Start Date: 4/8/2024 | Start Time: 2:00 PM | Play Speed: 10 x | Play

12 MPH W | 2:02:00 PM Apr 8, 2024 | MACNOMS

Active: 20 | Displayed: 20

The map displays the Minneapolis-Saint Paul metropolitan area with various flight paths and aircraft locations. Red airplane icons are scattered across the region, indicating active flights. Blue airplane icons are also visible, possibly representing specific tracked flights. The map includes labels for numerous cities and towns such as Minneapolis, Saint Paul, Edina, and Bloomington. A scale bar at the bottom left indicates 5 miles. The map is powered by Mapbox and OpenStreetMap.

macnoms.com  
© Mapbox © OpenStreetMap Improve this map

# Quarterly Reliever Airport Reports



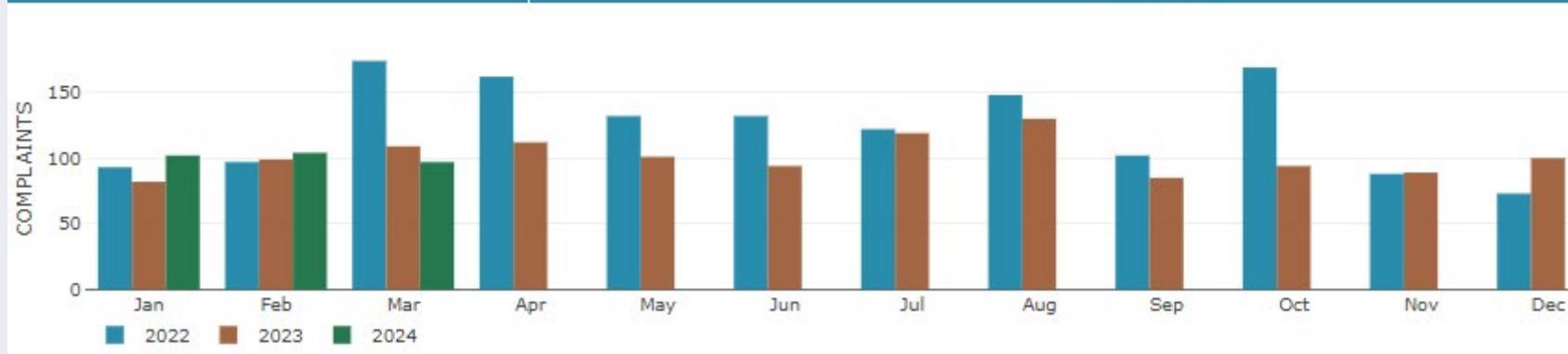
<https://customers.macnoms.com/reports/relievers.html>

# Q1 2024 ANE Complaints

<b>2024</b>	<b>303</b> COMPLAINTS	<b>13</b> LOCATIONS	<b>111</b> NIGHTTIME COMPLAINTS	<b>8</b> NIGHTTIME HOUSEHOLDS
<b>2023</b>	<b>290</b> COMPLAINTS	<b>8</b> LOCATIONS	<b>123</b> NIGHTTIME COMPLAINTS	<b>6</b> NIGHTTIME HOUSEHOLDS

<b>COMPLAINT DESCRIPTORS</b>	STRUCTURAL DISTURBANCE	45%
	OTHER	32%
	HELICOPTER	25%
	RUN-UP	5%
	GROUND NOISE	15%
	LOW FREQUENCY	35%
	EXCESSIVE NOISE	85%
	EARLY-LATE	45%
		PERCENT



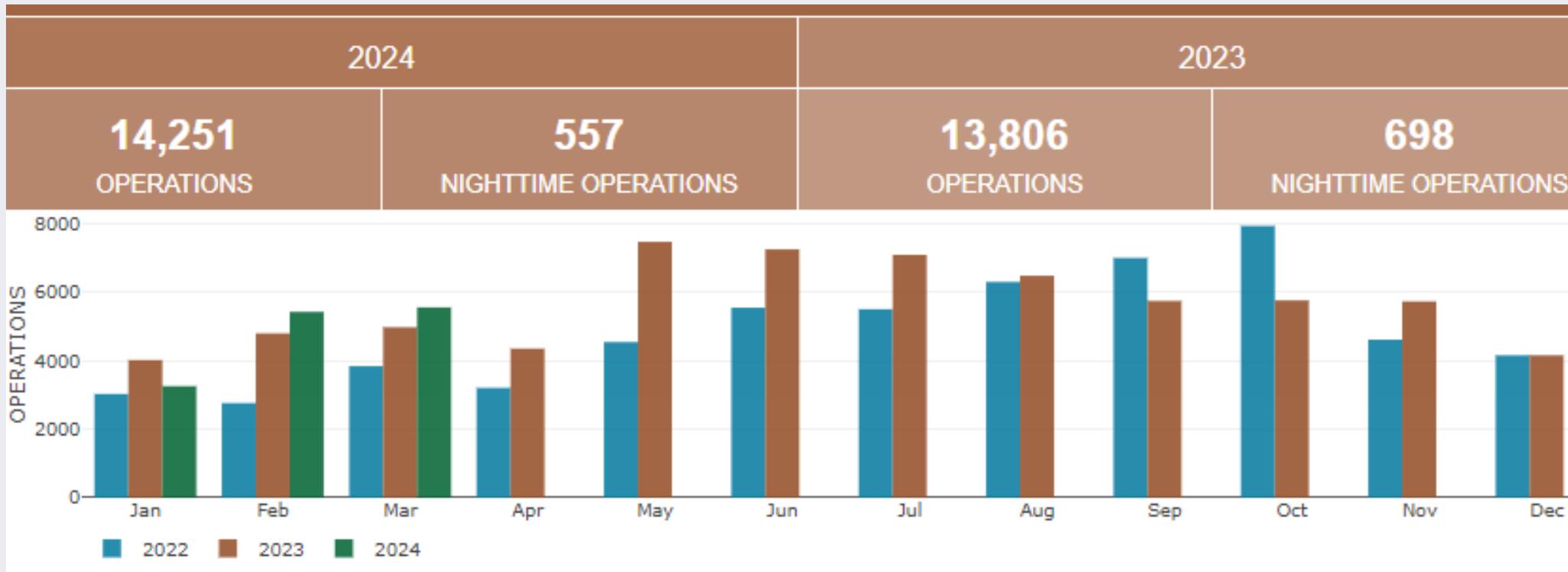
<https://customers.macnoms.com/reports/relievers.html>

# ANE Complaint History



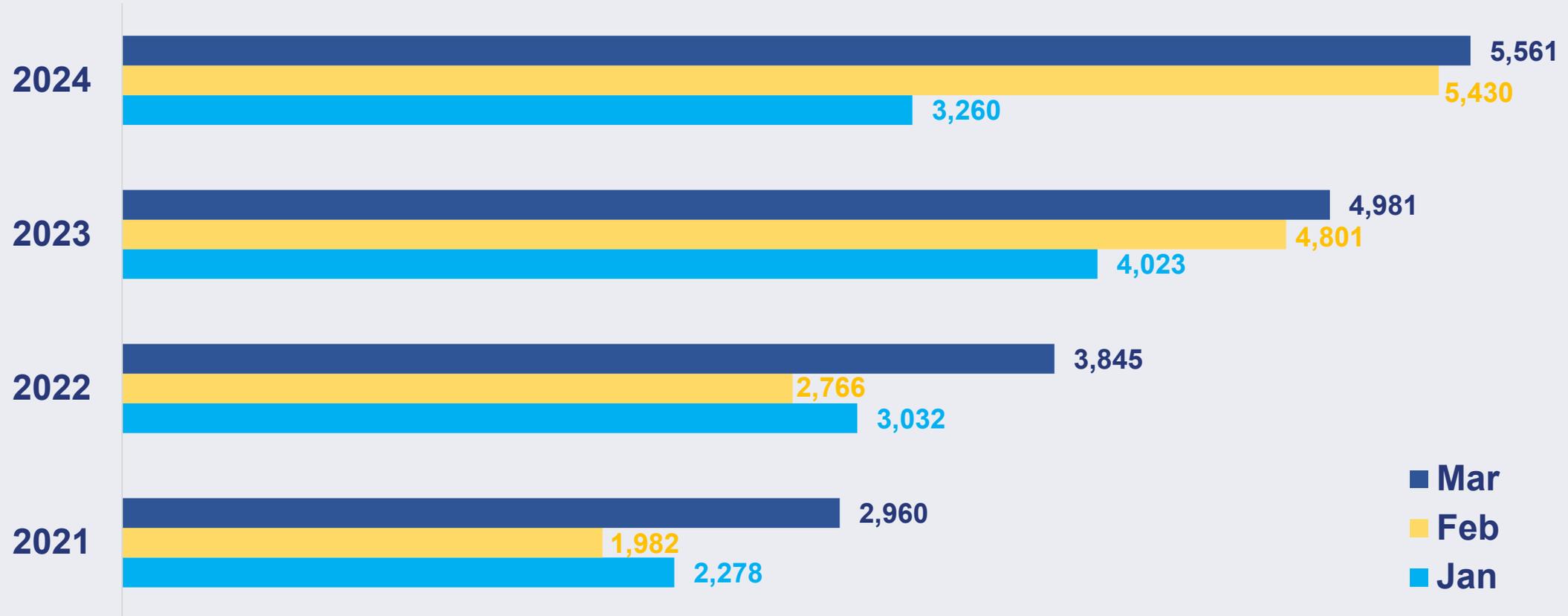
<https://customers.macnoms.com/reports/relievers.html>

# Q1 2024 ANE Operations



<https://customers.macnoms.com/reports/relievers.html>

# Q1 ANE Operations History



<https://customers.macnoms.com/reports/relievers.html>



# Airport Manager Update

## Phil Tiedeman

# Airport Manager Update

Item 4.0 A Attachment 1

- Metropolitan Airports Commission Update
- ANE Long Term Plan Update
- ANE Development and Planning Efforts





**ANOKA COUNTY-BLAINE AIRPORT  
ADVISORY COMMISSION**  
(ACBAAC)

# **Airport/Community Events**



**ANOKA COUNTY-BLAINE AIRPORT  
ADVISORY COMMISSION**  
(ACBAAC)

Item 4.0 A Attachment 1

# Member Comments

# Propose Next Meeting Date/Time

## 2024

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				



**Thank you for joining us!**



# Tenant Highlight

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



**Date:** May 13, 2024

**Agenda Item Number:** Item 4.0 B

**Agenda Item:** City Assessor Contract

**Background Information:**

The current City Assessor’s contract expires on December 31, 2024. The City sent notices for request for proposals for this service to Mary Wells and the Anoka County Assessor’s Office. The City also advertised for request for proposals on the League of MN Cities website and in the Union Herald. Ms. Wells thanked the City for extending her an invitation to submit a proposal, but chose not to submit one for this contract term.

The only proposal the City received was from the Anoka County Assessor’s Office, which is attached for your review and discussion. Alex Guggenberger with the Anoka County Assessor’s Office will be in attendance at the 5/13/24 Council Meeting to answer any questions you may have.

**Attachment(s):**

Attachment 1 – Anoka County Proposal

**Fiscal Impact:**

The Anoka County Assessor’s Office provided the City a cost proposal for a modified 3 year term that would run through April 30, 2028.

As of 2023, the City had the following parcel counts which are then multiplied by the cost per parcel that is outlined in the proposal in order to determine an approximate total cost for service.

<b>Property Type</b>	<b>Count</b>
Agricultural	266
Residential	4,673
Com/Ind/Apt	193
Tax Exempt	409
Personal Prop	2
Public Utility	11
Total	5,554

Based on the parcel counts above, the Anoka County Assessor’s Office proposal would cost \$63,385 for 2025. Historically the City has paid the following in Assessor costs:

2024 \$62,500 \*budgeted figure

2023 \$59,315

2022 \$58,980

**Recommendation(s):**

Staff recommends Council consider the award of the Assessor Services Contract to the Anoka County Assessor's Office with a term that ends April 30, 2028.

**City Council Action:**

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

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

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

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



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

April 25, 2024

Matt Look – City Administrator  
City of East Bethel  
2241 221<sup>st</sup> Ave NE  
East Bethel, MN

### RE: Assessment Services Proposal

Dear Mr. Look,

On behalf of Anoka County, I would like to thank you for the opportunity to submit the attached proposal for Assessment Services.

The county's proposal aims to cover all required contents outlined in your request for proposal however I welcome the opportunity to present this proposal in greater detail on May 13<sup>th</sup>, 2024.

If you, your team, or the council have any questions regarding this proposal in the meantime, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Guggenberger".

Alex Guggenberger, S.A.M.A.  
Anoka County Assessor  
763-324-1162



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

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### Firm History & Experience:

The Anoka County Assessor's Office is responsible for countywide oversight of over 145,000 parcels as well as the day-to-day assessment service responsibilities in 11 of the 21 jurisdictions in Anoka County which equate to roughly 81,929 parcels. Three of the twenty-one municipalities within Anoka County employ their own City Assessor while seven others contract with independent contractors.

Given the County is responsible for countywide oversight as well as the assessment services duties in our contract jurisdictions, the county employs roughly 16 employees made up of Residential Appraisers (9), Senior Appraisers (2), Assessment Compliance/Sales Ratio Analyst (1), and Managers (4).

The numbers above do not include Property Specialists who perform Assessment Administration functions as well as other duties throughout the Property Records & Taxation Division.

A brief overview of the staff within the assessor's office can be found below.

Name	Position	License Level	Years Exp.	Responsibility
Alex Guggenberger	County Assessor	SAMA	15	Countywide Oversight
Diana Stellmach	Chief Deputy Assessor	SAMA	43	Countywide Oversight
Ben Hamill	Assessment Compliance Manager	AMA	8	Countywide Sales Ratio Analysis
Lisa Schultz	Assessment Support Manager	CMA - IN PROCESS	24	Oversight of Assessment Support Staff
VACANT	Appraisal Manager			Supervisor of Senior Appraiser Staff
John Fena	Senior Appraiser	CMA - Income Qualified	3	Com/Ind/Apt/State Assessed
Brandon Hodge	Senior Appraiser	CMA - Income Qualified	4.5	Com/Ind/Apt/State Assessed
Jason Dagostino	Residential Supervisor	AMA	24	Supervisor of Residential Staff
Shawn Halligan	Appraiser	AMA	12	Residential
Tedman Anderson	Appraiser	AMA	8	Residential
Jake Stenzel	Appraiser	CMA - Income Qualified	6	Residential
Landon Bresnahan	Associate Appraiser	CMA	3	Residential
Jeanne Washburn	Associate Appraiser	CMA	8	Residential
Natane Nelson	Associate Appraiser	CMA	2	Residential
Kinnette Downing	Associate Appraiser	CMA - In Process	1.5	Residential
Kong Yang	Associate Appraiser	CMA	2	Residential
Shane Gurek	Associate Appraiser	CMA - In Process	2	Residential

Anoka County also aids Local & City Assessment staff in situations where there may be limited experience or lack of knowledge regarding complex and unique property types or classifications of property. This assistance is often provided at no charge.



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

### Qualifications & Proposal Details

Anoka County strives to provide the highest quality customer service in everything we do while adhering to state statute and MN Department of Revenue guidelines.

Recognizing that Minnesota has one of the most complex property tax systems in the nation, we do everything in our power to simplify and explain these complex subject matters in a way that makes sense for property owners/taxpayers as well as local officials.

Knowing East Bethel has been locally assessed for many years, we've provided a High-Level Timeline & Major Job functions we feel will help better understand our proposal as it relates to the major job functions assessors perform.

#### High-Level Timeline & Major Job Functions:

The assessment calendar is very cyclical in nature running from March to March every year. The requirement is to determine the estimated market value as of January 2<sup>nd</sup> each year. It's the estimated market value that is ultimately used to determine the payable tax each property owner will pay the following year.

Below is a high-level timeline that outlines the major job functions each month along with who is ultimately responsible for that work. This table can be discussed in greater detail during the in-person presentation.

Month	Key Date/Job Function	Who's Responsible (County or Local Assessor)
January	January 2 <sup>nd</sup> – Assessment Date Sales Ratio Analysis & Structure Adjustments	County Assessor
	Preliminary Change Report & Review	Local Assessor (County if County Contract)
February	Finalizing Assessment & Final Change Reports	County Assessor
	Extract Values for Mailing	County Assessor
March	Value Notice's Mailed to Owners	County Assessor
April	Informal Reviews based on Notices	Local Assessor (County if County Contract)
May	Local Boards of Appeal/Open Book	Local Assessor (County if County Contract)
	Quintile for Next Assessment Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
June	County Board of Appeal	County Assessor
	Quintile for Next Assessment Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
August	Quintile for Next Assessment Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
	Quintile Completed Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
October	New Construction – Permit Review	Local Assessor (County if County Contract)
	Final Sales Verification & Clean Up	Local Assessor (County if County Contract)
	First Round Land Adjustments	County & Local Assessor



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

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November	New Construction – Permit Review Final Sales Verification Completed Preliminary Final Land Adjustments	Local Assessor (County if County Contract) Local Assessor (County if County Contract) County & Local Assessor
December	Sales Ratio Analysis & Structure Adjustments for all Property Types	County Assessor

### Importance of Quintile & Good Data:

The largest and most critical job function in the table above is referred to as the Quintile. Quintile is derived from the MN Statute that requires assessors to **physically view at least** one fifth of each city each year. It's this process that aims to ensure each parcel is being treated fairly and equitably from the start of our Mass Appraisal Process.

Mass Appraisal is the process of valuing like-groups of property using the physical characteristics of each parcel to generate its own individual value. It is very much a garbage-in, garbage-out process that requires the most accurate data to generate reliable values.

The value of each parcel is reviewed and revalued **each year** through our sales ratio process. If the parcel level data is inaccurate, the sales ratio process will be less reliable which will lead to unhappy property owners. The County is responsible for the Sales Ratio process each year and we solicit input from Local Assessors (where applicable) to ensure those increase or decrease are not unreasonable.

To aid in the Quintile process, Anoka County sends an Assessment Notice (sample at end of proposal) to each parcel within a quintile area a couple weeks before staff arrival. This ensures property owners are well informed staff will be in the area as well as provides property owners an avenue for denying access. More details on Anoka specific procedures can be discussed during the in-person presentation.

### Proposal Details:

The table below contains the East Bethel parcel counts by property type along with traditional quintile counts for the year 2023.

Property Type	Parcel Count	Quintile
Agricultural	266	53
Residential	4,673	935
Com/Ind/Apt	193	39
Tax Exempt	409	82
Personal Property	2	-
Public Utility/Railroad	11	2
Total	5,554	1,111

**Considering the substantial parcel count and time of year the current contract expires; Anoka County is proposing a modified 3-year contract that is actually 40 months long terminating on 4/30/2028.**

By adding 4 Months to the proposed contract, it allows county staff the opportunity to answer property owner questions pertaining to the work they did the year prior.

If at the end of the proposed contract, the City chooses to contract with a different entity, that new entity would begin work May 1<sup>st</sup> of 2028 starting with a new quintile season.



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

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Given the proposed length of contract above, Anoka County's tentative plan for East Bethel would be as follows.

Calendar Year	Assessment Year	Property Type/Count & Notes
2024	2025 Pay 2026 ***NOT BILLED***	To ensure smooth transition, all eCRV's (sales) will be processed by the County for the 2025 Assessment.  The county will also work closely with Ken Tolzmann starting September 1 <sup>st</sup> to ensure all New Construction/Permit work is picked up according to MN Statue.
2025	2026 (Payable 2027)	All Com/Ind/Apt (Senior Appraiser Staff) All Exempt (Combination Res & Senior Appraisers) All Agricultural (Res Supervisor & Tenured Res) Approximately 1/3 to 1-2 of Residential Parcels
2026	2027 (Payable 2028)	Approximately 1/3 to 1-2 of Residential Parcels
2027	2028 (Payable 2029)	Remainder Residential & Outliers
Jan-Apr 2028	2028 (Payable 2028)	Answer any phone calls associated with assessment work associated with 2028 Assessment.

\*Note: Public Utility is Statutorily State Assessed and not subject to 5 Year Quintile Requirements therefor it is not referenced above. Regardless of contract decision, the County is responsible for administering State Assessed Utility Property values as well as valuation and classification of Manufactured Homes.

### Key Proposal Take-aways:

1. Any work completed on behalf of East Bethel in calendar year 2024 would not be considered billable hours. That work would ensure a very smooth transition for property owners and city staff.
2. Proposed contract timeline ensures **ALL** parcels are reviewed during length of contract instead of the statutory minimum of every 5-Years. This is by design to ensure maximum equalization in the shortest possible timeframe. If the proposed contract would get renewed in 2028, we would then resume the normal 5-year cycles.

### Primary Contracts for East Bethel:

The primary contact for City Staff would be Alex Guggenberger, County Assessor for the length of this initial contract. The County Assessor would also attend all Local Board of Appeal and Equalization meetings for the initial contract cycle to ensure the smoothest possible transition. By request, the County Assessor will also attend any other council meeting, workshop, or meeting the Council would like him to attend.

More information regarding "how the work gets done" and how communication flows between the County and City will be presented at the in-person presentation May 13<sup>th</sup>, 2024.

### Contract Pricing:

Anoka County's charges for assessment services vary slightly each year based on parcel counts for billable property types. The proposed annual fees by property type are as follows.

- A. Ten Dollars and 40/100s (\$10.40) for each improved parcel of residential, seasonal recreational residential and agricultural type property;



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

- B. Four Dollars and 60/100s (\$4.60) for each unimproved parcel of residential, seasonable recreational residential and agricultural type property;
- C. Sixty-Two Dollars and 00/100s (\$62.00) for each improved and unimproved parcel of commercial, industrial and public utility type of property; and
- D. Sixty-Two Dollars and 00/100s (\$62.00) for each improved and unimproved parcel of apartment and mobile home park type property.
- E. Four Dollars and 60/100s (\$4.60) for each improved and unimproved parcel of parcel of exempt property.

**Based on billable parcel counts as of January 2nd, 2024, and using the proposed rates above, the annual cost to receive Assessment Services would be approximately \$63,385.**

It should be noted, all Tax Court related expenses are covered by the fees above so there would be no additional legal expenses or professional service expenses in the event a private fee appraisal is needed to defend assessed values in Tax Court.

### Client References:

The client references provided below offer a good variety of individuals who hold different positions within their respective municipalities. Given the different job functions each individual holds, they likely have different needs & expectations of what exceptional customer service means to them.

I'm confident the services provided by the Anoka County Assessors Office will speak for themselves if you wish to contact the individuals below.

1. **Jesse Preiner – Mayor, City of Columbus, MN (Previously Assessed by Ken Tolzmann)**  
Phone Number: 651-270-0753  
Email: [preinerjesse@gmail.com](mailto:preinerjesse@gmail.com)
2. **Sean Sullivan – Economic Development Manager, City of Ramsey, MN**  
Phone Number: 763-433-9868  
Email: [ssullivan@cityoframsey.com](mailto:ssullivan@cityoframsey.com)
3. **Patrick Antonen – City Administrator, Circle Pines, MN**  
Phone Number: 763-231-2605  
Email: [pantonen@ci.circle-pines.mn.us](mailto:pantonen@ci.circle-pines.mn.us)



# Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

## **Potential Conflicts of Interest:**

Given the number of staff Anoka County employs, we can easily avoid any potential conflicts of interest that might arise simply by substituting staff for any given parcel.

In fact, the State Board of Assessors has charged each County Assessor Office with annually collecting signed disclosure documents from each assessment professional working within Anoka County.

These forms are mandated by the State Board of Assessors and each parcel is audited by either the Chief Deputy Assessor or County Assessor on an annual basis. These forms are also subject to audit by the Internal Auditor at Anoka County as well as the State Auditor.

A formal copy of Anoka County's Policy, Disclosures, and Auditing Spreadsheet can be provided upon request.

## **Previous Engagements between East Bethel & Anoka County:**

It is my understanding that Anoka County previously held the contract for Assessment Services in East Bethel. The last time we held this contract was in the year 2000 or 2001 and I believe the decision to transition to a Local Assessor was based on a comparative cost analysis at that time.

A comparative analysis comparing East Bethel's cost of Assessment Services in 2023 to that of this proposal indicate there is less than \$1,000 difference between what is currently being paid and what the County is proposing.



Anoka County  
MINNESOTA

# ASSESSMENT NOTICE

According to our records, you own property in Anoka County, MN. In the coming weeks, appraisers from the Anoka County Assessor's Office will be visiting properties in your area as we work to complete our annual review as required by Minnesota Statute.



## TIMELINES FOR REVIEW

CALENDAR YEAR OF REVIEW	ASSESSMENT YEAR (PAYABLE TAX YEAR)	PROPERTY TYPES TO BE REVIEWED
May – Sept. 2024	2025 Assessment (Payable in 2026)	All Vacant Land, Residential (1-3 Unit), Commercial, Industrial, Apartment, & Manufactured Home Parks not reviewed in the last five years.

### KEY DATES

OCT. 2024

Assessment personnel begin reviewing parcels with new construction or new improvements.

NOV. 2024

Proposed Property Tax Notices (Truth in Taxation) are mailed. The 2024 Assessed Value, along with proposed levy rates are used to generate this ESTIMATE of payable tax in 2025.

DEC. 2024

Property review and new construction work wraps up, and 2025 Assessment is being finalized.

MARCH 2025

Value Notice and Tax Statements mailed to owners. The value notice will indicate the 2025 Assessed Value for taxes payable in 2026. To appeal, please follow the instructions listed on the notice or contact our office with any questions.



## FREQUENTLY ASKED QUESTIONS

**Q: Does my parcel being reviewed mean my property value will go up?**

**A:** The goal of this review is to ensure the most accurate data is being used by our mass appraisal system to generate the most accurate estimate of market value. Bottom line is most parcels will see marginal changes; however, some may see slightly larger than average increases or decreases.



## FREQUENTLY ASKED QUESTIONS CONTINUED

**Q: Does the property review mean my payable taxes will go up significantly?**

**A: While property reviews directly influence a property estimate of value, the direct impact on payable taxes is less predictable. The two factors influencing payable taxes are value and tax rates. Values are the assessor's responsibility and tax rates are established by City, County, and School District boards as part of the budgeting process.**

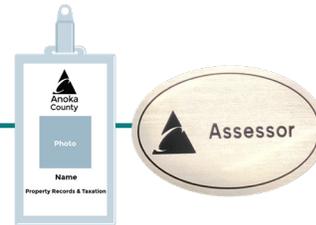
**Q: How can I verify I'm talking to an Anoka County Assessor?**

**A: Anoka County staff drive marked Anoka County vehicles that display a unit number on the front quarter-panel. Staff also wear Anoka County apparel, and carry county-issued photo identification that will always be displayed. Telephone numbers can also be provided if property owners wish to verify employment status.**

County Vehicle



County Badge



Assessor

**Q: What does a property inspection look like?**

**A: Inspections will start with a knock on the door to announce our arrival. If we receive a response at the door, appraisal staff may request that an interior inspection be scheduled at a later date to ensure our data is accurate. If we don't receive a response at the door, assessment staff will then proceed with an exterior inspection that involves a walk around the exterior of the property.**

**Once the exterior inspection is completed, staff will take a front-facing photo of the property. Please note; we do not take photos when garages are open, or people are present in the photos.**

**NOTICE**  
ANOKA COUNTY ASSESSOR  
GOVERNMENT CENTER  
2100 3rd Ave - Anoka MN 55303

APPRaiser  
763-324-1175

The Appraiser listed above was at your home today to:

- Appraise Your Property
- View Your New Construction
- Verify Your Homestead Status
- View Exterior New Construction\*  
\* (Disregard Following - No Response Necessary)

DATE \_\_\_\_\_

PIN NO \_\_\_\_\_

The exterior of the buildings may have been examined but in order for us to make an accurate and equitable appraisal, the interior should be examined.

If possible, please call between 8:00 and 9:00 AM to schedule an appointment for the appraiser to return. If leaving a voice mail message, please include your name, address, PIN number (listed above) and a daytime phone number. The appraiser will contact you as soon as possible.

Failure to hear from you within 15 days will make it necessary to prepare a subjective appraisal based on assumptions of interior finish, amenities, and condition.

**Q: I don't want the assessor on my property, what do I do?**

**A: You have every right to deny access to assessment staff. If you wish to deny staff access to your parcel, please notify us in writing at: [RS-Proptax-Assessor@anokacountymn.gov](mailto:RS-Proptax-Assessor@anokacountymn.gov)**

Assessment Notice

**We will remove your parcel from our review list and make market-based assumptions of the quality and condition based on the best available data. Please note denying access or inspection will limit your value appeal options should you disagree with the assessed value.**

### Anoka County Assessor's Office

Government Center | 2100 3rd Ave., Ste 119 | Anoka, MN 55303  
763 - 323 - 5400 | email: [RS-Proptax-Assessor@anokacountymn.gov](mailto:RS-Proptax-Assessor@anokacountymn.gov)

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



**Date:** May 13, 2024

**Agenda Item Number:** Item 6.0 A-L

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

**Background Information:**

Item A – Approve Bills

Item B – April 8, 2024 City Council Work Meeting Minutes

Minutes from the April 8, 2024 City Council work meeting are attached for your review.

Item C – April 22, 2024 City Council Meeting Minutes

Minutes from the April 22, 2024 City Council meeting are attached for your review.

Item D – April 22, 2024 City Council Work Meeting Minutes

Minutes from the April 22, 2024 City Council work meeting are attached for your review.

Item E – April 22, 2024 Local Board of Appeals and Equalization (LBAE) Meeting Minutes

Minutes from the April 22, 2024 LBAE meeting are attached for your review.

Item F – April 24, 2023 Local Board of Appeals and Equalization (LBAE) Meeting Minutes

Staff discovered minutes for the 2023 LBAE meeting have not been previously submitted or approved. TOSS was provided a video file and have agreed to create a minutes file for us. The minutes are attached for your review and approval.

Item G – Successful Completion of Probationary Period: Administrative Assistant

Faye Bell began employment with the City of East Bethel on November 13, 2023. As a condition of hire, a six month probationary period is required of all new full-time employees to enable the City to evaluate their performance and ensure they have demonstrated the ability to perform the duties of the position. Ms. Bell has completed her probationary period and has met all the requirements of the position, has been proficient in her duties and her performance has been excellent. Staff recommends her appointment as a regular employee based on the successful completion of the six month probationary period.

Item H - Approval of Cannabinoid Edibles Vendor License Application – Snak Atak Liquor #4

Snak Atak Liquor #4 at 23733 Highway 65 NE has applied for a cannabinoid edibles vendor license for sales at the liquor store. Background checks have been completed and all forms have been submitted and fees have been paid. Staff is recommending Council approve the cannabinoid edibles vendor license for Bethel Liquor, LLC dba: Snak Atak Liquor #4 at 23733 Highway 65 NE, East Bethel, MN 55011. Sales of cannabinoid products are regulated under City Code(s) Section 42 -20; Section 18-252 and 18 -290 through 302.

Item I – Approval of Cannabinoid Edibles Vendor License Application – Dino Mart #1

Dino Mart #1 at 23705 Highway 65 NE has applied for a cannabinoid edibles vendor license for sales at the convenience store. Background checks have been completed and all forms have been submitted and fees have been paid. Staff is recommending Council

approve the cannabinoid edibles vendor license for SP Stores, LLC dba: Dino Mart #1 at 23705 Highway 65 NE, East Bethel, MN 55011. Sales of cannabinoid products are regulated under City Code(s) Section 42 -20; Section 18-252 and 18 -290 through 302.

Item J – Resolution 2024-37, Allowing Route 65 Temporary Liquor Sales in a City Park for Booster Day Event

Route 65 Pub & Grub has made a vendor application to sell food and alcohol at the City of East Bethel Booster Day event to be held at Booster Park East located at 22266 Palisade Street NE in East Bethel on July 20, 2024. City ordinance requires Council approval of a resolution to allow the sale of alcohol in a city park. Staff recommends approval of Resolution 2024-37.

Item K – Resolution 2024-38, Approve Application to Conduct Off-Site Gambling (Bingo) for CHOPS, Inc. for Booster Day Event

CHOPS, Inc has applied for a permit to conduct off-site Bingo at the Booster Day event on July 20, 2024 at Booster Park. The application form has been submitted and is complete. Staff is recommending Council approve the application.

Item L – Successful Completion of Probationary Period: Paid on Call Fire Fighter

Rachel Miller began employment with the City of East Bethel on December 1, 2022. Rachel has completed the requirement of a probationary firefighter and will be upgraded to the Firefighter I status. This will include a merit increase from \$15.63 to \$16.83 per hours starting May 1, 2024.

**Fiscal Impact:** As noted above

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

**City Council Action:**

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

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

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

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



# City of East Bethel

May 13, 2024

## Payment Summary

Payments for Council Approval						
Bills to be approved for payment						\$79,309.92
Electronic Payroll Payments						\$38,036.85
Payroll City Staff - April 25, 2024						\$47,433.78
Total to be Approved for Payment						\$164,780.55
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
2014A	Fiscal Agent s Fees	97521	Ehlers	311	31100	\$1,775.00
2015A	Fiscal Agent s Fees	97521	Ehlers	310	31000	\$1,775.00
Arena Operations	Bldgs/Facilities Repair/Maint	35031298944	Wright-Hennepin Coop Electric	615	49851	\$30.95
Arena Operations	Electric Utilities	042224	Connexus Energy	615	49851	\$605.91
Arena Operations	Professional Services Fees	100117	Gibson's Management Company	615	49851	\$1,750.00
Arena Operations	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	615	49851	\$282.50
Arena Operations	Telephone	05 2024-1	T MOBILE	615	49851	\$29.36
Building Inspection	General Operating Supplies	IN4520655	Innovative Office Solutions	101	42410	\$1.01
Building Inspection	Information Systems	1884	Metro-Inet	101	42410	\$952.54
Building Inspection	Refund Overpayment for Permit		TH Construction	101		\$40.00
City Administration	Conferences/Meetings		Carrie Frost	101	41320	\$12.00
City Administration	Information Systems	1884	Metro-Inet	101	41320	\$1,044.15
City Administration	Office Equipment Rental	527404206	US Bank Equipment Finance	101	41320	\$315.00
City Administration	Office Supplies	IN4520655	Innovative Office Solutions	101	41320	\$50.33
City Administration	Office Supplies	IN4525634	Innovative Office Solutions	101	41320	\$26.18
City Administration	Office Supplies	3244	MARKED BY IMAGINATION	101	41320	\$110.05
City Administration	Office Supplies	INV2518294	Metro Sales Inc.	101	41320	\$57.93
City Administration	Professional Services Fees	M29120	TimeSaver Off Site Secretarial	101	41320	\$168.75
City Administration	Professional Services Fees	M29120	TimeSaver Off Site Secretarial	101	41320	\$277.87
City Administration	Professional Services Fees	M29120	TimeSaver Off Site Secretarial	101	41320	\$379.38
Elections	General Operating Supplies	IN4520655	Innovative Office Solutions	101	41410	\$20.47
Finance	Auditing and Acct g Services	488117	Abdo LLP	101	41520	\$5,078.00
Finance	Information Systems	1884	Metro-Inet	101	41520	\$952.55
Finance	Sales Tax Remittance	04 2024	Minnesota Revenue	101		\$227.00
Fire Department	Bldg/Facility Repair Supplies	13311	Menards Cambridge	101	42210	\$358.47
Fire Department	Bldg/Facility Repair Supplies	8541741	Plunkett's Pest Control	101	42210	\$205.00
Fire Department	Bldgs/Facilities Repair/Maint	2603	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2604	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Conferences/Meetings		Bill Folwarski	101	42210	\$698.91
Fire Department	Conferences/Meetings	6858	F.I.R.E.	101	42210	\$1,300.00
Fire Department	Conferences/Meetings		Madson, Lindsay	101	42210	\$195.00
Fire Department	Electric Utilities	042224	Connexus Energy	101	42210	\$7.64
Fire Department	Electric Utilities	042224	Connexus Energy	101	42210	\$103.25
Fire Department	Electric Utilities	042224	Connexus Energy	101	42210	\$173.74
Fire Department	Electric Utilities	042224	Connexus Energy	101	42210	\$433.34
Fire Department	General Operating Supplies	24-0153	Rum River Tree Farm & Nursery	101	42210	\$980.00
Fire Department	General Operating Supplies	177328735	Uline	101	42210	\$454.49
Fire Department	Information Systems	1884	Metro-Inet	101	42210	\$2,733.79
Fire Department	Lubricants and Additives	116415462	Fleet Pride	101	42210	\$43.83



# City of East Bethel

May 13, 2024

## Payment Summary

Fire Department	Lubricants and Additives	116415465	Fleet Pride	101	42210	\$43.83
Fire Department	Lubricants and Additives	116419834	Fleet Pride	101	42210	\$13.16
Fire Department	Lubricants and Additives	1539-261459	O'Reilly Auto Stores Inc.	101	42210	(\$35.00)
Fire Department	Motor Vehicles Parts	1539-259111	O'Reilly Auto Stores Inc.	101	42210	\$343.87
Fire Department	Motor Vehicles Parts	1539-259139	O'Reilly Auto Stores Inc.	101	42210	\$239.74
Fire Department	Motor Vehicles Parts	1539-259141	O'Reilly Auto Stores Inc.	101	42210	\$54.92
Fire Department	Office Equipment Rental	36333190	GreatAmerica Financial Svcs	101	42210	\$125.78
Fire Department	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	101	42210	\$37.84
Fire Department	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	101	42210	\$92.06
Fire Department	Safety Supplies	332198	Aspen Mills, Inc.	101	42210	\$269.50
Fire Department	Safety Supplies	332199	Aspen Mills, Inc.	101	42210	\$269.50
Fire Department	Safety Supplies	332200	Aspen Mills, Inc.	101	42210	\$269.50
Fire Department	Safety Supplies	83003461	Henry Schein, Inc.	101	42210	\$116.49
Fire Department	Safety Supplies	83003462	Henry Schein, Inc.	101	42210	\$7.38
Fire Department	Safety Supplies	84224593	Henry Schein, Inc.	101	42210	\$53.46
Fire Department	Small Tools and Minor Equip	0424-224	Advanced First Aid	101	42210	\$666.00
Fire Department	Telephone	13299700114012	Midcontinent Communications	101	42210	\$20.25
Fire Department	Telephone	13864340213990	Midcontinent Communications	101	42210	\$218.10
Fire Department	Telephone	05 2024-1	T MOBILE	101	42210	\$29.36
Fire Department	Telephone	05 2024-2	T MOBILE	101	42210	\$99.68
Fire Department	Telephone	9961960477	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	32060	Menards - Forest Lake	101	41940	\$102.00
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	67449	Menards Blaine	101	41940	\$49.98
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2601	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2605	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	22651	Casper's Excavating, Inc.	101	41940	\$2,295.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	51046	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35031298802	Wright-Hennepin Coop Electric	101	41940	\$23.95
General Govt Buildings/Plant	Electric Utilities	042224	Connexus Energy	101	41940	\$130.06
General Govt Buildings/Plant	Electric Utilities	042224	Connexus Energy	101	41940	\$16.66
General Govt Buildings/Plant	Electric Utilities	042224	Connexus Energy	101	41940	\$741.32
General Govt Buildings/Plant	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	101	41940	\$93.46
General Govt Buildings/Plant	Repairs/Maint Machinery/Equip	93250	LSS	101	41940	\$325.00
Legal	Legal Fees	04 2024	Eckberg, Lammers, P.C.	101	41610	\$10,210.81
Mayor/City Council	Conferences/Meetings		Carrie Frost	101	41110	\$11.52
Mayor/City Council	Dues and Subscriptions	2832409	Alexandra House, Inc.	101	41110	\$4,500.00
Park Maintenance	Bldg/Facility Repair Supplies	13263	Menards Cambridge	101	43201	\$125.79
Park Maintenance	Bldg/Facility Repair Supplies	140476398-001	SiteOne Landscape Supply	101	43201	\$221.94
Park Maintenance	Bldg/Facility Repair Supplies	140514889-001	SiteOne Landscape Supply	101	43201	\$311.67
Park Maintenance	Clothing & Personal Equipment	4190470305	Cintas Corporation	101	43201	\$33.69
Park Maintenance	Clothing & Personal Equipment	4191188311	Cintas Corporation	101	43201	\$33.69
Park Maintenance	Clothing & Personal Equipment	4191903804	Cintas Corporation	101	43201	\$33.69
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$16.89
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$14.50
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$36.29
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$14.50



# City of East Bethel

May 13, 2024

## Payment Summary

Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$29.06
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$14.50
Park Maintenance	Electric Utilities	042224	Connexus Energy	101	43201	\$43.00
Park Maintenance	Equipment Parts	116415461	Fleet Pride	101	43201	\$9.52
Park Maintenance	Equipment Parts	P19533	MN Equipment	101	43201	\$891.68
Park Maintenance	Equipment Parts	1539-258752	O'Reilly Auto Stores Inc.	101	43201	\$39.59
Park Maintenance	Information Systems	1884	Metro-Inet	101	43201	\$22.90
Park Maintenance	Other Equipment Rentals	MP247696	LRS	101	43201	\$564.63
Park Maintenance	Other Equipment Rentals	MP247697	LRS	101	43201	\$761.78
Park Maintenance	Other Equipment Rentals	MP247699	LRS	101	43201	\$145.71
Park Maintenance	Other Equipment Rentals	MP247700	LRS	101	43201	\$273.21
Park Maintenance	Other Equipment Rentals	MP247701	LRS	101	43201	\$80.00
Park Maintenance	Other Equipment Rentals	MP247703	LRS	101	43201	\$145.71
Park Maintenance	Other Equipment Rentals	MP247704	LRS	101	43201	\$145.71
Park Maintenance	Other Equipment Rentals	MP247705	LRS	101	43201	\$145.71
Park Maintenance	Park/Landscaping Materials	99232	Bjorklund Companies, LLC	101	43201	\$786.56
Park Maintenance	Park/Landscaping Materials	505346	Rivard Companies	101	43201	\$99.75
Park Maintenance	Park/Landscaping Materials	24-0154	Rum River Tree Farm & Nursery	101	43201	\$118.20
Park Maintenance	Professional Services Fees	M29120	TimeSaver Off Site Secretarial	101	43201	\$206.50
Planning and Zoning	Filing Fees	24-13677	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-13690	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-13699	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-13701	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-13704	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-15513	Anoka County Property Tax	101	41910	\$92.00
Planning and Zoning	Information Systems	1884	Metro-Inet	101	41910	\$635.03
Planning and Zoning	Professional Services Fees		Anoka County	101	41910	\$1,000.00
Planning and Zoning	Professional Services Fees	M29120	TimeSaver Off Site Secretarial	101	41910	\$167.00
Recycling Operations	Electric Utilities	042224	Connexus Energy	226	43235	\$69.73
Recycling Operations	Other Equipment Rentals	MP247702	LRS	226	43235	\$80.00
Recycling Operations	Professional Services Fees	05 2024	Cedar East Bethel Lions	226	43235	\$1,300.00
Recycling Operations	Professional Services Fees	05 2024	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Professional Services Fees	3381b	Evergreen Recycling	226	43235	\$610.00
Recycling Operations	Professional Services Fees	3404b	Evergreen Recycling	226	43235	\$565.00
Recycling Operations	Professional Services Fees	04 2024	Freimuth Enterprises LLC	226	43235	\$367.00
Recycling Operations	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	226	43235	\$604.53
Sewer Operations	Electric Utilities	042224	Connexus Energy	602	49451	\$170.07
Sewer Operations	Electric Utilities	042224	Connexus Energy	602	49451	\$66.59
Sewer Operations	Professional Services Fees	0001172537	Metropolitan Council Env Svcs	602	49451	\$6,071.09
Street Maintenance	Bldgs/Facilities Repair/Maint	4190470305	Cintas Corporation	101	43220	\$9.19
Street Maintenance	Bldgs/Facilities Repair/Maint	4191188311	Cintas Corporation	101	43220	\$9.19
Street Maintenance	Bldgs/Facilities Repair/Maint	4191903804	Cintas Corporation	101	43220	\$9.19
Street Maintenance	Clothing & Personal Equipment	4190470305	Cintas Corporation	101	43220	\$33.68
Street Maintenance	Clothing & Personal Equipment	4191188311	Cintas Corporation	101	43220	\$33.68
Street Maintenance	Clothing & Personal Equipment	4191903804	Cintas Corporation	101	43220	\$33.68
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$11.26



# City of East Bethel

May 13, 2024

## Payment Summary

Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$100.87
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$144.06
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$412.99
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$105.56
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$29.86
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$67.77
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$31.33
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$37.02
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$548.72
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$39.75
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	042224	Connexus Energy	101	43220	\$5.25
Street Maintenance	Equipment Parts	S103632888.001	Dakota Supply Group	101	43220	\$153.60
Street Maintenance	Equipment Parts	p57207	MacQueen Emergency, Inc.	101	43220	\$1,095.70
Street Maintenance	Equipment Parts	p57213	MacQueen Emergency, Inc.	101	43220	\$147.54
Street Maintenance	Equipment Parts	1539-261461	O'Reilly Auto Stores Inc.	101	43220	\$56.93
Street Maintenance	Equipment Parts	IN001443110	Ziegler Inc.	101	43220	\$93.63
Street Maintenance	Information Systems	1884	Metro-Net	101	43220	\$627.40
Street Maintenance	Information Systems	B18268126	SHI International Corp	101	43220	\$388.49
Street Maintenance	Motor Vehicles Parts	091P4909	BOYER TRUCKS-ST MICHAEL	101	43220	\$20.26
Street Maintenance	Motor Vehicles Parts	093P11843	BOYER TRUCKS-ST MICHAEL	101	43220	\$1,489.30
Street Maintenance	Motor Vehicles Parts	093P12760	BOYER TRUCKS-ST MICHAEL	101	43220	\$23.98
Street Maintenance	Motor Vehicles Parts	093P13046	BOYER TRUCKS-ST MICHAEL	101	43220	\$187.16
Street Maintenance	Motor Vehicles Parts	093P13094	BOYER TRUCKS-ST MICHAEL	101	43220	\$17.12
Street Maintenance	Motor Vehicles Parts	093P13138	BOYER TRUCKS-ST MICHAEL	101	43220	\$22.82
Street Maintenance	Motor Vehicles Parts	093P13427	BOYER TRUCKS-ST MICHAEL	101	43220	(\$193.38)
Street Maintenance	Motor Vehicles Parts	116172870	Fleet Pride	101	43220	\$2,700.00
Street Maintenance	Motor Vehicles Parts	1539-261460	O'Reilly Auto Stores Inc.	101	43220	\$54.92
Street Maintenance	Motor Vehicles Parts	1539-262222	O'Reilly Auto Stores Inc.	101	43220	\$20.99
Street Maintenance	Motor Vehicles Parts	1539-263485	O'Reilly Auto Stores Inc.	101	43220	\$54.92
Street Maintenance	Motor Vehicles Parts	336090	S & S Industrial Supply	101	43220	\$10.76
Street Maintenance	Professional Services Fees	4040358	Gopher State One-Call	101	43220	\$28.35
Street Maintenance	Refuse Removal	10507424T067	Ace Solid Waste, Inc.	101	43220	\$536.74
Street Maintenance	Shop Supplies	541201124245449	Capital One Trade Credit	101	43220	\$354.97



# City of East Bethel

May 13, 2024

## Payment Summary

Street Maintenance	Shop Supplies	335973	S & S Industrial Supply	101	43220	\$2.66
Street Maintenance	Small Tools and Minor Equip	336148	S & S Industrial Supply	101	43220	\$8.27
Street Maintenance	Street Maint Materials	IN57960	City of St. Paul	101	43220	\$267.27
Street Maintenance	Street Maint Materials	78597	Unique Paving Materials Corp	101	43220	\$346.94
Street Maintenance	Telephone	05 2024-1	T MOBILE	101	43220	\$29.36
Water Utility Operations	Bldgs/Facilities Repair/Maint	35031298802	Wright-Hennepin Coop Electric	601	49401	\$42.95
Water Utility Operations	Chemicals and Chem Products	6742758	Hawkins, Inc	601	49401	\$2,035.26
Water Utility Operations	Electric Utilities	042224	Connexus Energy	601	49401	\$237.52
Water Utility Operations	Electric Utilities	042224	Connexus Energy	601	49401	\$256.36
Water Utility Operations	Electric Utilities	042224	Connexus Energy	601	49401	\$1,111.71
Water Utility Operations	Information Systems	1884	Metro-Inet	601	49401	\$297.64
Water Utility Operations	Repairs/Maint Machinery/Equip	12832	Ideal Service, Inc.	601	49401	\$247.50
Water Utility Operations	Repairs/Maint Machinery/Equip	Taylor St	Patton Heating and Air	601	49401	\$333.00
Water Utility Operations	Utility Maint Supplies	0528580	Ferguson Waterworks #2518	601	49401	\$224.14
						<b>\$79,309.92</b>



# City of East Bethel

May 13, 2024

## Payment Summary

Electronic Payroll Payments		
Payroll	PERA	\$10,179.42
Payroll	Federal Withholding	\$7,145.23
Payroll	Medicare Withholding	\$2,186.06
Payroll	FICA Tax Withholding	\$8,380.72
Payroll	State Withholding	\$3,453.63
Payroll	MSRS/H.S.A./HCSP	\$6,691.79
		<b>\$38,036.85</b>

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL WORK MEETING

April 8, 2024

The East Bethel City Council met on April 8, 2024, at 6:00 p.m. for the regular City Council Work meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator  
Aaron Berg, Community Development Director

### 1.0 Mobile Home Park Expansion & Utilities Connections

#### 1.0A Wastewater Decommissioning

#### 1.0B Verification and Certification of System

#### 1.0C Non-Conforming Ordinance

Berg indicated the first issue was the zoning problem with the current Code stating that no person is to construct, locate, operate, or maintain a manufactured home park in the City unless it is in a B1 Commercial Business Zone, and this is currently zoned R1, which is the multifamily townhome zone. He stated if they fix that issue, then there was a setback issue. He indicated the existing park did not meet the City's standards and, therefore, it was nonconforming. He stated the nonconformity Statute did not permit expansion, but they were proposing an expansion.

Berg stated if they remedied that hurdle, the next issue was the requirements for manufactured homes within the City. He noted the City required certain setbacks that might not be possible to meet in the existing park and the setbacks would not conform with the new additional setbacks.

Berg indicated another issue was the sewer and water and whether their current system could handle the additional 33 homes. He noted he had had conversations regarding this with the City Attorney along with the attorney for Cedar Woods and they said it could handle the additional 33 homes. He noted however, that the hook up would be \$3,185 per unit and Met Council was not willing to do a one time hook up cost, so it was probably too expensive to connect to the sewer system.

Berg stated with respect to the sewage treatment plant, he did not believe the plan was able to handle this, or there might be some fix that might need to be done to the plant to meet today's standards. He noted if they were required to provide the City with a certification and something was found less than standard, then they have "opened up a can of worms."

Berg noted if the plant could handle it and it could be certified to handle 33 more units, then there would not be an issue in terms of benefit to the City. However, if they were connecting to their own well and their own sewage plant he was trying to find a benefit other than a small bit of increased property tax and maybe a few more homes in the community with the hope of some potential retail at some point.

1 Berg stated there were “a lot of hurdles” to get over and this is on top of their existing park. He noted  
2 the owners were attempting to replace homes within the park with more modern homes, but the City  
3 had to issue stop work orders on the homes being replaced because they were expanding the footprint  
4 of an existing manufactured home that was built in the 1960’s and 1970’s. He indicated manufactured  
5 homes today were larger than ones built in the 1960’s and 1970’s with those size of manufactured  
6 homes were no longer available. He noted the City Statute said they were not allowed to expand,  
7 which meant if they put a larger manufactured home on a lot where they removed a small,  
8 manufactured home, they were in theory expanding, and meeting current zoning standards versus the  
9 zoning standards of the time were “two different animals.”

10  
11 DeRoche asked why would the City not want new homes put in, even if the new homes were larger  
12 than the current homes. He noted the new homes would look much nicer and this would eliminate  
13 some of the “not so nice homes.” Berg responded there were some public safety issues. He noted the  
14 City followed a 10-foot standard, which required other buildings to be placed a minimum of 10 feet  
15 apart. He indicated this was for safety, including fire safety, to keep fires from jumping from one  
16 building to the next.

17  
18 DeRoche believed that would be an issue with any mobile home park with the homes being fairly close.  
19 He noted if there was a big enough fire, whether they were put up according to zoning, they were going  
20 to go up.

21  
22 Berg pointed out that the City’s new standards were much stricter than the standards when the park  
23 was originally put into place, so some of those accountabilities were taken into account. However, if  
24 the park by their expansion plan needed to meet the City’s current zoning Code for manufactured  
25 homes, they might not get 33 homes in there, which is what they were proposing. He noted the City’s  
26 sidewalk requirements were different, the setbacks are different, there was an 80-foot buffer zone  
27 required around all manufactured home parks, according to the current manufactured home  
28 development plan. He stated the City also had a requirement for 15 percent green space and the  
29 park’s plan proposed eliminating one playground for a manufactured home, so they are going to have  
30 to find some space for a community park.

31  
32 DeRoche asked if the State allowed for different guidelines for mobile homes versus residential homes.  
33 Berg responded he had had conversations with the City Attorney regarding this and he believed it was  
34 the City Attorney’s opinion that it did not meet the zoning Code, but he indicated there were a lot of  
35 questions that still needed to get answered if Council was comfortable with exploring the idea of  
36 moving forward.

37  
38 Lewis asked if staff had found any evidence that this had been approved by the City Council versus  
39 Bethel. Berg responded he had done research on this dating back to 1957 when the mobile park  
40 permit fee was issued and this was the only information he could find in the history of the City. He  
41 stated he was not able to find the permit either, and all he was able to locate was information that on  
42 January 31, 1969, Harland Kemper paid \$50 for a mobile home park fee. He indicated at that time,  
43 mobile homes were more seasonal homes according to State Statute. He stated he had spent many  
44 hours researching this to figure out how this all came to be about.

45  
46 Berg stated his guess was that in 2008, when the entire City was rezoned, this was when it became a  
47 nonconformity problem. Prior to that, it was probably a business zone, which potentially got missed in

1 the creation of then new zoning Code, or maybe it was done intentionally to limit where new  
2 manufactured home parks could be located. He acknowledged this was a complicated issue and it was  
3 going to take a lot of steps and work to resolve it.  
4

5 Look asked if the Council wanted to make an exception; did they want to expand a nonconforming  
6 entity; do they want to rezone this; and do they want their systems tested. He asked if the system did  
7 not meet the requirements, or if could not handle the increased homes, would the City require them to  
8 hook up to the Met Council system, which could be a cost prohibitive. He also asked if the City would  
9 help defer some of the costs if they had to hook up to the Met Council system.  
10

11 DeRoche expressed concern with having the MPCA come in and test. He asked what happened if they  
12 found the present system “junk” and then it was shut down.  
13

14 Mundle asked with respect to zoning, if they followed the zoning format for manufactured home parks  
15 today, would that allow more or fewer homes than the 33 being proposed. Berg responded with his  
16 assumption of an 80-foot buffer zone around the entire property, which would eliminate a lot of space  
17 already.  
18

19 Mundle asked if that 80-foot buffer would only be on two sides as the other two sides were already  
20 connected to the rest of the park. Berg noted that was a good question.  
21

22 Mundle stated the reason he was asking the question was because if the manufactured home  
23 standards were followed which allowed for far fewer homes, would that be another reason of whether  
24 they want to go forward with this. Look stated he believed this was a cash flow scenario in terms of the  
25 numbers, and if the City did not want to make an exception, that would reduce the cash flow and  
26 therefore it would not make it financially beneficial to proceed with.  
27

28 Lewis asked if the zoning could be changed. Berg responded he was hesitant to do that and he was not  
29 sure if this was the original intent, or if there was an oversight when the Zoning Code was being  
30 redone, or if it was intentional.  
31

32 Look noted this could arguably be grandfathered in, but the question then would be if this would be  
33 spot zoning if it were changed.  
34

35 Lewis noted another issue to consider was crime and he believed whenever you had people living  
36 closer together, you get consequences of that. He noted they still needed more facts also. He stated  
37 they wanted to work with businesses that had been in the City for a long time, but they needed to  
38 know if this was a failed sewer system.  
39

40 DeRoche asked if there was any documentation when the Met Council made some kind of deal with the  
41 trailer park. Berg responded there might be in the actual legal documents. He indicated he knew they  
42 had to drill a separate well, but he did not know if it was at the same time as the sewer connection  
43 conversation. He stated former City Administrator Davis had initiated conversation with Met Council  
44 which led to the understanding of the cost per unit. He noted, however, that the leadership at the Met  
45 Council had probably changed, as well as State leadership, so philosophies had changed as to what  
46 could and could not be done. He stated if it was cost prohibitive already for the park, then that was  
47 probably not an option for them.

1  
2 Lewis asked if the business could continue to exist and operate as they are now without hooking up.  
3 Berg responded there was still the issue of the manufactured homes they want to replace, but they  
4 could continue to operate as legal nonconforming. He noted they could come in and ask for variances  
5 for the replacement of the existing homes to new homes if they wanted.  
6

7 Lewis stated that at least it would allow them to continue to operate as opposed to the other scenario,  
8 which would be to shut it down. Berg responded that was correct.  
9

10 Lewis stated he was not interested in driving businesses out of the City, especially long-term residents  
11 without major problems. Berg noted the problem with granting variances was once a variance was  
12 granted, that opened up other people asking for variances and pretty soon "the dominoes started to  
13 fall," which was how variances worked.  
14

15 Smith asked how long ago the business change hands. The applicant responded he believed it was  
16 October, 2001.  
17

18 Smith asked if there had been any inspection of the system done at that time. The applicant responded  
19 he did not know if an inspection had been done and his knowledge was limited with respect to this.  
20

21 Berg noted in conversation with the selling company, there was a CUP, which had never been located.  
22

23 Smith asked if the audience member could look through their paperwork to see if an inspection had  
24 taken place. The applicant responded he could not find any CUP and nothing went through the  
25 County's files. He noted he had spoken with Berg numerous times and he had gone through all of the  
26 paperwork provided to them. He did not believe the people who had owned the property had never  
27 asked for or received an actual permit for a CUP, so he believed they thought that they were  
28 grandfathered in. He indicated he had spent many hours doing as much research as he could possibly  
29 find.  
30

31 Smith asked if the purchase agreement had mentioned anything about an inspection.  
32

33 Lewis stated to keep this moving along, did Council want to agree that at least a test needed to be  
34 done.  
35

36 The applicant stated if they would not be allowed to put in new larger homes, many of the existing  
37 homes would need to be taken away, but they did not want to "chase out" long-term residents until  
38 their home was so bad that it was deemed inhabitable. He noted many of the residents were good  
39 residents who kept their yard nice and were not a public safety issue. He stated these residents were  
40 just living on a fixed income. He stated every City had to have a percentage of low income according to  
41 the Statutes, and they fit the category of low-income housing.  
42

43 The applicant noted they could no longer get homes that fit on the existing sites, which would  
44 eventually "kill" their business if the homes could not be replaced with larger homes. He stated  
45 meeting the current standards would be difficult for them. Berg stated in order for them to meet the  
46 existing Codes, they would have to essentially remove every other manufactured home and then they

1 could be replaced with a doublewide home, but by doing that they would be losing half of their  
2 inventory, which financially would be difficult.

3  
4 Mundle believed in this particular scenario, the City would be able to work with them to help improve  
5 the park, but that was a separate discussion. The applicant noted with respect to Lewi’s concern about  
6 crime, he asked what was the crime like today compared to when the previous study came out. The  
7 applicant stated he removed people that had any issues. Lewis noted he was looking at the 2019 study.

8  
9 Berg indicated it was written into the Code for existing manufactured home parks, that there are  
10 exceptions to compliance issues because they could not expect an existing park to move things around  
11 for the current zoning standards, which gave them a legal nonconformity. However, now when they  
12 were talking about an expansion to do something on a piece of raw ground, they were required to then  
13 meet the new standards.

14  
15 The applicant believed there were a lot of benefits to this if they could get past these hurdles.

16  
17 Berg asked if the standards were set to 12 homes, for example, would it make sense to put in 2 new  
18 streets, run the piping, curb, and gutter for 12 homes. The applicant responded they had originally  
19 proposed 21 homes and in working with the watershed, they eventually got it down to 14 homes. He  
20 indicated this was not cheap and he had already spent a half of a million dollars, which would take a  
21 long time at \$400 per month per site to collect back. He stated they were in this for the long haul and  
22 they were a growing company.

23  
24 Look stated if the primary question was the system, the City could work with the applicant on this. He  
25 noted there were a number of hurdles to try and get over if the applicant felt it was financially  
26 advisable to move forward. However, it was going to “boil down” to a policy decision on the Council’s  
27 part whether the system could handle it and if it could not, he believed the cost per hook up was  
28 somewhat cost prohibitive.

29  
30 Lewis stated he would be willing to “bend over backwards” to make the existing lot work out of respect  
31 for the long-term they have been in the City.

32  
33 Berg stated he would like the Council to approve the hiring of a City Planner so he could pass this stuff  
34 onto someone else to be confident that they have done all they need to do to make this happen as it  
35 would take a lot of work.

36  
37 Mundle asked if it did not make sense for this to move forward, could the applicant sell the two parcels  
38 to recoup funds. Berg responded they were owned by the applicant, but they were not contiguous  
39 parcels. Mundle noted maybe apartments were the way to go.

40  
41 **2.0 – Business Registry vs. Business Licensing**

42 **2.0A EB Chamber**

43 **2.0B Fire Department Concerns**

44  
45 **2.0C Enforcement**

46 Look stated there had been discussions in the past regarding businesses licensing. He noted the Fire  
47 Department was concerned about what companies were in the City, what they were doing, and how

1 they were operating. He requested the Council have a discussion regarding enforcement and noted  
2 licensing would give the City enforcement rights. He noted this did not have to be a costly proposition  
3 and it could be free to put together business licensing. He believed it was important to know what  
4 businesses were doing in the City to ensure they were up to the Fire Code and operating safely.  
5

6 Mundle asked what other cities had business licensing and was this common. Look responded every  
7 City he had been with or worked with had some type of licensing, but he did not have the actual  
8 numbers with respect to particular cities. However, he believed East Bethel was in the minority in  
9 terms of not having business licensing.  
10

11 Mundle stated it appeared this was a fairly common thing and it would not detract from any business.  
12 Look indicated this would also give the Fire Department and City some sort of enforcing capability.  
13

14 DeRoche stated he was not opposed to registering a business, but business licensing was "big brother."  
15

16 Miller asked how would this affect home businesses. He noted many businesses were just being used  
17 as an office in their home and now the City would be saying they had to license that business. He  
18 stated he was not okay with that. Look responded for a residential home occupation type of business,  
19 that would be different than a commercial based business.  
20

21 Miller asked if they were only referring to commercial based business and not home-based businesses.  
22 Mundle stated the only issue would be if a home-based business did something with potentially  
23 dangerous chemicals, so the Fire Department might need to inspect that, which would be reasonable.  
24 However, that would be the only reasoning he could see for licensing a home-based business.  
25

26 Look stated it was up to the Council as to how they wanted this written. He indicated this would also  
27 be helpful when businesses moved in and out of the City so the City would at least be notified of what  
28 was happening. He noted the only way they know now if a business moved into the City was if that  
29 business joined the Chamber of Commerce. He indicated if a business did not join the Chamber, no  
30 one in the City knows they were even there.  
31

32 Berg stated with respect to home occupations, all of them were required to have an IUP, so these could  
33 come before Council anyway. The City already had a list of home-based businesses, which would take  
34 them out of this scenario. He believed if the City were going to have a business registry, that would  
35 take staff time, so he recommended a small fee would be appropriate between \$5 to \$25 for a 3- or 5-  
36 year term.  
37

38 Lewis stated he was struggling with not being "big brother," but still having information to ensure  
39 safety.  
40

41 Berg noted this would also help the City if there was a natural disaster to have contact information for  
42 businesses.  
43

44 Lewis asked if there was a way to track this type of information through a registry. He stated with  
45 licensing that implied licenses could be revoked, which was the issue with licensing. However, with a  
46 registry, it was just information. Berg noted right now there was nothing in the Ordinance that  
47 obligated a business to do anything with the City other than meet the Zoning Code.

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23

Look stated the City would have to come up with a new Ordinance so if someone wanted to do business in the City, they would have to be registered with the City on the City’s approved form. He noted this would compile information for public safety purposes.

Lewis asked the Councilmembers if they preferred business licensing or a business registry. Mundle responded he was fine with either way as long as the focus was getting information. He suggested staff draft something for a future discussion. Lewis agreed.

**3.0 – Architectural Standards**

Not discussed.

**4.0 – Barndominiums**

Not discussed.

**5.0 – Rent Control Proposal**

Not discussed.

Meeting adjourned at 6:59 p.m.

Submitted by:  
Kathy Altman  
*TimeSaver Off Site Secretarial, Inc.*

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

April 22, 2024

The East Bethel City Council met on April 22, 2024, 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: Matt Look, City Administrator  
Eric Larson, City Attorney  
Rodney Sanow, Fire Chief  
Aaron Berg, Community Development Director  
Nate Ayshford, Public Works Manager

### 1.0 Call to Order

The April 22, 2024, 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.

### 3.0 Adopt Agenda

**Mundle stated I'll make a motion to adopt tonight's agenda adding Supplemental Payment Summary to the Consent Agenda. DeRoche 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 Anoka County Sheriff's Report

Lieutenant Derek Peters presented the March 2024, Sheriff's Report, stating the Sheriff's Department responded to 336 calls. He introduced the seven Deputies that served East Bethel and presented a biography on each one. He thanked the City and citizens for their support and the good working relationship they had built with the community.

Sheriff Brad Wise updated the Council on how things have been going since his last update. He indicated things were going well with recruiting and retention. He noted there was talk of replacing the current Anoka County jail in the City of Anoka and he wanted the Council to know that they were being very mindful of the expense of this project. He offered the Councilmembers the opportunity to tour the jail to understand the scope of the project and the need for the new jail.

Mundle inquired about the timeline of the new jail. Sheriff Wise responded that the present jail had structural issues. He indicated they had some designs on paper and the City of Anoka would need to submit a building project to the Planning Commission for the City of Anoka that would need to be approved, but they were not in a place yet where the Commission and City was willing to approve a design. He encouraged the Councilmembers to reach out to their County Commissioner to make sure they understood how important this was. However, as of now, nothing had been approved yet.

1 Mundle asked if the end of the year did Sheriff Wise anticipate there would be an approval. Sheriff  
 2 Wise responded he hoped so, but the first study to redesign the building was completed in 2017 and  
 3 the building had not been approved yet. He indicated the facilities people within the County were  
 4 weighing how much to invest in a building that was “crumbling.” He stated that they did not want to  
 5 spend money on a building that would be torn down, but if they could not get approval, then they  
 6 would be forced to invest in the current building.

7 Lewis asked what was driving the cost increases. Sheriff Wise responded that the cost increases were  
 8 due to delays. He indicated it would have been great if they could have had the building completed  
 9 pre-Covid because material costs and labor had gone up in the last few years.

10 DeRoche asked what was the “sticking” point between the Anoka County Sheriff and the City of  
 11 Anoka. Sheriff Wise responded it was the proximity of where the jail was located. He noted the City  
 12 considered where the jail was located their historic district and they saw this was the opportunity to  
 13 get the jail out of their downtown. However, the Statute said the jail had to be located in the County  
 14 seat and the City of Anoka had benefited from it being the County seat for a long time. He stated it  
 15 would be inefficient and more expensive for the jail to be located in any other place than were it was  
 16 currently. He indicated the jail needed to be connected to the courthouse and if it were not  
 17 connected to the courthouse, there would be a lot of people going back and forth, which  
 18 operationally would be very expensive.

19 Miller expressed gratitude to the Sheriff’s Department, Lieutenant Peterson, Sheriff Wise, and all of  
 20 the dedicated members of the Sheriff’s Department for their unwavering commitment to keeping the  
 21 community safe. He stated the monthly reports provided valuable insights into the efforts and  
 22 challenges they faced and the City was grateful for their dedication and professionalism ensuring the  
 23 safety and well-being of the residents, which did not go unnoticed. He noted the City and residents  
 24 were fortunate to have such dedicated individuals looking out for them.

25 Look stated it was a pleasure working with Sheriff Wise when he was on the County Board. He  
 26 shared one statistic he had received from the County Attorney, which was that violent crime had  
 27 gone up 40 percent in the County. He appreciated the Sheriff’s Department’s Deputies for putting  
 28 themselves in harms’ way for the City’s residents.

29 Lewis stated if the Sheriff’s Department needed anything to help them better lead the citizens in  
 30 supporting the Sheriff’s Department and the Department’s efforts, to let the City know. He indicated  
 31 he felt fortunate that Lieutenant Peters was the City’s liaison. He stated Lieutenant Peters was “a  
 32 very good guy. Very smart and funny,” and “had a good sense of humor,” which he appreciated.

33 **Informational; no action required.**

34 **4.0 B Fire Department Monthly Report**

35 Fire Chief Sanow thanked the Sheriff’s Department also for all of their work as they were always on  
 36 the scene with the Fire Department.

37 Sanow presented the March 2024 report and noted that they responded to 78 calls, of which 59 were  
 38 medical. He requested when citizens saw that the Fire Department had closed down a lane on a  
 39 road, or were blocking an intersection, there was a reason for that and to not yell at them or the  
 40 Deputies as they were just doing it to protect everybody to ensure everyone got home safely.

41 DeRoche asked if anybody would write down the license number and report it. Sanow responded  
 42 they did not as they were too busy trying to keep everything else going. He requested people also

1 slow down to 30 mph or less when they see emergency vehicles on the side of the road or in the  
2 road.

3 Smith inquired about the firefighter resignation who had only been on the Fire Department for a  
4 short period of time. Sanow responded that firefighter resigned due to personal reasons and the  
5 time commitment required. He thanked that firefighter for her service and noted he had told her  
6 once her life settled down, she was welcome to come back to the Fire Department.

7 **Informational; no action required.**

## 8 **5.0 Public Forum**

9 Brock Verzba, 655 198<sup>th</sup> Avenue North, stated he had a home business for the past 13 years, which  
10 was working on vehicles. He acknowledged he had made a mistake and never received a City permit  
11 for his business. He indicated everything was fine for 11 years and nobody even knew his business  
12 was there, but he made the mistake of hiring somebody and that was when they ran into problems  
13 with the City. He explained the City gave him an extension of one year to relocate his business and  
14 during that time period he had let his employee go.

15 Mr. Verzba stated his wife was a realtor and they have been looking for another home outside of the  
16 City where he could run his business as he did not want to relocate his business outside of his home,  
17 but after two years of looking, they have not been able to find anything.

18 Mr. Verzba indicated he had recently received a letter from the City telling him to stop his home  
19 business within one month, but he was not ready to stop. He noted he had come up with an  
20 invention that they are bringing to the market, which was expensive and they have emptied his  
21 401(k), mortgaged their home, etc. to do this as he did not want to work in a garage forever.

22 Mr. Verzba noted with these new plans, he did not want to commit to moving his business as he did  
23 not plan to work on vehicles forever. He stated his wife had quit her realty job to work on this  
24 invention also and they were fully funding this themselves through their home business. He  
25 acknowledged the City did not agree with him due to City Code, but this was all he had and if the City  
26 took his business away, he did not know what he was going to do.

27 Mr. Verzba requested the City give him an extension of a couple of years as his invention would take  
28 off by then and he promised he would never work on another vehicle again. He requested the  
29 Council let him proceed with his future plan.

30 Berg noted Mr. Verzba's contract expires May 31, 2024. He indicated this was not an IUP, but rather  
31 an agreement with the City that the City would no longer do Code enforcement on the home-based  
32 business if the shop were kept clean, there were no complaints received, no noise violations, and no  
33 Ordinance violations. He noted this agreement was made with the idea that Mr. Verzba was going to  
34 relocate to a commercial district where that type of a business would be approved.

35 Lewis stated Mr. Verzba might not be aware of it, but the City had received a complaint. He indicated  
36 he does 90 percent of his own mechanical work on his vehicle because it was cheaper. He noted no  
37 matter how careful someone was, there was spillage and noise with cars coming and going. He stated  
38 people buy their properties to have quiet enjoyment, which was a property owner's fundamental  
39 right and they don't want businesses in their neighborhood without an IUP.

40 Mr. Verzba stated on 5<sup>th</sup> Street, which was one block over from him, three years ago the City  
41 approved for someone to have a transfer case rebuilding facility at his home. He indicated this

1 business had cars coming and going also. He stated he has been dealing with the City on this issue for  
2 three years.

3 Lewis stated either way he had to go. He stated this was a different Council and most of the current  
4 Councilmembers were not on the Council three years ago. He indicated this Council did not have  
5 anything to do with creating the situation, but now they had to figure some equitable way of  
6 resolving it. He noted the people who lived in Mr. Verzba’s neighborhood had property rights as well.

7 Mr. Verzba agreed his neighbors had property rights and he also worked on his neighbor’s vehicles.  
8 Lewis responded that a couple of his neighbors were apparently unhappy because they sent letters to  
9 the City.

10 Mr. Verzba stated he knows one person who runs a yoga facility out of their home who had an issue  
11 and they had cars coming and going. Larson stated the identity of the complainants was not an issue  
12 and would not be disclosed or discussed in this public forum.

13 Lewis stated the topic of Mr. Verzba’s agreement was not on the agenda tonight and could not be  
14 dealt with at this meeting. Mr. Verzba stated he understood this was not on the Council agenda for  
15 tonight, but he asked if the Council would give this some thought and deal with it in the future. He  
16 stated this was his entire livelihood.

17 Rhonda Paulson, 19138 East Front Boulevard, asked with respect to 19141 East Front Boulevard  
18 which was on the Council agenda, why was Council reconsidering their previous decision which was  
19 to deny the variance. She also asked what changed their mind as there was no new information to  
20 reconsider. She stated it seemed obvious to her that the City had been threatened with a lawsuit  
21 since it was the City’s error that made this happen in the first place. She stated if the City made an  
22 error, then they should publicly state it at this meeting. She read from a section of the City Code and  
23 asked could the City legally grant a variance that would put the property in violation of other City  
24 Ordinances.

25 Angela Rogers, 19139 East Front Boulevard, stated she agreed with Ms. Paulson and asked why was  
26 the property zoned residential rather than seasonal as this was uninsulated and unheated. She  
27 indicated there were several structures like this on that end of East Front Boulevard that were clearly  
28 cabins. She stated this was not a residence but was a seasonal cabin. She did not believe this  
29 property met the three-factor test. She asked how would this be shielded from the neighbors. She  
30 did not believe the information about the monitor and mitigation plan was complete. She expressed  
31 concern if the property were ever sold, what would the new owners be held accountable for.

32 **6.0 Consent Agenda**

33 Item A: Approve Bills

34 ~~Item B: Approve Meeting Minutes March 11, 2024 City Council Work Meeting~~

35 Item C: Approve Meeting Minutes, March 25, 2024 City Council Work Meeting

36 ~~Item D: Approve Meeting Minutes, April 8, 2024 City Council Meeting~~

37 Item E: Resolution 2024-33, Accepting bids for the 2024 Street Reconstruction project

38 Item F: Resolution 2024-34, Authorizing Governmental Body to be Party to MnWARN

39 Item G: Fireworks Contract for Booster Day 2024

40 Item H: Accept Paid on Call Fire Fighter Resignation

41 Item I: Approve Supplemental Bill List

42

1 Lewis noted Council had not seen the Supplemental Bill list previously and asked if the Council should  
2 recess so it could be reviewed. Look responded the bills had come in after the Council packet had  
3 gone out and time was of the essence to get them paid. He indicated it was just brought to his  
4 attention this morning.

5 Larson stated if the Council wanted to take a short recess to review the Supplemental Bill List they  
6 could. He noted by State Statute, the City had 35 days to pay bills and sometimes there were timing  
7 issues the City had to deal with.

#### 8 **Recess and Reconvene**

9 Lewis recessed the meeting at 7:53 p.m. Lewis reconvened the meeting at 7:58 p.m.

10 Mundle requested to pull Items B and D.

11 **DeRoche stated I'll make a motion to approve Consent Agenda as amended. Mundle 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 B Approve Meeting Minutes March 11, 2024 City Council Work Meeting**

15 Mundle noted the Minutes appeared to be incomplete. Look responded he would look into this, but  
16 he did recall there was a meeting where the audio was turned on late, but he was not sure if it was  
17 this meeting.

18 Mundle stated it appeared there was a large section missing in the Jordan conversation. He indicated  
19 he did not know what they talked about, but he would like to get together with staff to review it.  
20 Look stated while the Work Meetings were not broadcast, they were recorded and this could have  
21 been the meeting where the recording started late for some reason.

22 **Mundle stated I'll make a motion table Item B of the Consent Agenda. Miller stated I'll second.**  
23 Lewis asked any discussion?

24 Mundle stated he would get together with staff on this and welcomed any other Councilmember who  
25 wanted to join in on the conversation.

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

#### 28 **6.0 D Approve Meeting Minutes, April 8, 2024 City Council Meeting**

29 Mundle requested on page 5 of 16 on the Minutes, Line 1, change "monetary" to "mandatory."

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

#### 33 **7.0 New Business. Commission, Association, and Task Force Reports**

34 No reports given

#### 35 **8.0 Department Reports**

##### 36 **8.0 A Community Development**

##### 37 **8.0 A1 Variance Reconsideration – 19141 East Front Blvd NE**

38 Berg stated on May 16, 2022, the City received an application from the owners of 19141 E. Front  
39 Boulevard NE, to allow the upgrade an existing outhouse to a Type III Subsurface Sewage Treatment  
40 System (SSTS), in order to make their newly purchased family cabin a future habitable residence. Due

1 to the size of the .17 Acre Lot, the proposed system design included the placement of a box mound  
2 which encroached on property lines and required City permission or variance for its use. City Staff  
3 subsequently approved the permit and the system was installed in July of 2022. During a final  
4 inspection, it was noted the installed septic box mound was within the required setbacks. A variance  
5 for a reduction of the side and front yard setbacks should have been sought and approved prior to  
6 installation.

7 Berg indicated the applicant requested a variance to reduce the Southern side yard setback standard  
8 from 10 feet to 0 - 3 feet, the Northern side yard setback from 10 feet to 6 - 7 feet and the Western  
9 front property line from 10 feet to -0.6 feet and -1.7 feet for the placement of a septic box mound.

10 Berg stated the system meets setback requirements of neighboring deep wells.

11 Berg noted at the April 25, 2023 Planning Commission meeting, a public hearing was held regarding  
12 the variance request. The applicant spoke of the incompleteness of the project and their intentions to  
13 improve the property. Five residents signed up and spoke in opposition to the variance for various  
14 reasons.

15 Berg indicated the Planning Commission's recommendation, by a 5 - 0 vote, to the City Council on  
16 Resolution 2023-19 was to deny the variance request.

17 Berg stated on May 8, 2023, the variance request, along with the Planning Commission  
18 recommendation, was presented to the City Council. By a 5-0 vote the variance request was denied.

19 Berg noted on March 25, 2024, the City received a formal request from the applicant requesting the  
20 variance be reconsidered.

21 Berg reviewed Section 04. Sub. 10 Variances noting no application for a variance for a particular use  
22 on a particular parcel shall be resubmitted for a period of one year from the date of denial of the  
23 previous application unless a decision to reconsider such matter is made by a majority vote of the full  
24 city council. Berg stated at the April 8, 2024 City Council Meeting, the Council agreed by a 5-0 vote, to  
25 a reconsideration of the variance request.

26 Berg reviewed the three-factor test for practical difficulties. With respect to the test of  
27 reasonableness, Berg stated in this case, septic systems were required for a home to be considered  
28 habitable. The approval of the variance would allow this property to be upgraded and used for a  
29 residential use.

30 With respect to the test of uniqueness, in this case, the property has limited space for a drain field  
31 due to the lot sizes created by the 1925 plat. There is an 8-foot change in elevation from the front  
32 lot line (E. Front Blvd. NE) to the Ordinary High-Water Level (OHWL) at the shoreline.

33 Berg noted that Minn. R. 7080.1500 requires that a SSTS constructed in a Shoreland area must have  
34 at least three feet of vertical separation distance between "redox features" (evidence of  
35 groundwater) and wastewater saturated soils (distribution medium). This properties redox feature  
36 was located at 1.5 feet (18 inches) below the existing grade at its deepest uphill location. Current  
37 setback requirements for wells and structures and DNR lakeshore regulations.

38 With respect to the factor that a variance would not alter the essential character of the  
39 neighborhood, Berg stated this case, the Coon Lake Residential District has had a significant number  
40 of septic variances issued due to smaller lot sizes and the age of the neighborhood.

41 Berg noted zoning and setback changes have occurred since this neighborhood was originally platted  
42 in 1925 which has led to a variety of placements of structures, fences, and landscaping.

1 A neighboring property (4640 E. Front Boulevard NE) was granted a license in April 2012 to use a  
2 portion of Sylvan Street for placement of a septic tank, piping, and a new deep well, in order to  
3 upgrade a failing septic system on the property due to limited lot size. In 2012, setback requirements  
4 were narrower than current regulations.

5 Berg stated some of the concern expressed at the Planning Commission meeting was the appearance  
6 and aesthetic. One way to remedy the appearance could be to add a screening in the form of a  
7 fence. Berg reviewed Section 25. Sub. 2, Section 25. Sub. 4. (B), and Section 25. Sub 4. (F) with respect  
8 to fences.

9 Berg recommended that the Council make a determination on the variance request to the standard  
10 and approve or deny the placement of a septic box mound at the southern side yard setback standard  
11 from 10 feet to 0 - 3 feet, the northern side yard setback from 10 feet to 6 - 7 feet and the western  
12 front property line from 10 feet to -0.6 feet; -1.7 feet at 19141 E. Front Boulevard NE.

13 Berg stated if approved the following conditions are recommended:

- 14 1. The Septic Box Mound must be screened from neighboring properties and ROW.
- 15 2. A Monitor and Mitigation Plan must be submitted and approved.
- 16 3. Existing outhouse must be removed.
- 17 4. A License and Use Agreement for the ROW must be fully executed.

18 Berg pointed out on the map the location of the property and indicated the survey was done after the  
19 construction. He believed they had approximately six feet between the septic box and the property  
20 line. He believed the property had likely used Coon Street as long as it existed as an access, but he  
21 had not been able to locate information on a vacation of the right-of-way.

22 Berg noted there are five vacant lots that the City owned which were there for people to have access  
23 to Coon Lake. He presented a comparison map and showed what the applicants presented as to  
24 what the property looked like when they purchased it noting there was no driveway access. He  
25 showed what the property looked like after the box was installed and pointed out there was a spot  
26 where they could potentially use as part of a driveway access to get beyond the box mound and then  
27 onto their property. He stated some trees would probably need to come out. He showed a rendering  
28 of what this might look like with a white picket fence or a brown fence and where the potential  
29 access could be located.

30 DeRoche asked what would happen if they wanted to tear the place down and put a large house up.  
31 Berg responded the existing septic would have to meet the standard of whatever number of  
32 bedrooms they were intending on constructing.

33 Lewis inquired about the setbacks. Berg responded that the structure had to be 75-feet off of the  
34 ordinary high-water mark.

35 Lewis stated this property was not 75-feet back. Berg responded this property did not meet that  
36 standard. He stated the well also had to be 35-feet from the ordinary high-water level.

37 DeRoche asked how did they get in there without a driveway. Berg responded the lot had been using  
38 Coon Street for as long as it existed.

39 Lewis believed this was a "hot mess" and asked who was to blame for this. He indicated this had not  
40 worked out as they had wanted, so the question was what would they do with it now.

41 Steve Voss, 19303 Eastern Boulevard, stated with regard to the five streets, they were not lots and  
42 were part of the street system, but they were not dedicated streets. He noted there had always been

1 different stories from the neighbors about why those are there. He indicated there were people who  
2 lived in the neighborhood that were in their 80s and were born on this road when it was a dirt trail.  
3 The roads were put into place in the 1920's and 1930's for fire access so there was a way to get to the  
4 lake if there was a fire. He noted that these five streets were actually used by the City for stormwater  
5 also and there had been previous discussions with the local Conservation District about converting  
6 these to rain gardens.

7 Mundle stated he had also heard the roads were there for fire access as well.

8 Berg showed a historical overview of the maps of the area showing the lot they were discussing. He  
9 also showed the survey done by the applicant.

10 Lewis invited the applicants to approach the podium and explain to the Council what their plans are  
11 for the property.

12 Molly Mosalik, applicant, 19141 East Front Boulevard, stated they planned to enjoy the lake in the  
13 summer and to have their family come up to kayak.

14 Lewis asked if they had any plans to expand. Ms. Mosalik responded they did not have any plans to  
15 expand. They would like to improve the property to make it nicer, but not to tear it down.

16 Lewis stated he had visited this property three different times and he knew other Councilmembers  
17 had also visited the property. He acknowledged this was one of those situations where occasionally  
18 things happened and somebody made a mistake and then they try to work their way out of it, but  
19 "crucifying" the City employee who made the mistake was not an option in this case.

20 Lewis indicated he understood there was one person who complained about their view of Coon Lake,  
21 but to him their view was not very good to begin with, with all of the trees and everything being in  
22 the "native state" of the property. He noted there was also no guarantee that they are supposed to  
23 have a view of the lake if they did not live on the lakeshore and this was not a right they could make a  
24 claim on.

25 Lewis stated while mistakes had been made, he estimated it could cost \$20,000 plus to return  
26 everything to the state they would have been in if everything had been done properly. He believed  
27 this would be a lot of work and a lot of wasted effort to convert the septic system to a holding tank.  
28 He questioned if that was the best option.

29 Lewis acknowledged people did not like this, but the strength of resistance against this surprised him.  
30 He noted whether it was a fence around it or shrubs around all three sides, it seemed like a more  
31 elegant solution. Lewis stated he had struggled with this because of what happened on the other  
32 side of the lake, but here they were just trying to minimize the collateral damage.

33 DeRoche stated he also had looked at the property a couple of times and the septic system was  
34 already in the ground and this would save the lake. He noted they could have kept the outhouse. He  
35 stated the applicants had said they did not plan on getting any larger either. He suggested the City  
36 work with the applicants on a license like they did with Sylvan Street.

37 Berg stated the City Attorney had drafted a license and should the City bring sewer and water to this  
38 area eventually, the license would "kick in" and the applicants would need to remove the septic  
39 system and connect to City services.

40 Miller stated both Smith and him had also looked at the property and he did understand the concerns  
41 of the neighbors. He indicated there might be a broader implication in this situation also. He noted  
42 that granting a variance to allow the use of the existing septic system would not only prevent the

1 unnecessary costs of removal, but it would also enable the property owners to make improvements  
 2 on their property, which he believed would benefit everyone on the lake by getting rid of the  
 3 outhouse. He believed the removal of the outdated structures would also enhance the overall  
 4 aesthetics of the entire area.

5 Smith acknowledged mistakes had been made and it was hard to now say to get rid of it because the  
 6 City had approved it. He did not think it was that big of an “eyesore” either. He believed the  
 7 driveway part could be accomplished by taking out some trees.

8 DeRoche asked what would happen in the winter when they would not be able to make the sharp  
 9 turn. Smith responded he did not have an answer to that.

10 Lewis asked Mundle what his thoughts were on this. Mundle responded he did not have any  
 11 additional comments to make.

12 **DeRoche stated I’ll make a motion to adopt Resolution 2024-35A with the conditions as listed and**  
 13 **adding licensure for the driveway. DeRoche stated I’ll second.** Lewis asked any discussion?

14 Larson pointed out this provided an opportunity to address the use of the street that had not been  
 15 governed by any particular agreement for this property for many decades for both the City, the  
 16 property owner, and any future successors in interest. He indicated this was not a presumed right to  
 17 use.

18 Larson stated this was zoned residential, but given the location, it is a legal non-conforming use. He  
 19 noted any improvements made could not expand the existing footprint, and if the applicants wanted  
 20 to expand beyond the existing footprint, they would need to seek additional approvals from the City  
 21 and proceed through the proper process.

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

24 Lewis stated he knew coming here to this meeting that not everyone would be happy, but he hoped  
 25 everyone could move beyond this. He indicated he would personally prefer the vegetation to a  
 26 fence, but it at least was screened.

27 **8.0 B Engineer Report**

28 None.

29 **8.0 C City Attorney**

30 None.

31 **8.0 D Finance**

32 None.

33 **8.0 E Public Works**

34 None.

35 **8.0 F Fire Department**

36 None.

37 **8.0 G City Administrator Report**

38 None.

39 **9.0 – Other Items**

40 **9.0 A Staff Report**

41 None.

1 **9.0 B Council Reports**

2 None.

3 **10.0 Adjourn**

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

6 Meeting adjourned at 8:42 PM.

7 Submitted by:

8 Kathy Altman

9 *TimeSaver Off Site Secretarial, Inc.*

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL WORK MEETING

April 22, 2024

The East Bethel City Council met on April 22, 2024, at 5:51 p.m. for the regular City Council Work meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator  
Aaron Berg, Community Development Director

### 1.0 – Agenda Format for Spring Town Hall Meeting

Look requested the Council discuss the format for the Spring Town Hall Meeting.

Lewis stated the Town Hall Meeting needed to be reconfigured.

Look explained the difference between an Open Forum and a Town Hall Meeting. He indicated at the last Town Hall Meeting, which was televised, some of the topics that were brought up and the attacks on the Council, the Mayor, and staff with clapping and cheering in the background made the meeting dysfunctional. He stated they wanted to avoid that happening again, if possible.

Look asked if the Council wanted the meeting to be televised and what would the “rules of engagement” be.

Lewis stated he took certain ownership of the last Town Hall Meeting. He noted that was the first time he had chaired a Town Hall Meeting, so he was more accommodating to the dysfunction than he would be now.

DeRoche pointed out the previous City Council had shut down the Public Forum and this Council had said they would not do that. He agreed people should not get up and “degrade the City to make them look bad,” and badmouth the Council, staff, etc. He indicated he was more open to any ideas or suggestions on how they could point out the things that had been done. He stated if people were going to use the meeting for a political platform though, he would have an issue with that.

Look pointed out that he has never personally experienced town hall meetings anywhere largely because there was the internet, texting, phone calls, open forum, etc. where residents had multiple ways of communicating with the elected officials. He agreed with DeRoche that this did breed a political type of feeding ground where people could say things that were not necessarily based on truth. He stated there was also a concern about giving potential new residents of business who were thinking of coming into the City seeing this type of a dysfunctional meeting, which might be a detriment to them.

Mundle stated he had been through 14 Town Hall Meetings and in his experience if things were going well in the City, few people showed up to the meetings, but if things were not going well in people’s opinions, then more people would show up. He noted there was only one meeting where people were turned away because they were over the allowed room capacity and the Fire Chief would not

1 allow any more people into the room. He believed these meetings needed to be informative and  
2 accessible to the residents. He believed they needed to be televised also as there were seniors or  
3 residents with mobility difficulties who want to watch it on cable or broadcast.

4 Mundle noted with all of the talk of Council saying they are trying to inform the residents by having  
5 more newsletters, etc. and then not televising the meeting, he believed they would be "shooting"  
6 themselves in the foot. He stated it was an excellent communication tool and it allowed residents to  
7 get information and ask questions in a format that was not a Council meeting. He indicated this  
8 would also allow people who were not comfortable formally speaking at a Council meeting to talk.

9 Lewis stated he did not understand why it would be any different for residents to talk at a Town Hall  
10 Meeting than it would be at a Council meeting as the people were the same. Mundle noted a Town  
11 Hall Meeting was not an official meeting and it had a different format.

12 Miller stated he believed Town Hall Meetings were designed to serve as a platform for open  
13 communication between the local government officials and residents. The meetings provided an  
14 opportunity for community members to voice their concerns that could provide feedback on City  
15 initiatives and engage in discussions about various issues affecting the City.

16 Miller indicated ideally, Town Hall Meetings were meant to be inclusive, constructive, productive, and  
17 allow for a diverse range of topics to be discussed and for residents to have their voices heard. He  
18 believed they were an essential part of the democratic governance by promoting accountability and  
19 civic engagement.

20 Miller stated when a Town Hall Meeting was dominated by a small group of angry individuals who  
21 monopolize the discussion and intimidate others from speaking, it detracted from the intended  
22 purpose of the meetings. He indicated this behavior could create a negative atmosphere, hinder  
23 productive dialogue, and prevent meaningful exchange of ideas and solutions.

24 Miller pointed out that when individuals made costly and frivolous request, such as the data privacy  
25 report request that was never picked up, that reflected a lack of fiscal responsibility and respect for  
26 the time and resources of the City staff and Councilmembers. He noted it was important for all  
27 participants and Town Hall Meetings to approach discussions with respect, civility, and a genuine  
28 interest in contributing positively to the community in order to ensure that Town Hall Meetings  
29 remain effective and beneficial to all residents.

30 Miller stated it was essential for both City officials and community members to uphold principles. He  
31 stated they needed to be respectful; have respectful communications, collaboration, and responsible  
32 use of the City's resources by fostering a culture of constructive dialogue and mutual respect. He  
33 noted Town Hall Meetings could fulfill their intended purpose of promoting the community and the  
34 community engagement between the parties. He stated it was also an effective way of governance.

35 Smith agreed with Miller. He stated his opinion was that Town Hall Meetings were basically set up by  
36 individuals that had current or previous issues with the City, staff, Council, etc. and they are not  
37 happy with the results, so they figure this is a good opportunity to come out to voice their opinion  
38 and try to overtake the Town Hall Meeting. He believed some people at the previous meeting were  
39 intimidated and then did not want to come up and talk. He acknowledged Mundle's points about  
40 older residents that might not have modern technology to pull up the meetings, and it was important

1 for them to get the information as well. However, he indicated the last Town Hall Meeting was a  
2 “disaster,” and he did not think that would change a lot if it were not televised.

3 Look stated there was some good points made on both sides, and he believed if this was going to be  
4 televised, they needed to have rules in place, such as if someone attacks staff who was not there to  
5 defend themselves. He recommended the person be cut off if they attacked staff or members of the  
6 Council.

7 Lewis stated he thought they should have a Sheriff’s Deputy at the meeting. Look agreed and stated  
8 the Mayor had to impress upon everyone that this would be a respectful group in their questioning.  
9 He also recommended the Council not respond to any questioning, but just receive the information.

10 Lewis asked if this would be similar as to how the Public Forums were run. Look recommended the  
11 Council receive the information, not respond to it, and the concern could be responded to after the  
12 fact via email, or after staff has had the time to do some research. He stated this had to be controlled  
13 with no personal attacks.

14 Berg pointed out they had to be careful with First Amendment rights, but the Council could impose a  
15 three-minute limit, so everyone had the same time opportunity to speak. He noted that way they  
16 were not imposing on someone’s First Amendment rights in terms of freedom of speech as everyone  
17 would have the same time opportunity to talk.

18 DeRoche agreed time limits were okay. He also wanted ground rules if someone was getting  
19 derogatory or swearing, etc.

20 Mundle agreed ground rules were fine, but he wanted the meeting televised. He stated the  
21 Councilmembers did this job for the residents and the meeting was for the residents, so why would  
22 they not show the residents the meeting if the technology was available.

23 DeRoche stated he had no problem with it being televised.

24 Lewis noted if the meeting got out of hand, they could also call a recess, clear the room, and let  
25 people cool off. He indicated that way they could control it. He stated again that he believed it was  
26 important to have a Sheriff Deputy at the meeting also.

27 Smith stated he was okay if they televised the meeting, if they had ground rules, limiting the time of  
28 people talking, and if there was a Sheriff Deputy there at the meeting.

29 Berg asked if the Council would still limit public comments if there were only a couple of people  
30 there. Look responded that would be up to the Mayor if he wanted to extend the time or not.

31 Both Look and Berg stated at the County and at the City of Cambridge, the Mayor would set his timer  
32 on his watch when a person started speaking and when their time was up, the person was thanked  
33 for their time.

34 Smith asked if a person was only allowed to speak once for three minutes.

35 Berg noted multiple speakers for the same topic could be instructed to use a representative to speak  
36 as well.

1 Lewis stated it would be up to him to be more assertive at this meeting, which he intended to do as  
2 he would not put up with what happened at the November meeting.

3 Look stated the Mayor could also politely say, if somebody had already covered the topic, to please  
4 respect everyone's time.

5 Lewis asked Berg to send him what the City of Cambridge used and asked Look to send him what the  
6 County used. He indicated he would look at those and make revisions.

7 Look asked Lewis what other items he wanted to bring up at this meeting.

8 Lewis asked if Look had heard from the County Election Integrity Task Force. Look responded he had  
9 sent some emails with some dates. He understood their presentation was 45 minutes. Lewis  
10 encouraged them to be concise in their presentation.

11 Look stated he was not sure if he had not received a response because they didn't like time frames or  
12 if they were mulling it over to figure out what worked for them. He noted this was in "their court  
13 now," and he would wait to hear from them.

14 Lewis inquired about the Ice Arena and Gibson Management. He understood Gibson Management  
15 didn't want to manage the Ice Arena any longer. Look responded Gibson Management had problems  
16 associated with being off-site and he did not think they had responded to the RFP and nobody else  
17 had either.

18 Lewis noted Mr. Davis had given the Council a detailed description of the history behind this and he  
19 did not have an opinion on it, but questions had come up as to why the City was operating a business  
20 and what was the point in doing it. He asked if there was some agreement that the City would do this  
21 in perpetuity. He asked if they should consider selling it to someone who would manage it. He stated  
22 he did not believe in government's running businesses. He noted it was not a business when they can  
23 just tax for losses and make them up.

24 Mundle noted this year they were currently in the black and it was self-supporting. Lewis stated he  
25 had never seen it in the black and it did not make sense the City was operating the Ice Arena.

26 Look stated these were policy questions as to whether the City wanted to engage in operating the Ice  
27 Arena. He indicated he would get the Council up to date financials. He noted there had been some  
28 large costly capital improvements. He indicated the argument would be how many local kids were  
29 utilizing the facility for hockey versus the benefit for neighboring communities. He stated part of the  
30 discussion could be if they were going to continue to operate this and if so he recommended they  
31 might want a Joint Powers Agreement with other communities guaranteeing covering the costs of  
32 those overages so it was not falling only on East Bethel. He indicated the school district also derived a  
33 lot of benefit from the facility for their hockey teams too.

34 Look agreed anytime they could bring people together in the community it was a great thing and this  
35 built camaraderie, so it really boiled down to financials. He indicated staff could reach out to the  
36 surrounding communities to see if they would be interested in a Joint Powers Agreement.

37 Lewis noted this was only spreading it out to more governmental entities and it would still be a  
38 government run business, which did not make any sense to him.

1 Mundle noted up until 2012/2013 when the funds were redirected, the Ice Arena was a self-  
2 operating facility.

3 Lewis stated the previous City Administrator had told him that the reason the business had not been  
4 sold was because nobody was willing to buy it. In other words, it had no market value. He indicated  
5 he did not understand how a facility would not have a market value.

6 Look stated the current ice time rates had not been increased in a while, so it was very affordable for  
7 families.

8 Lewis noted he had gone over to look at the Ice Arena when they had open skate, but there was  
9 nobody there. He indicated he was not advocating it should be sold because they needed the money,  
10 but he believed it should be owned and run as a private business.

11 Berg stated from an overall community development perspective, there were results that could not  
12 be measured, and sometimes they want to keep the quality of life in the community which would  
13 lead to residents staying and speaking good things about the community. He indicated if residents  
14 were not happy, then they would not say good things, and quality of life was one thing people took to  
15 heart when looking to move somewhere.

16 Lewis noted the City had good parks, but they did not run the leagues. He indicated there needed to  
17 be a balance.

18 Lewis asked if they had received the completed business climate surveys from the Chamber of  
19 Commerce meeting. Berg responded the Chamber was in the process of electronically distributing  
20 the code and a link to their distribution list and he would check with them about this.

21 Meeting adjourned at 6:25 p.m.

22 Submitted by:  
23 Kathy Altman  
24 *TimeSaver Off Site Secretarial, Inc.*  
25

1 **DRAFT MINUTES: NOT YET APPROVED**

2 **EAST BETHEL CITY COUNCIL MEETING**

3 **Local Board of Appeals and Equalization**

4 April 22, 2024

5 The East Bethel City Council met on April 22, 2024, at 5:30 p.m. for the Local Board of Appeals and  
6 Equalization meeting at City Hall.

7 MEMBERS PRESENT: Levi Lewis Brian Mundle Bob DeRoche  
8 Tim Miller Jim Smith

9 ALSO PRESENT: Matt Look, City Administrator  
10 Ken Mr. Tolzmann, City Assessor  
11 Alex Guggenberger, County Assessor  
12 Aaron Berg, Community Development Director  
13

14 **1.0 – Call to Order**

15 The April 22, 2024, City Council meeting, Local Board of Appeals and Equalization was called to order  
16 by Mayor Lewis at 5:30 p.m.

17 **2.0 – Adopt Agenda**

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

21 **3.0 – Assessor’s Report**

22 Look stated Mr. Mr. Tolzmann was at the meeting to present the 2024 assessment. He noted the  
23 report provided information about the appeals and assessment process, as well as specific  
24 information regarding the 2024 assessment.

25 Look noted State Statute established specific requirements for the assessment of the property, and  
26 the law required that all real property be valued at market value, which was defined as the usual or  
27 more likely selling price as of January 2024. He indicated the 2023 assessment was based on qualified  
28 sales of the City properties, as well as Countywide sales that took place from October 1, 2022 through  
29 September 30, 2023.

30 City Assessor Ken Tolzmann welcomed the Board Members and residents to the 2024 Board of  
31 Appeals and Equalization Meeting. He stated the purpose of the meeting is to finalize the 2024  
32 property values and once complete, the City, County, and schools would begin working on their new  
33 budget levy for real estate taxes due and payable in 2025. He stated once that process was complete,  
34 the Truth and Taxation Notices would be sent out in November, 2024.

35 Mr. Tolzmann explained how the 2024 assessments were determined. He indicated he had received  
36 many calls from City residents after the valuation statements went out last month and all calls except  
37 for one were answered to the resident’s satisfaction.

38 Mr. Tolzmann noted there was one unresolved appeal and he had instructed that person to come to  
39 this meeting, but he did not see him at this meeting yet. He stated if the Board was not able to

1 finalize all appeals during this meeting, the Board must be reconvened and finalized not more than 20  
2 days.

#### 3 **4.0 – Board of Equalization Hearing**

4 Lewis opened the Board of Equalization Hearing.

5 Lewis invited audience members who wanted to speak to their assessment to approach the podium.

6 An audience member stated he had come to the meeting to find out about his three parcels and the  
7 taxation on those parcels. He noted he had spoken with Berg. He stated the majority of his three  
8 parcels were swamp land and were not buildable. He noted one parcel was buildable, and he  
9 believed the other two parcels were not buildable. He wanted to ensure he was being taxed properly  
10 on this property.

11 Berg pointed out this property was zoned rural residential.

12 Mundle requested the PIN number(s). An audience member responded that the buildable parcel  
13 was: 23-23-44-006.

14 Berg noted that the City Ordinance stated that in order for a lot to be buildable, it had to have 23,000  
15 square feet of buildable space – half an acre or quarter of an acre somewhere. He pointed out on the  
16 map where a small parcel might meet that requirement. He noted that any other areas were not  
17 contiguous enough to be able to do much with.

18 Lewis asked if he believed the valuation was too high. An audience member responded he did think it  
19 was too high.

20 Mr. Tolzmann stated it came down to whether the site was buildable or not. He showed a site that  
21 was about 27 acres. An audience member responded that was the north piece. He indicated this was  
22 100 percent swamp and all underwater.

23 Mr. Tolzmann responded he had this area down as meadow which was wet at times and probably  
24 dried up a little during the summer. An audience member responded it did not really dry up.

25 Mr. Tolzmann pointed out that the question was whether it was buildable. He noted this was a  
26 premium site because of the privacy, but if it were not buildable that would be “another story.” An  
27 audience member responded he did not see it as being buildable.

28 DeRoche noted if he wanted to build on it, it would require a lot of fill. Mundle noted if he would also  
29 have be three feet above the high-water mark for the footing foundation.

30 Lewis asked if there was road access to the area. An audience member responded he did and pointed  
31 out the screen where there was an access.

32 DeRoche pointed out if he wanted to build sometime down the road, he would need to put in a  
33 driveway and he would need to get something from the County to get that access. Berg noted the  
34 access was already there and it would potentially be a shared access with an easement of necessity  
35 involved.

1 DeRoche stated his point was that the land would be more valuable if it were buildable, but if it were  
2 wetlands nothing could be done with it. Berg responded he didn't want to say whether it could or  
3 could not happen and the audience member talked with the Soil Conservation District who could  
4 make a determination on whether remediation would be done and then pay for the wetland credits  
5 to fill it in. However, he noted, that was not a one to two ratio, which would then require him to  
6 raise the elevation to three feet higher than the lowest elevation, which was financially expensive to  
7 do.

8 DeRoche asked how he was being taxed on it now. Mr. Tolzmann responded it was being taxed as  
9 unimproved residential land and has been rated as meadow/nettle land with all but one acre.

10 Lewis asked what they talking about in terms of tax revenue if this were treated as wetland.

11 Alex Guggenberg, Anoka County Assessor, responded they have not had the opportunity to speak  
12 with the audience member about this, and there are certain pieces of this property that could qualify  
13 for an exemption. He noted outside of the Board, the audience member could file that application  
14 for an exemption to start the process. He noted though, even with the buildable site, there was a  
15 cost to cure and there would be a lot of costs associated with it. He stated the value needed to be  
16 adjusted, which he believed could be done for all of the parcels. He stated the Board could recess to  
17 give them a chance to review everything and then come back, or they could adjourn this meeting and  
18 they could work with the audience member who could then to go the County Board of Appeals in  
19 June. He indicated this did not need to be resolved at this meeting, but he did believe in looking at  
20 this, there would be reductions on all three of the lots.

21 **DeRoche stated I'll make a motion to recess the Board of Appeals and Equalization Hearing until**  
22 **6:30 p.m. Mundle stated I'll second.** Lewis asked any discussion? To the motion, all in favor say  
23 aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

24 Lewis reconvened the Board of Appeals and Equalization Hearing at 6:26 p.m.

25 Mr. Tolzmann stated they had agreed with an adjusted value on the three parcels based on the  
26 wetlands. He itemized the information on the parcels for the Board.

27 Mr. Guggenberger stated their determination was not whether the parcel was buildable or not and  
28 they were just accounting for the fact that there would be soil correction needed in order to make it  
29 available. He indicated there was substantial amount of soil correction needed.

30 **Mundle stated I'll make a motion to coincide with Mr. Mr. Tolzman's recommendation for parcel**  
31 **PIN 23-30-32-03-40-4006 to have a new valuation of \$31,000, for parcel PIN 26-30-32-03-11-0001 to**  
32 **have a new valuation of \$45,400, and for parcel PIN 25-30-32-03-22-0001 to have a new valuation**  
33 **of \$39,400 and to uphold the other valuations based on materials that are there as presented by**  
34 **the assessor. DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all in favor say  
35 aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

36 Mr. Tolzmann stated the would be retiring upon the completion of his contract on December 31,  
37 2024.

38 Mundle wished Mr. Tolzmann well on his retirement.

39 Lewis closed the Board of Equalization hearing.

1 **5.0 – Adjourn**

2 **DeRoche stated I'll make a motion to adjourn the Board of Appeals and Equalization Hearing.**  
3 **Miller stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in**  
4 **favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

5 Meeting adjourned at 6:01 p.m.

6 Submitted by:

7 Kathy Altman

8 *TimeSaver Off Site Secretarial, Inc.*

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

### Local Board of Appeals and Equalization

April 24, 2023

The East Bethel City Council met on April 24, 2023, at 5:30 p.m. for the Local Board of Appeals and Equalization meeting at City Hall.

MEMBERS PRESENT:           Tim Harrington           Brian Mundle           Kevin Lewis  
  Tim Miller                 Jim Smith

ALSO PRESENT:               Jack Davis, City Administrator  
   Eric Larson, City Attorney  
   Ken Tolzmann, City Assessor  
   Diana Stellmach, County Assessor  
   Ben Hamill, County Assessor

#### 1.0 – Call to Order

The April 24, 2023, City Council meeting, Local Board of Appeals and Equalization was called to order by Mayor Harrington at 5:30 p.m.

#### 2.0 – Adopt Agenda

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

#### 3.0 – Assessor's Report

City Assessor Ken Tolzmann welcomed Board Members and residents to the 2023 Board of Appeals and Equalization Meeting. He stated the purpose of the meeting was to hear evaluation appeals for 2023 Assessments, which is the starting point for determining property taxes payable in 2024.

Tolzmann indicated he had received approximately a dozen questions from residents regarding their valuations in which all of their questions were answered and they were satisfied with the explanation. He indicated he had four remaining appeals, which will need action by the Board. He indicated if the Board was not able to finalize all appeals at this meeting, the meeting must be reconvened and finalized in not later than 20 days.

#### 4.0 – Board of Equalization Hearing

Harrington opened the Board of Equalization Hearing.

Davis stated annually the City Council sitting on the Local Board and the Appeals and Equalization was required to hear resident concerns regarding assessed valuations for properties in the City. He noted the meeting had been set for tonight, April 24 2023 at 5:30pm.

Davis noted the purpose of this hearing was to determine whether the taxable property in the City had been properly valued and classified by the assessor for the 2023 assessment for taxes payable in 2024, and to provide a means for property owners with concerns to request an adjustment to their valuation or tax classification.

Davis stated property owners who believed that the value or classification are not correct, were encouraged to contact the City Assessor to discuss their concerns prior to this meeting. He indicated if the property owner did not resolve their issues after discussion with the assessor, they could appear before the Local Board of Appeals and Equalization to request an assessment correction.

Davis noted the Board was to review the valuation classification and to make corrections if justified. He stated in most cases an appearance before the Local Board of Appeals and Equalization was required by Statute before an appeal could be taken to the County Board of Appeals. He noted to date four people had indicated that they would appear tonight.

Davis recommended that the City Council acting as the Board of Review and Adjustment conduct the hearing as required by Statute and at the conclusion of the presentation of each Petitioner, either uphold or adjust evaluation based on materials presented by the petitioner and the City Assessor

With respect to Bob DeRoche, Mr. Tolzmann stated he went to Mr. DeRoche's property. He noted the home was built in 1930 and it still had some of the original siding. He indicated he was recommending a reduction of \$21,700 because he showed the house to be in a better condition than it actually was.

**Lewis stated I'll make a motion to approve the reduction of \$21,700 on Mr. DeRoche's property Miller stated I'll second.** Harrington asked any discussion? To the motion, all in favor say aye. **All in favor.** Harrington asked any opposed? That motion passes. **Motion passes unanimously.**

Mr. Tolzmann stated Mr. Rengo was in attendance at this meeting and wanted to present information. He noted Mr. Rengo's property was 40 acres, but by the time they take out the roadway on three sides, it was actually 36.5 acres.

Randy Rengo stated they owned 40 acres which was a managed program with the State of Minnesota. He indicated it was a 10-year program and they were working hard to maintain the integrity of wildlife and trees, which was difficult as they had a lot of oak wilt. He noted that has helped in reducing their taxes. He noted when they purchased the property in 1987, they paid \$24,000 and the value has been going up each year. He stated it was now being valued at \$197,000 and he was shocked that it was that high. He noted his concern was that this was too high for wetlands. He acknowledged that there was some high ground that could be built on, but most of it could not be built on.

Mr. Rengo indicated he lived in southern Blaine and his East Bethel property had almost as much as the value of their 1500 square foot home that was built in 1983 and was valued at \$200,000.

Mr. Rengo stated he was grateful that the City had allowed him to put this property into a managed program which helped reduce his taxes. He noted he did not want to put the property up for sale and make big money off of it and maybe that was where the City saw the value of it, but for him the value was in just owning it.

Mr. Rengo requested the City to reduce the valuation. He noted if he were to sell the property, he probably would not get more than \$110,000 or \$120,000 for it.

Mr. Tolzmann stated if they were talking about what the property was worth, the property had road frontage on three sides and he had it valued now with one side. He acknowledged there was a lot of wetland there, but stated there was at least a couple of high ground sites. He stated he saw nothing wrong with the value given the potential of the property. He recommended no action be taken.

Mundle stated there was a ten acre parcel up the road that had a pending sale at \$159,900 and this property was 36.5 acres. Lewis asked if all 10 acres was buildable. Mundle responded that it appeared there was some wetlands on that land also.

Mr. Tolzmann stated wetland were a benefit and they were valued at \$1,000 an acre and what he was seeing in the market was there was probably 50 percent of the buyers out there that would rather have wetland. He indicated he did not see wetlands as a depreciating factor.

**Lewis stated I'll make a motion to approve reducing the estimated market value of Mr. Rengo's property by \$47,800 to \$156,150 value. Smith stated I'll second.** Harrington asked any discussion?

Mr. Tolzmann stated he had a hard time with that property being assessed with 24 acres of wetland being worth \$1,000 and he might have a couple of buildable sites, but he acknowledged the rest of it was wetland.

Mundle stated this was a steep reduction, but ultimately the value of a property depended on what somebody would pay for it and less than a half mile away there was 10 acres being sold for \$160,000.

Lewis asked if that was the actual sale price or was that sale pending. Mundle responded it was pending but pending meant that a contract had come in and they were waiting for it to close. He noted that property was on the market for 13 days. He believed that property should be a good baseline for this property. He recommended a value of \$165,000 to \$170,000 because of the additional acreage and the wetland did have a value.

Harrington agreed with Mundle.

**Lewis stated I'll move to amend the motion to approve reducing the estimated market value of Mr. Rengo's property to \$167,500 value, PIN 25-34-23-41-0001. Harrington stated I'll second.**

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

Harrington invited Laurie Williams to approach the podium.

Laurie Williams, 246 Dogwood Road, stated she did not know if anyone had seen the inside of the home, but the inside walls were cheap panels with no sheet rock. She stated she was opposing the value as nothing had been updated in the house since it had been built in 1965. She indicated the roof also needed repair; there were holes in the walls; and all of the flooring needed to be replaced. She indicated the bathroom needed to be totally gutted from floor to ceiling. She stated this was not a one-bathroom house, but a  $\frac{3}{4}$  bathroom with a shower in the basement built on a wooden platform, which she had removed.

Ms. Williams stated she had been a licensed realtor and nobody was going to pay \$150,000 for a house in this bad of shape. She indicated she had pictures of the home and its condition if anyone wanted to see them. She also noted the home was only 715 square feet. She indicated she would not be opposing the valuation if the home had been updated, but it had not been.

Lewis asked how big was the lot. Ms. Williams responded it was 100 x 100 on a quarter acre. She stated the garage electricity had also stopped working. She indicated she was disabled six years ago and was on a limited income. She stated she would like to fix all of these things, but right now it was not financially possible.

Harrington asked what kind of a reduction was Ms. Williams requesting. Ms. Williams responded that last year's assessment of \$126,000 would be reasonable considering all of the repairs it needed.

Mr. Tolzmann stated an A-frame home was a tricky design. He noted this showed it was a two bedroom with one and a quarter bath. Ms. Williams responded it did have two bedrooms, but there was no closet in the second bedroom and it was really small with no doors on the bedrooms, but there were doorways.

Mr. Tolzmann acknowledged this was approximately 715 square feet. He noted last year's valuation was \$126,000 and now it was \$150,00 and he believed that was within the margin, but he would not have any objection to the \$126,000.

Ms. William stated that was reasonable considering all of the repairs the home needed.

**Mundle stated I'll make a motion for 246 Dogwood, PIN 36-30-32-03-21-0310 to reduce the valuation from \$150,000 to \$126,000. Lewis stated I'll second.** Harrington asked any discussion? To the motion, all in favor say aye. **All in favor.** Harrington asked any opposed? That motion passes. **Motion passes unanimously.**

Mr. Tolzmann noted for Minnesota Built Harris, there was no action needed as they were going to take this to the County. He requested the Board make a motion for no action.

**Mundle stated I'll make a motion no action for property brought to the Board from Minnesota Built Harris, John Henry, owner for addresses 1262 241<sup>st</sup> Street, PIN 29-34-23-31-0004 and for address 21217 Highway 65, PIN 17-33-23-12-0007 and forward this to the County. Lewis stated I'll second.** Harrington asked any discussion? To the motion, all in favor say aye. **All in favor.** Harrington asked any opposed? That motion passes. **Motion passes unanimously.**

Lewis stated with respect to his particular situation, he asked if he should go directly to the County on it. Tolzmann replied if he wanted to pursue an appeal, the Board should probably hear it.

Mundle stated they could make a motion for no action and Lewis could bring it to the County.

Larson noted Lewis should recuse himself from the vote. Lewis stated he recused himself from the vote.

**Mundle stated I'll make a motion for no action for 166 Collen Street NE, PIN 25-33-23-44-0041 to be forwarded to the County. Smith stated I'll second.** Harrington asked any discussion? To the motion, all in favor say aye. **All in favor.** Harrington asked any opposed? That motion passes. **Motion passes 4-0-1 (Lewis recused).**

## 5.0 - Adjourn

**Mundle stated I'll make a motion to adjourn the Board of Appeals and Equalization Hearing. Smith stated I'll second.** Harrington asked any discussion? To the motion, all in favor say aye. **All in favor.** Harrington asked any opposed? That motion passes. **Motion passes unanimously.**

Meeting adjourned at 5:53 p.m.

Submitted by:

Kathy Altman

*TimeSaver Off Site Secretarial, Inc.*

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

**RESOLUTION 2024-37**

**APPROVING TEMPORARY LIQUOR SALES IN BOOSTER PARK FOR  
ROUTE 65 PUB & GRUB FOR BOOSTER DAY 2024**

**WHEREAS**, the Route 65 Pub & Grub, has made a vendor application for food and liquor sales from the use of their catering license/food truck at the 2024 East Bethel Booster Day event to be held on Saturday, July 20, 2024 at Booster East Park, 22266 Palisade St NE, East Bethel, MN 55011; and

**WHEREAS**, section 6-64 of the East Bethel Code of Ordinances restricts the purchase and consumption of 3.2 malt liquor or intoxicating liquor in any place of public gathering in the City, but allows the city council to waive this restriction when it finds that to do so appears in the interest of the public.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA** that the restriction of liquor sales in Booster Park shall be waived for Route 65 Pub & Grub for the 2024 Booster Day event on Saturday, July 20, 2024 at Booster East Park, 22266 Palisade St NE, East Bethel, MN 55011.

Adopted this 13<sup>th</sup> day of May, 2024 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

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

ATTEST:

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

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

**RESOLUTION NO. 2024-38**

**RESOLUTION APPROVING THE APPLICATION FOR AN OFF-SITE GAMBLING  
PERMIT FOR CHOPS INC AT THE 2024 BOOSTER DAY EVENT**

**WHEREAS**, CHOPS Inc has made application for an off-site gambling permit for a bingo event to be held on Saturday, July 20 at Booster Park for the 2024 Booster Day event.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the gambling permit application for CHOPS Inc for an off-site bingo event to be held on Saturday, July 20 for the 2024 Booster Day event at Booster Park is approved.

Adopted this 13<sup>th</sup> day of May, 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  
City Council Meeting  
Agenda Item Information**



**Date:** May 13, 2024

**Agenda Item Number:** 7.0 A1

**Agenda Item:** Variance Request – Driveway access standards in an RR Residential Zone.

**Requested Action:** Consider a request to obtain a variance to the standards as required in Sec. 10, Sub.15, B (2), the driveway access and standards (improvement requirements) on a property zoned Rural Residential.

**Background Information:** On March 15, 2024, the City of East Bethel received a Variance Application from Mariah Vangness, the property owner at 21333 Durant St NE, to obtain a variance to the paving standards as required in Sec. 10, Sub. 15, B (2), the driveway access and standards.

A building permit for the construction of a new home on the applicant’s property was issued in October 2023 and the Certificate of Occupancy was issued in February 2024.

Durant St NE is also Anoka County Road 15 which requires the applicant’s Right of Way access permit be applied for and issued by Anoka County Highway Department (ACHD).

Due to wetland impacts on the property the driveway and access required Anoka County Board of Soil and Water, as well as City Engineer approval. The access location, driveway base elevations and fill material required a city grading plan. (Attachment 5)

The applicant has indicated that, “this variance request is not for financial reasons and that not one residential driveway on Durant St. is paved for the first 75 feet. Another reason is that it is off of a County road, and this is not a requirement of Anoka County, solely the City of East Bethel requirements.”

**SEC. 10. – GENERAL DEVELOPMENT REGULATIONS Sub. 15. - Driveway access and standards. (Attachment 4)**

As was noted by the applicant, Durant St NE is also Anoka County Road 15 therefore the applicant’s Right of Way access permit was issued by the ACHD. Joe MacPherson, Anoka County Engineer, was contacted in an effort to determine the counties requirements. MacPherson indicated that Anoka County does not have the paving requirement however the individual cities ordinances can require improvement and have been applied throughout the county.

An inventory was made of each of East Bethels neighboring cities/ townships to determine how each jurisdiction applies the ordinances to County Highways and roads that run through their jurisdictions.

**Andover** - *A hard surfaced driveway is required (concrete, bituminous or pavers) from either the edge of the roadway up to the property line in rural areas, or up to the garage or accessory structure in urban areas.*

**Columbus** – *CLASS V SURFACED ROADS: APRON SHALL BE CLASS V SURFACE. BITUMINOUS SURFACES ROAD: APRON SHALL BE BITUMINOUS. THE TOWN ENGINEER MAY AUTHORIZE SOME VARIATION FROM THESE REQUIREMENTS TO ACCOMIDATE CONDITIONS FOUND ON THE SITE.*

**Ham Lake** – *New Dwellings or Structures Driveways on all lots containing or proposed for new residential dwellings or new structures shall be limited to 30 feet in width on City streets and 24 feet on cul-de-sacs (see Article 11-730), and shall be paved with either concrete or bituminous surfacing, in accord with standards or specifications to be established by the City Engineer. The paving requirements may be reduced by the City’s Building Official, after conferring with the City’s engineer, to a length of 30 feet from the paved portion of the abutting public street if there is a showing of a special circumstance, such as inordinately long driveway length, which makes literal compliance with this provision unfair or unreasonable.*

**Linwood Township** – Follow Anoka County Requirements

**Oak Grove** - *All driveways associated with new construction of a primary use must be paved in accordance with the city's public works design manual. Exemptions from complete driveway paving may be granted by city staff for lots over 2½ acres, provided that, at a minimum, the apron of such driveways adjoining the road right-of-way must be paved.*

**St. Francis** - *Driveways that access roads that have a paved surface shall be surfaced with bituminous, concrete pavement, concrete pavers, or other similar material as approved by the Zoning Administrator and shall extend from the existing paved surface to the principal structure in the urban service area, or a minimum of fifty (50) feet in the rural service district, unless a longer length is needed to control erosion.*

To hear requests for variances from the literal provisions of the ordinance in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of the ordinance. The consideration of a variance requires the consideration of a three-factor test for practical difficulties. Economic considerations alone do not constitute practical difficulties.

- The first factor, a test of reasonableness, means that the landowner would like to use the property in a practical way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance.

In this case:

- ***The paving, as required by ordinance, would not deny the landowner reasonable use of the property.***
- The second factor is that the landowner’s problem is due to circumstances unique to the property and not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner.

In this case:

- ***This property, although partially classified as a FEMA flood plain with multiple ditches throughout the parcel, is not more unique than many of the properties in the area.***
- The third factor is that a variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

In this case:

- ***There are 47 parcels with driveways on Durant St NE between Wild Rice Drive and 229<sup>th</sup> Ave NE of which 31 are not paved.***

Paving requirements for driveways in all residential zoning districts has been in East Bethel city code since 2008. An alteration was made in 2010, at the request of the City Council, to delay the paving requirement by (1) one year for all new construction accesses, as well as limiting the paving requirement to those accesses/ driveways adjoining a paved right of way.

The city cannot enforce ex post facto laws or ordinances. Meaning the city cannot obligate any property owner of a parcel, with a driveway constructed prior to 2008 meet the driveway access paving standard.

**Planning Commission:** On 4/23/2024, the Planning Commission Meeting held a Public Hearing. After a discussion and hearing from the applicants husband the Planning Commission, by a 6-0 vote recommends that the City Council deny the variance request to the paving standards as required in Sec. 10, Sub.15 (B2), the driveway access and standards.

**Recommendation:** City Council should review the application and Planning Commission’s recommendation and approve or deny the variance request to the paving standards as required in Sec. 10, Sub.15, B (2) the driveway access and standards.

**Attachments:**

1. Res. 2024-36 – Denying Variance Request
2. Location Map
3. Aerial Map
4. Sec. 10. Sub. 15. - Driveway access and standards.
5. Driveway Exhibit
6. Street View

**City Council Action:**

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

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

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

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

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

**RESOLUTION 2024-36**

A RESOLUTION **DENYING** A VARIANCE TO THE PAVING STANDARDS AS REQUIRED IN SECTION 10, ON A PROPERTY LOCATED AT 213331– DURANT ST NE, PIN12-33-23-33-0001, LEGALLY DESCRIBED AS:

THE SW1/4 OF SW1/4 OF SEC 12 TWP 33 RGE 23, EX NW1/4 OF SD 1/4 1/4, EX RD, SUBJ TO EASE OF REC

**WHEREAS**, the property owner requested variance to the standards as required in Sec. 10, Sub.15, B (2) the driveway access and standards and;

**WHEREAS**, the Planning Commission held a public hearing on April 23, 2024; and,

**WHEREAS**, the Planning Commission finds the request:

- 1. Is not reasonable;
  - Strict enforcement of the paving requirement in this case would not result in undue hardship because the owner is able to put the property to a reasonable use without the variances.
  - Granting the variance would not be in keeping with the spirit and intent of the ordinance.
- 2. The uniqueness of the property has no effect on the requirements;
  - The circumstances giving rise to the variance request (paving requirements) are not unique to this property.
  - Although partially classified as a FEMA flood plain, with multiple ditches throughout the parcel, it is not more unique than many of the properties in the area.
- 3. Will not have negative effect on the character of the neighborhood;
  - There are 47 parcels with driveways on Durant St NE, between Wild Rice Drive and 229th Ave NE, of which 16 are paved.

**WHEREAS**, the Planning Commission recommends to the City Council denial of the variance request.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby denies the variance to the standards, as required in Sec. 10, Sub.15 (B2), the driveway access and standards (improvement requirements) on a property zoned Rural Residential, at 21333 – Durant St NE.

Adopted by the City Council of the City of East Bethel on this 13<sup>th</sup> day of May, 2024.

CITY OF EAST BETHEL

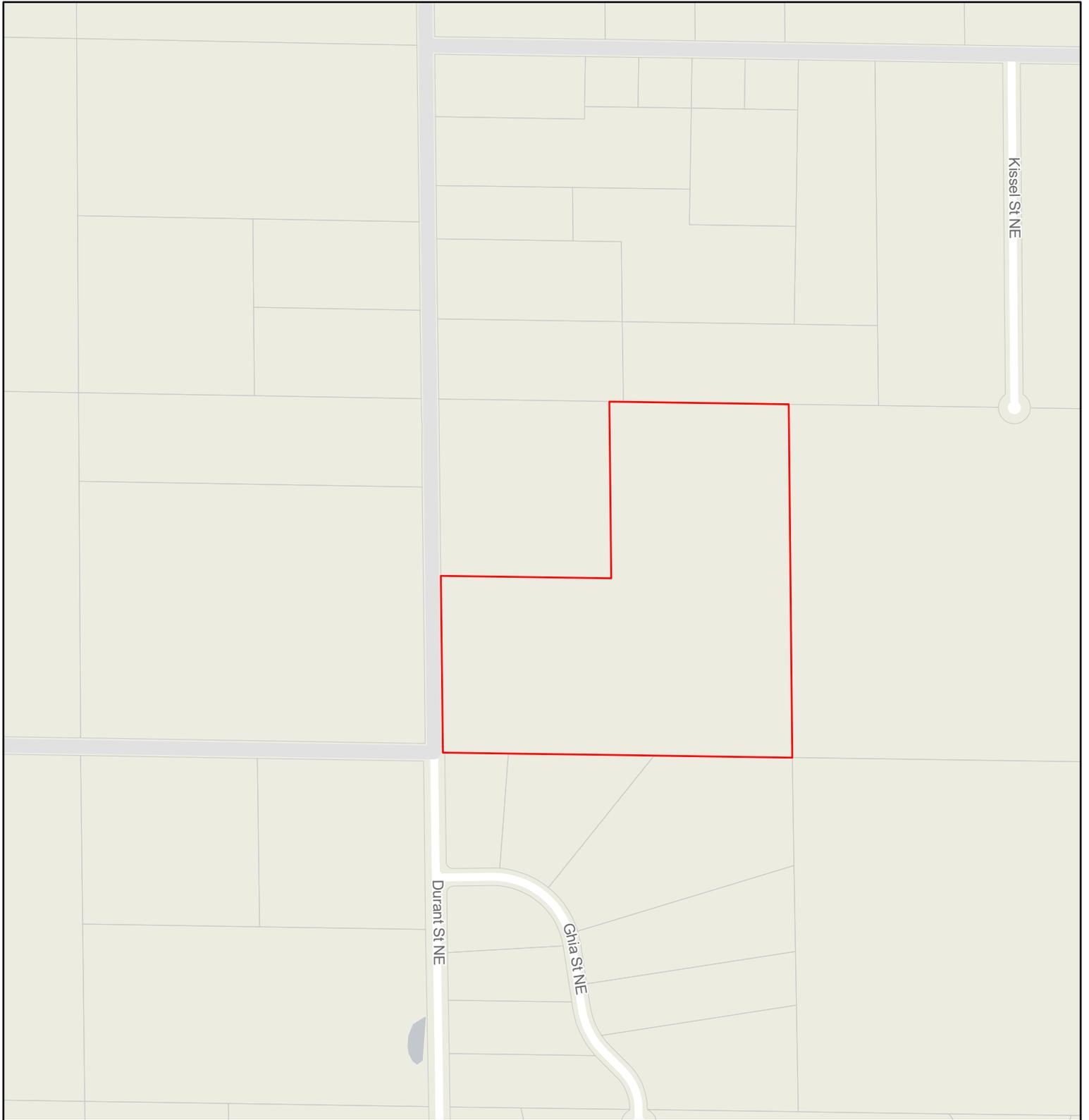
ATTEST:

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

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

# 21333 Durant St NE - Location Map

Item 7.0 A1 Attachment 2



1 inch equals 719 feet

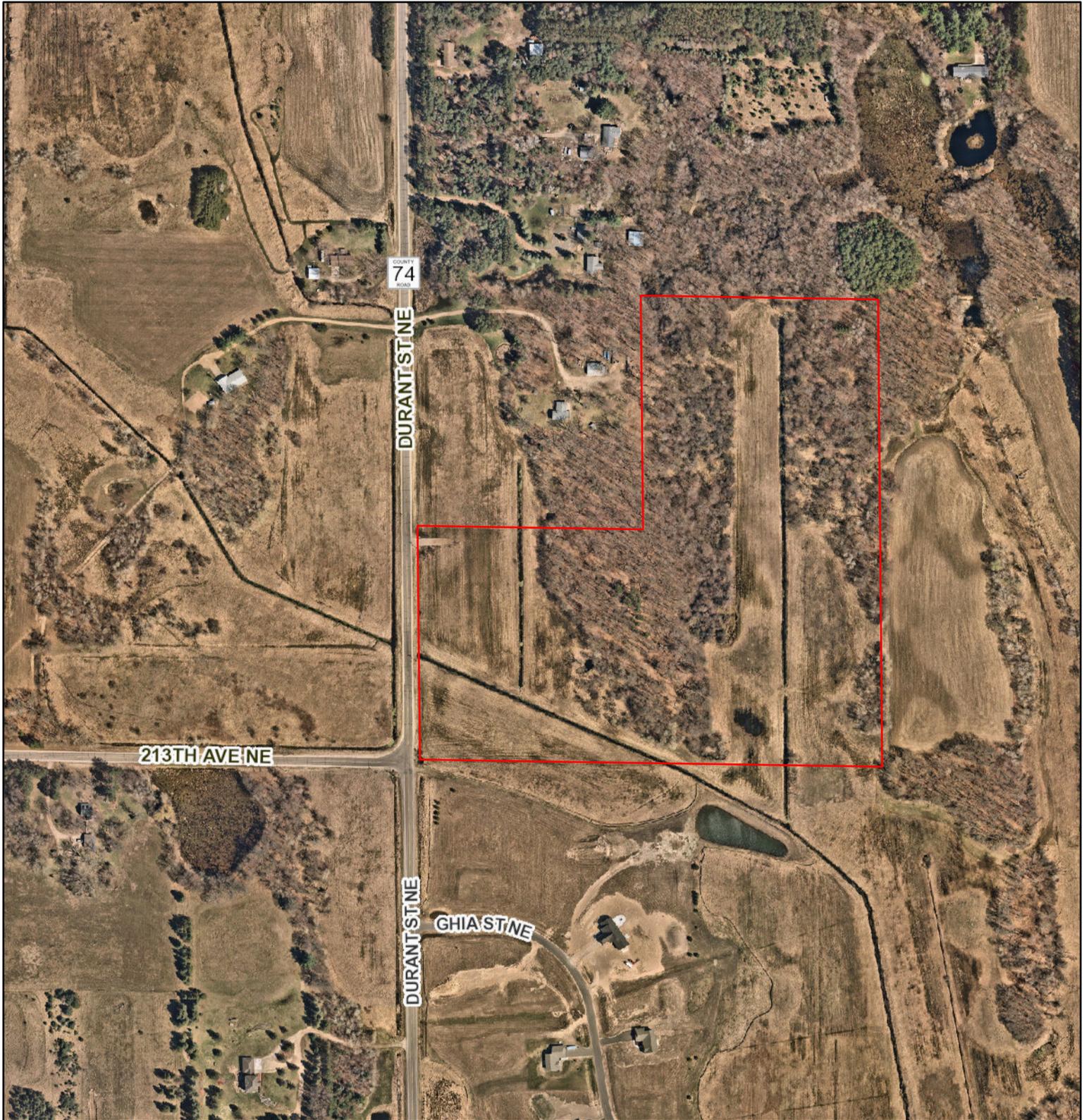
Parcels

City Mask



# 21333 Durant St NE - Aerial Map

Item 7.0 A1 Attachment 3



1 inch equals 543 feet

Parcels



City Mask



## 15. - Driveway access and standards.

A. *Access requirements.*

- 1) Properties in the R1, R2, and CL districts are allowed one access point from a public street.
- 2) Properties in the RR and A districts are allowed two access points from a public street; however, properties located on municipal state aid streets, major thoroughfares, and major streets are allowed one access point from a public street.

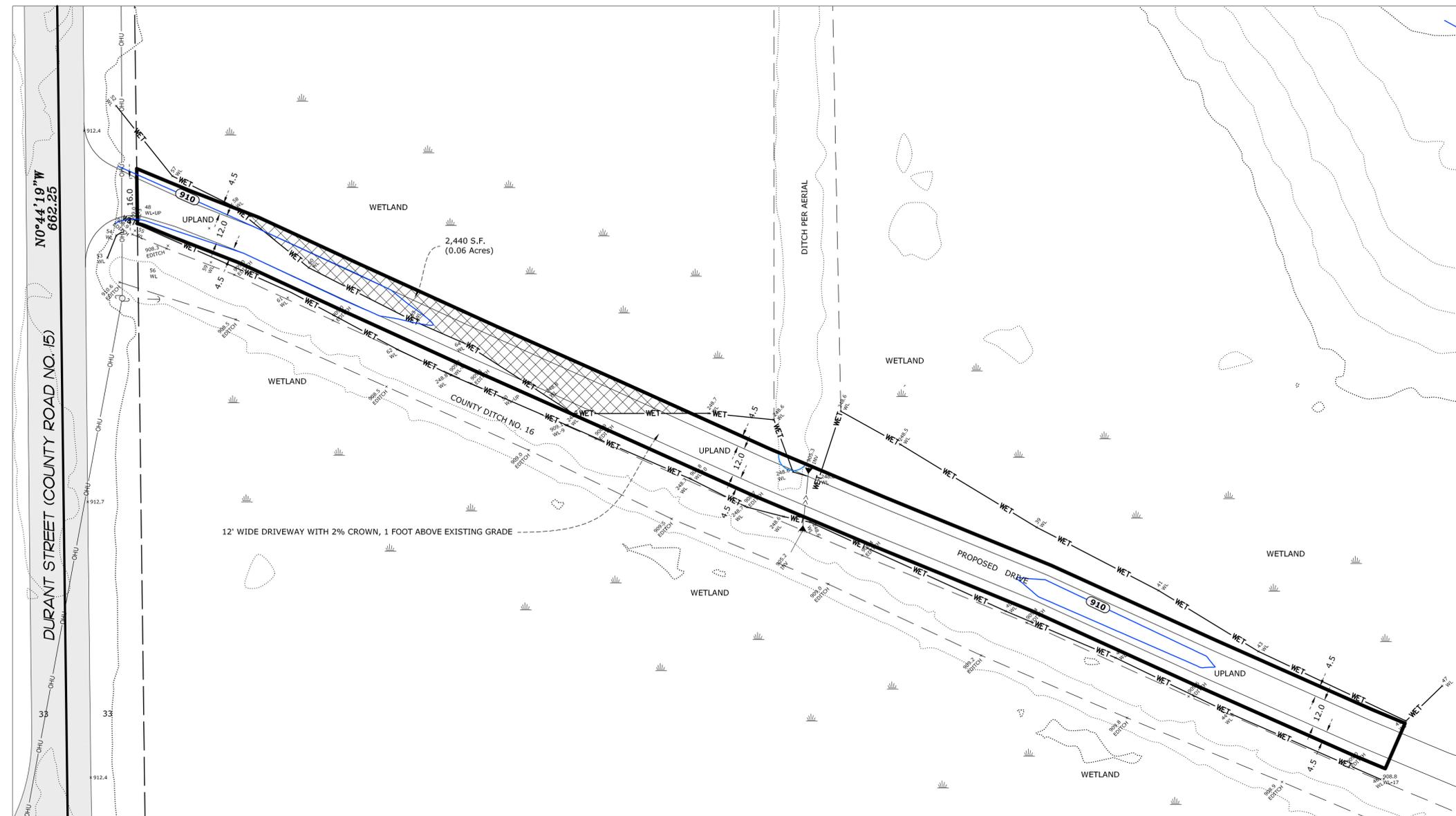
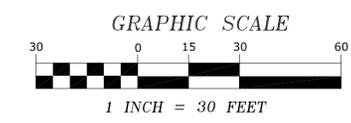
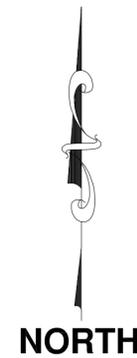
B. *Surface and drainage.*

- 1) Off-street parking areas and driveways in the R-1, R-2, CL, B-1, B-2, B-3, I, MXU and conditional uses in the RR districts shall be constructed of a bituminous or concrete surface.
- 2) In all residential zoning districts, driveways located on an improved street require a bituminous or concrete driveway extending from the street a minimum of 75 feet or to the garage apron, whichever is less. Driveway width shall be a minimum of 12 feet wide and cannot exceed 24 feet in width at the right-of-way. A turn-around, located entirely on a residential lot, will be required for driveways that directly access a street with a posted speed limit greater than 45 miles per hour.
- 3) Parking spaces for heavy equipment that would damage bituminous or concrete surfaces are exempt from the paving requirement.
- 4) In all residential districts, driveways created on an unimproved street after the adoption of [ordinance 28, second series, adopted Dec. 21, 2010] are required to meet the paving requirements of this section no later than one year after subsequent improvements of the street are completed, with either a bituminous and/or concrete surface.
- 5) All new driveways over 150 feet must conform with the fire apparatus access road standards as adopted in City Code section 30-39 and set forth in the Minnesota Uniform Fire Code as amended from time to time.

(Ord. No. 2020-03, 3-9-2020; Ord. No. 2021-06, 10-11-2021)

# DRIVEWAY EXHIBIT

~for~ WEISER CONSTRUCTION  
 ~of~ 21333 DURANT STREET NE  
 EAST BETHEL, MN



### SURVEY NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 06/26/23, and 08/01/23.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 13-33-23-33-0001.
- Wetland delineation completed by Jacobson Environmental.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

### LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- ⊗(800.0) DENOTES PROPOSED ELEVATION
- x1011.2 DENOTES EXISTING ELEVATION
- ↖ DENOTES DIRECTION OF DRAINAGE
- ⊗ DENOTES WOOD HUB/METAL SPIKE AT 11 FOOT OFFSET (UNLESS OTHERWISE NOTED)
- ⊕ DENOTES POWER POLE
- ⊙ DENOTES SOIL BORING (BY MARK TRADEWELL)
- DENOTES LIDAR CONTOURS
- DENOTES PROPOSED CONTOURS
- DENOTES EXISTING STORM SEWER
- OHU DENOTES OVERHEAD UTILITY
- WET DENOTES WETLAND
- DENOTES BITUMINOUS SURFACE
- DENOTES GRAVEL SURFACE

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

DRAWN BY: RAF	JOB NO: 230600HS	DATE: 08-18-23	
CHECK BY: JER	FIELD CREW: BH/BJ		
1	09-11-23	11 FOOT DRIVEWAY	RAF
2	09-14-23	12 FOOT DRIVEWAY	RAF
3	09-18-23	DRIVEWAY CONTOURS	RAF
NO.	DATE	DESCRIPTION	BY







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



**Date:** May 13, 2024

**Agenda Item Number:** 8.0 A1

**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. City staff has compiled the recommendations and created a third draft revision for review on December 27, 2023. At that time it was the councils request to allow Council Member Miller review the revisions.

Attachment 1 is being provided for Council review and discussion at the request of Council Member Miller.

**Recommendation:**

Staff recommends the City Council conduct further review and discussion of the proposed amendments and make a formal recommendation.

**Attachments:**

1. Zoning, Sec. 28 – Architectural Standards – Proposed Ordinance Amendment

**City Council Action:**

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

Second by:

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

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

**Enhancing Business Security Amendment:**

This amendment to the architectural standards ordinance for the city of East Bethel has two primary purposes.

The first purpose is to increase the security of commercial and industrial buildings in rural areas by eliminating the requirement for windows on the side or back of new construction. This change will give business owners greater flexibility to design their buildings to meet their specific needs and enhance security measures.

The second purpose is to create a new section for B-2 and B-3 districts, which will allow the city to be more responsive to the needs of its diverse businesses by tailoring the building design requirements to suit the unique characteristics and requirements of these districts. This change will enable businesses to develop their properties in a way that is more in line with their needs while still maintaining high architectural standards.

**Summary of changes:**

- Added a provision to allow painted steel siding as an exterior finish for new construction.
- Modified the language to ensure that new construction is not required to have windows on the side or back of buildings.
- Combined the building design requirements for B-2 and B-3 districts into one section.
- Added Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, and other comparable or superior material approved by the city council as acceptable exterior building materials.
- Modified the percentage of the facade facing the public right-of-way that must be glass for B-2 and B-3 districts.
- Removed the constraint on pole buildings in B-2, B-3 and Light-industrial.
- Created separate sections for MXU, B-1, and non-residential uses in residential districts, B-2 and B-3 districts, and Light Industrial district.

**SECTION 28. - ARCHITECTURAL STANDARDS**

Purpose.

The purpose of architectural standards is to ensure the exterior of new construction and additions to existing buildings are well designed, detailed, and crafted to embody high standards of architectural designs.

- A. Building design requirements for Mixed use (MXU), Limited Business (B-1), and non-residential uses in residential districts.
  - a. Building design shall exhibit architectural control which seeks to be creative and which best utilizes building lines, shapes, and angles to maximize architectural integrity.
  - b. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), and pole-type building materials are not permitted as primary exterior building materials.
  - c. At least 50 percent of all exterior wall finishes shall be comprised of any combination of at least two of the following materials:
    - i. Brick.

- ii. Natural stone.
  - iii. Glass.
  - iv. Stucco or stucco-like finishes.
  - v. Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.
- d. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials that meet or exceed the quality of the primary exterior materials and shall be consistent with the building design.
- e. A minimum of 30 percent of the facade facing the public right-of-way shall be glass.
- f. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, and shall be exempt from the requirement of windows on the side or back facades.
- B. Building design requirements for Central Business (B-2) and Highway Business (B-3) districts.
- a. Building design shall exhibit architectural control which seeks to be creative and which best utilizes building lines, shapes, and angles to maximize architectural integrity.
  - b. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), ~~and pole-type building materials~~ are ~~not~~ permitted as primary exterior building materials.
  - c. At least 50 percent of all exterior wall finishes shall be comprised of any combination of at least two of the following materials:
    - i. Brick.
    - ii. Natural stone.
    - iii. Glass.
    - iv. Stucco or stucco-like finishes.
    - v. Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.
  - d. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials that meet or exceed the quality of the primary exterior materials and shall be consistent with the building design.
  - ~~e. A minimum of 20 percent of the facade facing the public right-of-way shall be glass.~~
  - f. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, and shall be exempt from the requirement of windows on the side or back facades.
- C. Building design requirements for Light Industrial (I) district.
- a. Building design shall exhibit architectural control which seeks to be creative and utilize building lines, shapes, and angles to maximize architectural integrity.
  - b. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), ~~and pole-type building materials~~ are ~~not~~ permitted as primary exterior building materials.

## SECTION 24. - EXTERIOR STORAGE

This amendment to the Exterior Storage ordinance for the city of East Bethel has the purpose of allowing businesses to fully use their rear-yards for storage while maintaining the screening requirements in the original language.

### Summary of changes:

- Strikes out the rear-yard storage limitations for businesses operating in the light industrial, B-2 and B-3 zones.
  - Strikes out limitations on using storage racks for inventory.
  - Simplifies the code by combining Light Industrial and B-3 storage rules into one section.
- 

## 4. Light Industrial and B-3 district

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

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

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

1. All screening shall meet the regulations in [Section 23](#). Screening Requirements [Regulations].
2. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

C. Exterior display in Light Industrial and B-3 districts.

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

D. Prohibited storage

1. Accessory storage containers, as defined in [Section 01](#). General Provisions of Administration, shall not be permitted.

E. Parking

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

**5. - B-2 district.**

A. Exterior storage is permitted with a CUP.

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

**1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.**

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

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

B. Exterior display in B-2 Districts

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

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

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

C. Prohibited Storage

1. Accessory storage containers, as defined in [Section 01](#). General Provisions of Administration, shall not be permitted.

- c. Building exterior wall finishes shall be comprised of any combination of at least two of the following materials:
  - i. Brick.
  - ii. Natural stone.
  - iii. Glass.
  - iv. Masonry stucco.
  - v. Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.
- d. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials comparable in grade and quality to the primary exterior materials.
- ~~e. A minimum of 20 percent of the facade facing the public right-of-way shall be glass.~~
- f. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, and shall be exempt from the requirement of windows on the side or back facades.