

City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: November 24, 2025 at 7:00 p.m.



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

7:00 PM

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Adopt Agenda
- 4.0 Presentations and Public Hearings
 - A. ACSO Monthly Report (p. 3-9)
 - B. Fire Department Monthly Report (p. 10-12)
- 5.0 Public Forum
- 6.0 Consent Agenda (p. 13-14)

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. 15-25)
 - B. Tabled Minutes: October 27, 2025 City Council Meeting (p. 26-32)
 - C. Minutes: November 10, 2025 City Council Meeting (p. 33-38)
 - D. Minutes: November 13, 2025 Town Hall Meeting (p. 39-40)
 - E. Successful Completion of Probationary Period: Fire Chief
 - F. Authorize City Engineer to Prepare Plans and Specifications for 2026 Road Projects
 - G. Res. 2025-64, Accepting Work for the Prairie Hills Development (p. 41)
 - H. Municode Codification Services – Annual Billing Agreement (p. 42-45)
 - I. Gutters and Ice Control for Fire Station #2/Public Works Building (p. 46)
- 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

9.0 Other

A. Staff Report

B. Council Reports

10.0 Adjourn

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



Date: November 24, 2025

Agenda Item Number: 4.0 A

Agenda Item: Sheriff's Department Report

Background Information:

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

Attachment(s):

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

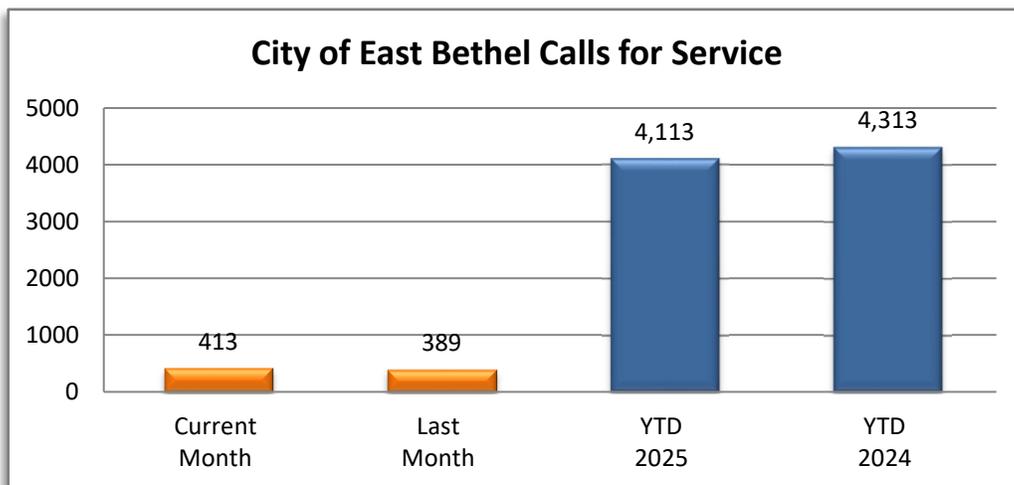
Fiscal Impact:

Recommendation(s): No Action Required

PATROL DIVISION

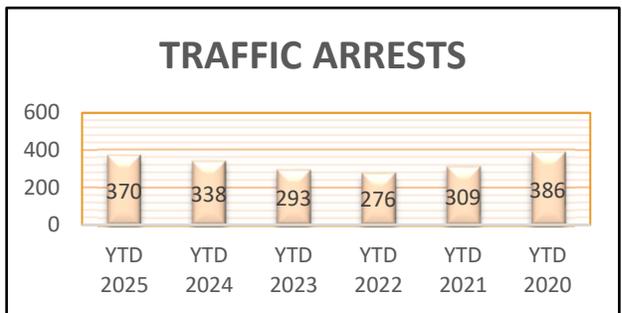
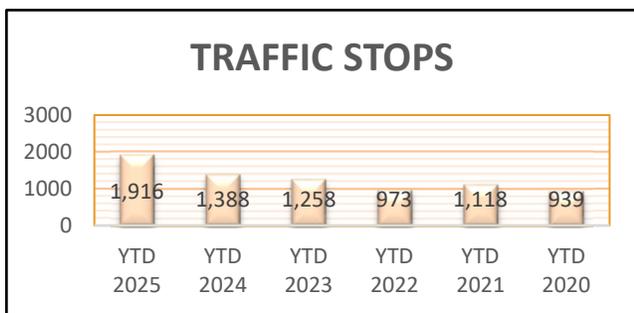
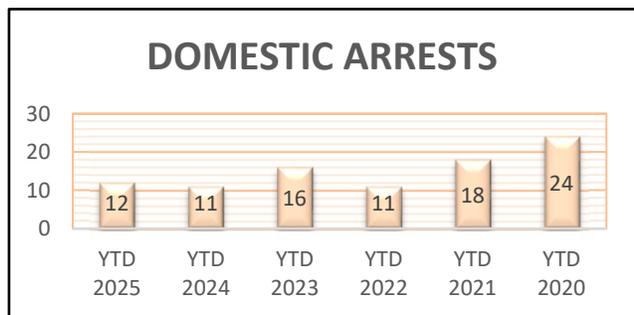
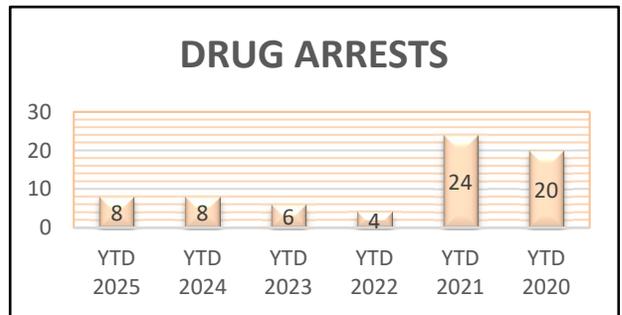
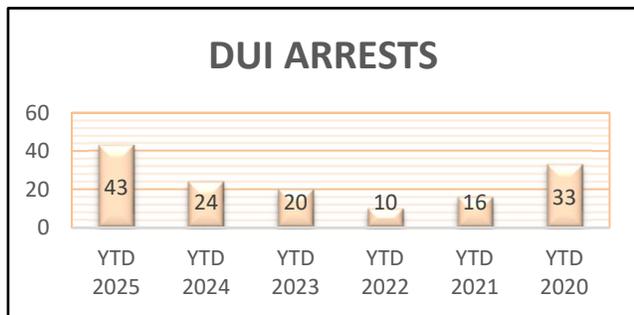
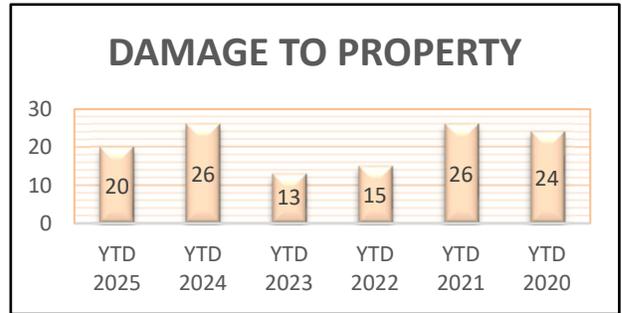
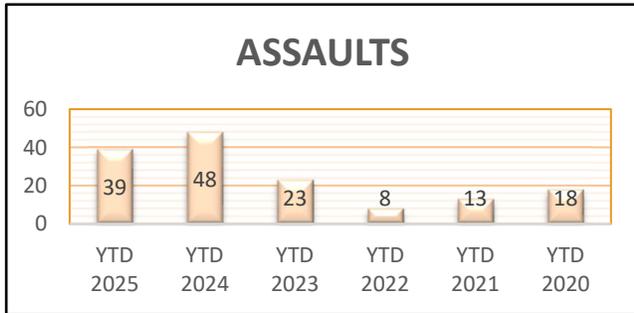
CITY OF EAST BETHEL - OCTOBER 2025

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2025	YTD 2024
Calls for Service	368	318	371	367	446	499	529	413	389	413			4,113	4,313
Burglaries	1	0	2	0	0	1	0	0	0	0			4	4
Thefts	4	2	3	5	5	7	6	10	7	4			53	39
Crim Sex Conduct	0	0	1	1	1	0	0	0	0	0			3	5
Assault	3	2	0	3	4	9	2	2	13	1			39	48
Dam to Property	0	0	2	2	1	6	3	0	5	1			20	26
Harass Comm	0	0	0	0	0	0	0	0	0	0			0	0
PI Accidents	3	3	2	4	5	6	5	3	9	2			42	53
PD Accidents	20	20	8	13	19	18	14	13	9	33			167	162
Medical	63	64	36	42	64	53	64	66	43	54			549	643
Animal Complaint	24	22	27	27	19	38	36	25	20	28			266	294
Alarms	21	15	13	11	14	6	29	19	19	19			166	182
Felony Arrests	6	1	2	1	3	5	2	2	3	0			25	40
Gross Misd Arrests	12	3	9	5	4	9	9	5	7	2			65	47
Misd Arrests	9	5	7	2	17	26	15	11	27	3			122	105
DUI Arrests	3	3	6	2	7	9	5	6	2	0			43	24
Drug Arrests	2	0	2	0	2	0	1	1	0	0			8	8
Domestic Arrests	3	1	0	0	2	1	0	2	1	2			12	11
Warrant Arrests	8	2	8	7	7	8	5	1	5	3			54	50
Traffic Stops	177	183	242	234	200	169	218	167	179	147			1,916	1,388
Traffic Arrests	26	29	43	73	39	30	23	43	38	26			370	338



CITY OF EAST BETHEL

YEAR TO DATE - OCTOBER 2020-2025

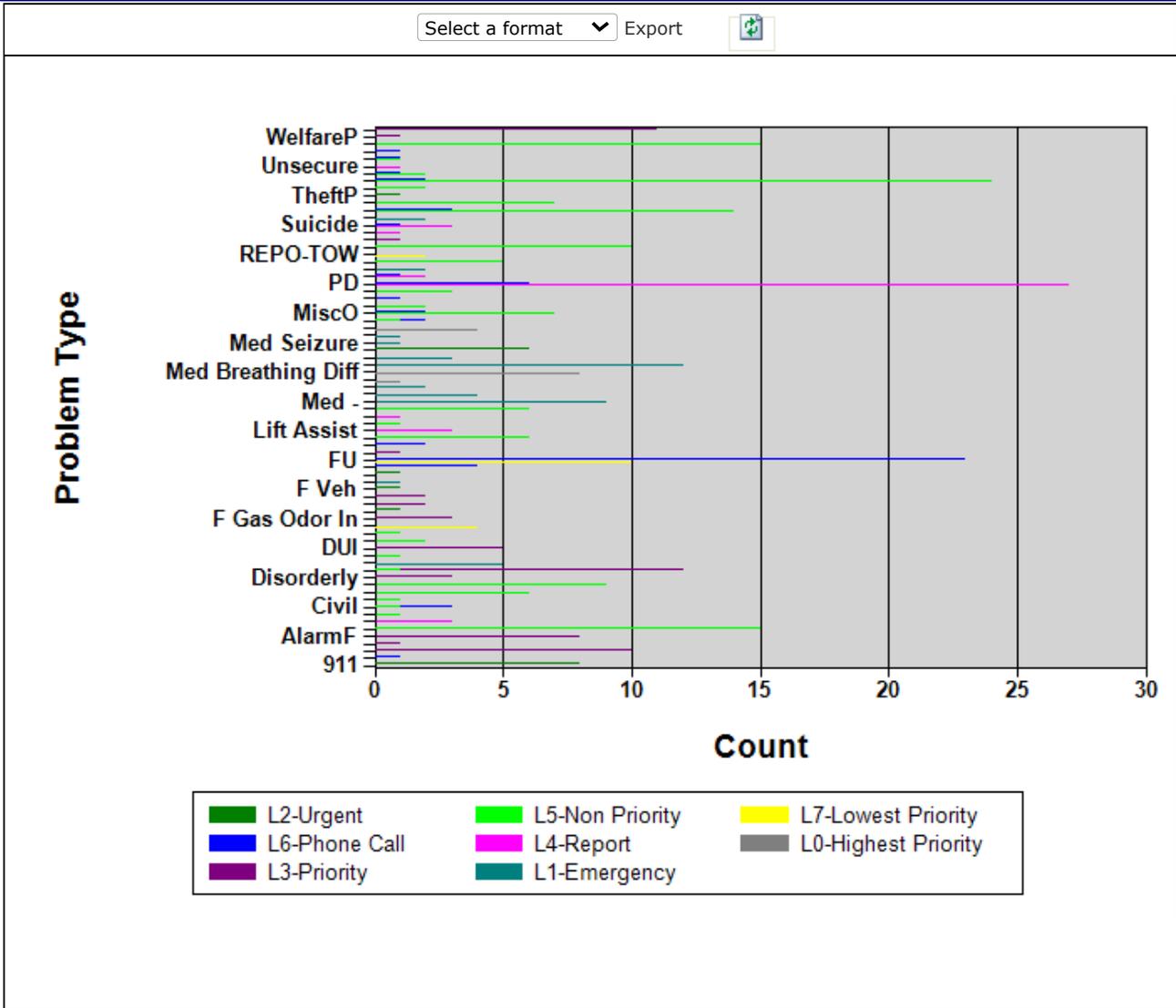


Problem Type Summary

10:19 AM 11/17/2025

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	East Bethel Law
Day Range:	Date From 10/1/2025 To 10/31/2025
Exclusion:	• Calls canceled before first unit assigned



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

Problem Type	Priority							Total	
	0	1	2	3	4	5	6		7
911			8						8
Abandon									
Abuse							1		1
AbuseP									
AlarmB				10					10

AlarmCO			1					1
AlarmCOill								
AlarmF			8					8
AlarmFsmoke								
AlarmHoldup								
AlarmV								
AlarmWF								
Animal					15	3		18
AnimalResc								
Arson								
Assault				3				3
AssaultP								
Boat Assist					1			1
Bomb								
BombP								
Broadcast								
Burg								
BurgP								
Civil					1	3		4
CivilP								
CSC					1			1
Debris					6			6
Deer					9	1		10
Disorderly			3					3
Dom			12		1	11		24
DomP	5							5
Drugs					1			1
DUI			5					5
Dumping					2			2
Escort					1	1		2
ExPat							4	4
F Aircraft								
F Assist								
F CleanUp								
F Collapse								
F Dump								
F Elec Smell								
F Expl								
F Gas Odor In			3					3
F Gas Odor Out								
F Grass fire		1						1
F Illegal			2					2
F Misc								
F Mutual Aid								
F Oven								
F Powerlines			2					2
F SmokeIn								
F SmokeOut								
F Structure								
F Train								
F Veh		1						1
F Water Rescue	1							1
Fight		1						1
Flood in								
Flood out								
Fraud						4		4
FraudP								
FU						23	10	33
FW								
Gun			1					1
Harass						2		2
Info					6			6
Lift Assist				3				3
Liq								
Lockout					1			1
LockoutP				1				1

MA					6			6
MASS								
Med -	9							9
Med Abdominal Pain	4							4
Med Alarm	2							2
Med Allergic								
Med Assault								
Med Bleed	1							1
Med Breathing Diff	8							8
Med Breathing Not								
Med Choking								
Med Drown								
Med Electro								
Med Fall	12							12
Med Heart	3							3
Med Hold		6						6
Med Info								
Med OB								
Med Priority								
Med Seizure	1							1
Med Stab-Gunshot								
Med Stroke	1							1
Med Uncon	4							4
Medex								
Misc					1	2		3
MiscO					7	2		9
Noise					2			2
NoTag								
Ord						1		1
Other								
Park					3			3
PD				27		6		33
Person				2		1		3
PI	2							2
POR					5			5
Property								
PW								
REPO-TOW							2	2
RJ			1		10	2		13
RoadClosure								
Robbery								
RobberyP								
Shots			1					1
Slumper				1				1
StolenProp								
Suicide				3		1		4
SuicideP	2							2
Susp					14	3		17
SuspP								
Theft					7	2		9
TheftP		1						1
Threat					2	2		4
ThreatP								
Traf					24	2		26
Tres					2	1		3
UNK								
Unsecure				1				1
Vand					1	1		2
VandP								
VehTheft						1		1
VehTheftP								
Weapon								
Weather								
Welfare					15	2		17
WelfareP				1				1
WT								11

Total

13	42	18	61	41	144	78	16	413
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[Close](#)

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



Date: November 24, 2025

Agenda Item Number: Item 4.0 B

Agenda Item: Fire Department Report

Background Information:

Fire Chief Cielocha will present the Fire Department's monthly report.

Attachment(s):

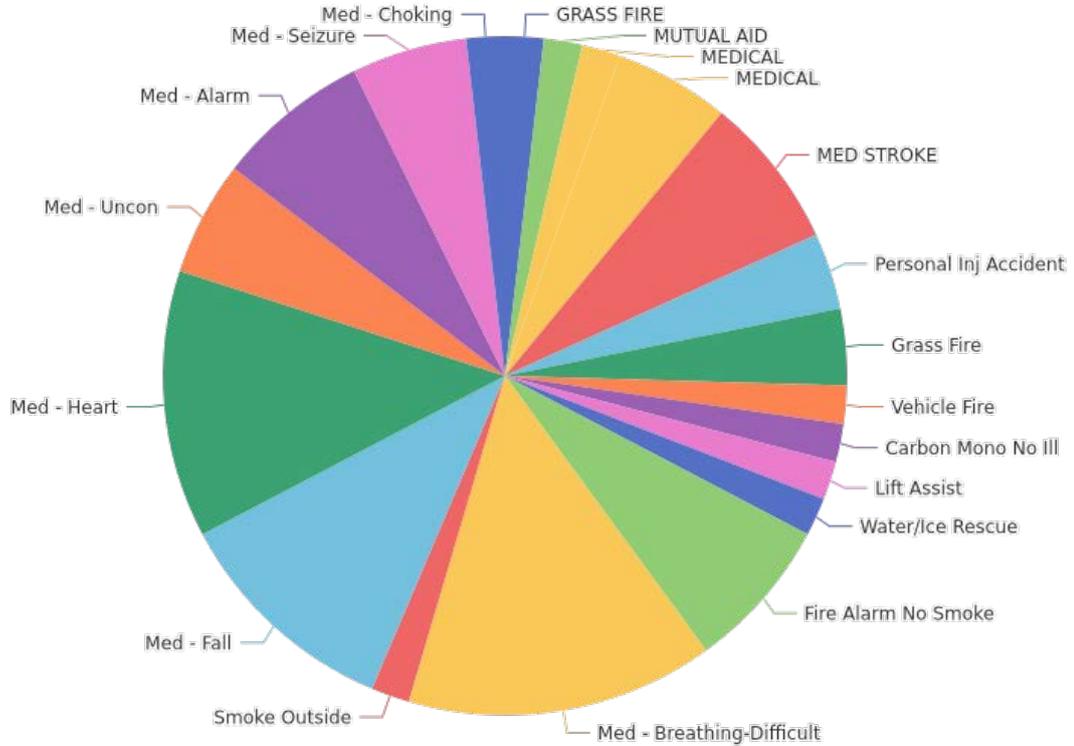
1. Calls for October

Fiscal Impact:

Recommendation(s): No Action Required



Dispatched Incident Type



DISPATCHED INCIDENT TYPE	TOTAL
GRASS FIRE	1
MUTUAL AID	1
MEDICAL	1
MEDICAL	3
MED STROKE	4
Personal Inj Accident	2
Grass Fire	2
Vehicle Fire	1
Carbon Mono No Ill	1
Lift Assist	1
Water/Ice Rescue	1
Fire Alarm No Smoke	4

Dispatched Incident Type

East Bethel Anoka County MN
Address: 2751 Viking Blvd NE, East Bethel,
MN, 55092



DISPATCHED INCIDENT TYPE	TOTAL
Med - Breathing-Difficult	8
Smoke Outside	1
Med - Fall	6
Med - Heart	7
Med - Uncon	3
Med - Alarm	4
Med - Seizure	3
Med - Choking	1
Total	55

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



Date: November 24, 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 – Tabled Minutes: October 27, 2025 City Council Meeting

Item C – Minutes: November 10, 2025 City Council Meeting

Item D – Minutes: November 13, 2025 Town Hall Meeting

Item E – Successful Completion of Probationary Period: Fire Chief

Jeff Cielocha began employment with the City of East Bethel on May 27, 2025. As a condition of hire, a six-month probationary period is required of all new full-time employees to enable the City to evaluate their performance and ensure they have demonstrated the ability to perform the duties of the position. The Fire Chief has met and exceeded the expectations set forth in the position. Chief Cielocha has shown strong leadership, the ability to manage personnel, effective decision making and a dedication to fostering a culture that encourages teamwork and professional development. City Administrator recommends approval for the completion of the required probationary period.

Item F – Authorize City Engineer to Prepare Plans and Specifications for 2026 Road Projects

The 2026-2030 Roads Capital Improvement Plan includes three projects scheduled for 2026. The Cedarbrook addition is scheduled for an overlay with a few small, reconstructed areas. A joint project with Linwood Township is planned for the reconstruction of Sunset Drive. And finally, a left turn lane from Viking Blvd onto Sandhill Parkway will need to be constructed per the agreement with Anoka County.

By beginning the planning process now, we can have the project ready to bid in early 2026, which historically brings in more competitive bids and helps ensure the projects are ready to go at the beginning of the construction season.

Item G – Res. 2025-64, Accepting Work for the Prairie Hills Development

T.H. Construction of Anoka, Inc has requested that the city accept the public improvements in the Prairie Hills Development. The City Engineer has reviewed the improvements and finds them acceptable. Adopting the attached resolution will accept the city improvements constructed in the Prairie Hills Development. T.H. Construction of Anoka, Inc is still obliged to have a two-year warranty in accordance with the development agreement.

Item H – Municode Codification Services – Annual Billing Agreement

Municode (now owned by CivicPlus) is the service provider that codifies our local laws and provides a platform to host our code of ordinances online, making them easily searchable for staff and the public. They are transitioning all accounts to a Full-Service Supplementation Subscription. This will replace the current “per page” rate and includes quarterly updates, charges for images, and any administrative support fees. The new annual rate for the Full-Service Supplementation

Subscription is \$3300.00, and currently there is a promotional discount available. With the discount, the first-year cost for the Full-Service Supplement Subscription is \$1643.00. To take advantage of the promotional discount, the attached agreement must be signed and returned no later than 12/15/2025.

If the Council prefers to continue with the current billing structure (per-page rate), the Per Page Rate will increase 30% from \$18.00 (last increase 2008) to \$23.40.

Item I - Gutters and Ice Control for Fire Station #2/Public Works Building

Water and ice damage to the Fire Station #2/Public Works Building has become an issue due to the failing of the original gutter system that was installed on the building. Staff have received quotes for new gutters with better support and an ice control system to stop the melting ice from damaging the gutters. Staff recommends the low quote from Archway Contracting for \$5,380 for the gutter system and \$9,640 for the ice control system for a project total of \$15,020. Funding for this project is available in the Building Capital Fund.



**City of East Bethel
November 24, 2025
Payment Summary**

Payments for Council Approval	
<i>Check Payments:</i>	
Invoices to be Approved for Payment	\$ 130,193.63
<i>Electronic Payments:</i>	
Payroll City Council -November 15, 2025	\$ 2,090.18
Payroll Fire Department - November 15, 2025	\$ 12,799.94
Payroll City Staff - November 20, 2025	\$ 80,541.83
Federal Income Tax Withholding	\$ 7,817.78
FICA Tax Withholding	\$ 11,229.10
Medicare Withholding	\$ 2,850.70
State Withholding	\$ 3,911.26
PERA	\$ 10,504.04
MSRS HCSP H.S.A	\$ 8,445.58
Total to be Approved for Payment	\$ 270,384.04



CITY OF EAST BETHEL

11/12/25 2:48 PM

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***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 First Bank & Trust					
70321	11/12/25	LAND TITLE			
E 101-48150-510		Land		\$10,000.00	1347 Sims - Earnest Money - File 717163
		Total		\$10,000.00	
				<hr/>	
		10100 First Bank & Trust		\$10,000.00	

Fund Summary

10100 First Bank & Trust	
101 General	\$10,000.00
	<hr/>
	\$10,000.00



Payments

Current Period: November 2025

Payments Batch 20251124PAY				Total
\$120,193.63				
Refer	0 Aker Doors, Inc.			-
Cash Payment	E 615-49851-223 Bldg/Facility Repair Sup	Arena Door Parts		\$118.25
Invoice	131109	11/13/2025		
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$118.25
Refer	0 ALEX AIR APPARATUS			-
Cash Payment	E 101-42210-214 Clothing & Personal Equ	Viking Fire Fighter Coat & Pant		\$10,155.67
Invoice	INV-53266	11/13/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$10,155.67
Refer	0 ANOKA COUNTY TREASURY DEPT			-
Cash Payment	E 101-41320-434 Conferences/Meetings	GOVT Meeting, 1 meal, Matt Look		\$13.00
Invoice	EC10312509	10/31/2025		
Cash Payment	E 101-41320-309 Information Systems	Broadband Services		\$75.00
Invoice	B251112J	11/12/2025		
Cash Payment	E 101-42210-309 Information Systems	Broadband Services		\$75.00
Invoice	B251112J	11/12/2025		
Cash Payment	E 615-49851-309 Information Systems	Broadband Services		\$75.00
Invoice	B251112J	11/12/2025		
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$238.00
Refer	0 ASPEN MILLS, INC.			-
Cash Payment	E 101-42210-214 Clothing & Personal Equ	J.Cielocha, Jacket w/emb Badge		\$128.95
Invoice	364916	11/12/2025		
Cash Payment	E 101-42210-214 Clothing & Personal Equ	M.Bohke, Pant, Polo w/emb Badge		\$143.94
Invoice	364620	11/7/2025		
Cash Payment	E 101-42210-214 Clothing & Personal Equ	L. Madison, Polo/w emb Badge		\$63.95
Invoice	364729	11/10/2025		
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$336.84
Refer	0 BERKLEY RISK ADMINISTRATORS			-
Cash Payment	E 101-48140-361 General Liability Ins	LMC GL 000000422396		\$1,000.00
Invoice	10063	11/17/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$1,000.00
Refer	0 CENTERPOINT			-
Cash Payment	E 601-49401-382 Gas Utilities	Gas Svc 5937869-5 Minard Bldg		\$141.08
Invoice	11 2025-1	11/17/2025		
Cash Payment	E 601-49401-382 Gas Utilities	Gas Svc -9541753-1 Water Plant		\$168.69
Invoice	11 2025-2	11/14/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$309.77
Refer	0 CENTURYLINK			-
Cash Payment	E 601-49401-321 Telephone	7634347348 691 Minard Bldg		\$145.17
Invoice	11 2025	11/10/2025		
Cash Payment	E 101-42210-321 Telephone	7634131622 946 Sta 1Fire Phone		\$60.33
Invoice	11 2025	11/10/2025		
Cash Payment	E 101-42210-321 Telephone	6514641240 520 CLB Fire Phone		\$90.62
Invoice	11 2025	11/10/2025		
Cash Payment	E 101-41320-321 Telephone	7634130614 154 City Hall Line4		\$158.09
Invoice	11 2025	11/10/2025		



CITY OF EAST BETHEL

11/20/25 12:04 PM

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Payments

Current Period: November 2025

Cash Payment	E 601-49401-321 Telephone	7634341700 895 Water Plant		\$149.82
Invoice 11 2025	11/10/2025			
Cash Payment	E 601-49401-321 Telephone	7634136876 894 Water Plant		\$158.81
Invoice 11 2025	11/10/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$762.84
Refer	0 CINTAS			
Cash Payment	E 101-43201-217 Safety Supplies	Medical Cabinet		\$31.05
Invoice 5302543906	11/12/2025			
Cash Payment	E 101-41940-219 General Operating Suppl	Medical Cabinet		\$24.95
Invoice 5302543906	11/12/2025			
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$56.00
Refer	0 CINTAS CORPORATION			
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M	Rugs/Mats		\$8.50
Invoice 4250063514	11/17/2025			
Cash Payment	E 101-43201-214 Clothing & Personal Equ	Uniforms/Parks		\$31.16
Invoice 4250063514	11/17/2025			
Cash Payment	E 101-43220-214 Clothing & Personal Equ	Uniforms/Streets		\$31.15
Invoice 4250063514	11/17/2025			
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M	Rugs/Mats		\$7.81
Invoice 4249485344	11/11/2025			
Cash Payment	E 101-43201-214 Clothing & Personal Equ	Uniforms/Parks		\$28.63
Invoice 4249485344	11/11/2025			
Cash Payment	E 101-43220-214 Clothing & Personal Equ	Uniforms/Streets		\$28.63
Invoice 4249485344	11/11/2025			
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M	Rugs/Mats		-\$5.68
Invoice 4247288375C	10/21/2025			
Cash Payment	E 101-43201-214 Clothing & Personal Equ	Uniforms/Parks		-\$20.83
Invoice 4247288375C	10/21/2025			
Cash Payment	E 101-43220-214 Clothing & Personal Equ	Uniforms/Streets		-\$20.83
Invoice 4247288375C	10/21/2025			
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$88.54
Refer	0 CUSTOM CAP AND TIRE			
Cash Payment	E 101-42210-222 Tires	Fire Dept R-11		\$997.60
Invoice 270081647	11/10/2025			
Cash Payment	E 101-43220-222 Tires	Truck #39		\$676.00
Invoice 270081648	11/12/2025			
Cash Payment	E 101-42210-222 Tires	Fire Dept R-11, Balancing Bags		\$32.00
Invoice 270081705	11/10/2025			
Transaction Date	11/18/2025	First Bank & Trust	10100	Total \$1,705.60
Refer	0 Delta Dental			
Cash Payment	G 101-21707 Dental Insurance	Dental Premiums		\$692.61
Invoice CNS0001998693	12/1/2025			
Cash Payment	G 101-21722 COBRA (Pierce)	Dental Premiums		\$52.06
Invoice CNS0001998693	12/1/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$744.67
Refer	0 EAGLE ENGRAVING			



Payments

Current Period: November 2025

Cash Payment	E 101-42210-214 Clothing & Personal Equ	2x8 Sign, Lrg Fireground Tag				\$17.05
Invoice	2025-8742	11/12/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$17.05
Refer	0 ECKBERG LAMMERS					
Cash Payment	E 101-41610-303 Legal Fees	Legal Services				\$10,722.12
Invoice	10 2025	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	Meetings				\$920.00
Invoice	48984	10/31/2025				
Cash Payment	E 230-23000-307 Professional Services F	HRA				\$25.00
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	General Employment				\$500.00
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	Zoning Enforcement				\$2,515.00
Invoice	48984	10/31/2025				
Cash Payment	G 101-24500 Escrow	Zoning Enf. Cliff Anderson				\$1,155.00
Invoice	48984	10/31/2025				
Cash Payment	G 101-24500 Escrow	Zoning Enf. Altas Villas				\$3,225.00
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	General Municipal				\$1,455.00
Invoice	48984	10/31/2025				
Cash Payment	G 101-24500 Escrow	Viking Meadows Redevelopment				\$3,920.00
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	Whispering Aspen Redevelopment				\$2,212.50
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	Gratitude Farms				\$200.00
Invoice	48984	10/31/2025				
Cash Payment	E 101-41610-303 Legal Fees	Gustafson Excavating				\$125.00
Invoice	48984	10/31/2025				
Cash Payment	E 232-23200-307 Professional Services F	1347 Sims Rd NE				\$915.00
Invoice	48984	10/31/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$27,889.62
Refer	0 F.I.R.E.					
Cash Payment	E 101-42210-434 Conferences/Meetings	Training; Ladder Refresher, Forcible Entry				\$1,300.00
Invoice	7667	9/8/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$1,300.00
Refer	0 FIREPENNY FIRE EQUIPMENT					
Cash Payment	E 101-42210-231 Small Tools and Minor E	Ligtman LED Light				\$59.95
Invoice	94144	11/13/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$59.95
Refer	0 FLEET PRIDE					
Cash Payment	E 101-43220-221 Motor Vehicles Parts	Truck #52; Air Elements				\$26.66
Invoice	129977711	11/3/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$26.66
Refer	0 FROST, CARRIE					
Cash Payment	E 101-41110-434 Conferences/Meetings	Cookies, Coffee, Lemonade for Town Hall				\$42.12
Invoice	531705174681	11/12/2025				
Transaction Date	11/19/2025		First Bank & Trust	10100	Total	\$42.12



CITY OF EAST BETHEL

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Payments

Current Period: November 2025

Refer	0 GRAINGER			
Cash Payment	E 101-43220-223	Bldg/Facility Repair Sup	Beam,LDCAP	\$208.48
Invoice	9710836314	11/13/2025		
Cash Payment	E 101-42210-221	Motor Vehicles Parts	Fire Dept Engine 11; Drink Holder	\$2.56
Invoice	9717300975	11/19/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$211.04
Refer	0 GUGGENBERGER APPRAISAL SE			
Cash Payment	E 232-23200-307	Professional Services F	Appraisal Service for 1347 Sims Rd NE	\$1,000.00
Invoice	20251119	11/19/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$1,000.00
Refer	0 H&L Mesabi			
Cash Payment	E 101-43220-230	Snowplow Cutting Edge	Snow Plow Cutting Edges	\$3,356.10
Invoice	15471	11/17/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$3,356.10
Refer	0 Hakanson Anderson Assoc.,			
Cash Payment	G 101-24500	Escrow	Viking Meadows Phase I	\$820.50
Invoice	53126	11/17/2025		
Cash Payment	G 101-24500	Escrow	Viking Meadows Second Addition	\$2,402.50
Invoice	56127	11/17/2025		
Cash Payment	G 101-24500	Escrow	Cliff Anderson Acres	\$620.00
Invoice	56128	11/17/2025		
Cash Payment	G 101-24500	Escrow	Anderson Meadows	\$201.62
Invoice	56130	11/17/2025		
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Anderson Meadows	\$203.38
Invoice	56130	11/17/2025		
Cash Payment	G 101-24500	Escrow	Site Plan Review-Atlas Memory Care	\$775.00
Invoice	56129	11/17/2025		
Cash Payment	G 101-24500	Escrow	Site Plan Review-Amba Est	\$155.00
Invoice	56129	11/17/2025		
Cash Payment	G 101-24500	Escrow	Prairie Hills	\$793.30
Invoice	56131	11/17/2025		
Cash Payment	G 101-24500	Escrow	Elevage Development	\$3,714.50
Invoice	56132	11/17/2025		
Cash Payment	G 101-24500	Escrow	Strandlund Farm	\$330.00
Invoice	56133	11/17/2025		
Cash Payment	E 402-40200-302	Architect/Engineering Fe	Municipal State Aid	\$2,971.50
Invoice	56134	11/17/2025		
Cash Payment	E 402-40200-302	Architect/Engineering Fe	Sims Rd, Davenport	\$1,865.00
Invoice	56135	11/17/2025		
Cash Payment	E 406-40600-302	Architect/Engineering Fe	2024 Street Surface Improvement Project	\$1,147.00
Invoice	56136	11/17/2025		
Cash Payment	E 406-40600-302	Architect/Engineering Fe	2025 Street Surface Improvement	\$4,654.00
Invoice	56137	11/17/2025		
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Annual MS4	\$110.00
Invoice	56138	11/17/2025		
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Const. Admin for Municipal Utilities for EB 2023	\$320.00
Invoice	56139	11/17/2025		



Payments

Current Period: November 2025

Cash Payment	E 101-43110-302	Architect/Engineering Fe	Gen.Engineering/Council/Town Hall/Staff/Other Meetings	\$640.00
Invoice	56140	11/17/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$21,723.30
Refer	0 Hawkins, Inc			
Cash Payment	E 601-49401-216	Chemicals and Chem Pr	Cylinder Demurrage	\$60.00
Invoice	7257346	11/15/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$60.00
Refer	0 INDELCO PLASTICS CORPORATIO			
Cash Payment	E 601-49401-227	Utility Maint Supplies	EJ-2-8 Ejector	\$530.96
Invoice	INV0567843	11/12/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$530.96
Refer	0 ISANTI -CHISAGO COUNTY STAR			
Cash Payment	E 101-41910-342	Legal Notices	VAR Belchek	\$14.24
Invoice	985959	11/13/2025		
Cash Payment	E 101-41910-342	Legal Notices	CUP Dispense	\$15.08
Invoice	985959	11/13/2025		
Cash Payment	E 101-41910-342	Legal Notices	CUP Smoke Saloon	\$15.08
Invoice	985959	11/13/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$44.40
Refer	0 JABS, EMILY			
Cash Payment	E 226-43235-331	Travel Expenses	Mileage Reibursement for Recycling Meeting	\$19.46
Invoice	20251119	11/20/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$19.46
Refer	0 LANDFORM			
Cash Payment	G 101-24500	Escrow	Atlas Memory Care	\$90.50
Invoice	37383	11/10/2025		
Cash Payment	G 101-24500	Escrow	Viking Meadows	\$181.00
Invoice	37383	11/10/2025		
Cash Payment	E 101-41910-307	Professional Services F	Channel Ln Vacation	\$245.00
Invoice	37383	11/10/2025		
Cash Payment	E 101-41910-307	Professional Services F	City Business	\$1,991.00
Invoice	37383	11/10/2025		
Cash Payment	G 101-24500	Escrow	Cliff Anderson FP	\$45.25
Invoice	37383	11/10/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$2,552.75
Refer	0 LANO			
Cash Payment	E 101-43201-229	Equipment Parts	Couplers, Hoses	\$923.26
Invoice	02-1200065	11/18/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total \$923.26
Refer	0 LOWES			
Cash Payment	E 101-43220-223	Bldg/Facility Repair Sup	HD Lever Flat Storeroom, Super Glue, parts	\$64.58
Invoice	983624	10/15/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total \$64.58
Refer	0 MAILING SOLUTIONS			



Payments

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Cash Payment	E 101-41320-351	Printing and Duplicating	Fall Newsletter		\$1,779.00
Invoice	44409			11/12/2025	
Cash Payment	E 101-41320-322	Postage/Delivery	Fall Newsletter		\$1,665.57
Invoice	44409			11/12/2025	
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$3,444.57
Refer	0 MANSFIELD OIL COMPANY				
Cash Payment	E 101-42210-212	Motor Fuels	Fire Diesel Fuel		\$289.50
Invoice	27174854			11/11/2025	
Cash Payment	E 101-43201-212	Motor Fuels	Park Diesel Fuel		\$556.74
Invoice	27174854			11/11/2025	
Cash Payment	E 101-43220-212	Motor Fuels	Street Diesel Fuel		\$1,380.71
Invoice	27174854			11/11/2025	
Cash Payment	E 101-42210-212	Motor Fuels	Fire Unleaded Fuel		\$547.35
Invoice	27174850			11/11/2025	
Cash Payment	E 101-43201-212	Motor Fuels	Park Unleaded Fuel		\$469.16
Invoice	27174850			11/11/2025	
Cash Payment	E 101-43220-212	Motor Fuels	Street Unleaded Fuel		\$203.30
Invoice	27174850			11/11/2025	
Cash Payment	E 101-42410-212	Motor Fuels	Building Dept Unleaded Fuel		\$344.04
Invoice	27174850			11/11/2025	
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$3,790.80
Refer	0 Medica				
Cash Payment	G 101-21706	Medical Insurance	Medical Premium		\$11,335.47
Invoice	265862149476			11/12/2025	
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$11,335.47
Refer	0 MENARDS CAMBRIDGE				
Cash Payment	E 101-43201-223	Bldg/Facility Repair Sup	Lumber		\$239.12
Invoice	43854			11/6/2025	
Cash Payment	E 101-43201-223	Bldg/Facility Repair Sup	Dish Soap, Lumber		\$347.90
Invoice	43789			11/5/2025	
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$587.02
Refer	0 METRO INET				
Cash Payment	E 101-41320-309	Information Systems	Computer and Network Support		\$1,254.74
Invoice	3065			11/1/2025	
Cash Payment	E 101-41520-309	Information Systems	Computer and Network Support		\$1,135.61
Invoice	3065			11/1/2025	
Cash Payment	E 101-41910-309	Information Systems	Computer and Network Support		\$398.39
Invoice	3065			11/1/2025	
Cash Payment	E 101-42410-309	Information Systems	Computer and Network Support		\$1,135.61
Invoice	3065			11/1/2025	
Cash Payment	E 101-43220-309	Information Systems	Computer and Network Support		\$747.15
Invoice	3065			11/1/2025	
Cash Payment	E 101-43201-309	Information Systems	Computer and Network Support		\$29.78
Invoice	3065			11/1/2025	
Cash Payment	E 101-42210-309	Information Systems	Computer and Network Support		\$2,548.41
Invoice	3065			11/1/2025	
Cash Payment	E 601-49401-309	Information Systems	Computer and Network Support		\$354.31
Invoice	3065			11/1/2025	



Payments

Current Period: November 2025

Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$7,604.00
Refer	0 MIDCONTINENT COMMUNICATION				
Cash Payment	E 101-42210-321 Telephone		132997001-Fire Dept.		\$20.25
Invoice	13299700115044		11/2/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$20.25
Refer	0 MIDWEST ELECTRIC & GENERATO				
Cash Payment	E 601-49401-227 Utility Maint Supplies		Emergency Back-Up Generator Auto Transfer Switches for Well 1 & 2		\$12,278.98
Invoice	90175219		10/16/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$12,278.98
Refer	0 MISDU				
Cash Payment	G 101-21717 Garnishment		Withholdings Payment		\$29.89
Invoice	10 2025		11/14/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$29.89
Refer	0 MN EQUIPMENT				
Cash Payment	E 101-43201-229 Equipment Parts		Spark Plugs, Oil		\$96.73
Invoice	P79824		11/17/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$96.73
Refer	0 MN FIRE SERV CERT BOARD				
Cash Payment	E 101-42210-434 Conferences/Meetings		Officer II Cert Exam, D.Bailey		\$142.00
Invoice	14876		11/5/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$142.00
Refer	0 MN PUBLIC EMPLOYEES ASSN				
Cash Payment	G 101-21719 Union Dues		Union Dues		\$351.00
Invoice	11 2025		11/14/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$351.00
Refer	0 NCPERS GROUP LIFE INS				
Cash Payment	G 101-21708 Life Insurance - PERA		436200 -PERA Life Ins Premiums		\$64.00
Invoice	436200122025		11/1/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$64.00
Refer	0 O REILLY				
Cash Payment	E 101-42210-221 Motor Vehicles Parts		Fire Dept Duty 1; LED Capsule		\$68.03
Invoice	1539-386785		11/10/2025		
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$68.03
Refer	0 PITNEY BOWES LEASE				
Cash Payment	E 101-41320-413 Office Equipment Rental		Postal Machine Acct 0011167187		\$165.33
Invoice	3107484797		11/10/2025		
Transaction Date	11/20/2025	First Bank & Trust	10100	Total	\$165.33
Refer	0 PREMIUM WATERS, INC.				
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M		Street Maint Water Service		\$4.38
Invoice	311129181		10/31/2025		
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M		Street Maint Water Service		\$28.62
Invoice	311106519		10/20/2025		
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/M		City Hall Water Service		\$39.39
Invoice	311106521		10/20/2025		



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Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/M City Hall Water Service				\$13.14
Invoice	311129180	10/31/2025			
Transaction Date	11/20/2025	First Bank & Trust	10100	Total	\$85.53
Refer	0 R & R SPECIALITIES				
Cash Payment	E 615-49851-223 Bldg/Facility Repair Sup Rod, Snow Breaker Control; Rod, Extention Snow Breaker				\$213.41
Invoice	0091431-IN	11/13/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$213.41
Refer	0 RIVER COUNTRY COOPERATIVE				
Cash Payment	E 101-43201-212 Motor Fuels		Fuel		\$15.75
Invoice	1048	10/21/2025			
Cash Payment	E 101-43201-212 Motor Fuels		Fuel		\$3.50
Invoice	1051	10/21/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$19.25
Refer	0 Robert B. Hill Company				
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/M Softener Rental				\$18.00
Invoice	59897	11/3/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$18.00
Refer	0 ROSENBAUER MINNESOTA LLC				
Cash Payment	E 101-42210-221 Motor Vehicles Parts		Fire Dept Engine 31, Return Item		-\$476.67
Invoice	0000082736	11/11/2025			
Cash Payment	E 101-42210-221 Motor Vehicles Parts		Fire Dept Engine 31; Auto Eject Kussmaul		\$476.67
Invoice	0000082415	10/29/2025			
Cash Payment	E 101-42210-221 Motor Vehicles Parts		Fire Dept Engine 31; Air Eject Kussmaul		\$348.10
Invoice	0000082400	10/29/2025			
Cash Payment	E 101-42210-221 Motor Vehicles Parts		Fire Dept Engine 21; Gauge Water Level Slave Display, Tag Water 4 Light Tank Level		\$685.33
Invoice	0000081838	10/3/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$1,033.43
Refer	0 S & S Industrial Supply				
Cash Payment	E 101-43220-219 General Operating Suppl PH FHSMS 6x1				\$1.98
Invoice	345809	11/7/2025			
Cash Payment	E 601-49401-227 Utility Maint Supplies		Malre Connector DOT		\$28.35
Invoice	345966	11/19/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$30.33
Refer	0 SCHMITZ, NICK				
Cash Payment	E 101-42410-434 Conferences/Meetings		Plan Review, Plumbing & Septic Continuing ED		\$700.00
Invoice	Jan 13-16 2026	11/14/2025			
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$700.00
Refer	0 SPEEDWAY #4788				
Cash Payment	E 101-42210-212 Motor Fuels		FD NonOxy		\$53.01
Invoice	1025954	11/18/2025			
Transaction Date	11/20/2025	First Bank & Trust	10100	Total	\$53.01
Refer	0 SUMMIT FIRE PROTECTION				
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/M Annual Monitoring				\$828.00
Invoice	3633932	11/2/2025			



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Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$828.00
Refer	0 SUNSHINE PRINTING				
Cash Payment	E 101-41320-201 Office Supplies	Windowed Envelopes			\$485.00
Invoice 57619	11/5/2025				
Cash Payment	E 101-42410-219 General Operating Suppl	Inspection Reports			\$162.00
Invoice 57619	11/5/2025				
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$647.00
Refer	0 TIMESAVER				
Cash Payment	E 101-41320-307 Professional Services F	10/27 Council Workshop Meeting Minute Transcription			\$172.00
Invoice 31391	11/14/2025				
Cash Payment	E 101-41320-307 Professional Services F	11/10 Council Meeting Minute Transcription			\$172.00
Invoice 31390	11/14/2025				
Cash Payment	E 230-23000-307 Professional Services F	10/27 HRA Meeting Minutes			\$172.00
Invoice 31388	11/14/2025				
Cash Payment	E 101-41320-307 Professional Services F	10/27 Council Meeting Minute Transcription			\$212.50
Invoice 31389	11/14/2025				
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$728.50
Refer	0 TreviPay				
Cash Payment	E 101-43220-231 Small Tools and Minor E	Impact Socket, Flex Head,			\$75.92
Invoice 2687035b	11/17/2025				
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$75.92
Refer	0 US BANK EQUIPMENT FINANCE				
Cash Payment	E 101-41320-413 Office Equipment Rental	Copier Contract 882098			\$445.75
Invoice 567825633	11/25/2025				
Transaction Date	11/19/2025	First Bank & Trust	10100	Total	\$445.75

Fund Summary

	10100 First Bank & Trust
101 General	\$92,173.84
226 Recycling	\$19.46
230 HRA	\$197.00
232 EDA	\$1,915.00
402 Street Capital - State Aid	\$4,836.50
406 Street Capital - City	\$5,801.00
601 Water	\$14,844.17
615 Arena	\$406.66
	<hr/>
	\$120,193.63

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$120,193.63
Total	<hr/> \$120,193.63

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

October 27, 2025

The East Bethel City Council met on October 27, 2025, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator
Jacob Saufley, City Attorney
Grace Gerard, City Planner
Jeff Cielocha, Fire Chief

1.0 Call to Order

The October 27, 2025, City Council meeting was called to order by Mayor Anderson at 7:00 p.m.

2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

3.0 Adopt Agenda

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

4.0 Presentations and Public Hearings

4.0 A Anoka County Sheriff's Report

Lieutenant Derek Peters presented the September 2025 Sheriff's Report, stating the Sheriff's Department responded to 389 calls for service, 7 thefts, 13 assault reports, 45 arrests, 179 traffic stops, 38 traffic citations, and discussed a few notable calls from September.

Peters noted that ASCO and East Bethel Fire have responded to multiple water rescues on Coon Lake, primarily involving the community hunters. Peters urged anyone out there to wear life preservers, share their plans with others, and prepare for unexpected water immersions.

Peters encourages safe practices for all parents/guardians and trick-or-treaters, to use reflective or light-up gear to increase visibility on roads, inspect treats before consumption, and call 911 if any suspicious behavior is noticed.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Cielocha presented the September 2025 report and noted that they responded to 75 calls, of which 39 were medical, 18 good intent, and 3 fire-related calls. He stated that since the last meeting, they have implemented Duty Crew, and they have answered 8 calls so far that have not resulted in an all-call.

Cielocha noted that one of the calls the duty crew responded to was an EV car fire, and Deputy Chief Uden was able to jump into the engine and were able to keep the fire to an engine compartment fire and not allow it to get to the battery.

Cielocha discussed a few of the notable incidents that occurred during the month of September.

1 Cielocha noted that Fire Prevention was at the beginning of October, and they went to schools and
2 interacted with over 400 students and staff, and had great participation and questions.

3 Cielocha noted that 200-300 people attended the open house, and they had a few different
4 demonstrations for participation.

5 Cielocha stated that they are still looking for 3 more firefighters before the Academy in February.

6 Cielocha stated that 3 of their new firefighters completed EMR, and they will hopefully get them out
7 on the trucks soon.

8 Erkel asked what the East Bethel Fire Department has that is better than other surrounding cities,
9 which can help with recruitment. Cielocha stated that it will be driven by the job description that the
10 City has.

11 Thanked Cielocha for putting together the duty crew and also thanked Peters for finding ways to
12 tweak the system to help the City.

13 **Informational; no action required.**

14 **4.0 C Public Hearing: Ordinance No. 2025-07 - Liquor Consumption on City Property**

15 Look stated that at the 8/25/2025 Council Work Meeting, Council directed staff to prepare an
16 ordinance change specifically allowing liquor consumption at the Senior/Community Center during
17 reservations.

18 Look noted that in Minnesota, there are Statutes that place some limitations on a City Council's
19 discretion regarding liquor consumption in a community center (or other "public facility").

20 Look discussed the State Statute that states, M.S. § 340A.414 ("Consumption and Display Permits"),
21 "No business establishment or club which does not hold an on-sale intoxicating liquor license may
22 directly or indirectly allow the consumption and display of alcoholic beverages... without first having
23 obtained a permit from the commissioner." However, it also says: "Rental of a public facility does not
24 make a subdivision or the facility a 'business establishment' for the purposes of this chapter." That
25 suggests that simply renting a community center by itself doesn't trigger the "business
26 establishment" rules of the statute.

27 Look stated that if the city wanted to allow unrestricted liquor consumption in the community center
28 without obtaining any permit, that might conflict with § 340A.414's requirement for a
29 consumption/display permit (if the activity constitutes "consumption and display of alcoholic
30 beverages" by a "business establishment or club" without an on-sale license).

31 Look noted that the City Council still has power: municipalities can regulate more strictly than the
32 state (but not less strictly) under § 340A.504(6) and other enabling statutes for local regulation.
33 Nevertheless, if consumption/display occurs, the permit process (and local consent) may still apply,
34 because § 340A.414 says the governing body (city/county) must approve the permit. Thus, the City
35 Council has a role in approving.

36 Look stated that the attached suggestion to amend Section 6-64 of the City Code may allow Council
37 to pass a resolution permitting on-site alcohol consumption with the prerequisite of obtaining a
38 reservation agreement approved by the managing authority for the City-owned property (Seniors for
39 the Senior/community center, Public Works Manager for the ice arena, or City parks, etc).

40 Erkel asked for clarification on what the reservations and the contract signed entail.

41 Anderson opened the public hearing at 7:19 p.m.

1 No comments received.

2 Anderson closed the public hearing at 7:19 p.m.

3 Saufley stated that the process the City uses to reserve the community spaces would not change.
4 Saufley stated that what would be required as part of an application that would allow the sale and
5 consumption of liquor in a City space would be looked at.

6 Look stated that this does open the City up to liability. Look asked if there is enough gain compared to
7 the potential risk.

8 Erkel stated that other Community Centers allow people to have alcohol if they are renting rooms for
9 events, but is not sure what they went through to get that.

10 Mundle asked if this would just be for the senior center, or would it open up the potential for alcohol
11 on any City-owned property.

12 Look stated that, as it is currently written, it would be for any City-owned property.

13 Erkel noted that she is fine with it opening up for other places as well.

14 Anderson asked if this reservation form is something the City has. Look stated that the seniors run
15 the reservations, so they would be permitting the seniors to put restrictions on sales.

16 Erkel stated that she had to get a one-day insurance policy in the past, and they do require the
17 renters to get insurance.

18 Saufley noted that the ordinance is written in an agnostic sense that applies to everybody, so any
19 group could come up and make an application. Saufley stated that he would be cautious in taking the
20 approach of restricting certain groups, because they have to make decisions based on the merits of
21 the application.

22 Saufley stated that if the intention is to restrict it to a particular public center rather than all City-
23 owned buildings, then they need to be specific about that requirement.

24 Mundle noted that they have not had the conversation to allow alcohol at all City-owned properties,
25 and this was brought forward mainly for the seniors at the Senior Center.

26 Mundle stated that if they pursue this, he thinks it needs to be pursued just for the Senior Center.

27 Erkel stated that she changed her mind and agrees with Mundle.

28 Look noted that he does not know if they can just limit this to the seniors.

29 Mundle asked if they could limit it just to the seniors.

30 Saufley stated that he would have to look into it because he is unsure if that is an avenue they want
31 to go down as a City.

32 Erkel stated that the seniors would have oversight of insurance, applications, etc.

33 Saufley stated that he is not familiar with how the senior center is run daily, but can connect with City
34 staff. Saufley noted that at some point, the City has oversight in approving applications for its spaces.

35 Mundle asked if the appropriate process at this point should be to table this item.

36 Anderson asked if they should table it or continue the public hearing to a later date.

37 Saufley noted that either can be done, and this public hearing was just for the ordinance changes that
38 were presented tonight, but the ordinance might change in the future.

1 Anderson reopened the public hearing at 7:40 p.m.

2 **Erkel stated I'll make a motion to continue the public hearing for Ordinance No. 2025-07, Liquor**
3 **Consumption on City Property, until the November 24, 2025, City Council meeting. Miller stated I'll**
4 **second. Anderson asked any discussion? To the motion, all in favor say aye. All in favor. Anderson**
5 **asked any opposed? That motion passes. Motion passes unanimously.**

6 **Erkel stated I'll make a motion to table Ordinance No. 2025-07, Liquor Consumption on City**
7 **Property until the November 24, 2025, City Council meeting. Miller stated I'll second. Anderson**
8 **asked any discussion? To the motion, all in favor say aye. All in favor. Anderson asked any opposed?**
9 **That motion passes. Motion passes unanimously.**

10 **5.0 Public Forum**
11 No one appeared.

12 **6.0 Consent Agenda**
13 Item A: Approve Bill List
14 Item B: Approve Meeting Minutes October 13, 2025 City Council Meeting
15 Item C: Hire of Seasonal Ice Arena Attendant
16 Item D: Continuation of Public Hearing: 4462 Channel Lane Easement Vacation to 11/10/2025
17 Item E: Fire Department of Job Descriptions

18 **Mundle stated I'll make a motion to approve Consent Agenda as presented. Erkel stated I'll**
19 **second. Anderson asked any discussion? To the motion, all in favor say aye. All in favor. Anderson**
20 **asked any opposed? That motion passes. Motion passes unanimously.**

21 **7.0 New Business. Commission, Association, and Task Force Reports**

22 **7.0 A Planning Commission**
23 None.

24 **7.0 B Economic Development Authority**
25 None.

26 **7.0 C Park Commission**
27 None.

28 **8.0 Department Reports**
29 **8.0 A Community Development**

30 **8.0 A.1 2025 System Statement for 2050 Comprehensive Plan Cycle**

31 Gerard stated that last month, the Met Council published the 2025 System Statement for East Bethel,
32 which officially kicks off the planning cycle for the 2050 Comprehensive Plan.

33 Gerard stated that the Metropolitan Land Planning Act, a state law first passed in 1976
34 and amended several times since, requires local governments in the seven-county Twin Cities area to
35 prepare and adopt local comprehensive plans. The law specifies required plan elements. Cities are
36 required to prepare and adopt the 2050 Comprehensive Plan by December 31, 2028. The City's
37 Comprehensive Plan will be reviewed for substantial conformance with regional systems.

38 Gerard stated that by 2050, East Bethel's population is forecasted to increase by 3,614, resulting in a
39 total of 15,400 residents. Of this, it is forecasted that 3,196 of those residents will be served by the
40 Metropolitan Council's wastewater infrastructure. Staff has determined that this growth forecast is
41 generally appropriate and does not plan to dispute it.

1 Gerard noted that East Bethel has received the community designations of "Rural Center" and
2 "Diversified Rural". Gerard noted that the full description of those is included in the agenda packet.

3 Gerard stated that these community designations are consistent with the community designations
4 assigned to the City during the 2040 Plan cycle.

5 Gerard noted that one difference between the 2040 and 2050 Community Designations map is that,
6 in 2040, the entire Highway 65 corridor and area along the southern boundary of East Bethel
7 extending to the East was designated as a rural center. This Southeastern portion of the Rural Center
8 designation was disputed in the 2040 Comprehensive Plan. In the 2050 Community Designation, only
9 the areas within the 2050 MUSA are designated as rural centers. All other areas are designated as
10 Diversified Rural.

11 Staff has identified one error between the 2040 Plan and 2025 System Statement community
12 designation, LTSA, and Regional Sanitary Sewer System maps in the northwest corner of the City and
13 will bring this inconsistency up for correction with the Metropolitan Council.

14 Gerard noted that staff have determined that the community designations, LTSA, and 2050 MUSA are
15 appropriate, though a discussion is planned with the Metropolitan Council to get further information
16 on these changes and their implications on the 2050 Plan.

17 Gerard stated that with each comprehensive planning cycle, the Metropolitan Council determines a
18 regional need for low-income housing and provides each jurisdiction with an affordable housing need
19 allocation. The regional need for future affordable housing units from 2031-2040 is 39,700 new units.
20 East Bethel's share of this number is 108 new units.

21 Gerard stated that to accommodate this, East Bethel's 2050 Comprehensive Plan is required to guide
22 an adequate amount of land, using the Metropolitan Council's formula, that could be developed at
23 densities that support affordability at less than 30%, 31-50%, and 51-60% Area Median Income.

24 Gerard noted that cities are not required to produce their share of the future affordable housing
25 allocation but must guide land in a manner that could facilitate the development of the prescribed
26 number of units.

27 Gerard stated that a 2023 update to the Metropolitan Land Planning Act requires all comprehensive
28 plans to acknowledge statewide targets for greenhouse gas emission reductions, include a
29 greenhouse gas emissions inventory, and identify climate mitigation and adaptation strategies within
30 their community. The Metropolitan Council has provided guidance on acceptable strategies, and
31 communities may decide which strategies are appropriate for them.

32 Gerard stated that planning staff will be meeting with the City's Metropolitan Council Sector
33 Representative later this week to discuss the 2025 System Statement, resolve inconsistencies, and
34 discuss requirements of the 2050 Plan. Planning staff will also be seeking more information on
35 eligibility for a grant from the Metropolitan Council to assist with the cost of updating the
36 Comprehensive Plan.

37 Gerard noted that staff anticipates formally beginning the process of drafting the 2050
38 Comprehensive Plan in early 2026. During this planning cycle, staff will engage residents, local
39 businesses, and East Bethel's Council and Commission members in the planning process, seeking
40 input and providing frequent updates on ongoing efforts.

41 Erkel asked how many of these changes are mandatory rather than optional. Gerard stated that the
42 Met Council provides a checklist of things that are mandatory.

1 Erkel noted that she thinks the public needs to be involved with input, and asked what opportunities
2 for input there will be. Gerard stated that it can be shaped by the City Council, and she is thinking of
3 ways to work on community engagement starting in 2026 as well.

4 Mundle stated that for the 2040 plan, they had multiple meetings where they invited residents to see
5 presentations and give feedback.

6 Look stated that changing the 2040 to 2050 will not be a huge change, but minor adjustments. Gerard
7 stated that there are new requirements to consider.

8 **8.0 B Engineer Report**

9 None.

10 **8.0 C City Attorney**

11 None.

12 **8.0 D Finance**

13 None.

14 **8.0 E Public Works**

15 None.

16 **8.0 F Fire Department**

17 None.

18 **8.0 G City Administrator Report**

19 **8.0 G.1 Review of Facility Needs Study Proposals**

20 Look noted that the Council approved and directed Staff to start the process of soliciting Requests for
21 Proposals for a facility needs study.

22 Look presented the summary of firms and costs associated with each respective proposal.

23 Look stated that this roadmap will allow staff to plan for upcoming expenses to existing facilities and
24 determine if levy dollars are necessary to bank for future projects.

25 Erkel asked where this money is coming from. Look stated that they will have this money budgeted,
26 and they have money banked for facility needs already, and they levy about \$50,000 a year for that.

27 Look noted that there would need to be a motion on this, whoever they choose, and the dollar
28 amount.

29 **Erkel stated I'll make a motion to approve ICS Wold as the company to conduct the Facility Needs**
30 **Study. Mundle stated I'll second.** Anderson asked any discussion?

31 Miller stated that it is ironic to be taking money from a possible future capital improvement need to
32 get a study done to tell them what their capital improvement future needs will be, but he thinks it
33 should be done.

34 Anderson noted that he has worked with ICS Wold, and a few of the other companies before, and
35 they are all good, but thinks ICS Wold will be excellent for the City.

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

38 **9.0 – Other Items**

39 **9.0 A Staff Report**

1 Look stated that staff were given direction to work with the seller of 1347 Sims Road, the seller
2 decided to withdraw from working with the City, and the deal fell away. Look stated he received a call
3 from the realtor that they would like to come back to the table and negotiate with the City.

4 Look noted that there will need to be a commercial appraisal done, and they will need a title
5 commitment, a survey on the property, and it would be a cash deal to purchase the land.

6 Look asked if the Council is still favorable to pursue this or not.

7 Look stated that this is on the corner of the nexus where they are looking at the water treatment,
8 wells, etc., going into the schools.

9 Smith asked what the price they were negotiating on the last time was. Look stated that he believes it
10 was \$230,000, lower than the assessed value.

11 Saufley stated that they could go to a closed session to discuss the extent to which they intend to
12 develop offers to purchase property.

13 Erkel noted that she is still interested in pursuing this forward. Miller agreed but noted they still have
14 questions that need to be answered.

15 Smith asked if they are currently renting out the property or living in it. Look noted that they are
16 trying to determine that, and the septic system may or may not be operational.

17 Look noted that the propane tanks are above ground, not in the ground.

18 Smith stated that he thinks they should pursue it through.

19 Look stated that the Senate Bonding Tour is coming tomorrow at 5:20 p.m. to the Sims and I-65
20 corner, and they will provide them with water samples and flyers on the project. Look noted that on
21 November 13, 2025, there will be a House Bonding Tour.

22 9.0 B Council Reports

23 Erkel noted that she attended two airport meetings.

24 Erkel noted that this Friday is the Senior Halloween dance and will have a trunk-or-treat at 4:30 p.m.
25 Erkel reminded that the Fall Town Hall meeting will be on November 13, 2025.

26 Mundle wished everyone a safe and happy Halloween.

27 Miller noted that **we had a good parks meeting, major part of the discussion was involving the park
28 fees, and what we are going to do to them, they have been sent to the parks commission, and look
29 for some ideas from those guys. It's time East Bethel charges what we are supposed to charge. We
30 are buffer between cities and the county and our properties are one of kind and hopefully they agree
31 with the changes at the parks committee.**

32 Miller stated that he **had the privilege of doing a ride-along this week with the Anoka County Sheriff's
33 office, touring our city. Thank you to Derek Peters. I have a new outlook on what they do at night
34 around here. It was four hours of learning, it really was....and I did not have to sit in the back seat
35 (laughter)...they do a lot...a lot of driving. That all I have.**

36 10.0 Adjourn

37 **Mundle stated I'll make a motion to adjourn. Erkel stated I'll second.** To the motion, all in favor say
38 aye. **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**
39 Meeting adjourned at 8:16 p.m.

40 Submitted by:

41 Lilian Rokosz

42 *TimeSaver Off Site Secretarial, Inc.*

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

November 10, 2025

The East Bethel City Council met on November 10, 2025, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Ardie Anderson Suzanne Erkel Brian Mundle (arrived at 7:11 p.m.)
Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator
Jacob Saufley, City Attorney
Grace Gerard, City Planner
Nate Ayshford, Public Works Manager

1.0 Call to Order

The November 10, 2025, City Council meeting was called to order by Mayor Anderson at 7:00 p.m.

2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

3.0 Adopt Agenda

Erkel stated I'll make a motion to adopt tonight's agenda, removing Item G.1C, Title Commitment Contract Approval. Miller stated I'll second. Anderson asked any discussion? To the motion, all in favor say aye. All in favor. Anderson asked any opposed? That motion passes. Motion passes unanimously.

4.0 Presentations and Public Hearings

4.0 A Delinquent Utility Public Hearing, Resolution 2025-59

Look stated the City Council set November 10, 2025, as the Public Hearing date for individuals wishing to object to the delinquent charges being collected through the assessment process. All affected property owners were notified via U.S. Mail and were instructed to contact staff if they intended to speak before the City Council.

Anderson opened the public hearing at 7:03 p.m.

No comments received.

Anderson closed the public hearing at 7:03 p.m.

Smith asked why a majority of these are from Whispering Aspens. Look noted that this happens every time for some reason, but he is unsure of the answer to the question.

Erkel noted that she does not understand how they continue to develop buildings, but the prices are not decreasing.

Look stated that these are based on usage, and noted that their water rates are not out of line compared to other communities.

Miller asked if more developments would decrease the cost to residents who have already bought houses in that development. Look stated that he is unsure if these prices would reflect the delay in the time it has taken Whispering Aspens to build out to where they are now.

Erkel stated I'll make a motion to adopt Resolution 2025-59, Final Certification of Delinquent Charges for Collection with 2026 Property Taxes. Miller stated I'll second. Anderson asked any

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

3 **4.0 B Stormwater Pollution Protection Program (SWPPP) Public Hearing**

4 Look stated that staff recommends that the City Council conduct the annual meeting to consider
5 public input on the City's Stormwater Pollution Prevention Program. Look noted that the goal of the
6 SWPPP is to reduce the discharge of pollutants into receiving waters to the maximum extent
7 practicable.

8 Anderson opened a public hearing at 7:11 p.m.

9 No comments received.

10 Anderson closed the public hearing at 7:11 p.m.

11 Erkel asked if they have ever had a clean-up day in East Bethel, and thinks that is a great idea.

12 Ayshford noted that they have a recycling day once per month to meet the State requirement for the
13 clean-up day.

14 **Informational; no action required.**

15 **5.0 Public Forum**

16 John Borowski stated that his family has lived on Coon Lake for 30 years and noted that the quality of
17 their life over the last 2 years has decreased due to the short-term rental property next door. Mr.
18 Borowski stated that it has made them feel unsafe and uncomfortable, and it is difficult to live next
19 door to the house that is being treated as a commercial event center.

20 Mr. Borowski noted that he thinks there should be some kind of Ordinance or Code to address
21 AirBNB and Vrbo properties that have large events. Look noted that this is the topic that they
22 discussed at the previous work session.

23 Look noted that they have talked with other communities regarding what they have done for this
24 kind of situation.

25 **6.0 Consent Agenda**

26 Item A: Approve Bill List

27 Item B: Approve Meeting Minutes October 27, 2025 City Council Work Meeting

28 ~~Item C: Approve Meeting Minutes, October 27, 2025 City Council Meeting~~

29 Item D: Resolution 2025-60, Declaring Surplus Property

30 Item E: Purchase of Single Axle Snowplow Equipment

31 ~~Item F: Accept Resignation of the City Planner~~

32 Item G: Authorize Advertisement for Senior City Planner Position

33 Item H: Resolution 2025-61, Authorizing Correction to Hidden Prairie: Rename 198th Street NE to
34 198th Avenue NE

35 Item I: Cancellation of Public Hearing: 4462 Channel Lane Easement Vacation

36 Item J: Approve the Conditional Hire of Jacob Krey

37 Item K: Approve Change in Fire Station Floor Covering Company Name

38 Item L: Approve the Posting of Fire Department District Chief, Fire Captain, and Senior Firefighter
39 Duty Officer Positions

40 Mundle requested to pull Item F. Miller requested to pull Item C.

1 **Erkel stated I'll make a motion to approve Consent Agenda as amended. Mundle stated I'll second.**
 2 Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.** Anderson asked any
 3 opposed? That motion passes. **Motion passes unanimously.**

4 **6.0 C Approve Meeting Minutes, October 27, 2025 City Council Meeting**

5 Miller asked if what he stated under Council Reports at the end of the meeting could be word-for-
 6 word.

7 **Miller stated I'll make a motion to table Item C of the Consent Agenda. Smith stated I'll second.**
 8 Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.** Anderson asked any
 9 opposed? That motion passes. **Motion passes unanimously.**

10 **6.0 F Accept Resignation of the City Planner**

11 Mundle thanked Gerard for all the work she has done, and he knows that this job can be very hard
 12 and a big learning experience.

13 **Mundle stated I'll make a motion to approve Item F of the Consent Agenda. Erkel stated I'll**
 14 **second.** Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.** Anderson
 15 asked any opposed? That motion passes. **Motion passes unanimously.**

16 **7.0 New Business. Commission, Association, and Task Force Reports**

17 **7.0 A Planning Commission**

18 **7.0 A.1 Approve PUD, Final Plat, and Development Agreement: Cliffs Anderson Acres**

19 Gerard stated the City received an application for a PUD Final Plan and Final Plat for a three-lot
 20 subdivision named "Cliffs Anderson Acres" located at PID #12-33-23-14-0002 on the north side of
 21 217th Avenue NE. The total area of the parcel is approximately 20.35 acres.

22 Gerard noted that the parcel is guided Rural Residential and zoned RR – Rural Residential within the
 23 Special Natural Environmental Area (SNEA) Overlay District and PUD Overlay District. The properties
 24 to the south and west of this parcel are all guided Rural Residential and Zoned RR – Rural Residential.
 25 The properties to the north of this parcel are guided and zoned Park/Natural Area within the Gordie
 26 Mikkelson Wildlife Management Area. The properties to the east are within Linwood Township's
 27 "Dellwood County Estates" subdivision.

28 Gerard stated that the PUD Final Plan and Final Plat requests meet the standards in the Code and
 29 match the concept plan, PUD Preliminary Plan, and Preliminary Plat previously reviewed by the City.
 30 The proposed PUD and Final Plat meet the standards within the omprehensive Plan and Zoning
 31 Ordinance.

32 Gerard noted that no flexibility from Ordinance standards is being requested for this PUD.

33 Gerard added that the Planning Commission held a public hearing on the PUD Final Plan application
 34 on October 28, 2025. No public comments were received regarding this item. The Planning
 35 Commission voted 5-0 to recommend approval of the PUD Final Plan. City Code does not require a
 36 public hearing for final plats and does not require final plats to be reviewed by the Planning
 37 Commission.

38
 39 **Erkel stated I'll make a motion to adopt Resolution 2025-62, approving the Planned Unit**
 40 **Development for 'Cliffs Anderson Acres'. Mundle stated I'll second.** Anderson asked any
 41 discussion?

42 Erkel noted that she likes that there is 6+ acres.

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

3 **Mundle stated I'll make a motion to adopt Resolution 2025-63, approving the Final Plat and**
4 **Development Agreement for 'Cliffs Anderson Acres'.** Erkel stated I'll second. Anderson asked any
5 discussion? To the motion, all in favor say aye. **All in favor.** Anderson asked any opposed? That
6 motion passes. **Motion passes unanimously.**

7 **7.0 B Economic Development Authority**
8 None.

9 **7.0 C Park Commission**
10 None.

11 **8.0 Department Reports**

12 **8.0 A Community Development**
13 None.

14 **8.0 B Engineer Report**
15 None.

16 **8.0 C City Attorney**
17 None.

18 **8.0 D Finance**
19 None.

20 **8.0 E Public Works**
21 None.

22 **8.0 F Fire Department**
23 None.

24 **8.0 G City Administrator Report**

25 **8.0 G.1 1347 Sims Road NE**

26 Look stated that on October 27th, 2025, the Council reaffirmed its desire to continue with the
27 acquisition of 1347 Sims Road NE. An appraisal (Guggenberger Appraisal Services) has been ordered,
28 and a Phase One environmental study (Granite City Environmental) has been ordered. The appraisal
29 will verify that the purchase price does not exceed the market value. The Phase One environmental
30 will analyze if there are any contaminated soils that have not been disclosed by the seller.

31 Look noted that a title commitment (American Title Company LLC) had been ordered, but that was
32 pulled because the City Attorney had already gotten one back in June, so they do not want to
33 duplicate that.

34 **8.0 G.1A Appraisal Contract Approval**

35 **8.0 G.1B Phase 1 Contract Approval**

36 **Mundle stated I'll make a motion to approve the Appraisal Contract and Phase 1 Contract.** Erkel
37 **stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.**
38 Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

39 **8.0 G.1C Title Commitment Contract Approval**

40 This item was removed from the agenda.

41 **8.0 G.1D Purchase Agreement Approval**

1 **Erkel stated I'll make a motion to approve the Purchase Agreement. Miller stated I'll second.**

2 Anderson asked any discussion?

3 Smith asked if they could set up a time to go look at the property and if anyone is currently living
4 there. Look noted that they can set that up and stated that he does not believe the septic system is
5 functioning, so he does not believe anyone could be living there.

6 To the motion, all in favor say aye. **Erkel, Anderson, Miller, Smith - Aye.** Anderson asked any
7 opposed? **Mundle - Nay.** That motion passes. **Motion passes.**

8 **9.0 – Other Items**

9 **9.0 A Staff Report**

10 Look stated that he has no further updates.

11 **9.0 B Council Reports**

12 Mundle stated that there is a Booster Day meeting on November 12, 2025, at 6:30 p.m. at the Council
13 Chambers. Mundle stated that they recently had a member resign and wished her well. Mundle
14 noted that they need volunteers to make the Booster Day event happen and asked if anyone
15 interested would reach out or come to the meeting.

16 Mundle stated that with the government shutdown, there are people affected by it from missing
17 their last few paychecks. Mundle proposed that for any federal employees who can prove their
18 employment that the City would forgive any late fees on their Sewer and Water bills.

19 Mundle noted that he would like to support their local food shelters, which have been getting hit
20 hard, and donate at least \$1,000 to help their residents.

21 Erkel noted that the government shutdown is over. Mundle noted that there is a proposal, but it has
22 not been approved yet.

23 **Mundle stated I'll make a motion to approve a late fee forgiveness on any Sewer and Water Bills**
24 **that accrued for any Federal Employees during the government shutdown. Erkel stated I'll second.**

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

27 Saufley noted that he is unsure if the City has the authority to forgive utility payments for that
28 purpose, so he will look into that. Mundle noted that if it is not legal, the motion will not happen.

29 **Mundle stated I'll make a motion to approve a one-time donation of \$1,000 to the local food**
30 **shelter, NACE. Anderson stated I'll second.** Anderson asked any discussion?

31 Erkel stated that taxes are already taken out for people in need, and she already donates food to
32 various different things. Erkel noted that she does not think it should be coming out of their
33 taxpayers' money. To the motion, all in favor say aye. **Mundle, Anderson - Aye.** Anderson asked any
34 opposed? **Erkel, Smith, Miller - Nay.** That motion fails. **Motion fails.**

35 Look noted that they could do a food donation drive-thru to get donations for NACE. Miller asked if
36 they could get that on their website and the sign on Highway 65.

37 Erkel noted that the seniors have been doing a Thanksgiving drive-thru for the last few years to
38 reserve a free meal. Anderson noted that there is a drive-thru on December 13, 2025.

39 Erkel stated that there was a pretty good turnout for the Halloween Dance and the Trunk-or-Treat.

40 Erkel noted that the Fall Town Hall will be this week, and she is hoping for more information on the
41 developments that are going on.

1 Erkel stated that she just got the East Bethel Bulletin, and is wondering how it took so long to receive
2 it when all the deadlines were at the beginning of September.

3 Erkel asked if the Booster Days will be at the Town Hall. Mundle noted that they may, but he will talk
4 to them

5 **9.0 C Other**

6 None.

7 **10.0 Adjourn**

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

10 Meeting adjourned at 7:44 p.m.

11 Submitted by:

12 Lilian Rokosz

13 *TimeSaver Off Site Secretarial, Inc.*

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL TOWN HALL MEETING

November 13, 2025

The East Bethel City Council met on November 13, 2025, at 6:00 p.m. for a Town Hall meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator

1.0 – Call to Order

The November 13, 2025, Town Hall meeting was called to order by Mayor Anderson at 6:00 p.m.

2.0 – Adopt Agenda

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

3.0 – Informal Session in the Senior Center with Council, Guests, and Staff – East Bethel Senior Center

4.0 – Opening Remarks by Mayor Anderson – City Council Chambers

Anderson thanked all the residents who showed up tonight, the staff for their commitment to the City, and the vendors.

5.0 – Updates by Elected Officials – City Council Chambers

Peggy Scott stated that the Bonding Committee was here tonight regarding the Bonding Bill, which went well, and noted that Look made a nice presentation on the water in the schools. Mrs. Scott stated that she is always available and that if anyone has anything on their mind, do not hesitate to reach out.

6.0 – General Question and Answer Session – City Council Chambers

Nikki from St. Francis School District, stated that she has seen a need in their community to replace the blue food bags that were provided for weekend food assistance. Nikki noted that the community came together and they are running a pilot program at Cedar Creek, an ongoing food donation program, to fill bags of food to send home with kids and families who need it.

Nikki noted that if anyone wants to make donations they can be dropped off in the entry way of the Cedar Creek Elementary School. Nikki noted that they are collecting non-perishable, unexpired food items and personal care items.

Kevin Lewis stated that equal treatment under the law is a foundational principle of America and should be for East Bethel as well. Mr. Lewis noted that when 3 new members joined the City Council in 2022/2023, they shared a vision of moving their City closer to that objective by reducing the corruption of favoritism shown to some residents.

Mr. Lewis stated that ending the free-ride for the Mundle family business in occupying space at the Whispering Aspen Community Center is consistent with that vision. Mr. Lewis noted that the favoritism continued to show when \$2 million was spent running the sewer line from Viking

1 Boulevard to 241st Avenue, which enabled the Mundle family's business to greatly increase the
2 number of homes they could build and sell. Mr. Lewis stated that this does not seem like equal
3 treatment under the law.

4 Mr. Lewis asked if the personnel committee has met since July 2025 to oversee staff evaluation and
5 changes to personnel and administrators' contracts for 2026.

6 Mr. Lewis stated that he recommends a better response from Look to the East Bethel residents when
7 they try to get in touch with him.

8 Erkel stated that she was at an Anoka County/Blaine Airport meeting yesterday, and they are
9 organizing a festival for the airport and are looking for volunteers.

10 **7.0 – Adjourn**

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

13 Town Hall Meeting adjourned at 6:14 p.m.

14 Submitted by:

15 Lilian Rokosz

16 *TimeSaver Off-Site Secretarial, Inc.*

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

RESOLUTION NO. 2025-64

RESOLUTION ACCEPTING WORK

WHEREAS, pursuant to the development agreement signed with the city, T.H. Construction of Anoka, Inc has satisfactorily completed the improvements of city streets and storm water facilities within the plat of Prairie Hills in accordance with such contract,

WHEREAS, pursuant to the development contract a warranty letter of credit in the amount of \$17,927.00 shall remain in place for a period of two years,

WHEREAS, T.H. Construction of Anoka, Inc currently has a letter of credit in the amount of \$105,750 in favor of the city, on file at the city. The current letter of credit is scheduled to expire on December 11, 2025,

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

1. The work completed under said contract is hereby accepted and approved.
2. The warranty letter of credit in the amount of \$17,927.00 shall be provided until November 24, 2027.

Adopted this 24th day of November 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Customer:

Q-112556-1
11/19/2025 9:21 AM
EAST BETHEL,
MINNESOTA

DESCRIPTION	QTY	TOTAL
Full-Service Supplementation Subscription	1.00	USD 3,300.00
Print Supplementation will begin with the ordinances received from the municipality on a quarterly basis. Print Schedule 2, 5, 8, 11	1.00	USD 0.00
Code in Word	1.00	USD 0.00
Year 1 Promotion Annual Fee Discount & Pro-Rated Discount for Administrative Support Fee Paid Through 11/30/2026	1.00	USD -1,657.00
Printed Copies and Freight Included – up to [1] copy	1.00	USD 0.00
Online Code Hosting Subscription	1.00	USD 693.00
Year 1 Pro-rated Discount for Online Code Hosting Paid Through 5/31/2026	1.00	USD -288.75
Annual Recurring Supplement Services - Initial Term		USD 2,047.25
Annual Recurring Supplement Services - (Subject to Uplift)		USD 3,993.00

1. This Statement of Work (“SOW”) is between City of East Bethel, MN (“Customer”) and CivicPlus, LLC (“CivicPlus”), the acquirer and sole owner of Municode, LLC f/k/a Municipal Code Corporation, and incorporates and is subject to the terms and conditions located at Addendum 1 attached to this SOW.
2. This SOW shall begin on 1/1/2026 (“Effective Date”) and all the services provided to Customer listed in the above line items (the “Services”) shall align to renew annually on each anniversary of the Effective Date (“Renewal Date”). Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to 5% annual increase. Customer will pay all invoices within 30 days of the date of such invoice.
3. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.
4. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-112556-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Printed Name:

Printed Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

11/19/2025

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Addendum 1

<p>This agreement ("Agreement") is explicitly agreed to by the Customer listed on the Statement of Work. All terms used in this Agreement that are not otherwise defined shall have the definition ascribed to it in the Statement of Work.</p> <p>1. Scope of Services. The Services provided to Customer under this Agreement are set forth in the CivicPlus Statement of Work signed by the parties (the "SOW"). Customer may purchase additional services for additional cost at any time upon mutual written consent of the Parties, including but not limited to updating the frequency of Supplement updates, additional labor required because of delays, errors or omissions on the part of Customer.</p> <p>2. Limitations of Services. Annual Recurring Supplement Service does NOT include:</p> <ul style="list-style-type: none">• Additional copies, reprints, binders, and tab orders;• Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;• Documents that contain: multiple tables, graphics, unique formatting requirements, or any other form-based code requirements;• Legal work, creation of fee schedules, gender-neutral review/implementation, external linking;• Codifying the full replacement or substantial revision of complex subject matter; including, but not limited to, Zoning (or its equivalent) This work is subject to a one-time editorial conversion fee, as well as an increase in the annual supplement rate and online hosting fee(s). A quote will be provided upon receipt of the material.• Codifying a newly adopted Chapter, Title, or Appendix, either in its entirety or containing substantial new content, may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). The material will be reviewed upon receipt.• Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;• Codifying a newly adopted full, or near full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;• The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and• Online Code hosting and online features, this is listed separately. <p>For services outside the scope of the Annual Recurring Supplement Services, a per page rate of \$23 will be applied.</p> <p>3. Each document for processing should be its own individual file, named by its ordinance number. Customer should send in all documents to CivicPlus as MS WORD versions or a convertible PDF version.</p>	<p>4. Term and Termination. This Agreement shall remain in full force and effect for an initial period of one year commencing on the Effective Date ("Initial Term"), at the end of the Initial Term, this Agreement shall automatically renew for additional one-year terms (each a "Renewal Term"). If either Party does not intend to renew this Agreement, they shall provide sixty days prior notice to the end of the then-current term. Either party may terminate this Agreement for cause in the event the other party materially breaches any term of this Agreement and does not substantially cure such breach within thirty days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination.</p> <p>5. Compensation. Unless otherwise stated in an SOW signed by the Customer, the Customer shall pay CivicPlus for the Services annually at the start of each Renewal Term, within 30 days of the date an invoice is sent.</p> <p>6. Integration. This Agreement sets forth the entire agreement between and among the parties with respect to the Services. This Agreement supersedes all prior written or oral agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.</p> <p>7. Limitation of Liability. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed five times the amounts paid by Customer for the Services in the year prior to such claim of liability. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.</p> <p>8. Ownership. Customer shall own all right, title, and interest in and to the code created under this Agreement. Customer is responsible for providing all necessary and correct documentation, materials and communication in a timely manner in order to enable CivicPlus to perform the Services and acknowledges CivicPlus cannot begin performance of the Services until all necessary documentation, materials and communication is received.</p> <p>9. Customer acknowledges that any legal analysis provided by CivicPlus is provided to Customer for their use and direction. However, Customer agrees the Services provided for herein do not review legal codes for legal sufficiency, draw legal conclusions, provide legal advice, opinions or recommendations about Customer's legal rights, remedies, defenses, options, selection of forms, or strategies, or apply the law to the facts of any particular situation or establish an attorney-Customer relationship. CivicPlus is not a law firm and may not perform services performed by an attorney, and the Services contemplated herein do not constitute a substitute for the advice or services of an attorney.</p> <p>10. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.</p>
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Contact Information

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax



Archway Contracting, Inc.
 13326 Highway 65 NE
 Ham Lake, MN 55304
 Phone: 612-558-6367
 Fax: 888-506-2767

Company Representative
 Elijah Phillips
 Phone: (612) 201-1495
 elijah@archwaycontracting.com

City of East Bethel Gutter/Snow Retention System

11/05/2025

Estimate includes gutters/snow guards on the main buildings east and west elevations.

East Bethel Public Works
 C/O Nate Ayshford
 2375 221st Avenue Northeast
 East Bethel, MN 55011
 (763) 354-8861

Job: MN25-8678: East Bethel Public Works

Gutters Section

Setup gutter machine, stands and ladders

Note: Gutter machine will need access to an exterior power

Remove existing gutters and downspouts (**WHERE APPLICABLE**)

Remove siders edge (**WHERE APPLICABLE**)

Install gutter apron flashing (**WHERE APPLICABLE**)

Note: Used to prevent water from leaking behind gutters.

Install 6" Gutters

Note: Gutter straps will be installed every foot to provide extra strength due to ice/snow

Install drop tubes and 3"x4" downspouts

Note: Extra downspouts will be added. The estimate includes four sets of outlet tubes and downspouts on each elevation to improve water flow and ice buildup

Clean up of job site.

Note: Gutters, downspouts, landscaping, lawn and driveway.

Haul away debris and left over material.

Note: Within 1 business day of completion. Materials are ordered heavy so that we are not short during build. These materials will be returned

Conduct final walkthrough performed by one of Archway's certified representatives.

\$5,380.00

Snow Retention System

Install S-5 snow guards

Note: System will span the entire length of the roof on both elevations

\$9,640.00

TOTAL

\$15,020.00

Archway accepts cash, checks, and bank ACH. Thank you!