

**City of East Bethel  
City Council Agenda  
City Council Regular Meeting  
Date: October 28, 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. Capstone, LLC – Presentation of Fire Department Study (p. 3-14)
- B. ACSO Monthly Report (p. 15-21)
- C. Fire Department Monthly Report (p. 22-25)

**5.0 Public Forum**

**6.0 Consent Agenda (p. 26)**

***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. 27-31)
- B. Approve Meeting Minutes: October 14, 2024 City Council Work Meeting (p. 32-33)
- C. Approve Meeting Minutes: October 14, 2024 City Council Meeting (p. 34-39)
- D. Approve the Hire of Building Permit Technician (p. 40)
- E. Approve the Hire of Seasonal Ice Arena Attendant

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

- A. Planning Commission
  - 1. Variance Request: 18260 Fillmore St NE – DAS Placement (p. 41-48)
  - 2. Variance Request: 4806 239<sup>th</sup> Ave NE – Sidewall Height (p. 49-55)
- B. Economic Development Authority (None)
- C. Park Commission (None)

**8.0 Department Reports**

- A. Community Development (None)
- 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

**10.0 Adjourn**

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



**Date:** October 28, 2024

**Agenda Item Number:** 4.0 A

**Agenda Item:** Capstone Report Recommendations

**Requested Action:** For Council Review

**Background Information:** On January 23<sup>rd</sup>, 2024, Capstone LLC was hired to do a formal analysis of the East Bethel Fire Department operations. As the largest budget line item for the City, it was determined necessary to do a comprehensive overview of state law, best practices and operational models within the fire service. The purpose was to evaluate preparedness and efficiency of the department from both a service delivery standpoint as well as an equipment analysis.

**Recommendation:** City Council should review the recommendations and determine the next course of action.

**Attachments:**

1. Pages 32-40 of the executive summary report

**City Council Action:**

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

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

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

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

adaptive emergency management system, East Bethel will be better equipped to respond effectively to future disaster scenarios, regardless of potential leadership or staffing changes.

## **RECOMMENDATIONS**

Based on the findings of this evaluation, we propose the following recommendations to enhance the overall efficiency of the fire department, preserve the existing response model, and strengthen the community's emergency preparedness. We have identified eight key initiatives that we believe will significantly improve the fire department's operations and boost morale.

The City Council has the right to enact some or all the recommendations at their will after fully understanding the impact those decisions may have on public safety.

### **1. BEGIN AN AGGRESSIVE RECRUITMENT CAMPAIGN (Immediately)**

Justification: The City of East Bethel currently operates a volunteer fire service model that relies on thirty firefighters across three fire stations. Of these thirty, only six are available during daytime hours, and several cannot work weekends. Due to a significant increase in call volume, this small pool of firefighters is struggling to keep up with the demand. Survey results show that this rise in call volume, along with the increased training requirements, is negatively impacting firefighters' experiences, potentially affecting retention. Expanding the department's personnel would alleviate the constant pressure of responding to calls, allowing firefighters to spend more time with their families and pursue other interests.

A veteran firefighter with 35 years of service recalled that when he started the department responded to 150 calls annually. With the department's requirement for 30% participation to remain in good standing, this meant responding to 45 calls per year, or 3.75 calls per month. Today, using the same formula, that firefighter is expected to manage 270 calls per year, or 22.5 per month. At no fault of his own, the expectations significantly increased as the community has grown, and demand has risen.

Using the 30% good-standing formula, we would expect 30% of the staff to respond to each call. With twenty-six firefighters between stations one and two, and 4 at station three, the number of firefighters expected to respond is often insufficient. There have been instances where no one responded to an incident, leading to a second dispatch by 911, still with no guarantee anyone will show up.

At present, the department's thirty firefighters are at various stages of their careers. An all-station call should ideally result in nine firefighters showing up to cover three stations. However, this often falls short of filling the necessary seats on the fire trucks, leading to understaffed responses, which in turn increases the risk and workload for those who do respond.

\*Personnel numbers may have changed since this report was published. Using thirty firefighters.

Station	Personnel	Day	Night
One	13	2	10
Two	13	3	10
Three	4	1	3
Total	30	6	23
30%	9	<b>1.8</b>	<b>6.9</b>

A daily focus on recruitment and retention is essential for sustaining the current model of fire service delivery. Gone are the days when individuals would proactively seek out opportunities to join the fire department. Leadership must take an active role in continuously motivating and attracting new members. This can only be achieved if the department fosters a positive culture, demonstrates flexible leadership, and ensures that its personnel feel valued and appreciated.

We recommend increasing the staffing levels at stations one and two to 20 firefighters each and raising station three's staffing to 10. This would bring the total roster of the fire department to 50 members.

Additionally, the department should consider appointing a Recruitment Coordinator to the leadership team. This role would focus solely on recruitment and retention, assisting the fire chief in managing the daily task of maintaining a full roster. The ideal candidate should have a strong understanding of the hiring process, proficiency in using social media to attract potential candidates, and excellent planning and organizational skills to engage the community and streamline recruitment efforts.

Staffing the fire department properly will relieve pressure on the firefighters, reduce risk, and prevent burn out from those trying to give more but are finding challenges to the balance in their personal and family lives.

## 2. **PROVIDE LEADERSHIP AND MANAGEMENT TRAINING** (Early 2025)

Justification: Interviews with firefighters and survey responses highlight the need for the city to allocate more funding toward professional development. It is also evident that having clear expectations and training

requirements for the leadership team is essential for fostering a professional culture and maintaining positive organizational morale. Managing a volunteer workforce is complex and requires ongoing support from city staff to address challenges effectively and ensure smooth operations. Clear job descriptions for each position, outlining both current and future requirements, are critical. Additionally, for those aspiring to take on leadership roles within the department, annual training should be mandatory to ensure they continue developing and refining their soft skills to work well with one another.

**Senior Leadership:** Fire service leaders should engage in leadership courses that provide deeper insights into organizational culture, team dynamics, and modern personnel management techniques. If the fire chief has not yet completed the State Fire Marshal's new Fire Chief course, it is recommended that they enroll in the next available session.

**Departmental:** In 2025, the department should incorporate training sessions focused on teamwork, respect, and understanding generational differences. The department has identified issues with its current culture and recognizes the need for improvement to foster greater respect and cohesion among its members.

### 3. **REORGANIZE THE FIRE DEPARTMENT TO INCLUDE A CAREER ASSISTANT FIRE CHIEF (2025)**

Justification: The fire department, as the largest group of employees in the city, requires a more structured hierarchy to ensure professional management and operational continuity. Currently, there is no internal backup system to provide the necessary knowledge and understanding of daily operations in the event of a leadership team member's departure, leaving the department vulnerable to disruptions.

A reorganization should prioritize a clear succession plan that empowers staff members who work closely with the city to maintain organizational momentum. Additionally, while code enforcement remains a critical component of community safety, only 40% of the fire inspector's workload is dedicated to this role. The remaining 60% is spent assisting the fire chief with legal and operational duties essential for maintaining readiness. To address these challenges, a reevaluation of responsibilities and a more balanced allocation of tasks would improve both succession planning and operational efficiency.

Over the past three years, the retirements of the fire chief and deputy chief left a significant gap in institutional knowledge within the department. The previous fire chief brought a wealth of diverse experience to East Bethel,

which shaped many of the department's policies and procedures, while the deputy chief spent 30 years in a leadership role with East Bethel. Both were heavily involved in both Anoka County and the State of Minnesota's fire service operations. Their departures left on-call leaders struggling to manage daily operations, as they lacked sufficient knowledge of the administrative aspects of the fire service.

A strong understanding of both operational and administrative sides is crucial to the department's success. Implementing a succession plan would support the volunteer model and ensure continuity in operations if a full-time member leaves. This person will also be responsible for operations, who will work directly with the fire officers and firefighter's day to day.

The recommended hierarchy should include a fire chief, assistant chief, district chiefs (Station 1,2) captains (Station 1,2,3), training officer, and a recruitment coordinator. This priority gives flexibility to the fire chief to help shape his new chain of command.

Deputy Chief Duties: Manages Operations, incident commander, reporting, regulatory requirements, employee support and tracking, equipment upkeep, inventory control, payroll, fire code inspections, preplanning, assistant emergency manager, daytime emergency responder, enforces policy, and other duties needed to support the fire chief.

District Chief Duties: Manage personnel, station and equipment. Respond to incidents and function as a supervisor and incident commander. Write reports, ensure operational readiness, and assist the chief when needed. Enforces policy.

Captain: Midlevel supervisor managing a company(s). Provides operational direction, management and support of assigned firefighters. Completes reports, enforces policy, and other duties as assigned.

Training Captain: Establishes the annual training program, develops objectives, implementations, and testing plans. Works with contractors to provide training for new hires, and staff. All other duties assigned.

Recruitment Coordinator: Develops and administers a recruitment plan, implements strategy, holds information sessions, markets using social media, provides information, acts as the face of the organization. Other duties as assigned.

4. **INCREASE THE PAY STRUCTURE FOR THE FIREFIGHTERS**  
(2025-2026)

Justification: Modern and progressive fire departments, like East Bethel, provide compensation for the time and service of their firefighters. Firefighters have expressed concern about the fairness and equity of the current hourly rate, and reevaluating this rate could enhance recruitment and retention efforts. Maintaining the current volunteer model offers significant economic value compared to other alternatives.

Today's generations are increasingly focused on reducing debt and seeking higher earnings. By offering competitive compensation, valuable training, and job skills that can boost their full-time employment prospects, the department can attract more community members. Since time is now viewed as a critical resource, providing benefits, and fostering a positive culture are essential to a successful recruitment and retention strategy. Receiving an hourly rate competitive with others does not reduce the value of the community service the firefighters provide. It simply offers a gratitude that they can use to enhance their family's lifestyle.

We recommend the city work to improve the firefighter's salary by \$1.00 per hour for all volunteers levels and add a cost-of-living increase of 3% in 2025.

5. **MODIFY YOUR MEDICAL RESPONSE PLAN TO CRITICAL INCIDENTS ONLY** (2025-2026)

Justification: To improve a better work life balance with the firefighters, modify your response to medical incidents to Critical Incidents only. The Anoka County Communications 911 Center can modify your response plan based on emergencies that are defined as critical or high priority. This will allow the department to scale back their response expectations, so firefighters are well rested for fire and rescue incidents. The saving financial savings that will come from this change can be put toward the Duty Crew program. You will also see a saving in fuel and maintenance costs as well.

The move toward a more focused response to medical calls has been discussed with your area Allina Supervisor who commented the City of Andover, Isanti, and Oak Grove are now moving toward the same response plan. We are recommending these call based on the discussions we have had with Allina and the Anoka County Sheriff's Office (ACSO). Everyone understands that any call can be upgraded or downgraded at any time. Both Allina and ACSO understand they can call the fire department at any time.

\*These are the calls types determined by Ambulance Supervisor

**High Priority Call**

Dispatch single station

- 1 Heart Attack
- 2 Breathing Problem\_ This could include allergic reaction with breathing problem
- 3 Baby born
- 4 Unconscious/Down
- 5 Stroke
- 6 Burn
- 7 Trauma Crash, smash, crush, pinned
- 8 Broken Bone - Trauma
- 9 Gun Shot - Trauma
- 10 Stabbing - Trauma
- 11 Severe Bleed Trauma
- 12 Amputation - Trauma
- 13 Significant Fall (Baby from window, Off ladder, roof etc.)
- 14 Electrical Shock
- 15 Drowning / Submersion

Reducing the amount of medical calls in your community will relieve the time commitment firefighters are feeling, giving them more time to focus on their firefighter skills, family, and health. This may also increase the attendance at training and other events within the fire department.

**6. IMPLEMENT A DAYTIME AND WEEKEND DUTY CREW PROGRAM (2025-2026)**

Justification: The firefighter survey results highlight several administrative and operational barriers that limit the time commitment firefighters can provide. To help address these challenges, we recommend implementing shift staffing for firefighters during peak times, as determined by data, on both weekdays and weekends. Consider holidays as well so people can spend more time with family members.

Each shift would include at least two uniformed firefighters who can respond to low-priority incidents as a “Duty Crew,” participate in training, and handle maintenance tasks for stations and equipment. This approach would eliminate the need for designated station maintenance nights, allowing firefighters more time with their families. The leadership team would be responsible for organizing daily activities for the Duty Crew, who could also assist with fire prevention activities and lower-priority inspections. Having additional firefighters at the station during daytime

hours would improve response capabilities for larger emergencies, ensuring more personnel are immediately available to respond.

Our firm has successfully implemented Duty Crew programs in other departments, with notable benefits including improved retention, enhanced training opportunities, and increased firefighter confidence in their skills and abilities. This program also provides an option for firefighters who are struggling to meet their good-standing requirements to make up service time by working shifts.

Additional Thoughts: Fire department pagers can be programmed to alert only the Duty Crew, reducing unnecessary distractions for other firefighters by limiting pages to their station channel. Firefighters who wish to hear all city calls can still select the all-channel feature. Duty Crews would handle all low-priority calls and medical responses during their shift, with the option to upgrade or downgrade calls as appropriate. Major incidents would continue to be paged as usual, but if a Duty Crew is on shift, they can respond immediately, in accordance with department policies and procedures.

## 7. **BETTER DEFINE THE POLICIES AND PROCEDURES** **(2025)**

Justification: There appears to be a conflict between city policy and fire department policy, with city regulations seeming to exempt firefighters in certain areas. This inconsistency underscores the need for complete and up-to-date work rules and procedures to ensure that all employees, including firefighters, are fully aware of what is expected of them and what might fall outside the norms of city policy. Clear and consistent policies also promote a respectful workplace culture, protecting all members of the organization. It's crucial to review and align policies that address key areas such as safety, workplace culture, response protocols, and procedures related to driving, highway incidents, incident command, interior operations, and staffing.

Additionally, it is important to address any gaps in policies that ensure compliance with state and federal regulations, such as OSHA and employment practices. Special attention should be given to new laws and best practices concerning firefighters' health and wellness, ensuring that all policies are in line with current state and federal mandates. This alignment will provide clarity for all personnel and ensure consistent practices across the city and fire department.

## 8. **DEVELOP A STRONG COMMUNICATIONS PLAN BETWEEN THE FIRE DEPARTMENT AND CITY ADMINISTRATION (2025)**

JUSTIFICATION: We recommend developing a formal communications plan between the fire department and city administration to ensure clarity and prevent misinformation. The plan should prioritize using the fire department hierarchy, with any concerns or issues first directed to immediate supervisors and then to the fire chief. If communication is required beyond the fire chief, the next point of contact should be the city administrator.

Firefighters should refrain from discussing departmental matters directly with City Council members unless they have already followed the proper chain of command. City Council members should not discuss fire department matters with firefighters unless they too have followed the chain of command. Establishing and adhering to this communication protocol will reduce confusion, ensure that issues are addressed at the appropriate levels, and maintain a respectful and organized flow of information throughout the department and city leadership.

### **CONCLUSION**

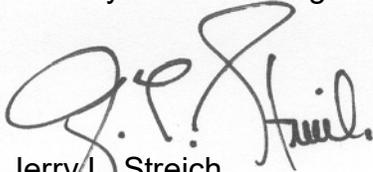
The volunteer fire service model is a highly cost-effective way to provide essential services to the community. However, for this model to be sustainable, it requires professional management, with volunteers primarily focused on responding to major incidents and attending training. Survey responses from your firefighters indicate agreement with this approach. Today's younger generations seek greater flexibility and strong leadership to attract and retain them. They are motivated by a desire to be part of something larger than themselves but also look for opportunities that offer personal growth, skills development, and work-life balance. Supporting them in finding this balance will allow them to contribute effectively while still having time for their families and personal lives.

Veteran members of the East Bethel Fire Department (EBFD), on the other hand, are looking for clear policies, high-quality management, improved training, and modern gear and equipment to ensure safety and foster pride in their service. Professional leadership and management should address many of the firefighters' concerns, offering added value to both the department and the community. With careful planning and attention to these needs, the current fire service model can continue to thrive.

Finally, throughout our evaluation, we received overwhelmingly positive feedback from community members, City Council, staff, and other partners who work with the East Bethel Fire Department. This team clearly has the respect and support of those they interact with, and the pride and dedication within the department have been evident throughout its history.

The challenges we identified are common to growing communities and reflect broader social changes. As the demands on the fire service increase, so too do the demands on firefighters. It is crucial to continuously evaluate and adjust expectations to ensure the department remains strong and responsive.

Thank you for allowing us to help you grow!

A handwritten signature in black ink, appearing to read "J.L. Streich". The signature is fluid and cursive, with the first name "Jerry" and last name "Streich" clearly visible.

Jerry L. Streich  
CEO

## **IDEAS AND CREATIVE CONCEPTS TO CONSIDER:**

- **Develop an Annual Awards Program**
  - Create an awards program to recognize responders, Council members, and their families for their work throughout the year.
  - This will boost morale and foster a teamwork approach to community safety between emergency responders and the Council.
  
- **Clearly define the Council Liaison Position**
  - The Council Liaison position serves as a bridge between the fire department and the city's body of government. The position should be focused on relaying the needs, concerns and priorities of the fire department to the entire Council. It is a unique group with its own culture and vernacular. The Liaison should work to advocate for the department's interests and foster collaboration. It is clear, especially with the newer staff members, that they are not aware of the role.
  
- **Recruitment & Retention**
  - Utilize Fire Station Space to Attract Volunteers
  - Convert unused space into public office space for community members who work from home, offering them the opportunity to serve during critical hours.
  - Encourage firefighters to use the station during their leisure time, offering amenities such as movies, games, vehicle washing, and relaxation areas.
  - Install features like a soda machine and popcorn maker to make the station a more inviting space, creating a quasi-duty crew ready to respond.
  
- **Set Clear Hour Requirements**
  - Post the required hours for training, meetings, and events at the start of the year, so firefighters can plan accordingly.
  - Avoid scheduling last-minute meetings, which can cause stress for families.
  
- **Organize Team Building Events**
  - Host team-building activities to help firefighters and staff get to know each other and strengthen understanding of each other's capabilities.
  
- **Host a "Meet the Firefighters" Event**
  - Hold an annual event at a City Council meeting where the community and City Council can meet and thank the firefighters for their service.
  
- **Recognize New Hires at Council Meetings**

- Bring new firefighters to a Council meeting upon completion of their training for an oath of office and badge pinning ceremony, recognizing them as official members of the department.
- Apply for FEMA Staffing Grants
  - Pursue a FEMA staffing grant to support recruitment and retention efforts. This grant could fund marketing and a coordinated recruitment process over four years, with no cost-sharing required.

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



**Date:** October 28, 2024

**Agenda Item Number:** 4.0 B

**Agenda Item:** Sheriff's Department Report

**Background Information:**

Lieutenant Derek Peters will present the Anoka County Sheriff's Office monthly report.

**Attachment(s):**

1. Sheriff's Office September Report *(this item will be provided as soon as it is made available)*
2. CSO Report of Activities
3. CFS Report

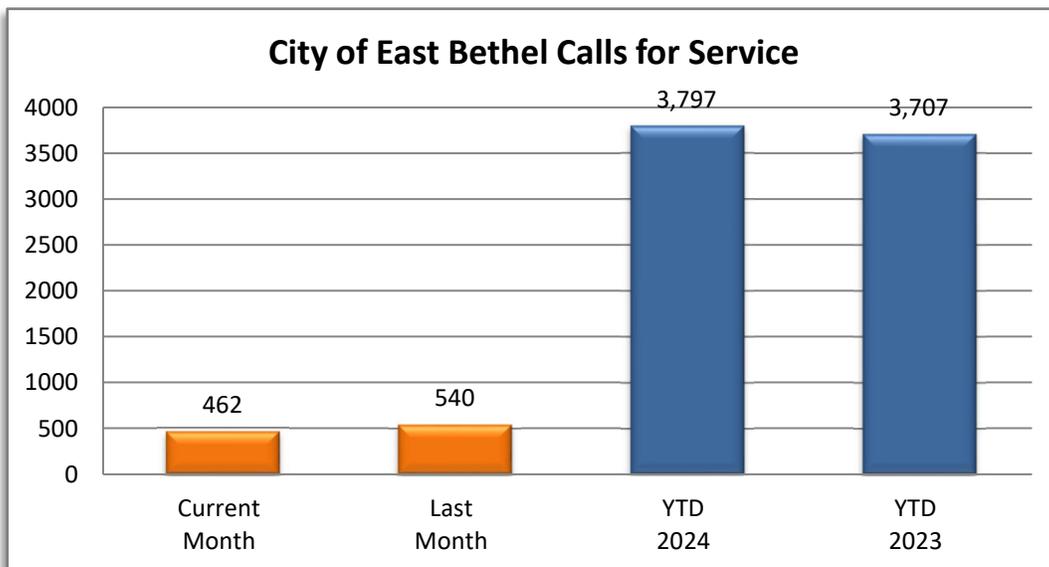
**Fiscal Impact:**

**Recommendation(s):** No Action Required

**PATROL DIVISION**

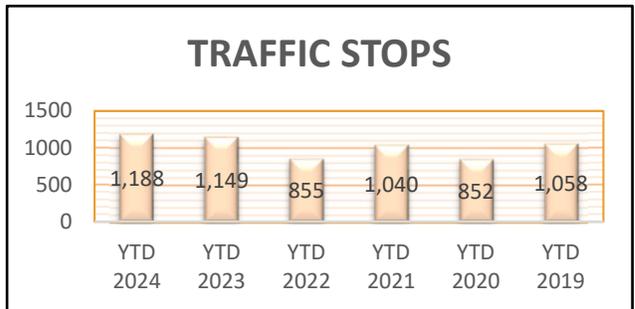
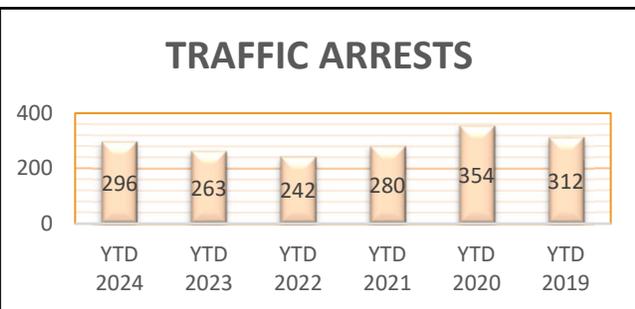
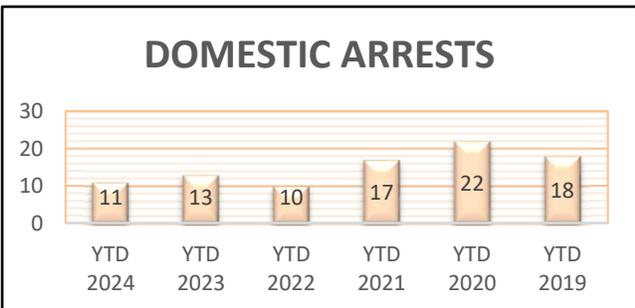
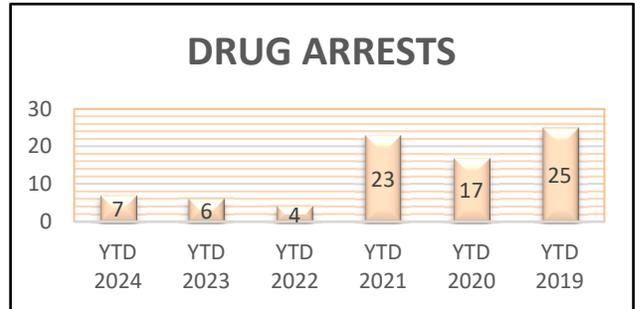
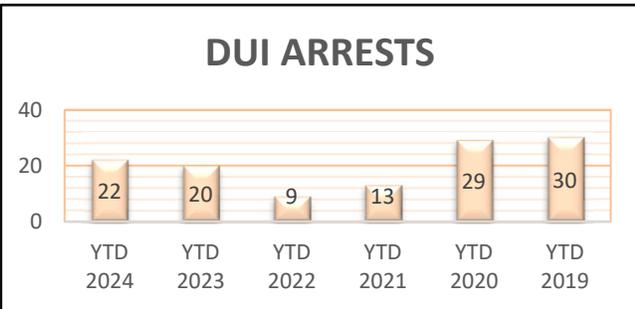
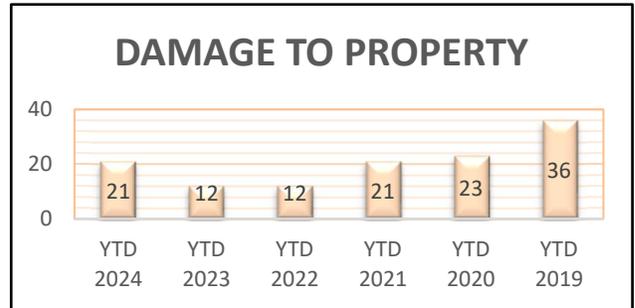
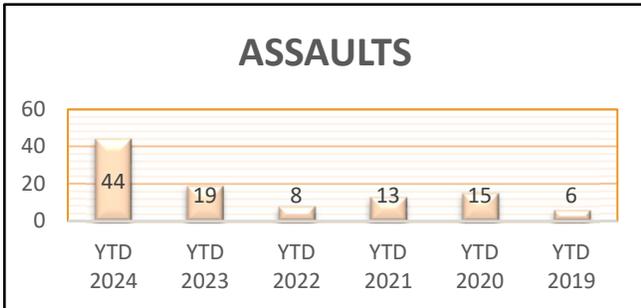
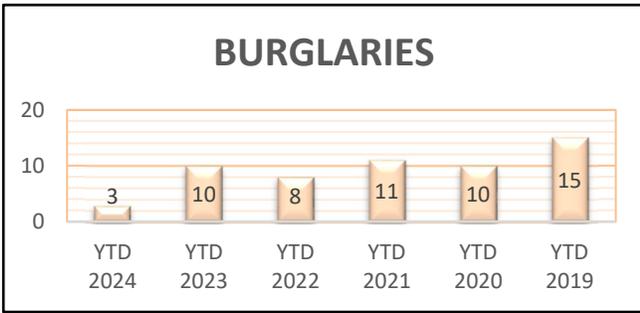
**CITY OF EAST BETHEL - SEPTEMBER 2024**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2024	YTD 2023
<b>Calls for Service</b>	<b>363</b>	<b>336</b>	<b>374</b>	<b>409</b>	<b>449</b>	<b>422</b>	<b>442</b>	<b>540</b>	<b>462</b>				<b>3,797</b>	<b>3,707</b>
Burglaries	0	1	0	0	0	0	1	0	1				3	10
Thefts	5	3	3	2	2	4	4	5	6				34	51
Crim Sex Conduct	0	1	1	0	1	2	0	0	0				5	7
Assault	5	1	3	4	8	6	4	7	6				44	19
Dam to Property	0	5	1	3	4	2	2	2	2				21	12
Harass Comm	0	0	0	0	0	0	0	0	0				0	0
PI Accidents	4	2	3	7	11	7	6	4	5				49	47
PD Accidents	23	16	15	11	29	2	11	10	15				132	137
Medical	62	47	59	55	76	58	80	74	63				574	527
Animal Complaint	19	24	32	33	38	30	22	39	33				270	243
Alarms	24	14	17	13	15	14	16	20	26				159	152
Felony Arrests	6	4	2	2	3	6	2	5	5				35	14
Gross Misd Arrests	2	2	3	6	7	8	0	6	7				41	29
Misd Arrests	10	5	7	8	21	7	15	12	14				99	49
DUI Arrests	3	2	2	2	0	3	3	4	3				22	20
Drug Arrests	1	1	0	1	0	1	2	1	0				7	6
Domestic Arrests	1	0	3	1	1	0	2	2	1				11	13
Warrant Arrests	2	3	5	8	2	5	7	6	3				41	42
Traffic Stops	106	113	116	128	100	186	135	154	150				1,188	1,149
Traffic Arrests	16	32	18	29	26	49	45	42	39				296	263



**CITY OF EAST BETHEL**

**YEAR TO DATE - SEPTEMBER 2019-2024**

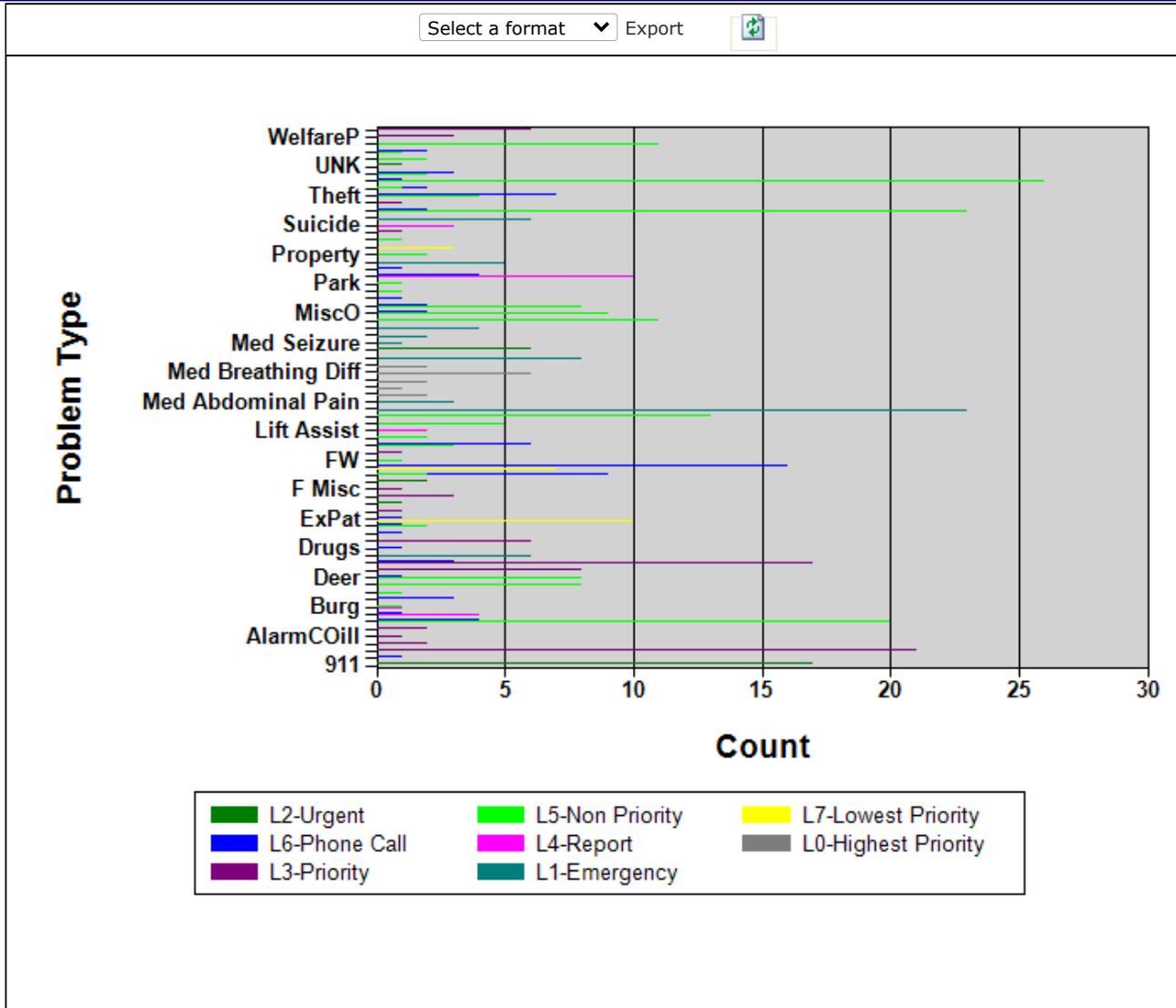


## Problem Type Summary

1:42 PM 10/08/2024

Data Source: Data Warehouse

<b>Agency:</b>	<b>LAW ENFORCEMENT</b>
<b>Division:</b>	<b>East Bethel Law</b>
<b>Day Range:</b>	<b>Date From 9/1/2024 To 9/30/2024</b>
<b>Exclusion:</b>	• <b>Calls canceled before first unit assigned</b>



Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority							Total	
	0	1	2	3	4	5	6		7
911			17						17
Abandon									
Abuse							1		1
AbuseP									
AlarmB				21					21

AlarmCO			2					<b>2</b>
AlarmCOill			1					<b>1</b>
AlarmF			2					<b>2</b>
AlarmFsmoke								
AlarmHoldup								
AlarmV								
AlarmWF								
Animal					20	4		<b>24</b>
AnimalResc								
Arson								
Assault				4		1		<b>5</b>
AssaultP								
Boat Assist								
Bomb								
BombP								
Broadcast								
Burg				1	1	1		<b>3</b>
BurgP								
Civil						3		<b>3</b>
CivilP								
CSC					1			<b>1</b>
Debris					8			<b>8</b>
Deer					8	1		<b>9</b>
Disorderly			8					<b>8</b>
Dom			17			3		<b>20</b>
DomP	6							<b>6</b>
Drugs						1		<b>1</b>
DUI			6					<b>6</b>
Dumping						1		<b>1</b>
Escort					2	1		<b>3</b>
ExPat						1	10	<b>11</b>
F Aircraft								
F Assist								
F CleanUp								
F Collapse								
F Dump								
F Elec Smell								
F Expl			1					<b>1</b>
F Gas Odor In								
F Gas Odor Out								
F Grass fire		1						<b>1</b>
F Illegal			3					<b>3</b>
F Misc			1					<b>1</b>
F Mutual Aid								
F Oven								
F Powerlines								
F SmokeIn								
F SmokeOut								
F Structure		2						<b>2</b>
F Train								
F Veh								
F Water Rescue								
Fight								
Flood in								
Flood out								
Fraud					2	9		<b>11</b>
FraudP								
FU						16	7	<b>23</b>
FW					1			<b>1</b>
Gun			1					<b>1</b>
Harass					3	6		<b>9</b>
Info					2			<b>2</b>
Lift Assist				2				<b>2</b>
Liq								
Lockout					5			<b>5</b>
LockoutP								

MA					13			13
MASS								
Med -	23							23
Med Abdominal Pain	3							3
Med Alarm								
Med Allergic	2							2
Med Assault	1							1
Med Bleed	2							2
Med Breathing Diff	6							6
Med Breathing Not	2							2
Med Choking								
Med Drown								
Med Electro								
Med Fall								
Med Heart	8							8
Med Hold		6						6
Med Info								
Med OB								
Med Priority								
Med Seizure	1							1
Med Stab-Gunshot								
Med Stroke	2							2
Med Uncon	4							4
Medex								
Misc					11	3		14
MiscO					9	2		11
Noise					8	2		10
NoTag								
Ord						1		1
Other					1			1
Park					1			1
PD				10	1	4		15
Person						1		1
PI	5							5
POR								
Property					2			2
PW								
REPO-TOW							3	3
RJ					1			1
RoadClosure								
Robbery								
RobberyP								
Shots			1					1
Slumper								
StolenProp								
Suicide				3				3
SuicideP	6							6
Susp					23	2		25
SuspP			1					1
Theft					4	7		11
TheftP								
Threat					1	2		3
ThreatP								
Traf					26	1		27
Tres					2	3		5
UNK		1						1
Unsecure								
Vand					2			2
VandP								
VehTheft					1	2		3
VehTheftP								
Weapon								
Weather								
Welfare					11	1		12
WelfareP			3					3
WT								6

Total

<b>13</b>	<b>58</b>	<b>27</b>	<b>74</b>	<b>20</b>	<b>170</b>	<b>80</b>	<b>20</b>	<b>462</b>
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**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** October 28, 2024

**Agenda Item Number:** Item 4.0 B

**Agenda Item:** Fire Department Report

**Background Information:**

Fire Chief Rodney Sanow will present the Fire Department's monthly report.

**Attachment(s):**

Attachment 1 – September 2024 calls and call graph

**Fiscal Impact:**

**Recommendation(s):** No Action Required



## East Bethel Fire Department September 2024 Response Calls

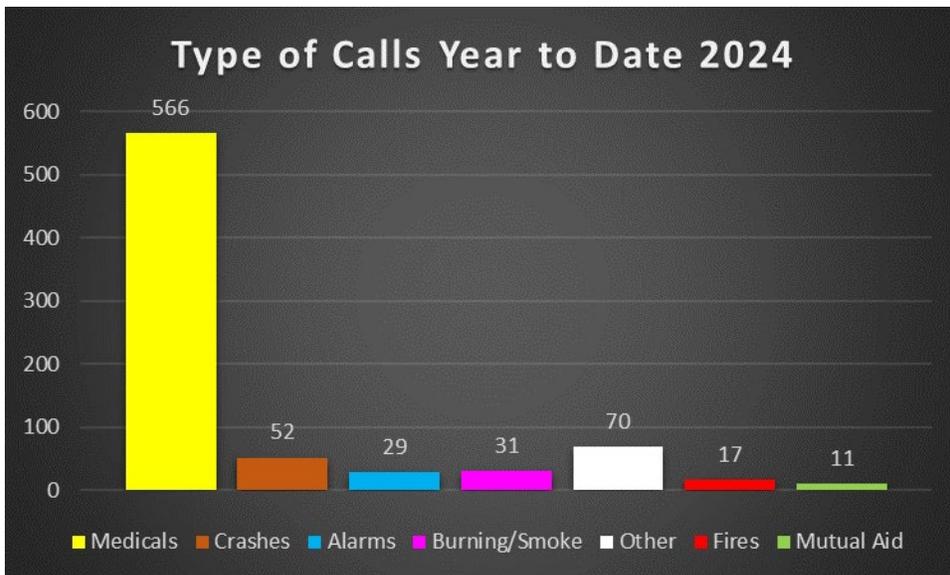
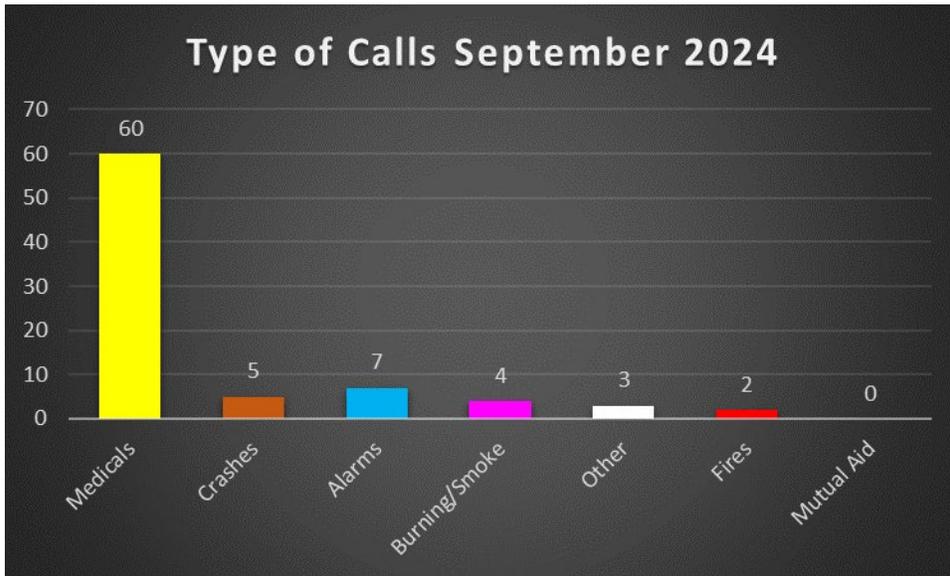
Incident No	Incident Date	Street Address	Incident Type
696	9/1/2024	Viking Blvd NE and University Ave NE	EMS call
697	9/1/2024	18745 Breezy Point Drive Northeast	EMS call
698	9/2/2024	1623 207th Avenue Northeast	EMS call
699	9/2/2024	22421 Tippecanoe Street Northeast	EMS call
700	9/3/2024	183rd Ave NE & Lakeview Point Drive NE	Crash
701	9/3/2024	22531 Jewell Street Northeast	EMS call
702	9/4/2024	900 189th Avenue Northeast	EMS call
703	9/4/2024	19240 Isetta Street Northeast	EMS call
704	9/4/2024	900 189th Avenue Northeast	EMS call
705	9/5/2024	4715 229th Avenue Northeast	EMS call
706	9/5/2024	4720 209th Avenue Northeast	Alarms
707	9/5/2024	18849 Breezy Point Drive Northeast	EMS call
708	9/6/2024	20631 Monroe Street Northeast	EMS call
709	9/6/2024	Hwy 65 Northeast and 187th Ave NE	Crash
710	9/6/2024	24355 Hwy 65 Northeast Apt 179	EMS call
711	9/6/2024	18164 Hwy 65 Northeast Apt 52	EMS call
712	9/7/2024	21064 Eveleth Street Northeast	EMS call
713	9/7/2024	24355 Hwy 65 Northeast Apt 38	EMS call
714	9/7/2024	19385 University Avenue Northeast	EMS call
715	9/8/2024	18215 Greenbrook Drive Northeast Apt 1	EMS call
716	9/8/2024	22409 Buchanan Street Northeast	EMS call
717	9/8/2024	23045 Erskine Street Northeast	Burning/Smoke
718	9/8/2024	23651 Washington Street Northeast	EMS call
719	9/8/2024	900 189th Avenue Northeast	EMS call
720	9/8/2024	2751 Viking Boulevard Northeast	Other
721	9/9/2024	24355 Hwy 65 Northeast Apt 160	EMS call
722	9/9/2024	18164 Hwy 65 Northeast Apt 123	EMS call
723	9/9/2024	18922 Yalta Street Northeast	EMS call
724	9/9/2024	19422 West Tri Oak Circle Northeast	EMS call
725	9/9/2024	21730 Zumbrota Street Northeast	EMS call
726	9/9/2024	22850 Waconia Circle Northeast	EMS call
727	9/9/2024	900 189th Avenue Northeast	EMS call
728	9/10/2024	4036 Viking Boulevard Northeast	EMS call
729	9/10/2024	21064 Eveleth Street Northeast	EMS call
730	9/10/2024	3115 227th Lane Northeast	Alarms
731	9/10/2024	23116 Sunset Road Northeast	EMS call
732	9/10/2024	900 189th Avenue Northeast	EMS call
733	9/10/2024	18448 Jackson Street Northeast	EMS call

Incident No	Incident Date	Street Address	Incident Type
734	9/11/2024	18164 Hwy 65 Northeast Apt 81	EMS call
735	9/11/2024	18164 Hwy 65 Northeast Apt 96	EMS call
736	9/12/2024	21108 Polk Street Northeast	EMS call
737	9/12/2024	20011 Jefferson Street Northeast	Alarms
738	9/13/2024	21073 Rendova Street Northeast	Alarms
739	9/13/2024	24355 Hwy 65 Northeast Apt 131	EMS call
740	9/13/2024	19620 Jackson Street Northeast	EMS call
741	9/15/2024	530 221st Avenue Northeast	Crash
742	9/16/2024	2610 221st Avenue Northeast	EMS call
743	9/16/2024	20632 Monroe Street Northeast	EMS call
744	9/18/2024	18164 Hwy 65 Northeast Apt 104	EMS call
745	9/18/2024	4710 Fawn Lake Drive Northeast	EMS call
746	9/19/2024	Hwy 65 Northeast and Viking Blvd NE	Crash
747	9/19/2024	22781 Tippecanoe Street Northeast	Building fire
748	9/19/2024	19131 Taylor St NE Apt 2nd floor lobby	Alarms
749	9/19/2024	24443 Washington Court Northeast	Alarms
750	9/19/2024	4574 Wild Rice Drive Northeast	EMS call
751	9/21/2024	1857 194th Avenue Northeast	EMS call
752	9/21/2024	19443 East Tri Oak Circle Northeast	EMS call
753	9/21/2024	163 Laurel Road Northeast	Alarms
754	9/22/2024	1607 209th Avenue Northeast	EMS call
755	9/22/2024	903 214th Lane Northeast	EMS call
756	9/22/2024	900 189th Avenue Northeast	EMS call
757	9/23/2024	1252 185th Avenue Northeast Apt 214	Other
758	9/23/2024	4710 Fawn Lake Drive Northeast	EMS call
759	9/23/2024	1664 209th Avenue Northeast	EMS call
760	9/25/2024	18164 Hwy 65 Northeast Apt 138	EMS call
761	9/25/2024	2385 Viking Boulevard Northeast	EMS call
762	9/25/2024	2339 225th Avenue Northeast	EMS call
763	9/25/2024	22836 Staples Street Northeast	Burning/Smoke
764	9/25/2024	4537 Viking Boulevard Northeast	EMS call
765	9/26/2024	18232 Hwy 65 Northeast Apt 3	EMS call
766	9/26/2024	Okinawa Street NE and Rendova St NE	Other
767	9/26/2024	1234 219th Avenue Northeast	EMS call
768	9/27/2024	4423 Viking Boulevard Northeast	Building fire
769	9/28/2024	20227 East Bethel Boulevard Northeast	EMS call
770	9/28/2024	Hwy 65 Northeast and 237th Ave NE	EMS call
771	9/28/2024	2752 225th Lane Northeast	Burning/Smoke
772	9/28/2024	Viking Blvd NE and University Ave NE	Burning/Smoke
773	9/29/2024	21932 Durant Street Northeast	Crash
774	9/30/2024	19131 Taylor Street Northeast	EMS call

Incident No	Incident Date	Street Address	Incident Type
775	9/30/2024	19131 Taylor Street Northeast Apt 309	EMS call
776	9/30/2024	18164 Hwy 65 Northeast Apt 31	EMS call

**81 Total calls**

- 60 Medicals
- 5 Crashes
- 7 Alarms
- 4 Burning/Smoke
- 3 Other
- 2 Fires
- 0 Mutual Aid



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



**Date:** October 28, 2024

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

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

**Background Information:**

Item A – Approve Bills

Item B – October 14, 2024 City Council Work Meeting Minutes

Minutes from the October 14, 2024 City Council work meeting are attached for your review.

Item C – October 14, 2024 City Council Meeting Minutes

Minutes from the October 14, 2024 City Council meeting are attached for your review.

Item D – Approve the Hire of Building Permit Technician

The City of East Bethel advertised for the vacant Building Permit Technician position on September 24<sup>th</sup>, 2024. The City received 11 applications of which five candidates were selected for an initial interview that was held on October 15, 2024. The interview panel consisted of the Deputy City Administrator, Community Development Director, and Accounting Coordinator.

After the interview process, the interview panel’s unanimous choice for the position was Misty Kolodziej. Ms. Kolodziej has vast experience in an Administrative Assistant role—scheduling, answering phones and processing various requests. Ms. Kolodziej’s interview, references and resume have demonstrated that she has the qualifications for the Building Permit Technician position and will be able perform the functions to meet the expectations of this position.

A tentative offer of employment, pending a successful background check and Council approval, at Pay Grade 5, Step A (25.47 per hour) has been accepted by Ms. Kolodziej. Staff recommends Council approve the hire of Ms. Kolodziej as the Building Permit Technician. As with all new employees, a six-month probationary period will be required for this position.

Item E – Approve the Hire of Seasonal Ice Arena Attendant

The City Council authorized advertising for the Seasonal Ice Arena Attendant positions at the June 24<sup>th</sup> Council Meeting. The City advertised this position on the City webpage, EB Chamber job site, and the League of MN Cities website. The City will continue to receive applications on a rolling basis and interview candidates as necessary in order to ensure the proper number of seasonal staff is hired to meet the demands of the arena.

City staff recommends the hiring of Dylan ODonnell for the seasonal ice arena attendant position. Staff is recommending an hourly wage of \$18.00/hour.

Funding for these positions is provided for in the Ice Arena Enterprise Fund for 2024-2025.

**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**  
**October 28, 2024**  
**Payment Summary**

Payments for Council Approval						
Bills to be approved for payment						\$155,638.63
Electronic Payroll Payments						\$87,019.58
Payroll City Council - September 13, 2024						\$2,234.02
Payroll Fire Department - September 13, 2024						\$12,740.26
Payroll City Staff - October 10, 2024						\$49,217.55
Payroll City Staff - October 24, 2024						\$49,238.48
Total to be Approved for Payment						\$306,850.04
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	76115	Menards Blaine	615	49851	\$72.39
Arena Operations	Bldgs/Facilities Repair/Maint	314890641	Trane U.S. Inc.	615	49851	\$1,483.50
Arena Operations	Electric Utilities	10 2024	Connexus Energy	615	49851	\$5,448.00
Arena Operations	Gas Utilities	899240339	Xcel Energy	615	49851	\$338.57
Arena Operations	Information Systems	B241017J	Anoka County Treasury Dept	615	49851	\$75.00
Building Inspection	Escrow Release	39533	SALLY KUCHESKA	101		\$23,571.86
Building Inspection	Motor Fuels	25850865	Mansfield Oil Company	101	42410	\$349.18
City Administration	Information Systems	B241017J	Anoka County Treasury Dept	101	41320	\$75.00
City Administration	Office Supplies	P76849962	Batteries Plus	101	41320	\$245.10
City Administration	Office Supplies	184680390	Uline	101	41320	\$426.71
City Administration	Telephone	10 2024	CenturyLink	101	41320	\$151.84
Elections	Legal Notices	1019365	ECM Publishers, Inc.	101	41410	\$48.40
Fire Department	Cleaning Supplies	184394357	Uline	101	42210	\$125.73
Fire Department	Conferences/Meetings	38855975	Ben Uden	101	42210	\$2,168.09
Fire Department	Conferences/Meetings	767260650007	Ryan Henry	101	42210	\$51.30
Fire Department	Conferences/Meetings	264	Wade Hoffman	101	42210	\$97.06
Fire Department	Electric Utilities	10 2024	Connexus Energy	101	42210	\$538.00
Fire Department	Electric Utilities	10 2024	Connexus Energy	101	42210	\$83.35
Fire Department	Electric Utilities	10 2024	Connexus Energy	101	42210	\$7.77
Fire Department	Electric Utilities	10 2024	Connexus Energy	101	42210	\$102.67
Fire Department	Gas Utilities	899240339	Xcel Energy	101	42210	\$66.42
Fire Department	General Operating Supplies	16443	Granny May's	101	42210	\$300.00
Fire Department	Information Systems	B241017J	Anoka County Treasury Dept	101	42210	\$75.00
Fire Department	Motor Fuels	25850860	Mansfield Oil Company	101	42210	\$342.61
Fire Department	Motor Fuels	25850865	Mansfield Oil Company	101	42210	\$555.51
Fire Department	Motor Fuels	CM-228648	Mansfield Oil Company	101	42210	(\$43.00)
Fire Department	Motor Vehicle Services (Lic d)	12785	Kirvida Fire, Inc.	101	42210	\$1,858.37
Fire Department	Motor Vehicle Services (Lic d)	12786	Kirvida Fire, Inc.	101	42210	\$674.44
Fire Department	Motor Vehicle Services (Lic d)	12787	Kirvida Fire, Inc.	101	42210	\$1,075.71
Fire Department	Safety Supplies	340614	Aspen Mills, Inc.	101	42210	\$49.35
Fire Department	Telephone	10 2024	CenturyLink	101	42210	\$60.85
Fire Department	Telephone	10 2024	CenturyLink	101	42210	\$87.83
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	75449	Menards Blaine	101	41940	\$47.94
General Govt Buildings/Plant	Electric Utilities	10 2024	Connexus Energy	101	41940	\$140.20
General Govt Buildings/Plant	Electric Utilities	10 2024	Connexus Energy	101	41940	\$703.13
General Govt Buildings/Plant	Electric Utilities	10 2024	Connexus Energy	101	41940	\$17.18
General Govt Buildings/Plant	Gas Utilities	899240339	Xcel Energy	101	41940	\$29.44
Mayor/City Council	Office Supplies	03485	Kevin Lewis	101	41110	\$32.38



**City of East Bethel**  
**October 28, 2024**  
**Payment Summary**

Park Capital Projects	Bldg/Facility Repair Supplies	8715	AMERICAN RAMP COMPANY	407	40700	\$70,778.02
Park Maintenance	Bldg/Facility Repair Supplies	1041546	Ham Lake Hardware	101	43201	\$25.16
Park Maintenance	Bldg/Facility Repair Supplies	96075	Isanti Ready-Mix, Inc.	101	43201	\$1,638.00
Park Maintenance	Bldg/Facility Repair Supplies	44223	Menards - Forest Lake	101	43201	\$41.90
Park Maintenance	Bldg/Facility Repair Supplies	22580	Menards Cambridge	101	43201	\$39.76
Park Maintenance	Bldg/Facility Repair Supplies	22679	Menards Cambridge	101	43201	\$146.66
Park Maintenance	Bldg/Facility Repair Supplies	22993	Menards Cambridge	101	43201	\$234.62
Park Maintenance	Clothing & Personal Equipment	4208319792	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Clothing & Personal Equipment	4209041498	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$29.25
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$33.26
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$23.11
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$29.41
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$108.79
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$206.52
Park Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43201	\$19.63
Park Maintenance	Equipment Parts	P31608	MN Equipment	101	43201	\$203.62
Park Maintenance	Equipment Parts	P32022	MN Equipment	101	43201	\$185.03
Park Maintenance	Motor Fuels	25850860	Mansfield Oil Company	101	43201	\$658.86
Park Maintenance	Motor Fuels	25850865	Mansfield Oil Company	101	43201	\$476.15
Park Maintenance	Motor Fuels	CM-228648	Mansfield Oil Company	101	43201	(\$82.69)
Park Maintenance	Park/Landscaping Materials	22572	Menards Cambridge	101	43201	\$94.03
Park Maintenance	Personnel/Labor Relations	102316	Trust in Us, LLC	101	43201	\$58.00
Park Maintenance	Safety Supplies	9288724314	Grainger	101	43201	\$145.60
Park Maintenance	Sign/Striping Repair Materials	339155	S & S Industrial Supply	101	43201	\$10.90
Park Maintenance	Small Tools and Minor Equip	9280259574	Grainger	101	43201	\$54.06
Payroll	Insurance Premiums	11 2024	Dearborn Group	101		\$1,943.81
Payroll	Insurance Premiums	CNS0001680433	Delta Dental	101		\$520.87
Payroll	Insurance Premiums	CNS0001680433	Delta Dental	101		\$51.04
Payroll	Insurance Premiums	265866393060	Medica	101		\$9,604.43
Payroll	Insurance Premiums	436200112024	NCPERS Group Life Ins	101		\$80.00
Payroll	Union Dues	10 2024	MN Public Employees Assn	101		\$351.00
Planning and Zoning	Filing Fees	24-34531	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-36187	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-36192	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Legal Notices	1019366	ECM Publishers, Inc.	101	41910	\$66.55
Planning and Zoning	Legal Notices	1019367	ECM Publishers, Inc.	101	41910	\$66.55
Planning and Zoning	Professional Services Fees	M29556	TimeSaver Off Site Secretarial	101	41910	\$167.00
Police	Professional Services Fees	41357	Animal Humane Society	101	42110	\$4,121.00
Recycling Operations	Bldg/Facility Repair Supplies	158877	Int'l Security Products	226	43235	\$224.74
Recycling Operations	Bldg/Facility Repair Supplies	76210	Menards Blaine	226	43235	\$65.92
Recycling Operations	Bldg/Facility Repair Supplies	76241	Menards Blaine	226	43235	(\$44.97)
Recycling Operations	Electric Utilities	10 2024	Connexus Energy	226	43235	\$60.90
Recycling Operations	Gas Utilities	899240339	Xcel Energy	226	43235	\$24.18
Recycling Operations	Professional Services Fees	CU-42432	First State Tire Recycle	226	43235	\$199.13
Sewer Operations	Electric Utilities	10 2024	Connexus Energy	602	49451	\$66.82
Sewer Operations	Electric Utilities	10 2024	Connexus Energy	602	49451	\$178.72
Street Maintenance	Bldg/Facility Repair Supplies	541201292244288	Capital One Trade Credit	101	43220	\$49.99
Street Maintenance	Bldgs/Facilities Repair/Maint	4208319792	Cintas Corporation	101	43220	\$9.15
Street Maintenance	Bldgs/Facilities Repair/Maint	4209041498	Cintas Corporation	101	43220	\$9.15



**City of East Bethel**  
**October 28, 2024**  
**Payment Summary**

Street Maintenance	Clothing & Personal Equipment	4208319792	Cintas Corporation	101	43220	\$33.56
Street Maintenance	Clothing & Personal Equipment	4209041498	Cintas Corporation	101	43220	\$33.56
Street Maintenance	Clothing & Personal Equipment	1975	Nate Ayshford	101	43220	\$199.95
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$39.55
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$37.45
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$28.94
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$29.53
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$69.48
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$557.84
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$143.92
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$11.57
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$98.99
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$410.66
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$107.54
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Electric Utilities	10 2024	Connexus Energy	101	43220	\$5.25
Street Maintenance	Gas Utilities	899240339	Xcel Energy	101	43220	\$19.34
Street Maintenance	Lubricants and Additives	120684879	Fleet Pride	101	43220	\$96.20
Street Maintenance	Motor Fuels	25850860	Mansfield Oil Company	101	43220	\$1,633.98
Street Maintenance	Motor Fuels	25850865	Mansfield Oil Company	101	43220	\$206.33
Street Maintenance	Motor Fuels	CM-228648	Mansfield Oil Company	101	43220	(\$205.06)
Street Maintenance	Motor Vehicle Services (Lic d)	06757	Central Truck Service, Inc	101	43220	\$140.00
Street Maintenance	Motor Vehicles Parts	120655919	Fleet Pride	101	43220	\$42.39
Street Maintenance	Motor Vehicles Parts	339292	S & S Industrial Supply	101	43220	\$3.39
Street Maintenance	Street Maint Materials	IN60152	City of St. Paul	101	43220	\$1,132.35
Street Maintenance	Street Maint Materials	75539	Menards Blaine	101	43220	\$94.07
Street Maintenance	Tires	270071090	Custom Cap and Tire	101	43220	\$386.00
Water Utility Operations	Chemicals and Chem Products	6889193	Hawkins, Inc	601	49401	\$100.00
Water Utility Operations	Chemicals and Chem Products	6894825	Hawkins, Inc	601	49401	\$2,064.55
Water Utility Operations	Electric Utilities	10 2024	Connexus Energy	601	49401	\$190.22
Water Utility Operations	Electric Utilities	10 2024	Connexus Energy	601	49401	\$133.22
Water Utility Operations	Electric Utilities	10 2024	Connexus Energy	601	49401	\$1,122.55
Water Utility Operations	Gas Utilities	11 2024-2	CenterPoint Energy	601	49401	\$37.38
Water Utility Operations	Gas Utilities	11-2024-1	CenterPoint Energy	601	49401	\$221.55
Water Utility Operations	Telephone	10 2024	CenturyLink	601	49401	\$128.76
Water Utility Operations	Telephone	10 2024	CenturyLink	601	49401	\$152.56
Water Utility Operations	Telephone	10 2024	CenturyLink	601	49401	\$149.74
Water Utility Operations	Utility Maint Supplies	0537258	Ferguson Waterworks #2518	601	49401	\$11,062.66



**City of East Bethel**  
**October 28, 2024**  
**Payment Summary**

Water Utility Operations	Utility Maint Supplies	184234888	Uline	601	49401	\$138.80
						<b>\$155,638.63</b>



**City of East Bethel**  
**October 28, 2024**  
**Payment Summary**

<b>Electronic Payroll Payments</b>		
Payroll	PERA	\$21,202.16
Payroll	Federal Withholding	\$15,325.80
Payroll	Medicare Withholding	\$5,038.96
Payroll	FICA Tax Withholding	\$19,571.40
Payroll	State Withholding	\$7,412.53
Payroll	MSRS/H.S.A./HCSP	\$18,468.73
		<b>\$87,019.58</b>

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL WORK MEETING

October 14, 2024

The East Bethel City Council met on October 14, 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  
Nate Ayshford, Public Work Director

### 1.0 – Future Storm Event Recovery

Look stated there have been lots of resident questions about what the City is doing regarding storm cleanup. He stated that he has spoken to Andover regarding budgeting for storms.

DeRoche stated that he received quite a few calls after the last storm, and he thinks there should be something they can do for the residents. DeRoche asked how much time was spent over at Coon Lake Beach after the storm. Ayshford stated they spent \$27,000 for the last two storms, with about 70 locations with trees in the road. He stated that it really depends on the size of the storm.

Mundle asked what the City does with the brush collected from the storm. Ayshford stated that it is burned.

Lewis asked if there are any County resources to help with this. Look stated that the Parks Department would handle the County rights-of-way.

Miller stated there needs to be a plan in place when situations happen. He stated that the City could contact Mike Revard to see if he could be used for potential mulching. Lewis stated that curbside pick-up would not be possible, but pick-up locations could be more realistic.

Look stated there will be a finalized budget in November, so a possible dollar amount could be added for storm recovery funds. Lewis stated they can talk to neighboring cities to see what they do in these situations.

Ayshford stated the two potential options for pick-up locations are Booster Park and Bonde Park. Mundle asked if they could look for other potential location options.

### 2.0 – Viking Meadows Final Plat Discussion

DeRoche asked if there is a building schedule. Berg stated that there is a loose schedule, but they need approval from the Council before they can finalize anything.

Matt Barker stated that they submitted the plat in July 2024 and have been working since then to make sure everything is correct and appropriate to the preliminary plat that was approved. He anticipated a start date in January/February 2025 if this is improved by the Council, with the groundbreaking in the Spring of 2025.

Smith asked about the cost of the oversized credit for the developer. Matt Barker stated that cost is associated with oversizing the pipe for what is needed for their development to serve future development expansion.

1 Smith asked if it is common practice for the City Engineer to check on the project every 7 days. Berg  
2 stated that there is an on-site project review person who runs through the checklist to make sure the  
3 City standards are being met throughout the project.

4 Lewis asked if he would regard everything that has been developed as phase 1 and other parcels as  
5 outlots. Mr. Barker stated that the limits of the grading are much greater than the 47 lots. He stated  
6 that the phase 1 grading ends up being almost 152 lots.

7 Smith asked how long phase 1 will take when groundbreaking occurs. Mr. Barker stated that they will  
8 start with the 55- foot detached single-family and the 70-foot product that will run simultaneously.  
9 He stated that he thinks they will be able to get through all 47 lots within the year.

10 DeRoche asked who is building the homes. Mr. Barker stated Capstone Homes will be building them  
11 all.

12 Mundle asked if they have a plan to deal with the irrigation and other factors from the golf course.  
13 Mr. Barker stated that the irrigation would be ripped out and they have a significant demolition  
14 budget for other things in the ground.

### 15 **3.0 – Facility Access Policy**

16 Look stated there was a misuse of software equipment, which brought up a larger question about  
17 who has access to facilities and equipment. He stated that there are City-owned facilities and City-  
18 owned facilities that people are under contract with, like Whispering Aspens, that this policy would  
19 not apply. He stated that even a small incident could cost the City lots of dollars. He stated that safety  
20 is very important, including reporting incidents, identification cards, etc.

21 Lewis asked if the League of Minnesota has a policy in place for cities they insure.

22 DeRoche asked if there had been an incident that prompted this discussion. Look stated there was an  
23 instance where data was released to the public on Facebook from a fire call, and it became a  
24 problem. DeRoche stated that he does not think there should be access to sensitive information after  
25 leaving the department if they retire or leave. Look stated that they are trying to avoid sensitive  
26 employee information from being leaked.

27 Lewis asked if there had been any discussion with the Fire Chief Sanow. Look stated that they can  
28 start crafting all the language and bring it to the Personnel Committee and draft a policy. DeRoche  
29 stated that the Personnel Committee can get together soon and get some feedback to hammer out  
30 some details.

31 Miller asked about the 911 app and clarified that you must give your number in order to get in. Look  
32 stated that only authorized personnel have access to the app. Miller stated that access codes should  
33 be changed immediately and not be given to any non-active duty members.

### 34 **4.0 – Adjourn**

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

37 Work Meeting adjourned at 6:49 p.m.

38 Submitted by:

39 Lilian Rokosz, *TimeSaver Off Site Secretarial, Inc.*

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

October 14, 2024

The East Bethel City Council met on October 14, 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  
Aaron Berg, Community Development Director  
Nate Ayshford, Public Works Manager

### 1.0 Call to Order

The October 14, 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. Miller 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

None.

### 5.0 Public Forum

Tammy Gimple, 22359 Baton Street, stated there was a Facebook post that included a private active 911 call. Ms. Gimple stated that her opponent in the Mayoral election still has access to the app. She stated that nobody wants private information from that app out for the public to see. She also asked if the bill to pay for the Capstone report could be tabled.

Lewis stated that he was planning to table the bill for the Capstone report until the next City Council meeting when the report would be presented.

Ms. Gimple stated that there are lots of disturbing things in the report about the Fire Department and lots of unqualified people who work there.

### 6.0 Consent Agenda

~~Item A: Approve Bill List~~

Item B: Approve Meeting Minutes September 23, 2024 City Council Meeting

~~Item C: Resolution 2024-67, Setting Public Hearing Date: Delinquent Accounts - Utility~~

Item D: Liability Coverage Waiver Form

Item E: Approve 2025 Anoka County Residential Recycling Contract

Item F: Resolution 2024-68, Permanent Fund Transfer

Item G: Final Payment for the 183<sup>rd</sup> Avenue Street Reconstruction Project

Item H: Pay Estimate No. 2 for the 2024 Street Surface Improvement Project

Item I: Pay Estimate No. 3 for the 2024 Street Reconstruction Project

1 Item J: Resolution 2024-69, Approve Gambling Premises Permit for St. Francis Youth Hockey  
2 Smith requested to pull Item A. DeRoche requested to pull Item C.

3 **DeRoche stated I'll make a motion to approve Consent Agenda as amended, removing Items A and**  
4 **C. Mundle stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in**  
5 **favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

#### 6 **6.0 A Approve Bill List**

7 Smith asked about the escrow release on page 6. Berg stated that whenever there is a failing septic  
8 system and a transfer of property, there is an ordinance that obligates the seller of the property to  
9 provide an escrow to cover the cost of repairing the septic system. He stated that a time is  
10 coordinated to replace/repair the septic system, and the buyer's money that is held in a City account  
11 is released to Lashinski to pay for his work.

12 Smith also asked about the Minnesota Department of Labor and Industry State surcharges. Berg  
13 stated that every permit that is kicked out that is connected to sewer and water is collected on the  
14 front end when the permit is paid for and then the State is given the surcharge.

15 Smith asked about the lack of department codes on some of the Hakanson Anderson charges. Berg  
16 stated that may be due to City-based street projects that come out of escrow.

17 Smith asked about the bill for the SAC fee to Met Council. Berg stated that as homes start coming  
18 online, every plumbing permit that is pulled there is a SAC connection charge.

19 Smith asked about the conference of meetings bill for the Fire Chief. Look stated that is regarding the  
20 cost of the hotel rooms and food for the off-site training conferences.

21 Smith asked about the phone bills from T Mobile and Verizon for the Fire Department. DeRoche  
22 asked if they could find out how many phones were included and if the phones were being used for  
23 personal use. Look said he will find that answer.

24 **DeRoche stated I'll make a motion to table the payment of the Capstone LLC. bill until after the**  
25 **presentation at the October 28, 2024 City Council Meeting. Miller stated I'll second.** Lewis asked  
26 any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That  
27 motion passes. **Motion passes unanimously.**

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

#### 31 **6.0 C Resolution 2024-67, Setting Public Hearing Date: Delinquent Accounts – Utility**

32 DeRoche asked why the delinquencies seem to be coming out of the same area and is wondering  
33 what the reason behind that is. Lewis requested staff to give them a report soon after the public  
34 hearing on November 13<sup>th</sup> so the Council has an update.

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

38 In response to an earlier question, Look clarified that there are 2 lines on the T Mobile bill and 15  
39 lines on the Verizon bill.

#### 40 **7.0 New Business. Commission, Association, and Task Force Reports**

##### 41 **7.0 A Planning Commission**

##### 42 **7.0 A.1 CUP, Exterior Storage 23035 Ulysses Street NE, North County Concrete**

1 Berg stated that on September 9, 2024, the City received an application from Karl Virkus, owner of  
2 North County Concrete, Inc., for a Conditional Use Permit (CUP) for exterior storage on a vacant  
3 parcel, across Ulysses Street NE to the west of the existing North County Concrete, Inc. location.

4 Berg noted that the vacant parcel is over three acres in size and is located at the Northwest corner of  
5 230th Lane NE and Ulysses Street NE, in a Light Industrial (I) Zoning District. It borders a 17.50-acre  
6 Single Family Residential (R1) parcel on the West lot line and three Single Family Residential (R1)  
7 parcels of the Cooper Lake Estates subdivision to the North.

8 Berg stated that Virkus is proposing the exterior storage of equipment, trucks, and trailers for the  
9 associated business across the street at 23035 Ulysses Street NE. He is proposing the construction of  
10 a six-foot privacy fence with an entrance gate onto Ulysses Street NE and one the cul-de-sac onto  
11 230th Lane NE, landscape boulevard areas with evergreen trees and bushes to match the North  
12 County Concrete, Inc. location.

13 Berg also stated that the proposal includes stripping and removing the topsoil and replace with  
14 crushed asphalt millings to provide a positive drainage to the roads for watershed, as well as  
15 installing drive-over curb and concrete approach aprons at each gate location. Berg noted that there  
16 is not a building included in the proposal however Virkus indicated he would be constructing a build  
17 on the parcel someday.

18 Berg referenced Section 48. – Light Industrial (I) District permits Exterior Storage as regulated under  
19 Section 24 as a Conditional Use.

20 Section 24. – Exterior Storage 4. – (I) District. Construction yards are exempt from exterior storage  
21 requirements as outlined in Section 24, 4-A, provided they are located in the rear yard behind the  
22 principal building and cannot exceed the square footage of the principal building and shall not be  
23 allowed within the required setbacks, public right-of-way, private access easement, or within the  
24 required parking area.

25 Berg stated that under the current proposal, the Exterior Storage on a separate parcel, without a  
26 principal building, would not meet the conditions of the City ordinance. Berg referenced Section 22.  
27 Off-Street Parking and Loading Requirements, including:

- 28 • 1. - Purpose. This section establishes off-street parking standards to allow for the orderly and  
29 adequate parking of vehicles on property, to alleviate and prevent congestion on public right-  
30 of-way, and to control the appearance and maintenance of parking areas and surfaces.
- 31 • 2. - Scope of regulations. -The regulations and requirements set forth in this chapter shall  
32 apply to all off-street parking facilities in all of the zoning districts.
- 33 • 3. - General provisions. B. - Prohibited uses in required parking areas. Required off-street  
34 parking areas in the B-1, B-2, B-3, I, and MXU districts, shall not be used for open storage of  
35 goods, recreational vehicles and equipment, commercial vehicles and equipment,  
36 unlicensed/inoperable vehicles, or vehicles displayed for sale.
- 37 • 4. - Design, construction, and maintenance. A. - All parking facilities and streets are subject to  
38 the City of East Bethel engineering standards.

39 Berg referenced Section 48. – E. which does however identify: Other similar uses to those permitted  
40 in this section as determined by the planning commission and approved by the City Council.

1 Berg referenced Section 23. – Screening Regulations – B. Any business, industrial, non-residential  
2 uses, and residential dwellings other than detached single-family adjacent to any residential district  
3 shall provide screening along the boundary of residential property.

4 Berg referenced Section 35. – Grading, Filling, and Excavation 7. - Stormwater management. No land  
5 shall be developed and no use shall be allowed that results in water runoff causing flooding, erosion,  
6 or increased runoff on adjacent property. Such runoff shall be properly channeled into a watercourse,  
7 ditch, storm pond, or other appropriate facility subject to review and approval by the City Engineer.

8 Berg stated that on September 24, 2024, the Planning Commission held a Public Hearing in which  
9 there was a neighboring residential property owner present. Her questions were related to property  
10 surveying and how the runoff will be directed. After a review of the application material, hearing  
11 from the neighbor as well as the applicant, the Planning Commission by a 5-1 vote recommended  
12 approval of the CUPA with three added conditions.

13 Berg stated that the City Council should review the request, consider the Planning Commission’s  
14 formal recommendation and either approval, approval with alternative conditions or a denial of the  
15 CUP for Exterior Storage on a vacant parcel, PID: 32-34-23-34-0013. Additionally, if approved a CUP  
16 Agreement must be fully executed by the owner prior to any site work, grading or construction.

17 Mundle asked if the three conditions were included in the packet they have. Berg stated that they  
18 are.

19 Lewis asked if North Country Concrete had seen and approved conditions A-J. Berg stated that the  
20 applicants were at the meeting when the conditions were discussed. Virkus stated that all the  
21 conditions are acceptable for them.

22 DeRoche asked what the plans were for the road in between. Berg stated that the cul-de-sac makes a  
23 connection to 231<sup>st</sup> Lane and to the North. DeRoche asked what kind of screening is being  
24 anticipated. Berg presented an image of what the existing screening on the site is currently.

25 DeRoche asked how this fits into the Comprehensive Plan. Berg stated that when the amendments to  
26 the Comprehensive Plan were made, storage on an exterior lot was somewhat zoned out, forced to  
27 the rear of construction companies, not to exceed twice the floor print of the existing building.

28 **Smith stated I’ll make a motion to adopt Resolution 2024-66, CUP, Exterior Storage 23035 Ulysses**  
29 **Street NE, North County Concrete. Miller stated I’ll second.** Lewis asked any discussion? To the  
30 motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion**  
31 **passes unanimously.**

32 **7.0 B Economic Development Authority**

33 None.

34 **7.0 C Park Commission**

35 None.

36 **8.0 Department Reports**

37 **8.0 A Community Development**

38 **8.0 A1 Final Plat: Viking Meadows**

39 Berg stated that on July 8, 2024, the City received a Final Plat approval request for the redevelopment  
40 of the Viking Meadows Golf Course. This is a multi-phased, multi-year development plan with the first  
41 47 single family units included in the initial Final Plat Application. Future phases will be platted as  
42 Outlots and will require Final Plat applications for each subsequent phase. Berg noted that Staff have

1 reviewed the submission and concluded that the Final Plat complies with the Preliminary Plat which  
2 was approved by Resolution 2024-04 on February 12, 2024.

3 Berg stated that City staff, Public Works Director, City Engineer, and City Attorney along with the  
4 Developer's employees, engineer, and attorney have worked through all City required items  
5 including, but not limited to, engineer plans, landscape plans, wetland review and replacement plan,  
6 permitting, a robust Developer's Agreement, along with a covenants, and declarations HOA  
7 document.

8 Berg stated that the City has received the following approvals: MPCA Sewer Extension approval, a MN  
9 Dept. of Health water extension approval, an Anoka County Engineer approval for a Viking Boulevard  
10 entrance, the County Board has approved ditch abandonment, a wetland replacement plan, and an  
11 agreement to purchase wetland credits has been submitted.

12 Berg noted that any outstanding items identified in the City Engineer's October 7, 2024 Review No. 3  
13 will be conditions of approval and the Final Plat will not be released for filing until all items are  
14 satisfied and approved by the City Engineer. Berg stated that City Staff recommends the City Council  
15 review the Final Plat submission and consider approving the Final Plat as presented in Resolution  
16 2024-70.

17 **DeRoche stated I'll make a motion to adopt Resolution 2024-70, approving the subdivision and**  
18 **Final Plat for Viking Meadows. Mundle stated I'll second.** Lewis asked any discussion? To the  
19 motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion**  
20 **passes unanimously.**

21 **8.0 B Engineer Report**

22 None.

23 **8.0 C City Attorney**

24 None.

25 **8.0 D Finance**

26 None.

27 **8.0 E Public Works**

28 None.

29 **8.0 F Fire Department**

30 None.

31 **8.0 G City Administrator Report**

32 None.

33 **9.0 – Other Items**

34 **9.0 A Staff Report**

35 Look updated the City has 2 applications for the Building Permit Technician and the City Planner  
36 positions. He stated that the 4 applicants who will be interviewed for the Building Permit Technicians  
37 and no applicants to interview for the City Planner position.

38 Look gave a run down on his conference in Pittsburg. He stated there were lots of interesting classes  
39 on things like target-based budgeting and building the bench, among other classes. He stated that  
40 overall it was very helpful and insightful.

1 **9.0 B Council Reports**

2 Smith stated that after the discussion about the facility access policy he believes the access codes to  
3 the Fire Department should be changed immediately. DeRoche asked who is included in the Auxiliary  
4 members of the Fire Department.

5 **Smith stated I'll make a motion to change access codes immediately to include only active safety**  
6 **personnel, not including the Auxiliary members, and all inactive firefighters to be removed from**  
7 **the 911 app. Miller stated I'll second.** Lewis asked any discussion? To the motion, all in favor say  
8 aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

9 Mundle stated that the Council received an email to do a review of the City Administrator, and  
10 reviews to be returned to the Mayor via email. He stated that in past years, it has been conducted by  
11 the City Attorney. He suggested that any reviews that have not been received yet should be sent to  
12 the City Attorney to reduce any liability exposure to the City.

13 Look stated that he does not want to see the reviews. Larson stated that it is akin to sending the  
14 reviews to an outside HR to compile the reviews and summarize the quality information without  
15 determining who submitted the particular review.

16 **9.0 C Other**

17 None.

18 **10.0 Adjourn**

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

21 Meeting adjourned at 8:01 p.m.

22 Submitted by:

23 Lilian Rokosz

24 *TimeSaver Off Site Secretarial, Inc.*



October 15, 2024

Misty Kolodziej

Appointment/Conditional Offer of Employment – Building Permit Technician

Dear Ms. Kolodziej,

At its regular meeting on Monday October 28, 2024, the City Council will consider approval of our recommendation (pending a successful background and reference check) to make an offer of employment for the Building Permit Technician position to you. The official start date for this position is November 12, 2024 with eligibility for City benefits starting December 1, 2024.

- Starting Wage: 2024 Pay Plan: \$25.47 per hour, Grade 5, Step A
- Insurance Benefits: 2024 Pay Plan: \$1,450 per month or \$725.00 per pay period
- Vacation: Earned at a rate of ten (10) days per year or 3.08 hours per pay period. You may use the vacation as you accrue the time.
- Safe and Sick Leave: One day, eight (8) hours per month. You may use the sick leave as you accrue time.
- Holidays: Thirteen (13) holidays per year.
- Probationary period: Six (6) months.
- Pay periods: Twenty six (26) pay periods per year.

If you have any questions, please do not hesitate to contact me at 763-367-7850. Welcome aboard!

Sincerely yours,

Matt Look  
City Administrator

I have read and understand the offer of employment from the City of East Bethel. I accept the offer as presented:

Signature

10/16/2024  
Date

Please sign and date the offer letter and return a copy of the signed letter for our file.  
Thank you.

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



**Date:** Oct. 28<sup>th</sup>, 2024

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

**Agenda Item:** Variance Request – General Regulations -Detached Accessory Structure placement nearer to Front Lot Line than Primary Structure – 18260 Fillmore St NE – Brigitt Pastwa

**Requested Action:** Consider a Variance for the placement of a Detached Accessory Structure placement nearer to Front Lot Line than Primary Structure.

**Background Information:** The applicant’s property is located in the Oakridge Acres Development and within a Single Family R1 Residential Zoning District. The applicant’s property is nearly (3) three acres in size however over (1) one acre of the rear yard is wetlands/ lowlands, a platted Drainage and Utility Easement as well as an Easement for overhead utility lines. The property owner is requesting a variance for the placement of a detached accessory structure closer to the street than the primary structure due to Drainage and Utility Easements in addition to the SSTS (Septic) placement on the property.

Zoning Appendix A. General Regulations – Section 14-2.F states “No accessory building or detached private garage shall be located nearer the front lot line than the principal building except when the lot is three acres or greater and the existing principal building is located a minimum of 200 feet from the lot line. Then the accessory building or detached private garage may be located closer to the front lot line than the principal dwelling, but not closer than 50 percent of the principal dwelling’s setback. This property is 2.94 acres, with the primary structure set back approximately 90 feet from the front lot line. This request does not meet the criteria set forth to allow the structure to be placed closer to the road, so a variance would be required for the placement of a detached accessory structure.

Consideration of a variance requires the consideration of a three-factor test for 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. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

In this case:

- ***The property owner is requesting looking to build a detached accessory structure in which she may keep lawn equipment and general storage.***
- ***This use is listed as an accessory use in the Single (R1) Family Residential Zoning District.***
- 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. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

In this case:

- *This property is unique in that it is divided in half by an 80 foot wide Overhead Power Line Utility Easement which is located behind the primary residence.*
  - *The rear yard contains a .75 acre wetland/ lowland platted Drainage and Utility Easement which covers multiple properties in the development.*
  - *There are topographical challenges limiting the placement and orientation of the newly proposed detached accessory structure. This lot is wooded with a ten-foot changes in elevation, from the front lot line to Utility Easement. (See Attachment 3)*
  - *The SSTS (Septic) drain field location is located directly south of the primary residence in the area in line with or behind the front foundation line of the primary residence.*
- 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. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

In this case:

- *The proposed structure will replace a temporary tarp building which does not meet city code.*
- *The proposed detached accessory structure will not encroach on other required setbacks.*
- *The construction of a new detached accessory structure will provide an enclosed structure in which the property owner can store personal property and screening of items from all adjacent properties.*
- *Standing tree growth between the proposed detached accessory structure and the front property line will aid in screening it from view from the public roadway.*

**Planning Commission:** On October 22, 2024, the Planning Commission held a Public Hearing which there was no public comment. After a review of the application material and hearing from the applicant the Planning Commission, by a 4-0 vote recommended approval of the Variance for the placement of a detached accessory structure nearer to the front lot line than the primary structure with conditions as written in Resolution 2024-XX.

**Recommendation:** City Council should review the request, the Planning Commission’s formal recommendation, and consider approving the Variance as presented in Resolution 2024-71.

**Attachments:**

1. Resolution 2024-71, Variance Approval
2. Location Map
3. Aerial Map
4. Site Plan
5. Elevations Map

**City Council Action:**

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

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

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

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

**CITY OF EAST BETHEL  
COUNTY OF EAST  
BETHEL STATE OF  
MINNESOTA**

**RES. NO. 2024-71**

**A RESOLUTION GRANTING A VARIANCE FOR THE PLACEMENT OF A STRUCTURE NEARER TO THE FRONT PROPERTY LINE THAN THE PRINCIPAL STRUCTURE FOR THE CONSTRUCTION OF A RESIDENTIAL DETACHED ACCESSORY STRUCTURE ON PROPERTY LOCATED AT 18260 FILLMORE ST NE (PIN 32-33-23-33-0009)**

**LOT 9 BLOCK 1 OAKRIDGE ARRES; SUBJECT TO EASEMENT OF REC**

**WHEREAS**, the property owner requested a variance for the placement of a detached accessory structure nearer to the front property line than the principal structure for the construction of a residential detached accessory structure, and;

**WHEREAS**, the Planning Commission held a public hearing on October 22, 2024; and,

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

1. Is a reasonable use of the property;
  - This use is listed as an approved accessory use in the Single (R1) Family Residential Zoning District.
  - The property owner is looking to build a detached accessory structure in which they may keep lawn equipment and general storage.
2. Is a unique situation to this property due to circumstances not caused by the landowner;
  - This property is unique in that it is divided in half by an 80 foot wide Overhead Power Line Utility Easement which is located behind the primary residence.
  - The rear yard contains a .75-acre wetland/ lowland platted Drainage and Utility Easement which covers multiple properties in the development.
  - There are topographical challenges limiting the placement and orientation of the newly proposed detached accessory structure. This lot is wooded with a ten-foot changes in elevation, from the front lot line to Utility Easement.
  - The SSTS (Septic) drain field location is located directly south of the primary residence in the area in line with or behind the front foundation line of the primary residence.
3. Will not have a negative effect the characteristic of the neighborhood;
  - The proposed structure will replace a temporary tarp building which does not meet city code.
  - The proposed detached accessory structure will not encroach on other required setbacks.

- The construction of a new detached accessory structure will provide an enclosed structure in which the property owner can store personal property and screening of items from all adjacent properties.
- Standing tree growth between the proposed detached accessory structure and the front property line will aid in screening it from view from the public roadway.

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby approves the variance to allow for the placement of a detached accessory structure closer to the front property line than the principal structure for the construction of a residential detached accessory structure on property located at 18260 Fillmore St NE with the following conditions:

1. Property owner must obtain a building permit and complete all necessary inspections as required by the Minnesota Uniform Building Code.

Adopted by the City Council of the City of East Bethel on this 28th day of October, 2024.

CITY OF EAST BETHEL

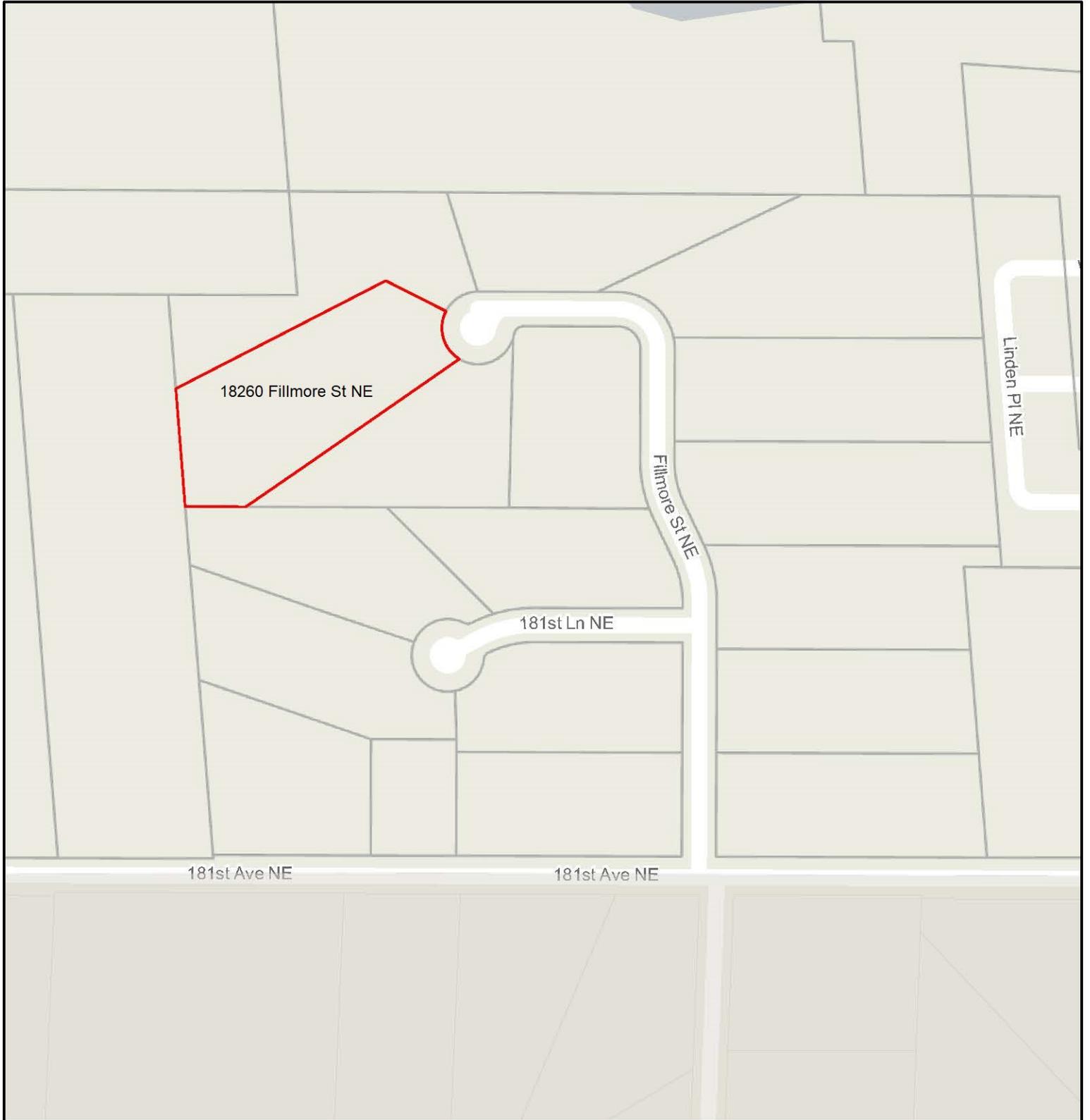
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Kevin Lewis, Mayor

ATTEST:

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Matt Look, City Administrator



-  Parcels
-  City Mask

1 inch equals 369 feet



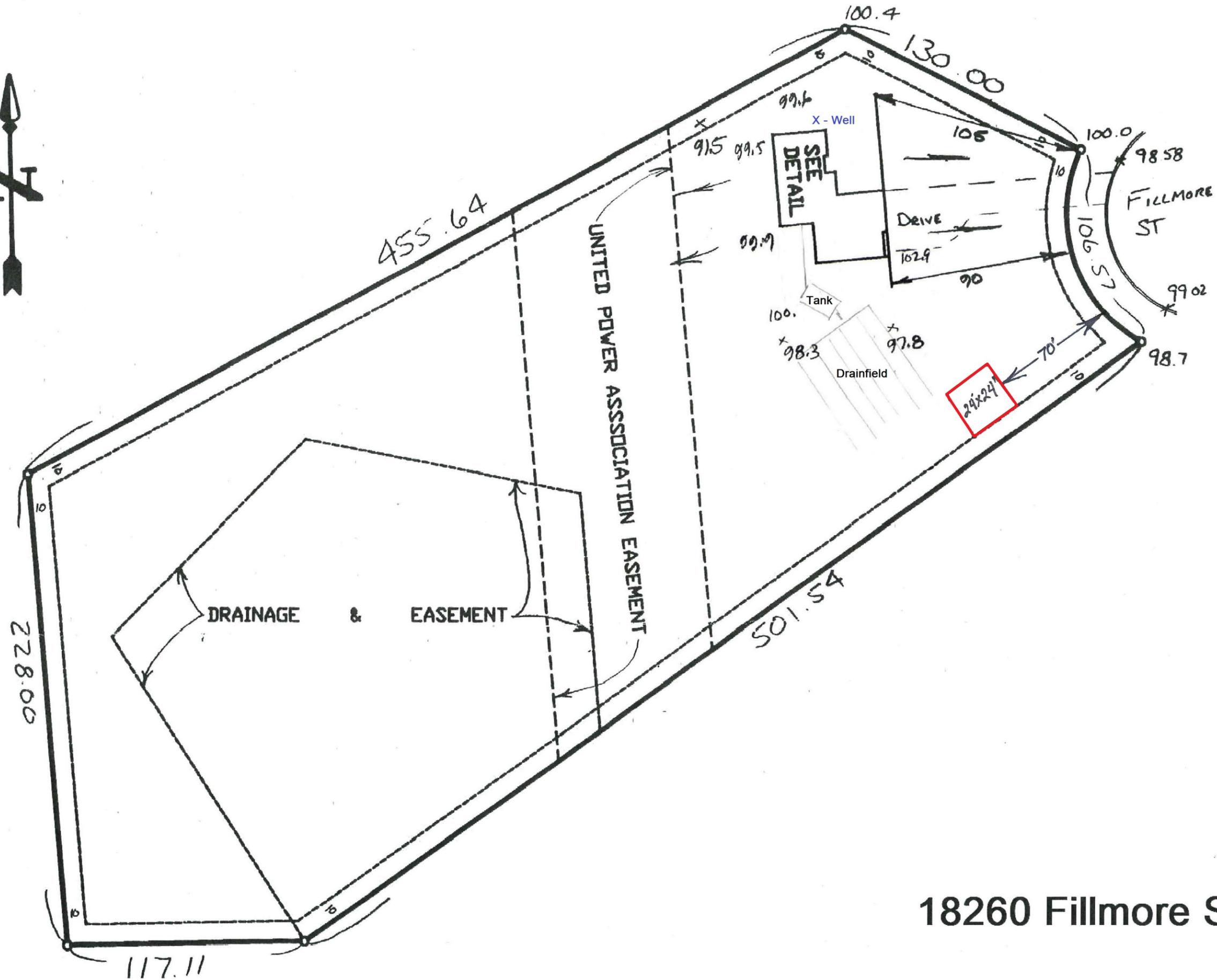
# 18260 Fillmore ST NE - Aerial Map



1 inch equals 113 feet

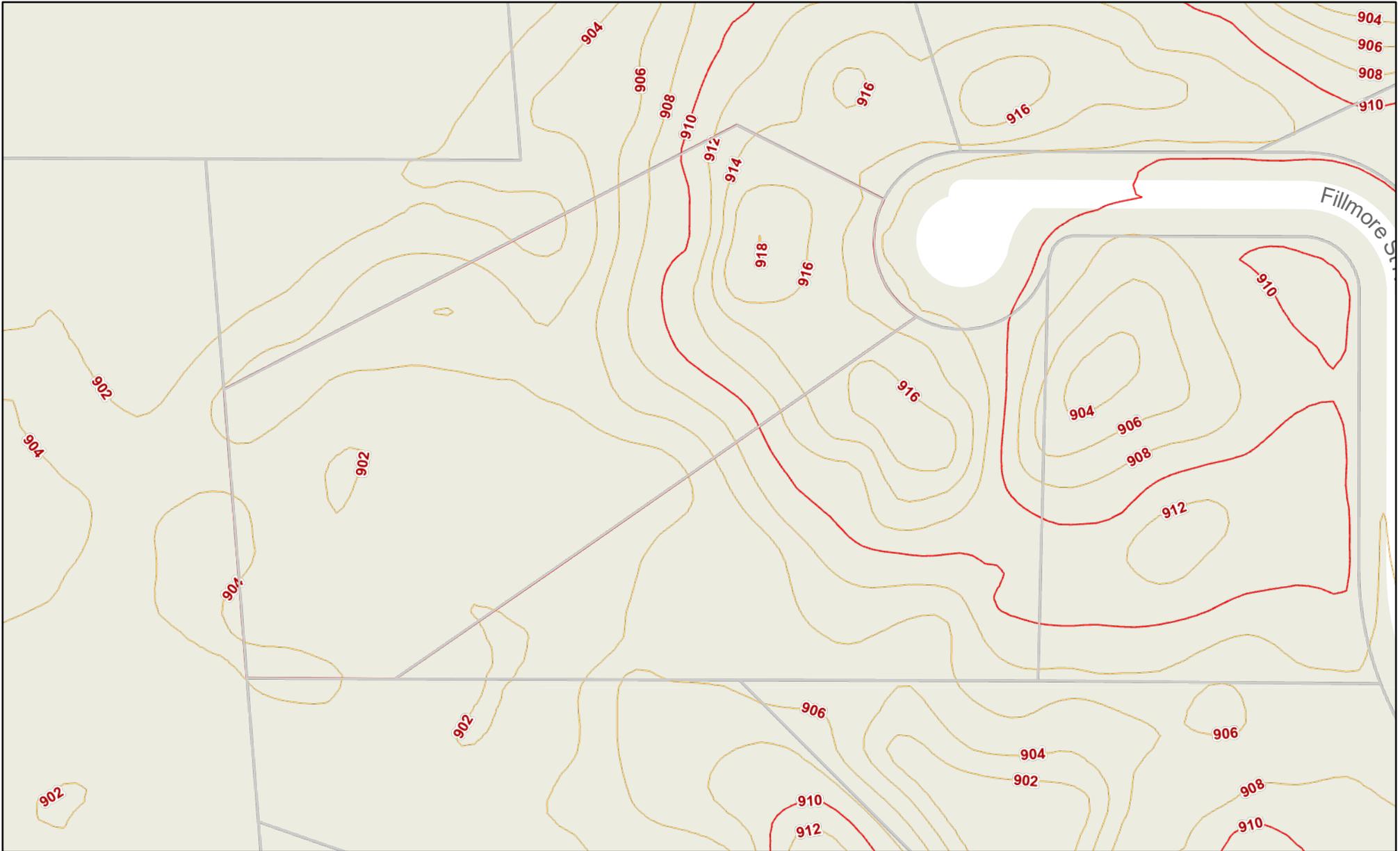


-  Parcels
-  City Mask



18260 Fillmore St NE

# 18260 Fillmore ST NE - Elevations Map



1 inch equals 149 feet



2-Foot Contours

Type

— Index

— Intermediate

▭ Parcels

▭ City Mask

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



**Date:** October 28, 2024

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

**Agenda Item:** Variance Request - Sidewall height for a proposed Detached Accessory Structure on his property located at 4806 239th Ave NE, East Bethel MN 55005 – Jason Flagstad

**Background Information:** On September 25, 2024, the city received a variance application from Mr. Flagstad who wishes to build a 36' x 60' detached accessory building at his property located at 4806 239<sup>th</sup> Ave NE. Mr. Flagstad's property is 4.66 acres in size and is in a Rural Residential Zoning District of the city. Zoning Code would allow Flagstad an accessory building as large as 2,850 sq. ft. in size. The proposed detached accessory building falls below the maximum building size requirement for a detached accessory structure, however Flagstad would like to increase the sidewall height to from 14 feet to 16 feet to install an overhead door high enough get his camper inside and therefore is requesting a (2) two-foot variance.

Mr. Flagstad met with City Staff and was advised that the current Detached Accessory Structure regulations increased the sidewall height to 14 feet and that the City has not granted a variance for sidewall heights higher than 14 feet and previous applicants have utilized vaulted trusses to achieve higher overhead door heights. Mr. Flagstad wants the extra height to afford him the opportunity to place two taller overhead doors side by side on the front of the detached accessory building. Staff verbally denied Mr. Flagstad's original building permit request, but did tell him that he had the option to apply for a variance.

Between 2014 and 2020 the Planning Commission and City Council reviewed and made multiple revisions to Detached Accessory regulations including sidewall heights. Raising sidewall heights for Detached Accessory Buildings from 10 feet and 12 feet to 14 feet in all residential districts of the city. City staff are unable to locate the approval of any variances for Detached Accessory Structure sidewall height after the 2020 increase to 14 feet.

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. Practical difficulties, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

The consideration of a variance requires a consideration of a three-factor test for 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.
- 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.

- 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 it is the opinion of city staff that this particular request does not meet the standards under the practical difficulties test.

**Planning Commission:** On October 22, 2024, the Planning Commission held a Public Hearing which there was no public comment. After a review of the application material and hearing from the applicant the Planning Commission, by a 4-0 vote recommended denial of the variance request to the 14 foot sidewall height standard.

**Recommendation:** City Council should review the request, the Planning Commission’s formal recommendation and consider approve or deny the Variance as presented in Resolution 2024-72.

**Attachments:**

1. Res. 2024 – 72, Denying Variance to Side Wall Height Standard
2. Location Map
3. Aerial Map
4. Site Plan

**City Council Action:**

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

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

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

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

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

**RESOLUTION NO. 2024-37**

**A RESOLUTION DENYING A VARIANCE TO THE STANDARD DETACHED  
ACCESSORY STRUCTURE MAXIMUM SIDE WALL HEIGHT OF 14 FEET TO 16  
FEET ON PROPERTY LOCATED AT 4806 239<sup>TH</sup> AVE NE, PIN: 253423440003,  
LEAGLLY DESCRIBED AS:**

**THE W 330 FT OF N 660 FT OF SE1/4 OF SE1/4 OF SEC 25 TWP 34 RGE 23, EX RD,  
SUBJ TO EASE OF REC**

**WHEREAS**, the property owner requested a variance to the standard and increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet, and;

**WHEREAS**, the Planning Commission held a public hearing on October 22, 2024; and,

**WHEREAS**, as a result of such public hearing the Planning Commission recommends to the City Council the denial of the variance request to increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet, and;

**WHEREAS**, City Council completed a review of the variance, along with Planning and Zoning Commission recommendation; and

**WHEREAS**, City Council denies the variance request increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet, and;

**WHEREAS**, based on the criteria for granting a variance under City Code Appendix A, Section 4-10 D.4, City Council finds the following findings of fact to support the denial of the variance request:

1. The property owner proposed to use the property in a reasonable manner not permitted by an official control.
  - The denial of a variance to increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet does not deny the landowner reasonable use of the property, as there is sufficient room for the placement of a detached accessory structure in the rear yard without the variance.
2. The plight of the property owner is due to circumstances unique to the property not created by the landowner.
  - There is nothing unique to the property that necessitates the increase in increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet.
3. Will have a negative effect the characteristic of the neighborhood.
  - The City of East Bethel has no record of approving a sidewall height variance exceeding the standard of 14 feet on ant Detached Accessory

Structures in a Residential Zoning District.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of East Bethel hereby denies the variance to request increase the sidewall height for a Detached Accessory Structure from 14 feet to 16 feet on a property located at 4806 239<sup>Th</sup> Ave NE, East Bethel, MN 55005, PIN: 253423440003.

Adopted by the City Council of the City of East Bethel this 28th day of October, 2024.

CITY OF EAST BETHEL

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

ATTEST:

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

# 4806 239th Ave NE - Location Map



1 inch equals 185 feet

Address Labels

 Parcels

 City Mask



# 4806 239th Ave NE - Aerial Map



1 inch equals 140 feet

Address Labels

 Parcels

 City Mask



Jason Flagstad  
 4806 239th Ave NE  
 East Bethel, MN 55005

### SITE PLAN

Slab on grade Steel building  
 36' Wide X 60' Long (2,160 Square feet)

**Boundary distances**

A	344'	From Building to Center of 239th Ave NE (Also North property line)
B	165'	From Building to West property line
C	140'	From Building to East property line
D	255'	From Building to South property line
E	95'	From Building to well
F	86'	From Building to main house
	160'	From Building to septic

N



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