

EAST BETHEL CITY COUNCIL WORK MEETING

June 9, 2025

The East Bethel City Council met on June 9, 2025, at 6:00 p.m. for the regular City Council Work meeting at City Hall.

MEMBERS PRESENT: Ardie Anderson Suzanne Erkel Brian Mundle
 Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator
 Carrie Frost, Administrative Coordinator

1.0 – CivicPlus Modules Project

Frost presented information on CivicPlus who they use to host their website. Frost stated that they are eligible for their free redesign as of last year, and she is trying to wrap in switching over to a .gov web domain and email addresses.

Frost stated that CivicPlus offers 8 main modules for staff and also modules for how the public can use their website. Frost discussed specific details of the different modules offered, including community development, social media archiving, process automation and digital services, mass notification, see-click-fix, audio eye, agenda and meeting management, and Next Request for data requests.

Smith asked if it could be used for meeting minutes. Frost stated that it would be a little heavier on the staff side.

Frost stated that she had staff go through and note which modules would be the most useful, and the number one wish was the community development module, especially the permitting software, because it could be a replacement for permit works. The next wish from staff would be the process automation and digital services modules. The third wish would be the agenda and meeting management module, especially on the staff side of making the agenda packets.

Frost noted that the Council could see the packet as it is added using the agenda and meeting management module. Erkel stated that would be helpful.

Smith asked what the costs would be. Look stated that the benefit to using CivicPlus is because it is all integrated and works seamlessly together.

Smith asked if they have spoken with other cities to see how they are using it. Frost stated that Blaine using the permitting software in the same way East Bethel would and Lino Lakes also uses something similar.

Frost stated that in the course of one year, the agenda management module would save her 105 hours in staff time, just for City Council packets.

Miller asked if the initial investment is higher or would they be paying the same amount every year. Frost noted that the initial investment would be higher but also they have a subscription fee.

Erkel asked if there are other companies that offer these services, and if so, what the price comparison is. Frost stated that there are other companies that offer similar packages, but not all of them. Frost noted that Civic Plus also owns Muni Code, which hosts the East Bethel City Code.

Anderson asked what the current costs are for permit works. Frost stated that she is not sure, but they are having an issue getting support when it is needed.

Erkel stated that she is concerned about the privacy of the permits. Frost stated that only the files deemed as public would be able to be seen by the public.

Erkel asked if there is closed captions on the City Council videos. Frost stated that there are no closed captions on the City website, but there are on YouTube.

Look stated that they can get pricing together and bring it back to the Council to present more information about time and cost savings.

2.0 – Backlog of Files for Digitizing

Look stated that they have paper files dating back years, which makes the files sometime difficult to find. Look stated one of the issues challenged with is the cost to digitize these files and who would do it. Look stated that there are companies that can bulk digitize these files, but it becomes complicated.

Look noted that they are trying to assess having a service do it, train high schoolers for the summer, or get residents of the community to assist.

Look posed the question, what happens if there is a fire. Look noted that it is critical to get the files in a safe format so everything is accessible. Look stated they can get estimates of how much it would cost for a service to do this, or if they would like residents to complete the project.

Frost stated that they got 2 licenses for Laserfiche, but right now, they have tools that they are not able to use. Frost stated that they are looking at is the addition of a secondary share drive to place the property files on.

Erkel stated that it could be a good idea to rent a couple of quick scanners for the community to use rather than hiring a service. Look stated that he does think people in the community will set up and help if asked.

Anderson asked for staff to bring this back to Council with more information.

3.0 – Facility Study

Look stated that there has been facilities studies done in the past specific to departments but never City-wide. Look stated that a study like this is not inexpensive so they can research more if it is something the Council would like to pursue.

Erkel stated that maybe this could wait until the next budget, because they cannot commit to more spending right now.

Look stated that they can get an estimate and a better understanding for now.

4.0 – Fire Station Flooring

Fire Chief Cielocha stated that some of their floors need repairs. Fire Chief Cielocha stated that he knows it will be a while before building or renovating a station so they can look at how they can make the existing stations last longer. Fire Chief Cielocha also noted they got quotes to repair the flooring and preserve the stations.

Look stated that this is the more reasonable option to try and save the flooring before it gets worse. Look noted that they allocate \$50,000 for facilities, and there is about \$500,000 in there right now, so they have the money ready to be used.

Erkel stated that she thinks he should go get all the quotes and bring it back to the Council. Erkel stated 3 quotes would be good.

5.0 – Crime-Free Community Ordinance

Not discussed.

6.0 – Adjourn

Work Meeting adjourned at 6:53 p.m.

Submitted by:

Lilian Rokosz

TimeSaver Off Site Secretarial, Inc.