

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

4.0 B Stormwater Pollution Protection Program (SWPPP) Public Hearing

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

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

No comments received.

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

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

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

Informational; no action required.

5.0 Public Forum

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

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

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

6.0 Consent Agenda

Item A: Approve Bill List

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

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

Item D: Resolution 2025-60, Declaring Surplus Property

Item E: Purchase of Single Axle Snowplow Equipment

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

Item G: Authorize Advertisement for Senior City Planner Position

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

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

Item J: Approve the Conditional Hire of Jacob Krey

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

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

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

Erkel stated I'll make a motion to approve Consent Agenda as amended. Mundle 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.**

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

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

Miller stated I'll make a motion to table Item C of the Consent Agenda. Smith 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.**

6.0 F Accept Resignation of the City Planner

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

Mundle stated I'll make a motion to approve Item F of the Consent 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.**

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

7.0 A Planning Commission

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

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

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

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

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

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

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

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

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

Mundle stated I'll make a motion to adopt Resolution 2025-63, approving the Final Plat and Development Agreement for 'Cliffs Anderson Acres'. 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.**

7.0 B Economic Development Authority

None.

7.0 C Park Commission

None.

8.0 Department Reports

8.0 A Community Development

None.

8.0 B Engineer Report

None.

8.0 C City Attorney

None.

8.0 D Finance

None.

8.0 E Public Works

None.

8.0 F Fire Department

None.

8.0 G City Administrator Report

8.0 G.1 1347 Sims Road NE

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

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

8.0 G.1A Appraisal Contract Approval

8.0 G.1B Phase 1 Contract Approval

Mundle stated I'll make a motion to approve the Appraisal Contract and Phase 1 Contract. 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.**

8.0 G.1C Title Commitment Contract Approval

This item was removed from the agenda.

8.0 G.1D Purchase Agreement Approval

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

Anderson asked any discussion?

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

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

9.0 – Other Items

9.0 A Staff Report

Look stated that he has no further updates.

9.0 B Council Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.0 C Other

None.

10.0 Adjourn

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

Meeting adjourned at 7:44 p.m.

Submitted by:

Lilian Rokosz

TimeSaver Off Site Secretarial, Inc.