

**City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: January 13, 2025 at 7:00 p.m.**



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

7:00 PM

Oath of Office

Oath of Office Administered to Mayor-Elect Arden Anderson, and Councilmembers-Elect Suzanne Erkel and Brian Mundle

1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Adopt Agenda

4.0 Presentations and Public Hearings

5.0 Public Forum

6.0 Consent Agenda (p. 3-4)

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

- A. Approve Bill List (p. 5-8)
- B. Meeting Minutes, December 23, 2024 City Council Meeting (p. 9-16)
- C. Res. 2025-01, Designate Official Newspaper (p. 17)
- D. Res. 2025-02, Designate Official Depositories for City Funds (p. 18)
- E. Res. 2025-03, Designate Check Signatories (p. 19)
- F. Res. 2025-04, Appreciation of Service – Mayor Kevin Lewis (p. 20)
- G. Res. 2025-05, Appreciation of Service – Council Member Bob DeRoche (p. 21)
- H. Approve Contract with Landform for Planning and Zoning Services (p. 22-42)
- I. Meeting Minutes, Postponed December 9, 2024 City Council Meeting (p. 43-56)
- J. Res. 2025-06, Setting 2025 LBAE Meeting Dates (p. 57)

7.0 New Business - Commission, Association and Task Force Reports

- A. Planning Commission
- B. Economic Development Authority
- C. Park Commission

8.0 Department Reports

- A. Community Development
- B. Engineer
- C. City Attorney
- D. Finance
- E. Public Works
- F. Fire Department

- G. City Administrator
 - 1. Commission Liaison and Committee Appointments (p. 58-60)

9.0 Other

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

10.0 Adjourn

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



Date: January 13, 2025

Agenda Item Number: Item 6.0 A-I

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approve Bills

Item B – December 23, 2024 City Council Meeting Minutes

Minutes from the December 23, 2024 City Council meeting are attached for your review.

Item C – Resolution 2025-01, Designation of Official Newspaper

The Anoka County UnionHerald and the Isanti/Chisago County Star have requested designation as the official newspaper for the City for 2025. The Anoka County UnionHerald is a locally owned news source, published every Friday. Public/legal notices are published free online. The rate for legal notices is \$11.00 per column inch, which is a \$0.25 increase from the 2024 rate.

The Isanti/Chisago County Star is also a local news source, and is published on Thursdays. Public/legal notices are also published online at no additional charge, and free to all viewers. The rate for legal notices is \$3.35 per column inch.

Staff recommends that Council consider Resolution 2025-01, designating an official newspaper for 2025.

Item D – Resolution 2025-02, Establishing Bank Depositories

Resolution 2025-02 identifies official depositories for City funds. These agencies or institutions are the approved depositories for City funds to include checking, money market or investments.

Item E – Resolution 2025-03, Check Signatory Approval

This resolution provides for the City Administrator and Mayor to be the official check signers for the City.

Item F – Appreciation of Service – Mayor Kevin Lewis

In response to his desire to serve his community, Kevin Lewis ran for and was first elected to the City of East Bethel in November 8, 2022. Councilmember Lewis served until June 12th, 2023 at which time he was voted on by his peers to assume the responsibilities of Mayor due to a vacancy. In the interest of maintaining continuity Councilmember Lewis stepped up to lead the city. Mayor Lewis served honorably in this position until December 31st, 2024.

Throughout his political tenure, Councilmember/Mayor Lewis relied upon his vast experience from the private sector to guide his decisions.

His service, knowledge and dedication to the City of East Bethel has been invaluable.

Council will formally recognize Kevin Lewis at the January 13, 2025 City Council meeting.

Item G – Appreciation of Service – Council Member Bob DeRoche

In response to his desire to serve his community, Bob DeRoche ran for and was first elected to the City of East Bethel in November 2, 2010. Councilmember DeRoche served until January 9th,

2014 at which time he was voted on by his peers to assume the responsibilities of Mayor due to a vacancy. Mayor DeRoche served honorably in this position until December 31st, 2014.

Bob DeRoche was then called upon to serve his community again by being appointed to a vacancy on the City Council, on June 26th, 2023, and served honorably until December 31st, 2024.

His past experience, knowledge of City history and proved to be invaluable to operations of the City Council of the City of East Bethel.

Council will formally recognize Bob DeRoche at the January 13, 2025 City Council meeting.

Item H – Approve Contract with Landform

Aaron Berg was responsible for city planning, consisting of packets prepared for the Planning Commission and general response to planning and zoning issues that arose in the City. The City has advertised multiple times hire a planner without success. With Aaron’s departure, the City needs to contract for these services. Given the shortage of available planners in the marketplace, contract planners have become a backup option for cities. Landform provides these professional services. Included in your packet is the proposal to provide this service to the City of East Bethel. This can be a temporary short-term solution or a longer-term solution depending on the success of hiring a planner full time.

Item I – December 09, 2024 City Council Meeting Minutes

Minutes from the December 9, 2024 City Council meeting (the approval was postponed at the 12/23/24 meeting) are attached for your review with the requested edits highlighted.

Item J – December 09, 2024 City Council Meeting Minutes

Anoka County has advised the City that the Local Board of Appeals and Equalization (Board of Review) must meet between April 14, 2025 and May 5, 2025 to consider property valuation for taxes payable in 2026. Staff proposes that the Board meeting date be scheduled for April 28, 2025 at 5:30 PM, prior to the regular City Council meeting. Resolution 2025-06 establishes this date. The County requires an alternate date to be submitted, and Staff proposes that the alternate date be May 5, 2025 at 6:00 PM.

Fiscal Impact: Items requiring expenditures have approved 2025 Budget funds to cover their costs.

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
January 13, 2025
Payment Summary

Payments for Council Approval						
Bills to be approved for payment						\$135,893.52
Electronic Payroll Payments						\$38,762.71
Payroll City Staff - January 2, 2025						\$49,435.82
Total to be Approved for Payment						\$224,092.05
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	S104322719.001	Dakota Supply Group	615	49851	\$54.01
Arena Operations	Bldg/Facility Repair Supplies	48721	Menards - Forest Lake	615	49851	\$52.86
Arena Operations	Bldg/Facility Repair Supplies	48808	Menards - Forest Lake	615	49851	\$6.99
Arena Operations	Bldg/Facility Repair Supplies	26547	Menards Cambridge	615	49851	\$31.55
Arena Operations	Bldg/Facility Repair Supplies	340429	S & S Industrial Supply	615	49851	\$3.30
Arena Operations	Bldgs/Facilities Repair/Maint	22741	Casper's Excavating, Inc.	615	49851	\$750.00
Arena Operations	Bldgs/Facilities Repair/Maint	35031829570	Wright-Hennepin Coop Electric	615	49851	\$44.90
Arena Operations	Cleaning Supplies	9353975866	Grainger	615	49851	\$395.21
Arena Operations	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	615	49851	\$312.49
Arena Operations	Small Tools and Minor Equip	0083470-IN	R & R Specialities, Inc.	615	49851	\$93.25
Building Inspection	Conferences/Meetings	894540	Nick Schmitz	101	42410	\$320.00
Building Inspection	Escrow Release		KWIK TRIP, INC	101		\$35,930.76
Building Inspection	Information Systems	2360	Metro-Net	101	42410	\$1,135.61
Building Inspection	Motor Fuels	26073935	Mansfield Oil Company	101	42410	\$201.85
Building Inspection	Motor Fuels	26073946	Mansfield Oil Company	101	42410	\$111.28
Building Inspection	Motor Fuels	26074979	Mansfield Oil Company	101	42410	\$327.79
Building Inspection	Motor Vehicles Parts	122260876	Fleet Pride	101	42410	\$9.52
Building Inspection	Telephone	01 2025-2	T MOBILE	101	42410	\$29.47
City Administration	Information Systems	2360	Metro-Net	101	41320	\$1,254.74
City Administration	Office Equipment Rental	545908741	US Bank Equipment Finance	101	41320	\$436.27
City Administration	Office Supplies	IN4727079	Innovative Office Solutions	101	41320	\$10.54
City Administration	Office Supplies	IN4734223	Innovative Office Solutions	101	41320	\$148.49
City Administration	Postage/Delivery	01 2025	Pitney Bowes Bank Inc	101	41320	\$1,500.00
City Administration	Professional Services Fees	M29754	TimeSaver Off Site Secretarial	101	41320	\$325.00
City Administration	Professional Services Fees	M29754	TimeSaver Off Site Secretarial	101	41320	\$206.50
City Administration	Professional Services Fees	M29754	TimeSaver Off Site Secretarial	101	41320	\$206.50
Elections	Professional Services Fees	ELEC12262410	Anoka County Treasury Dept	101	41410	\$251.79
Finance	Information Systems	2360	Metro-Net	101	41520	\$1,135.61
Finance	Sales Tax Remittance	12 2024	Minnesota Revenue	101		\$457.00
Fire Department	Bldgs/Facilities Repair/Maint	2670	Bill's Quality Cleaning	101	42210	\$168.00
Fire Department	Bldgs/Facilities Repair/Maint	2671	Bill's Quality Cleaning	101	42210	\$53.00
Fire Department	Conferences/Meetings	3886	ALLIED MEDICAL TRAINING	101	42210	\$895.00
Fire Department	Conferences/Meetings	2914	Customized Fire Rescue Trng	101	42210	\$750.00
Fire Department	Conferences/Meetings	7202	F.I.R.E.	101	42210	\$1,725.00
Fire Department	Dues and Subscriptions	0389315M	NFPA	101	42210	\$225.00
Fire Department	General Operating Supplies	2152-103483	Fastsigns	101	42210	\$928.76
Fire Department	Information Systems	2360	Metro-Net	101	42210	\$2,548.41
Fire Department	Motor Fuels	26073935	Mansfield Oil Company	101	42210	\$321.14
Fire Department	Motor Fuels	26073935	Mansfield Oil Company	101	42210	\$234.24
Fire Department	Motor Fuels	26073946	Mansfield Oil Company	101	42210	\$177.05
Fire Department	Motor Fuels	26073946	Mansfield Oil Company	101	42210	\$177.22
Fire Department	Motor Fuels	26074979	Mansfield Oil Company	101	42210	\$254.40
Fire Department	Motor Fuels	26074979	Mansfield Oil Company	101	42210	\$521.49
Fire Department	Motor Vehicles Parts	MP112024-50	Emergency Automotive	101	42210	\$662.94
Fire Department	Motor Vehicles Parts	122172547	Fleet Pride	101	42210	\$19.91
Fire Department	Motor Vehicles Parts	122418482	Fleet Pride	101	42210	\$13.16



City of East Bethel
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Payment Summary

Fire Department	Motor Vehicles Parts	122448681	Fleet Pride	101	42210	\$92.50
Fire Department	Motor Vehicles Parts	122448784	Fleet Pride	101	42210	\$70.41
Fire Department	Motor Vehicles Parts	122448975	Fleet Pride	101	42210	\$76.78
Fire Department	Motor Vehicles Parts	122457199	Fleet Pride	101	42210	\$23.56
Fire Department	Motor Vehicles Parts	122464974	Fleet Pride	101	42210	\$52.70
Fire Department	Motor Vehicles Parts	1539-317028	O'Reilly Auto Stores Inc.	101	42210	\$35.95
Fire Department	Motor Vehicles Parts	1539-317808	O'Reilly Auto Stores Inc.	101	42210	\$8.81
Fire Department	Professional Services Fees	1223	Capstone LLC	101	42210	\$248.00
Fire Department	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	101	42210	\$100.80
Fire Department	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	101	42210	\$41.62
Fire Department	Repairs/Maint Machinery/Equip	344801	Embedded Systems, Inc.	101	42210	\$14,925.00
Fire Department	Safety Supplies	344413	Aspen Mills, Inc.	101	42210	\$157.70
Fire Department	Safety Supplies	29262516	Henry Schein, Inc.	101	42210	\$256.48
Fire Department	Telephone	13864340214457	Midcontinent Communications	101	42210	\$218.11
Fire Department	Telephone	1 2025-1	T MOBILE	101	42210	\$99.92
Fire Department	Telephone	6101448788	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	78792	Menards Blaine	101	41940	\$289.99
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	8957177	Plunkett's Pest Control	101	41940	\$84.50
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2668	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	2672	Bill's Quality Cleaning	101	41940	\$168.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	310481147	Premium Waters, Inc.	101	41940	\$8.64
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	310488770	Premium Waters, Inc.	101	41940	\$29.50
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	310535761	Premium Waters, Inc.	101	41940	\$8.64
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	310546316	Premium Waters, Inc.	101	41940	\$18.80
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35031829436	Wright-Hennepin Coop Electric	101	41940	\$23.95
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35031829570	Wright-Hennepin Coop Electric	101	41940	\$11.00
General Govt Buildings/Plant	General Operating Supplies	26995	Menards Cambridge	101	41940	\$17.96
General Govt Buildings/Plant	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	101	41940	\$102.80
Legal	Legal Fees	12 2024	Eckberg, Lammers, P.C.	101	41610	\$10,462.15
Mayor/City Council	Dues and Subscriptions	418655	League of MN Cities	101	41110	\$13,325.00
Mayor/City Council	Office Supplies		Jim Smith	101	41110	\$73.40
Mayor/City Council	Professional Services Fees	2385	Metro-Inet	101	41110	\$24.00
Mayor/City Council	Professional Services Fees	2386	Metro-Inet	101	41110	\$20.00
Mayor/City Council	Small Tools and Minor Equip	1162110496	Arden Anderson	101	41110	\$502.09
Park Maintenance	Auto/Misc Licensing Fees/Taxes	2012-0088 24	MN DNR Eco-Water-Res	101	43201	\$189.00
Park Maintenance	Auto/Misc Licensing Fees/Taxes	2012-0089 24	MN DNR Eco-Water-Res	101	43201	\$173.00
Park Maintenance	Chemicals and Chem Products	148801776-001	SiteOne Landscape Supply	101	43201	\$853.43
Park Maintenance	Chemicals and Chem Products	148801923-001	SiteOne Landscape Supply	101	43201	\$705.35
Park Maintenance	Chemicals and Chem Products	148821833-001	SiteOne Landscape Supply	101	43201	\$795.72
Park Maintenance	Clothing & Personal Equipment	4215514320	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Clothing & Personal Equipment	4216179759	Cintas Corporation	101	43201	\$33.55
Park Maintenance	Clothing & Personal Equipment	4217072497	Cintas Corporation	101	43201	\$35.25
Park Maintenance	Commissions and Boards	2024	Bonnie Harvey	101	43201	\$100.00
Park Maintenance	Equipment Parts	I34453	MN Equipment	101	43201	\$772.76
Park Maintenance	Equipment Parts	P67544	MN Equipment	101	43201	\$44.10
Park Maintenance	Equipment Parts	IN001748315	Ziegler Inc.	101	43201	\$1,090.55
Park Maintenance	General Operating Supplies	1050584	Ham Lake Hardware	101	43201	\$1.10
Park Maintenance	Information Systems	2360	Metro-Inet	101	43201	\$29.78
Park Maintenance	Motor Fuels	26073935	Mansfield Oil Company	101	43201	\$450.46
Park Maintenance	Motor Fuels	26073935	Mansfield Oil Company	101	43201	\$275.26
Park Maintenance	Motor Fuels	26073946	Mansfield Oil Company	101	43201	\$151.76
Park Maintenance	Motor Fuels	26073946	Mansfield Oil Company	101	43201	\$340.82
Park Maintenance	Motor Fuels	26074979	Mansfield Oil Company	101	43201	\$489.22
Park Maintenance	Motor Fuels	26074979	Mansfield Oil Company	101	43201	\$446.99
Park Maintenance	Safety Supplies	INV302088	SAFE-FAST INC	101	43201	\$25.90



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Planning and Zoning	Filing Fees	24-47487	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-47750	Anoka County Property Tax	101	41910	\$46.00
Planning and Zoning	Filing Fees	24-50244	Anoka County Property Tax	101	41910	\$92.00
Planning and Zoning	Information Systems	2360	Metro-Inet	101	41910	\$398.39
Planning and Zoning	Professional Services Fees	M29754	TimeSaver Off Site Secretarial	101	41910	\$206.50
Recycling Operations	Professional Services Fees	01 2025	Cedar East Bethel Lions	226	43235	\$1,300.00
Recycling Operations	Professional Services Fees	01 2025	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Professional Services Fees	3629	Evergreen Recycling	226	43235	\$642.50
Recycling Operations	Professional Services Fees	12 2024	Freimuth Enterprises LLC	226	43235	\$71.00
Recycling Operations	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	226	43235	\$669.16
Sewer Operations	Professional Services Fees	0001181362	Metropolitan Council Env Svcs	602	49451	\$5,845.02
Street Maintenance	Bldgs/Facilities Repair/Maint	4215514320	Cintas Corporation	101	43220	\$9.15
Street Maintenance	Bldgs/Facilities Repair/Maint	4216179759	Cintas Corporation	101	43220	\$9.15
Street Maintenance	Bldgs/Facilities Repair/Maint	4217072497	Cintas Corporation	101	43220	\$9.61
Street Maintenance	Bldgs/Facilities Repair/Maint	310481148	Premium Waters, Inc.	101	43220	\$4.32
Street Maintenance	Bldgs/Facilities Repair/Maint	310535762	Premium Waters, Inc.	101	43220	\$4.32
Street Maintenance	Bldgs/Facilities Repair/Maint	310546318	Premium Waters, Inc.	101	43220	\$35.00
Street Maintenance	Cleaning Supplies	9361795744	Grainger	101	43220	\$535.64
Street Maintenance	Clothing & Personal Equipment	4215514320	Cintas Corporation	101	43220	\$33.56
Street Maintenance	Clothing & Personal Equipment	4216179759	Cintas Corporation	101	43220	\$33.56
Street Maintenance	Clothing & Personal Equipment	4217072497	Cintas Corporation	101	43220	\$35.25
Street Maintenance	Equipment Parts	1-110037-01	Country Side Services	101	43220	\$80.16
Street Maintenance	General Operating Supplies	1051423	Ham Lake Hardware	101	43220	\$4.59
Street Maintenance	Information Systems	2360	Metro-Inet	101	43220	\$747.15
Street Maintenance	Lubricants and Additives	0257800-IN	Allied Oil & Tire Company	101	43220	\$2,042.70
Street Maintenance	Motor Fuels	26073935	Mansfield Oil Company	101	43220	\$1,117.12
Street Maintenance	Motor Fuels	26073935	Mansfield Oil Company	101	43220	\$119.28
Street Maintenance	Motor Fuels	26073946	Mansfield Oil Company	101	43220	\$845.22
Street Maintenance	Motor Fuels	26073946	Mansfield Oil Company	101	43220	\$65.76
Street Maintenance	Motor Fuels	26074979	Mansfield Oil Company	101	43220	\$1,213.28
Street Maintenance	Motor Fuels	26074979	Mansfield Oil Company	101	43220	\$193.70
Street Maintenance	Motor Vehicles Parts	159-126215	FACTORY MOTOR PARTS	101	43220	\$11.18
Street Maintenance	Motor Vehicles Parts	159-126293	FACTORY MOTOR PARTS	101	43220	\$11.18
Street Maintenance	Motor Vehicles Parts	122260875	Fleet Pride	101	43220	\$26.48
Street Maintenance	Professional Services Fees	4120360	Gopher State One-Call	101	43220	\$6.75
Street Maintenance	Refuse Removal	11400635T067	Ace Solid Waste, Inc.	101	43220	\$535.15
Street Maintenance	Shop Supplies	184010	Metro Products, Inc.	101	43220	\$361.02
Street Maintenance	Shop Supplies	340411	S & S Industrial Supply	101	43220	\$33.67
Street Maintenance	Street Maint Materials	1417191	Compass Minerals	101	43220	\$10,117.74
Street Maintenance	Telephone	01 2025-2	T MOBILE	101	43220	\$29.47
Water Utility Operations	Auto/Misc Licensing Fees/Taxes	2014-1049 24	MN DNR Eco-Water-Res	601	49401	\$693.08
Water Utility Operations	Bldgs/Facilities Repair/Maint	35031829436	Wright-Hennepin Coop Electric	601	49401	\$42.95
Water Utility Operations	Information Systems	2360	Metro-Inet	601	49401	\$354.31
Water Utility Operations	Refund of Overpayment		LOGAN, GERALD	601		\$83.55
Water Utility Operations	Utility Maint Supplies	INV302087	SAFE-FAST INC	601	49401	\$132.00
Water Utility Operations	Utility Maint Supplies	INV00561657	USA BlueBook	601	49401	\$105.78
Water Utility Operations	Utility Maint Supplies	INV00570380	USA BlueBook	601	49401	\$1,499.95
						\$135,893.52



City of East Bethel

January 13, 2025

Payment Summary

Electronic Payroll Payments		
Payroll	PERA	\$10,304.99
Payroll	Federal Withholding	\$7,168.20
Payroll	Medicare Withholding	\$2,248.46
Payroll	FICA Tax Withholding	\$8,620.74
Payroll	State Withholding	\$3,486.25
Payroll	MSRS/H.S.A./HCSP	\$6,934.07
		\$38,762.71

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

December 23, 2024

The East Bethel City Council met on December 23, 2024, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator
Eric Larson, City Attorney
Rodney Sanow, Fire Chief
Aaron Berg, Community Development Director
Carrie Frost, Administrative Coordinator

1.0 Call to Order

The December 23, 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 with the addition of Supplemental Payment Summary to the Consent Agenda. DeRoche stated I'll second. Lewis asked any discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

4.0 Presentations and Public Hearings

4.0 A Anoka County Sheriff's Report

Sergeant Justin Allison presented the November 2024, Sheriff's Report, stating the Sheriff's Department has responded to 421 calls for service including 3 thefts, 3 damage to property, 7 assault reports, 42 arrests, 173 traffic stops, and 54 citations.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Sanow presented the November 2024 report and noted that they responded to 71 calls, of which 53 were medical, 4 accidents, 3 fires. He stated that so far this year they have responded to 995 calls for service.

Mundle inquired about the Santa Parade. Sanow stated that they collected 736 pounds of food and \$180 of donations.

Informational; no action required.

4.0 C Stormwater Pollution Protection Program (SWPPP) Public Hearing

Look stated that The City of East Bethel has developed a Stormwater Pollution Prevention Program (SWPPP) as required by the National Pollutant Discharge Elimination System (NPDES) General Permit

1 for discharges of stormwater associated with small Municipal Separate Storm Sewer Systems (MS4),
2 which is collectively referred to as the MS4 permit.

3 Look noted that some implementation strategies of the SWPPP include:

- 4 • Street sweeping
- 5 • Inspection of approximately 20% of the City’s stormwater basins annually
- 6 • Posting City Programs, such as clean-up days, on the City website
- 7 • Conducting the annual meeting
- 8 • Developing and distributing educational materials to residents
- 9 • Investigation of illicit discharges and other reports of non-compliance

10 Lewis opened the public hearing at 7:11 p.m.

11 No comments received.

12 Lewis closed the public hearing at 7:11 p.m.

13 **Informational; no action required.**

14 **5.0 Public Forum**

15 None.

16 **6.0 Consent Agenda**

17 Item A: Approve Bill List

18 Item B: Approve Bill List: 2025 invoices with checks processed 1/2/2025

19 ~~Item C: Approve Meeting Minutes, December 9, 2024 City Council Meeting~~

20 Item D: 2025 Garage Hauler License Renewals

21 Item E: 2025 Cannabinoid Edibles License Renewals

22 Item F: Resolution 2024-94, 2025 Fee Schedule Adoption

23 Item G: Joint Powers Agreement with Bethel and Linwood (Midco)

24 Item H: Resolution 2024-95, Approval of JPA and CCSA (Midco)

25 Item I: Pay Estimate No. 3 for the 2024 Street Surface Improvement Project

26 Item J: Pay Estimate No. 4 for the 2024 Street Reconstruction Project

27 Item K: Approve Minnesota Department of Health Source Water Protection Grant

28 ~~Item L: Recording Secretary Contract Addendum~~

29 Item M: Supplemental Payment Summary

30 Smith and DeRoche requested to pull Items C and L.

31 **Mundle stated I’ll make a motion to approve Consent Agenda as amended. DeRoche stated I’ll**
32 **second.** Lewis asked any discussion? Lewis asked why the Knife River Corp was put under Profession
33 Service Fee. Look stated that it must fall under their layout and design of the work they will be doing,
34 but he will follow up on that. To the motion, all in favor say aye. **All in favor.** Lewis asked any
35 opposed? That motion passes. **Motion passes unanimously.**

36 **6.0 C Approve Meeting Minutes, December 9, 2024 City Council Meeting**

37 Smith stated that when going through the minutes for the December 9, 2024, meeting he noticed
38 that there is information that is not written. Smith stated that there is important information that
39 was presented about the Fire Department that was not included but should be. Smith noted that
40 comments made by DeRoche and Miller were also not included. Smith recommended tabling these
41 minutes until they have been improved.

1 **Smith stated I'll make a motion to table the approval of the meeting minutes of December 9, 2024,**
2 **City Council meeting until changes have been made. DeRoche stated I'll second.** Lewis asked any
3 discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion
4 passes. **Motion passes unanimously.**

5 **6.0 L Recording Secretary Contract Addendum**

6 Smith asked what was spent on the recording secretary contract last year, compared to this year.
7 Look stated he would have to look up the budget to determine the number.

8 Smith asked if Look could determine the difference between what is being done now and verbatim
9 minutes. Smith stated that when looking through past City Council minutes he notices there is a lot of
10 information that is missing from them compared to what was stated at the meetings.

11 Look stated that the contract should get approved before the first part of the year. Look noted that
12 the issue between whether or not the contract should be summary or word verbatim minutes has
13 come up in the past, but there is a significant difference in cost between the two. Look suggested that
14 if it is a sensitive matter that they want to be included in full detail, that can be noted.

15 Smith asked if they should research other companies who do this before moving on with the existing
16 company. Look stated that they have looked before but have not found a lot of companies that are
17 willing to do it. He stated that there was a bit of a disagreement last time, and things were smoothed
18 over, so everyone was happy in the end.

19 Look noted that in the beginning of last year, they discussed that if they did not stick with the
20 company then staff would have to type the minutes. Lewis stated that he would not be in favor of
21 that idea and would want someone else to do it. Lewis also stated that the company is set up to type
22 minutes, so it should just be normal give and take, and they can talk to each other and straighten
23 things out if there are problems.

24 DeRoche noted that Wendy Warren, a staff member, used to type the minutes along with scheduling
25 and putting up agendas. DeRoche stated that there were verbatim minutes up until he finished his
26 term, and with the transition, there has been a situation where people have been interpreting what is
27 being done.

28 DeRoche noted that when there are key issues like the Fire Department being discussed and
29 comments from residents regarding things like claiming they are cutting their benefits and taking
30 their pay that important discussion should be included in the minutes. DeRoche stated that
31 discussion was his and Miller's way of telling residents that what they were seeing on social media
32 was wrong. DeRoche stated that some of the people at the meeting who heard what was really going
33 on know the truth.

34 DeRoche stated that since he has been on the City Council, they have done nothing but try to get
35 more money for the firefighters and figure out how to do that. He stated that there was never any
36 discussion about cutting pay.

37 DeRoche stated that in the discussion about the position trying to be filled was not included in the
38 minutes either. DeRoche noted that there was discussion including recruitment to avoid firefighter
39 burnout; however, there was a resident in the back of the meeting who stated that the firefighters
40 like getting together so they did not have to worry about burnout.

41 DeRoche stated that he still has all the minutes from when he was in office. DeRoche stated that he
42 can go back and look at all the discussions on why each decision was made, but lots of the comments

1 made at the December 9, 2024, meeting were not included even though they were important
2 comments.

3 Look stated that they can go to word verbatim, but it will be double the cost of the current contract.
4 Look noted that they could potentially find a hybrid option so that highly sensitive items could be
5 word verbatim but other items where word verbatim may not be necessary, can be summary.

6 DeRoche stated that before there used to be RFPs done on everything, but now it does not seem to
7 get done. DeRoche asked when the last time an RFP went out was. Carrie Frost stated that the last
8 time an RFP went out for minutes was when they first started with TimeSaver. Berg stated that the
9 last RFP he can recall was for the traffic study that was ordered for the Capstone project.

10 Look stated that years ago, meeting minutes were the only option for residents to understand what
11 was going on at City Council meeting if they did not attend in person; however with video recording
12 they have another effective tool for the public to watch and see what people were intending.

13 Lewis recommended adding a message to the top of the minutes stating that they are summary but
14 they can see the recording for verbatim information. Look stated that the YouTube channel has
15 recordings from years ago that can be pulled up.

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

19 **7.0 New Business. Commission, Association, and Task Force Reports**

20 **7.0 A Planning Commission**

21 **7.0 A.1 Adoption of Ordinance No. 2024-05, Amending Appendix A zoning to regulate cannabis and hemp**
22 **business and amending Chapter 18 providing for the registration of cannabis and hemp business in**
23 **the City of East Bethel.**

24 Look stated that Christina Benson was very helpful and informative in the work she has done to put
25 this together and has worked with other communities where it has been successfully applied.

26 Look stated that the State of Minnesota authorized the use of recreational cannabis in the State and
27 the cities are now required to allow these businesses in their communities as defined by State law.

28 Look noted that they needed to get something on their books so they can control how many
29 businesses there are.

30 Lewis asked if this was driven by a desire to have these businesses in East Bethel. Look stated the
31 trigger is January 1, 2025, for the Office of Cannabis Management (OCM). Look stated that the OCM is
32 going through a lottery system to determine who gets these businesses, first it was based on equity
33 but now they are being challenged by the courts, so they are trying to work it out.

34 Look stated that according to Minn. Stat. 342.13(c), regarding the authority of a local unit of
35 government to adopt reasonable restrictions of the time, place, and manner of the operation of a
36 cannabis business provided that such restrictions do not prohibit the establishment or operation of
37 cannabis businesses.

38 Look referenced Section 2, Appendix A Zoning, Section 9 which defines cannabis business, cannabis
39 cultivator, cannabis event, cannabis manufacturer, cannabis mezzobusiness, cannabis microbusiness,
40 cannabis retailer, cannabis testing facility, cannabis wholesaler, hemp business, lower-potency hemp
41 edible manufacturer, lower-potency hemp edible retailer, and OCM.

1 Look noted that Appendix A needs to be amended under Section 30, Cannabis Business and Hemp
2 Operations, to establish minimum buffer requirements, noise, odor, hours of operation, signs,
3 lighting, and security requirements.

4 Look discussed Appendix A which talks about procedures for the submittal for applications,
5 application approval, compliance checks, location change, renewal of registration, renewal fees,
6 suspension of registration, length of suspension, and civil penalties.

7 Look noted that the Planning Commission recommended 3-4 businesses per category, Look stated
8 the staff opinion is more conservative than that, and starting off at the minimum would allow them
9 to increase if needed.

10 Look stated that they will learn a lot about how law enforcement handles this and if it will lead to
11 other drug usage like people suggest.

12 **DeRoche stated I'll make a motion to adopt Ordinance No. 2024-05, Amending Appendix A zoning**
13 **to regulate cannabis and hemp business and amending Chapter 18 providing for the registration of**
14 **cannabis and hemp business in the City of East Bethel. Smith stated I'll second.** Lewis asked any
15 discussion?

16 Mundle asked if any of these proposed changes would conflict with the existing licensing ordinance
17 for edibles and THC drinks that was passed last year. Larson stated that it does not conflict and
18 Benson ensures that the proposed draft aligns with the current Code.

19 Larson stated that effective March 1, 2025, the State has taken the registration licensing away from
20 the municipality and has embedded it in the Minnesota OCM.

21 Larson stated that registration has to do with where these businesses are located and licensing
22 means you can regulate the business and oversee the day-to-day operations. Their Code allows time,
23 place, and manner oversight to say where these businesses can operate and during what time frame
24 can they operate.

25 Larson stated that it makes it easy for the City, residents, businesses, and law enforcement if you
26 keep these businesses in their respective zones.

27 Lewis asked if their Code conforms well with the surrounding cities. Larson stated that yes it does, it
28 is very important for Code enforcement and law enforcement as well.

29 Mundle asked what the timeframe for this matter is, should it be approved tonight or do they have
30 until March 1, 2025. Larson recommended them to approve tonight, he does not see any major issues
31 that need to be changed at the moment. Larson stated that if they do find issues down the line, they
32 can make amendments.

33 Larson stated that the OCM can enact those rules 30 days from when they are published. Larson has
34 been waiting for them to publish, and when they do then the floodgates will be opened and he would
35 like the City to be ready for when that happens.

36 Smith asked if on March 1, 2025, that is when they are approved to grow and sell it. Larson stated it
37 could be before then, but that is the outside time frame. Larson stated that is when the licenses
38 would be issued at the latest.

39 Larson stated that at the moment it is legal to possess, use, and have limited home growth, they just
40 have not made the commercial enterprise legal yet. Smith stated that the State legalizes these things
41 but they do not have any rules in place. Smith states that he thinks the State is trying to come in and
42 collect tax money.

1 Miller asked why they went with 1,000 feet from schools but only 500 feet from daycare centers.
2 Larson stated that is to keep in symmetry with what is already in their Code.

3 Larson stated that Christina Benson looked at the location of all the daycares and was very clear
4 about where all of those work; she was confident that all the distances create a permitted zone.

5 Mundle asked if the gas stations that carry the gummies and edibles are considered a cannabis
6 business. Larson stated that it would not, cannabis businesses are licensed under the OCM.

7 DeRoche stated that he thought they already dealt with this last year. DeRoche asked who crafted
8 this Code.

9 Larson stated that what they dealt with last year was a moratorium not an Ordinance Code for
10 zoning. Larson stated that the OCM put together a model ordinance in the end of July 2024, which
11 was a start. Larson stated that they took the model ordinance and wanted to keep it as consistent as
12 possible for their City. Larson stated that the end goal is to make this Zoning Code match the East
13 Bethel Zoning Code.

14 DeRoche stated he thinks that coming out being as restrictive as they can is unfair to some of these
15 businesses. DeRoche stated that he thought they were going to have a chance to look at this
16 Ordinance before it came up but that never happened.

17 DeRoche stated that he has never seen it happen with Ordinances that they change it and make it
18 easier later on. Lewis stated that they have clarified and modified Ordinances in the past to loosen
19 up. To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes.
20 **Motion passes unanimously.**

21 **7.0 B Economic Development Authority**
22 None.

23 **7.0 C Park Commission**
24 None.

25 **8.0 Department Reports**

26 **8.0 A Community Development**
27 None.

28 **8.0 B Engineer Report**
29 None.

30 **8.0 C City Attorney**
31 None.

32 **8.0 D Finance**
33 None.

34 **8.0 E Public Works**
35 None.

36 **8.0 F Fire Department**
37 None.

38 **8.0 G City Administrator Report**

39 Look stated that this is the final meeting for DeRoche and Lewis. Look thanked them for their
40 personal sacrifice for their service to the community.

1 Lewis stated that there is a great team of staff here in East Bethel.

2 **9.0 – Other Items**

3 **9.0 A Staff Report**

4 None.

5 **9.0 B Council Reports**

6 Mundle stated there was supposed to be a Highway 65 Coalition Meeting but it was rescheduled for
7 January 30, 2025, due to a snowstorm.

8 DeRoche thanked Miller, Smith, Lewis, and Mundle for bringing him on a year and a half ago and
9 never turning their back on him. DeRoche wishes that people would fact-check before they put things
10 up on social media because it affects lots of people and families.

11 DeRoche stated that he is keen on verbatim minutes because it allows for all the facts to be included
12 and shows how much the Council is committed to the City.

13 DeRoche stated it has been a pleasure to serve on the Council.

14 Lewis read a quote by Theodore Roosevelt. Lewis apologized to a resident for having a short temper
15 at one meeting 6 months ago. Lewis thanked everyone for their support.

16 Smith thanked Lewis and DeRoche for their knowledge and service to the residents of East Bethel.

17 Miller stated that it was an honor and a pleasure working with Lewis and DeRoche.

18 **9.0 C Closed Session**

19 **9.0 C.1 Fire Chief Performance Review**

20 Larson stated thank you Mr. Mayor. For the benefit of the public, we'd note that at this time the
21 Council's about to go into Closed Session to review for the Fire Chief Performance Review.

22 Sanow asked if he was allowed a witness to come into the closed session with him.

23 This Closed Session will be tape recorded as required by Statute with that tape being maintained for a
24 period of two years. The Council will come back into Open Session after having concluded its Closed
25 Session and announce if there are any actions taken during the course of the Closed Session.

26 *(Council moved into Closed Session at 8:07 p.m.)*

27 *(Council reconvened Open Session at 9:38 p.m.)*

28 Larson stated thank you Mr. Mayor. For the benefit of the public and for the record, we note the
29 Council is back in Open Session after having concluded a Closed Session. The Closed Session was
30 attended by the entire Council, City Administrator Look and himself and no formal action was taken.
31 With that being said, Mr. Mayor, that concludes the summary report required.

32 Lewis stated that they met with Fire Chief Sanow and had a discussion looking at how things are
33 operating. Lewis stated that they have identified several things that need to improve, including hiring
34 Jerry Streich to work up a performance plan that Sanow can be held to with clear-cut goals.

35 Lewis stated that the Council voted 4-1 to go this route with monthly updates to the City Council to
36 see how it is going.

1 Berg stated that he has decided to resign from the City of East Bethel and provided a resignation
2 letter to the Council. Berg requested that action be taken at tonight's meeting to approve his
3 resignation.

4 The Council received and acknowledged his resignation.

5 Lewis stated that Berg is a very smart guy and one of the hardest working people he has known and
6 as a resident of East Bethel he is disappointed to see him go.

7 **10.0 Adjourn**

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

10 Meeting adjourned at 9:45 p.m.

11 Submitted by:

12 Lilian Rokosz

13 *TimeSaver Off Site Secretarial, Inc.*

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

RESOLUTION NO. 2025-01

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNIONHERALD
AS THE OFFICIAL NEWSPAPER FOR 2025**

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

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

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

WHEREAS, the _____ has requested designation as the official newspaper for the city as it meets the publication and circulation requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City Council hereby designates the

_____ as the official newspaper for the city for 2025.

Adopted this 13th day of January 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-02

RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2025

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the following entities are designated official depositories for the City of East Bethel for 2025.

- First Bank and Trust
- 4M Fund

Adopted this 13th day of January 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-03

RESOLUTION DESIGNATING CHECK SIGNATORY APPROVAL

WHEREAS, the City of East Bethel must approve those City officials designated to sign checks for the City's First Bank and Trust Checking Account;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the following persons are designated official signatories for the City of East Bethel's First Bank and Trust Checking Account:

Mayor: Arden Anderson
City Administrator: Matt Look

Adopted this 13th day of January, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-04

**RESOLUTION RECOGNIZING MAYOR LEWIS FOR HIS SERVICE TO THE CITY
OF EAST BETHEL**

WHEREAS, Kevin Lewis was first elected to the City of East Bethel in November 8, 2022;

WHEREAS, Councilmember Lewis served until June 12th, 2023 at which time he was voted on by his peers to assume the responsibilities of Mayor;

WHEREAS, Mayor Lewis served honorably until December 31st, 2024;

WHEREAS, the City of East Bethel thanks **Kevin Lewis** for is dedicated service to the City of East Bethel and its residents; and

WHEREAS, this resolution is presented to **Kevin Lewis** in recognition for his service as Councilmember and Mayor in the City of East Bethel.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST
BETHEL, MINNESOTA THAT:**

1. That the City Council hereby commends and thanks **Kevin Lewis** for his service as Councilmember and Mayor in the City of East Bethel.

Whereupon said resolution was declared duly passed and adopted on the 13th of January, 2025 by the City Council of the City of East Bethel.

Ardie Anderson, Mayor

Councilmember Suzanne Erkel

Councilmember Timothy Miller

Councilmember Brian Mundle

Councilmember Jim Smith

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

RESOLUTION NO. 2025-05

**RESOLUTION RECOGNIZING COUNCILMEMBER DEROCHE FOR HIS SERVICE
TO THE CITY OF EAST BETHEL**

WHEREAS, Bob DeRoche was first elected to the City Council of the City of East Bethel in November 2, 2010;

WHEREAS, Councilmember DeRoche served until January 9th, 2014 at which time he was voted on by his peers to assume the responsibilities of Mayor;

WHEREAS, Mayor DeRoche served honorably until December 31st, 2014;

WHEREAS, Bob Deroche was appointed on June 26th to the East Bethel City Council to fill a vacancy and served honorably until December 31st 2024;

WHEREAS, the City of East Bethel thanks **Bob DeRoche** for is dedicated service to the City of East Bethel and its residents; and

WHEREAS, this resolution is presented to **Bob DeRoche** in recognition for his service as Councilmember, Mayor and Councilmember again in the City of East Bethel.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST
BETHEL, MINNESOTA THAT:**

- 1. That the City Council hereby commends and thanks **Bob DeRoche** for his service as Councilmember and Mayor and Councilmember again in the City of East Bethel.

Whereupon said resolution was declared duly passed and adopted on the 13th of January, 2025 by the City Council of the City of East Bethel.

Ardie Anderson, Mayor

Councilmember Suzanne Erkel

Councilmember Timothy Miller

Councilmember Brian Mundle

Councilmember Jim Smith



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Web: landform.net

January 7, 2025

Matt Look
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: Proposal for Consultant Planning Services for the City of East Bethel, MN
Landform Proposal No. P25003

Mr. Look,

Thank you for asking Landform to serve as your City Planner. We appreciate the opportunity to provide professional planning services to assist your citizens, staff, commissions and Council.

Landform is a multi-disciplinary consulting firm, founded in 1994 and based in Minneapolis with an office in Elk River, Minnesota. Our Planning and Urban Design team provides a blend of design talent, technical skills and project management experience. We forge partnerships with our public and private sector clients to help them realize their goals. For the City of East Bethel, this means being available to answer questions and provide assistance to residents and landowners as well as helping the City through the on-going discussions about development. We can help you create ordinances, policies and procedures for implementing the goals and objectives of the community. We pride ourselves on our ability to communicate effectively with all members of the community and create positive relationships with council members, commissioners, staff, residents and business owners.

Our team is uniquely suited to serve your City because we are planners with expertise in local planning practices and we bring an interdisciplinary design team with us. We pride ourselves on understanding the unique needs of our clients and building long-term relationships as evidenced by the 20+ year relationships we have with the cities of Hugo and Corcoran.

Our planning team can serve as your planning staff to answer zoning questions, review development proposals, draft ordinance updates and attend Planning Commission and City Council meetings. Based on our January 3rd conversation, we anticipate approximately 20 hours per week of planning services for approximately six months while the City evaluates the community development department structure. We propose that these hours be provided with a mix of time at city hall and remotely. Kendra Lindahl will be the primary planning contact with support from Kevin Shay and Zeke Peters.

We are especially excited about this opportunity because, at Landform, we look to build relationships with a limited number of communities where we believe our team is well suited to the needs of the community. We want to get to know you better and help you create solutions that are uniquely suited to your community. We will work with you to create unique solutions rather than the cookie-cutter approach to planning that other firms may provide. We have experience as the city planners in other communities, such as Big Lake, Corcoran, Dayton, Hugo, Inver Grove Heights, Lino Lakes and Clearwater, and while we understand that East Bethel has different challenges than some of our developing community clients, the core planning concepts translate universally and our experienced team can help you address your planning and development issues. Our team is particularly qualified because our experience with both public and private sector clients has given us a strong understanding of the importance of clear regulations and standards to ensure a smooth implementation of the city's visions. We look forward to sitting down with you, listening to your concerns and answering any questions you might have about our team, services, design and planning approach.

If you have any questions concerning our services, please call me at 612-252-9070. We look forward to working with you.



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Web: landform.net

Sincerely,
Landform Professional Services, LLC

A handwritten signature in black ink that reads "Kendra Lindahl". The signature is fluid and cursive.

Kendra Lindahl, AICP
Principal Planner

COPY: File P25003
ENCL: Project Scope

Professional Services Proposal For

City of East Bethel

CONSULTANT PLANNING SERVICES East Bethel, MN

PROJECT TEAM:

Client Manager: Kendra Lindahl, AICP
Principal Planner

Associate: Kevin Shay, AICP
Associate

Planner: Zeke Peters, AICP-C
Planner II

* Indicated professional registrations are state-dependent; to obtain further information about our state licenses, please contact Human Resources at 612-252-9070

This Proposal is valid for 30 days from the creation date noted in the footer. Landform may reissue a revised Proposal upon request if the indicated time period has lapsed.

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OWNERSHIP AND USE OF DOCUMENTS:

Consultant’s drawings, Specifications, and other documents, including this Proposal, are instruments of Consultant’s services for use solely with respect to this Project. Consultant shall be deemed the author of these documents and shall retain all common law, statutory and/or reserved rights, including copyright. Any use or reuse of this Proposal other than its intended use will be considered infringement of Consultant’s reserved rights.

A. SCOPE OF SERVICES

The level of our involvement will include the following Scope of Services ("Basic Services"). Naturally, the scale and scope of our efforts depends upon a Client's needs, a clear understanding of our responsibilities and upon the deliverables required. If we have misinterpreted your needs, please let us know and we will make the necessary adjustments to this Proposal.

- i. We would propose office hours at City Hall one day per week to be able to meet in person with residents and developers. We would be available by email and phone at other times to answer questions. We understand that development ebbs and flows and we will work with City staff to provide the amount of planning support needed;
- ii. Maintain an accurate understanding of the City's comprehensive plan, zoning ordinances, subdivision regulations and other City codes and policies;
- iii. Organize the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with land use applications;
- iv. When applications are more complex than can be conveyed with standard informational materials, meet with applicants to review their proposal and identify the proper submittal guidelines to assure that there is a clear understanding of what is required for a complete application;
- v. Review and prepare reports on subdivision, zoning and land use applications with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and City Council so that they can comply with statutory decision deadlines;
- vi. Make appropriate presentations before the Planning Commission and /or City Council;
- vii. Coordinate permit review with appropriate commissions, consultants and/or departments;
- viii. Provide administrative support to the Planning Commission by preparing and maintaining records and completing directives of the Planning Commission;
- ix. Coordinate and monitor recording of legal documents relating to land use;
- x. Represent the City to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.

B. COMPENSATION

- 1) Landform will provide daily planning services (such as review of applications) on an hourly basis. Any project review time will be billed to the project escrow account, which would minimize the direct cost to the City. Landform’s 2025 rate schedule for this contract is included below.

Billing Rates: (\$/hr)

Senior Principal	\$276
Principal	\$226
Principal Planner*	\$181
Associate	\$178
Studio Lead	\$186
Project Lead/Senior Designer/Senior CAD Manager	\$173
Planning Lead/Senior Planner	\$173
Planner III/Designer III/Survey Technician III	\$132
Planner II/Designer II/Survey Technician II	\$110
Planner I/Designer I/Survey Technician I	\$97
Survey Lead	\$178
Senior Surveyor	\$178
Crew Chief	\$173
Survey Coordinator	\$151
Field Technician	\$81
Construction Administrator III	\$189
Construction Administrator II	\$135
Construction Administrator I	\$113
Accounting/Business/Office Lead	\$113
Office Coordinator	\$108
Administrative Assistant	\$86

*Principal Planner rate reduced 20% for East Bethel

- 2) Standard Internal reimbursable expenses associated with prints, plots, scanning and mileage are included in our hourly rates. Deliverable plots and prints will be charged at internal rate.

Internal reimbursable expenses are priced as follows:

Mileage	Based on current IRS rates
Plotting in Color	.50 per square foot
Color Printing	1.00 for 8.5 x 11
	2.00 for 8.5 x 14, 11 x 17
Scanning	1.50 per scan
CD/DVD/Thumb drive	10.00 per cd/dvd/thumb drive
Infiltration Test	500.00 per test

- 3) External reimbursable expenses shall be billed at cost plus 15%.
- 4) Invoices will be sent once a month based on the hours worked through the date of billing.
- 5) Payment is due upon receipt of invoice. Unless prior arrangements are made, a 1.5% per month (18% per annum) service charge or the maximum permitted by law, whichever is less, will be assessed against all invoices unpaid for over 30 days. Service charges may be compounded.

C. FORM OF CONTRACT

Landform continually strives towards ways of reducing our impact on the environment. Therefore, we are submitting this Proposal to you electronically only. Please print only the signature page, sign, and return the signed page by email, fax or mail as written authorization to proceed. If your company's policy requires hardcopy originals, please contact us to request that hardcopy originals be mailed to your address. A faxed or emailed copy of a signature is as binding as an original. You may also incorporate this Proposal into your standard contract form but, even if we subsequently sign your contract form, in the event of any conflict or inconsistency between this Proposal and Client's standard contract form, this Proposal shall govern. We reserve the right to a) collect as an external reimbursable expense the cost of legal counsel should you elect to use a lengthy contract of your own design, and b) revise our fee Proposal if your contract form assigns additional responsibility or risk to Landform Professional Services, LLC. If you instruct us to begin, or allow us to continue performing, Services prior to returning a signed contract it will be understood that all terms of this Proposal, including the attached Terms and Conditions, are acceptable and all parties will be bound by the terms of this Proposal. The attached Terms and Conditions are incorporated by reference and are an integral component of this Proposal.

Landform Professional Services, LLC agrees to perform the Services described in this Proposal under the terms outlined.

The following party accepts the scope, terms and conditions outlined in this Proposal and instructs Landform Professional Services, LLC to proceed with the Services as outlined.



City of East Bethel

Name: Kendra Lindahl, AICP
Title: Principal

Signed

January 7, 2025
Date

Title

Landform Federal Tax ID: 27-1199905

Date

TERMS AND CONDITIONS

1.0 CONSULTANT'S SERVICES. Consultant shall perform the services identified in this Proposal and no others unless otherwise agreed and unless Consultant is paid additional compensation in accordance with this Proposal.

1.1 STANDARD OF CARE. Consultant's services shall be performed based on the standard of reasonable professional care for services similar in scope, schedule, and complexity to the services being provided by the Consultant. ALL WARRANTIES, EXPRESS OR IMPLIED, UNDER THIS PROPOSAL OR OTHERWISE, IN CONNECTION WITH THE CONSULTANT'S SERVICES ARE EXPRESSLY DISCLAIMED.

1.2 SCHEDULE. Time limits established by the schedule identified in the Proposal shall not, except for reasonable cause, be exceeded by Consultant or Client. Consultant's compensation shall be equitably adjusted in the event of delays caused by Client, Client's other consultants, or Client's agents. Fees quoted in the Proposal shall be adjusted if services do not commence within 90 days after the date of the Proposal.

2.0 ADDITIONAL SERVICES. In addition to any other Additional Services listed in the Proposal, the following services are excluded from Basic Services and Client shall compensate Consultant for such services, in addition to compensation for Basic Services: (1) Making revisions in Drawings and Specifications or other documents when such revisions are (a) inconsistent with approvals or instructions previously given, (b) the result of adjustments in Client's requirements, (c) required by enactment, interpretation or revision of codes, laws or regulations subsequent to preparation of such documents, (d) required by the failure of Client or Client's consultants to render decisions or to provide necessary information in a timely manner, (e) imposed by municipal or other authorities as a condition for approval of a project, unless the Drawings, Specifications or other documents clearly were not in compliance with applicable law when submitted for approval, or (f) due to or caused not solely within control of Consultant; (2) Providing any services excluded from the Scope of Services identified in the Proposal; (3) Providing any other services not otherwise expressly included in this Proposal.

3.0 TERMINATION. This Proposal may be terminated by either party upon not less than seven days written notice should the other party fail to perform in accordance with its terms through no fault of the party initiating termination.

4.0 [Not used].

5.0 DISPUTE RESOLUTION, GOVERNING LAW. Any claim, dispute or other matter in question arising out of or relating to this Proposal or breach thereof ("Claim") shall be resolved by litigation in the State or (assuming subject matter jurisdiction) Federal Court located within Ramsey County, Minnesota. Consultant and Client expressly consent to the exclusive personal jurisdiction and venue of the Minnesota courts for all purposes relating to this Proposal. The parties waive trial by jury. This Proposal shall be governed by Minnesota law, without regard to conflicts of law principles.

6.0 TERMINATION. This Proposal may be terminated by either party upon not less than seven days' written notice should the other party fail to perform in accordance with its terms through no fault of the party initiating termination. Such termination shall not affect the parties' accrued rights and liabilities as of the date of termination. Without limiting the generality of the foregoing, paragraphs 1.1, 1.3, 4.0, 5.0, 7.0, 8.0, and 10.0 of these Terms and Conditions shall survive any cancellation, expiration, or termination of this Proposal.

7.0 MISCELLANEOUS PROVISIONS. ((1) This Proposal represents the entire and integrated agreement between Client and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. (2) This Proposal may be amended by written instrument signed by both Client and Consultant or, in the case of Additional Services, by a written confirmation from Consultant to which Client does not object within ten (10) working days.

8.0 PAYMENTS TO CONSULTANT. Payments are due upon presentation of Consultant's invoices. If Payments are not made within thirty (30) days after date of invoice, a **SERVICE CHARGE OF ONE AND ONE-HALF (1.5) PERCENT PER MONTH (18% PER ANNUM)** or the maximum rate permitted by law, whichever is greater, will be charged on any unpaid balance. Service charges may be compounded.

9.0 BASIS OF COMPENSATION. Client shall compensate Consultant as set forth in the Proposal. AN ESTIMATED FEE IS NOT A FIRM FIGURE. If the Scope of or schedule for Consultant's Services is changed materially, the compensation shall be equitably adjusted. Rates and multiples for Additional Services and other services as set forth in the Proposal shall be adjusted annually in accordance with normal salary review practices of Consultant. For Additional Services of Consultant, compensation shall be an hourly rate as defined in the Proposal, plus reimbursable expenses; or, if agreed by Client and Consultant in writing, a lump sum amount. For additional services of Consultant's consultants, compensation will be 1.15 times the amount billed to Consultant for such services, plus reimbursable expenses. For reimbursable expenses, the Consultant shall be compensated for out-of-pocket expenditures incurred in connection with the services identified in this Proposal, based on 1.15 times actual costs incurred. In addition to other expenses, Consultant will be reimbursed for any applicable sales, use, or similar taxes related to services or products provided under this Proposal, which may be imposed by any governmental entity.

10.0 DELAYED PAYMENT; PAYMENT DISPUTES.

10.1 CONDITIONS PRECEDENT TO WITHHOLDING PAYMENT. The Client may not withhold any payments to the Consultant unless the basis of (including all particulars) and amount in dispute are identified and presented in writing to the Consultant not later than the twenty-fifth (25th) calendar day after presentation of the disputed invoice. Objections to invoices not made within the time period are deemed waived. Unless Client proceeds in accordance with this Section 10.1, Client's failure to pay any invoice (either on the Project which is the subject of this proposal or in connection with any other project for which Consultant is providing services to Client) within thirty (30) calendar days after presentation of Consultant's invoice shall constitute just cause for the suspension of services on all projects and the withholding of all deliverables on all projects by the Consultant. Client will pay all of Consultant's costs of collection, including: internal labor costs at the Additional Services rate; reasonable attorneys' fees; and litigation and arbitration costs and fees, in the event Client fails to make timely payment to Consultant in violation of this Contract. External fees, costs, and expenses incurred under this clause will be reimbursed at the rate specified in the Proposal for external reimbursable expenses.

10.2 NOTICE OF CLAIMED ERRORS OR OMISSIONS. Client shall provide written notice, including all known particulars, to Consultant of any claimed errors or omissions in Consultant's services not later than 60 calendar days after Client becomes aware, or in the exercise of reasonable diligence should have become aware, of the existence of such error or omission. Consultant shall be given a reasonable opportunity, during such 60-day period, to investigate and recommend ways of mitigating any alleged damages. Client's failure to provide such notice, and/or Client's failure to provide Consultant a reasonable opportunity to investigate and make recommendations, within the time stated shall constitute an irrevocable waiver of any and all claims, counterclaims, defenses, setoffs, or recoupments Client might have in connection with any such alleged error or omission. In the event Client asserts a claim in violation of this paragraph, or in the event that any other error and omission claim asserted by Client is determined to be without substantial merit, Client shall pay all of Consultant's: internal labor costs at the Additional Services rate; reasonable attorneys' fees; expenses; and arbitration and litigation costs incurred in investigating and defending such claim. External fees, costs, and expenses incurred under this clause will be reimbursed at the rate specified in the Proposal for external reimbursable expenses.

10.3 ERRORS OR OMISSIONS OF CLIENT'S CONSULTANTS. If Client has separately retained other design professionals Client agrees to the fullest extent permitted by law (including without limitation Minnesota Statutes Ch. 466) to defend, indemnify, and hold the Consultant harmless from all loss, damage, liability, cost or expense (including but not limited to reasonable attorneys' fees) arising out of or relating to (a) the negligent acts or omissions of such other design professionals, and/or (b) the failure of such other design professionals to carry or maintain professional liability insurance in an amount adequate to protect Client and Consultant from loss.

Planning & Urban Design Studio



We work with local communities and government agencies to develop and implement your vision. From focused planning and design efforts to full integration with your staff as consultant planners and designers, we will work with you to find the right fit. Our expert staff understands today's complex regulatory environment and is focused on helping you successfully navigate the process. Whether we are assisting your current staff or acting comprehensively as your team leader, we are your partners at each step on the path that leads to a successful project.

We make it our business to understand the public process, the current market climate and conditions, and the pressures you face. With that solid market understanding as a foundation, we help shape the project approach, production and delivery processes to anticipate those needs. Our proactive approach means we can be as fully responsive and flexible while still meeting demanding project schedules and challenging budgets.

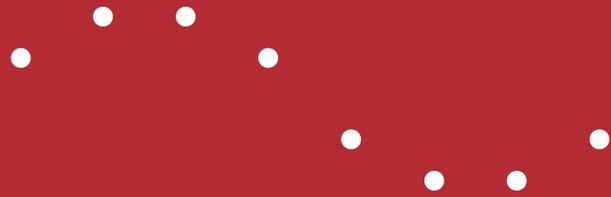
Memorable places don't just happen. We work with local communities and government agencies to develop their vision and provide the research and support to guide decision-making. Our planners, engineers and landscape architects work with these clients to develop the plans and ordinances to implement these goals and design infrastructure projects that make the vision a reality. We understand the regional planning and site development issues and we help our clients understand the market conditions to develop successful projects.

We build enduring relationships with our clients by taking responsibility for their success. These relationships are founded on communication and trust. Effective communication begins with an understanding of the audience and developing a means to clearly convey the message. Good communication leads to collaborative solutions. The process begins with shared information and common understanding and leads to relationships and trust, which then leads to shared ideas and sustainable solutions.

Services

We provide full planning and site design services including urban and master planning civil engineering and landscape architecture services. Studio specific services include:

- Site Investigation
- Comprehensive Planning
- Visioning and Strategic Planning
- Annexation Studies
- Redevelopment Studies and Housing Studies
- Ordinance Preparation
- Zoning Administration/Technical Assistance
- Pedestrian and Bicycle Planning
- Parks and Trails Planning
- Mapping and GIS
- Environmental Review Documents
- Urban/Streetscape Design
- Master Planning
- Transit-Oriented Development
- Site Design
- Landscape Design
- Entry Monument, Water Feature Design
- Project Management
- Entitlements & Approvals
- Design Guidelines and Standards
- Sustainable or Green Design
- Tree Inventory/Analysis



Resumes



Kendra Lindahl, AICP Principal

PROFILE

Ms. Lindahl leads the Planning & Urban Design Studio at Landform. Her experience with public and private sector clients spans more than 30 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Ms. Lindahl possesses a complete understanding of the municipal review and permitting process, allowing her to be a valuable addition to your development team.

EDUCATION

Master of Arts in Public Administration
Hamline University

Bachelor of Arts in Political Science
University of Minnesota - Morris

REGISTRATION / CERTIFICATION

American Institute of Certified
Planners (AICP)

AFFILIATIONS

American Planning Association

Minnesota Chapter of American
Planning Association

Sensible Land Use Coalition

Economic Development Association of
Minnesota

KEY PROJECTS

- Consulting Planner \ *Big Lake, MN*
- Consulting Planner \ *Corcoran, MN*
- Consulting Planner \ *Dayton, MN*
- Consulting Planner \ *Hugo, MN*
- Consulting Planner \ *Lino Lakes, MN*
- Consulting Planner \ *North Oaks, MN*
- 2040 Comprehensive Plan Update \ *Corcoran, MN*
- 2040 Comprehensive Plan \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Zoning, Subdivision and Sign Ordinance Updates \ *Big Lake, MN*
- Zoning Ordinance and Map Update \ *Lino Lakes, MN*
- Corcoran Northeast District Plan & Design Guidelines \ *Corcoran, MN*
- Comprehensive Housing Study & Needs Analysis \ *Sherburne County, MN*

AWARDS

Top Projects of 2015

Received for Webber Park Natural Swimming Pool \ *Minneapolis, MN*
Finance & Commerce

STRENGTHS

Kendra has completed one or more Gallup Strengths Workshops and these are her CliftonStrengths®:
Achiever®, Competition®, Consistency®, Harmony®, Responsibility®



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Kevin Shay, AICP Associate, Planning Lead

PROFILE

Mr. Shay is a Planner for the Planning & Urban Design Studio. As a graduate from Minnesota State University with experience in Planning, Civil Engineering and GIS, he brings a unique perspective to the Planning & Urban Design Studio. His experience with Habitat for Humanity has created his passion for creating sites that are affordable, meaningful, and have a design unique to the stakeholder. He has a firm grasp of project management and is skilled at investigating sites and finding potential impacts to development. Mr. Shay is a committed hard-working individual with great attention to detail, who strives to deliver high-quality planning services.

EDUCATION

Bachelor of Science in Urban & Regional Studies
Minnesota State University - Mankato

REGISTRATION / CERTIFICATION

American Institute of Certified Planners (AICP)

AFFILIATIONS

American Planning Association
Minnesota Chapter of the American Planning Association
Sensible Land Use Coalition

KEY PROJECTS

- Consulting Planner \ *Big Lake, MN*
- Consulting Planner \ *Clearwater, MN*
- Consulting Planner \ *Corcoran, MN*
- Consulting Planner \ *Dayton, MN*
- Consulting Planner \ *Burnsville, MN*
- 2040 Comprehensive Plan Update \ *Corcoran, MN*
- 2040 Comprehensive Plan \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Zoning, Subdivision and Sign Ordinance Revisions \ *Big Lake, MN*
- Zoning Ordinance and Map Update \ *Lino Lakes, MN*
- Code Enforcement \ *Corcoran, MN*
- Corcoran Northeast District Plan & Design Guidelines \ *Corcoran, MN*
- Comprehensive Housing Study & Needs Analysis \ *Sherburne County, MN*
- Chisago County Housing Toolkit \ *Chisago County, MN*

STRENGTHS

Kevin has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:

Adaptability®, Consistency®, Harmony®, Maximizer®, Relator®



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Zeke Peters Planner

PROFILE

Mr. Peters is an accomplished Urban Planner & Designer with a dual Master’s degree in Planning and Public Administration from the University of Utah and has a proven track record in development-adjacent commercial real estate. He is a skilled leader with a strong work ethic, deeply passionate about fostering sustainable and livable communities. He has expertise in local and state government administration, environmental policy and planning, and transportation design. Mr. Peters has a professional proficiency in Spanish.

EDUCATION

Masters in City & Metro Planning
University of Utah

Masters in Public Administration
University of Utah

Bachelor of Arts in Political Science
Brigham Young University

AFFILIATIONS

American Planning Association

Association of Pedestrian and
Bicycle Professionals

Citizens Climate Lobby

EXPERIENCE

- Consulting Planner support \ *City of Corcoran, MN*
- Consulting Planner support \ *City of Dayton, MN*
- Consulting Planner support \ *City of Golden Valley, MN*
- Consulting Planner support \ *City of North Oaks, MN*
- Planning Intern \ *City of Provo, UT **
- Urban Planner & Designer \ *Township + Range Community Planning, Salt Lake City, UT **

STRENGTHS

Zeke has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®: Relator®, Strategic®, Communication®, Arranger®, Command®

**Individual experience gained at prior association*



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Projects

Big Lake Zoning Ordinance

Location Big Lake, MN

Client City of Big Lake

Date Completed April 2023

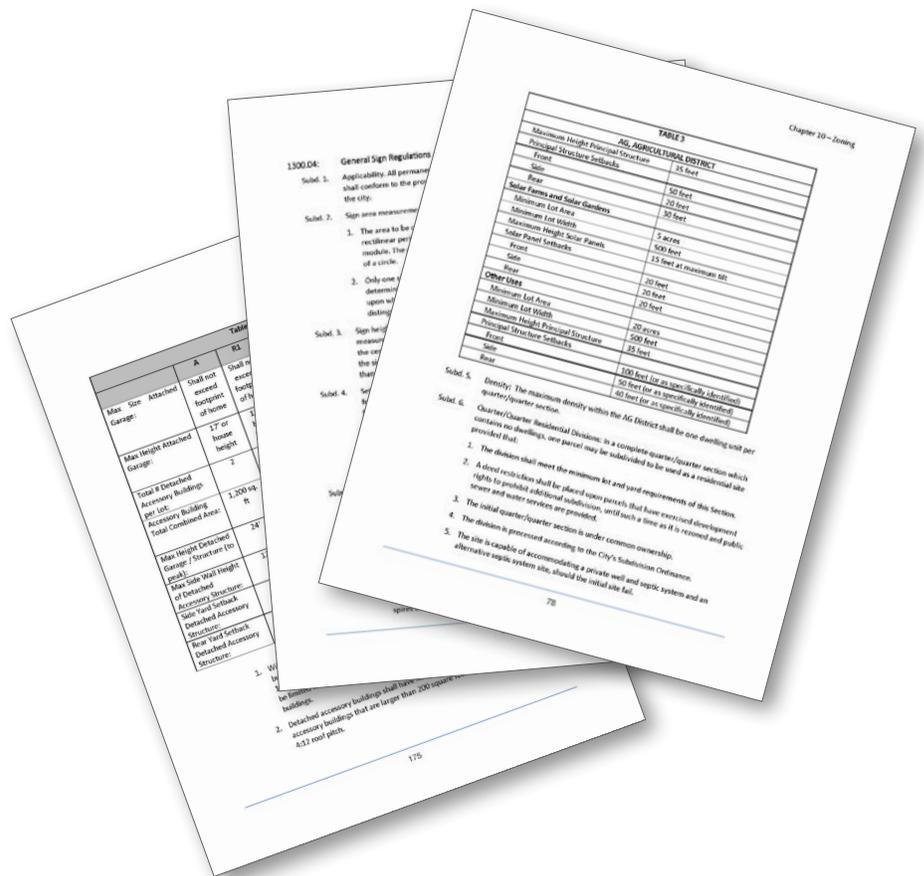
On January 26, 2022, the Big Lake City Council authorized Landform to update the City's Zoning Ordinance, Subdivision Ordinance and Sign Ordinance.

The project was a repeal and replace of the existing ordinance. The goal of the update was to make the ordinance clear and concise by reducing unnecessary text, streamlining language and reorganizing sections for clarity. The update also sought to minimize the number of permits and introduce new uses where appropriate. By creating tables in addition to streamlining the zoning ordinance, we were able to reduce the document by almost 300 pages.

The update removed two zoning districts that were unneeded as they were similar in allowable uses and development standards as other districts.

Each district now includes a table of development standards to make the code more user-friendly.

The Zoning Ordinance, Subdivision Ordinance and Sign Ordinance were adopted by City Council in April 2023.

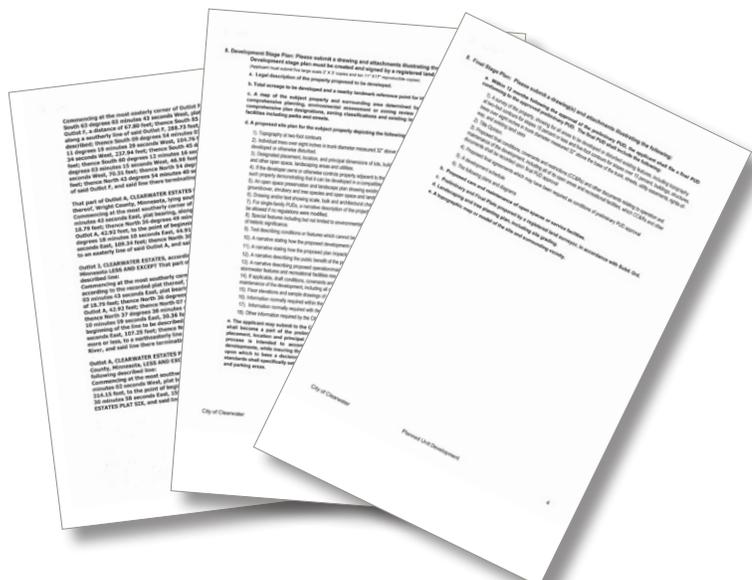
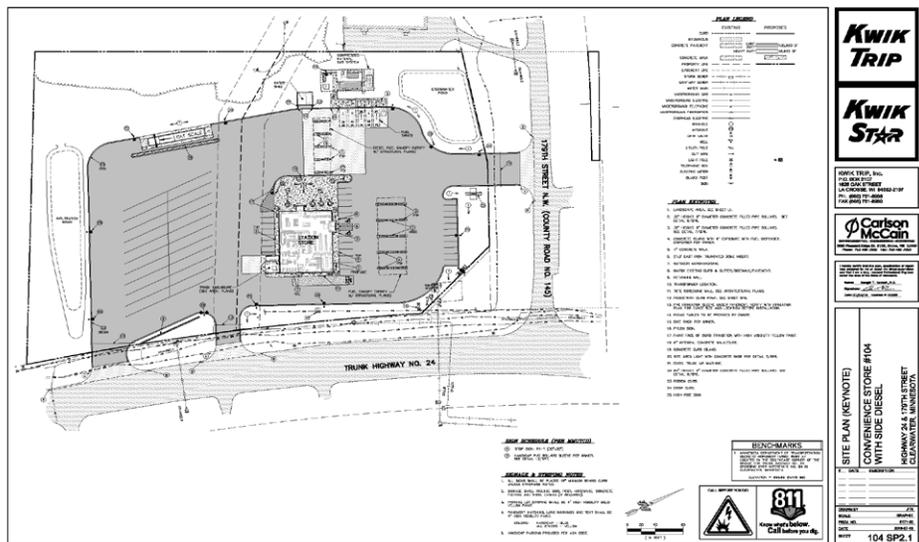
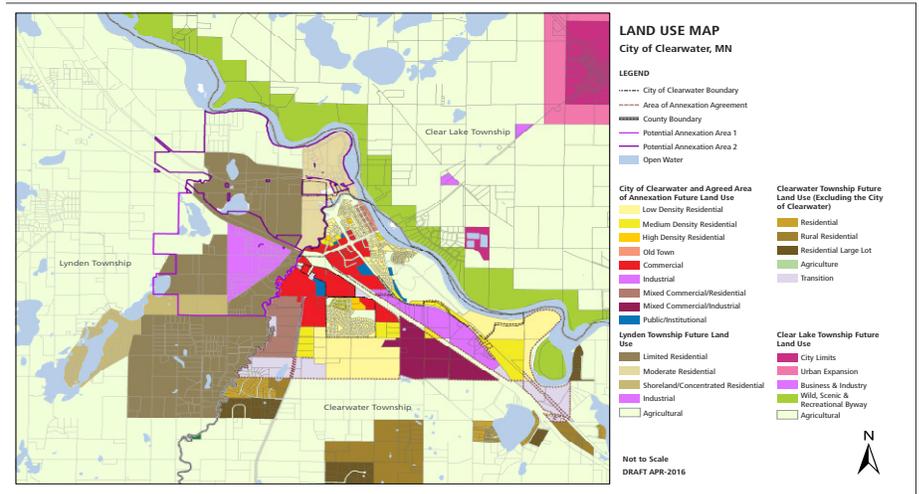


Clearwater Planning Services

Location Clearwater, MN
Client City of Clearwater

Landform provides general planning support and community development services to the city of Clearwater, including development review, council and commission training and responding to resident inquiries. In 2016, Landform helped the City identify annexation goals and opportunities to help the community grow.

Our planners continue to provide services that support business growth and development in the City.



City of Corcoran Planning Services

Location Corcoran, MN

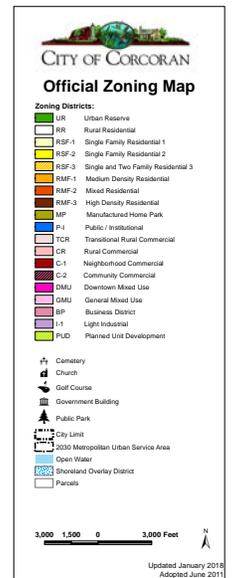
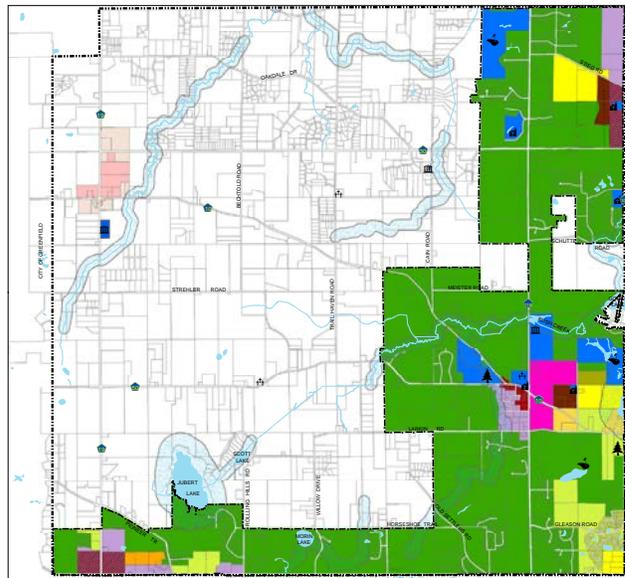
Client City of Corcoran

Landform has provided general planning support to the City of Corcoran since 2003, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

In 2015, Landform led the City and County efforts to develop the Southeast District Master Plan and Design Guideline update. This effort was important as it set the foundation for the City's development expectations for a new Town Center. This plan as updated in 2018 as part of the 2040 Comprehensive Plan update.

Landform led the City's 2040 Comprehensive Plan update process, which provides opportunities for high quality development while preserving the rural characteristics that make Corcoran unique.



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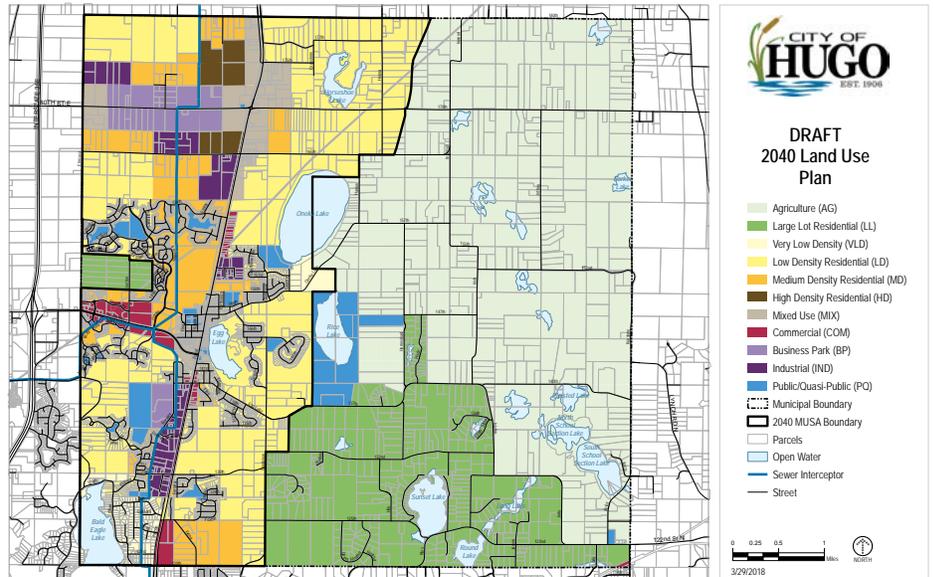
City of Hugo Planning Services

Location Hugo, MN
Client City of Hugo
Date Completed 2002 - Present

Landform has provided general planning support to the City of Hugo since 2002, including development review and responding to resident inquiries as well as updating the City Zoning and Land Use maps in GIS.

In addition to the on-going review of development applications, Landform has also prepared comprehensive updates to the Zoning and Subdivision Ordinances for the City.

Landform led the City's 2030 Comprehensive Plan effort and the 2040 Comprehensive Plan update process. These plans continue to provide opportunities for high quality development while preserving the rural characteristics that make Hugo unique.



Land Development Regulations Ordinance

Location Rogers, MN
Client City of Rogers, MN
Date Completed 2020

Landform was selected to help the City of Rogers update the format of their existing Zoning and Subdivision Ordinances. The City wanted to update these ordinances to make them easier to read, understand and implement. The City was interested in developing a form-based code; however, the City budget limited the opportunity for a full rewrite. Landform worked with the community to develop a hybrid code that incorporates many form-based elements and created a limited number of new zoning districts to implement the 2040 Comprehensive plan.

We used this opportunity to update the City ordinances to be consistent with recent State law changes, including how variances and non-conformities are addressed. Graphics, tables, and procedural icons were used wherever possible to convey the policy language in concise terms.

At the conclusion of the project, we prepared a memo for the City identifying key areas of the ordinance that we believed should be updated based on feedback received and conflicts with other sections of the City Code.



TABLE 14. ND - NEIGHBORHOOD DISTRICT

ND Neighborhood District

A. SLOT STANDARDS

1.1 Lot Size per acre - commercial: 10,000 sq. ft. residential: 4,000 sq. ft. per acre
 1.2 Lot Coverage: 75% max.
 1.3 Lot Depth - residential: 40 ft. min. / nonresidential: 60 ft. min.

B. BUILDING HEIGHT

B.1 Maximum Building: 10 ft. max.
 B.2 Accessory Building: 10 ft. max.

Maximum heights for various roof types are detailed in Sec. 12.05.01 Lot and Building Standards, Design Districts.
 Accessory buildings shall not contain dwelling units.

C. SETBACKS PRINCIPAL BUILDING*

Principal buildings shall be setback from the lot lines as shown:

C.1 Principal front setback: 20 ft. min.
 C.2 Side (Street) Setback: Same as Front Setback
 C.3 Side (Rearset): 5 ft. min.
 C.4 Rear Setback: 5 ft. min.

*Principal front setbacks for residential uses adjacent to residential zones or higher classifications, 30 feet.
 Attached front porches, screened steps or stoops shall be allowed to protrude 3 ft. maximum within front yard setback. Detached front porches shall be within front yard setbacks.

D. SETBACKS ACCESSORY

D.1 Side (Street): 5 ft. min.
 D.2 Rear Setback: 5 ft. min.

Detached accessory structures such as garages shall be placed in the rear yard.
 Refer to Sec. 12.05.01 Accessory Use Standards for additional information on allowable location of accessory structures.

KEY

Lot Line
 Building
 Accessory Building Area
 Principal Structure
 Accessory Structure

FIGURE 14.1: NEIGHBORHOOD DISTRICT BUILDING FOOTPRINT

IV. ZONING DISTRICT STANDARDS

DISTRICT DESCRIPTIONS

ND - Neighborhood District

The ND Agricultural District is to provide areas for existing agricultural uses and land currently zoned in Agricultural Preserve Program. Areas zoned as Agricultural shall maintain this zoning designation until a plan to develop the land or enter the Metropolitan Agricultural Preserve Program at which time the City may best property consistent with its designation in the Comprehensive Plan, provided that the development does not constitute extension of public utilities, facilities, and services.

The ND1 Rural Residential District is to provide areas for agricultural uses as well as providing for residential uses affording the enjoyment of the rural life style. The Rural Residential District applies to those properties zoned Residential in the 2040 Urban Land Use Plan. Development within this district is required at a minimum to be a minimum of 10 units per acre up to a maximum of 10 units per acre, developed in a manner to avoid densities up to 10 units per acre.

The ND2 Single Family Residential District is to allow the continuation of existing residential development and to allow for the addition of residential development in the older residential area of the city. The district also allows for smaller lots in areas that are not zoned for single family residential to development in a manner that will not be descriptive to the character of the district.

The ND3 Mid Density Residential District is to provide a district that will allow alternative forms of housing density and a mixture of housing types. Residential units in this district include a range of housing types such as townhomes to townhomes and smaller lot detached single-family homes. The Mid-density Residential District areas that will provide residents with access to transportation corridors and nearby amenities and transit corridors the City between low density single family residential areas and higher intensity residential zones.

The ND4 Mixed Density Residential District is to provide a range of housing types, including multiple-family units that cater to people's housing preferences during different lifecycle stages. This includes such housing units, attached townhomes, townhomes, and flats. This district area is located in a variety of housing solutions near transit corridors and supported by commercial uses to provide a variety of amenities such as transit, local shops and services. The ND4 district also provides opportunities to increase density within the existing urbanized areas, to transition between commercial and employment centers and existing residential development.

The ND5 High Density Residential District is to allow for high density dwellings. This includes housing types such as multi-family units, townhomes, townhomes, and flats. This district also provides opportunities to increase density within the existing urbanized areas, to transition between commercial and employment centers and existing residential development.

TABLE 4. PERMITTED USES

Use Category	ND	ND1	ND2	ND3	ND4	ND5
A. RESIDENTIAL USES						
Unimproved Lot						
Dwelling, Single Family	P	P	P	P	P	P
Dwelling, Two Family		P	P			
Dwelling, Townhome			P	P		
Dwelling, Multi-Family (2 to 5 Units)				P	P	P
Dwelling, Apartments (6+ Units)					P	P
Dwelling, Accessory Units	A	A	A	A	A	A
B. ACCESSORY						
Permitted Accessory Use						
Accessory Structure	A	A	A	A	A	A
Clear Sign	A	A	A	A	A	A
Fences	A	A	A	A	A	A
Garage, Covered	A	A	A	A	A	A
Outdoor Dining, Amenity, with Decking, if abutting ESR or Hwy 101				A	A	
Outdoor Seating						
Parking, Surface Use, if Compliant						
Private Swimming Pool	A	A	A	A	A	A
Septic System, Community	A					
Retail Energy System	A	A	A	A	A	A
Special Approval Required						
Car Wash, with gas station or convenience store				A	A	A
Home Occupations, Type I		P	P	P	P	P
Home Occupations, Type II		P	P	P	P	P
Home Occupations, Type III		I	I	I	I	I
Outdoor Display, Retail				C	C	C
Outdoor Storage, Materials				C	C	C
Outdoor Storage, Storage Tanks				C	C	C
Outdoor Storage, Tires & Tires				C	C	C
C. PUBLIC, INSTITUTIONAL & CIVIC						
Community & Cultural Centers						
Cemetery, Columbarium, Mausoleum	A	A	A	A	A	A
Club or Lodge (Private), 10,000 sq. ft. or less				P	P	P
Club or Lodge (Private), 10,000 sq. ft. or greater				P	P	P
Government Building				P	P	P
Library				P	P	P
Museum				P	P	P

KEY

P = Permitted subject to approval of the Plan Commission for all uses other than single and two-family residential as described in Sec. 12.05.01, this Ordinance.
 C = Conditional subject to approval of Conditional Use Permit Application as described in Sec. 12.05.02, this Ordinance.
 I = Intensity subject to approval of Intensity Use Permit Application as described in Sec. 12.05.03, this Ordinance.
 AP = Administrative Permit
 A = Accessory Use
 P+ = Permitted with a License
 *Uses may be subject to requirements described for as outlined in Sec. 12.05.01, this Ordinance.

76 Rogers Land Development Regulations Ordinance June 9, 2020

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

December 9, 2024

The East Bethel City Council met on December 9, 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
Christina Benson, City Attorney
Aaron Berg, Community Development Director
Nate Ayshford, Public Works Manager
Mike Jeziorski, Deputy City Administrator/Finance Director

1.0 Call to Order

The December 9, 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 with the removal of item 9.0 C.1 Closed Session: Fire Chief Performance Review. Smith stated I'll second. Lewis asked any discussion? Lewis stated that Fire Chief Sanow let the Council know he was sick, so the closed session will be rescheduled. To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

4.0 Presentations and Public Hearings

4.0 A 2025 Budget Presentation: Public Comment and Approval of City, EDA, and HRA Budgets and Levies

4.0 A.1 Resolution 2024-79, Adopting the 2025 Budget and Levy

Finance Director Jeziorski presented the 2025 Budget Presentation including the budget and levy timeline, financial highlights, general fund, 2025 projected revenue sources, 2025 employee summary, 2025 contracted services, general fund expenditures, debt service fund, 2025 HRA and EDA Levy, and projected impact of sample residential house.

Mundle asked what the total on the transfers into each of the funds will be. Jeziorski stated that the transfer for building capital is \$50,000, the transfer to street capital is \$600,000, and the transfer to parks is \$110,000 for 2025.

DeRoche asked about the budgeting for the Ice Arena. Jeziorski stated that the Ice Arena is budgeted with a budget-neutral fund, so the revenues taken in support the expenditures that go out.

Lewis opened the public hearing at 7:14 p.m.

Melissa Newberger asked about the 12% decrease for the Fire Department due to salary changes and asked for more information on why it is decreasing so much.

1 Lewis stated that a position would have been created if the Safer Grant had been received, but the
2 grant was not received, so they could not fund the position. Jeziorski stated that the other primary
3 reason is that the Fire Department Relief Association transferred their retirement account to the
4 State of Minnesota, so the City does not receive Fire State Aid directly.

5 Dino Perfetti asked why they are budgeting \$133,00 again this year since there were only 3 meetings
6 held this past year. Lewis stated that the EDA funds are also used for supporting staff salaries and
7 those continue whether there are meetings or not.

8 Look stated that the meetings are canceled if there are no topics to discuss. He also stated that
9 dollars are banked for the EDA, and part of their goal is to take more of an active role in the
10 community and how to invest dollars to encourage development.

11 Miller stated he would like to see the EDA meet more often, maybe every month. Look stated if there
12 are no topics to discuss each month, then holding a meeting would be a waste of people's time.

13 Lewis closed the public hearing at 7:24 p.m.

14 **DeRoche stated I'll make a motion to adopt Resolution 2024-79, Adopting the 2025 Budget and**
15 **Levy. Mundle stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All**
16 **in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

17 **4.0 A.2 Resolution 2024-80, Adopting the 2025 EDA Budget and Levy**

18 **Mundle stated I'll make a motion to adopt Resolution 2024-80, Adopting the 2025 EDA Budget and**
19 **Levy. DeRoche stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All**
20 **in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

21 **4.0 A.3 Resolution 2024-81, Adopting the 2025 HRA Budget and Levy**

22 **DeRoche stated I'll make a motion to adopt Resolution 2024-81, Adopting the 2025 HRA Budget**
23 **and Levy. Smith stated I'll second.** Lewis asked any discussion? To the motion, all in favor say aye.
24 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

25 **4.0 B East Bethel Fire Department Community Response Policy**

26 Look stated that the Sherrif and Allina are here to continue the discussion about fire response and
27 what models are out there right now. Look stated that there have been issues with call volume and
28 having firefighters in their booths to respond to fires occurring.

29 Mark Reina, Ambulance Operation Supervisor for Allina Health, stated that he pulled all the run
30 volume for East Bethel for 2024 year-to-date. Mr. Reina stated that they are sitting at 962 EMS
31 responses for medicals, with an average of a 12.51-minute response time, from the time the call is
32 answered to the time the ambulance arrives on the scene.

33 Mr. Reina stated that out of the 962 calls, they transported 643 residents, 79 (12.29%) of the
34 transports being emergent. He stated that the average for most communities is 5%, so East Bethel is
35 7.29% higher than other communities for emergent transports. Lewis asked if he knew why that was
36 the case. Mr. Reina stated the fact it is a rural community, the population density, or the age of the
37 community could be factors.

38 Mr. Reina stated that 560 were non-emergent transfers without the use of their emergent mode of
39 transport to the hospital. Four of the non-emergent runs responded to were transported emergently
40 based on the condition of the patient when they arrived on the scene, which was worse than what
41 was said over pre-arrival.

1 Mr. Reina stated that other communities he has worked with on response models have decided to
2 only respond to the highest of acuity calls and some communities have still responded to everything.
3 Mr. Reina stated that responding to their community needs must be based on the service they want
4 to provide to their community.

5 Mundle asked if Mr. Reina has seen any different statistics between cities that respond to all calls
6 compared to cities that only respond to emergency calls. Mr. Reina stated that in a true emergency,
7 the quicker the medical care gets there, the better the outcome the patient has.

8 DeRoche asked what level of basic life support (BLS) East Bethel can do. Mr. Reina stated that he
9 would have to double-check the specific protocols to be sure, but he does not think they have any
10 medications and/or IV access, but they do have nitro, aspirin, and albuterol.

11 Lewis asked how albuterol is administered. Mr. Reina stated that it is inhaled through a nebulizer
12 treatment. Mr. Reina stated that East Bethel is one of their highest-performing communities for
13 working with their ambulance service and they have very thorough reports when Allina arrives on the
14 scene.

15 Miller asked if there had been any residents who complained when they switched from responding to
16 different calls. Mr. Reina stated that those complaints would go directly to the fire service.

17 Look asked, of the non-emergent calls, how many are duplicative in terms of the Fire Department
18 arriving but is not needed for the call. Mr. Reina stated that those are the alpha-omega calls which
19 are very low priority and account for about 280 of those calls.

20 Mundle asked how the other cities that have cut back on calls have been received. Mr. Reina stated
21 that one community had a very positive response, especially on the fire chief's side, and the other
22 city is more of a mixed bag, with the firefighters being unhappy with the change.

23 Lewis asked why the firefighters were unhappy with the change. Mr. Reina stated that a lot of the
24 rural community firefighters like going on the medical calls because the number of structure fires
25 they are responding to is going down, so they want to serve their community by responding to those
26 medical calls instead.

27 A resident asked how they decipher what is and is not an emergency call. Mr. Reina stated that when
28 a resident calls 911, it goes to Anoka County dispatch, where they get very little information, then it
29 gets transferred to Allina EMS, who then does a pre-arrival questionnaire with the patient to
30 determine if it is an emergent or non-emergent response.

31 Lieutenant Peters stated they are usually on the scene since they are already mobile and out
32 patrolling. Peters stated that they are not as effective in their job without the support that the Fire
33 Department provides. Peters stated that so far this year they have responded to over 600 medicals,
34 53 personal injury crashes, and 162 property damages accidents.

35 A resident asked if the Police Department responds to every 911 call. Peters stated that they do,
36 whatever the call may be.

37 James Sathre stated that he was so impressed by the Department and stated that when they are
38 needed, they are always there. He feels it would not be wise to make any reductions in service levels.

39 Councilmember DeRoche: Well I must be missing something, because I don't recall hearing that we
40 are cutting the budget to get rid of firefighters, I guess I haven't heard that. (Questions commenter in
41 the audience). Online?", "Social Media?", same people that put out that we were going to put a
42 federal jail in? Well again I don't recall ever discussing anything about cutting the fire department or

1 cutting their budget, since last year we've been trying to figure out how to get the fire fighters more
2 money upfront. The discussion hasn't been about how are we going to cut more out of the budget so
3 we don't have to pay them. I must be missing something and if you have a date of a meeting, I'll go
4 look it up.

5 Councilmember Miller: Yeah, I'd like to say something to that, when we had a report done, it was
6 done by an expert from a firm that looks into the efficiencies and how well fire departments are run,
7 that being said this was suggestion, and this is exactly how city government is supposed to work,
8 when a suggestion comes up that we are going to take a look at that may be good or may not be
9 good for this community, we want people to show up and speak what they have on their mind. This
10 is how things get done and this is how things get done properly, so I would like to thank everyone
11 here for coming in and giving their opinions. This was never something where we said we are cutting
12 tonight. This is something we wanted input from to review and take a look at and make decisions
13 based on it. There is nothing we are going to do without your input, not when it comes to stuff like
14 this with our residents...I can assure you that. We are just talking about it and this is the kind of
15 communication we want hear somebody take the suggestion, we look at it, we present it to you, we
16 try to get what the residents feel about it...very simple process...thank you.

17 Peters gave some information on the Public Safety Data System and how they respond to calls.

18 Lewis discussed how appreciative he has been of the emergency services and their response
19 regarding his past health issues.

20 Troy Lachinski approached the podium to represent the Fire Department regarding Community
21 Response.

22 Troy Lachinski: Mr. Mayor and Council, I didn't really have a lot prepared, Chief Sanow called me this
23 afternoon and asked if I could step in and go through some of the numbers that we had been working
24 on, uhm also due to the Jerry Streich Capstone report. So, a couple of things that we were looking at
25 is, you had already mentioned one of them, the main reason why we are looking at this is to try and
26 reduce the burden on the fire fighters.

27 Councilmember Deroche: To do what?

28 Troy Lachinski: to reduce the burden on the fire fighters for the number of calls, is that correct? Is
29 that the main reason we are looking at this? So, I just worked with Rod, we crunched some
30 numbers...we keep talking about 1000 calls, which is a lot, and don't get me wrong, I also think that
31 we should figure out a way to work together to figure out what we can reduce and what to keep. The
32 problem that we have to keep in mind, was mentioned here...every time someone calls 911 it is an
33 emergency to them, so we look at these people that are calling, this is an emergency. Now
34 sometimes we get there of course, it probably is not an emergency, and Mark had mentioned that
35 there are some hundreds of calls that they don't leave that residence in emergent mode, but they are
36 still transporting that person to the hospital, so they are still having a medical emergency. So, number
37 one, we have to keep that in mind and that we need to make sure that whenever we decide to do
38 something that we do talk to the residents and make sure they are aware of what we are trying to do
39 is to go to less calls. I know that still the Sheriffs department will go there and Allina will still go there,
40 but we want to make sure that they understand that the fire department might not be going on these
41 calls.

42 I also want to call out Allina and the Sheriffs department...they are awesome, I mean that the 3
43 departments working together, they work very well together. As they mentioned, they hold us all in

1 the highest regard and I feel the same way with them. Top notch, couldn't be working with better
2 people.

3 (Troy Lachinski goes into crunching the numbers and the required amount of responses to meet
4 minimums, stating that at a minimum you have to go to 1.5 calls a week. They would like them to go
5 on more than the minimum, but that it isn't a huge burden. He stated that they could implement a
6 duty crew model that. Where the burden comes in during the day, which averages about 2.5 calls a
7 week.)

8 Troy Lachinski: There are lots of ways we could reduce the burden on the fire fighters, we could
9 introduce a duty crew officer program during the day, that would reduce the number of calls that
10 they go on, we could sure split off station one and station 3 and they would reduce the number of
11 calls that each of those respective stations go on. He suggested expanding upon the day duty crew
12 now (Chief Sanow and inspector Uden). We also have a duty officer nights and weekends as well, so
13 it rotates through all of the officers, we all take a turn, its every 8 weeks, we get that 108-hour duty
14 week where its Monday-Friday from 5 am until 5 pm and then all-day Saturday and all-day Sunday,
15 that way we know that at least somebody is going to be going to the call.

16 If you look at it on a quarterly basis, for station one it is basically 21 calls per quarter for a 3-month
17 period. Station 2 nights is 18 calls per quarter, during the day its about 34 calls per quarter. So yes, it
18 is a lot of calls during the day especially, but it is not a huge huge burden.

19 The other number we are looking at is how often are we arriving on scene before EMS. We added a
20 question to our records management software. Did the fire department arrive before EMS and did
21 we have any patient contact? We don't have a lot of data yet, we just put this in place after the
22 Capstone report, so we have roughly 4 months' worth of data. We are still arriving on scene 65 % of
23 the time and we are having patient contact 69% of the time. So, we are still having a lot of patient
24 contact. So, on those medical, 70% of the time we are having patient contact.

25 I guess I just wanted to point out those things, we definitely want to work with the city and figure out
26 what's best for our community and what's best for our fire department, we don't want people to be
27 burned out, so we definitely want to be part of the conversation and part of the solution.

28 Councilmember Deroche: Well that was something that we were approached last year, fire fighter
29 burnout, and that's what we've been trying to figure out what to do about it.

30 Troy Lachinski: It's not just and EB problem, this a nationwide issue, and the paid-on-call model is
31 working right now for us because we have a bunch of dedicated people, but it's not a long-term
32 solution, this is not a model that is going to last. Maybe 5 years from now we will be full time, maybe
33 10 years from now we will be full time. This model is just not going to work long-term. It's a big
34 challenge. Again, it is not an East Bethel problem or a Minnesota problem, this is across the entire
35 country.

36 **Informational; no action required.**

37 **5.0 Public Forum**

38 Patty Sathre stated that the 6 times the Fire Department reported to their residence, Fire Chief
39 Sanow was always first on the scene, and the Sherrif's Department was quickly after; she said they
40 were awesome.

41 Melissa Newberger stated that she reviewed the analysis by Capstone LLC on the Fire Department
42 operations and is concerned with the proposed changes and urged the Council to discuss with the

1 Fire Department and their input to make these decisions. Ms. Newberger stated that she is in support
2 of the \$500 pension increase for the firefighters.

3 Janet Grothe stated that they were not informed of the work going on at Viking Meadows and she
4 lives a quarter mile away. Ms. Grothe stated that she has many concerns regarding the plans and
5 what has been approved.

6 Berg discussed how surrounding residents were made aware of this project. Berg also gave
7 information on the details of the wetlands and project.

8 Leon Grothe stated that to fit all the lots on the land for this project almost all the trees will have to
9 be taken out. Mr. Grothe stated that he considers this a huge downgrade for East Bethel. Mr. Grothe
10 is concerned with the lack of regard for the nature and trees of the site.

11 **6.0 Consent Agenda**

12 ~~Item A: Approve Bill List~~

13 Item B: Approve Meeting Minutes November 20, 2024 Town Hall Meeting

14 Item C: Approve Meeting Minutes, November 25 2024 City Council Meeting

15 Item D: Resolution 2024-82, Setting 2025 City Meeting Dates

16 Item E: Resolution 2024-83, TIF 1-2 Permanent Fund Transfer

17 Item F: Resolution 2024-84, TIF 1-3 Permanent Fund Transfer

18 Item G: Resolution 2024-85, TIF 1-4 Permanent Fund Transfer

19 Item H: Resolution 2024-86 TIF 1-5 Permanent Fund Transfer

20 Item I: Resolution 2024-87, Arena Permanent Fund Transfer

21 Item J: Resolution 2024-88, 2025 Committee Stipends

22 Item K: Approve 2025 Tobacco License Renewals

23 Item L: Security Systems for East Bethel Facilities

24 ~~Item M: Resolution 2024-76, Fire Department Benefit Level Increase~~

25 Item N: Resolution 2024-89, Declaring Street Sweeper Surplus Property

26 Item O: Purchase 2025 Elgin Pelican Street Sweeper

27 Item P: Purchase Tire Chains for Single Axis Snowplow

28 Item Q: Purchase Coats Tire Balancer

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

33 **6.0 A Approve Bill List**

34 Smith asked why the assessing item for Kenneth A. Tolzmann has an invoice for the 4th quarter of
35 2025 rather than 2024. Look stated he will look into that and get back to him.

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

39 **6.0 M Resolution 2024-76, Fire Department Benefit Level Increase**

40 Lewis shared information regarding the East Bethel Firefighter Relief Association and stated that the
41 source of monies for the East Bethel firefighter's pensions primarily comes from 2% of the property
42 insurance premiums. Lewis also stated that return on investments is the other source of money for

1 pensions. Lewis stated that if the fund falls short, then the taxpayers and the City must cover any
2 commitments that were made.

3 Lewis clarified some of the misinformation that has been spread on social media.

4 Troy Lachinski also added that the reason why they are asking for a benefit increase is because the
5 fund can support it.

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

9 **7.0 New Business. Commission, Association, and Task Force Reports**

10 **7.0 A Planning Commission**

11 **7.0 A.1 Setback Variance: 3564 Edmar Lane NE**

12 Berg stated that on October 3, 2024, the City received an application from Sharper Homes, Inc. to
13 reduce the standard setback from 10 feet to 8 feet, in the front yard for installation of a septic drain
14 field and a setback reduction from the Ordinary High Water Level (OHWL), of 75 feet to 61.5 feet, for
15 the construction of an attached patio cement slab, at the property located at 3564 Edmar Lane NE,
16 Wyoming, MN 55092.

17 Berg added that this .64-acre lot is in the Coon Lake Zoning District and covered by a Shoreland
18 Overlay Zone. Not only does this lot have shoreland but it also includes a section of wetlands. In
19 addition, the land immediately adjacent to the east is City-owned and it contains lowland with an
20 open drainage ditch that runs parallel to the lot line. These features create a list of setbacks that must
21 be met.

22 Berg stated that Sharper Homes, Inc. is proposing a slab-on-grade home with a placement that takes
23 all setbacks into consideration; however, to place an SSTS (Septic System) and well on the property,
24 an encroach into a property line setback is necessary. A setback reduction from the required 10 feet
25 to 8 feet will be required for the installation of a drain field on this property.

26 Berg stated that the proposed construction also includes a 14-foot by 20-foot concrete patio slab,
27 which is attached to the back of the house, protruding toward the lake into the OHWL setback.
28 Sharper Homes, Inc. is requesting a reduction of the 75-foot setback to 61.5 feet. The opinion of City
29 staff is the proposed concrete patio slab attached to the house is an appurtenance.

30 Berg stated that to hear requests for variances from the literal provisions of the ordinance in
31 instances where their strict enforcement would cause practical difficulties because of circumstances
32 unique to the individual property under consideration and to grant such variances only when it is
33 demonstrated that such actions will be in keeping with the spirit and intent of the ordinance.

34 Economic considerations alone do not constitute practical difficulties.

35 A consideration of a variance requires the following three-factor test for practical difficulties:

- 36 • The first factor is a test of reasonableness.

37 In this case:

- 38 ○ Septic systems are required for a home to be considered habitable. The approval of the
39 variance would allow this property to be used as a residence.

- 40 • The second factor is a test of uniqueness.

41 In this case:

- Current setback requirements for sewage treatment systems are 50 feet from the OHWL, 50 feet from any well, 20 feet from any structure, and 10 feet from any property line.
- Tanks are required to be placed 10 feet from any structure and 10 feet from property lines.
- The adjacent property contains wetlands and a ditch which require a 25-foot setback.
- Shoreland setback for structures is 75 feet from the OHWL, 25 feet from the front lot line and 7 feet from the side yard lot lines.

• The third factor is, that a variance would not alter the essential character of the neighborhood.

In this case:

- There are 9 other properties on Edmar Lane. NE that have septic mounds in the front or side yards visible from the right of way. The adjacent property to the west has a box mound in the side yard visible from the right of way.

Berg noted that a patio slab is not a minimum building requirement of a new single-family home in the East Bethel Building Code. The amenity is a personal preference of the landowner. The elevation at the OHWL is 904.8 feet above sea level while the elevation at the proposed slab extension is 909.0 feet. This is an over 4-foot elevation drop over a 75-foot distance. The risk of damage by changing lake water levels is minimal. For additional consideration, the Shoreland Overlay District permits property owners 25% Impervious Surface lot coverage. The total square footage of this proposal, including the patio, is 21%.

Berg noted that on November 26, 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 5 - 0 vote, recommended approval of the variance request for the reduction of the property line setback for the installation of a sewage treatment system and a reduction of the OHWL setback for the construction of an attached cement patio slab, at the property located at 3564 Edmar Lane NE. as written in Resolution 2024-90.

Berg stated that the City Council should review the request and the Planning Commission's formal recommendation and consider approving the variance request as presented in Resolution 2024-90.

DeRoche stated I'll make a motion to deny the Setback Variance for 3564 Edmar Lane NE. Miller stated I'll second. Lewis asked any discussion?

DeRoche stated that the reasoning behind his desire to deny the request is that once a concrete slab is there, the owner could build an exterior building later.

A resident asked if the applicant would have to apply for a permit for an exterior building.

A representative from Sharper Homes stated that they have been as creative as they can to fit a house on the lot and allow the owner to get a patio.

Berg suggested that the Council could add a condition of approval that nothing more than the patio slab could be built. Berg added that they could also allow a septic system in the front yard with the 2-foot reduction and deny the patio slab.

DeRoche withdrew the motion. Miller withdrew the second.

DeRoche stated I'll make a motion to adopt Resolution 2024-90 adding a condition that prohibits any future structures on the slab. 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.**

7.0 A.2 Second Driveway Variance: 19408 E. Front Boulevard NE

Berg stated on October 29, 2024, the City of East Bethel received a Variance Application from Josh Balfany, the property owner at 19408 E. Front Boulevard NE, for the construction of a second driveway/access to his parcel off E. Front Boulevard. NE, in Coon Lake Zoning District.

Berg stated that Mr. Balfany and his brother, who owns 19356 E. Front Boulevard. NE, acquired a vacant parcel from family that was located between their two parcels. In a private land transaction, they divided the lot and adjoined each portion to their respective lots. Balfany subsequently applied for an accessory structure which was permitted, and the project was completed.

Berg stated that during the final inspection Balfany was informed he would need to obtain a permit for a second driveway/ access. Balfany indicated on his September 28, 2023, building application that there are no plans for a driveway. City Code does not permit more than one driveway/access in certain zoning districts of the City.

Berg referenced SECTION 10. - GENERAL DEVELOPMENT REGULATIONS, Sub.15. - Driveway access and standards.

A. Access requirements:

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

B. Surface and drainage:

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

Berg stated that the septic drain field is located on the north side of the house. The well is located in the front yard, forcing the placement of the detached accessory structure opposite Balfany’s existing driveway, and therefore, he is unable to access the new building from the existing access.

Berg added that in addition to the request for a second driveway/ access, Balfany is requesting a variance to the (improvement requirements) paving standards, as required in Sec. 10, Sub.15 (B2), under (B3) which states that, Parking spaces for heavy equipment that would damage bituminous or concrete surfaces are exempt from the paving requirement. Balfany owns a skid steer/ loader he

1 intends on parking on the driveway and believes its parking would be damaging to a paved surface.
2 City ordinance does not define heavy equipment.

3 Berg stated that there are 3 parcels on E. Front Blvd. NE that appear to have second driveways. A
4 historical review of the GIS Aerial's provides information that all three of those existed prior to 2008
5 when the ordinance revision occurred prohibiting second driveways from CL, R-1, and R-2 Zoned
6 parcels.

7 Berg stated that staff advised Balfany that the second access/ driveway and pavement standard
8 requirements would be denied administratively if applied for and a variance would be required
9 before either could be applied for or approved.

10 Berg added to hear requests for variances from the literal provisions of the ordinance in instances
11 where their strict enforcement would cause practical difficulties because of circumstances unique to
12 the individual property under consideration and to grant such variances only when it is demonstrated
13 that such actions will be in keeping with the spirit and intent of the ordinance.

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

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

- 20 • The first factor, a test of reasonableness

21 In this case:

- 22 o The property owner is requesting for a second driveway to access a detached accessory
23 structure is reasonable as adequate ingress and egress are necessary for a structure intended
24 to store vehicles and equipment.

25 Or alternatively;

- 26 o The denial of a variance to place a second driveway on a property does not deny the
27 landowner reasonable use of the property, as detached accessory structure and subsequent
28 access are not a requirement of development standards of a primary residence.

- 29 • The second factor is that the landowner's problem is due to circumstances unique to the property
30 and not caused by the landowner.

31 In this case:

- 32 o The property is triangular shaped limiting buildable areas for construction.
33 o The septic (SSTS) drain field is located on the north side of the lot. The well is located in the
34 front yard.
35 o The layout of the home placed the attached garage and existing access/ driveway on the
36 north side of the house, away from the newly constructed detached accessory structure

- 37 • The third factor is that a variance would not alter the essential character of the neighborhood.

38 In this case:

- 39 o There are 3 other parcels with existing non-conforming second driveways on E. Front
40 Boulevard NE.

41 Or alternatively;

- 42 o Properties in the R1, R2, and CL districts are allowed one access point from a public street.

1 Berg stated that in this case, it is the opinion of City staff that this variance request partially meets the
2 standards under the practical difficulties test.

3 Berg noted that for additional consideration, Balfany’s lot is in a Shoreland Overlay District which has
4 a maximum allowable Impervious Surface percentage of 25%. Balfany’s lot based on acreage would
5 be permitted to cover 5,445 sq feet. The existing coverage on the lot including the newly constructed
6 accessory building is 4,335 sq feet providing for an additional 1,110 of allowable coverage. Driveways
7 are required to be a minimum of 12 feet wide but cannot exceed 24 feet in width at the union of the
8 right-of-way pavement. Based on the minimum paving length standards, a 12-foot-wide driveway
9 would add an additional 650 square feet. A 24-foot-wide driveway would add an additional 1,300 sq
10 feet which would exceed the Impervious Surface Coverage allowed.

11 Berg referenced Sec. 57. Shoreland Overlay (SL) District Sub 5. – Definitions. Impervious surface. The
12 area of a lot is covered with buildings, including all appurtenances, driveways and sidewalks, and
13 similar impervious materials. For the purpose of this section, driveways that have a gravel base shall
14 be considered impervious.

15 Berg stated that on November 26, 2024, the Planning Commission held a Public Hearing, during which
16 there was no public comment. After a review of the application material, a discussion, and hearing
17 from the applicant the Planning Commission, by a 3-1 with 1 abstaining, recommended approval of
18 the Variance for a second driveway/access with the surface to be up to the discretion of the owner at
19 19408 E. Front Boulevard. NE as in Resolution 2024-91.

20 Berg stated that the City Council should review the request, the Planning Commission’s formal
21 recommendation, and consider approving the variance requests as presented in Resolution 2024-91
22 or approve with alternative conditions or deny the requests.

23 Mundle stated that they could add a condition for the driveway not to exceed 20 feet in width and 50
24 feet in length, no matter what material is used.

25 Berg suggested considering adding a condition that if the material used for the driveway is deemed as
26 a hazard in the roadways, then the City could obligate them to pave or put asphalt down.

27 **Mundle stated I’ll make a motion to adopt Resolution 2024-91 adding conditions that if the**
28 **material used on the driveway is deemed a road hazard that the City can enforce the paving**
29 **standard and a 20 X 50 foot maximum driveway. Miller stated I’ll second.** Lewis asked any
30 discussion? To the motion, all in favor say aye. **All in favor.** Lewis asked any opposed? That motion
31 passes. **Motion 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 A.1 Property Split Consideration: 426 Birch Road NE**

39 Berg stated that on September 3, 2024, Melbran LLC purchased 426 Birch Road NE, which included
40 two additional vacant parcels. Melbran LLC is in the process of attempting to sell the properties
41 independently and during the title work a Warranty Deed from January 15, 2002, recorded on the
42 properties, states: It is a condition of this conveyance and covenant that shall run with the land,
43 burdening and benefiting the parties’ successors and assigns, that the two vacant parcels (by

1 property description), “shall not be conveyed separately from” 426 Birch Road NE (by description),
2 “without the prior consent of the City of East Bethel.”

3 Berg stated that City staff, with the assistance of Anoka County Assessor’s Office Staff, have searched
4 City and County records to determine what caused the restriction to be placed on the vacant parcels.
5 It is not clear how Lavonne Alford acquired the two vacant parcels however in her April 2012 will,
6 upon her death, gave, devised, and bequeathed the three properties to successors.

7 Berg noted that in 2017, Lavonna Alford passed away and John Alford, her son was awarded as the
8 Formal Appointed the Successor. Interest in the property was divided three ways according to the will
9 to Lavonna’s three sons. In 2002, one of the sons sold his interest to a brother leaving the property in
10 the interest of two of the siblings. In June 2024, the two brothers sold the properties to a new buyer
11 who subsequently put it back on the market and sold it to Melbran, LLC. which would like to sell the
12 properties separately leading to the discovery of the restriction of separation.

13 Berg stated that due to the smaller lot sizes in the neighborhood city staff requested that Melbran,
14 LLC. seek the advice of a septic designer to determine if the lot at 426 Birch Road. NE would be able
15 to support a replacement septic system should the existing system become noncompliant. Melbran,
16 LLC. contacted Casper’s Excavating who provided the opinion that a replacement system could be
17 installed in the existing area and meet all setbacks.

18 Berg stated that when 426 Birch Road NE was built in the 1980s, today's setbacks were not codified
19 by ordinance in the Zoning Code. According to Sec. 51. – 7. A. – Coon Lake (CL) District requires new
20 lots without sewer and water to be a minimum of 2 acres with a minimum buildable area for new lots
21 is 23,000 sq feet. The total combined square footage of the two vacant lots, if separated from 426
22 Birch Road NE, is approximately 19,166.4 square feet. The City has approved building on existing lots
23 smaller than 2 acres in the past. City staff have mapped out the current setbacks on the vacant
24 parcels for visual representation. These setbacks leave a maximum buildable area of approximately
25 8,664.82 square feet. These two lots have a depression/low land area of approximately 2,649 square
26 feet. Historical mapping shows that there is visible water ponding in the depression annually.
27 Although not defined as a wetland this area should be surveyed to determine its borders and
28 dimensions as it is included in the buildable area previously mapped out. In addition, the Coon Lake
29 (CL) District has a Shoreland Overlay Zone limiting Impervious Surface Coverages at 25% which for the
30 two vacant lots would be approximately 4,791.6 Sq Ft. In addition, the lots would need to have a
31 septic system and meet all setbacks as required by Code or have approved variances for reductions.

32 Berg stated that if the division is approved, City staff recommend a certificate of survey and lot
33 combination be required as a condition of approval to avoid the possibility of future divisions creating
34 the need for additional variances and to best meet the requirements of today’s Zoning Code.

35 Berg stated that the City Council should review the request and consider approving or denying the
36 request as presented in Resolution 2024-92.

37 **DeRoche stated I’ll make a motion to adopt Resolution 2024-92, approving a property split as**
38 **required by recorded by Abstract No. 2419364.001 and Warranty Deed #1647942 on a property**
39 **located at 426 Birch Road NE. Miller stated I’ll second.** Lewis asked any discussion? To the motion,
40 all in favor say aye. **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes**
41 **unanimously.**

42 **8.0 B Engineer Report**
43 None.

1 **8.0 C City Attorney**

2 **8.0 C.1 Administrator Review Summary Statement from 11/25/24 Closed Session and Approval of 2025**
3 **Administrator’s Contract**

4 **DeRoche stated I’ll make a motion to approve the Summary Statement from 11/25/2024 Closed**
5 **Session. Miller stated I’ll second.** Lewis asked any discussion? To the motion, all in favor say aye.
6 **All in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

7 **DeRoche stated I’ll make a motion to approve the 2025 Administrator’s Contract as presented.**
8 **Miller stated I’ll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All in**
9 **favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

10 **8.0 D Finance**

11 None.

12 **8.0 E Public Works**

13 None.

14 **8.0 F Fire Department**

15 None.

16 **8.0 G City Administrator Report**

17 **8.0 G.1 Resolution 2024-90, Anoka County Broadband Infrastructure Grant Program**

18 Look stated that this is a request to approve the Grant Agreement with Anoka County to receive
19 \$1,019,800 for Broadband expansion. Federal guidelines require this agreement to be finalized before
20 December 31, 2024, to be eligible to utilize the dollars. Project completion is required by the end of
21 2026.

22 In 2023, Anoka County designated ARPA dollars to be used for broadband expansion in areas of
23 Anoka County that are currently underserved with high-speed internet connection. Midco assembled
24 a project that included the communities of East Bethel, Bethel, and Linwood. Conditional on the grant
25 acceptance was a joint powers agreement between the 3 communities and Midco, to manage the
26 project. After discussing with Staff, it was determined that East Bethel would provide the project
27 management to help facilitate the receipt of grant dollars and completion of the project.

28 **Miller stated I’ll make a motion to adopt Resolution 2024-93, accepting Anoka County Broadband**
29 **Grant. Smith stated I’ll second.** Lewis asked any discussion? To the motion, all in favor say aye. **All**
30 **in favor.** Lewis asked any opposed? That motion passes. **Motion passes unanimously.**

31 **8.0 G.2 Whispering Aspen Redevelopment Status Report**

32 Mundle stated that he will be abstaining from any discussion and voting for this item.

33 Look stated that they are seeking City Council guidance to empower them to work with the City
34 Attorney to draft a letter to the principal, Mr. Mundle Sr., to address some of the open business
35 issues.

36 Lewis asked if there had been a letter sent to the County Attorney. Look updated that the letter was
37 sent but they have not received any response.

38 **DeRoche stated I’ll make a motion to empower staff to work with the City Attorney to draft a**
39 **letter. Miller stated I’ll second.** Lewis asked any discussion? To the motion, all in favor say aye.
40 **Lewis, DeRoche, Miller, Smith – Aye; Mundle - Abstain.** Lewis asked any opposed? That motion
41 passes. **Motion passes.**

42 **9.0 – Other Items**

1 **9.0 A Staff Report**

2 Look clarified the invoice question for the Kenneth A. Tolzmann bill from the bill list.

3 Look stated that the Christmas tree lighting was very successful and well attended.

4 **9.0 B Council Reports**

5 DeRoche stated that a few people went out on Coon Lake yesterday and fell through, but everyone
6 made it out safely.

7 **9.0 C Closed Session**

8 **9.0 C.1 Fire Chief Performance Review**

9 This item was removed from the agenda due to Fire Chief Sanow's sickness.

10 **10.0 Adjourn**

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

13 Meeting adjourned at 9:55 p.m.

14 Submitted by:

15 Lilian Rokosz

16 *TimeSaver Off Site Secretarial, Inc.*

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

RESOLUTION NO. 2025-06

**RESOLUTION SETTING THE DATE FOR THE 2025 MEETING
OF THE LOCAL BOARD OF APPEAL AND EQUALIZATION**

WHEREAS, the integrity of an ad valorem system rests upon an equitable and reliable process for establishing values and a formal mechanism for taxpayers to engage in an appeals process if they disagree with values established; and

WHEREAS, the Local Board of Appeal and Equalization provides a forum for taxpayers who do not concur with the City Assessor as to the valuation of their property; and

WHEREAS, Anoka County has established April 14 through May 5, 2025 as the time-frame in which the Local Board of Appeal and Equalization must meet.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2025 Local Board of Appeal and Equalization meeting for the City of East Bethel is hereby scheduled for 5:30 p.m. on Monday, April 28, 2025.

Adopted this 13th day of January, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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



Date: January 13, 2025

Agenda Item Number: 8.0 G.1

Agenda Item: 2025 Commission/Committee/Liaison Assignments

Background Information:

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

Acting Mayor: The Acting Mayor performs the duties of the mayor in his absence. Councilmember Mundle is recommended for appointment to this position for 2025.

Commission Assignments: The Planning and Parks Commissions have a Council Member assigned as a liaison non-voting member. The purpose is to provide a direct link and communication between the Council and Commissions and historical perspective to issues and items affecting those Commissions. Councilmember Miller is recommended for appointment as the Council Liaison to the Parks Commission for 2025. The Parks Commission meets on the second Tuesday of the month or as needed.

Councilmember Smith is recommended for appointment as the Council Liaison to the Planning Commission for 2025. The Planning Commission meets on the fourth Tuesday of the month or as needed.

Fire Department: Councilmember Mundle is recommended for appointment as the Council Liaison to the Fire Department for 2025. The Fire Department has training sessions and staff meetings every Monday unless otherwise noticed.

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

Economic Development Authority: Per EDA By-Laws, two Council members are appointed to this Commission. The EDA meets on the third Monday of the month or as needed. Mayor Anderson and Councilmember Erkel are recommended for appointment as the Council members for the EDA for 2025.

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

Councilmember Mundle is recommended for the 2025 appointment as the Council representative to the SRWMO and Councilmember Miller is recommended as the Council representative on the URRWMO.

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

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

Sandhill Crane Committee: This committee was formed by a Joint Powers Agreement composed of the City of East Bethel, Anoka County, MNDNR and the MNPCA. The group appears to be disbanded, and no member was appointed in 2024.

A Council liaison will be appointed as needed for the Sandhill Crane Committee for 2025.

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

Mayor Anderson and Councilmember Erkel are recommended for the 2025 appointees to this Committee.

Booster Day Committee: This committee meets monthly, and consists of members of service organizations and citizen volunteers. The committee feels that only one councilperson is needed for the liaison but welcomes the attendance of any other Council member. Councilmember Miller is recommended for the 2025 appointment to the Booster Day Committee.

Anoka County-Blaine Airport Advisory Commission: The City is a member of the Anoka County-Blaine Airport Advisory Commission. Membership on the Commission enables the City to keep abreast of developments at the airport as they relate to economic development through access to general aviation facilities. The Commission is advisory only and there are no dues or costs to the City to belong. Current municipal members on the Commission include Circle Pines, Blaine, Mounds View, Lexington, Lino Lakes, East Bethel and Anoka County. This Commission meets on a bi-annual schedule. Suzanne Erkel served as citizen member liaison to this body from 2019 – 2024, and is recommended for the Council Member 2025 reappointment. In addition to the liaison selection, Councilperson Mundle is recommended as an alternate to this group.

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

It is recommended that Councilmember Mundle and the City Administrator be appointed to the North TH 65 Highway Coalition for 2025.

Personnel Committee: The City created a personnel committee on March 22, 2021 to review matters relating to policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure, and advise the Council on these issues. Mayor Anderson and Councilmember Smith are recommended for the 2025 appointments to this committee.

Nexus Community Advisory Board: The City of East Bethel supported the relocation of Nexus Family Healing and has expressed interest in appointing a representative to a community advisory board. Councilmember Smith is recommended for the 2025 appointment, with Councilmember Miller as an alternate.

Attachment(s):

Attachment 1 – Proposed 2025 Commission/Committee/Liaison list

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

Recommendation(s): Mayor Anderson has recommended the appointments as listed in Attachment 1 and as described above and requests approval from Council for these assignments.

2025 Commission/Committee Proposed Assignments

Commission/Committee	2021	2022	2023	2024	2025
Acting Mayor	Harrington	Harrington	Mundle	Miller	Mundle
Park Commission	Beck/McLaurin	McLaurin	Miller	Miller	Miller
Planning Commission	Erkel	Mundle	Lewis	Smith	Smith
Sunrise River WMO	Harrington	Harrington	Harrington	Mundle/Miller	Mundle
Upper Rum River WMO	Harrington	Harrington	Miller	Miller	Miller
Fire Department Liaison	Harrington	Harrington	Smith	Smith	Mundle
Police Liaison	Voss	Voss	Smith	DeRoche	Smith
Booster Day Committee	Erkel	Erkel	Harrington	Miller	Miller
Finance Committee (2)	Voss	Voss	Harrington	Lewis	Anderson
	Mundle	McLaurin	Lewis	DeRoche	Erkel
EDA (2)	Voss	Voss	Harrington	Lewis	Anderson
	Mundle	Mundle	Mundle	DeRoche	Erkel
Anoka County-Blaine Airport Comm	Erkel	Erkel/DuCharme	Lewis/Erkel	Mundle/Erkel	Erkel
TH 65 Coalition	Mundle	Mundle	Mundle	Mundle	Mundle
TH 65 Coalition	Davis	Davis	Davis	Look	Look
Personnel Committee (2)	Voss	Voss	Harrington	Lewis	Anderson
	Erkel	Erkel	Lewis	DeRoche	Smith
Nexus				Smith	Smith
				Miller Alt	Miller Alt
Citizen Appointments					
Upper Rum River WMO	Radja Lohse	Radja Lohse	Radja Lohse	Radja Lohse	Radja Lohse
Sunrise River WMO	Leon Mager	Leon Mager	Leon Mager	Leon Mager	Leon Mager