

City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: December 8, 2025 at 7:00 p.m.



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

7:00 PM

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Adopt Agenda
- 4.0 Presentations and Public Hearings
 - A. 2026 Budget Presentation: Public Comment and Approval of City, EDA and HRA Budgets and Levies (p. 3-97)
 1. Res. 2025-65 Adopting the 2026 Budget and Levy (p. 98)
 2. Res. 2025-66 Adopting the 2026 EDA Budget and Levy (p. 99)
 3. Res. 2025-67 Adopting the 2026 HRA Budget and Levy (p. 100)
 - B. Public Hearing: Ord 2025-08, Correcting Street Name (p. 101-102)
- 5.0 Public Forum
- 6.0 Consent Agenda (p. 103-104)

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. 105-112)
 - B. Minutes: November 13, 2025 City Council Work Meeting (p. 113-116)
 - C. Minutes: November 24, 2025 City Council Meeting (p. 117-120)
 - D. Res. 2025-68, Setting 2026 City Meeting Dates (p. 121-122)
 - E. Res. 2025-69, TIF 1-2 Permanent Fund Transfer (p. 123)
 - F. Res. 2025-70, TIF 1-3 Permanent Fund Transfer (p. 124)
 - G. Res. 2025-71, TIF 1-4 Permanent Fund Transfer (p. 125)
 - H. Res. 2025-72, TIF 1-5 Permanent Fund Transfer (p. 126)
 - I. Res. 2025-73, Recycling Fund Permanent Fund Transfer (p. 127)
 - J. Approve 2026 Tobacco License Renewals (p. 128)
 - K. Approve 2026 Garbage Hauler License Renewals (p. 129)
 - L. Fire Department Officer Appointments
 - M. Accept Recommendation to Appoint Planning Commission Candidate Gerald Tiah (p. 130)
- 7.0 New Business - Commission, Association and Task Force Reports
 - A. Planning Commission
 1. Variances: Front and Side yard setbacks, 19511 East Front Boulevard NE (p. 131-151)
 2. CUP: Lower Potency Hemp Edibles Retailer, 18429 Highway 65 (p. 152-167)
 3. CUP: Cannabis Microbusiness, 18447 Highway 65 NE - Unit B (p. 168-188)
 4. Site Plan Review: AMBA East Bethel Commercial, PID# 32-33-23-21-0012 (p. 189-215)
 - B. Economic Development Authority
 - C. Park Commission

8.0 Department Reports

- A. Community Development
 - 1. Development Agreement: Viking Meadows Second Addition (p. 216-250)
- 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
- C. Closed Session – City Administrator Performance Review M.S. § 13D.05(3)(a)
- D. Closed Session – Discussion of Pending Lawsuit M.S. § 13D.05(3)(b)

10.0 Adjourn

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



Date: December 8, 2025

Agenda Number: 4.0 A

Agenda Item: 2026 Budget Public Comment Period and Levy Resolutions

Requested Action: Provide the opportunity for input from residents and businesses regarding the 2026 Budget and consider approval of 2026 Budget and accompanying Levy Resolutions.

Background Information:

Minnesota Statute 275.065 requires Cities to conduct a public comment period where stakeholders are offered the opportunity to provide input to the City Council on proposed budgets and tax levies. The State requires that each City announce the date, time and place of the meeting where residents can provide City Council feedback on proposed budgets and tax levies. The date selected must be done at the meeting when the City Council adopts the preliminary budget and levy in September. This meeting date is also listed on the parcel-specific notices for proposed 2026 taxes that the taxpayers received in November from Anoka County.

Council directed that December 8, 2025 as the regular meeting for this opportunity. Staff recommends that Council open the floor for public comment on the 2026 Budget and Tax Levies and then consider the adoption of the General Fund Budget and Levy, the EDA Levy and the HRA Levy with the motions as presented in the recommendation to this report.

Attachment(s):

- 1.) 2026 Budget
- 2.) Resolution 2025-65, General Fund Budget and Levy Resolution
- 3.) Resolution 2025-66, EDA Levy Resolution
- 4.) Resolution 2025-67, HRA Levy Resolution

Fiscal Impact: As noted in the attachments.

Recommendation:

Motion I: Staff requests Council consider approval of Resolution 2025-65, Setting the Final Property Tax Levy and Budget for 2026

Motion II: Staff requests Council consider approval of Resolution 2025-66, Setting the Final 2026 EDA Levy & Budget

Motion III: Staff requests Council consider approval of Resolution 2025-67, Setting the Final 2026 HRA Levy and Budget



2026 Final Budget

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**City of East Bethel
2026 Levy Summary**

	Account Description	2023 Actual	2024 Actual	2025 Final Budget	2026 Final Budget	% Change
Tax Levies - City						
	General Fund Tax Levy	5,144,600.00	5,251,100.00	5,411,500.00	5,738,600.00	6%
	2015 A	614,500.00	632,500.00	651,000.00	670,000.00	3%
	2014 A	331,000.00	330,000.00	330,000.00	230,000.00	-30%
Total Levy - City		6,090,100.00	6,213,600.00	6,392,500.00	6,638,600.00	3.8%
Tax Levies - Special Levies						
	City EDA	136,200.00	136,200.00	136,200.00	136,200.00	0%
	City HRA	77,000.00	77,000.00	77,000.00	77,000.00	0%
Total Levy - Special Levies		213,200.00	213,200.00	213,200.00	213,200.00	0%
Total All Levies		6,303,300.00	6,426,800.00	6,605,700.00	6,851,800.00	3.7%

CITY COUNCIL

<u>NAME</u>	<u>TITLE</u>	<u>TERM EXPIRES</u>
Arden Anderson	Mayor	01/01/27
Suzanne Erkel	Council Member	01/01/29
Brian Mundle	Council Member	01/01/29
Jim Smith	Council Member	01/01/27
Tim Miller	Council Member	01/01/27

CITY OFFICIALS

Matt Look	City Administrator
Mike Jeziorski	Deputy City Administrator Finance Director
Carrie Frost	Deputy City Clerk Administrative Coordinator
Faye Bell	Administrative Assistant
Emily Jabs	Finance Coordinator
Desiree Stanford	Accounting Coordinator
Grace Gerard	City Planner
Nick Schmitz	Building Official
Steve Lutmer	Building Inspector
Misty Kolodziej	Building Permit Technician
Jeff Cielocha	Fire Chief Emergency Management Director
Ben Uden	Deputy Fire Chief
Nate Ayshford	Public Works Manager
Jason Hehir	Lead Street and Park Maintenance Technician
Jeremiah Haller	Lead Utility and Street Maintenance Technician

Organizational Staff Summary					
Governance		2023	2024	2025	2026
City Council	Part Time	5.00	5.00	5.00	5.00
Administration					
City Administration	Full Time	3.00	3.00	3.00	3.00
Elections	Part Time		Contract		Contract
Finance	Full Time	3.00	3.00	3.00	3.00
Assessor	Contract				
Attorney Legal	Contract				
IT	Contract				
Community Development					
Planning and Zoning	Full Time	2.00	1.00	2.00	2.00
Building Inspection	Full Time	3.00	3.00	3.00	3.00
Public Safety					
Law Enforcement	Contract				
Fire Protection	Full Time	2.00	3.00	2.00	2.00
	Part Time	Paid On-Call	Paid On-Call	Paid On-Call	Paid On-Call
Public Works					
Street Maintenance	Full Time	5.00	5.00	5.00	5.00
	Part Time Seasonal	1.00	1.00	1.00	1.00
Park Maintenance	Full Time	4.00	4.00	4.00	4.00
	Part Time Seasonal	1.00	1.00	1.00	1.00
Arena	Part Time Seasonal	-	-	5.00	5.00
Engineer	Contract				
Total	Full Time	22.00	22.00	22.00	22.00
	Part Time	7.00	7.00	12.00	12.00

2026 Pay Plan (Hourly)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	19.86	20.59	21.32	22.04	22.77	23.50	24.22
2	21.39	22.17	22.96	23.74	24.52	25.31	26.09
3	23.53	24.39	25.25	26.11	26.97	27.83	28.69
4	25.88	26.83	27.77	28.72	29.67	30.61	31.56
5	28.47	29.51	30.55	31.60	32.64	33.68	34.72
6	31.34	32.48	33.63	34.78	35.92	37.07	38.21
7	34.46	35.72	36.99	38.25	39.51	40.77	42.03
8	37.89	39.28	40.66	42.05	43.43	44.82	46.21
9	41.21	42.72	44.22	45.73	47.24	48.75	50.25
10	47.03	48.75	50.48	52.20	53.92	55.64	57.36
11	49.95	51.77	53.60	55.43	57.26	59.08	60.91
12	52.94	54.88	56.82	58.75	60.69	62.63	64.56
13	57.42	59.52	61.62	63.72	65.82	67.92	70.02
14	60.87	63.10	65.32	67.55	69.78	72.00	74.23
15	64.53	66.89	69.26	71.62	73.98	76.34	78.70
16	68.74	71.25	73.77	76.28	78.79	81.31	83.82

2026 Pay Plan (Annually)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
1	41,317.03	42,828.63	44,340.22	45,851.82	47,363.42	48,875.02	50,386.62
2	44,495.26	46,123.14	47,751.01	49,378.89	51,006.76	52,634.64	54,262.51
3	48,939.82	50,730.30	52,520.78	54,311.26	56,101.75	57,892.23	59,682.71
4	53,831.32	55,800.76	57,770.20	59,739.64	61,709.07	63,678.51	65,647.95
5	59,219.42	61,385.98	63,552.55	65,719.11	67,885.67	70,052.24	72,218.80
6	65,178.60	67,563.19	69,947.77	72,332.35	74,716.94	77,101.52	79,486.10
7	71,684.05	74,306.64	76,929.22	79,551.81	82,174.40	84,796.99	87,419.57
8	78,810.24	81,693.55	84,576.85	87,460.15	90,343.45	93,226.75	96,110.05
9	85,712.97	88,848.81	91,984.65	95,120.49	98,256.33	101,392.17	104,528.01
10	97,829.98	101,409.13	104,988.27	108,567.42	112,146.56	115,725.71	119,304.86
11	103,888.49	107,689.29	111,490.08	115,290.88	119,091.68	122,892.48	126,693.28
12	110,120.80	114,149.61	118,178.42	122,207.23	126,236.04	130,264.85	134,293.66
13	119,432.03	123,801.50	128,170.96	132,540.43	136,909.89	141,279.36	145,648.82
14	126,607.89	131,239.88	135,871.88	140,503.87	145,135.87	149,767.87	154,399.86
15	134,230.68	139,141.56	144,052.44	148,963.32	153,874.19	158,785.07	163,695.95
16	142,970.82	148,201.46	153,432.10	158,662.74	163,893.38	169,124.02	174,354.66

2026 Cafeteria Contribution							
Full Time Employees					\$1,500 per month		

Seasonal/Part Time							
Mayor					\$525 per month		
Council Member					\$475 per month		
Seasonal and Part Time					\$15.00-\$23.00 per hour		

2026 Fire Fighter and Officer Pay Plan							
Position					Monthly Salary Rate		
District Fire Chief					\$	770.14	
Captain					\$	326.63	
Lieutenant					\$	227.68	

Training/Drill/Fire Call/Duty Officer							
Probationary Firefighter						\$17.47 per hour	
Firefighter I						\$18.81 per hour	
Firefighter II/Officer						\$19.39 per hour	
Firefighter III/Officer						\$21.35 per hour	
Duty Officer				City Council Packet, page 11		\$326.63 per week	

**City of East Bethel
2026 General Fund Final Budget (Summary)**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget	% Change
General Fund							
Revenues							
	Property Tax	5,098,159.81	5,289,545.88	2,885,246.46	5,411,500.00	5,738,600.00	6%
	Franchise Tax	58,997.29	55,287.63	36,223.61	61,500.00	57,000.00	-7%
	Payment in Lieu of Taxes	-	34,265.75	25,215.00	25,000.00	25,000.00	N/A
	Use of Fund Balance	-	-	-	200,000.00	200,000.00	0%
	Special Assessments	13,000.00	12,500.00	6,000.00	12,000.00	11,500.00	-4%
	Licenses and Fees	43,006.11	42,818.36	37,496.01	39,400.00	38,400.00	-3%
	Building Inspection Permits	425,703.87	536,543.10	400,217.20	347,500.00	389,000.00	12%
	State Aid	829,574.34	239,351.78	258,057.87	235,000.00	263,000.00	12%
	Fines and Forfeits	21,390.60	26,614.29	21,730.69	22,000.00	24,000.00	9%
	Intergovernmental Charges	293,867.06	336,448.43	360,314.61	358,700.00	403,000.00	12%
	Other Fees	3,172.68	3,215.10	2,812.85	3,700.00	3,200.00	-14%
	Cemetery Revenue	8,900.00	7,150.00	7,725.00	7,500.00	7,500.00	0%
	Site Lease Revenue	130,025.48	105,440.72	79,120.45	83,000.00	86,000.00	4%
	Gambling 10% Contribution	79,460.74	57,239.20	44,190.55	60,000.00	60,000.00	0%
	Refunds and Reimbursements	34,910.98	41,069.30	24,904.81	29,500.00	29,500.00	0%
	Conduit Debt Issuance Fee	100,000.00	-	-	-	-	N/A
	Interest Earnings	118,047.81	163,667.77	140,442.22	80,000.00	120,000.00	50%
Total Revenues - General Fund		7,258,216.77	6,951,157.31	4,329,697.33	6,976,300.00	7,455,700.00	7%
Expenditures							
General Government							
	Council	83,374.91	67,212.03	79,354.98	83,600.00	85,200.00	2%
	City Administration	426,934.22	434,439.38	349,158.08	461,900.00	530,600.00	15%
	Elections	2,593.26	16,593.71	-	4,000.00	25,000.00	525%
	Finance	400,758.61	394,641.59	331,052.00	424,300.00	451,400.00	6%
	Assessing	59,315.00	59,693.35	63,457.00	63,500.00	63,500.00	0%
	Legal	182,817.86	175,204.26	173,511.67	185,000.00	195,000.00	5%
	Government Buildings	36,235.72	37,475.79	29,927.86	43,500.00	43,500.00	0%
	Risk Management	101,917.00	106,036.00	101,334.00	108,000.00	132,000.00	22%
Total General Government		1,293,946.58	1,291,296.11	1,127,795.59	1,373,800.00	1,526,200.00	11%
Community Development							
	Planning and Zoning	147,304.84	163,160.49	132,379.75	277,500.00	254,400.00	-8%
	Building Inspection	365,440.83	380,589.22	303,710.59	401,400.00	419,800.00	5%
Total Community Development		512,745.67	543,749.71	436,090.34	678,900.00	674,200.00	-1%
Public Safety							
	Police Protection	1,223,474.00	1,398,453.00	1,470,919.00	1,473,000.00	1,583,000.00	7%
	Fire Protection	943,891.61	903,747.01	750,829.73	979,100.00	1,052,100.00	7%
Total Public Safety		2,167,365.61	2,302,200.01	2,221,748.73	2,452,100.00	2,635,100.00	7%
Engineering							
	Engineering	9,473.25	9,727.31	10,772.26	20,000.00	20,000.00	0%
Total Engineering		9,473.25	9,727.31	10,772.26	20,000.00	20,000.00	0%
Public Works							
	Public Works - Parks Maintenance	512,843.27	535,603.05	440,540.84	556,400.00	595,900.00	7%
	Public Works - Streets	1,061,596.30	1,037,763.14	842,086.93	1,128,600.00	1,177,800.00	4%
Total Public Works		1,574,439.57	1,573,366.19	1,282,627.77	1,685,000.00	1,773,700.00	5%
Civic Events							
	Civic Events	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Total Culture and Recreation		6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	0%
Transfers / Other							
	Transfer to Building Capital	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0%
	Transfer to Street Capital	500,000.00	550,000.00	600,000.00	600,000.00	650,000.00	8%
	Transfer to Parks Capital	100,000.00	100,000.00	110,000.00	110,000.00	120,000.00	9%
Total Other		650,000.00	700,000.00	760,000.00	760,000.00	820,000.00	8%
Total Expenditures - General Fund		6,214,470.68	6,426,839.33	5,845,534.69	6,976,300.00	7,455,700.00	7%
Excess of Revenues over Expenditures - General Fund		1,043,746.09	524,317.98	(1,515,837.36)	-	-	



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41110 - Mayor and City Council

DEPARTMENTAL PROFILE

The City Council is comprised of the Mayor and four City Council Members. All are elected at-large. Council Members serve four-year terms with two members up for election every two years. The Mayor serves a two-year term.

DEPARTMENTAL GOALS

To provide leadership and vision for the City while planning for growth / development activity and to adopt policies that are in the best interest of the City and its residents.

EXPENDITURE DETAILS

STAFFING

1- Mayor
4- City Council Members

103-Mayor and City Council Salary
\$29,100
Provides for a monthly salary of \$525 for the Mayor and \$475 for each Council Member

107-Commissions and Boards
\$27,000
Upper Rum River Watershed Management Organization -\$12,373
Sunrise Watershed Management Organization - \$14,381

307-Professional Services
\$3,000
Quarterly updates of ordinances. Professional service requirements throughout the year including assistance with grant and direct appropriation identification and pursuit.

433-Dues and Subscriptions

\$21,000

League of Minnesota Cities-\$13,500

Alexandra House-\$4,500

Mediation Services for Anoka County-\$2,500

MN Mayors Association-\$30

434-Conferences/Meetings

\$1,000

Costs associated with Mayor and City Council members' attendance at League of Minnesota Cities Annual Conference, Local Government meetings, etc.

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Council						
	E 101-41110-103 Part-Time Employees	28,575.00	29,100.00	24,250.00	29,100.00	29,100.00
	E 101-41110-107 Commissions and Boards	25,595.87	22,629.04	23,687.15	23,500.00	27,000.00
	E 101-41110-125 FICA/Medicare	2,186.08	2,226.24	1,855.20	2,200.00	2,200.00
	E 101-41110-151 Worker s Comp Insurance Prem	78.77	92.24	121.28	100.00	200.00
	E 101-41110-201 Office Supplies	130.73	32.38	210.27	200.00	200.00
	E 101-41110-231 Small Tools and Minor Equip	2,731.40	502.09	755.78	1,000.00	1,000.00
	E 101-41110-307 Professional Services Fees	4,770.32	1,306.32	5,278.34	5,000.00	3,000.00
	E 101-41110-331 Travel Expenses	-	-	365.40	500.00	500.00
	E 101-41110-433 Dues and Subscriptions	18,649.18	11,299.20	20,262.60	21,000.00	21,000.00
	E 101-41110-434 Conferences/Meetings	657.56	24.52	2,568.96	1,000.00	1,000.00
		83,374.91	67,212.03	79,354.98	83,600.00	85,200.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41320 – City Administration

DEPARTMENTAL PROFILE

Pursuant to City Code, Chapter 2-261, the City Administrator is the chief administrative officer of the City responsible to the City Council. The Administrator facilitates and directs implementation of the City Council's policies and directives relating to City operations and activities. Specific activities include recommendations to the Council regarding policies, operations, procedures and providing liaison between the Council, commissions, employees, residents and other governmental entities.

DEPARTMENTAL GOALS

Provide leadership and direction to employees of the City of East Bethel and work to achieve the goals established by the City Council. The Department also provides assistance to all stakeholders, accurate information and courteous service to City residents/visitors.

EXPENDITURE DETAILS

STAFFING

1 City Administrator
1 Deputy City Clerk | Administrative Coordinator
1 Administrative Assistant

101-Full-Time Employees Regular
\$314,500

Provides for a 8% COLA salary increase for three employees and a STEP increase for one eligible employee.

131-Cafeteria Contribution
\$54,000
City allotment for benefits for full-time employees

201-Office Supplies
\$1,500
Miscellaneous office supplies including paper, toner, envelopes, and folders

307 – Professional Service Fees

\$12,000

Time Savers - minute-taking services for City Council Meetings and City Council Work Meetings.

309 - Information Systems

\$17,600

Metro-Inet– IT Support

Metro-Inet- VOIP Phones

Adobe Acrobat Subscription

Anoka County - Fiber Internet - \$150 per month | \$1,800 annually

321 - Phone

\$2,200

Cell phone reimbursement for City Administrator and land lines for City Hall.

322-Postage

\$7,000

All postage costs including 4 newsletter mailings throughout the year

331-Travel Expenses

\$3,000 Mileage and travel reimbursement for the City Administrator / Support Staff

342-Legal Notices

\$500

Advertising costs for legal notices regarding ordinances and other legally required notices

351-Printing and Duplicating

\$6,000

City newsletter production and mailing of 4 publications to each resident

413-Office Equipment

\$7,000

Pitney Bowes - postage machine lease - \$700

US Bank Equipment Finance - Ricoh copier/printer lease - \$6,300

421-Software License

\$40,000

Miscellaneous Software licenses

Civic Plus Modules

434-Conferences/Meetings

\$5,000

MCFOA membership

Miscellaneous Conferences for City Administrator, Administrative Coordinator and Administrative Assistant

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Administration						
	E 101-41320-101 Full-Time Employees Regular	270,679.48	273,076.75	225,761.05	291,900.00	314,500.00
	E 101-41320-102 Full-Time Employees Overtime	235.34	7,178.96	2,171.56	-	-
	E 101-41320-103 Part-Time Employees	630.00	-	-	-	-
	E 101-41320-122 PERA-Coordinated Plan	19,133.10	19,746.03	17,095.17	21,900.00	23,600.00
	E 101-41320-125 FICA/Medicare	22,658.56	22,448.22	18,990.50	26,800.00	28,700.00
	E 101-41320-126 Deferred Compensation	3,760.50	4,000.00	3,231.06	6,000.00	6,000.00
	E 101-41320-131 Cafeteria Contribution	51,296.94	52,200.00	44,250.00	53,100.00	54,000.00
	E 101-41320-151 Worker s Comp Insurance Prem	1,763.64	2,113.38	1,451.78	2,000.00	2,000.00
	E 101-41320-201 Office Supplies	1,397.08	4,900.86	1,569.57	1,500.00	1,500.00
	E 101-41320-231 Small Tools and Minor Equip	952.80	15.13	-	-	-
	E 101-41320-307 Professional Services Fees	13,838.23	9,915.89	5,697.02	13,000.00	12,000.00
	E 101-41320-309 Information Systems	15,677.80	14,957.98	13,297.40	16,000.00	17,600.00
	E 101-41320-321 Telephone	1,869.06	2,353.94	1,380.20	2,200.00	2,200.00
	E 101-41320-322 Postage/Delivery	6,979.70	5,600.38	4,448.34	10,000.00	7,000.00
	E 101-41320-331 Travel Expenses	1,937.31	507.33	377.28	1,000.00	3,000.00
	E 101-41320-342 Legal Notices	755.23	290.40	64.50	500.00	500.00
	E 101-41320-351 Printing and Duplicating	2,520.90	3,289.44	2,006.46	3,500.00	6,000.00
	E 101-41320-413 Office Equipment Rental	7,089.60	7,018.75	5,587.85	7,000.00	7,000.00
	E 101-41320-421 Software Licensing	3,238.95	-	-	500.00	40,000.00
	E 101-41320-434 Conferences/Meetings	520.00	4,825.94	1,778.34	5,000.00	5,000.00
		426,934.22	434,439.38	349,158.08	461,900.00	530,600.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41410 – Elections

DEPARTMENTAL PROFILE

This department is responsible for providing access to the election process to the citizens of the City of East Bethel. The department is responsible for determining polling locations, acquiring and maintaining election equipment, contracting and training election judges, registering municipal candidates, and conducting absentee voting for both the primary and general elections.

EXPENDITURE DETAILS

219 - General Operating Supplies
\$500

307 - Professional Services Fees
\$20,000
Election Judge Payments

342 - Legal Notices
\$500

402 - Equipment Maintenance
\$4,000

The City and Anoka County have a joint powers agreement that includes payment of a system support fee for equipment and software. The City will store and use the equipment during each election cycle.

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Elections						
	E 101-41410-219 General Operating Supplies	-	268.27	-	-	500.00
	E 101-41410-307 Professional Services Fees	-	14,612.84	-	-	20,000.00
	E 101-41410-342 Legal Notices	-	417.45	-	-	500.00
	E 101-41410-402 Repairs/Maint Machinery/Equip	2,593.26	1,295.15	-	4,000.00	4,000.00
		2,593.26	16,593.71	-	4,000.00	25,000.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41520 – Finance

DEPARTMENTAL PROFILE

Finance is responsible for all treasury operations of the City including: accounting management (accounts payable and receivable, reconciliations, and reporting to stakeholders), investment management, risk management (property / general liability insurance and workers compensation), utility billing management, human resource management (payroll, benefits, employee recruitment/retention), budget management, audit management, debt service management (new issues, refinances and rating calls). This department is also responsible for overseeing the information technology management (Computer - hardware / software).

DEPARTMENTAL GOALS

Departmental goals include preparation of financial statements that garner a clean audit opinion, continuous analysis of the City's financial condition and continued establishment and implementation of financial policies.

EXPENDITURE DETAILS

STAFFING

1 Finance Director
1 Finance Coordinator
1 Accounting Coordinator

101-Full-Time Employees Regular Salary
\$291,600

Provides for an 8% COLA salary increase for three employees and a step increase for two employees

131-Cafeteria Contribution
\$54,000
City allotment for benefits for full-time employees

301-Auditing and Accounting Services
\$28,000
Annual audit of the City's financial statements

307 – Professional Service Fees
\$1,900
Anoka County - \$1,900
Cost associated with tax levy and special assessment administration

309 - Information Systems
\$14,800
Metro-INET– IT support
Metro-INET- VOIP Phones
Adobe Acrobat Subscription

321 - Phone
\$500
Cell phone reimbursement for Finance Director

331-Travel Expense
\$200
Mileage reimbursement for: trainings, bank and post office travel

342-Legal Notices
\$500
Publishing of the City's annual audit

421-Software License
\$1,800
Financial software license and support necessary if problems arise with Banyon financial and payroll software.

434-Conferences/Meetings/Training
\$700
Training for Finance Staff

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Finance						
	E 101-41520-101 Full-Time Employees Regular	260,531.98	249,755.66	203,619.47	270,100.00	291,600.00
	E 101-41520-102 Full-Time Employees Overtime	396.15	2,429.72	995.11	-	-
	E 101-41520-122 PERA-Coordinated Plan	19,551.96	18,402.88	15,345.98	20,300.00	21,900.00
	E 101-41520-125 FICA/Medicare	23,085.83	21,484.34	17,761.40	25,200.00	26,900.00
	E 101-41520-126 Deferred Compensation	6,163.11	6,000.18	4,846.59	6,000.00	6,000.00
	E 101-41520-131 Cafeteria Contribution	51,300.00	52,200.00	44,250.00	53,100.00	54,000.00
	E 101-41520-151 Worker s Comp Insurance Prem	1,672.43	2,073.03	1,342.62	2,100.00	2,500.00
	E 101-41520-201 Office Supplies	37.69	-	215.24	100.00	100.00
	E 101-41520-231 Small Tools and Minor Equip	-	-	-	-	-
	E 101-41520-301 Auditing and Acct g Services	23,500.00	25,578.00	26,906.00	27,000.00	28,000.00
	E 101-41520-307 Professional Services Fees	1,731.29	1,816.68	1,926.34	1,800.00	1,900.00
	E 101-41520-309 Information Systems	9,545.88	11,430.50	11,356.10	13,500.00	14,800.00
	E 101-41520-321 Telephone	880.00	480.00	-	1,500.00	500.00
	E 101-41520-331 Travel Expenses	71.04	-	108.70	200.00	200.00
	E 101-41520-342 Legal Notices	591.25	1,080.60	358.45	1,000.00	500.00
	E 101-41520-421 Software Licensing	1,680.00	1,680.00	1,730.00	1,700.00	1,800.00
	E 101-41520-434 Conferences/Meetings	20.00	230.00	290.00	700.00	700.00
		400,758.61	394,641.59	331,052.00	424,300.00	451,400.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41550 – Assessing

DEPARTMENTAL PROFILE

The primary function of this department is the accurate classification and valuation of all real property listed for taxation. Existing properties need to be physically inspected every five years, all newly constructed structures need to be inspected the year of construction.

DEPARTMENTAL GOALS

Ensure full and accurate valuations for all properties within the City to provide an equitable basis for assessing taxes; provide detailed explanations to citizens with concerns about their properties' valuations; analyze and assimilate data acquired in the appraisal process into a format that will be useful and meaningful to the City and its stakeholders.

EXPENDITURE DETAILS

307-Professional Services
\$63,500

The City currently has a contract with the Anoka County Assessor's Office to complete these services through May 15, 2028

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Assessing						
	E 101-41550-307 Professional Services Fees	59,315.00	59,693.35	63,457.00	63,500.00	63,500.00
		59,315.00	59,693.35	63,457.00	63,500.00	63,500.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41610 – Legal

DEPARTMENTAL PROFILE

Legal provides counsel and support to the City Council and other City staff. In addition, the department prosecutes criminal offenses.

DEPARTMENTAL GOALS

Ensure that the City of East Bethel's interests are proactively, efficiently and thoroughly represented and protected. Closure of many longstanding issues will be aggressively pursued. The City will continue to monitor the current provision of legal services to the City to determine if the aforementioned goals are being met. When it is deemed necessary, legal specialists in various disciplines may be retained to best serve the City's interests. A portion of the cost for prosecution services is recovered through fines and penalties assessed by the court system.

EXPENDITURE DETAILS

303-Legal Services
\$195,000

The City currently has a contract with Eckberg Lammers for Legal services that runs through May 31, 2026.

Civil Services:
1/1/26 to 05/31/26 - \$250.00 per hour
6/1/26 to 12/31/26 – Open
\$5,500 per month **estimate
\$66,000 annually

Prosecution Services:
1/1/26 to 5/31/26 (5 Months)- \$53,590
6/1/26 to 12/31/26 (7 Months) – Open
\$129,000 annually

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Law and Legal						
	E 101-41610-303 Legal Fees	182,817.86	175,204.26	173,511.67	185,000.00	195,000.00
		182,817.86	175,204.26	173,511.67	185,000.00	195,000.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 41940 – General Government Buildings

DEPARTMENTAL PROFILE

The General Government Buildings department provides for the ongoing cleaning, maintenance and utility costs for City Hall and other general City facilities. Costs for other buildings are charged to the functional department using the respective building.

DEPARTMENTAL GOALS

Maximize the efficiency and usability of City Hall to accommodate employees and equipment necessary to best serve customers of the City of East Bethel; ensure a healthy environment for employees and residents using City facilities.

EXPENDITURE DETAILS

211-Cleaning Supplies

\$500

Cleaning supplies for government facilities

219-General Operating Supplies / Safety Supplies

\$1,000

Safety supplies/First Aid for City Hall

223-Bldg/Facility Repair Supplies

\$1,500

Miscellaneous supplies such as light bulbs, power strips, etc.

381-Electric Utilities

\$13,500

Electrical utility services for City Hall and the City billboard

382-Gas Utilities

\$6,000

Gas utilities for City Hall

403-Buildings & Facilities Repair/Maintenance

\$19,500

City Hall janitorial service - \$4,600

Septic system pumping - \$1,500

Annual carpet cleaning \$500

Water Softener Rental - \$300

Senior Center janitorial service - \$3,400

Miscellaneous building repairs - \$9,200

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Government Buildings						
	E 101-41940-211 Cleaning Supplies	512.90	271.71	-	500.00	500.00
	E 101-41940-219 General Operating Supplies	746.48	1,418.70	305.56	1,000.00	1,000.00
	E 101-41940-223 Bldg/Facility Repair Supplies	2,999.07	3,658.91	3,179.74	1,500.00	1,500.00
	E 101-41940-381 Electric Utilities	12,326.17	12,408.40	9,766.56	13,500.00	13,500.00
	E 101-41940-382 Gas Utilities	5,627.70	4,622.56	3,580.06	6,000.00	6,000.00
	E 101-41940-385 Refuse Removal	909.38	1,095.18	1,066.72	1,000.00	1,000.00
	E 101-41940-402 Repairs/Maint Machinery/Equip	325.00	325.00	325.00	500.00	500.00
	E 101-41940-403 Bldgs/Facilities Repair/Maint	12,789.02	13,675.33	11,704.22	19,500.00	19,500.00
		36,235.72	37,475.79	29,927.86	43,500.00	43,500.00



2026 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 41910 – Planning and Zoning

DEPARTMENTAL PROFILE

The Planning and Zoning division formulates, administrates and interprets ordinances enacted by the City of East Bethel. It is responsible for preparing reports and making presentations to the City Council, Planning Commission (PC) and Economic Development Authority (EDA) to facilitate their decision making. It also assists with code enforcement, oversee GIS functions, economic development, environmental planning, customer service, and related activities.

DEPARTMENTAL GOALS

Improve the assimilating and data processing function for presentations to PC and City Council and EDA; provide timely and thorough review of all PC, City Council and EDA issues; provide accurate information regarding City ordinances and zoning to the public; update GIS functions, provide assistance to residents, developers, real estate agents, appraisers, insurance companies, mortgage companies, etc. regarding City ordinances and procedures. Provide support to EDA.

EXPENDITURE DETAILS

STAFFING

1 Community Development Director
1 City Planner

101-Full-Time Employees Regular
\$156,900

Provides for a 8% COLA salary increase for two eligible employees and a step increase for two eligible employee

107 – Commission Member compensation
\$1,700

131-Cafeteria Contribution
\$36,000
City allotment for benefits for full-time employees

307 – Professional Service Fees

\$4,700

Time Savers – Planning and Zoning minute taking - \$2,000

Anoka Conservation District - Land use reviews - \$500

Anoka County – Pictometry - \$2,200

309 - Information Systems

\$9,800

Metro-INET – IT Support

Metro-INET- VOIP Phones

Adobe Acrobat Subscription

321 – Phone

\$500

Cell phone reimbursement for Staff

331 – Travel Expenses

\$100

342 – Legal Notices

\$2,000

Publications of notices for land use proposals, Comprehensive Plan Amendments, and Zoning Ordinance Amendments

421 – Software Licensing

\$5,500

Datafi (GIS) licensing \$5,500

423 – Filing Fees

\$2,000

Filing fees at Anoka County (plats, agreements, resolutions, etc)

433 – Dues and Subscriptions

\$1,200

Minnesota Chapter American Planning Association - \$850

Economic Development Association - \$320

434 – Conferences/Meetings

\$1,000

League of MN Cities Workshops

Ehlers Conference

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Planning and Zoning						
	E 101-41910-101 Full-Time Employees Regular	89,945.88	101,255.24	46,673.25	181,300.00	156,900.00
	E 101-41910-102 Full-Time Employees Overtime			88.64		
	E 101-41910-103 Part-Time Employees	189.00	-	-	-	-
	E 101-41910-107 Commissions and Boards	1,400.00	1,240.00	-	1,700.00	1,700.00
	E 101-41910-122 PERA-Coordinated Plan	6,278.29	7,394.91	2,898.68	13,600.00	11,800.00
	E 101-41910-125 FICA/Medicare	7,441.10	8,504.45	4,113.15	16,900.00	15,100.00
	E 101-41910-126 Deferred Compensation	2,000.18	2,000.18	1,384.74	4,000.00	4,000.00
	E 101-41910-131 Cafeteria Contribution	17,100.00	17,400.00	13,275.00	35,400.00	36,000.00
	E 101-41910-151 Worker s Comp Insurance Prem	1,089.53	1,255.58	868.40	2,000.00	2,000.00
	E 101-41910-201 Office Supplies	-	1,687.56	-	100.00	100.00
	E 101-41910-231 Small Tools and Minor Equip	-	-	-	-	-
	E 101-41910-307 Professional Services Fees	4,350.00	4,890.25	51,394.00	4,700.00	4,700.00
	E 101-41910-309 Information Systems	6,517.08	7,739.37	3,983.92	5,000.00	9,800.00
	E 101-41910-321 Telephone	480.00	480.00	-	500.00	500.00
	E 101-41910-331 Travel Expenses	24.89	-	-	100.00	100.00
	E 101-41910-341 Personnel Advertising	652.40	-	-	-	-
	E 101-41910-342 Legal Notices	2,473.49	2,050.95	258.50	2,000.00	2,000.00
	E 101-41910-421 Software Licensing	5,400.00	5,744.00	5,463.00	6,000.00	5,500.00
	E 101-41910-423 Filing Fees	1,518.00	1,518.00	1,102.40	2,000.00	2,000.00
	E 101-41910-433 Dues and Subscriptions	445.00	-	119.82	1,200.00	1,200.00
	E 101-41910-434 Conferences/Meetings	-	-	756.25	1,000.00	1,000.00
		147,304.84	163,160.49	132,379.75	277,500.00	254,400.00



2026 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 42410 – Building Inspection

DEPARTMENTAL PROFILE

This department is responsible for conducting plan reviews and on-site inspections for all building activity, septic systems installed within the City as required by State Building Code and code enforcement. The Building Official is also the Code Compliance Officer.

DEPARTMENTAL GOALS

Provide plan reviews and permit issuances in a timely manner, i.e., residential reviews and permits issued within 3-14 working days of receipt of complete application; commercial and institutional plan reviews and permits issued within 30 days of receipt of completed application (commercial plan review time frame does not include State or County reviews); conduct on-site inspections as scheduled in a professional manner; provide information to the public regarding building codes, septic codes, and city ordinances; conduct city ordinance violation inspections.

EXPENDITURE DETAILS

STAFFING

1 Building Official
1 Building Inspector
1 Building Permit Technician

101-Full-Time Employees Regular
\$273,900

Provides for a 8% COLA salary increase for three employees and a step increase for one employee

131-Cafeteria Contribution
\$54,000
City allotment for benefits for full-time employees

212- Motor Fuels
\$6,000
Fuel Costs

219-General Operating Supplies

\$2,200

Includes replacement stamps for plan reviews, scale rulers, plan hangers, plan drawer, new file cabinets, dividers, picture paper, etc. Updating building code books.

221 – Motor Vehicle Parts

\$1,100

Replacement of tires on one Building Department vehicle

309 - Information Systems

\$14,800

Metro-INET – IT Support

Metro-INET- VOIP Phones

Adobe Acrobat Subscription

321 – Telephone

\$1,100

Cell Phone charges for Building Official and Building Inspector

351-Printing and Duplicating

\$300

Inspection cards, permit applications, postcards for septic pumping and other forms related to building inspection, code enforcement and dangerous dog enforcement

421-Software Licensing

\$3,000

Annual support for Permit Works software (Complaint Tracker, Septic, and Permitting).

431-Vehicle Replacement Charges

\$6,000

Future truck replacement

433- Dues and Subscriptions

\$400

Membership in the International Code Council (ICC) and Minnesota 10,000 Lakes Chapter of the ICC. MN Building Technician Association.

434-Conferences/Meetings

\$2,900

Building Official/Inspector continuing education to maintain State certifications by attending classes sponsored by the State Building Codes and Standards Department, local colleges, the Minnesota Pollution Control Agency and sewage treatment systems education expenses.

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Building Inspection						
	E 101-42410-101 Full-Time Employees Regular	238,568.46	249,791.07	196,856.59	259,800.00	273,900.00
	E 101-42410-102 Full-Time Employees Overtime	81.74	56.40	1,024.95	-	-
	E 101-42410-122 PERA-Coordinated Plan	18,041.65	18,744.35	14,841.11	19,500.00	20,500.00
	E 101-42410-125 FICA/Medicare	19,588.17	19,742.10	15,977.10	24,400.00	25,500.00
	E 101-42410-126 Deferred Compensation	6,000.18	5,923.25	4,846.59	6,000.00	6,000.00
	E 101-42410-131 Cafeteria Contribution	51,300.00	51,475.00	44,250.00	53,100.00	54,000.00
	E 101-42410-151 Worker s Comp Insurance Prem	1,960.16	1,736.36	2,456.01	2,000.00	2,000.00
	E 101-42410-201 Office Supplies	223.71	650.24	-	-	-
	E 101-42410-212 Motor Fuels	5,425.72	5,191.08	4,140.23	6,000.00	6,000.00
	E 101-42410-219 General Operating Supplies	594.13	255.00	530.65	2,200.00	2,200.00
	E 101-42410-221 Motor Vehicles Parts	108.93	977.66	83.52	1,100.00	1,100.00
	E 101-42410-231 Small Tools and Minor Equip	-	-	-	-	-
	E 101-42410-307 Professional Services Fees	4,709.60	5,510.00	-	-	-
	E 101-42410-309 Information Systems	9,775.68	11,430.49	11,356.10	13,500.00	14,800.00
	E 101-42410-321 Telephone	544.27	664.22	279.30	1,100.00	1,100.00
	E 101-42410-331 Travel Expenses	-	-	124.04	-	-
	E 101-42410-351 Printing and Duplicating	325.00	159.00	254.40	300.00	300.00
	E 101-42410-421 Software Licensing	2,990.00	2,990.00	-	3,000.00	3,000.00
	E 101-42410-422 Auto/Misc Licensing Fees/Taxes	-	-	-	100.00	100.00
	E 101-42410-431 Equipment Replacement Chgs	3,000.00	3,000.00	6,000.00	6,000.00	6,000.00
	E 101-42410-433 Dues and Subscriptions	100.00	383.00	-	400.00	400.00
	E 101-42410-434 Conferences/Meetings	2,103.43	1,910.00	690.00	2,900.00	2,900.00
		365,440.83	380,589.22	303,710.59	401,400.00	419,800.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 42110 – Police

DEPARTMENTAL PROFILE

This department accounts for police protection and animal control services within the City of East Bethel. The level of Anoka County Sheriff provides patrol service for 36 hours daily coverage and 0 hours of weekly coverage by Anoka County Community Service Officers (CSO'S).

DEPARTMENTAL GOALS

Increase the presence of officers in the City's neighborhoods; support City staff with code enforcement and monitoring; provide regular, timely progress reports to the City Council regarding the aforementioned goals; strive to align the perceived priorities of the County Sheriff with the priorities of the City Council; increase the effectiveness, efficiency and accountability of animal control services.

EXPENDITURE DETAILS

307-Professional Services

\$1,583,000

Anoka County – Law Enforcement Contract \$1,577,593

Animal Humane Society—Animal Control \$5,000

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Police Protection						
	E 101-42110-307 Professional Services Fees	1,223,474.00	1,398,453.00	1,470,919.00	1,473,000.00	1,583,000.00
		1,223,474.00	1,398,453.00	1,470,919.00	1,473,000.00	1,583,000.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 42210 – Fire Department

DEPARTMENTAL PROFILE

The East Bethel Fire Department is committed to protecting the lives and property of residents, as well as those who work, visit, or travel through our community. As our rural community grows and attracts more residents, the fire department must continuously adapt to meet evolving service demands. Since 1959, we have relied on volunteers to dedicate their time and skills to provide fire, rescue, and medical services. Over the years, the role of a volunteer has shifted from little or no financial compensation to receiving an hourly wage and pension benefits. However, the most important factor remains the time commitment required of our volunteers.

Our call volume has increased significantly, from a few hundred calls annually to over a thousand today, putting considerable strain on the volunteer model. This surge has led to challenges with volunteer retention and recruitment, which puts the sustainability of the model at risk.

This budget represents a shift from the previous approach of responding to every incident in the community to a more focused strategy, responding to incidents where we can have the greatest positive impact. By using data, best practices, and innovative ideas, we are reorganizing the department to better support our volunteers. This includes reducing low-priority incidents, adding more volunteers, and providing our leadership team with the training and policies needed to take effective action when necessary.

DEPARTMENTAL GOALS

In 2026, the East Bethel Fire Department aims to focus on providing a consistent response to incidents during the daytime hours, and find balance for our on-call members. Our goals include increasing our staffing model number of on-call firefighters to 40 for fire suppression, rescue operations, and public fire/safety education programs.

We are committed to providing our firefighters with the highest quality training and educational opportunities available. Additionally, we seek to foster a culture of open communication and support that prioritizes the safety, health, well-being, and professional growth of every department member.

EXPENDITURE DETAILS

STAFFING

1 Full-time Fire Chief | Emergency Manager

1 Full-time Deputy Fire Chief

2 Daytime Duty Crew Members (8 hours per day M-F)

2 On-Call District Fire Chiefs

3 On-Call Captains (1 –Training Captain)

2 On-Call Lieutenants

40 Paid On-call Firefighters

101-Full-Time Employees Regular

\$220,900

Provides for a 8% COLA salary increase for two employees and a STEP increase for two eligible employee.

103-PT Wages and Salaries

\$218,800

Provides for a 8% COLA rate increase

District Fire Chief \$770.14 per month

Captain \$326.63 per month

Training Captain \$326.63 per month

Lieutenant \$227.68 per month

Probationary Firefighter \$17.47 per hour

Firefighter I \$18.81 per hour

Firefighter II/Officer \$19.39 per hour

Firefighter III/Officer \$21.35 per hour

127- Fire Pensions Contributions-City - \$16,000

Contribution funded directly by City taxpayers. This amount is the estimated amount of a voluntary contribution required by the City. The amount is calculated based on 40 firefighters at \$400 each.

131-Cafeteria Contribution -\$36,000

City share of benefits for full-time employees

135-Disability Insurance - \$1,400

This is the amount paid by the City to fund the disability/life insurance policy purchased on behalf of the Firefighters.

151-Workers Comp Insurance Premium - \$55,000

In addition to the full time Fire Chief and Deputy Chief, the City purchases worker's compensation insurance for 40 volunteer firefighters.

201-Offices Supplies - \$1,000

Provides for consumable supplies for the Fire Department including tablets, pencils and pens.

211-Cleaning Supplies - \$1,000
Paper towels, toilet paper, cleaning products

212-Motors Fuels - \$20,000
The Department's share of fuel costs for 2026. We will have a reduction of calls in 2026.

214- Personal Protective Equipment - \$45,000
We are adding staff and replacing equipment. Personal Protective Equipment for Fire Fighters; turnout gear, helmets, boots, hood and gloves. All gear needing replacing on a 10 year life cycle per OSHA standards.

217-Safety Supplies/Medical Supplies - \$15,000
We should see a decrease in this line item for 2026. However, we will be adding more staff and will keep it the same for the time being. This covers gloves, glasses, coveralls, and medical supplies, medications carried on board rescue trucks. It also covers medical directorship for EMS (Emergency Medical Services) or medical response protocols, medications (epi, nitro, aspirin, and needles).

219-General Operating Supplies/Facility Repairs - \$4,500
This line item is to cover minor repairs or three fire stations. Which includes garage doors, locks, and the like.

221-Motor Vehicles/Equipment Parts- \$10,000
Provides for repair and preventive maintenance on thirteen fire trucks.

222-Tires - \$2,000
This is for replacement of tires on large trucks.

229-Equipment Parts/ Lubricants - \$1,500
Provides for replacement parts for equipment items such as pumps, jaws-of-life, etc.

231-Small Tools and Minor Equipment - \$24,500
This line item is to replace damaged, lost, or outdated equipment such as hand tools, AED's, fire hose, hydraulic tools, fans, and the like.

307-Professional Services Fees - \$8,500
Provides initial physicals new firefighters, continuing health surveillance of firefighters, behavior management assistance, respiratory screening and Hepatitis B shots as required by NFPA and OSHA

309-Information Systems - \$35,700
Metro-Inet- IT Support
Metro-Inet- VOIP Phones
Adobe Acrobat Subscription
Anoka County - Fiber Internet

321-Telephones - \$13,200
Provides for analog line at each station, two cellular phone services, fourteen wireless connections for Mobile Dispatch, and cable internet connection at Station 3 for dispatch computer.

381-Electrical Utilities - \$11,500
Electric utility service for three stations

382-Gas Utilities - \$13,000
Gas utility service for three stations

385-Refuse Removal- \$2,500
Refuse removal for three stations

402-Repairs/Maintenance Machinery/Equip - \$25,500
Repairs to communication radios, pagers, fire extinguishers. Detectors. warning sirens maintenance and contract, repair of poles for the warning sirens.

403-Bldgs/Facilities Repair/Maintenance. - \$10,000
Provides for maintenance of SCBA compressor, HVAC, electrical repairs etc. a cleaning service weekly for the restrooms, office area and hallways at Station 1 and Station 3. General maintenance of the interior and exterior of the Fire Stations. In 2026, we want to continue our upgrades the Administrative office flooring at station #1. We also want to paint the interior. This has not been done since 2005.

421-Software Licensing (PSDS Fees) - \$14,000
Installation of Dispatch Software to advise responding units and personnel. Also Anoka County Fire Protection Council JPA fees for the Public Safety Data System.

431-Vehicle Replacement Charges (Capital) - \$140,000
Replacement of Apparatus, SCBA and Extrication Equipment from the Equipment Replacement Fund

433-Dues and Subscriptions - \$2,000
Professional firefighter associations for officers and fire inspectors. Active 911 responding app.

434-Training / Emergency Management - \$40,000
Improve training and gain consistency within the fire officer group. Add teamwork and conflict resolution training for the department using outside vendors. Much of our new hire training will be paid for by the Minnesota State Board of Firefighter Training and Education. Additional training may be reimbursed but not guaranteed. This includes outside training for the leadership team; to include emergency management conferences.

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Fire Protection						
	E 101-42210-101 Full-Time Employees Regular	176,813.61	191,700.01	143,507.36	195,700.00	220,900.00
	E 101-42210-102 Full-Time Employees Overtime	3,657.36	3,462.01	437.85	12,000.00	-
	E 101-42210-103 Part-Time Employees	181,987.03	200,178.88	149,873.89	209,600.00	218,800.00
	E 101-42210-122 PERA-Coordinated Plan	30,872.29	33,079.35	23,039.51	36,800.00	39,100.00
	E 101-42210-125 FICA/Medicare	16,751.89	18,302.25	13,556.98	20,400.00	20,500.00
	E 101-42210-126 Deferred Compensation	4,000.36	4,000.36	2,923.34	4,000.00	4,000.00
	E 101-42210-127 Fire Pension Contribution-City	14,000.00	14,000.00	14,000.00	14,000.00	16,000.00
	E 101-42210-128 Fire Pension Contrib.-State	94,071.02	-	-	-	-
	E 101-42210-131 Cafeteria Contribution	34,200.00	34,800.00	26,550.00	35,400.00	36,000.00
	E 101-42210-135 Disability Insurance	1,354.75	1,354.75	1,386.26	1,400.00	1,400.00
	E 101-42210-141 Unemploy Benefit Payments	4.78	13.12	16,452.00	-	-
	E 101-42210-151 Worker s Comp Insurance Prem	40,699.75	48,499.40	40,800.16	60,000.00	55,000.00
	E 101-42210-201 Office Supplies	247.53	1,211.12	154.54	1,000.00	1,000.00
	E 101-42210-203 Books/Ref. Materials/Software	74.95	-	-	-	-
	E 101-42210-211 Cleaning Supplies	337.20	633.57	462.79	1,000.00	1,000.00
	E 101-42210-212 Motor Fuels	16,816.05	13,408.04	10,402.65	20,000.00	20,000.00
	E 101-42210-213 Lubricants and Additives	1,027.32	65.82	-	-	-
	E 101-42210-214 Clothing & Personal Equipment	10,604.62	6,911.46	7,220.32	22,000.00	45,000.00
	E 101-42210-215 Shop Supplies	27.54	199.97	-	-	-
	E 101-42210-217 Safety Supplies	12,388.38	6,874.20	2,072.63	15,000.00	15,000.00
	E 101-42210-219 General Operating Supplies	2,971.71	4,125.80	3,292.49	4,500.00	4,500.00
	E 101-42210-221 Motor Vehicles Parts	7,143.85	6,177.62	6,406.14	8,000.00	10,000.00
	E 101-42210-222 Tires	776.00	1,153.91	1,364.00	2,000.00	2,000.00
	E 101-42210-223 Bldg/Facility Repair Supplies	1,101.99	2,886.41	730.35	-	-
	E 101-42210-229 Equipment Parts	-	-	-	500.00	1,500.00
	E 101-42210-231 Small Tools and Minor Equip	30,039.23	12,661.01	7,411.14	24,500.00	24,500.00
	E 101-42210-306 Personnel/Labor Relations	50.00	-	-	-	-
	E 101-42210-307 Professional Services Fees	10,170.52	15,463.00	30,957.59	7,500.00	8,500.00
	E 101-42210-309 Information Systems	22,790.88	34,469.57	26,234.10	31,500.00	35,700.00
	E 101-42210-321 Telephone	13,296.74	13,033.82	8,371.74	12,000.00	13,200.00
	E 101-42210-331 Travel Expenses	34.06	-	-	-	-
	E 101-42210-351 Printing and Duplicating	-	47.74	327.20	-	-
	E 101-42210-381 Electric Utilities	10,268.66	10,480.14	8,006.88	11,500.00	11,500.00
	E 101-42210-382 Gas Utilities	12,267.33	9,049.98	6,755.97	13,000.00	13,000.00
	E 101-42210-385 Refuse Removal	2,273.68	1,657.01	1,477.60	2,300.00	2,500.00
	E 101-42210-401 Motor Vehicle Services (Lic d)	2,261.81	6,745.81	-	-	-
	E 101-42210-402 Repairs/Maint Machinery/Equip	7,540.00	24,180.74	16,707.22	25,500.00	25,500.00
	E 101-42210-403 Bldgs/Facilities Repair/Maint	10,541.28	11,878.44	12,564.62	10,000.00	10,000.00
	E 101-42210-413 Office Equipment Rental	1,587.36	1,561.36	682.33	2,000.00	-
	E 101-42210-421 Software Licensing	9,842.00	12,297.00	13,338.00	14,000.00	14,000.00
	E 101-42210-431 Equipment Replacement Chgs	125,000.00	125,000.00	130,000.00	130,000.00	140,000.00
	E 101-42210-433 Dues and Subscriptions	2,045.25	3,234.24	1,925.00	2,000.00	2,000.00
	E 101-42210-434 Conferences/Meetings	31,952.83	28,949.10	21,437.08	30,000.00	40,000.00
		943,891.61	903,747.01	750,829.73	979,100.00	1,052,100.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 43110 – Engineering

DEPARTMENTAL PROFILE

Engineering encompasses surveys, design support, mapping, planning assistance and other general engineering activities necessary for municipal operations. Services are provided for by a consulting engineer. This department will account for costs that cannot be charged directly to developers or do not directly relate to another functional department.

DEPARTMENTAL GOALS

Provide continued assistance in further updates to the transportation plan; provide review and update services on public work standards for public works facilities and infrastructure; maintain the City's storm water management plan and continue to provide support to City staff and City customers as necessary.

EXPENDITURE DETAILS

302-Engineering Services
\$20,000
Project services and support

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Engineering						
	E 101-43110-302 Architect/Engineering Fees	9,473.25	9,727.31	10,772.26	20,000.00	20,000.00
		9,473.25	9,727.31	10,772.26	20,000.00	20,000.00



2026 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 43201 – Park Maintenance

DEPARTMENTAL PROFILE

Park Maintenance is responsible for the design, construction and maintenance of city parks, trails, pavilions, docks, picnic tables, restrooms, cemeteries etc., including: 17 ball fields, 7 pavilions, 2 skateboard parks, 1 orienteering course, 3 cemeteries, bridges, 6 tennis courts, 14 playgrounds, 6 basketball courts, cross-country ski trails, and walking trails.

DEPARTMENTAL GOALS

Continue weekly summertime safety and maintenance inspections of playgrounds and shelter buildings to ensure high quality facilities; repair/upgrade park signage as necessary; maintain 250 acres of manicured turf areas with a normal mowing cycle of every five days; upgrade and re-chip trails and 14 playgrounds; maintain park amenities; maintain trees, shrubs, and plants.

EXPENDITURE DETAILS

STAFFING

1 – Public Works Maintenance Technician Lead
3 – Public Works Maintenance Technician
1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries
\$308,200
Provides for a 8% COLA salary increase

102-FT- Overtime
\$1,200
25 hours of overtime to staff special events such as Booster Days, National Night Out and other emergency maintenance situations including snow and ice removal

103-PT-Wages and Salaries
\$7,300
1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution
\$72,000
City allotment for benefits for full-time employees

211-Cleaning Supplies
\$600
Cleaning agents, paper products, brooms, brushes, etc. to maintain park facilities

212-Motor Fuels
\$24,000
Diesel and gasoline for mowers, trucks and other maintenance equipment

213-Lubricants and Additives
\$500
Oil, grease and hydraulic fluid for park maintenance equipment

214-Clothing and Personal Equipment
\$3,000
12 months of uniform rental for maintenance employees, employee allowance for safety boots

215-Shop Materials
\$400
Materials necessary to fabricate and/or repair park equipment

216 Chemicals/Chemical products
\$5,000
Includes fertilizer, weed control, etc.

217-Safety Supplies
\$1,500
Safety vests, gloves, hearing protection, safety goggles and other safety equipment

218-Welding Supplies
\$100
Welding rods, gasses and other supplies incidental to welding

219-General Operating Supplies
\$1,200
Fencing, paint, building repair materials, playground equipment, picnic tables, waste cans and other supplies for operating the park system

221-Motor Vehicles Parts
\$2,100
Repair parts and maintenance items for licensed vehicles, etc.

222-Tires

\$1,200

Replacement tires for mowers, trucks and ball field grooming equipment

223-Repair Maintenance Buildings and Facilities

\$5,000

Paint, lumber, vandalism repair supplies, and maintenance parts for irrigation systems

225-Park and Landscape Supplies

\$7,000

Black dirt, sod, seed, Ag lime, mulch, lumber for bridges, walkways, class five for parking lots, and asphalt for trails and lots, safety mulch for playgrounds

226-Signs and stripping

\$1,500

New park signs and striping of lots and handicap zones

229-Equipment Parts

\$5,000

Parts installed in-house on park maintenance equipment. Includes alternators, belts, batteries, blades and small engine appurtenances. More work has been completed in-house so this category has increased.

231-Small tools and minor equipment

\$2,000

Saws, shovels, hand tools, bobcat attachments, etc. for trails and parks maintenance.

306-Personnel/Labor Relations

\$300

Drug compliance testing for all CDL license holders

307-Professional Services Fees

\$600

Fee for taking Park Commission meeting minutes

309 - Information Systems

\$500

Metro-INET - IT support

321-Telephone

\$1,900

Cell phones for Park Maintenance workers

341-Advertising-Personnel

\$200

Advertising costs for vacancies created through attrition, resignation and staffing addition

342-Advertising-Legal Notices

\$100

Notices for public hearings for park grants or designations

381-Electric

\$5,000

Electric service for various parks throughout the City at pavilions and park shelters including the warming building at John Anderson Park

384-Sewer

\$300

Pumping of septic systems at Booster East and Booster West Parks and John Anderson Park

385-Refuse Removal

\$1,000

Contracted refuse removal services at all City parks and tree removal in City Parks

387-Heating Fuels/Propane

\$300

Propane for thawing graves for winter opening

401-Motor Vehicles (Licensed)

\$1,000

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

402-Equipment Services (Non-licensed)

\$2,500

Repair and maintenance service from outside vendors when in-house technicians/mechanics are unable to make the repairs

403-Buldings and Facilities

\$3,500

Repair and maintenance services for park buildings and facilities, e.g., significant electrical work, well and septic systems, etc., when City staff are unable to make the necessary repairs

405-Park and Landscape Services

\$1,500

Landscape services that are more efficiently done by outside vendors; cemetery items, head stone maintenance, replacement, surveys and upkeep

415-Other Equipment Rentals

\$10,500

Rental of portable toilets in parks including special events such as Booster Day. Rental of Warming House at the East Bethel Ice Arena.

422-Auto/Misc Licensing Fees/Taxes

\$1,000

Tax exempt licensure for City owned vehicles. Annual assessment from Coon Lake Improvement District of City owned property adjacent to the lake.

431-Vehicle Replacement Charges

\$22,000

Park contribution to Equipment Replacement Fund for future acquisition of equipment and rolling stock

434-Confernces/Meetings/Training

\$500

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Public Works - Park Maintenance						
	E 101-43201-101 Full-Time Employees Regular	258,628.21	272,576.83	219,483.12	280,400.00	308,200.00
	E 101-43201-102 Full-Time Employees Overtime	1,055.45	1,189.02	559.90	1,200.00	1,200.00
	E 101-43201-103 Part-Time Employees	5,693.63	6,379.35	9,083.50	7,000.00	7,300.00
	E 101-43201-105 Employee On Call/Standby Pay	7,262.64	7,957.45	4,688.88	6,200.00	8,600.00
	E 101-43201-107 Commissions and Boards	920.00	580.00	-	1,700.00	1,700.00
	E 101-43201-122 PERA-Coordinated Plan	19,676.45	20,594.76	16,854.83	21,200.00	23,100.00
	E 101-43201-125 FICA/Medicare	24,969.53	25,609.98	21,105.08	28,600.00	31,000.00
	E 101-43201-126 Deferred Compensation	7,880.41	7,965.42	6,384.25	8,000.00	8,000.00
	E 101-43201-131 Cafeteria Contribution	68,400.00	69,600.00	59,000.00	70,800.00	72,000.00
	E 101-43201-151 Worker s Comp Insurance Prem	17,936.58	21,968.56	19,662.67	23,000.00	22,000.00
	E 101-43201-211 Cleaning Supplies	793.73	560.78	265.76	600.00	600.00
	E 101-43201-212 Motor Fuels	23,314.43	17,017.37	12,792.86	24,000.00	24,000.00
	E 101-43201-213 Lubricants and Additives	1,812.15	235.23	331.37	500.00	500.00
	E 101-43201-214 Clothing & Personal Equipment	2,969.77	2,588.48	2,170.36	3,000.00	3,000.00
	E 101-43201-215 Shop Supplies	53.23	2.34	-	400.00	400.00
	E 101-43201-216 Chemicals and Chem Products	3,760.88	4,027.00	2,282.56	5,000.00	5,000.00
	E 101-43201-217 Safety Supplies	1,770.04	1,370.32	895.89	700.00	1,500.00
	E 101-43201-218 Welding Supplies	-	-	111.11	100.00	100.00
	E 101-43201-219 General Operating Supplies	219.78	269.25	1,375.75	1,200.00	1,200.00
	E 101-43201-221 Motor Vehicles Parts	705.87	42.89	(18.80)	2,100.00	2,100.00
	E 101-43201-222 Tires	-	189.97	1,240.00	1,000.00	1,200.00
	E 101-43201-223 Bldg/Facility Repair Supplies	12,069.88	8,095.14	6,006.19	3,500.00	5,000.00
	E 101-43201-225 Park/Landscaping Materials	6,483.92	11,586.84	7,248.93	7,000.00	7,000.00
	E 101-43201-226 Sign/Striping Repair Materials	-	528.69	13.18	1,500.00	1,500.00
	E 101-43201-229 Equipment Parts	4,894.06	11,252.42	6,123.66	5,000.00	5,000.00
	E 101-43201-231 Small Tools and Minor Equip	3,043.70	2,161.85	423.98	2,000.00	2,000.00
	E 101-43201-306 Personnel/Labor Relations	-	174.00	180.00	300.00	300.00
	E 101-43201-307 Professional Services Fees	991.75	5,788.54	728.50	600.00	600.00
	E 101-43201-309 Information Systems	344.64	274.80	297.81	500.00	500.00
	E 101-43201-321 Telephone	1,840.00	1,920.00	-	1,900.00	1,900.00
	E 101-43201-341 Personnel Advertising	913.20	-	-	200.00	200.00
	E 101-43201-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43201-381 Electric Utilities	4,412.53	4,274.19	3,391.79	5,000.00	5,000.00
	E 101-43201-384 Sewer Utilities	-	-	-	300.00	300.00
	E 101-43201-385 Refuse Removal	-	-	2,000.00	1,000.00	1,000.00
	E 101-43201-387 Heating Fuels/Propane	-	14.04	-	300.00	300.00
	E 101-43201-401 Motor Vehicle Services (Lic d)	-	-	296.00	1,000.00	1,000.00
	E 101-43201-402 Repairs/Maint Machinery/Equip	2,719.11	-	2,184.72	2,500.00	2,500.00
	E 101-43201-403 Bldgs/Facilities Repair/Maint	109.00	304.50	1,865.00	3,500.00	3,500.00
	E 101-43201-405 Park & Landscape Services	-	-	-	1,500.00	1,500.00
	E 101-43201-415 Other Equipment Rentals	9,730.00	10,378.94	10,459.99	10,500.00	10,500.00
	E 101-43201-422 Auto/Misc Licensing Fees/Taxes	468.70	849.10	562.00	1,000.00	1,000.00
	E 101-43201-431 Equipment Replacement Chgs	17,000.00	17,000.00	20,000.00	20,000.00	22,000.00
	E 101-43201-434 Conferences/Meetings	-	275.00	490.00	500.00	500.00
		512,843.27	535,603.05	440,540.84	556,400.00	595,900.00



2026 Budget

FUND: 101 – General Fund
DEPT/ACTIVITY/PROJECT: 43220 – Street Maintenance

DEPARTMENTAL PROFILE

The department is responsible for maintenance of the City’s streets, roadways, storm sewer system, and right-of-ways.

DEPARTMENTAL GOALS

Snow removal from City streets within 24 hours of a snow event; brush cutting and road side ditch mowing such that clear site distances of 100 feet are maintained; annual review of all streets to assess condition; sweep all streets annually; patch and crack seal streets in accordance with road maintenance plan; maintain gravel roads for proper drainage and drivability; maintain storm sewer system in accordance with NPDES plan.

EXPENDITURE DETAILS

STAFFING

- 1 - Public Works Manager
- 1 - Public Works Maintenance Technician Lead
- 3 - Public Works Maintenance Technician
- 1 - Seasonal Maintenance Worker (summer)

101-Full-Time Employees Regular Salaries

\$437,300

Provides for a 8% COLA salary increase for each employee and STEP increases for two eligible employees

102 FT-Overtime

\$12,500

Thirty five hours per person for snow plowing

103-PT-Wages and Salaries

\$7,300

1 seasonal employee for part time help during the summer months

131-Cafeteria Contribution

\$90,000

City allotment for benefits for full-time employees

201 Office Supplies

\$100

Paper, pens, ink for copier and printer

211-Cleaning Supplies

\$800

Maintenance facility bathroom and break room supplies, supplies for cleaning maintenance shop and vehicles.

212-Motor Fuels

\$45,000

Gasoline and diesel fuel for maintenance equipment

213-Lubricants and Additives

\$5,000

Oil, grease and hydraulic fluid for maintenance equipment, DEF Fluid for Diesel Engines. Increase in preventative maintenance and changing oil on the fire trucks has increased the spending in this category.

214-Clothing and Personal Equipment

\$3,000

Uniforms for maintenance employees, safety boot allowance per employee

215-Shop Supplies

\$1,500

Tape, grinding wheels, mechanic wire, paints, polishes, zip ties, nuts and bolts, electrical wire and connectors

216-Chemicals and Chemical Products

\$200

Solvents, degreasers, floor dry, oil spill absorbers, etc.

217-Safety Supplies

\$1,800

Safety vests/shirts, ear protection devices, safety glasses and goggles, gloves, chaps, caution tape, warning cones and barricades

218-Welding Supplies

\$1,000

Gases, rods, flat steel and cold rolled stock needed to make repairs and fabricate replacement items on maintenance equipment

219-General Operating Supplies

\$500

Lumber, plastic tarps, erosion control devices, lath for staking, string line, straps

221-Motor Vehicle Parts

\$15,000

Repair parts and service items installed by maintenance employees, including alternators, belts, hoses, starters, lights, mufflers, filters, etc. More work being completed in-house, more preventative maintenance, less major repairs that need to be contracted out.

222-Tires

\$7,000

Replacement tires for maintenance equipment; on average, an F-550 requires 6 tires replaced on a three year basis with an average cost of \$225 per tire and total cost of \$1,350. A single axle dump truck requires 6 truck tires @ \$300 each to be replaced on each truck every 4 years or an annual cost of \$1,800. Replace two tractor tires @ \$1,200 ea. and 4 tires on a F-150 for a total cost of \$600. Motor grader is \$10,000. Front end loader is \$7,000.

223-Bldg/Facility Repair Supplies

\$1,000

Materials for repair to shop building and property

224-Street Maintenance Supplies

\$100,500

650 tons of salt -- \$65,000; asphalt patching material at \$25,000; culverts at \$5,000; black dirt for shoulder restoration at \$3,000 and boulevard maintenance materials at \$500; 100 tons of ice control sand--\$1,000; 100 tons of Class V—\$1,500. Salt prices have been up 33% over the past two years.

226-Signs and Striping Supplies

\$11,000

Replacement/upgrade of street signs and lane striping on MSA routes.

229- Equipment Parts

\$14,000

Equipment parts purchased and installed by maintenance employees on non-licensed equipment, including alternators, belts, hoses, starters, lights, mufflers, etc.

230-Snowplow Cutting Edges

\$10,000

Replacement cutting edges for five snowplows. Includes front plow, wing, and underbody at a cost of \$2,000 per truck. An average winter will require one replacement per truck

231-Small Tools and Minor Equipment

\$5,000

Hand tools (wrenches, pliers, screwdrivers, etc.), saws, drills, grinders, shovels, lutes, and compressors

306-Personnel and Labor Relations

\$500

Drug testing for CDL enforcement

307- Professional Service Fees

\$5,200

Animal control trappers and GIS development - \$1,000

SafeAssure Safety Consultant - \$4,200

SafeAssure provides annual OSHA required training

309 - Information Systems

\$9,700

Metro-Inet – IT Support

321- Telephone

\$2,500

Cellular phones for Street Maintenance Staff

331 – Travel Expenses

\$1,000

Mileage reimbursement for On Call

341-Personnel Advertising

\$100

General advertising for positions that may open due to attrition or resignation

342- Legal Notices

\$100

Publishing overlay and Class-5 bid requests

381-Utility Services-Electric

\$20,000

Electric service for maintenance facilities, street lights and signals; projected budgeted amount is in line with historical electrical utility bills

382-Utility Service-Gas

\$9,700

Gas service for maintenance facilities

385-Utility Services-Refuse Removal

\$6,000

Refuse removal at maintenance facility. Contracted tree removal in R.O.W with a single tree costing between \$1,000 and \$4,000.

388-Utility Services-Hazardous Waste Disposal

\$500

Cleanup and disposal of hazardous waste such as meth lab debris, tires and batteries

401-Motor Vehicle Services (Licensed)

\$8,200

Contractual repairs on City owned equipment that cannot be performed in-house

402-Equipment Services (Non-licensed)

\$6,400

Contractual repairs on City owned equipment that cannot be performed in-house

403-Buldings and Facilities

\$4,000

Air filters, door sweeps, lights, rugs, hand towels, doors, HVAC, etc.

404-Street Maintenance Services

\$55,000

Provides \$15,000 for various street repairs that cannot be handled in house and \$40,000 for Class V material

422-Auto License Fees

\$100

Tax exempt licensure required for City owned maintenance vehicles

431- Vehicle Replacement Charges

\$150,000

Funding for Street Maintenance major equipment purchases through the Equipment Replacement Fund

433-Dues and Subscriptions

\$100

Membership dues for the State contract service; permits the City to more economically purchase off of State contracts that are specified and bid by the State

434-Conferences/Meetings/Training

\$400

Funding for required classes to keep certifications current and continuing education conferences

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Public Works - Streets						
	E 101-43220-101 Full-Time Employees Regular	342,907.13	383,511.06	308,214.36	400,400.00	437,300.00
	E 101-43220-102 Full-Time Employees Overtime	13,400.04	5,008.88	6,435.03	12,000.00	12,500.00
	E 101-43220-103 Part-Time Employees	5,693.62	6,379.33	9,083.50	7,000.00	7,300.00
	E 101-43220-105 Employee On Call/Standby Pay	11,106.37	10,618.91	12,424.39	11,900.00	12,400.00
	E 101-43220-122 PERA-Coordinated Plan	27,249.09	29,254.61	24,530.46	32,100.00	32,800.00
	E 101-43220-125 FICA/Medicare	35,243.73	37,530.20	31,581.56	40,500.00	43,600.00
	E 101-43220-126 Deferred Compensation	9,735.93	10,034.58	8,155.52	10,000.00	10,000.00
	E 101-43220-131 Cafeteria Contribution	81,225.00	87,000.00	73,750.00	88,500.00	90,000.00
	E 101-43220-151 Worker s Comp Insurance Prem	23,666.14	28,540.45	18,229.08	40,000.00	30,000.00
	E 101-43220-201 Office Supplies	23.99	-	59.08	100.00	100.00
	E 101-43220-211 Cleaning Supplies	753.29	952.21	1,141.90	800.00	800.00
	E 101-43220-212 Motor Fuels	43,454.93	27,351.49	20,114.01	45,000.00	45,000.00
	E 101-43220-213 Lubricants and Additives	1,154.46	4,717.89	3,630.90	5,000.00	5,000.00
	E 101-43220-214 Clothing & Personal Equipment	2,951.77	3,408.48	2,093.56	3,000.00	3,000.00
	E 101-43220-215 Shop Supplies	1,254.85	2,097.61	1,660.56	1,500.00	1,500.00
	E 101-43220-216 Chemicals and Chem Products	69.81	-	350.41	200.00	200.00
	E 101-43220-217 Safety Supplies	835.77	2,387.06	844.38	1,800.00	1,800.00
	E 101-43220-218 Welding Supplies	529.64	-	1,173.88	1,000.00	1,000.00
	E 101-43220-219 General Operating Supplies	337.11	55.13	119.62	500.00	500.00
	E 101-43220-221 Motor Vehicles Parts	20,658.06	18,380.56	11,855.02	11,000.00	15,000.00
	E 101-43220-222 Tires	9,584.12	3,363.56	904.87	7,000.00	7,000.00
	E 101-43220-223 Bldg/Facility Repair Supplies	868.12	1,250.14	1,024.69	1,000.00	1,000.00
	E 101-43220-224 Street Maint Materials	121,819.00	69,862.33	39,449.53	100,500.00	100,500.00
	E 101-43220-226 Sign/Striping Repair Materials	8,587.77	7,510.27	7,591.69	11,000.00	11,000.00
	E 101-43220-229 Equipment Parts	19,185.70	9,961.19	11,337.66	14,000.00	14,000.00
	E 101-43220-230 Snowplow Cutting Edges	12,130.30	2,491.00	19.78	10,000.00	10,000.00
	E 101-43220-231 Small Tools and Minor Equip	1,684.87	16,307.94	495.59	5,000.00	5,000.00
	E 101-43220-306 Personnel/Labor Relations	695.00	511.00	515.00	400.00	500.00
	E 101-43220-307 Professional Services Fees	4,561.17	4,605.95	5,113.21	5,200.00	5,200.00
	E 101-43220-309 Information Systems	6,402.24	7,917.29	7,862.30	9,000.00	9,700.00
	E 101-43220-321 Telephone	1,984.27	2,273.78	279.30	1,600.00	2,500.00
	E 101-43220-331 Travel Expenses	842.19	782.17	893.40	1,000.00	1,000.00
	E 101-43220-341 Personnel Advertising	652.40	-	-	100.00	100.00
	E 101-43220-342 Legal Notices	-	-	-	100.00	100.00
	E 101-43220-381 Electric Utilities	19,924.55	22,200.98	15,311.52	20,000.00	20,000.00
	E 101-43220-382 Gas Utilities	9,641.99	5,564.79	4,427.39	9,700.00	9,700.00
	E 101-43220-385 Refuse Removal	17,204.33	8,694.16	5,602.60	6,000.00	6,000.00
	E 101-43220-388 Hazardous Waste Disposal	-	-	-	500.00	500.00
	E 101-43220-401 Motor Vehicle Services (Lic d)	29,020.54	28,232.71	4,220.12	8,200.00	8,200.00
	E 101-43220-402 Repairs/Maint Machinery/Equip	805.92	-	8,919.82	6,400.00	6,400.00
	E 101-43220-403 Bldgs/Facilities Repair/Maint	4,891.22	8,814.14	11,449.10	4,000.00	4,000.00
	E 101-43220-404 Street Maint Services	32,293.81	42,567.54	38,008.62	55,000.00	55,000.00
	E 101-43220-422 Auto/Misc Licensing Fees/Taxes	142.00	2,253.75	2,117.00	100.00	100.00
	E 101-43220-431 Equipment Replacement Chgs	135,000.00	135,000.00	140,000.00	140,000.00	150,000.00
	E 101-43220-433 Dues and Subscriptions	-	100.00	100.00	100.00	100.00
	E 101-43220-434 Conferences/Meetings	1,424.06	270.00	996.52	400.00	400.00
		1,061,596.30	1,037,763.14	842,086.93	1,128,600.00	1,177,800.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 45311 – Civic Events

DEPARTMENTAL PROFILE

This department accounts for funding of community events and activities.

DEPARTMENTAL GOALS

Provide funding for events that foster and promote community pride in the City of East Bethel.

EXPENDITURE DETAILS

307 - Professional Services
 \$6,500 Booster Days Fireworks Display

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Civic Events						
	E 101-45311-307 Professional Services Fees	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
		6,500.00	6,500.00	6,500.00	6,500.00	6,500.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 48140 – Risk Management

DEPARTMENTAL PROFILE

Risk Management provides for the City's insurance needs, excluding workers compensation which is charged to the respective departments.

DEPARTMENTAL GOALS

Continually reassess the City's insurance needs; promptly report and follow through on all claims; regularly solicit insurance providers to ensure that the City has the most cost effective coverage in place; complete a comprehensive analysis of all the City's coverage.

EXPENDITURE DETAILS

307-Professional Services

\$6,000

The City has a contract that runs through 12/31/27 with Corporate Four Insurance to aid with administering the City's general, property, and vehicle insurance program.

\$6,000 Agent Fees

361-General Liability Insurance

\$37,000

Includes excess liability insurance of \$1 million in addition to \$1.5 million of general liability insurance coverage.

362-Property Insurance

\$54,500

Insurance covering all property owned by the City

363-Automotive Insurance

\$10,500

Insurance for City vehicles

364-MN Paid Leave

\$24,000

MN Paid Leave insurance program mandated by State

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Risk Management						
	E 101-48140-307 Professional Services Fees	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00
	E 101-48140-361 General Liability Ins	38,502.00	37,154.00	32,761.00	37,500.00	37,000.00
	E 101-48140-362 Property Ins	45,370.00	54,114.00	52,244.00	54,500.00	54,500.00
	E 101-48140-363 Automotive Ins	13,045.00	9,768.00	10,329.00	10,000.00	10,500.00
	MN Paid Leave Program		-	-		24,000.00
		101,917.00	106,036.00	101,334.00	108,000.00	132,000.00



2026 Budget

FUND: 101 - General Fund
DEPT/ACTIVITY/PROJECT: 49360 – Transfers Out

DEPARTMENTAL PROFILE

All transfers from the General Fund are identified and accounted for in this department. Transfers include amounts identified for Road Capital for street projects such as mill and overlay and paving projects and General Capital for general capital projects such as buildings, parking lots, etc. By creating this department, the results of operating departments will not be affected by capital spending that tends to fluctuate from year to year. Operating departments' expenditures will reflect only operating costs which should remain fairly consistent from year to year.

DEPARTMENTAL GOALS

Continued accurate tracking and oversight of all inter-fund transfers.

EXPENDITURE DETAILS

932-Transfer to Building Capital Fund
\$50,000
Set aside funds for future building needs

935-Transfer to Roads Capital Fund
\$650,000
Allocate funding for roads projects to include mill and overlay and construction

936-Transfer to Parks Capital Fund
\$120,000
Funding for park projects such as playground equipment replacement

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Transfers / Other						
	E 101-49360-932 Bldg Capital Transfers	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
	E 101-49360-935 Street Capital Transfers	500,000.00	550,000.00	600,000.00	600,000.00	650,000.00
	E 101-49360-936 Parks Capital Transfers	100,000.00	100,000.00	110,000.00	110,000.00	120,000.00
		650,000.00	700,000.00	760,000.00	760,000.00	820,000.00

City of East Bethel 2026 Special Revenue Fund Budget (Summary)

Fund Description	Recycling	HRA	EDA	Total
Fund Number	226	230	232	
Revenue				
Levy		77,000	136,200	213,200
General Sales and Use Tax		30,000		30,000
County Grants	68,600			68,600
Fees	2,000			2,000
Interest Earnings	2,500	10,000	1,000	13,500
Total Revenue	73,100	117,000	137,200	327,300
Expenditures				
Supplies	2,300	-	-	2,300
Fees for Service	66,300	-	12,300	78,600
Transfer to General for Salaries	-	48,000	128,000	176,000
Total Expenditures	68,600	48,000	140,300	256,900
Revenue over Expenditures	4,500	69,000	(3,100)	70,400



2026 Budget

FUND: 226 - Recycling Fund
DEPT/ACTIVITY/PROJECT: 43235 – Recycling Operations

DEPARTMENTAL PROFILE

Recycling Operations provide for the collection and disposal of recyclable waste. A grant from Anoka County provides partial funding for this service.

DEPARTMENTAL GOALS

Determine the appropriate role of the City in regard to the operation and funding of the recycling center.

REVENUE DETAILS

33600-County Grants
\$68,600

Anoka County reimbursement grant for recycling activities

34403-Recyclables Redeemed
\$2,000

The City receives revenue for receipts on its “recycling days” and users of the recycled oil receptacle are asked to donate for the service. All other revenues for aluminum, glass, newspaper, tin and glass are retained by various community groups.

EXPENDITURE DETAILS

223 – Building Facility Repair Supplies
\$2,000

Recycle building and equipment repair costs

307-Professional Services
\$46,500

Management fees for operating the recycling center.

Cedar East Bethel Lions: \$1,200 monthly to manage the Recycling Center and \$418.04 per month for drop off Saturday recycling: \$20,000

Electronics Recycling: \$2,000

First State Tire Recycling: \$2,000

Evergreen Recycling: \$22,500

322-Postage/Delivery

\$2,000

Share of newsletter costs; delivery of recycled cardboard to the redemption center (all other recyclables' transport costs are paid by the benefiting entity)

381-Electric Utilities

\$1,000

Electrical service for the recycle building

382-Gas Utilities

\$1,500

Gas service for the recycle building

385-Refuse Removal

\$6,000

Disposal costs of non-recyclable waste left at the recycling center and from Coon Lake clean up day

402-Repairs/Maint Machinery/Equip

\$1,500

Repair/maintenance/replacement of equipment

403-Bldgs/Facilities Repair/Maint

\$4,400

Repair and maintenance service from outside vendors when city staff is unable to make repairs

415-Other Equipment Rentals

\$1,000

Rental of porta-potties at the recycling center

422-Auto/Misc Licensing Fees/Taxes

\$2,000

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Recycling						
	E 226-43235-219 General Operating Supplies	1,116.67	952.41	975.45	300.00	300.00
	E 226-43235-223 Bldg/Facility Repair Supplies	146.71	295.93	1,673.76	2,000.00	2,000.00
	E 226-43235-231 Small Tools and Minor Equip		6,914.00	-		
	E 226-43235-307 Professional Services Fees	30,365.12	34,102.53	29,583.11	46,500.00	46,500.00
	E 226-43235-322 Postage/Delivery	991.58	1,325.00	-	2,000.00	2,000.00
	E 226-43235-331 Travel Expenses	81.48	39.21	-	100.00	100.00
	E 226-43235-351 Printing and Duplicating	139.38	-	-	300.00	300.00
	E 226-43235-381 Electric Utilities	799.90	1,044.10	633.73	1,000.00	1,000.00
	E 226-43235-382 Gas Utilities	1,484.18	1,463.60	947.34	1,500.00	1,500.00
	E 226-43235-385 Refuse Removal	6,989.03	7,724.25	7,119.55	6,000.00	6,000.00
	E 226-43235-402 Repairs/Maint Machinery/Equip	-	-	3,397.98	1,500.00	1,500.00
	E 226-43235-403 Bldgs/Facilities Repair/Maint	14.00	15.00	5,072.00	4,400.00	4,400.00
	E 226-43235-415 Other Equipment Rentals	1,100.00	1,040.00	880.00	1,000.00	1,000.00
	E 226-43235-422 Auto/Misc Licensing Fees/Taxes	1,426.88	1,989.36	1,989.36	2,000.00	2,000.00
	E 226-43235-540 Heavy Machinery		14,441.09	-	-	-
		44,654.93	71,346.48	52,272.28	68,600.00	68,600.00



2026 Budget

FUND: 230 – Housing & Redevelopment Authority
DEPT/ACTIVITY/PROJECT: 23000 – Housing & Redevelopment

DEPARTMENTAL PROFILE

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047(the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing within the City of East Bethel which cannot be redeveloped without government assistance.

DEPARTMENTAL GOALS

The East Bethel Housing and Redevelopment Authority's purpose is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income.

EXPENDITURE DETAILS

933-Transfer to City General Fund

\$48,000

Support Executive Director, Community Development Director, Finance Director, and Support Staff

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
HRA						
	E 230-23000-303 Legal Fees		171.50	-	-	-
	E 230-23000-307 Professional Services Fees	900.00	588.00	392.50	-	-
	E 230-23000-933 Gen l Fund Reimb Transfers	30,000.00	31,000.00	32,000.00	32,000.00	48,000.00
		30,900.00	31,759.50	32,392.50	32,000.00	48,000.00



2026 Budget

FUND: 232 – Economic Development Authority
DEPT/ACTIVITY/PROJECT: 23200 – Economic Development Authority

DEPARTMENTAL PROFILE: The EDA addresses the City’s need to proactively deal with economic development, housing, and redevelopment issues within the city. It is responsible for making presentations to the EDA and City Council to facilitate their decision making. It also includes direct interaction with the business community.

DEPARTMENTAL GOALS: The East Bethel EDA goals are to assist in increasing the amounts and types of services offered within the city, help restore blighted properties by encouraging redevelopment activities, achieve commercial development, encourage development of housing with the city that is safe, diverse, and gives residents affordable options to own a home and markets the City to promote Economic Development activities.

EXPENDITURE DETAILS

307-Professional Services Fees
\$12,300
\$11,000 - Civic Plus City Website
\$800 - Anoka County Economic Development Cost Share
\$500 – Economic Development Association

933-Transfer to City General Fund
\$128,000
Support Executive Director, Community Development Director and Support Staff

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
EDA						
	E 232-23200-107 Commissions and Boards	820.00	260.00	-	1,000.00	-
	E 232-23200-307 Professional Services Fees	11,419.02	12,286.37	17,452.58	12,300.00	12,300.00
	E 232-23200-433 Dues and Subscriptions	215.00	-	-	-	-
	E 232-23200-933 Gen l Fund Reimb Transfers	120,000.00	115,000.00	121,000.00	121,000.00	128,000.00
		132,454.02	127,546.37	138,452.58	134,300.00	140,300.00

City of East Bethel 2026 Debt Service Budget

Fund Description	2015A	2014A	Total
Fund Number	310	311	
Revenue			
Levy	670,000	230,000	900,000
Transfer from Enterprise Fund		100,000	100,000
Special Assessments	10,500	-	10,500
Interest Earned	20,000	6,000	26,000
Total Revenue	700,500	336,000	1,036,500
Expenditures			
Principal	290,000	220,000	510,000
Interest	336,000	144,000	480,000
Fiscal Agent Fees	1,500	1,500	3,000
Total Expenditures	627,500	365,500	993,000
Revenue over Expenditures	73,000	(29,500)	43,500

*2015A is the former 2010A--refinanced in 2015.

These were issued to fund construction of water/sewer infrastructure improvements

*2014A is the former 2010B--refinanced in 2014.

These were issued to fund construction of water/sewer infrastructure improvements

City of East Bethel			
Debt Service Schedule			
Paying Agent	Bond Trust	Bond Trust	
Callable	2/1/2023	2/1/2023	
	2015A	2014A	Total
	Feb/Aug	Feb/Aug	
Original Principal	\$ 11,850,000	\$ 5,485,000	
	310	311	
Principal	290,000.00	220,000.00	510,000.00
Interest	335,300.00	143,425.00	478,725.00
Total 2026	625,300.00	363,425.00	988,725.00
Principal	350,000.00	225,000.00	575,000.00
Interest	324,250.00	137,025.00	461,275.00
Total 2027	674,250.00	362,025.00	1,036,275.00
Principal	420,000.00	230,000.00	650,000.00
Interest	312,700.00	130,200.00	442,900.00
Total 2028	732,700.00	360,200.00	1,092,900.00
Principal	480,000.00	245,000.00	725,000.00
Interest	299,200.00	122,462.50	421,662.50
Total 2029	779,200.00	367,462.50	1,146,662.50
Principal	555,000.00	255,000.00	810,000.00
Interest	283,675.00	113,712.50	397,387.50
Total 2030	838,675.00	368,712.50	1,207,387.50
Principal	665,000.00	265,000.00	930,000.00
Interest	264,959.38	104,612.50	369,571.88
Total 2031	929,959.38	369,612.50	1,299,571.88
Principal	750,000.00	280,000.00	1,030,000.00
Interest	242,850.01	95,075.00	337,925.01
Total 2032	992,850.01	375,075.00	1,367,925.01
Principal	770,000.00	295,000.00	1,065,000.00
Interest	218,618.76	85,012.50	303,631.26
Total 2033	988,618.76	380,012.50	1,368,631.26
Principal	790,000.00	310,000.00	1,100,000.00
Interest	193,268.76	74,425.00	267,693.76
Total 2034	983,268.76	384,425.00	1,367,693.76
Principal	815,000.00	320,000.00	1,135,000.00
Interest	166,678.13	62,600.00	229,278.13
Total 2035	981,678.13	382,600.00	1,364,278.13
Principal	840,000.00	255,000.00	1,095,000.00
Interest	138,750.00	51,100.00	189,850.00
Total 2036	978,750.00	306,100.00	1,284,850.00
Principal	860,000.00	265,000.00	1,125,000.00
Interest	110,062.50	40,700.00	150,762.50
Total 2037	970,062.50	305,700.00	1,275,762.50
Principal	885,000.00	280,000.00	1,165,000.00
Interest	80,062.50	29,800.00	109,862.50
Total 2038	965,062.50	309,800.00	1,274,862.50
Principal	910,000.00	295,000.00	1,205,000.00
Interest	48,650.00	18,300.00	66,950.00
Total 2039	958,650.00	313,300.00	1,271,950.00
Principal	935,000.00	310,000.00	1,245,000.00
Interest	16,362.50	6,200.00	22,562.50
Total 2040	951,362.50	316,200.00	1,267,562.50
Principal due 2026 to 2040	10,315,000.00	4,050,000.00	14,365,000.00
Interest due 2026 to 2040	3,035,387.54	1,214,650.00	4,250,037.54
Rates	3.0 - 4.0%	3.0 - 4.0%	

City of East Bethel 2026 Enterprise Fund Budget (Summary)

Fund Description Fund Number	Water 601	Sewer 602	Arena 615	Total
Revenue				
Sales	326,000	302,000	234,400	862,400
Penalties	2,000	1,000	-	3,000
Interest	85,000	60,000	5,000	150,000
Total Revenue	413,000	363,000	239,400	1,015,400
Expenditures				
Salaries	-	-	42,900	42,900
Transfer to General Fund for Salaries	79,000	79,000	67,000	225,000
Transfer to Debt Service	100,000	-	-	100,000
Supplies	52,100	3,000	6,500	61,600
Fees for Service	61,700	99,500	91,000	252,200
Reserve Capacity Loan Payment (Interest)	-	45,000	-	45,000
Reserve Capacity Loan Payment (Principal)	-	186,000	-	186,000
Total Current Expenditures	292,800	412,500	207,400	726,700
Net Cash (Inflow / Outflow)	120,200	(49,500)	32,000	288,700
Depreciation / Other Non Operating Expenses				
Depreciation	257,000	280,000	32,000	569,000
Total Non-Current Expenditures	257,000	280,000	32,000	569,000
Total Expenditures	549,800	692,500	239,400	1,295,700
Net Income	(136,800)	(143,500)	-	(280,300)



2026 Budget

FUND: 601 - Water Fund
DEPT/ACTIVITY/PROJECT: 49401 – Water Utility Operations

DEPARTMENTAL PROFILE

Water Utility Operations provide for the distribution of water to customers, the provision of proper metering equipment to measure usage and the timely reading of meters to ensure accurate billing of customers. Currently, the City owns and operates two separate water systems from four municipal wells. Wells #3 and #4, along with the water treatment facility and water tower, service the southern portion of the city. Wells #1 and #2, along with two pressure tanks, service the Whispering Aspen development.

DEPARTMENTAL GOALS

Provide adequate capacity, perform required maintenance and work to facilitate the orderly implementation of service to new residents.

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its water operation. The water fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves to replace existing infrastructure as it becomes depreciated.

The typical water customer can be classified into four different categories—residential single family home (whispering aspen), residential single family home (viking preserve), residential townhome (elevage) and non-residential each with a fixed and variable component to the cost structure. There are currently 171 residential units (259 ERU’s) and 32 (324 ERU’s) non-residential parcels serviced by the City’s water system. All rates are chronicled below:

	2025	2026
RESIDENTIAL Whispering Aspen		
BASE CHARGE	\$18.77 PER MONTH	\$18.77 PER MONTH
USAGE CHARGES		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 Gallons	\$10.60 PER 1,000 Gallons
5,001 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 Gallons	\$12.72 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 Gallons	\$15.26 PER 1,000 Gallons
COMMERCIAL / PHASE I / Viking Preserve / Elevage		
BASE CHARGE	\$17.50 PER ERU/MONTH	\$17.50 PER ERU/MONTH
USAGE CHARGES		
0 – 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 Gallons	\$3.50 PER 1,000 Gallons
5,001 to 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 Gallons	\$3.80 PER 1,000 Gallons
Over 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 Gallons	\$4.10 PER 1,000 Gallons

EXPENDITURE DETAILS

211-Cleaning Supplies

\$100

Cleaning agents for cleaning the lab and treatment room at the water plant

216-Chemicals and Chemical Products

\$8,000

Chemicals added to the water supply for health and safety purposes

223-Bldg/Facility Repair Supplies

\$3,000

Miscellaneous materials for repair and maintenance of the water building

227-Utility System Supplies

\$20,000

Water supply and distribution system; valve boxes, covers, extensions and castings; install 1 new fire hydrant

228-Water Meters

\$20,000

Purchase of water meters that will be billed back to the builders/contractors

231-Small Tools & Minor Equip

\$1,000

Tools and equipment required for the daily operation of the water treatment and distribution facilities

307-Professional Services

\$7,000

Required periodic water testing and software upgrades for treatment plant.

309-Information Systems

\$4,500

Metro-Inet – IT Support

321-Telephone

\$4,900

Landline, security line, and DSL line at both Water Treatment plants

381-Electric Utilities

\$22,000

Utilities for the Water Plant/Whispering Aspen Community Center

382-Gas Utilities

\$4,000

Utilities for the Water Plant/Whispering Aspen Community Center

402-Repairs/Maintenance on Machinery/Equipment

\$1,000

Repair/maintenance/replacement of fire hydrants and other equipment

403-Buildings/Facilities Repair and Maintenance

\$15,000

General building repair items

421-Software Licensing

\$2,000

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of water licenses

481-Depreciation Expense

\$257,000

Specific items that will be depreciated are: Water mains, Wells #2/#3/#4, Water Treatment facility, Meters, Water Tower, Lateral lines, and Water Stubs.

933-Transfer to City General Fund

\$79,000

Support Public Works Manager, Public Works Maintenance and Administration Staff

934-Transfer to Debt Service Fund

\$100,000

Transfer to 2014A Debt Service Fund

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Expenditures						
	E 601-49401-201 Office Supplies			-	-	-
	E 601-49401-211 Cleaning Supplies	48.98	-	-	100.00	100.00
	E 601-49401-216 Chemicals and Chem Products	8,692.47	6,787.45	4,226.73	8,000.00	8,000.00
	E 601-49401-217 Safety Supplies	149.18	-	796.22	-	-
	E 601-49401-223 Bldg/Facility Repair Supplies	3,740.36	2,069.92	1,165.00	3,000.00	3,000.00
	E 601-49401-227 Utility Maint Supplies	26,490.17	19,442.13	63,449.56	20,000.00	20,000.00
	E 601-49401-228 Water Meters		-	-	-	20,000.00
	E 601-49401-231 Small Tools and Minor Equip	-	1,237.10	91.60	1,000.00	1,000.00
	E 601-49401-307 Professional Services Fees	6,951.77	230.92	225.00	7,000.00	7,000.00
	E 601-49401-309 Information Systems	3,028.80	3,917.89	3,543.07	4,500.00	4,500.00
	E 601-49401-321 Telephone	5,057.70	5,558.41	4,010.53	5,000.00	4,900.00
	E 601-49401-381 Electric Utilities	20,986.51	21,901.69	16,024.19	20,000.00	22,000.00
	E 601-49401-382 Gas Utilities	3,159.37	3,605.28	2,683.72	4,000.00	4,000.00
	E 601-49401-402 Repairs/Maint Machinery/Equip	-	1,725.50	-	1,000.00	1,000.00
	E 601-49401-403 Bldgs/Facilities Repair/Maint	46,463.33	6,061.35	3,254.02	15,000.00	15,000.00
	E 601-49401-421 Software Licensing	1,850.00	2,025.00	1,600.00	2,000.00	2,000.00
	E 601-49401-422 Auto/Misc Licensing Fees/Taxes	436.15	1,048.66	1,189.08	300.00	300.00
	E 601-49401-434 Conferences/Meetings	664.50	848.00	1,067.00	1,000.00	1,000.00
	E 601-49401-481 Depreciation Expense	256,698.25	256,698.25	-	257,000.00	257,000.00
	E 601-49401-933 Gen l Fund Reimb Transfers	68,000.00	69,000.00	72,000.00	72,000.00	79,000.00
	E 601-49401-934 Debt Fund Transfer	-	-	-	-	100,000.00
Total Expenditures - Water Fund		452,417.54	402,157.55	175,325.72	420,900.00	549,800.00



2026 Budget

FUND: 602 - Sewer Fund
DEPT/ACTIVITY/PROJECT: 49451 – Sewer Utility Operations

DEPARTMENTAL PROFILE

Sewer Utility Operations provide for the collection of sanitary sewage through a system of gravity sewer lines, force mains, and lift stations with delivery to the Metropolitan Council Environmental Service Wastewater Treatment Facility.

DEPARTMENTAL GOALS

Provide adequate capacity to service customers and provide efficient collection of sanitary sewage.

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenue and expenditures for its sewer operation. The sewer fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves to replace existing infrastructure as it becomes depreciated.

The typical sewer customer can be classified into three different categories—residential, mobile and non-residential each with a fixed and variable component to the cost structure. There are currently 171 residential units (259 ERU’s), 32 (324 ERU’s) commercial parcels and 1 mobile customer (roughly 189 mobile units) serviced by the Metropolitan Council’s sewer system that is in East Bethel. The 2026 proposed sales revenue is based on no additions to the current customer base. All rates are chronicled below:

	2025	2026
Residential / Non-Residential		
BASE CHARGE PER ERU	\$6.30 PER MONTH	\$6.30 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS
<i>(Residential based on water use during January If a January Water use figure is not available or below 2,000 gallons, 2,000 gallons per ERU will be used)</i>		
Mobile Park		
BASE CHARGE	\$1,190 PER MONTH	\$1,190 PER MONTH
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	\$6.70 PER 1,000 GALLONS

EXPENDITURE DETAILS

223-Buildings and Facilities Supplies

\$3,000

Repair materials to keep the sewer collection operational

Sewer system and lift station degreasers and deodorizers and refrigerated sample supply storage unit required by the PCA

Various small tools, replacement of chemical feed pumps and regulators

307-Professional Services

\$83,000

MCES waste water treatment charges

2026 - \$82,915 Per MCES wastewater charges sheet, which is based on 2024 flow data

2025 - \$70,140

2024 - \$72,853

2023 - \$63,188

2022 - \$48,254

2021 - \$34,948

2020 - \$38,069

2019 - \$33,108

2018 - \$26,152

2017 - \$24,772

2016 - \$20,735

381-Electric Utilities

\$4,000

Utilities for the lift stations

403-Buildings/Facilities Repair and Maintenance

\$10,000

Repair services that cannot be performed in-house and sewer line inspection and jetting

421-Software Licensing

\$1,500

Banyon Utility Billing Software

434-Conferences and Meetings

\$1,000

Costs associated with annual re-certification of sewer license

481-Depreciation Expense

\$280,000

The specific items to be depreciated are: manholes, lateral lines, force mains, lift stations, and gravity sewer lines

626-Reserve Capacity Loan Payment

\$45,000

RCL Principal Payment \$186,418

RCL Interest Payment \$44,823

933-Transfer to City General Fund

\$79,000

Support Public Works Manager, Public Works Maintenance Staff and Administration
Costs

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Expenditures						
	E 602-49451-223 Bldg/Facility Repair Supplies	156.55	44.24	94.76	3,000.00	3,000.00
	E 602-49451-227 Utility Maint Supplies		71.13	49,615.00	-	-
	E 602-49451-307 Professional Services Fees	63,188.28	77,710.38	64,295.22	70,500.00	83,000.00
	E 602-49451-381 Electric Utilities	2,978.19	3,165.40	2,585.50	4,000.00	4,000.00
	E 602-49451-403 Bldgs/Facilities Repair/Maint	7,183.47	7,206.75	9,980.43	10,000.00	10,000.00
	E 602-49451-421 Software Licensing	1,430.00	1,430.00	1,455.00	1,500.00	1,500.00
	E 602-49451-434 Conferences/Meetings	-	23.00	-	1,000.00	1,000.00
	E 602-49451-481 Depreciation Expense	279,416.29	279,416.29	-	280,000.00	280,000.00
	E 602-49451-626 Loan Payment	532,738.33	54,600.00	49,777.68	50,000.00	45,000.00
	E 602-49451-933 Gen l Fund Reimb Transfers	68,000.00	69,000.00	72,000.00	72,000.00	79,000.00
Total Expenditures - Sewer Fund		955,091.11	492,667.19	249,803.59	492,000.00	506,500.00



2026 Budget

FUND: 615 - Arena Fund
DEPT/ACTIVITY/PROJECT: 49851 – Arena Operations

DEPARTMENTAL PROFILE

Arena Operations provides for the operation of the City’s ice arena.

DEPARTMENTAL GOALS

Maintain the exterior of the Arena, coordinate arena management activities, address deferred maintenance items at the facility and improve the financial performance of the Arena.

USER FEE SUMMARY

The City of East Bethel utilizes an enterprise fund accounting system that isolates revenues and expenditures for its arena operation. Thus, the arena fund is supported through a set of user fees that are analyzed on an annual basis to ensure cash flow needs are being met and to begin building adequate reserves to replace existing infrastructure as it becomes depreciated.

The two primary users of the arena are the St. Francis Youth Hockey Association and St. Francis High School. The 2026 user rates are proposed to remain the same at \$210 per hour for prime-time ice rental. All rates are chronicled below:

ICE ARENA	2025	2026
ICE ARENA ICE RENTAL - PRIME TIME	\$210/HR	\$210/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	NEGOTIABLE
LOCKER ROOM RENTAL	\$7,500	\$7,500
DRY FLOOR EVENTS	NEGOTIABLE	NEGOTIABLE

EXPENDITURE DETAILS

103-Part-Time Employees
 \$38,900

Part-time employees that operate the ice maintenance equipment, unlock and lock the building daily, supervise the building and any users/visitors, provide daily cleaning and maintenance activities.

933-Transfer to City General Fund
 \$67,000

Support Full-Time Public Works and Administration Staff that conduct Arena related duties

219-General Operating Supplies | Cleaning Supplies
 \$3,500

Cleaning and general operating supplies for Arena

223-Buildings & Facilities Repair and Maintenance Supplies
\$3,000
Repair and maintain boards, bleachers, HVAC, etc.

309-Information Systems
\$6,700
Anoka County | Zayo Broadband \$1,800
Metro-Inet- IT Support | VOIP Phone \$5,000

381-Electric Utilities
\$38,000
Electricity needs for the Arena

382-Gas Utilities
\$20,000
Natural gas heating needs for the Arena

385-Refuse Removal
\$3,000
Garbage removal services

402-Repairs to Machinery
\$2,500
Potential repairs to the Zamboni and other equipment

403-Building & Facilities Repair and Maintenance Services
\$17,300
Outsourced facilities repair not performed by City employees - \$10,000
Trane - \$6,000 maintenance agreement for ice arena chillers
Wright Hennepin - \$500 Security at the arena
Miscellaneous Repairs

422-Licensing
\$500
Anoka County Food License

433-Dues and Subscriptions
\$3,000
Scheduling Software Annual Fee

481-Depreciation
\$32,000
Depreciation of Arena and equipment

**City of East Bethel
2026 Final Budget**

	Account Description	2023 Actual	2024 Actual	2025 Actual 1/1/25 to 10/31/25	2025 Final Budget	2026 Final Budget
Expenditures						
	E 615-49851-103 Part-Time Employees	-	17,073.50	18,164.86	36,000.00	38,900.00
	E 615-49851-125 FICA/Medicare	-	1,306.13	1,389.64	2,800.00	3,000.00
	E 615-49851-151 Worker s Comp Insurance Prem	-	-	-	3,600.00	1,000.00
	E 615-49851-211 Cleaning Supplies	1,944.49	2,592.99	-	2,000.00	-
	E 615-49851-219 General Operating Supplies	3,260.61	310.67	1,888.89	1,500.00	3,500.00
	E 615-49851-223 Bldg/Facility Repair Supplies	4,321.44	10,132.71	5,088.37	3,000.00	3,000.00
	E 615-49851-231 Small Tools and Minor Equip	751.97	2,018.51	39.96	200.00	-
	E 615-49851-307 Professional Services Fees	83,987.50	37,447.08	-	-	-
	E 615-49851-933 Gen l Fund Reimb Transfers		38,800.00	59,700.00	59,700.00	67,000.00
	E 615-49851-309 Information Systems	900.00	5,012.39	1,242.60	1,000.00	6,700.00
	E 615-49851-321 Telephone	64.27	169.58	-	-	-
	E 615-49851-381 Electric Utilities	30,980.60	37,823.71	25,932.51	36,000.00	38,000.00
	E 615-49851-382 Gas Utilities	18,665.19	13,517.77	12,565.11	25,000.00	20,000.00
	E 615-49851-385 Refuse Removal	3,267.30	3,567.73	4,550.86	3,000.00	3,000.00
	E 615-49851-402 Repairs/Maint Machinery/Equip	1,394.14	1,923.55	1,954.13	2,500.00	2,500.00
	E 615-49851-403 Bldgs/Facilities Repair/Maint	47,058.42	32,863.16	12,688.12	16,500.00	17,300.00
	E 615-49851-422 Auto/Misc Licensing Fees/Taxes	420.00	420.00	-	500.00	500.00
	E 615-49851-433 Dues and Subscriptions	-	-	2,886.00	1,500.00	3,000.00
	E 615-49851-481 Depreciation Expense	32,014.66	32,261.41	-	32,000.00	32,000.00
Total Expenditures - Arena		229,030.59	237,240.89	148,091.05	226,800.00	239,400.00



2026 Budget

FUND: 401 – Building Capital Project Fund
DEPT/ACTIVITY/PROJECT: 40100 – Building Capital Projects

DEPARTMENTAL PROFILE

The Building Capital Projects Fund accounts for general capital projects involving general government facilities.

DEPARTMENTAL GOALS

Identify and prioritize projects that would benefit the City; ensure that improvements are done to City specifications and within budget.

REVENUE DETAILS

39201-General Fund Transfer
\$50,000

GENERAL GOVERNMENT FACILITY MANAGEMENT PLAN

City Hall / Senior Center

2241 221st Avenue NE
East Bethel, MN 55011

Fire Station #1

2751 Viking Blvd NE
East Bethel, MN 55092

Public Works / Fire Station #2

2375 221st Avenue NE
East Bethel, MN 55011

Fire Station #3

342 Forest Road
East Bethel, MN 55092



2026 Budget

FUND: 404 – Park Acquisition & Development Fund
DEPT/ACTIVITY/PROJECT: 40400 – Park Acquisition & Development

DEPARTMENTAL PROFILE

The Park Acquisition & Development Fund accounts for funds received from developers that are to be used for the acquisition/development of major park facilities.

DEPARTMENTAL GOALS

Identify and prioritize recreational opportunities that would benefit the residents of the City. The Fund is currently depleted due to the lack of development activity in the City.

**Parks Capital Improvement Plan
2026-2030
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2026 Beginning Balance	\$333,610			
Park Dedication Fees		\$303,000		\$636,610
Park and Playground Development - Viking Meadows			\$200,000	\$436,610
2026 Ending Balance				\$436,610
2027 Beginning Balance	\$436,610			
Park Dedication Fees		\$40,000		\$476,610
Park and Playground Development - Viking Meadows			\$150,000	\$326,610
2027 Ending Balance				\$326,610
2028 Beginning Balance	\$326,610			
Park Dedication Fees		\$40,000		\$366,610
Booster West Ballfield Lights			\$350,000	\$16,610
2028 Ending Balance				\$16,610
2029 Beginning Balance	\$16,610			
Park Dedication Fees		\$40,000		\$56,610
None			\$0	\$56,610
2029 Ending Balance				\$56,610
2030 Beginning Balance	\$56,610			
Park Dedication Fees		\$40,000		\$96,610
None			\$0	\$96,610
2030 Ending Balance				\$96,610
TOTAL PARK ACQUISITION AND DEVELOPMENT FUND SOURCES AND USES		\$463,000	\$700,000	
Park Dedication Fees- Residential = \$2,000 per lot. Multifamily = \$1,500 per unit. Commercial = 5% of land or cash not to exceed \$2,000 per acre.				



2026 Budget

FUND: 407 – Park Capital Fund
DEPT/ACTIVITY/PROJECT: 40700 – Park Capital Projects

DEPARTMENTAL PROFILE

The Park Capital Fund accounts for improvements to parks as part of the five-year plan Capital Improvement Plan.

DEPARTMENTAL GOALS

Implement improvements identified in the five-year plan within the authorized budget; complete improvements identified by the Parks Commission and approved by the Council.

REVENUE DETAILS

39201-General Fund Transfer
\$120,000
Budgeted transfer amount.

**Parks Capital Improvement Plan
2026-2030
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2026 Beginning Balance	\$10,000			
Transfer From General Fund		\$120,000		\$130,000
ZiplineBooster West			\$25,000	\$105,000
Pickleball Courts- Booster West			\$60,000	\$45,000
Concrete Bag Toss/Cornhole (4) Booster Park			\$8,000	\$37,000
Sand Volleyball Court Booster Park			\$5,000	\$32,000
Disc Golf Goals (2) Booster Park			\$1,000	\$31,000
Misc Park Projects and Tree Planting			\$5,000	\$26,000
2026 Ending Balance				\$26,000
2027 Beginning Balance	\$26,000			
Transfer From General Fund		\$130,000		\$156,000
Pickleball Courts - Various Parks			\$90,000	\$66,000
Concrete Bag Toss/Cornhole (4) Booster Park			\$4,000	\$62,000
Booster West Drainge and Fencing Upgrades			\$25,000	\$37,000
Disc Golf Goals (2) Booster Park			\$1,000	\$36,000
Misc Park Projects and Tree Planting			\$5,000	\$31,000
2027 Ending Balance				\$31,000
2028 Beginning Balance	\$31,000			
Transfer From General Fund		\$140,000		\$171,000
Pavement Repair - Booster East			\$90,000	\$81,000
Misc Park Projects and Tree Planting			\$5,000	\$76,000
2028 Ending Balance				\$76,000
2029 Beginning Balance	\$76,000			
Transfer From General Fund		\$150,000		\$226,000
New Park Development - Bonde Park			\$150,000	\$76,000
Misc Park Projects and Tree Planting			\$5,000	\$71,000
2029 Ending Balance				\$71,000
2030 Beginning Balance	\$71,000			
Transfer From General Fund		\$160,000		\$231,000
Pavement Repair - Booster West			\$100,000	\$131,000
Misc Park Projects and Tree Planting			\$5,000	\$126,000
2030 Ending Balance				\$126,000
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$700,000	\$584,000	



2026 Budget

FUND: 402 – MSA Street Construction Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

The MSA Street Construction Fund accounts for amounts received from the State to improve State Aid roads in the City of East Bethel.

DEPARTMENTAL GOALS

Procure and efficiently spend funds received to improve State Aid routes.

**Street Capital Projects
2026-2030
Funding Analysis**

MUNICIPAL STATE AID FUND - FUND 402	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2026 Beginning Balance	\$ (394,153)			
Municipal State Aid Funding		\$ 757,936		\$ 363,783
Viking Blvd/Sandhill Parkway Left Turn Lane			\$ 362,000	\$ 1,783
2026 Ending Balance				\$ 1,783
2027 Beginning Balance	\$ 1,783			
Municipal State Aid Funding		\$ 757,936		\$ 759,719
Polk-Jackson - Mill & Overlay			\$ 800,000	\$ (40,281)
Klondike Drive - Mill & Overlay			\$ 140,000	\$ (180,281)
2027 Ending Balance				\$ (180,281)
2028 Beginning Balance	\$ (180,281)			
Municipal State Aid Funding		\$ 757,936		\$ 577,655
Briarwood Ave - Overlay			\$ 350,000	\$ 227,655
2028 Ending Balance				\$ 227,655
2029 Beginning Balance	\$ 227,655			
Municipal State Aid Funding		\$ 757,936		\$ 985,591
MSA Project			\$ -	\$ 985,591
2029 Ending Balance				\$ 985,591
2030 Beginning Balance	\$ 985,591			
Municipal State Aid Funding		\$ 757,936		\$ 1,743,527
MSA Project			\$ -	\$ 1,743,527
2030 Ending Balance				\$ 1,743,527
		\$3,789,680	\$1,652,000	
A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MN DOT.				



2026 Budget

FUND: 406 – Street Capital Project Fund
DEPT/ACTIVITY/PROJECT: 40600 – Street Capital Projects

DEPARTMENTAL PROFILE

The Street Capital Projects Fund accounts for amounts used for street improvement projects including reconditioning and overlays.

DEPARTMENTAL GOALS

Identify and prioritize street project needs of the City; ensure that improvements are done to City specifications and within budget; complete improvements identified by the Roads Commission and approved by the Council.

REVENUE DETAILS

39201-General Fund Transfer
\$650,000
Budgeted transfer amount

**Street Capital Projects
2026-2030
Funding Analysis**

STREET CAPITAL FUND - FUND 406	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2026 Beginning Balance	\$ 304,320			
Transfer from General Fund		\$ 650,000		\$ 954,320
Central Avenue Assessments		\$ 20,122		\$ 974,442
Fillmore Street Assessments		\$ 3,050		\$ 977,492
North Metro JPA Maintenance Projects			\$ 110,000	\$ 867,492
Cedarbrook - Overlay/Reconstruct			\$ 405,000	\$ 462,492
Sunset Drive- Reclaim and Pave (Linwood)			\$ 300,000	\$ 162,492
2026 Ending Balance				\$ 162,492
2027 Beginning Balance	\$ 162,492			
Transfer from General Fund		\$ 700,000		\$ 862,492
Central Avenue Assessments		\$ 20,122		\$ 882,614
Fillmore Street Assessments (Final Year)		\$ 3,050		\$ 885,664
North Metro JPA Maintenance Projects			\$ 115,000	\$ 770,664
London, 225th, 226th - Overlay			\$ 250,000	\$ 520,664
Pine Crest Estates - Overlay			\$ 135,000	\$ 385,664
224th Ave, 225th Ave -Overlay			\$ 140,000	\$ 245,664
2027 Ending Balance				\$ 245,664
2028 Beginning Balance	\$ 245,664			
Transfer from General Fund		\$ 750,000		\$ 995,664
Central Avenue Assessments (Final Year)		\$ 20,122		\$ 1,015,786
North Metro JPA Maintenance Projects			\$ 120,000	\$ 895,786
Quincy St-Overlay			\$ 50,000	\$ 845,786
Carlisle - Overlay			\$390,000	\$ 455,786
Raintree - Overlay			\$ 135,000	\$ 320,786
2028 Ending Balance				\$ 320,786
2029 Beginning Balance	\$ 320,786			
Transfer from General Fund		\$ 800,000		\$ 1,120,786
North Metro JPA Maintenance Projects			\$ 125,000	\$ 995,786
Norseland Manor - Overlay			\$ 450,000	\$ 545,786
Naples St, Rendova St, 197th Ave- Overlay			\$ 125,000	\$ 420,786
2029 Ending Balance				\$ 420,786
2030 Beginning Balance	\$ 420,786			
Transfer from General Fund		\$ 850,000		\$ 1,270,786
DeGardners, Oak Trail, Wisens - Overlay			\$ 700,000	\$ 570,786
Sunny View - Overlay			\$ 195,000	\$ 375,786
2030 Ending Balance				\$ 375,786
		\$ 3,816,466	\$ 3,745,000	

**City of East Bethel
2026 Other Governmental Fund Budget (Summary)**

Fund Description Fund Number	TIF 1-2 436	TIF 1-3 437	TIF 1-4 438	TIF 1-5 439	Total
Revenue					
Tax Increment	182,000	104,000	100,000	52,000	438,000
Interest Earned	1,400	1,400	1,400	1,400	5,600
Total Revenue	183,400	105,400	101,400	53,400	443,600
Expenditures					
Pay As You Go	163,800	93,600	90,000	46,800	394,200
Professional Service Fee	18,200	10,400	10,000	5,200	43,800
General Fund Reimbursement	1,400	1,400	1,400	1,400	5,600
Total Expenditures	183,400	105,400	101,400	53,400	443,600
Revenue over Expenditures	-	-	-	-	-

- *TIF 1-2 - East Bethel Village Apartments I and II
- *TIF 1-3 - Viking Preserve 48 Residential Single Family Homes
- *TIF 1-4 - Trident Senior Living
- *TIF 1-5 - Aggressive Hydraulics Expansion

2026 Budget



FUND: 701 – Equipment Replacement Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Equipment Replacement Operations provide for the systematic funding and acquisition of major pieces of equipment necessary for City operations. Accordingly, individual department budgets will not fluctuate based on equipment acquisition activities allowing for better long-term financial analyses, benchmarking and comparisons.

DEPARTMENTAL GOALS

Compare the current and future equipment needs of the City with the current equipment inventory; set up a funding plan to ensure that these equipment needs can be met without borrowing by establishing annual departmental funding requirements that ensure funds availability when equipment is no longer economically viable.

REVENUE DETAILS

39201-General Fund Allocation
\$318,000

Equipment Replacement Schedule	Inspection	Parks	Streets	Fire	Total
2026 Purchases					
Single Axle Plow with dump box and plow equipment			350,000.00		
Vermeer Wood Chipper/Forestry Head			30,000.00		
Landpride 3-Point Mower		25,000.00			
FORD F-550 - MINI PUMPER REFURBISH/REPLACE				75,000.00	
FORD 550 QUICK ATTACK WITH PUMPER REFURBISH/REPLACE				75,000.00	
Total					555,000.00
2027 Purchases					
Front End Loader			250,000.00		
Kubota		17,000.00			
Kubota with ballfield groomer		20,000.00			
ROSENBAUERER 6 MAN CAB - 1250 PUMPER REFURBISH				75,000.00	
INTERNATIONAL REG CAB - 1250 PUMPER REFURBUSH				50,000.00	
FORD EXPLORER - DUTY OFFICER Replacement				75,000.00	
Total					487,000.00
2028 Purchases					
Excavator			90,000.00		
Ford F-550 1.5 Ton with dump box			90,000.00		
Ford F-150 4x4			50,000.00		
PJ 20 FT TRAILER			12,000.00		
Vactor/Jetter Truck- Used			100,000.00		
ROLLE 12 FT TRAILER			8,000.00		
Extracation Tools				150,000.00	
Chevy Colorado - Replacement				100,000.00	
Total					600,000.00
2029 Purchases					
Zero Turn Mower JD930M		15,000.00			
Zero Turn Mower JD930M		15,000.00			
John Deere Tractor and Ditch Mower Attachment			125,000.00		
Ford F350 4X4/plow			75,000.00		
Total					230,000.00
2030 Purchases					
PJ ROLLER TRAILER			8,000.00		
Asphalt Roller			25,000.00		
Chevrolet 3500 4x4			75,000.00		
Total					108,000.00
2031 and Beyond					
T66 BOBCAT WITH LOADER, AUGER FOR SKID STEER LOADER			90,000.00		
PJ 24 FT DECKOVER TRAILER			12,000.00		
SINGLE AXLE PLOW WITH DUMP BOX AND PLOW EQUIPMENT			350,000.00		
FREIGHTLINER, STEPP HOT PATCHER			40,000.00		
FORD ESCAPE 4X4	35,000.00				
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,500,000.00	
FIRE TANKER APPARATUS Replacement				1,000,000.00	
FORD 4X4 1T PU - GRASS RIG Replacement				100,000.00	
2020 Chevy Tahoe #9542 Replacement				100,000.00	
SKIDSTER -RECYCLE CENTER		25,000.00			
TORO WIDE AREA MOWER		80,000.00			
CHEVROLET 3500 4X4		50,000.00			
TRACTOR		60,000.00			
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			360,000.00		
FREIGHTLINER, DUMP BODY, HOIST, PLOW, WING SANDER			365,000.00		
CHEVROLET 3500 4x4			70,000.00		
CHEVROLET 3500 4x4 w/ CONTRACTOR BOX			75,000.00		
JOHN DEERE GRADER			325,000.00		
TOWMASTER T-20 TRAILER			12,000.00		
FORD ESCAPE 4X4	37,500.00				
FORD 4x4 1T PU - GRASS RIG Replacement				100,000.00	
FORD F-550 - MINI PUMPER Replacement				400,000.00	
FORD 550 QUICK ATTACK WITH PUMPER Replacement				400,000.00	
4 X 4 FOUR DOOR UTILITY PICKUP TRUCK Replacement				100,000.00	
SPARTAN 6 MAN CAB - 1250 PUMPER Replacement				1,500,000.00	
SELF CONTAINED BREATHING APPARATUS				500,000.00	
FIRE TANKER APPARATUS REFURBISH				100,000.00	
TANDEM AXLE DUMP TRUCK, PLOW, HOIST, SANDER			375,000.00		
ELGIN SWEEPER			325,000.00		
FORD ESCAPE 4X4	40,000.00				
INTERNATIONAL REG CAB - 1250 PUMPER Replacement				1,500,000.00	
ROSENBAUERER 6 MAN CAB - 1250 PUMPER				1,500,000.00	
Mercury 25 ELHPT - Boat				40,000.00	
Total					11,566,500.00
Total Scheduled Purchases		307,000.00	3,687,000.00	9,440,000.00	13,546,500.00



2026 Budget

FUND: 702 – Compensated Absences Fund
DEPT/ACTIVITY/PROJECT: Multiple

DEPARTMENTAL PROFILE

Compensated Absences Fund provides for the funding of the City's obligation of earned but unused vacation and sick pay benefits. These benefits are payable only upon employees' severance from employment.

DEPARTMENTAL GOALS

Compare each employee's accrued obligation on an annual basis and expense any increase to individual departments. Consequently, the period in which the services are rendered incurs the expense. Individual department budgets will not fluctuate based on employees separation from employment and the accumulation of these benefits.

REVENUE DETAILS

39201-Transfer from General Fund

\$N/A

To be determined when liability is calculated at year end.

EXPENDITURE DETAILS

Determined when employee separates from City service.

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

RESOLUTION NO. 2025-65

**RESOLUTION SETTING THE FINAL PROPERTY TAX LEVY
AND BUDGET FOR 2026**

WHEREAS, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

WHEREAS, the City Council has considered the operating needs and debt service needs for fiscal year 2026.

WHEREAS, MN Statues require that a final levy amount be provided to the Anoka County Auditor on or before December 31, 2025.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City of East Bethel, MN hereby proposes that a tax is to be levied on all taxable real and personal property within the City of East Bethel for the purpose and sums as follows:

General Levy:	\$5,738,600
Debt Service Levies:	
2015A	\$ 670,000
2014A	\$ 230,000
Total Levies	<u>\$6,638,600</u>

**The above levy includes the amount necessary to cover debt service requirements in 2026 and cancels any previous scheduled amounts.*

<u>2026 Expenditure Budgets:</u>	General Fund	\$7,455,700
	Special Revenue Funds	\$256,900
	Debt Service Funds	\$993,000
	Enterprise Funds	\$1,295,700

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-66

**RESOLUTION APPROVING THE FINAL ECONOMIC DEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2026**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2025; and

WHEREAS, the City Council has considered the operating needs of the Economic Development Authority for fiscal year 2026.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Economic Development Authority for 2026 are as follows:

Economic Development Authority General Levy \$136,200

Economic Development Authority Expense Budget \$140,300

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 8th day of December 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-67

**RESOLUTION APPROVING THE FINAL HOUSING AND REDEVELOPMENT
AUTHORITY PROPERTY TAX LEVY AND BUDGET FOR 2026**

WHEREAS, Minnesota Statutes Chapter 275.065 requires that the City Council adopt a property tax levy and budget on or before December 31, 2025; and

WHEREAS, the City Council has considered the operating needs of the Housing and Redevelopment Authority for fiscal year 2026.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the property tax levy and budgets for the Housing and Development Authority for 2026 are as follows:

Housing and Redevelopment Authority General Levy	\$77,000
Housing and Redevelopment Authority Budget	\$48,000

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: a certified copy of this Resolution be provided to the Anoka County Auditor.

Adopted this 8th day of December 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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



Date: December 8, 2025

Agenda Item Number: 4.0 B

Agenda Item: Approval of Ordinance Correcting Hidden Prairie Final Plat – Rename 198th Street NE to 198th Avenue NE

Background:

At the November 19, 2025 meeting, City Council approved Resolution 2025-61, correcting a typo in the naming convention on the final plat for Hidden Prairie. The Final Plat of Hidden Prairie (originally approved in Resolution 2025-37), had been filed with an east-west street named 198th Street NE. In line with the street naming conventions used by Anoka County, the City was directed to rename the street from 198th Street NE to 198th Avenue NE.

No building permits have been issued nor have addresses been assigned to any parcels along this street, and Resolution 2025-61 will be filed with Anoka County to update the Hidden Prairie plat.

Minnesota Statute 412.221, Subd. 18 requires City Council to make changes to street names by ordinance, and each new or amended ordinance requires a public hearing.

Attachments:

- 1.) Ord 2025-08, Correction to Street Name in Hidden Prairie Plat

Recommendation:

Staff recommends that the City Council holds a public hearing for the approval of Ordinance 2025-08, and approves the renaming of 198th Street NE to 198th Avenue NE within the plat of Hidden Prairie.

City Council Action:

Motion by: _____

Second: _____

Vote Yes: _____

Vote No: _____

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

ORDINANCE NO. 2025-08

THE CITY COUNCIL OF THE CITY OF EAST BETHEL DOES HEREBY ORDAIN AS FOLLOWS:

CITY CODE APPENDIX – A, ZONING

ZONING MAP DATED OCTOBER 13, 2025

The Official Zoning Map of the East Bethel Zoning Ordinance is hereby amended to rename the street from 198th Street NE to 198th Avenue NE on the Hidden Prairie plat.

The City Planner is hereby directed to make the appropriate changes to the Official Zoning Map to reflect the change in the street name.

All other Titles, Chapters and Sections of the City Code shall remain as written and adopted by the City of East Bethel City Council.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

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



Date: December 8, 2025

Agenda Item Number: Item 6.0 A-M

Requested Action: Consider approving the Consent Agenda as presented

Background Information:

Item A – Approve Bills

Item B – November 24, 2025 City Council Work Meeting Minutes

Minutes from the November 24, 2025 City Council work meeting are attached for your review.

Item C – November 24, 2025 City Council Meeting Minutes

Minutes from the November 24, 2025 City Council meeting are attached for your review.

Item D - Res. 2025-68, Setting 2026 City Meeting Dates

City Council annually adopts a resolution setting the meeting dates for City Council, EDA, Planning, and Park Commissions. This calendar is approved in advance of year end 2025 to establish the schedule beginning January 1, 2026. Resolution 2025–68, the attachment for this item, provides the proposed schedule. If there are no pressing items for a meeting agenda the meeting listed may be cancelled. Furthermore, additional special meetings may be called with the proper advanced notice.

The proposed changes in the monthly meeting dates are as follows:

- The City Council meeting normally scheduled for the fourth Monday in May has been moved to fourth Wednesday due to a conflict with the Memorial Day holiday;
- The Park Commission meeting normally scheduled for the second Tuesday in August has been moved to second Wednesday due to a conflict with the State Primary election;
- The EDA meeting normally scheduled for the third Monday in January has been moved to the third Tuesday due to a conflict with the Martin Luther King Jr Day holiday;
- The EDA meeting normally scheduled for the third Monday in February has been moved to the third Tuesday due to a conflict with the Presidents Day holiday;
- The Planning Commission meetings have no schedule changes.
- The HRA meeting schedule for 2026 was approved at the October 27, 2025 HRA meeting, but is included for reference.

Item E – Res. 2025-69, TIF 1-2 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-2 to provide gap financing for the construction of two apartment complexes in the City. TIF District 1-2 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 436 to the General fund to cover these expenses for 2025.

Item F – Res. 2025-70, TIF 1-3 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-3 to provide gap financing for the construction of a 48 single family (of which only 35 qualified) home development in the City. TIF District 1-3 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 437 to the General fund to cover these expenses for 2025.

Item G – Res. 2025-71, TIF 1-4 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-4 to provide gap financing for the construction of a 70-unit Senior Living facility in the City. TIF District 1-4 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 438 to the General fund to cover these expenses for 2025.

Item H – Res. 2025-72, TIF 1-5 Permanent Transfer

The City of East Bethel authorized the creation of TIF district 1-5 to provide gap financing for the expansion of Aggressive Hydraulics in the City. TIF District 1-5 requires administrative staff time to maintain the financial system of the district. Staff recommends Council approve a one-time transfer of \$1,400 from fund 439 to the General fund to cover these expenses for 2025.

Item I – Res. 2025-73, Recycling Fun Permanent Transfer

The City of East Bethel created fund 226 to isolate revenue and expenditures required to operate the City's recycling center. Fund 226 requires administrative staff time to maintain the operation and financial system of the fund. Staff recommends Council approve a one-time transfer of \$13,000 from fund 236 to the General fund to cover these expenses for 2025.

Item J – Approve 2026 Tobacco Licenses

The licensees on the attached list have applications for tobacco license renewal effective January 1, 2026. These licenses will be issued pending receipt of all fees/completed forms.

Item K – Approve 2026 Garbage Hauler Licenses

Request to approve the garbage hauler licenses for 2026. We are currently waiting for forms and/or payment from three applicants. All other licensees have completed application forms and fee payments. These licenses will be issued pending receipt of all fees/completed forms.

Item L – Fire Department Officer Appointments

The East Bethel Fire Department maintains an officer corps comprised of its paid-on-call members. The District Chief (DC) position carries a three-year term, with the current term set to expire on January 1, 2026. An application period was open from November 10, 2025, through November 24, 2025, during which three members submitted applications for the DC role.

On Monday, December 1, 2025, each applicant participated in an interview conducted by two outside fire chiefs from the Oak Grove and Chisago Fire Departments. Following the interviews, two applicants were recommended for a second interview with Chief Cielocha. The second interview has been completed and serves as the basis for this recommendation.

Troy Lachinski has served with the East Bethel Fire Department since 2005. Over his 20-year career, he has held numerous positions, including serving in an officer capacity for the past 6.5 years. For the last three years, he has served as the District Chief for Station 2.

Wade Hoffman has been a member of the East Bethel Fire Department since 2010. He has also held several roles throughout his tenure, including serving as the District Chief for Stations 1 and 3 during the most recent term.

Chief Cielocha recommends that Troy Lachinski and Wade Hoffman be appointed to the position of District Chief with the East Bethel Fire Department for a four-year term. Both individuals will continue in their current station assignments, allowing them to build on the work and leadership they have demonstrated over the previous three years.

Item M – Accept Recommendation to Appoint Planning Commission Candidate Gerald Tiah

At the November 25, 2025 Planning Commission meeting, the Planning Commission interviewed Planning Commission candidate Gerald Tiah. The Commissioners voted 4-0 to recommend Mr. Tiah for the partial-term seat (expiring January 31, 2026) on the Planning Commission. If accepted, Mr. Tiah will be sworn in and begin his service at the December 23, 2025 Planning Commission meeting.

Recommendation(s): Staff recommends approval of the Consent Agenda as presented.



**City of East Bethel
December 8, 2025
Payment Summary**

Payments for Council Approval	
<i>Check Payments:</i>	
Invoices to be Approved for Payment	\$ 76,009.15
<i>Electronic Payments:</i>	
Payroll City Staff - December 4, 2025	\$ 53,653.05
Federal Income Tax Withholding	\$ 7,952.69
FICA Tax Withholding	\$ 9,375.66
Medicare Withholding	\$ 2,418.16
State Withholding	\$ 3,803.17
PERA	\$ 11,069.66
MSRS HCSP H.S.A	\$ 6,544.00
Total to be Approved for Payment	\$ 170,825.54



CITY OF EAST BETHEL

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Payments

Current Period: December 2025

Payments Batch 20251208PAY \$76,009.15

Refer		0 ACE SOLID WASTE		-	
Cash Payment	E 101-41940-385	Refuse Removal	City Hall Service		\$122.16
Invoice	12633476T067	12/1/2025			
Cash Payment	E 615-49851-385	Refuse Removal	Arena Service		\$371.22
Invoice	12633476T067	12/1/2025			
Cash Payment	E 101-43220-385	Refuse Removal	Public Works Service		\$635.70
Invoice	12633476T067	12/1/2025			
Cash Payment	E 101-42210-385	Refuse Removal	Fire Station Service		\$119.70
Invoice	12633476T067	12/1/2025			
Cash Payment	E 226-43235-385	Refuse Removal	Recycling Service		\$794.80
Invoice	12633476T067	12/1/2025			
Cash Payment	E 101-42210-385	Refuse Removal	Fire Station 3 Service		\$49.42
Invoice	12633476T067	12/1/2025			
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$2,093.00
Refer		0 ACTIVE911 INC.		-	
Cash Payment	E 101-42210-433	Dues and Subscriptions	ActiveAlert Subscription Renewal		\$696.60
Invoice	652977	11/21/2025			
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$696.60
Refer		0 Aker Doors, Inc.		-	
Cash Payment	E 101-43220-223	Bldg/Facility Repair Sup	2-Button Learning Remote Control		\$234.00
Invoice	131897	11/24/2025			
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$234.00
Refer		0 ALLIED OIL		-	
Cash Payment	E 101-43220-212	Motor Fuels	Bulk Oil		\$2,994.90
Invoice	0299807-IN	12/1/2025			
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$2,994.90
Refer		0 Cedar East Bethel Lions		-	
Cash Payment	E 226-43235-307	Professional Services F	Recycling		\$1,300.00
Invoice	12 2025	12/1/2025			
Cash Payment	E 226-43235-307	Professional Services F	Monthly Drop off Saturday		\$419.72
Invoice	12 2025	12/1/2025			
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$1,719.72
Refer		0 Cielocha, Jeff		-	
Cash Payment	E 101-42210-219	General Operating Supp	Anoka County Fire Chief's Lunch		\$17.06
Invoice		11/20/2025			
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$17.06
Refer		0 CINTAS CORPORATION		-	
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/	Rugs/Mats		\$8.17
Invoice	4251672424	12/2/2025			
Cash Payment	E 101-43201-214	Clothing & Personal Equ	Uniforms/Parks		\$29.97
Invoice	4251672424	12/2/2025			
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Uniforms/Streets		\$29.97
Invoice	4251672424	12/2/2025			
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$68.11
Refer		0 CINTAS CORPORATION		-	
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/	Rugs/Mats		\$10.34
Invoice	4250796106	11/21/2025			



CITY OF EAST BETHEL

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Payments

Current Period: December 2025

Cash Payment	E 101-43201-214	Clothing & Personal Equ	Uniforms/Parks		\$37.91
Invoice	4250796106			11/21/2025	
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Uniforms/Streets		\$37.92
Invoice	4250796106			11/21/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$86.17
Refer	0 COUNTRY SIDE SERVICES -				
Cash Payment	E 101-43220-230	Snowplow Cutting Edge	WO Steel Wing Cutting Edge Kit		\$278.00
Invoice	1-110886-01			12/2/2025	
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$278.00
Refer	0 CUSTOMIZED FIRE RESCUE TRAI -				
Cash Payment	E 101-42210-434	Conferences/Meetings	Auto Extrication Training		\$900.00
Invoice	3206			11/21/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$900.00
Refer	0 FACTORY MOTOR PARTS -				
Cash Payment	E 101-43220-213	Lubricants and Additives	Anti Freeze		\$47.96
Invoice	159-151321			11/20/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$47.96
Refer	0 FERGUSON WATERWORKS #2518 -				
Cash Payment	E 601-49401-227	Utility Maint Supplies	3/4" Meter Couplings		\$181.68
Invoice	0559428			11/25/2025	
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$181.68
Refer	0 FIRE SAFETY USA, INC. -				
Cash Payment	E 101-42210-221	Motor Vehicles Parts	Red Cover for Super Auto Ejects		\$102.85
Invoice	209009			11/26/2025	
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$102.85
Refer	0 FIRE SAFETY USA, INC. -				
Cash Payment	E 101-42210-231	Small Tools and Minor E	Public Safety Vests		\$85.90
Invoice	208937			11/25/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$85.90
Refer	0 FLEET PRIDE -				
Cash Payment	E 101-42210-221	Motor Vehicles Parts	Lube; 2019 Colorado		\$9.04
Invoice	130385166			11/19/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$9.04
Refer	0 FLEET PRIDE -				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Bracket; Truck #45		\$11.19
Invoice	130497177			11/24/2025	
Transaction Date	12/3/2025	First Bank & Trust	10100	Total	\$11.19
Refer	0 FLEET PRIDE -				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Starter; Truck #50		\$427.49
Invoice	130625665			12/2/2025	
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$427.49
Refer	0 GOPHER STATE ONE CALL -				
Cash Payment	E 101-43220-307	Professional Services F	One Call Locate Service		\$20.25
Invoice	5110360			11/30/2025	
Transaction Date	12/4/2025	First Bank & Trust	10100	Total	\$20.25
Refer	0 GREATAMERICA FINANCIAL SVCS -				



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Payments

Current Period: December 2025

Cash Payment	E 101-42210-413	Office Equipment Rental	Copystar CS 356ci Copier Syste		\$179.99
Invoice	40554925	11/10/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$179.99
Refer	0 <i>H&L Mesabi</i>				
Cash Payment	E 101-43220-230	Snowplow Cutting Edge	Plow Blade, Bolts		\$308.00
Invoice	15562	12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$308.00
Refer	0 <i>HEHIR, JASON</i>				
Cash Payment	E 101-43201-214	Clothing & Personal Equ	Boot Reimbursement		\$237.79
Invoice		12/4/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$237.79
Refer	0 <i>HENRY SCHEIN, INC.</i>				
Cash Payment	E 101-42210-217	Safety Supplies	Adrenalin Inj		\$144.10
Invoice	49567399	11/13/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$144.10
Refer	0 <i>ISANTI -CHISAGO COUNTY STAR</i>				
Cash Payment	E 101-41910-342	Legal Notices	REF1924755 Rum; Hidding Prairie Final		\$9.21
Invoice	986400	11/20/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$9.21
Refer	0 <i>KIRVIDA FIRE, INC.</i>				
Cash Payment	E 101-42210-402	Repairs/Maint Machiner	Engine #21 Annual Pump Test and Repairs		\$1,741.85
Invoice	13735	10/29/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$1,741.85
Refer	0 <i>KIRVIDA FIRE, INC.</i>				
Cash Payment	E 101-42210-402	Repairs/Maint Machiner	Engine #11 Annual Pump Test		\$375.00
Invoice	13734	10/29/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$375.00
Refer	0 <i>KIRVIDA FIRE, INC.</i>				
Cash Payment	E 101-42210-402	Repairs/Maint Machiner	Engine #31 Annual Pump Test		\$375.00
Invoice	13736	10/29/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$375.00
Refer	0 <i>LANO</i>				
Cash Payment	E 101-43220-231	Small Tools and Minor E	Mower-50" Pro Drum Mulcher Rental		\$550.00
Invoice	03-1201963	11/25/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$550.00
Refer	0 <i>LANO</i>				
Cash Payment	E 226-43235-223	Bldg/Facility Repair Sup	Pivot, Pivot Kit, Spring, Lever		\$132.78
Invoice	02-1202940	12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$132.78
Refer	0 <i>MACQUEEN</i>				
Cash Payment	E 101-42210-231	Small Tools and Minor E	Vehicle Part		\$1,076.77
Invoice	P58357	11/20/2025			
Transaction Date	12/3/2025		First Bank & Trust	10100	Total \$1,076.77
Refer	0 <i>MANSFIELD OIL COMPANY</i>				
Cash Payment	E 101-42210-212	Motor Fuels	Fire Unleaded Fuel		\$450.71
Invoice	27241692	12/2/2025			



Payments

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Cash Payment	E 101-43201-212	Motor Fuels	Park Unleaded Fuel	\$386.32
Invoice	27241692	12/2/2025		
Cash Payment	E 101-43220-212	Motor Fuels	Street Unleaded Fuel	\$167.40
Invoice	27241692	12/2/2025		
Cash Payment	E 101-42410-212	Motor Fuels	Building Dept Unleaded Fuel	\$283.30
Invoice	27241692	12/2/2025		
Transaction Date	12/4/2025		First Bank & Trust 10100	Total \$1,287.73
Refer	0 MANSFIELD OIL COMPANY		-	
Cash Payment	E 101-42210-212	Motor Fuels	Fire Diesel Fuel	\$196.73
Invoice	27241635	12/2/2025		
Cash Payment	E 101-43201-212	Motor Fuels	Park Diesel Fuel	\$378.34
Invoice	27241635	12/2/2025		
Cash Payment	E 101-43220-212	Motor Fuels	Street Diesel Fuel	\$938.27
Invoice	27241635	12/2/2025		
Transaction Date	12/4/2025		First Bank & Trust 10100	Total \$1,513.34
Refer	0 MENARDS CAMBRIDGE		-	
Cash Payment	E 101-42210-212	Motor Fuels	Paper Towels, Glass Cleaner, Batteries, Bins, Car Wash, Fuel Premix	\$67.62
Invoice	44684	11/20/2025		
Cash Payment	E 101-42210-211	Cleaning Supplies	Paper Towels, Glass Cleaner, Batteries, Bins, Car Wash, Fuel Premix	\$11.97
Invoice	44684	11/20/2025		
Cash Payment	E 101-42210-219	General Operating Supp	Paper Towels, Glass Cleaner, Batteries, Bins, Car Wash, Fuel Premix	\$141.03
Invoice	44684	11/20/2025		
Transaction Date	12/3/2025		First Bank & Trust 10100	Total \$220.62
Refer	0 MENARDS CAMBRIDGE		-	
Cash Payment	E 615-49851-223	Bldg/Facility Repair Sup	Insulated Flexible Duct	\$284.94
Invoice	44886	11/24/2025		
Transaction Date	12/4/2025		First Bank & Trust 10100	Total \$284.94
Refer	0 MENARDS FOREST LAKE		-	
Cash Payment	E 615-49851-223	Bldg/Facility Repair Sup	Cable Ties, Duct Fitting, Foil Tape, Elbow, Duct	\$289.04
Invoice	69430	11/24/2025		
Transaction Date	12/3/2025		First Bank & Trust 10100	Total \$289.04
Refer	0 METRO INET		-	
Cash Payment	E 601-49401-309	Information Systems	Cradlepoint S400- Wireless Router	\$373.76
Invoice	3150	12/1/2025		
Transaction Date	12/4/2025		First Bank & Trust 10100	Total \$373.76
Refer	0 METRO INET		-	
Cash Payment	E 101-41320-309	Information Systems	Computer and Network Support	\$1,254.74
Invoice	3104	12/1/2025		
Cash Payment	E 101-41520-309	Information Systems	Computer and Network Support	\$1,135.61
Invoice	3104	12/1/2025		
Cash Payment	E 101-41910-309	Information Systems	Computer and Network Support	\$398.39
Invoice	3104	12/1/2025		
Cash Payment	E 101-42410-309	Information Systems	Computer and Network Support	\$1,135.61
Invoice	3104	12/1/2025		
Cash Payment	E 101-43220-309	Information Systems	Computer and Network Support	\$747.15
Invoice	3104	12/1/2025		
Cash Payment	E 101-43201-309	Information Systems	Computer and Network Support	\$29.78
Invoice	3104	12/1/2025		



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Cash Payment	E 101-42210-309	Information Systems	Computer and Network Support		\$2,548.41
Invoice 3104		12/1/2025			
Cash Payment	E 601-49401-309	Information Systems	Computer and Network Support		\$354.31
Invoice 3104		12/1/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$7,604.00
Refer	<u>0 METRO PRODUCTS, LLC</u>				
Cash Payment	E 101-43220-219	General Operating Supp	Plow Bolt, Nut		\$97.25
Invoice 189440		12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$97.25
Refer	<u>0 METROPOLITAN COUNCIL SAC</u>				
Cash Payment	G 602-20820	Due to MCES-SAC Fees	MCES SAC Charges		\$35,035.00
Invoice 11 2025		12/1/2025			
Cash Payment	R 602-34407	Sewer Availability Charge	MCES SAC Charges		-\$350.35
Invoice 11 2025		12/1/2025			
Transaction Date	12/3/2025		First Bank & Trust 10100	Total	\$34,684.65
Refer	<u>0 MIDCONTINENT COMMUNICATION</u>				
Cash Payment	E 101-42210-321	Telephone	132997001-Fire Dept.		\$96.14
Invoice 13864340215078		11/20/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$96.14
Refer	<u>0 MN EQUIPMENT</u>				
Cash Payment	E 101-43220-229	Equipment Parts	Filter, Spark Plugs		\$30.68
Invoice p80386		12/3/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$30.68
Refer	<u>0 MN REVENUE</u>				
Cash Payment	G 101-20400	Sales Tax Payable	Sales Tax Remittance		\$2,925.00
Invoice 11 2025		12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$2,925.00
Refer	<u>0 O REILLY</u>				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Mini Bulb		\$14.08
Invoice 1539-388891		11/20/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$14.08
Refer	<u>0 O REILLY</u>				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Tail Light Assembly; Truck #49		\$222.48
Invoice 1539-391240		12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$222.48
Refer	<u>0 O REILLY</u>				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Wiper Blades		\$54.92
Invoice 1539-390015		11/25/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$54.92
Refer	<u>0 O REILLY</u>				
Cash Payment	E 101-43220-229	Equipment Parts	Spark Plugs		\$24.04
Invoice 1539-391272		12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$24.04
Refer	<u>0 Polytek</u>				
Cash Payment	E 401-40100-403	Bldgs/Facilities Repair/	Apparatus bay floor at Station 3		\$4,695.00
Invoice 1460		12/1/2025			
Transaction Date	12/4/2025		First Bank & Trust 10100	Total	\$4,695.00



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Payments

Current Period: December 2025

Refer	0 <u>Robert B. Hill Company</u>		-		
Cash Payment	E 101-41940-403	Bldgs/Facilities Repair/	Softener Rental		\$18.00
Invoice	59342	10/1/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$18.00
Refer	0 <u>S & S Industrial Supply</u>		-		
Cash Payment	E 101-43220-231	Small Tools and Minor E	1 1/16 deep impact		\$36.62
Invoice	346116	12/2/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$36.62
Refer	0 <u>SPEEDWAY #4788</u>		-		
Cash Payment	E 101-42210-212	Motor Fuels	Fuel		\$44.91
Invoice	1025733	11/16/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$44.91
Refer	0 <u>ST PAUL CITY OF</u>		-		
Cash Payment	E 101-43220-224	Street Maint Materials	Asphalt Mix		\$1,010.80
Invoice	IN64140	11/26/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$1,010.80
Refer	0 <u>T MOBILE</u>		-		
Cash Payment	E 101-43220-321	Telephone	Acct #993254762 Jer		\$30.03
Invoice	12 2025	11/21/2025			
Cash Payment	E 101-42210-321	Telephone	Fire Dept Phone-Jeff		\$44.55
Invoice	12 2025	11/21/2025			
Cash Payment	E 101-42410-321	Telephone	Acct #993254762 Steve		\$30.03
Invoice	12 2025	11/21/2025			
Cash Payment	E 101-42210-321	Telephone	Fire Dept Phone-Ben		\$50.52
Invoice	12 2025	11/21/2025			
Cash Payment	E 601-49401-321	Telephone	Mobile Internet- Water Department		\$41.85
Invoice	12 2025	11/21/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$196.98
Refer	0 <u>TIMESAVER</u>		-		
Cash Payment	E 101-41320-307	Professional Services F	11/13/25 Town Hall Meeting		\$172.00
Invoice	31471	11/28/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$172.00
Refer	0 <u>TRANE U.S. INC.</u>		-		
Cash Payment	E 615-49851-403	Bldgs/Facilities Repair/	Qtly Arena Scheduled Maint		\$1,587.50
Invoice	315692896	10/1/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$1,587.50
Refer	0 <u>TreviPay</u>		-		
Cash Payment	E 615-49851-231	Small Tools and Minor E	Lithium Battery, Steel Pusher		\$44.16
Invoice	e1b2ab7c	12/4/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$44.16
Refer	0 <u>VERIZON</u>		-		
Cash Payment	E 101-42210-321	Telephone	542341734-00001Fire Dept		\$560.14
Invoice	6128810426	11/18/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$560.14
Refer	0 <u>VOLUNTEER FF BENEFIT ASSOC</u>		-		
Cash Payment	E 101-42210-433	Dues and Subscriptions	Annual Renewal		\$354.00
Invoice	2026	12/4/2025			
Transaction Date	12/4/2025		First Bank & Trust	10100	Total \$354.00



Payments

Current Period: December 2025

Refer	0 WRIGHT HENNEPIN			
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/	15016813716.Minard Bldg		\$42.95
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1691-9318-City Hall		\$46.40
Invoice	35032630118	11/26/2025		
Cash Payment	E 615-49851-403 Bldgs/Facilities Repair/	15016814169-Arena		\$44.90
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1699-5194-Senior Center		\$11.00
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8850-Station #1		\$27.50
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8853-Station #2		\$22.00
Invoice	35032630118	11/26/2025		
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/	150-1699-8854-Whispering Aspen		\$5.50
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8855-Station #2		\$5.50
Invoice	35032630118	11/26/2025		
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1699-8857-City Hall		\$22.00
Invoice	35032630118	11/26/2025		
Transaction Date	12/5/2025	First Bank & Trust	10100	Total \$227.75

Refer	0 Xcel Energy			
Cash Payment	E 101-43220-382 Gas Utilities	Public Works - 302649546		\$228.37
Invoice	954342564	11/24/2025		
Cash Payment	E 615-49851-382 Gas Utilities	Arena - 302932849		\$1,252.87
Invoice	954342564	11/24/2025		
Cash Payment	E 101-41940-382 Gas Utilities	City Hall - 303326561		\$280.13
Invoice	954342564	11/24/2025		
Cash Payment	E 101-42210-382 Gas Utilities	Fire 303657700,951967,649546		\$87.67
Invoice	954342564	11/24/2025		
Cash Payment	E 226-43235-382 Gas Utilities	Recycling Ctr - 303996961		\$87.67
Invoice	954342564	11/24/2025		
Transaction Date	12/4/2025	First Bank & Trust	10100	Total \$1,936.71

Refer	0 ZARNOTH BRUSH WORKS, INC.			
Cash Payment	E 101-43220-229 Equipment Parts	Filler hose		\$297.50
Invoice	0204276-IN	11/13/2025		
Transaction Date	12/4/2025	First Bank & Trust	10100	Total \$297.50

Fund Summary

	10100 First Bank & Trust
101 General	\$29,019.85
226 Recycling	\$2,734.97
401 Building Capital	\$4,695.00
601 Water	\$1,000.05
602 Sewer	\$34,684.65
615 Arena	\$3,874.63
	\$76,009.15

Pre-Written Checks	\$2,925.00
Checks to be Generated by the Computer	\$73,084.15
Total	\$76,009.15

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL WORK MEETING

November 24, 2025

The East Bethel City Council met on November 24, 2025, at 6:00 p.m. for the regular City Council Work meeting at City Hall.

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

ALSO PRESENT: Matt Look, City Administrator
 Jeff Cielocha, Fire Chief
 Nate Ayshford, Public Works Director

1.0 – Park and Trail Dedication Discussion

Ayshford stated that in the spring of 2023, the Park Commission and City Council approved a change to the park dedication fees that set a fixed rate per lot in new developments. The current park dedication requires a 10% donation of land for parkland or park dedication fees in lieu of land equal to \$2,000 per lot in single-family developments and \$1,500 per unit for multi-family

Ayshford noted that at the September 22, 2025, City Council Work Meeting, the City Council discussed the need to raise the park dedication fees to an increase in single-family lot fees from \$2,000 to \$4,000. At the October 14, 2025, Park Commission meeting, the Commission revisited the fee amount and voted to recommend that the fee be increased to \$3,500. Any change to the park dedication fee can be reflected in the 2026 Fee Schedule. The addition of a trail dedication fee would require a code change and public hearing.

Ayshford noted that the Planning Commission also recommended the \$1,500 per unit trail dedication fee at their October 28, 2025, meeting.

Erkel stated that she knows trails are expensive, and she is surprised that they have not been monitored more since 2008, and that none of the new developments seem to have sidewalks. Ayshford noted that the only sidewalks that they required were Viking Preserve, Viking Meadows, and Elevage.

Erkel asked if the \$1,500 would be enough. Ayshford noted that \$1,500 would not be enough to build a trail, but they could build up a fund to build trails where they actually need them, and also make the cost reasonable to developers.

Miller stated that it is important that the City acknowledge that they are a buffer for the metro, and they need to not cut themselves short. Miller stated that they have seen the wonderful work the Parks Commission has been able to do with limited funds, but they need to start building up these funds so that they have something to work with when they need the money.

Erkel noted that she is all for this change, but just does not think it is enough, so that the taxpayers are not being used to supplement.

Miller asked if Ramsey is the highest. Ayshford stated in the area they are.

1 Ayshford stated that the Council can also require that developers construct the trails, per the City
2 Code. Erkel stated that she thinks the developers would just choose to pay the \$1,500 over
3 constructing the trail.

4 Miller asked for clarification on enforcing that the developers put in the trails and have them pay the
5 \$1,500. Ayshford noted that they cannot be both, just one or the other.

6 Erkel asked if there is still a plan for Anoka County to connect all the cities to all the parks and river.
7 Ayshford noted that they have a County-wide Master Trail Plan that is funded through the lottery
8 money.

9 Ayshford noted that the North Regional Trail connects Lake George to Martin Lake Park.

10 Anderson clarified that trails also include sidewalks. Ayshford stated that it was correct.

11 Smith asked if, for the three developers who have been putting in the trails, there are any negatives
12 for them. Ayshford noted that it is a benefit for the developments to have trails there.

13 The Commission agreed that they are in favor of going forward with the changes to the Park and Trail
14 fees. Ayshford noted that they will draft a red-line ordinance, schedule a public hearing, and bring it
15 back to the City Council for approval.

16 2.0 – Holding Tank Discussion

17 Look noted that Brad Slawson is in the process of renting out a portion of the building that has a
18 failing septic system. Look stated that the options are to require a hookup to the City sewer and
19 water, a holding tank for around \$10,000, which would be a temporary solution.

20 Look stated that to help out Mr. Slawson, they can install a temporary holding tank until a time when
21 City sewer comes through, at which point he wants to hookup.

22 Miller asked what he is doing right now if the septic system is failing. Look stated that the septic
23 system there was put in in the 1950s, and everyone is sure that if tested, it would fail.

24 Erkel clarified that the City would not be paying for the holding tank. Look noted that the installation
25 of the holding tank would be a cost to the developer.

26 Look noted that the challenge is that when holding tanks are not pumped regularly, it becomes an
27 issue. Look noted that he will find out if the holding tank is for all the buildings, or just his.

28 The Commission agreed that they have no problem with the holding tank.

29 3.0 – Fire Grant Opportunities

30 Cielocha outlined a few grant opportunities for the Fire Department. Cielocha noted that CenterPoint
31 has a 50/50 match grant for equipment purchases every two years that they could potentially be in
32 line for. Firefighters Charitable Foundation is continually open and is for purchasing equipment. AFG
33 is a federal grant that the City has gotten before, and there have been updates since COVID, so he has
34 been preparing to make sure they are ready for the next round when it opens.

35 Cielocha asked the Council if they want him to be chasing grants, and if so, how/how often they
36 would like to be notified about them.

37 Look noted that there are easy and federal grants that are available. Look stated that some of the
38 federal grants require hiring professionals to draft them.

39 Erkel stated that she is all for grants, but would like to make sure they are used for things they
40 actually need, not frivolous wants.

1 Cielocha stated that there are some things that are in need of replacement/upgrading, so it would be
2 wise to try and pursue grants for some of these purchases.

3 Miller stated that if there are needs that can be shown to them, they will work to make sure those
4 needs are met.

5 Anderson stated that federal grants are great for big-ticket items, and they got one back in the early
6 2000s, but writing them is a technique, so Jerry Streich would be a great help.

7 **4.0 – Officer Appointments**

8 Cielocha stated that he would like the upper levels of the Office Core to be appointed and eliminate
9 the 2-year term, which would provide security/continuity and upward mobility within the
10 Department.

11 Erkel asked what happens at the end of the 2-year term. Cielocha noted that they would have to
12 reapply and go back through the interview process.

13 Smith noted that he would be okay with extending the term to 4 years, rather than appointing them.
14 Smith stated that the other guys coming up then do not lose their motivation to reach the upper-level
15 positions.

16 Erkel stated that she thinks the 3/4 year term would be beneficial.

17 Anderson stated that he thinks that they should be staggered, so they are not all brought up all at
18 once.

19 Cielocha noted that he asked the lieutenants to stay on for another year so that they could stagger
20 them.

21 The Council agreed that they would like to see 3-4 year terms with staggering.

22 **5.0 – Veteran Hunt Discussion**

23 Look stated that the City of Anoka has Waterfalls for Warriors for Veterans to hunt as a thank you for
24 their service, but Look noted that there is always more demand than there is supply.

25 Look stated that they have a firefighter, guide, and other people who are potentially interested in
26 helping make this happen.

27 Look noted that they have a pond behind City Hall that is home to about 100,000 geese, and there
28 might be a possibility to set up a blind there for this event.

29 Look stated that this would be an all-around thank you for Veterans if the City is interested in trying
30 to get this set up.

31 Miller noted that these things fill up quickly, and it could be good PR to the City, but more so, a gift to
32 these Veterans to get out in the field with other Veterans and even win a few things.

33 Erkel asked how many Veterans would be expected to show up. Look noted that there were 20-30
34 spots to be filled at the Anoka one.

35 Look noted that they currently have an ordinance that prohibits guns in City Parks except by permit,
36 but there is an allowance for it, so they would just have to handle that.

37 Miller noted that he thinks it is a wonderful idea, and they should move forward with making the
38 event happen.

1 **6.0 – Adjourn**

2 Work Meeting adjourned at 6:53 p.m.

3 Submitted by:

4 Lilian Rokosz

5 *TimeSaver Off Site Secretarial, Inc.*

6

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

November 24, 2025

The East Bethel City Council met on November 24, 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
 Jeff Cielocha, Fire Chief
 Nate Ayshford, Public Works Manager

1.0 Call to Order

The November 24, 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 with the addition of Item J, Supplemental Bill List, to 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.

4.0 Presentations and Public Hearings

4.0 A Anoka County Sheriff's Report

Lieutenant Derek Peters presented the October 2025 Sheriff's Report, stating the Sheriff's Department responded to 413 calls for service, 4 thefts, 1 assault, 10 arrests, 147 traffic stops, 26 traffic citations, and outlined a few notable calls from the month.

Peters noted that as the temperatures continue to drop, remember that you need at least 4 inches of ice to walk on lakes and at least 5 inches for a snowmobile or smaller ATV. Peters noted that when in doubt, stay off the lakes until they get a solid streak of cold weather.

Anderson asked how they are 200 calls below last year, but 600 traffic stops above. Peters attributed that to young deputies who are new to the agency.

Erkel asked if, when they stop a pursuit, does that encourage others to run to avoid capture. Peters noted that could be the case, but overall public safety is their primary concern.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Cielocha presented the October 2025 report and noted that they responded to 55 calls. Cielocha presented a graph of dispatched incident types. He stated that 40 of those calls were medical.

Cielocha stated that Duty Crew is entering its second month, and it is providing relief during the day.

Cielocha noted that the Officer positions have been posted and will be closing tonight. The District Chiefs will be interviewed by an outside fire chief panel in the first week of December.

Cielocha noted that there will be a Santa Parade on December 13, the Fire Department Annual Banquet on December 6, and the Tree Lighting Ceremony on December 5, 2025.

Cielocha noted that earlier this month, District Chief Lachinski led a CPR/bleeding class for 10 students who were pursuing a merit badge.

Cielocha stated that the flooring project has kicked off, and Station 3 is currently being done, and then they will move on to the other two stations in December.

Erkel asked how many applications they have for the position openings. Clelocha noted they have 2 for the District Chief, 2 for the Captain, and 2 for the Senior Firefighter.

Erkel asked if they ever go out to Forest Lake and assist them. Cielocha noted that they will assist them if they need it, but since he has been here, they have never been called out there to help them.

Informational; no action required.

5.0 Public Forum

None.

6.0 Consent Agenda

Item A: Approve Bill List

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

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

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

~~Item E: Successful Completion of Probationary Period: Fire Chief~~

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

~~Item G: Resolution 2025-64, Accepting Work for the Prairie Hills Development~~

~~Item H: Municode Codification Services – Annual Billing Agreement~~

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

Item J: Supplemental Bill List

Erkel requested to pull Items G, H, and I. Miller requested to pull Item E.

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

6.0 E Successful Completion of Probationary Period: Fire Chief

Miller thanked and congratulated the Fire Chief for completing his probationary period with outstanding results. Miller noted that he came in with a clear purpose to strengthen, focus, and uplift the Fire Department. Miller stated that morale is high, firefighters are thriving under his guidance, and recruitment continues to grow.

Smith stated that it has been a pleasure working with the Chief, and he stated that he knows they made a great decision in bringing him on.

Miller stated I'll make a motion to approve Item E 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 G Resolution 2025-64, Accepting Work for the Prairie Hills Development

1 Erkel asked for more specific information on what the improvements are. Look stated that he can get
2 a list of those improvements to the Council.

3 **Erkel stated I'll make a motion to approve Item G of the Consent Agenda. Miller stated I'll second.**
4 Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.** Anderson asked any
5 opposed? That motion passes. **Motion passes unanimously.**

6 **6.0 H Municode Codification Services - Annual Billing Agreement**

7 Erkel asked if this is the only option for service, or do they have other options to explore. Look stated
8 that it is about \$300 increase, and if they sign up for the new price, they will get a discount for the
9 first year. Look noted that Municode is owned by CivicPlus, who they have its website through, so it
10 would be blended together seamlessly.

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

14 **6.0 I Gutters and Ice Control for Fire Station #2/Public Works Building**

15 Smith asked if they had any other estimates on the archway. Ayshford noted that he did not send
16 that over, but it is \$9000 for the gutters and more for the ice control.

17 Smith asked what the retention system is. Ayshford noted that the original gutters were 6-inch
18 seamless gutters that probably were not mounted like they should have been, so the retention
19 system is posts that hold on to steel roofs to keep them from sliding off.

20 Smith asked that in the future, he send over all the estimates for them to look at.

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

24 **7.0 New Business. Commission, Association, and Task Force Reports**

25 **7.0 A Planning Commission**

26 None.

27 **7.0 B Economic Development Authority**

28 None.

29 **7.0 C Park Commission**

30 None.

31 **8.0 Department Reports**

32 **8.0 A Community Development**

33 None.

34 **8.0 B Engineer Report**

35 None.

36 **8.0 C City Attorney**

37 None.

38 **8.0 D Finance**

39 None.

40 **8.0 E Public Works**

1 None.

2 **8.0 F Fire Department**

3 None.

4 **8.0 G City Administrator Report**

5 None.

6 **9.0 – Other Items**

7 **9.0 A Staff Report**

8 Look stated that at the last City Council meeting, they had a request to reduce utility/water bill for
9 those impacted by the government shutdown, but after talking with the City Attorney, it does not
10 meet the requirements for City expenditure, so they are unable to offer that discount.

11 Look stated that, on average, the budget needs to increase by about 6% per year to adjust for the
12 increasing prices of electricity, gas, etc. Look noted that they were at a 3.7% increase for the City.

13 Look discussed the assessment process for properties that may account for varying increases in
14 individuals' taxes.

15 **9.0 B Council Reports**

16 Mundle noted that there is a Planning Commission meeting tomorrow night and wished everyone a
17 Happy Thanksgiving.

18 Erkel stated that she received a call regarding the eviction of the Mundle's, and is wondering what
19 the status of that is. Look noted that the end of this month is the deadline to vacate the property, but
20 he believes there will be a response from their legal team, and they will determine the next steps
21 from there. Look noted that there may be a grandfathering of that sign, if the sign was placed before
22 there was a requirement for a permit from the City.

23 Erkel clarified that there is a sign hanging on the fence as well. Look noted that he is not aware of that
24 one.

25 Erkel noted that there were a couple of Airport meetings she attended this month, and they are
26 asking communities to put on their websites a Request for Volunteers for their Community Event.

27 Erkel noted that the Senior Dance will be held on December 5, 2025, followed by the tree lighting and
28 food and drinks.

29 Miller wished everyone a safe Thanksgiving.

30 **10.0 Adjourn**

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

33 Meeting adjourned at 7:37 p.m.

34 Submitted by:

35 Lilian Rokosz

36 *TimeSaver Off Site Secretarial, Inc.*

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

RESOLUTION NO. 2025-68

RESOLUTION SETTING CITY MEETING DATES FOR 2026

WHEREAS, the City Council meets for regular meetings on the 2nd and 4th Mondays of the month at 7:00 PM; and

WHEREAS, the City Council will schedule work meetings as needed; and

WHEREAS, the Park Commission meets on the 2nd Tuesday of the month at 6:30 PM; and

WHEREAS, the Planning Commission meets on the 4th Tuesday of the month at 7:00 PM; and

WHEREAS, the Economic Development Authority meets on the 3rd Monday of the month at 7:00 PM.

WHEREAS, the Housing Redevelopment Authority schedules regular meetings, which coincide with the second City Council meeting during the first month of each quarter.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2026 Meeting Schedule for the regular City Council, Park Commission, Planning Commission, Housing Redevelopment Authority and Economic Development Authority meetings to be held at City Hall at 2241 221st Ave. NE is as follows:

City Council

- | | |
|------------------------------------|--------------|
| January 12 | July 13 |
| January 26 | July 27 |
| February 9 | August 10 |
| February 23 | August 24 |
| March 9 | September 14 |
| March 23 | September 28 |
| April 13 | October 12 |
| April 27 | October 26 |
| May 11 | November 9 |
| May 27 (4 th Wednesday) | November 23 |
| June 8 | December 14 |
| June 22 | December 28 |

Park Commission

- | | |
|-------------|---------------------------------------|
| January 13 | July 14 |
| February 10 | August 12 (2 nd Wednesday) |
| March 10 | September 8 |
| April 14 | October 13 |
| May 12 | November 10 |
| June 9 | December 8 |

EDA

January 20 (3 rd Tuesday)	July 20
February 17 (3 rd Tuesday)	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 21

Planning Commission

January 27	July 28
February 24	August 25
March 24	September 22
April 28	October 27
May 26	November 24
June 23	December 22

HRA

(previously approved at 10/27/2025 HRA meeting)

January 26	July 27
April 27	October 26

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-69

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-2 in order to facilitate the construction of East Village Apartment Complex.

WHEREAS the City of East Bethel created Fund 436 TIF 1-2 (Tax Increment Finance District 2) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-2 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 436 TIF District 1-2 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$1,400 from fund 436 TIF District 1-2 to the 101 General Fund.

Effective Date. This resolution is effective at 12/8/25.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-70

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-3 in order to facilitate the construction of a 48-unit single family home development (of which only 35 qualified) known as Viking Preserve.

WHEREAS the City of East Bethel created Fund 437 TIF 1-3 (Tax Increment Finance District 3) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-3 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 437 TIF District 1-3 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$1,400 from fund 437 TIF District 1-3 to the 101 General Fund.

Effective Date. This resolution is effective at 12/8/25.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-71

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-4 in order to facilitate the construction of an 70 unit Senior Living facility in the City.

WHEREAS the City of East Bethel created Fund 438 TIF 1-4 (Tax Increment Finance District 4) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-4 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 438 TIF District 1-4 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$1,400 from fund 438 TIF District 1-4 to the 101 General Fund.

Effective Date. This resolution is effective at 12/8/25.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-72

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of TIF district 1-5 in order to facilitate the expansion of the Aggressive Hydraulics facility in the City.

WHEREAS the City of East Bethel created Fund 439 TIF 1-5 (Tax Increment Finance District 5) in order to track the Tax Increment revenue and expenditures of the district

WHEREAS TIF District 1-5 requires administrative staff time in order to maintain the financial system of the district

WHEREAS the original TIF plan allotted for administrative expenses over the life of the district.

WHEREAS in order for Fund 439 TIF District 1-5 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$1,400 from fund 439 TIF District 1-5 to the 101 General Fund.

Effective Date. This resolution is effective at 12/8/25.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

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

RESOLUTION NO. 2025-73

RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER

BE IT RESOLVED by the City Council (the "Council") of the City of East Bethel, Minnesota (the "City"), as follows:

WHEREAS the City of East Bethel authorized the creation of the Recycling fund to isolate revenues and expenditures pertaining to Recycling activities.

WHEREAS the Recycling Fund require administrative staff time to maintain the recycling operation

WHEREAS for Fund 226 to cover these expenses the City needs to authorize a one-time transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: The City hereby authorizes the Finance Director to make a one-time permanent fund transfer of \$13,000 from fund 226 Recycling Fund to the 101 General Fund.

Effective Date. This resolution is effective at 12/8/25.

Adopted this 8th day of December 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

APPLICATIONS COMPLETED FOR TOBACCO LICENSE - 2026

Company	Address	App. Rec'd/ OK	Pymt Rec'd	License #
Dino Mart #1	23705 Hwy 65 NE	X	X	T2026-10
Dollar General #22023	1300 209th Ave NE	X	X	T2026-07
Dollar General #21783	4849 Viking Blvd. NE	X	X	T2026-08
Neighbor Stop #105 (formerly Speedway)	4852 Viking Blvd. NE	X	X	T2026-04
Go For It (Harry's LLC) Liquor Store	3255 Viking Blvd NE	X	X	T2026-01
Hidden Haven Country Club	20520 Polk St. NE			
Holiday #2653861	1341 187th Lane NE	X	X	T2026-05
Kwik Trip #1171	18755 Sandhill Parkway NE	X	X	T2026-06
Last Stop Liquor	21340 Aberdeen Street NE	X	X	T2026-12
Route 65 Discount Liquor	18453 Highway 65 NE	X	X	T2026-03
Route 65 Pub & Grub	18407 Highway 65 NE	X	X	T2026-02
Snak Atak #4	23733 Hwy. 65 NE	X	X	T2026-11
The Smoke Saloon	18429 Highway 65 NE	X	X	T2026-09
White Pines General Store Inc.	515 Lincoln Drive NE			

APPLICATIONS FOR GARBAGE HAULERS LICENSE - 2026

Company	Cert. of Ins.	Pymt Rec'd	License #	Type of License: Commercial, Residential, or Both
Ace Solid Waste	X	X	G2026-01	Both
Curbside Waste, Inc.	X	X	G2026-02	Both
LePage & Sons, Inc.	X	X	G2026-03	Both
Walters Recycling & Refuse				Commercial
Waste Management (Blaine)				Commercial
Waste Management of MN (Cambridge)				Both

Gerald J. Tiah
23791 Opal St NE
East Bethel, MN 55005

October 23, 2025

City of East Bethel
Attn: City Council and Planning Commission
2241 221st Avenue NE
East Bethel, MN 55011

Subject: Application for Appointment to the East Bethel Planning Commission

Dear Members of the City Council,

I am writing to formally express my interest in being considered for appointment to the East Bethel Planning Commission. As a resident of East Bethel for the past nine years, I have developed a strong appreciation for the city's growth, character, and commitment to maintaining a balance between development and community values.

I hold both an Associate Degree and completing Bachelor of Arts, which have provided me with a solid educational foundation in communication, analytical thinking, and problem solving skills I believe are essential for thoughtful participation in planning and policy discussions.

My family and I are actively engaged in community service through regular park cleanups and litter removal efforts. These volunteer activities reflect my dedication to maintaining the cleanliness, safety, and natural beauty of our public spaces.

I am particularly interested in serving on the Planning Commission to contribute to the city's long-term vision for sustainable growth, to ensure responsible land use, and to help preserve the unique qualities that make East Bethel an exceptional place to live. Many residents pursue this role for similar reasons to give back to the community, to take part in shaping the city's future, and to bring a balanced perspective to local decision-making.

I would be honored to bring my experience, dedication, and community-minded approach to the Planning Commission. Thank you for your time and consideration. I welcome the opportunity to discuss how I can contribute to the ongoing success of East Bethel.

Respectfully,
Gerald J. Tiah

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



Meeting Date: December 8, 2025

Agenda Item Number: 7.0 A.1

Request: Consider variances for front yard and side yard setbacks at 19511 East Front Boulevard NE (PIN# 25-33-23-12-0003) (City file 25-033).

Review Deadline: December 13, 2025

Background/Context

On October 27, 2025 the City received a complete variance application from Joseph and Sheri Belchak to allow for the construction of a 1,250 square foot attached garage to be located 19 feet 8.4 inches from the front property line and 5 feet 8.4 inches from the side property line on property at 19511 East Front Boulevard NE (PIN# 25-33-23-12-0003). To approve the garage as proposed, two variances are required from Appendix A Section 51(7)B of the City Code which establishes setback requirements for structures within the Coon Lake Residential Zoning District.

This attached garage would replace an existing detached garage. The existing garage has a front yard setback of 27 feet and a side yard setback of 5 feet 8.4 inches. The new garage will expand the area of the existing garage that is 5 feet 8.4 inches from the side yard property line, thus requiring a variance to expand the area of the existing structure which is non-conforming.

This property is 0.32 acres. It is guided Coon Lake and zoned CL – Coon Lake Residential in the Shoreland Overlay District. The properties to the north, south, and west are guided and zoned the same. This property borders the shoreline of Coon Lake to the east.

This request is for two variances:

- A. A variance from Section 51 Subd. 7B of the Zoning Ordinance to allow a front yard setback of 19 feet 8.4 inches where a setback of 25 feet is required.
- B. A variance from Section 51 Subd. 7B of the Zoning Ordinance to allow a side yard setback of 5 feet 8.4 inches where a setback of 7 feet is required.

Both variances would be necessary for the applicant to construct the garage as proposed. One variance may be approved without the approval of the other. If only the first variance is approved, the applicant will be required to reduce the depth of the proposed garage to bring it into conformity with the 25-foot front yard setback requirement. If only the second variance is approved, the applicant will be required to reduce the width of the proposed garage to bring it into conformity with the 7-foot side yard setback requirement. Each variance shall be considered separately.

Planning Commission Review

The Planning Commission reviewed this item and held a public hearing at the November 25, 2025 Planning Commission meeting. The owner of the property to the north of the subject property provided a public comment in support of both variance requests. A written public comment from a property owner in the

neighborhood was also received in support of both variance requests. This comment is attached. After discussion, the Planning Commission voted 4-0 to recommend approval of both variance requests. The Planning Commission agreed with the findings of fact provided by staff for the side yard variance and provided findings of fact for the front yard variance.

Analysis

The City's discretion in approving or denying a variance is limited to whether the proposal meets the standards set in the Zoning Ordinance for a variance. The City has a high level of discretion with a Variance because the burden of proof is on the applicant to show that the variance standards have been met. The applicants have submitted a survey, building plans, and narrative detailing the requests.

Section 1-9 of the Zoning Ordinance defines accessory structure as "Any building or improvement clearly subordinate to a principal use such as garages, sheds, or storage buildings located on the same parcel as the principal structure, including detached and attached buildings". Accessory structures are a permitted accessory use in the CL zoning district. The proposed 1,250 square foot garage complies with the square footage guidelines established in Section 14-4 of the Zoning Ordinance for properties less than 0.5 acres, as the first 1,000 square feet of the garage do not count towards the accessory structure square footage total. Additionally, an impervious surface variance is not required because the applicant is reducing the amount of impervious surface on the property by reducing the width of the driveway and concrete on the south side of the home, therefore reducing the non-conformity.

Section 4-10 of the Zoning Ordinance establishes standards for review of a variance request. Consideration of a variance requires the following three-factor test for practical difficulties. Economic considerations alone do not constitute a practical difficulty. A request must meet all three standards for the variance to be granted:

1. **Reasonableness.** *The property owner proposes to use the property in a reasonable manner not permitted by an official control.*
 - A. The applicant is proposing to construct a 25 x 50-foot (1,250 square foot) attached garage on a 0.32 on a property zoned CL – Coon Lake Residential. An accessory structure is a permitted accessory use within the Coon Lake Residential zoning district. The applicant is proposing to locate the front of the garage 19 feet 8.4 inches from the front property line along E Front Boulevard. The applicant is proposing an encroachment of 5 feet 3.6 inches on the front property line setback requirement of 25 feet. To comply with the minimum front setback requirement, the applicant could reduce the length of the garage to 44 feet 8.4 inches, totaling 1117.5 square feet. The minimum garage size established in Section 22-7(B) of the Zoning Ordinance is 24 x 24 feet (576 square feet). The applicant's narrative argues that he is seeking the 50-foot garage length because a three-stall garage is not feasible on the property, and the 50-foot depth would allow for the storage of items behind two vehicles.

The City Council may find that the construction of a garage with a front yard setback encroachment of 5 feet 3.6 inches on the front property line is a reasonable use of the property because the proposed size of the garage allows the property owner to use the garage for storage and reduces the need for exterior storage on the property, and the proposed setback distance maintains enough land in front of the home for landscaping and utilities.

The City Council may find that the construction of a garage with a front yard setback encroachment of 5 feet 3.6 inches on the front property line is not reasonable because the applicant could reduce the length of the garage by 5 feet 3.6 inches to bring the

structure into conformity with the required front yard setback while still maintaining a garage length that well exceeds the minimum garage length and overall size which well exceeds the minimum garage side requirement established within the Code.

- B. The applicant is proposing to locate the south side of the garage 5 feet 8.4 inches from the side property line. The southeast corner of the applicant's existing garage is located 5 feet 8.4 inches from the side property line, with the wall angling to the northwest, away from the property line. The applicant is proposing an encroachment of 1 foot 3.6 inches on the side property line setback requirement of 7 feet for the entire southern wall of the garage. The variance is required because the proposed garage expands the non-conformity to the entire southern side wall. The applicant is seeking to straighten the garage's sidewall by making the entire wall run parallel to the south property line. The required minimum width of the garage is 24 feet, with the applicant proposing a garage width of 25 feet. The applicant's septic area is located 13 feet 2.4 inches to the north of the proposed garage, with the required setback from the septic tank being 10 feet. The applicant is limited in his ability to reduce the width of the garage due to the required garage width of 24 feet or locate the garage further north due to the risk of encroaching on the septic area.

The City Council may find that the construction of a garage with a side yard setback encroachment of 1 foot 3.6 inches is reasonable because the applicant is limited in his ability to reduce the width of the garage due to the required garage width of 24 feet, and the location of the septic site to the north limits the ability for the garage to be located further to the north. The applicant's existing garage is also a legal non-conforming structure, and the proposed setback, though an expansion of the area being encroached upon, is in-line with the existing setback of the structure.

The City Council may find that the construction of a garage with a side yard setback encroachment of 1 foot 3.6 inches is not reasonable. If the Council finds this encroachment is not reasonable, the Council shall determine facts to support this finding.

2. **Uniqueness.** *The plight of the landowner is due to circumstances unique to the property not created by the landowner. The uniqueness generally relates to the physical characteristics of the particular property.*

- A. The applicant's property is approximately 176 feet in length. The applicant is proposing to build the attached garage in front of the home is located 69 feet 8.4 inches from the front property line. The presence of the existing home and depth of the lot limit the buildable area in the front of the home. However, staff finds that the applicant could construct a garage with a length of 44 feet 8.4 inches without encroaching on the front setback requirement. There are no unique physical characteristics of the property which require the construction of a garage 19 feet 8.4 inches from the front property line along E Front Boulevard

The City Council may find that there are unique characteristics of the property which justify a front yard setback encroachment of 5 feet 3.6 inches on the front property line for the construction of a new garage because the location of the septic system on the property limits the area for the garage to be expanded to the north or south.

The City Council may find that there are no unique characteristics on the property which justify a front yard setback encroachment of 5 feet 3.6 inches on the front property line

for the construction of a new garage, as the property owner could reduce the length of the garage by 5 feet 3.6 inches to comply with the front setback requirement while still exceeding the minimum garage size requirement within the Code.

- B. The applicant's property is approximately 74 feet in width. The applicant is proposing to build the attached garage on the southern half of the parcel with a setback of 5 feet 8.4 inches from the southern property line. The property's septic area is located 13 feet 2.4 inches to the north of the proposed garage. The width of the proposed garage is 25 feet, one foot wider than the minimum garage width of 24 feet established in Section 22-7(B) of the Zoning Ordinance. The applicant is limited in his ability to construct a garage that meets the minimum garage width standard and complies with the property line and septic setbacks.

The City Council may find that the width of the lot and location of the existing septic area are unique characteristics that limit the applicant's ability to construct a garage that meets the width required by the Zoning Ordinance and justifies a side yard setback encroachment of 1 foot 3.6 inches.

The City Council may find that there are no unique characteristics that justify a side yard setback encroachment of 1 foot 3.6 inches. If the City Council finds this encroachment is not justified due to the lack of unique characteristics on the property, the Council shall determine facts to support this finding.

- 3. **Character.** *A variance would not alter the essential character of the neighborhood. This factor is used to consider whether the resulting structure or improvement will be out of scale, out of place, or otherwise inconsistent with the surrounding area.*

- A. Several of the properties on east side of East Front Boulevard have garages which encroach on the required 25-foot setback for properties in the Shoreland Overlay District of the Coon Lake Residential Zoning District. Of the nearest 10 properties on the east side of East Front Boulevard, 6 of the properties have garages located within 25 feet of the front property line, including the property to the north of the subject property which has a front yard setback of approximately 20 feet 4 inches. Several of these structures received variances or exist as legal non-conforming structures. These structures vary widely in the front yard setback distances, ranging approximately 20 feet 4 inches to approximately 1 foot 7 inches from the front property line. However, only one of these 6 garages is of a comparable length to the proposed garage.

The City Council may find that a front yard setback of 19 feet 8.4 inches will not be out of scale, out of place, or otherwise inconsistent with the character of the neighborhood because several of the surrounding properties have garages located within the 25-foot front yard setback required by the Zoning Ordinance.

The City Council may find that a front yard setback of 19 feet 8.4 inches will be out of scale, out of place, or otherwise inconsistent with the character of the neighborhood because the proposed garage has a significantly longer length than all but one of the surrounding garages that encroach on the front yard setback.

- B. Several of the properties on the east side of East Front Boulevard encroach on or nearly encroach on the required side yard setback of 7 feet for properties in the Coon Lake Residential Zoning District. The narrow lots and proximity to the lakeshore on these parcels

limit the buildable area when accounting for the required front yard, side yard, shoreline, and septic setbacks. Many of the structures within this neighborhood have sought variances or exist as non-conforming structures.

The City Council may find that a side yard setback of 5 feet 8.4 inches will not be out of scale, out of place, or otherwise inconsistent with the character of the neighborhood because several of the surrounding properties have similar structure setbacks due to the narrowness of the lots and required septic setbacks.

The City Council may find that a side yard setback of 5 feet 8.4 inches will be out of scale, out of place, or otherwise inconsistent with the character of the neighborhood. If the Council finds this encroachment does impact neighborhood character, the Council shall determine facts to support this finding.

Summary

To grant a variance, the applicant must demonstrate that the request meets all three of the tests for “practical difficulties” including reasonable use of the land, uniqueness of the land that is out of the control of the owner, and that the request would not alter the existing character of the neighborhood. The City Council should evaluate the requests individually based on the application material, contents of the staff report, testimony from the public hearing, recommendations of the Planning Commission, and discussion. If the City Council finds one or more of the tests are not met for one of the variances, they must recommend denial of the variance. The City Council may approve one, both, or none of the variances.

Findings of fact for both approval and denial of each variance request has been included in the staff report. If the Council votes to deny the side yard variance, the Council shall determine findings of fact for denial.

City Council Recommendation

Move to adopt the Resolution approving the front yard variance and side yard variance for the construction of an attached garage at 19511 East Front Boulevard (PIN #25-33-23-12-0003), as recommended by the Planning Commission.

Attachments:

1. Resolution of Approval
2. Resolution of Denial
3. Location Map
4. Site Survey dated October 27, 2025
5. Building Plans dated October 14, 2025
6. Practical Difficulties Statement by Applicant dated October 14, 2025
7. Written Public Comment of Support dated November 25, 2025

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

RESOLUTION NO. 2025-74

A RESOLUTION **GRANTING** VARIANCES FROM APPENDIX A (ZONING) SECTION 51-7B OF THE CITY CODE FOR THE CONSTRUCTION OF AN ATTACHED GARAGE 19 FEET 8.4 INCHES FROM THE FRONT PROPERTY LINE AND 5 FEET 8.4 INCHES FROM THE SOUTH SIDE PROPERTY LINE ON PROPERTY LOCATED AT 19511 E FRONT BOULEVARD NE (PIN: 25-33-23-12-0003) LEGALLY DESCRIBED AS:

That part of Lot 2, AUDITOR'S SUBDIVISION NO. 123, Anoka County, Minnesota, described as follows:

Commencing at a point on the west line of said lot 75.83 feet North from the Southwest corner thereof, as measured along said West line and continuing thence North 74.74 feet; thence East and parallel with the South line of said Lot 2 to the shoreline of Coon Lake; thence southerly along said shoreline of said Coon lake to an intersection with a line extended East and parallel with said South line from the point of beginning; thence West and parallel with said South line to said point of beginning.

WHEREAS, the applicants, Joseph and Sheri Belchak, requested a variance to construct an attached garage 19 feet 8.4 inches from the front property line where a 25-foot setback is required, and;

WHEREAS, the applicants requested a variance to construct an attached garage 5 feet 8.4 inches from the southern side property line where a 7-foot setback is required, and;

WHEREAS, the Planning Commission held a public hearing on November 25, 2025 and recommended approval, and;

WHEREAS, the City finds the request for the front yard variance:

1. Is a reasonable request:
 - The proposed size of the garage allows for the applicant to use the garage for storage and reduces the need for exterior storage on the property
 - The proposed setback distance maintains enough land in front of the home for utilities and landscaping.
2. Is due to circumstances unique to the property, not caused by the landowner;
 - The location of the existing septic system, home, and southern property line limit the applicant's ability to increase the size of the garage in any other direction.
3. Will not have a negative effect on the character of the neighborhood;
 - Several of the properties to the north and south of the subject property have garages located within the required 25-foot front yard setback due to positioning of the principal structures per the required shoreland setback of 75 feet on lots abutting Coon Lake.

WHEREAS, the City finds the request for the side yard variance:

1. Is a reasonable request:
 - The applicant is limited in his ability to reduce the width of the garage due to the required garage width of 24 feet per Appendix A Section 22-7B of the City Code.
 - A portion of the applicant's existing garage is located 5 feet 8.4 inches from the southern side property line, the same distance as the proposed setback for the entire southern wall of the proposed structure.
2. Is due to circumstances unique to the property, not caused by the landowner;
 - The applicant's property is approximately 74 feet in width with an existing septic site located 13 feet 2.4 inches north of the garage area. The applicant is limited in their ability to reduce the width of the garage due to Ordinance standards or locate the garage further north due to the required septic setback.
3. Will not have a negative effect on the character of the neighborhood;
 - Several of the properties to the north and south of the subject property have structures located within the required 7-foot side yard setback due to the narrow width of the lots within the neighborhood.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves variances from Appendix A (Zoning) Section 51-7b of the City Code for the construction of an attached garage 19 feet 8.4 inches from the front property line and 5 feet 8.4 inches from the southern side property line on property located at 19511 E Front Boulevard NE, subject to the following conditions:

1. A variance is approved for the construction of an attached garage 19 feet 8.4 inches from the front property line on property located at 19511 E Front Boulevard NE, in accordance with the application received by the City on October 14, 2025 and survey received on October 27, 2025 except as amended by this resolution.
2. A variance is approved for construction of an attached garage 5 feet 8.4 inches from the southern side property line on property located at 19511 E Front Boulevard NE, in accordance with the application received by the City on October 14, 2025 and survey received on October 27, 2025 except as amended by this resolution.
3. The applicant must obtain all required building permits from the City prior to construction of the proposed structure.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

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

RESOLUTION NO. 2025-74

A RESOLUTION **DENYING** VARIANCES FROM APPENDIX A (ZONING) SECTION 51-7B OF THE CITY CODE FOR THE CONSTRUCTION OF AN ATTACHED GARAGE 19 FEET 8.4 INCHES FROM THE FRONT PROPERTY LINE AND 5 FEET 8.4 INCHES FROM THE SOUTH SIDE PROPERTY LINE ON PROPERTY LOCATED AT 19511 E FRONT BOULEVARD NE (PIN: 25-33-23-12-0003) LEGALLY DESCRIBED AS:

That part of Lot 2, AUDITOR'S SUBDIVISION NO. 123, Anoka County, Minnesota, described as follows:

Commencing at a point on the west line of said lot 75.83 feet North from the Southwest corner thereof, as measured along said West line and continuing thence North 74.74 feet; thence East and parallel with the South line of said Lot 2 to the shoreline of Coon Lake; thence southerly along said shoreline of said Coon lake to an intersection with a line extended East and parallel with said South line from the point of beginning; thence West and parallel with said South line to said point of beginning.

WHEREAS, the applicants, Joseph and Sheri Belchak, requested a variance to construct an attached garage 19 feet 8.4 inches from the front property line where a 25-foot setback is required, and;

WHEREAS, the applicants requested a variance to construct an attached garage 5 feet 8.4 inches from the southern side property line where a 7-foot setback is required, and;

WHEREAS, the Planning Commission held a public hearing on November 25, 2025 and recommended approval, and;

WHEREAS, the City finds the request for the front yard variance:

1. Is not a reasonable request:
 - The applicant could reduce the size of the proposed garage by 5 feet 3.6 inches to comply with the required front yard setback while still exceeding the minimum required garage size and depth established in Section 22-7B of the Zoning Ordinance.
2. Is not due to circumstances unique to the property, not caused by the landowner;
 - The applicant's home is located 69 feet 8.4 inches from the front property line. When accounting for the required front yard setback of 25-feet, the applicant still has a buildable area with a depth of 44 feet 8.4 inches in front of the home to construct a garage that still exceeds the minimum garage size required by City Code.

3. Will have a negative effect on the character of the neighborhood;
 - The depth of the proposed structure is significantly longer than that of the garages on all but one of the surrounding properties.

WHEREAS, the City finds the request for the side yard variance:

1. Is not a reasonable request:
 - **City Council to determine findings of fact for denial of the side yard setback variance.**
2. Is not due to circumstances unique to the property, not caused by the landowner;
 - **City Council to determine findings of fact for denial of the side yard setback variance.**
3. Will have a negative effect on the character of the neighborhood;
 - **City Council to determine findings of fact for denial of the side yard setback variance.**

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby denies a variances from Appendix A (Zoning) Section 51-7b of the City Code for the construction of an attached garage 19 feet 8.4 inches from the front property line and 5 feet 8.4 inches from the southern side property line on property located at 19511 E Front Boulevard NE, based on the findings in this resolution.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

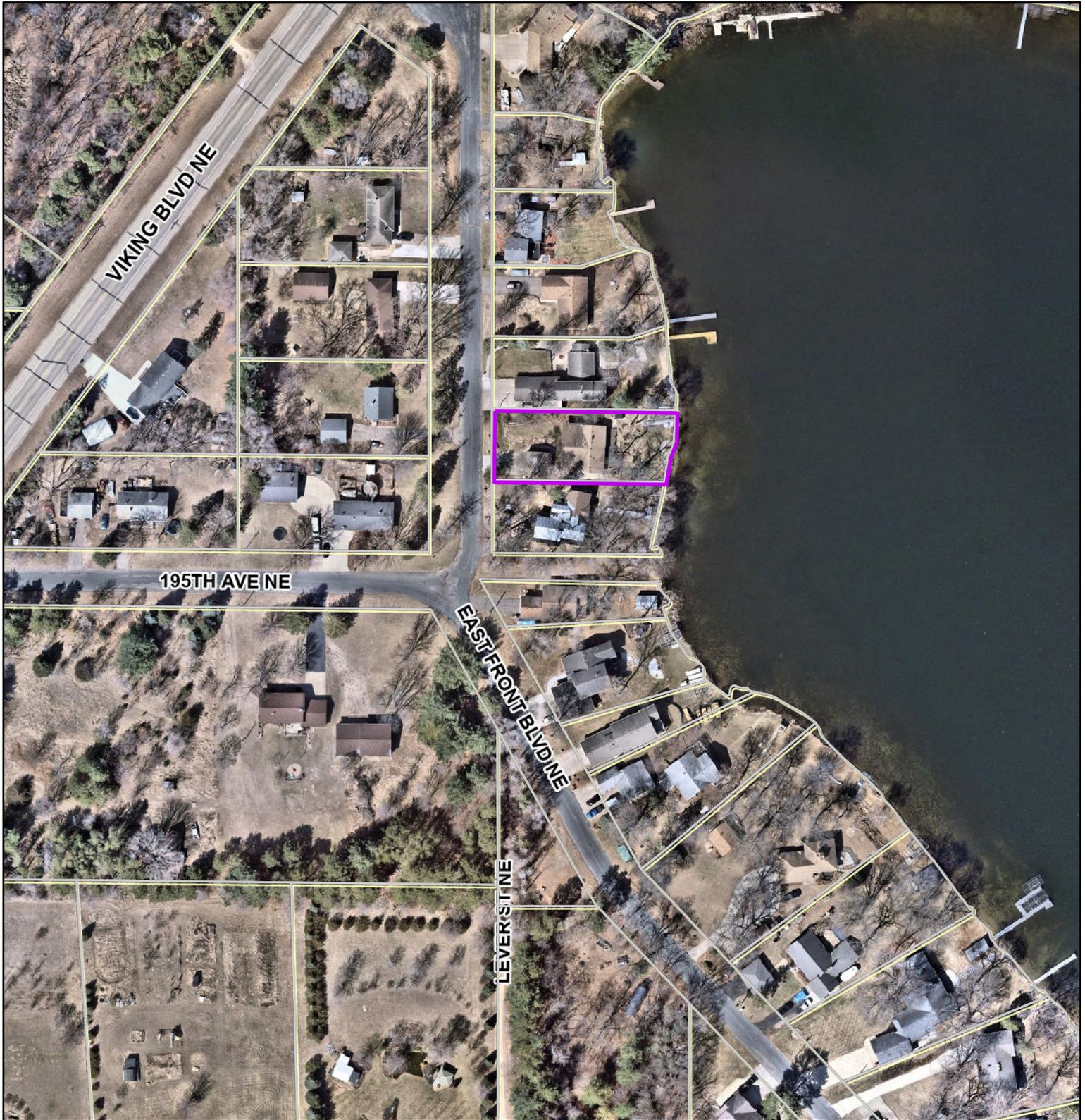
CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

19511 East Front Blvd NE



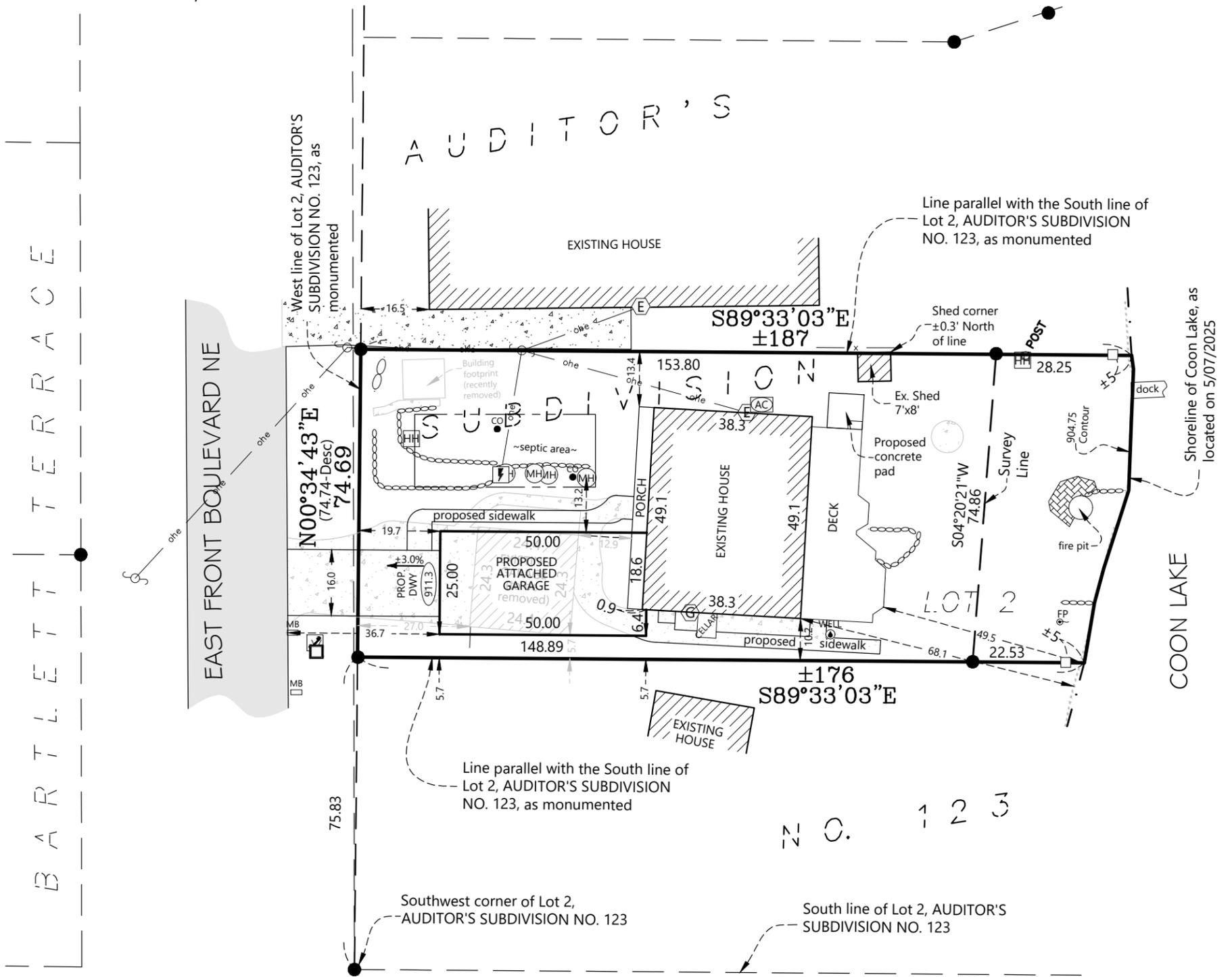
-  Parcels
-  City Mask

1 inch equals 200 feet



CERTIFICATE OF SURVEY

FOR: JOE BELCHAK
 OF: 19511 EAST FRONT BOULEVARD NE,
 EAST BETHEL, MINNESOTA



PARCEL DESCRIPTION:

(Anoka County Tax Records)

That part of Lot 2, AUDITOR'S SUBDIVISION NO. 123, Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Lot 75.83 feet North from the Southwest corner thereof, as measured along said West line and continuing thence North 74.74 feet; thence East and parallel with the South line of said Lot 2 to the shoreline of Coon Lake; thence southerly along said shoreline of said Coon Lake to an intersection with a line extended East and parallel with said South line from the point of beginning; thence West and parallel with said South line to said point of beginning.

NOTES:

- The fieldwork was completed by Northwind Land Surveying, LLC on 5/07/2025.
- Parcel Identification No. 25-33-23-12-0003
- Bearings shown hereon are in reference to the Anoka County Coordinate System.
- This survey was prepared without the benefit of a title commitment. The surveyed parcel may be subject to additional easements, covenants, restrictions or matters other than those shown hereon. This survey is subject to revision upon receipt and review of a title commitment.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Signed: Northwind Land Surveying, LLC

By: *Kevin C. McCain*

Kevin C. McCain, Lic. No. 58542

Date: 5/20/2025



**NORTHWIND
 LAND SURVEYING, LLC**

11876 EVERGREEN CIRCLE NW
 COON RAPIDS, MN 55448
 TEL 612-718-1698
 WWW.NORTHWINDLS.COM

LEGEND

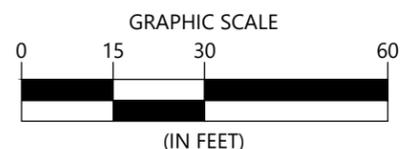
- Denotes Found Iron Monument
- Denotes Set Metal Spike
- Denotes Cleanout
- ⊕ Denotes Power Pole
- ⊗ Denotes Gas Meter
- ⊙ Denotes Electric Meter
- ⊕ Denotes Well
- ⊕ Denotes Mailbox
- ⊕ Denotes Flag Pole
- ⊕ Denotes TV Box
- ⊕ Denotes Electric Box
- ⊕ Denotes Telephone Box
- ⊕ Denotes Handhole
- ⊕ Denotes Air Conditioner
- ⊕ Denotes Septic Manhole
- ⊕ Denotes Bituminous Surface
- ⊕ Denotes Concrete Surface
- ⊕ Denotes Concrete To Be Removed
- ⊕ Denotes Paver Surface
- ohe Denotes Overhead Utility Line
- ⊕ Denotes Retaining Wall
- x Denotes Existing Fence
- x 900.0 Denotes Proposed Elevation
- Denotes Direction of Drainage

EXISTING IMPERVIOUS SURFACE

Total Lot Area (to ordinary high water)	±13,659 sq.ft.
House, Cellar Door, and Porch Area	±2,087 sq.ft.
Garage Area	±593 sq.ft.
Shed Area	±54 sq.ft.
Concrete Area	±1,453 sq.ft.
Paver Area	±66 sq.ft.
Total Impervious	±4,253 sq.ft.
Percent Impervious	±31.1%

PROPOSED IMPERVIOUS SURFACE

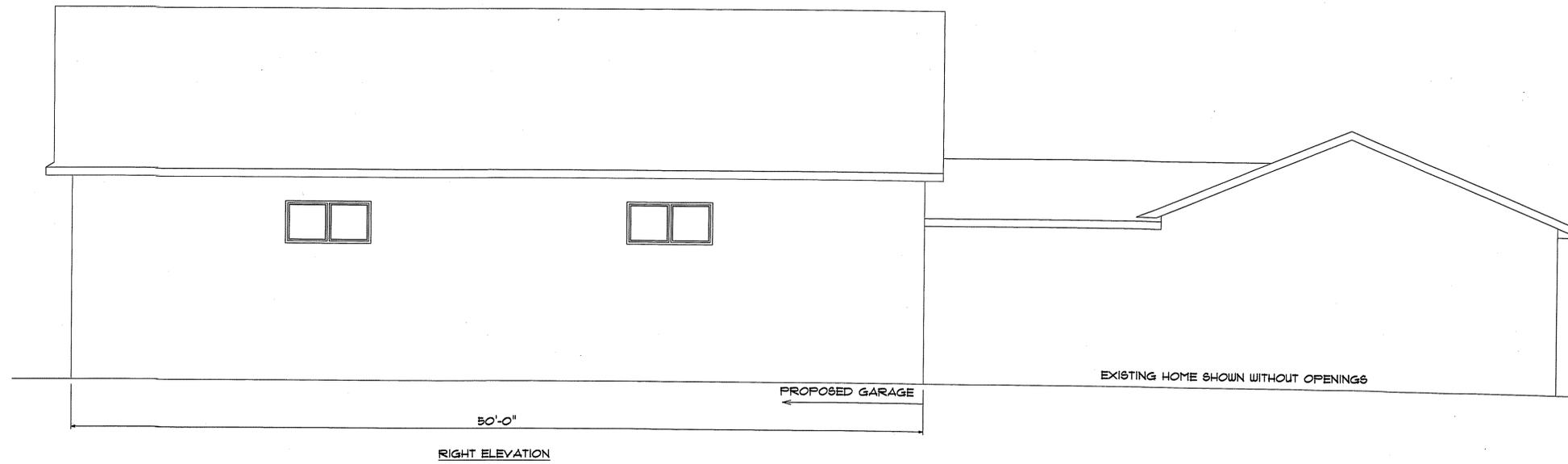
Total Lot Area (to ordinary high water)	±13,659 sq.ft.
Existing House, Cellar Door, and Porch Area	±2,019 sq.ft.
Existing Shed	±54 sq.ft.
Proposed Garage Area	±1,241 sq.ft.
Proposed Driveway Area (to right of way line)	±316 sq.ft.
Proposed Concrete Pad	±72 sq.ft.
Proposed Sidewalk	±445 sq.ft.
Existing Paver Area	±66 sq.ft.
Total Impervious	±4,213 sq.ft.
Percent Impervious	±30.8%



BENCHMARK

Anoka County Benchmark No. 2042
 Elevation: 907.54 Ft. (NGVD 29)

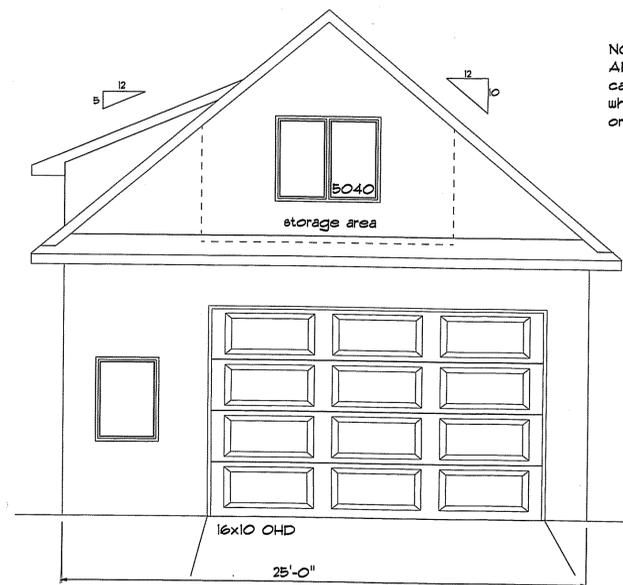
Date	Revision	By
6/02/25	Per City Comment	KCM
8/15/25	Per Client Comments	KCM
8/22/25	Proposed garage, driveway, sidewalk, impervious surface chart	KCM
9/29/25	New garage plans, update impervious surface chart	KCM
10/27/25	Revise impervious surface chart	KCM



NOTE:
 roof pitch 8:12 W'
 1'-6" soffite
 1'-0" O.H. gable ends
 verify siding scene

NOTE:
 contractor to verify all notes,
 conditions, and dimensions, and
 be responsible for the same.

Belchak

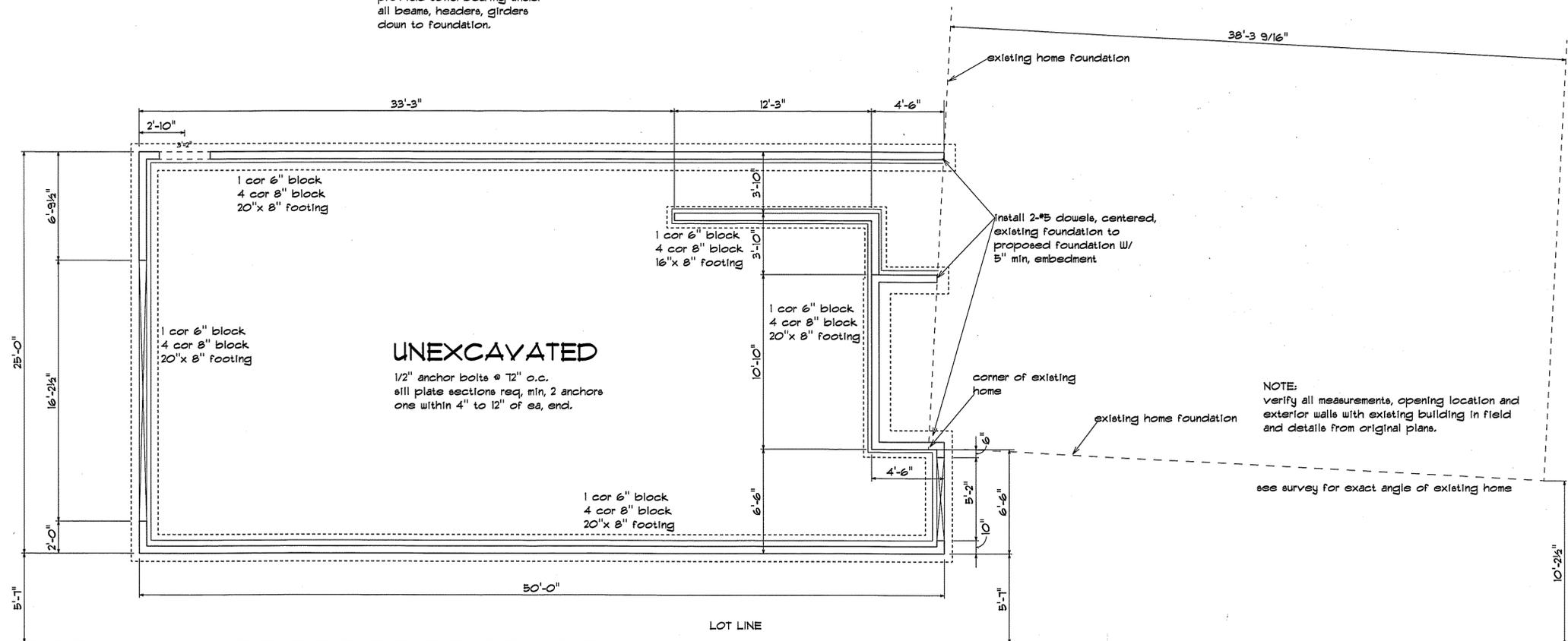


NOTE:
 All openings to exterior must be
 caulked & flashed, Flashing is req.
 where all roof & vertical surfaces meet
 or where siding material changes.

Due to various site conditions
 of individual lots, the grade lines
 represented by this print are for
 illustrative purposes only.
 They do not reflect actual
 finished grade

FRONT ELEVATION proposed
 preliminary

NOTE:
provide solid bearing under
all beams, headers, girders
down to foundation.

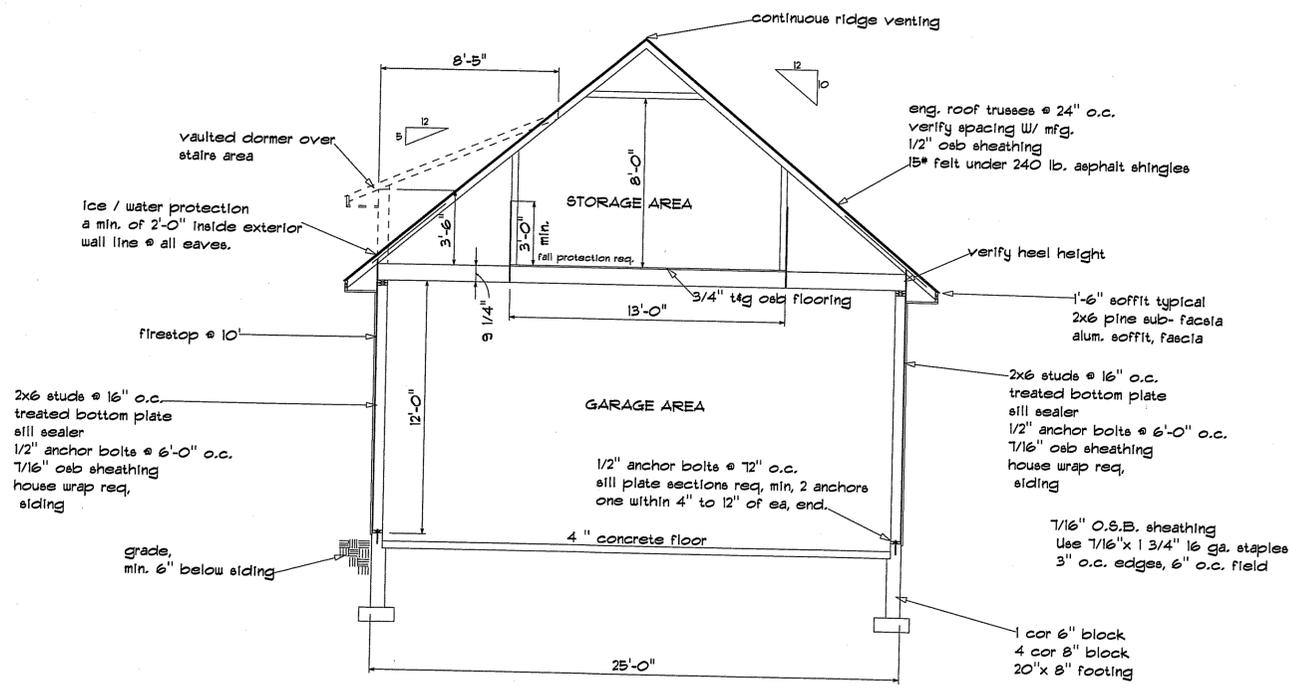
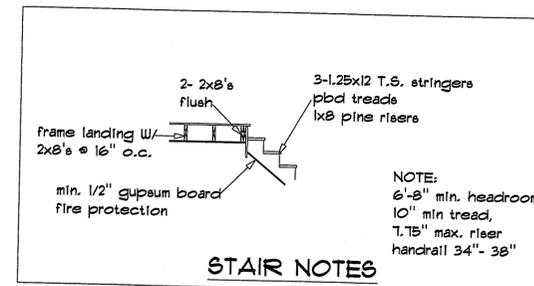


NOTE:
verify all measurements, opening location and
exterior walls with existing building in field
and details from original plans.

NOTE:
contractor to verify all notes,
conditions, and dimensions, and
be responsible for the same.

Belchak

FOUNDATION PLAN proposed
preliminary



SECTION
 preliminary

Belchak

Hardship Variance Request Letter

Joe Belchak
19511 East Front Boulevard
East Bethel, MN 55092
(763) 548-4039
joughblough@icloud.com

October 14th, 2025

City of East Bethel Planning Commission
2241 221st Avenue
East Bethel, MN 55011

Subject: Hardship Variance Request for Front Setback at 19511 East Front Boulevard East Bethel, MN 55092

Dear Members of the East Bethel Planning Commission,

This letter is a formal request for a hardship variance to reduce the front yard setback requirement from the Current Setback Requirement of 25 feet to the Proposed Setback of 20 feet for my property located at **19511 East Front Boulevard**, Tax Parcel ID: **25-33-23-12-003**.

The purpose of this variance is to allow the construction of a **garage addition** attached to the existing principal structure.

Statement of Hardship: Unique Property Conditions

The strict application of the current front setback ordinance creates an undue hardship on my property due to the following unique physical and environmental conditions:

1. **Unique Topography and Property Shape:** My lakeshore property is not distinct from neighboring parcels. The lot's narrow width, combined with the required lakefront setback, creates a severely limited buildable area. The lot is only 74.69 feet wide, and with the location of the homes septic system with allowable setbacks taking up 47' feet of that area the remaining buildable footprint is not practical for any meaningful expansion. We would have a total width for any structure maximized at 28' in width. The width of 28' would not allow for a 3-stall wide garage that would adequately accommodate the storage of 2 automobiles and the amenities common to lake shore properties.
2. **Lakeshore Setback Restrictions:** As a lakeshore property, we are subject to strict environmental regulations governed by the Minnesota Department of Natural Resources and the Coon Creek Water Shed District. The mandatory rear setback from the Ordinary

High-Water Level (OHWL) significantly restricts construction toward the lake, forcing any potential expansion toward the rear of the property.

3. **Existing Non-Conforming Features:** The existing home was built in 1959 under different zoning rules, and its current placement is already non-conforming relative to the modern setback standards. To expand the home in any direction other than the front would require demolishing and rebuilding a significant portion of the house, an unreasonable and unnecessary burden.
4. **No Feasible Alternatives:** All other options for expanding my home have been explored and deemed impractical or impossible due to the combination of setbacks and the location of the septic system. The expansion to the side is prevented by the current allowed 5'7" side yard setback requirements, and the rear is area entirely restricted by the lakeshore rules. The requested variance is the minimum relief necessary to achieve reasonable use of the property.

Addressing Variance Criteria

In accordance with local zoning regulations, I can confirm that this variance request meets the necessary criteria:

- **Hardship is not Self-Created:** The unique shape and topography of the lot, along with the environmental restrictions of the lakeshore, are conditions inherent to the property itself and were not created by me or any previous owner.
- **Minimal Variance Requested:** The requested reduction is the absolute minimum required to complete the proposed structure. The plan maintains as much of the front setback as possible while providing the necessary expansion for reasonable use of the property. We are requesting the set back at just under 20' which is a much greater distance than many of our neighboring properties have. (See attached Anoka County GIS map with neighboring property lot line set backs labeled in feet with bold black numbers.)
- **No Adverse Impact on Public Good:** The proposed structure will not negatively affect neighboring properties or character of the neighborhood. The addition will also be consistent in height and architectural style with the existing home and surrounding properties. Many of the neighboring properties are located inside the allowable front set back, that we are requesting. (See photos of neighboring properties and GIS location map attached)

Conclusion

We are seeking this variance to make a modest, yet essential, improvement to our home that cannot be accomplished under the current setback rules. The unique conditions of our lakeshore

lot present a clear hardship, and the requested variance offers the most practical and aesthetically harmonious solution.

We have included all necessary documentation, including a site plan and architectural drawings. We are also happy to provide letters of support from our neighbors if required. We respectfully request that the Board consider our application favorably and grant the requested variance.

Thank you for your time and consideration.

Sincerely, *Joe Belchak*

Joe Belchak

Parcel Layer: 19511 EAST FRONT BLVD NE

[Tax Link](#)

Property ID: 25-33-23-12-0003

Address: 19511 EAST FRONT BLVD NE

City: EAST BETHEL

State: MN

Zip Code: 55092

Plat Name: AUD SUB NO 123

Estimated Acres: 0.32

Commissioner: JULIE BRAASTAD

Watershed District: SUNRISE RIVER WMO

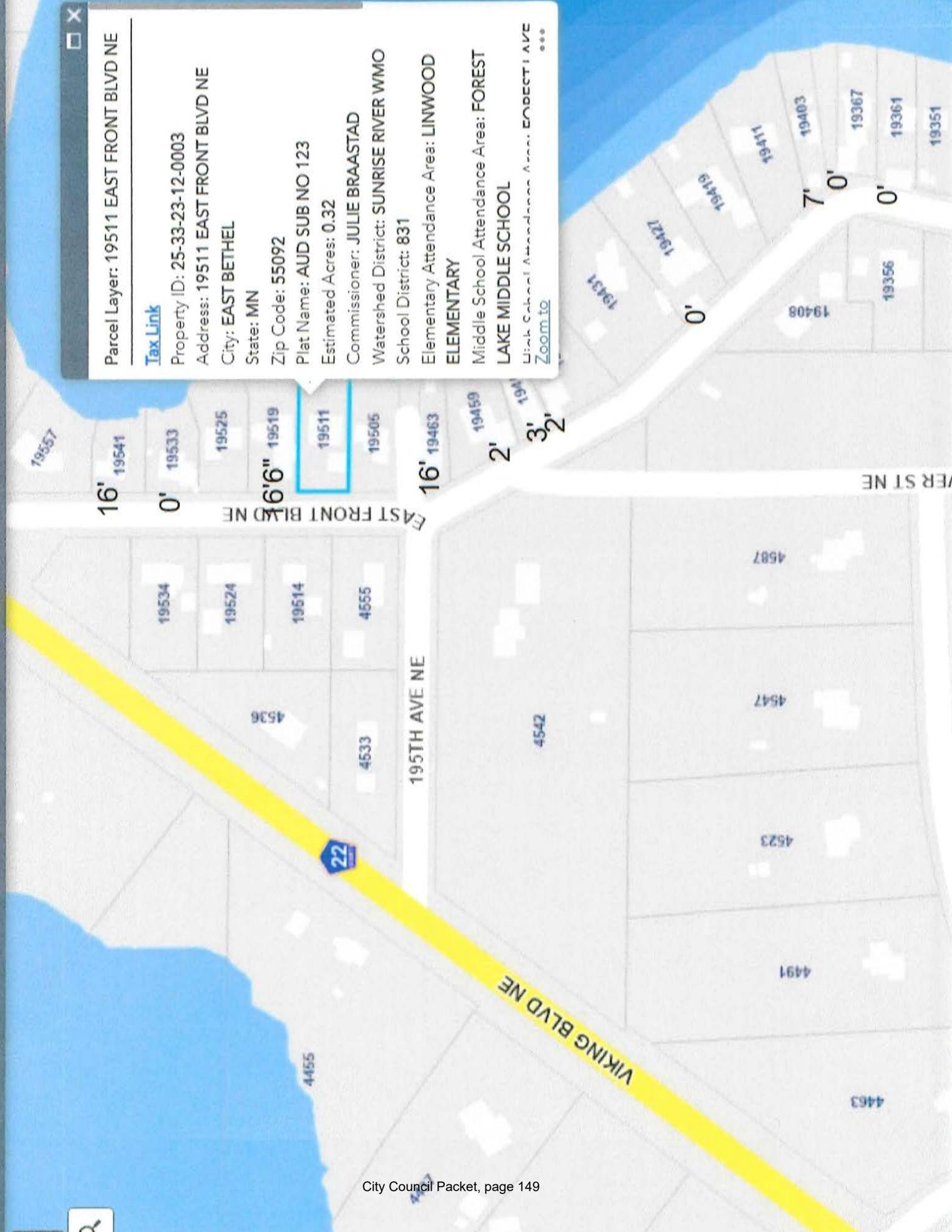
School District: 831

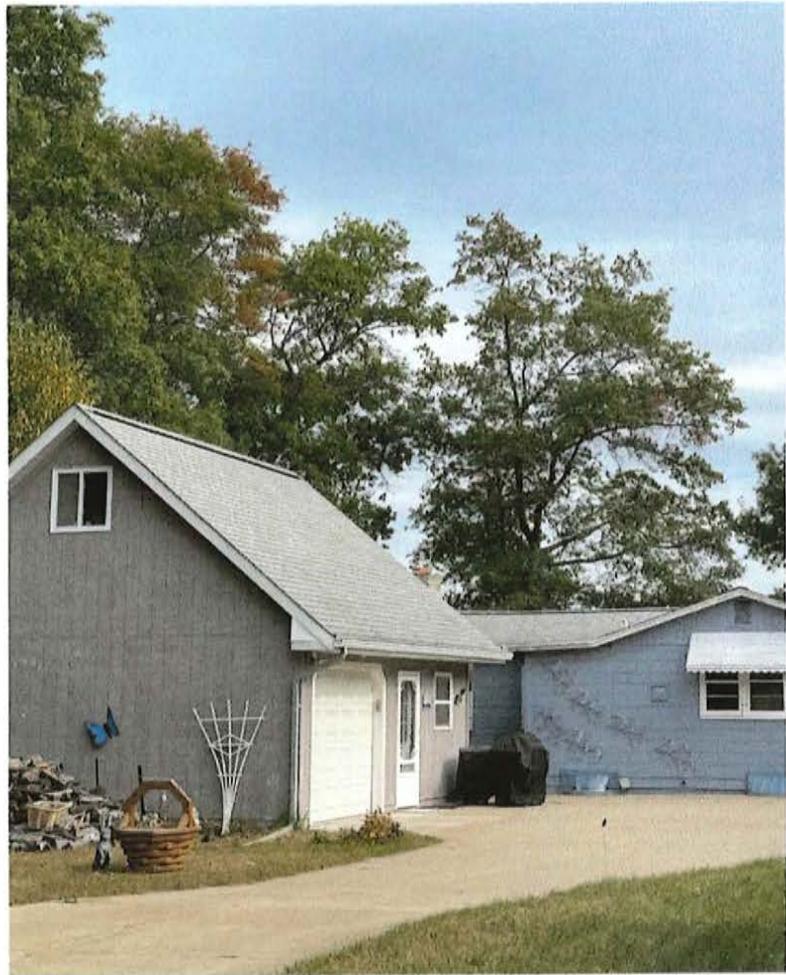
Elementary Attendance Area: LINWOOD
ELEMENTARY

Middle School Attendance Area: FOREST
LAKE MIDDLE SCHOOL

[Link School Attendance Area: FOREST I AVE](#)

[Zoom to](#)





H

November 25, 2025

Grace Gerard - East Bethel City Planner
2241 221st Avenue Northeast
East Bethel MN 55011

Dear Ms. Gerard and Planning Commission,

We are writing this letter in full support of allowing a front yard setback of 19.7 feet and a side yard setback of 5.7 feet for an attached garage on a property located at 19511 East Front Boulevard NE.
PID#25-33-23-12-003

Sincerely yours,

Jesse and Jacki Harren
19541 East Front Boulevard Northeast
East Bethel Minnesota 55092

Phone: [REDACTED]

Email: [REDACTED]

[REDACTED]

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



Meeting Date: December 8, 2025

Agenda Item Number: 7.0 A.2

Request: Consider a Conditional Use Permit (CUP) for a Lower-Potency Hemp Edible Retailer located at 18429 Highway 65 NE (City file 25-034).

Review Deadline: December 27, 2025

Background/Context

On October 28, 2025, staff received a complete application from Ramadan Hussein for a CUP to allow the operation of a lower-potency hemp edible retailer located at The Smoke Saloon, 18429 Highway 65 NE (PIN #32-33-23-42-0008). City Code Appendix A, Section 1-9 defines lower-potency hemp edible (LPHE) retailer as: "A hemp business that sells lower-potency hemp edibles to customers, including on-site consumption, pursuant to Minn. Stats. § 342-46".

The applicant is proposing to operate a LPHE retailer out of the Smoke Saloon, an existing business which holds a Cannabis Edibles License from the City of East Bethel. This license will expire on December 31, 2025. During the 2025 legislative session, Minn. Stats. § 342-46 was established to require all cannabis and LPHE licensing to be performed by the Office of Cannabis Management (OCM) instead of the local government unit (LGU). To obtain a license from the OCM, the LGU must verify that the business complies with the local Zoning Ordinance. City Ordinance 2024-05 established Lower Potency Hemp Edible Retailer as a Conditional Use within the B-3 Zoning District. To obtain a LPHE license from the OCM, the business must first receive a CUP to allow the proposed use on the property.

This property is guided Commercial and zoned B-3 – Highway Commercial. The properties to the north and south are guided and zoned the same. The properties to the east are guided Mixed Use and zoned MXU – Mixed Use. Highway 65 borders the western side of the property. Per City Code Appendix A, Section 47, "Lower-Potency Hemp Edible Retailer" requires a CUP within the B-3 – Highway Commercial Zoning District.

Planning Commission Review

The Planning Commission reviewed this item and held a public hearing at the November 25, 2025 Planning Commission meeting. A public comment was received during this public hearing regarding the City's cannabis and hemp Ordinance and the Ordinance's requirement for buffer distances between cannabis businesses, but the comment was not specific or relevant to this item, as this is a hemp business and not a cannabis business. No other public comments were received. The applicant was present to speak about this item. The Planning Commission voted 4-0 to recommend approval of the CUP for a cannabis microbusiness with conditions recommended by staff.

Analysis

When reviewing a Conditional Use Permit, the City's discretion is limited to whether the CUP meets the standards outlined in the Appendix A Section 4-9(D) of the City Code. If it does, the City must approve the CUP.

"Lower-Potency Hemp Edible Retailer" is a conditional use within the B-3 Zoning District. According to the Office of Cannabis Management, "Lower-potency hemp edible retailers can sell packaged lower-potency hemp edibles to consumers aged 21 years of age and older. Lower-potency hemp edible retailers may deliver lower-potency hemp edibles to consumers 21 years of age and older with applicable endorsement". Minn. Stats. §

342-46 Subd. 7(3) prohibits LPHE retailers from selling or delivering cannabis flower, cannabis product, or hemp-derived consumer products excluding edible products.

Currently, this business operates as a LPHE retailer under a license issued by the City prior to the changes to cannabis and hemp regulations established during the 2025 legislative session.

The City Council should evaluate the request for compliance with the general CUP ordinance standards in Section 4-9(D) of the Zoning Ordinance:

1) The planning commission shall consider if the proposed use is consistent with the general purpose and intent of this chapter and the comprehensive plan. Its judgment shall be based upon, but not limited to, the following:

a) The impact of the proposed use on the health, safety, and general welfare of the occupants of the surrounding lands;

The CUP will have a limited impact on the health, safety, and general welfare of the occupants of surrounding land. This business currently operates as an LPHE retailer and has previously obtained licensure from the City for the use. The applicant's narrative describes product safety and security, staff training, inventory management, and age verification rules in line with the standards established under Minn. Stats. § 342-46. Review by the Sheriff's Office and East Bethel Fire Department has not highlighted any concerns over the continuation of this use.

To mitigate the impact of the proposed use on the health, safety, and general welfare of the surrounding lands, the business shall operate under the standards for hemp businesses established in Section 30 of the City Zoning Ordinance (Attachment 4). This has been included as a condition of approval. Chapter 18, Article IX of the City Code also requires LPHE retailers to register with the City and pass a compliance check conducted by the City. This has been added as a condition of approval.

b) Existing and anticipated traffic conditions, including parking facilities on adjacent streets and lands;

The applicant is not proposing any alterations to the site with the continuation of this use. The City is unaware of any traffic or parking issues associated with this use under current conditions.

c) The effect of the proposed use on public utilities;

This site is connected to City sewer and water. The continuation of this use is unlikely to cause any new impacts.

d) The effect of the proposed use on property values;

This business currently operates as a LPHE retailer and tobacco retailer. The continuation of this use is unlikely to have significant impacts on the surrounding property values.

e) The effect of the proposed use on the comprehensive plan;

This property is guided Commercial. This is a compatible use within the last use designation.

f) The ability of the proposed use to meet the standards of this chapter;

The applicant is not requesting any variances pertaining to the operation of this site. A CUP would allow this business to continue operations while meeting the standards within the Code for this use within this zoning district.

This business currently has one unpermitted free-standing sign. All unpermitted signage on the property must be removed or attain a sign permit issued by the City within 30 days of the adoption of the resolution authorizing the CUP. This has been added as a condition of approval. This business also has at least one illuminated interior window sign which violate the standards established within Section 30-5 of the Zoning Code regulating signage for cannabis and hemp businesses. This section of Code states, "No products, interior signage, advertisements, or like attention getting items shall be placed or displayed that may be visible from the exterior of the cannabis business or hemp business". All non-permitted interior signage visible from the exterior the building must be removed within 30 days of the adoption of the resolution authorizing the CUP. This has been added as a condition of approval.

g) The results of a market feasibility study, if requested by the city, when the purpose for which the conditional use is being requested relies on a business market for its success;

N/A.

h) The effects of the proposed use on groundwater, surface water, and air quality;

The applicant is not proposing any alterations to the site. This use should not have an impact on groundwater, surface water, or air quality.

i) The proposed use is allowed with a CUP or IUP in the zoning district in which it is proposed; and

Section 47-4 of the Zoning Code lists "Lower-Potency Hemp Edible Retailer" as a conditional use within the B-3 Zoning District.

j) The effect of the proposed use on natural resources.

The applicant is not proposing any alterations to the site, and the continuation of this use should have no impact on natural resources.

Summary

The application for a CUP to allow the operation of a LPHE retailer located at 18429 Highway 65 NE requires a public hearing and review by the Planning Commission and City Council. This business currently operates as a tobacco business and LPHE retailer with a license from the City. Due to Ordinance 2024-05, a CUP is now required for this type of business within the B-3 zoning district. If the proposed use meets the standards established within Section 4-9(D) of the Zoning Ordinance, the City must approve the request. An analysis of the CUP standards has been provided. Any LPHE business which operates on this property will be required to comply with the standards for hemp businesses established in Section 30 of the City Zoning Ordinance along with all local, state, and federal regulations for the operation of this type of business. Approval of a CUP by the City does not guarantee the applicant will be approved for a license by the Office of Cannabis Management.

Staff finds that the application complies with the CUP standards with conditions recommend by staff. Staff has prepared a resolution of approval with conditions recommend by staff. The City Council may establish additional conditions of approval. If the Council votes to deny the CUP Application, a resolution of denial can be prepared by staff for presentation at the next Council meeting.

City Council Recommendation

Move to approve the Conditional Use Permit for a Lower Potency Hemp Edibles retailer located at 18429 Highway 65 NE with conditions recommended by staff, as recommended by the Planning Commission.

Attachments:

1. Resolution of Approval
2. Location Map

3. Narrative Dated October 27, 2025
4. City Code Appendix A, Section 30: Cannabis Business and Hemp Business Operations
5. City Code Chapter 18 Article IX: Registration of Cannabis and Hemp Business

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

RESOLUTION NO. 2025-75

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A LOWER-POTENCY HEMP EDIBLE RETAILER LOCATED ON A PROPERTY LOCATED AT 18429 HIGHWAY 65 NE (PIN 32-33-23-42-0008) LEGALLY DESCRIBED AS:

That part of the Northwest Quarter of Southeast Quarter of Section 32, Township 33 North, Range 23 West, Anoka County, Minnesota described as follows:

Beginning at the South Quarter corner, Section 32, North 4 degrees, 05. minutes, 15 seconds West, 2064.7 feet to a point on North South Quarter line, Section 32, thence Easterly South 89 degrees, 03 minutes, 45 seconds East a distance of 255.8 feet to a point 30 feet East of Westerly right of way line Trunk Highway No. 65, then South on a line parallel and 30 feet East of the Westerly right of way line Trunk Highway No. 65 North 4 degrees, 06 minutes, 30 seconds West a distance of 165 feet to point of beginning, thence South 480 feet, more or less, to centerline of Co. Ditch 28, then South 67 degrees, 26 minutes, 24 seconds East Southeasterly a distance of 112 feet, more or less, along centerline of Co. Ditch 28, thence Northerly a distance of 518 feet, more or less, along centerline Co. Ditch 28, then Westerly South 89 degrees, 03 minutes, 45 seconds East a distance of 241 feet, more or less, to point of beginning.

WHEREAS, Ramadan Hussein, the owner of Route 65 Inc. DBA The Smoke Saloon, with permission from David C Carlson, owner of property PIN 32-33-23-42-0008, has applied for a conditional use permit to operate a Lower-Potency Hemp Edible Retailer on the above described property; and

WHEREAS, the East Bethel Review Committee has reviewed the plans and provided comments; and

WHEREAS, the Planning Commission held a public hearing on November 25, 2025; and

WHEREAS, the Planning Commission finds:

1. This property is zoned (B-3) Highway Commercial and “Lower-Potency Hemp Edible Retailer” is allowed as a Conditional Use within this zoning district.
2. The business currently operates as a Lower-Potency Hemp Edible Retailer on this property and holds a license issued by the City of East Bethel, expiring December 31, 2025.
3. The application submitted on October 28, 2025 complies with the general Conditional Use Permit (CUP) standards in Section 4, Subd. 9. (D) of the Zoning Ordinance, as outlined in the November 25, 2025 Planning Commission report, except as amended below.

WHEREAS, the Planning Commission recommends approval of the Conditional Use Permit to the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the conditional use permit for the property located at PIN 32-33-23-42-0008, subject to the following conditions:

1. A Conditional Use Permit is granted to allow the operation of a Lower-Potency Hemp Edible Retailer at 18429 Highway 65 NE in accordance with the application materials submitted on October 28, 2025.
2. The Lower-Potency Hemp Edible Retailer shall comply with the standards for the operation of a hemp business established in Appendix A, Section 30 of the City Code.
3. The Lower-Potency Hemp Edible Retailer shall comply with the registration requirements for a Lower-Potency Hemp Edible Retailer established in Chapter 18, Article IX of the City Code.
4. The Lower-Potency Hemp Edible Retailer shall comply with Minn. Stats. § 342-46.
5. The Lower-Potency Hemp Edible Retailer shall obtain a license from the Office of Cannabis Management in compliance with standards established in Minn. Stats. § 342-46.
6. The Lower-Potency Hemp Edible Retailer shall comply with all local, state, and federal regulations pertaining to the operation of a hemp business of this type.
7. Pursuant to Section 30 of the City Code, the lower-potency hemp edible retail is prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for off-site consumption on Sundays outside of the hours of 11:00am and 6:00pm, Monday through Saturday outside of the hours of 8:00am through 10:00pm, and after 8:00pm on December 24th.
8. Pursuant to Section 30 of the City Code, the lower-potency hemp edible retail is prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for off-site consumption on Thanksgiving or Christmas days.
9. Signage shall comply with the standards in Appendix A Section 30 of the City Code.
10. The applicant shall remove all non-permitted signage from the property within 30 days of the adoption of this Resolution.
11. If traffic, parking or delivery issues develop in the immediate area that are attributable to the proposed use, the Applicant may be required by the City to implement traffic, parking or delivery control measures as determined by the City.
12. Inform the City within one business day of becoming aware of any:
 - a. failed compliance check and provide the City with copies of any documents or emails received regarding a failed compliance check, including enforcement actions and proceedings.
 - b. suspension or loss of license from OCM.
 - c. any change in the ownership of the cannabis business
 - d. Theft, burglary, or unlawful entry of the property
13. Any change or expansion of this use, including activities beyond a retail endorsement, shall require a Conditional Use Permit Amendment.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

Lower-Potency Hemp Edible Retailer CUP



-  Parcels
-  City Mask

1 inch equals 279 feet



Route 65 Inc. DBA The Smoke Saloon

18429 Hwy 65 NE, East Bethel, MN 55011

LPHE Operations Plan

Presented to the City of East Bethel

1. Product Storage and Security

- LPHE products are stored at least 6 inches above the floor on wall-mounted shelves or secured display cases.
- Products are packaged in vacuum-sealed containers or airtight, UV-protected glass jars organized by type or batch number in a designated LPHE-only storage area.
- LPHE liquids are stored in a dedicated refrigerator or cooler.
- On the sales floor, non-beverage LPHE products are secured behind the counter or in locked display cases.

2. Security Systems

- Professionally installed alarm system, including a panic button.
- Security cameras monitor all interior and exterior areas for compliance and safety.

3. Inventory Management

- Secure software tracks LPHE inventory from receipt to sale or disposal.
- Each batch is assigned a unique SKU or tracking number, with supplier details, receipt date, and batch/lot numbers recorded.
- Real-time tracking ensures full chain-of-custody oversight.

4. Staff Training Protocols

Mandatory initial and annual training includes:

- LPHE regulations, storage, and authorized sales hours (10:00 a.m. – 10:00 p.m.).
- ID verification procedures using the POS system.
- Recognition of intoxication and service refusal protocols.
- Security system operation and emergency response procedures.
- Accurate inventory logging and secure product handling.

Training completion is documented with signed employee acknowledgments, maintained in personnel files.

5. Age Verification, Sales Restrictions, and On-Site Rules

- LPHE sales are permitted **only between 10:00 a.m. and 10:00 p.m.**
- Access and purchases are restricted to individuals aged 21 and older.
- Prominent “21+ Only” signage is displayed at the entrance and inside.
- Valid government-issued photo ID is scanned and verified through the POS system for every LPHE transaction.
- Staff are trained to authenticate IDs, identify signs of intoxication, and refuse service when necessary.
- **On-site consumption of LPHE products is strictly prohibited.**

Presented by:

Ramadan Hussein

Owner/Manager



10/27/2025

SECTION 30. - CANNABIS BUSINESS AND HEMP BUSINESS OPERATIONS

1. - Minimum buffer requirements.

A. The operation of a cannabis business is prohibited within:

- 1) One thousand feet of a school property line;
- 2) Five hundred feet of a day care principal building;
- 3) Five hundred feet of a residential treatment facility;
- 4) Five hundred feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field; and
- 5) One thousand feet from another cannabis business.

As measured in a straight line from the closest part of the building or actual leased space of the cannabis business use-principal to the property line of the school, the closet part of the principal day care building, residential treatment facility and/or attraction within a public park.

B. A cannabis event is exempt from 30.1.A restrictions.

2. - Noise.

There shall be no noise carrying beyond a lot upon which a business is located, except for normal car and pedestrian activity.

3. - Odor.

Cannabis businesses and hemp businesses shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property; they shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.

4. - Hours of operation.

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.

Lower-potency hemp edible retailers are prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for off-site consumption between the hours of:

- A. On Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- B. Before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;

- C. On Thanksgiving Day;
- D. On Christmas Day, December 25; or
- E. After 8:00 p.m. on Christmas Eve, December 24.

Lower-potency hemp edible retailers are prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for on-site consumption between the hours of:

- A. Between 2:00 a.m. and 8:00 a.m. on the days of Monday through Saturday;
- B. After 2:00 a.m. on Sundays, except for a restaurant, club, bowling center, or hotel with a seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sundays and 2:00 a.m. on Mondays.

5. - Signs.

Cannabis business and hemp businesses are subject to Section 54-7—54-10 regulation of freestanding signs and are permitted one wall sign subject to the maximum size and heights of applicable sections; all other signs are prohibited. Signs shall only contain words and shall not contain depict a cannabis flower, cannabis product, hemp edibles, hemp derived edible consumer product or any other logo, picture, image, or symbol intended to denote or suggest cannabis, hemp, or related paraphernalia. Additionally, a business logo containing the above depictions shall not be displayed as part of any exterior signage. No products, interior signage, advertisements, or like attention getting items shall be placed or displayed that may be visible from the exterior of the cannabis business or hemp business. this section shall apply to any and all signs including temporary, sandwich boards, etc.

6. - Lighting.

All lighting shall be shielded and angled in such a way as to prevent light from spilling outside of the boundaries of the parcel(s) or premises or directly focusing on any surrounding uses.

7. - Security.

Any security bars, gates or grills shall be retractable, shall remain open and retracted when the cannabis or hemp business is open to the public or otherwise in operation and shall not be installed on the exterior of the building.

8. - Outdoor use.

All uses and activity shall be conducted indoors, with no storage or activity allowed.

(Ord. No. 2024-05, § 3, 12-3-24)

ARTICLE IX. - REGISTRATION OF CANNABIS AND HEMP BUSINESSES

Sec. 18-403. - Registration of cannabis businesses and hemp businesses.

No individual or entity may operate a cannabis retailer business or lower-potency hemp edible retailer business without first registering with the city.

Any cannabis retailer business or lower-potency hemp edible retailer business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000.00 for each violation.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-404. - Compliance checks prior to retail registration.

Prior to issuance of a registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-405. - Registration and application procedure.

(a) *Fees.*

- (1) A registration fee, as established in the city's fee schedule shall be charged to applicants depending on the type of business license applied for.
- (2) The renewal registration fee shall be charged at the time of the second renewal and each subsequent renewal thereafter.

(b) *Application submittal.*

- (1) A registration shall be issued to a cannabis retailer business or lower-potency hemp edible retailer business that adheres to the requirements of Minn. Stats. § 342.22.
- (2) An applicant for a registration shall fill out an application form. The application for a license under this subsection shall be made on a form supplied by the city clerk, said form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID for the property which the retail registration is sought;
 - d. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stats. § 342.13.
 - e. Such other information as the city shall require.

- (3) The applicant shall include with the form:
 - a. The application fee as required in Section 1413.06.A;
 - b. A copy of a valid state license or written notice of OCM license preapproval;
 - c. Such other information as the city shall require.
- (4) Once an application is considered complete, the city clerk shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- (5) The registration fee shall be non-refundable once processed.

(c) *Application approval.*

- (1) An application shall not be approved or renewed if the applicant is unable to meet the requirements of this article.
- (2) An application that meets the requirements of this article shall be approved.

(d) *Annual compliance checks.*

- (1) The police department shall complete compliance checks pursuant to Minn. Stats. § 342.22 subd. 4(b) and Minn. Stats. § 342.24.

(e) *Location change.* A cannabis retailer business or lower-potency hemp edible retailer business shall be required to submit a new application for registration under Section 1413.06.B if it seeks to move to a new location still within the legal boundaries of the city.

(f) *Renewal of registration.*

- (1) An annual registration of a cannabis retailer business or lower-potency hemp edible retailer business shall be renewed at the same time OCM renews the cannabis retailer business or lower-potency hemp edible retailer business' license.
- (2) A cannabis retailer business or lower-potency hemp edible retailer business shall apply to renew registration on a form supplied by the city clerk.
- (3) A registration issued under this article shall not be transferred.

(g) *Renewal fees.*

- (1) A renewal fee, as established in the city's fee schedule shall be charged to applicants depending on the type of business license applied for starting at the second at the second renewal.

(h) *Renewal application.*

- (1) The application for renewal of a registration shall include, but is not limited to:
 - a. Items required under 1413.06.B of this article.
 - b. Such other information the city requires.

(i) *Suspension of registration.*

(1) *When suspension is warranted.* A registration may be suspended if it violates the City Code or poses an immediate threat to the health or safety of the public. The city will notify the cannabis retailer business or lower-potency hemp edible retailer business in writing the grounds for the suspension.

(j) *Length of suspension.* The suspension of a registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. A registration may be reinstated if it determines that the violations have been resolved.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-406. - Civil penalties.

A civil penalty, as established in the city's fee schedule shall be charged for registration violations, up to \$2,000.00 for each violation.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-407. - Limiting of registrations.

(a) The city shall limit the number of standalone cannabis retailer businesses to a total of two. The city shall limit the number of cannabis mezzobusinesses with an attached cannabis retail operation to two. The city shall limit the number of cannabis microbusinesses with an attached cannabis retail operation to two. There is not a limit on the number of registrations available for medical cannabis combination businesses and lower-potency hemp edible retailers.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-408. - Temporary cannabis event permit.

(a) A permit is required to be issued and approved by the city prior to holding a temporary cannabis event.

(b) *Registration and application procedure.*

(1) A registration fee, as established in the city's fee schedule shall be charged to applicants for temporary cannabis events.

(2) *Application submittal and review.*

a. An applicant for a license or permit shall fill out an application form. The application for a license or permit under this subsection shall be made on a form supplied by the city clerk, said form shall include, but is not limited to:

1. Full name of the property owner and applicant;
2. Address, email address, and telephone number of the applicant;

3. Such other information the city shall require.
- b. The applicant shall include with the form:
 1. The application fee as required in 1413.08.B.a;
 2. A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stats. 342.39 subd. 2.
- c. The application shall be submitted to the city clerk, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
- d. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- e. The application fee shall be non-refundable once processed.

(3) A request for a temporary cannabis event that meets the requirements of this section shall be approved. A request for a temporary cannabis event that does not meet the requirements of this section shall be denied. The city clerk shall notify the applicant of the standards not met and basis for denial.

(c) *On-site consumption.* On-site consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items is prohibited.

(d) *Hours of operation.* Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.

(e) *Location.* Temporary cannabis events shall only be held indoors.

(Ord. No. 2024-05, § 21, 12-3-24)

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



Meeting Date: December 8, 2025

Agenda Item Number: 7.0 A.3

Request: Consider a Conditional Use Permit (CUP) for a Cannabis Microbusiness located at 18447 Highway 65 NE, Suite B (City file 25-034).

Review Deadline: December 12, 2025

Background/Context

On October 13, 2025, staff received an application from Brittney Yares for a CUP to allow the operation of a cannabis microbusiness located at 18447 Highway 65 NE, Suite B (PIN #32-33-23-42-0007). City Code Appendix A, Section 1-9 defines a Cannabis Microbusiness as: "A cannabis business that grows cannabis plants from seed or immature plant to mature plant, harvests the cannabis flower from a mature plant, makes cannabis and/or hemp concentrate, manufactures artificially derived cannabinoids, adult-use cannabis products, lower-potency hemp edibles, and/or hemp-derived consumer products, and sells immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and to consumers, including on-site consumption, pursuant to Minn. Stats. § 342.28". The applicant is proposing to operate a Cannabis Microbusiness out of 5D Dispensary, an existing business selling "holistic wellness products" according to its website.

During the 2025 legislative session, Minn. Stats. § 342-46 was established to require all cannabis and lower-potency hemp edibles licensing to be performed by the Office of Cannabis Management (OCM) instead of the local government unit (LGU). To obtain a license from the OCM, the LGU must verify that the business complies with the local Zoning Ordinance. City Ordinance 2024-05 established Cannabis Microbusiness as a Conditional Use within the B-3 Zoning District. To obtain a Cannabis Microbusiness license from the OCM, the business must first receive a CUP to allow the proposed use on the property. The business must also maintain registration as a cannabis retailer with the City.

This property is guided Commercial and zoned B-3 – Highway Commercial. The properties to the north and south are guided and zoned the same. The properties to the east are guided Mixed Use and zoned MXU – Mixed Use. Highway 65 borders the western side of the property. Per City Code Appendix A, Section 47, "Cannabis Microbusiness" requires a CUP within the B-3 – Highway Commercial Zoning District.

Issuance of a CUP by the City does not entitle or ensure the granting of a license by the State. The applicant is subject to all rules, regulations, and inspections required by the OCM for the issuance of a cannabis microbusiness license. A CUP is one of many items required in this process.

Planning Commission Review

The Planning Commission reviewed this item and held a public hearing at the November 25, 2025 Planning Commission meeting. A public comment was received supporting the request. No other public comments were received. The applicant was present to speak about this item. The Planning Commission voted 4-0 to recommend approval of the CUP for a cannabis microbusiness with conditions recommended by staff.

Analysis

When reviewing a Conditional Use Permit, the City's discretion is limited to whether the CUP meets the standards outlined in the Appendix A Section 4-9(D) of the City Code. If it does, the City must approve the CUP.

"Cannabis Microbusiness" is a conditional use within the B-3 Zoning District. According to the Office of Cannabis Management, "Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location". Cannabis microbusinesses are required to comply with the standards established in Minn. Statute § 342.28 regarding microbusinesses and § 342.27 regarding the sale of cannabis products in addition to City Code Chapter 18 Article IX and Section 30 of the Zoning Ordinance.

The Planning Commission should evaluate the request for compliance with the general CUP ordinance standards in Section 4-9(D) of the Zoning Ordinance:

1) The planning commission shall consider if the proposed use is consistent with the general purpose and intent of this chapter and the comprehensive plan. Its judgment shall be based upon, but not limited to, the following:

a) The impact of the proposed use on the health, safety, and general welfare of the occupants of the surrounding lands;

The use is predicted to have a limited impact on the health, safety, and general welfare of the occupants of surrounding land. Section 30 of the Zoning Ordinance establishes several standards to evaluate these criteria. An analysis of surrounding properties and their uses finds that the business complies with the minimum buffer distance requirements established in Section 30-1(A) of the Zoning Ordinance. The applicant's narrative also does not describe any outdoor activities or any activities that would generate noise or odor in violation of Section 30 of the Zoning Ordinance. Review by the Sheriff's Office and East Bethel Fire Department has not highlighted any concerns over this use. To mitigate the impact of the proposed use on the health, safety, and general welfare of the surrounding lands, the business shall operate under the standards for hemp businesses established in Section 30 of the City Zoning Ordinance (Attachment 4). This has been included as a condition of approval. Chapter 18, Article IX of the City Code also requires cannabis retailers to register with the City and pass a compliance check conducted by the City. This has been added as a condition of approval.

The applicant shall also comply with Minn. Statute § 342.27 regarding the sale of cannabis products, including hours of operation for all cannabis and non-cannabis products. According to Minn. Statute § 342.28 Subd 7(c) "A cannabis business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products may not be open to the public or sell any other products at times when the cannabis business is prohibited from selling cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products". As described in the applicant's narrative, the hours of operation of the business shall be limited to those between 10:00 a.m. and 9:00 p.m. the business shall not be authorized to conduct sales of any products, cannabis or non-cannabis, outside of these hours, pursuant to Minn. Statute § 342.28 Subd 7(c). This has been included as a condition of approval.

b) Existing and anticipated traffic conditions, including parking facilities on adjacent streets and lands;

This use is not anticipated to substantially increase traffic to this site. The traffic level is anticipated to be consistent with that of a typical retail establishment, similar to those on surrounding properties.

c) The effect of the proposed use on public utilities;

This site is connected to City sewer and water. This use is unlikely to cause any new impacts.

d) The effect of the proposed use on property values;

This use is not anticipated to have a significant impact on property values. No alterations to the existing site or building exterior are proposed for this use. The site shall comply with all standards established in Section 30 of the Zoning Ordinance for cannabis businesses. These standards are intended to limit the impact of the proposed use on surrounding properties.

e) The effect of the proposed use on the comprehensive plan;

This property is guided Commercial. This is a compatible use within the last use designation.

f) The ability of the proposed use to meet the standards of this chapter;

The applicant is not requesting any variances pertaining to the operation of this site. A CUP would allow this business to operate, upon receipt of a license from the OCM, while meeting the standards within the Code for this use within this zoning district. The applicant shall be required to seek a building permit for any alternations to the site, including the addition of signage.

The issuance of a CUP requires the applicant comply with the plans submitted along with the CUP application. The floorplan submitted on October 13, 2025 shows two unused rooms in the unit's restricted area. A CUP Amendment would be required at a later date for the applicant to utilize these rooms. This has been included as a condition of approval.

The Conditional Use Permit must be issued to the entity that leases the space and obtains the OCM license. The applicant shall provide the City with a copy of the lease and confirmation that the applicant is authorized to apply, on behalf of the OCM applicant company. This has been included as a condition of approval.

The applicant shall be required to obtain a license from the OCM within 1 year of the issuance of this CUP. If this license is for any reason not granted or denied by the OCM, this CUP shall be revoked. This has been added as a condition of approval. The

g) The results of a market feasibility study, if requested by the city, when the purpose for which the conditional use is being requested relies on a business market for its success;

N/A.

h) The effects of the proposed use on groundwater, surface water, and air quality;

The applicant is not proposing any alterations to the site. This use should not have an impact on groundwater, surface water, or air quality.

*i) The proposed use is allowed with a CUP or IUP in the zoning district in which it is proposed;
and*

Section 47-4 of the Zoning Code lists "Cannabis Microbusiness" as a conditional use within the B-3 Zoning District.

j) The effect of the proposed use on natural resources.

The applicant is not proposing any alterations to the site, and this use should have no impact on natural resources.

Summary

The application for a CUP to allow the operation of a Cannabis Microbusiness located at 18447 Highway 65 NE requires a public hearing and review by the Planning Commission and City Council. If the proposed use meets the standards established within Section 4-9(D) of the Zoning Ordinance, the City must approve the request.

An analysis of the CUP standards has been provided. Any Cannabis business which operates on this property will be required to meet the conditions established within the resolution, including but not limited to complying with the standards for Cannabis businesses established in Section 30 of the Zoning Ordinance, obtaining registration with the City pursuant to Section 18 Article IX of the City Code, obtaining licensure from the OCM, and complying with all applicable state and federal laws for cannabis microbusinesses operation and cannabis sale. Approval of a CUP by the City does not guarantee the applicant will be approved for a cannabis microbusiness license and retail endorsement by the Office of Cannabis Management.

Staff finds that the application complies with the CUP standards and has prepared a resolution of approval with conditions recommend by staff. The City Council may establish additional conditions of approval. If the Council votes to deny the CUP Application, a resolution of denial can be prepared by staff for presentation at the next Council meeting.

City Council Recommendation

Move to approve a Conditional Use Permit for a Cannabis Microbusiness located at 18447 Highway 65 NE Suite B with conditions recommended by staff, as recommended by the Planning Commission.

Attachments:

1. Resolution of Approval
2. Location Map
3. 1,000 Ft. Buffer Distance Map
4. Narrative dated 10/13/2025
5. Floor Plan dated 10/13/2025
6. City Code Appendix A, Section 30: Cannabis Business and Hemp Business Operations
7. City Code Chapter 18 Article IX: Registration of Cannabis and Hemp Business

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

RESOLUTION NO. 2025-76

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A CANNABIS MICROBUSINESS LOCATED ON A PROPERTY LOCATED AT 18447 HIGHWAY 65 NE UNIT B (PIN 32-33-23-42-0007) LEGALLY DESCRIBED AS:

That part of the East 1/2 of Section 32, Township 33, Range 23, Anoka County, Minnesota, described as follows: Commencing at the South 1/4 corner of said Section; thence North 4°05'15" West, assumed bearing, along the north-south 1/4 line of said Section, a distance of 2,203.7 feet; thence South 89°03'45" East to the Easterly R/W line of Trunk Highway No. 65, as Monumented and Constructed to the actual point of beginning of the tract of land to herein described; thence South 89°03'45" East, 375 feet, more or less, to the center of County Ditch No. 28; thence Northerly, along said ditch center line, to the North line of the SW 1/4 of the NE 1/4 of said Section; thence North 88°56'55" West, along said North line, to said Easterly R/W line of Trunk Highway; thence Southerly, along said Easterly R/W Line, to the actual point of beginning. Except the North 1550.00 feet, as measured at right angles to the North line thereof. Subject to an easement, for road purposes, over the Westerly 30.00 feet, as measured at right angles to the West line thereof. Also, subject to easements of record, if any.

WHEREAS, Brittney Yares (the applicant), the owner of 5D Dispensary, with permission from Osborne Development Inc., owner of property PIN 32-33-23-42-0007, has applied for a conditional use permit to operate a Cannabis Microbusiness on the above described property; and

WHEREAS, the East Bethel Review Committee has reviewed the plans and provided comments; and

WHEREAS, the Planning Commission held a public hearing on November 25, 2025; and

WHEREAS, the Planning Commission finds:

1. This property is zoned (B-3) Highway Commercial and "Cannabis Microbusiness" is allowed as a Conditional Use within this zoning district.
2. The application submitted on October 28, 2025 complies with the general Conditional Use Permit (CUP) standards in Section 4, Subd. 9. (D) of the Zoning Ordinance, as outlined in the November 25, 2025 Planning Commission report, except as amended below.

WHEREAS, the Planning Commission recommends approval of the Conditional Use Permit to the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the conditional use permit for the property located at PIN 32-33-23-42-0008, subject to the following conditions:

1. A Conditional Use Permit is granted to allow the operation of a Cannabis Microbusiness with retail endorsement at 18447 Highway 65 NE Suite B pursuant to the application materials, including the site plan and narrative, received October 13, 2025.
2. The Cannabis Microbusiness shall obtain a license and all required endorsements from the Office of Cannabis Management (OCM) for a cannabis microbusiness and register with the City within 12 months of approval of this CUP.
3. The Conditional Use Permit must be issued to the entity that leases the space and obtains the OCM license. Prior to commencing operations under a cannabis microbusiness license, the applicant shall provide the City with a copy of the lease demonstrating that the entity licensed by OCM is the same entity that is authorized to occupy the premises under the lease and confirmation that the CUP applicant is authorized to apply on behalf of the OCM applicant company.
4. The Cannabis Microbusiness shall comply with the standards for the operation of a cannabis business established in Appendix A, Section 30 of the City Code.
5. The Cannabis Microbusiness shall comply with the registration requirements for a Cannabis Businesses established in Chapter 18, Article IX of the City Code.
6. The Cannabis Business shall comply with all City, State, and federal laws, rules, regulations, licensing and/or registration requirements governing cannabis sales and operations of cannabis microbusinesses including but not limited to Minn. Stat. 342.
7. The applicant shall not sell any products or merchandise that is prohibited or otherwise unlawful.
8. Hours of operation will be limited to those established by City Ordinance, as may be amended from time to time, and which currently states that cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.
9. Areas marked as “unused” on the Site Plan received October 13, 2025 shall remain unused unless and until the CUP is amended by the City approval following an amendment request with accompanying materials from the applicant.
10. If traffic, parking or delivery issues develop in the immediate area that are attributable to the proposed use, the Applicant may be required by the City to implement traffic, parking or delivery control measures as determined by the City.
11. Inform the City within one business day of becoming aware of any:
 - a. failed compliance check and provide the City with copies of any documents or emails received regarding a failed compliance check, including enforcement actions and proceedings.
 - b. suspension or loss of license from OCM.
 - c. any change in the ownership of the cannabis business
 - d. Theft, burglary, or unlawful entry of the property
12. Any changes or expansion of this use, including activities beyond a retail endorsement shall require a Conditional Use Permit Amendment.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

18477 Highway 65 NE

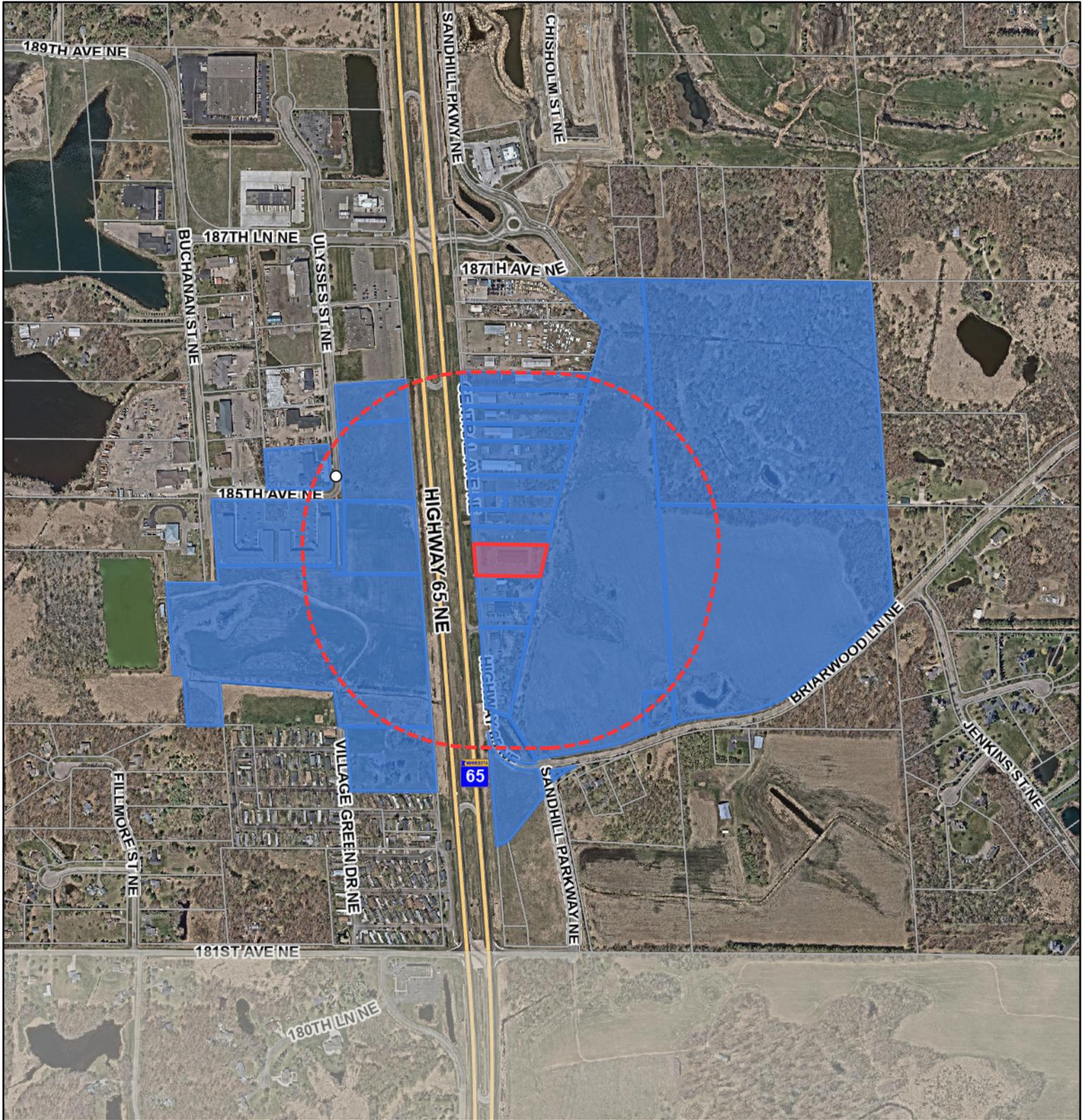


-  Parcels
-  City Mask

1 inch equals 279 feet



1,000 Ft. Buffer Distance



1 inch equals 1,114 feet



Business Description for Conditional Use Permit Application

Business Name: 5D Dispensary

Business Address: 18447 Highway 65, NE, Suite B, East Bethel, MN 55011

Applicant: 5D Dispensary

Contact Information: Brittney Yares **Phone:** [REDACTED]

Email: [REDACTED]

Hours of Operation: Between the hours of 10:00 a.m. and 9:00 p.m. seven days a week

Prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp derived consumer products for off-site consumption between the hours of:

- A. On Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- B. Before 8:00 a.m. or after 10:00 p.m. on Monday through Sunday;
- C. On Thanksgiving Day;
- D. On Christmas Day, December 25; or
- E. After 8:00 p.m. on Christmas Eve, December 24.

Lower potency hemp edible retailers are prohibited from conducting the retail sale of lower potency hemp edibles, or hemp-derived consumer products for on-site consumption between the hours of:

- A. Between 2:00 a.m. and 8:00 a.m. on the days of Monday through Saturday;
- B. After 2:00 a.m. on Sundays, except for a restaurant, club, bowling center, or hotel with a seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sundays and 2:00 a.m. on Mondays.

Description of Business or Activities and Proposed Number of Staff:

The proposed business will operate as a licensed cannabis dispensary, fully compliant with all local and state regulations. Our primary activities will include the retail sale of cannabis and cannabis-related products to qualified adult-use customers aged 21 and over. No individuals under the age of 21 will be permitted to enter the premises.

In addition to high quality cannabis products, the dispensary will offer a curated selection of wellness-focused items, including organic vitamins and supplements made with clean ingredients and no fillers, holistic health, and dog treats. The business will maintain a secure, professional, and customer-oriented environment, with a strong emphasis on education, safety, and responsible use.

Operations will include checking customer identification for compliance, providing product education and recommendations, handling point-of-sale transactions, maintaining secure inventory, and ensuring strict adherence to all safety and compliance protocols.

This business will contribute to the economic development of the City of East Bethel by generating tax revenue and creating local job opportunities. We anticipate employing approximately 4-12 staff members, including retail associates, security personnel, inventory specialists, and management.

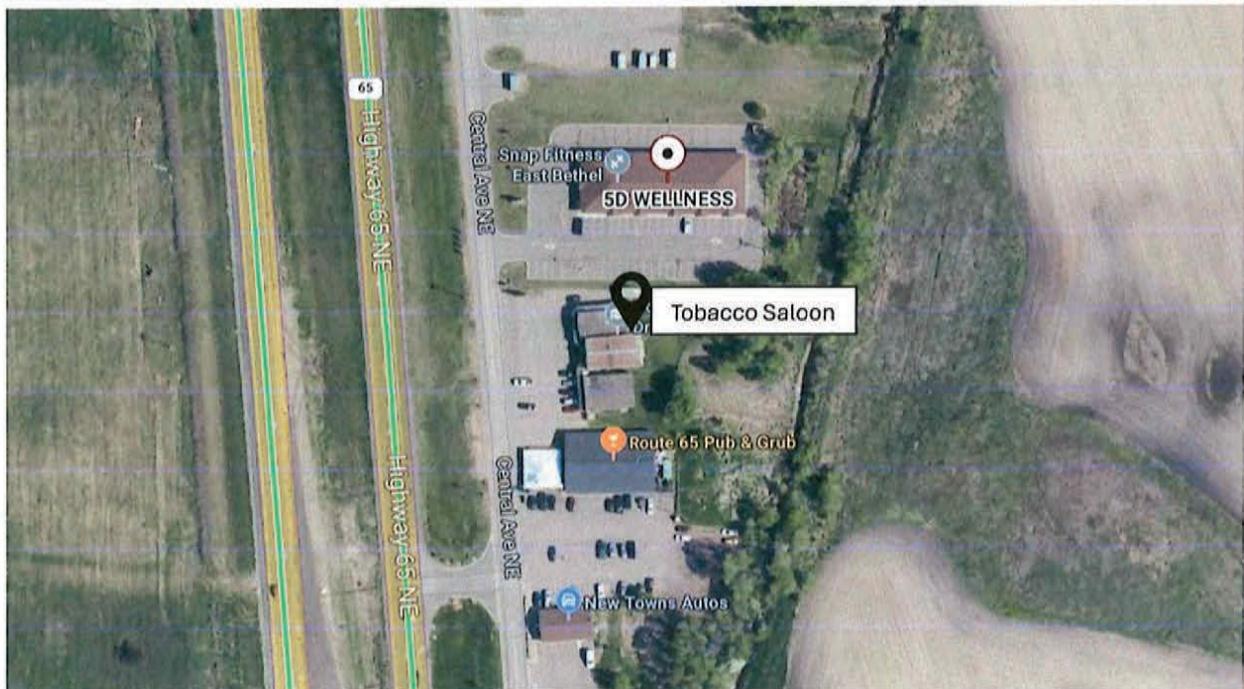
Principal land uses within 350 feet of the property:

The area within 350 feet of the proposed dispensary location at 18447 Highway 65 NE, East Bethel, MN is primarily composed of commercial and light industrial land uses. The subject property is located within an existing multi-tenant commercial plaza, which includes a mix of wellness services, construction-related businesses, and other service-oriented tenants.

Nearby and adjacent land uses within this radius include:

- **5D WELLNESS Spa**
- **Liquor Store**
- **Tobacco Saloon**
- **Route 65 Pub and Grub**
- **Snap Fitness**
- **Contractor, landscaping, and light industrial uses**

There are no known residential dwellings, schools, parks, churches, or daycare centers within the 350-foot radius. The surrounding land uses are consistent with the commercial and service-oriented character of the Highway 65 corridor.



Written Explanation of Proposed Use:

The proposed use of the existing building is to operate a licensed adult-use high quality cannabis dispensary. There will be no exterior structural changes to the building. All operations will occur within the existing footprint.

The dispensary will comply fully with local and state cannabis regulations, including age restrictions (no one under 21 allowed), security measures (such as surveillance systems and controlled access), and zoning requirements. The interior will be modified only as needed to support retail operations and ensure secure storage and handling of cannabis products.

In addition to cannabis and cannabis-related items, the business will offer a selection of organic wellness products such as vitamins, supplements (with clean ingredients and no fillers), holistic health, and dog treats.

The business will maintain a professional, clean, and discreet presence, and is designed to blend in with the surrounding commercial area. It is expected to create local jobs and contribute to tax revenue for the City of East Bethel. Parking and traffic impact will be minimal and consistent with typical retail operations.

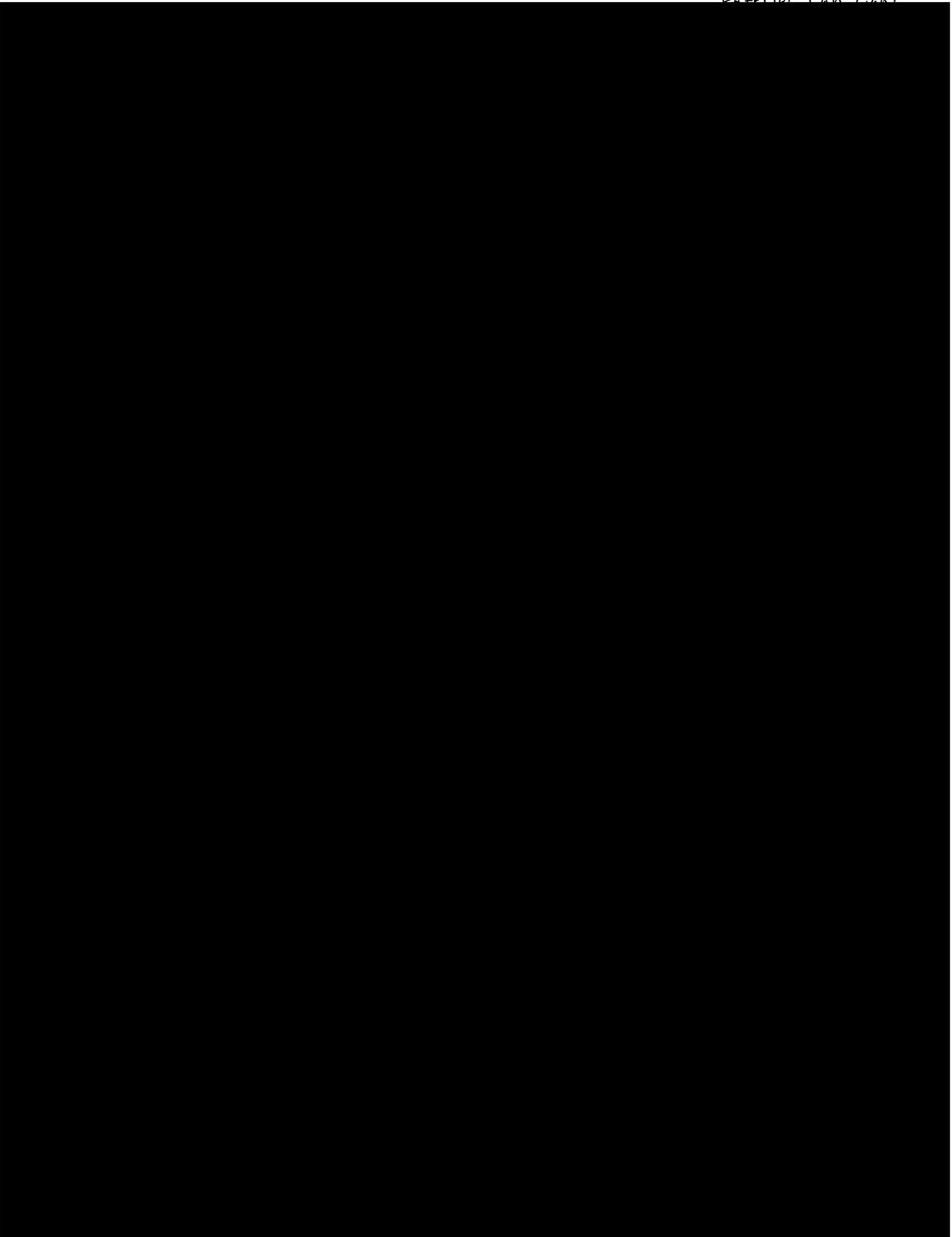
The landscaping and vegetation is existing and there will be no changes made. The building is existing and continuously maintained by the property owner. Our business practices will not interfere or disrupt anything with the vegetation, landscaping, grading and drainage, soil conditions, or building floor plans.





18447 Highway 65 Ne, Cedar, MN Parcel Map

EXTERIOR CAR LIGHT



Light

SECTION 30. - CANNABIS BUSINESS AND HEMP BUSINESS OPERATIONS

1. - Minimum buffer requirements.

A. The operation of a cannabis business is prohibited within:

- 1) One thousand feet of a school property line;
- 2) Five hundred feet of a day care principal building;
- 3) Five hundred feet of a residential treatment facility;
- 4) Five hundred feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field; and
- 5) One thousand feet from another cannabis business.

As measured in a straight line from the closest part of the building or actual leased space of the cannabis business use-principal to the property line of the school, the closet part of the principal day care building, residential treatment facility and/or attraction within a public park.

B. A cannabis event is exempt from 30.1.A restrictions.

2. - Noise.

There shall be no noise carrying beyond a lot upon which a business is located, except for normal car and pedestrian activity.

3. - Odor.

Cannabis businesses and hemp businesses shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property; they shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.

4. - Hours of operation.

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.

Lower-potency hemp edible retailers are prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for off-site consumption between the hours of:

- A. On Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- B. Before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;

- C. On Thanksgiving Day;
- D. On Christmas Day, December 25; or
- E. After 8:00 p.m. on Christmas Eve, December 24.

Lower-potency hemp edible retailers are prohibited from conducting the retail sale of lower-potency hemp edibles, or hemp-derived consumer products for on-site consumption between the hours of:

- A. Between 2:00 a.m. and 8:00 a.m. on the days of Monday through Saturday;
- B. After 2:00 a.m. on Sundays, except for a restaurant, club, bowling center, or hotel with a seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sundays and 2:00 a.m. on Mondays.

5. - Signs.

Cannabis business and hemp businesses are subject to Section 54-7—54-10 regulation of freestanding signs and are permitted one wall sign subject to the maximum size and heights of applicable sections; all other signs are prohibited. Signs shall only contain words and shall not contain depict a cannabis flower, cannabis product, hemp edibles, hemp derived edible consumer product or any other logo, picture, image, or symbol intended to denote or suggest cannabis, hemp, or related paraphernalia. Additionally, a business logo containing the above depictions shall not be displayed as part of any exterior signage. No products, interior signage, advertisements, or like attention getting items shall be placed or displayed that may be visible from the exterior of the cannabis business or hemp business. this section shall apply to any and all signs including temporary, sandwich boards, etc.

6. - Lighting.

All lighting shall be shielded and angled in such a way as to prevent light from spilling outside of the boundaries of the parcel(s) or premises or directly focusing on any surrounding uses.

7. - Security.

Any security bars, gates or grills shall be retractable, shall remain open and retracted when the cannabis or hemp business is open to the public or otherwise in operation and shall not be installed on the exterior of the building.

8. - Outdoor use.

All uses and activity shall be conducted indoors, with no storage or activity allowed.

(Ord. No. 2024-05, § 3, 12-3-24)

ARTICLE IX. - REGISTRATION OF CANNABIS AND HEMP BUSINESSES

Sec. 18-403. - Registration of cannabis businesses and hemp businesses.

No individual or entity may operate a cannabis retailer business or lower-potency hemp edible retailer business without first registering with the city.

Any cannabis retailer business or lower-potency hemp edible retailer business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000.00 for each violation.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-404. - Compliance checks prior to retail registration.

Prior to issuance of a registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-405. - Registration and application procedure.

(a) *Fees.*

- (1) A registration fee, as established in the city's fee schedule shall be charged to applicants depending on the type of business license applied for.
- (2) The renewal registration fee shall be charged at the time of the second renewal and each subsequent renewal thereafter.

(b) *Application submittal.*

- (1) A registration shall be issued to a cannabis retailer business or lower-potency hemp edible retailer business that adheres to the requirements of Minn. Stats. § 342.22.
- (2) An applicant for a registration shall fill out an application form. The application for a license under this subsection shall be made on a form supplied by the city clerk, said form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID for the property which the retail registration is sought;
 - d. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stats. § 342.13.
 - e. Such other information as the city shall require.

- (3) The applicant shall include with the form:
 - a. The application fee as required in Section 1413.06.A;
 - b. A copy of a valid state license or written notice of OCM license preapproval;
 - c. Such other information as the city shall require.
- (4) Once an application is considered complete, the city clerk shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- (5) The registration fee shall be non-refundable once processed.

(c) *Application approval.*

- (1) An application shall not be approved or renewed if the applicant is unable to meet the requirements of this article.
- (2) An application that meets the requirements of this article shall be approved.

(d) *Annual compliance checks.*

- (1) The police department shall complete compliance checks pursuant to Minn. Stats. § 342.22 subd. 4(b) and Minn. Stats. § 342.24.

(e) *Location change.* A cannabis retailer business or lower-potency hemp edible retailer business shall be required to submit a new application for registration under Section 1413.06.B if it seeks to move to a new location still within the legal boundaries of the city.

(f) *Renewal of registration.*

- (1) An annual registration of a cannabis retailer business or lower-potency hemp edible retailer business shall be renewed at the same time OCM renews the cannabis retailer business or lower-potency hemp edible retailer business' license.
- (2) A cannabis retailer business or lower-potency hemp edible retailer business shall apply to renew registration on a form supplied by the city clerk.
- (3) A registration issued under this article shall not be transferred.

(g) *Renewal fees.*

- (1) A renewal fee, as established in the city's fee schedule shall be charged to applicants depending on the type of business license applied for starting at the second at the second renewal.

(h) *Renewal application.*

- (1) The application for renewal of a registration shall include, but is not limited to:
 - a. Items required under 1413.06.B of this article.
 - b. Such other information the city requires.

(i) *Suspension of registration.*

(1) *When suspension is warranted.* A registration may be suspended if it violates the City Code or poses an immediate threat to the health or safety of the public. The city will notify the cannabis retailer business or lower-potency hemp edible retailer business in writing the grounds for the suspension.

(j) *Length of suspension.* The suspension of a registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. A registration may be reinstated if it determines that the violations have been resolved.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-406. - Civil penalties.

A civil penalty, as established in the city's fee schedule shall be charged for registration violations, up to \$2,000.00 for each violation.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-407. - Limiting of registrations.

(a) The city shall limit the number of standalone cannabis retailer businesses to a total of two. The city shall limit the number of cannabis mezzobusinesses with an attached cannabis retail operation to two. The city shall limit the number of cannabis microbusinesses with an attached cannabis retail operation to two. There is not a limit on the number of registrations available for medical cannabis combination businesses and lower-potency hemp edible retailers.

(Ord. No. 2024-05, § 21, 12-3-24)

Sec. 18-408. - Temporary cannabis event permit.

(a) A permit is required to be issued and approved by the city prior to holding a temporary cannabis event.

(b) *Registration and application procedure.*

(1) A registration fee, as established in the city's fee schedule shall be charged to applicants for temporary cannabis events.

(2) *Application submittal and review.*

a. An applicant for a license or permit shall fill out an application form. The application for a license or permit under this subsection shall be made on a form supplied by the city clerk, said form shall include, but is not limited to:

1. Full name of the property owner and applicant;
2. Address, email address, and telephone number of the applicant;

3. Such other information the city shall require.
- b. The applicant shall include with the form:
 1. The application fee as required in 1413.08.B.a;
 2. A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stats. 342.39 subd. 2.
- c. The application shall be submitted to the city clerk, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
- d. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the city council for approval or denial.
- e. The application fee shall be non-refundable once processed.

(3) A request for a temporary cannabis event that meets the requirements of this section shall be approved. A request for a temporary cannabis event that does not meet the requirements of this section shall be denied. The city clerk shall notify the applicant of the standards not met and basis for denial.

(c) *On-site consumption.* On-site consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items is prohibited.

(d) *Hours of operation.* Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.

(e) *Location.* Temporary cannabis events shall only be held indoors.

(Ord. No. 2024-05, § 21, 12-3-24)

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



Meeting Date: December 8, 2025

Agenda Item Number: 7.0 A.4

Request: Review a Site Plan for AMBA East Bethel Commercial Building located at Lot 2 Block 1 of Classic Commercial Park 2nd Addition (PIN# 32-33-23-21-0012) (City File 25-031).

Review Deadline: December 28, 2025

Background/Context

On October 29, 2025, staff received a complete application from AMBA Holdings LLC for a Site Plan Review to allow the construction of AMBA East Bethel Commercial, a multi-tenant commercial building proposed to contain a daycare and 3 retail units at PIN #32-33-23-21-0012.

This lot is 4.43 acres. The applicant is proposing to construct a 20,400 sq. ft. commercial building including a 11,860 square foot daycare space and 8,400 square feet of space to be divided between 3 retail units. The applicant has provided a floor plan of the building showing the proposed daycare space. Tenants have not been identified for the retail units at this time.

This property is zoned B-3 – Highway Commercial and guided Commercial. The properties to the south are guided and zoned the same. The properties to the north are guided Mixed Use and zoned MXU – Mixed Use. The properties to the west are guided and zoned I – Light Industrial. Highway 65 borders the eastern side of the property.

A site plan review is required for all new construction commercial buildings. A daycare facility and most retail businesses are permitted uses within the B-3 – Highway Commercial Zoning District. Tenants have not been identified for the retail units on the site, and, if a potential tenant proposes a use that is not a listed as a permitted use under Section 47-2 of the Zoning Code, the tenant will be required to obtain all necessary land use approvals and/or applicable licenses to operate.

Planning Commission Review

The Planning Commission reviewed this request at the November 25, 2025 Planning Commission meeting. The Planning Commission voted 4-0 to recommend approval of the request with conditions as recommended by staff.

Analysis

When reviewing a Site Plan, the City's discretion is limited to whether the proposed site plan meets the standards outlined in the City's Subdivision and Zoning Ordinance. If it does, the City must approve the site plan.

Site Plan

The City Council should evaluate the request for compliance with the Site Plan ordinance standards in Section 4, Subd. 12. (E.6) of the Zoning Ordinance as noted below:

6) In evaluating its recommendation and approval, the planning commission and city council shall take into consideration the following:

a) Consistency with the city comprehensive plan;

This property is guided Commercial and zoned B-3 - Highway Commercial. The use is compatible with the land use anticipated in this district and consistent with the future land uses planned for this area in the Comprehensive Plan.

b) Compliance with this ordinance;

This site is located in the B-3- Highway Commercial Zoning District.

Setbacks and Coverage

The structure and parking lot must meet the required setbacks. The plans as shown comply with the structure setbacks required within the B-3 Zoning District:

Setback	Required	Proposed
Front from City right-of-way	40 feet	>40 feet
Front from State/County right-of-way	100 feet	>100 feet
Side Yard Interior	10 feet	>10 feet
Front Yard Parking	10 feet	>10 feet
Side Yard Parking	5 feet	>5 feet

The maximum lot coverage allowed within the B-3 Zoning District is 80%. The plans as proposed comply with this lot coverage standard.

There is a stormwater mitigation pond on the eastern half of this property. This pond is enclosed in a drainage and utility easement. According to Section 66-255(3) of the City Code, the minimum building setback from a stormwater pond and least susceptible wetland is 25 feet. The building setback for this structure is 30.4 feet. Per comments provided by the City Engineer on November 13, 2025, all grading within 50 feet of this pond will require double perimeter barriers.

Driveway

This site will have one access point from the cul-de-sac on Ulysses Street which is allowed in the B-3 Zoning District. This temporary cul-de-sac was conveyed to the City in 2021 via a temporary cul-de-sac easement until Ulysses Street is extended to the north. Escrow or a letter of credit will be required for the construction of the driveway within the City right-of-way. The City Engineer, East Bethel Department of Public Works, and East Bethel Fire Department have reviewed the driveway access. The City Engineer has provided comments and compliance with those comments is a condition of approval.

Landscaping

The applicant has submitted a landscape plan for the site showing 10 new trees and 68 shrubs to be planted on the property. Section 27, Subd. 3(C) requires one overstory deciduous shade tree or one coniferous tree for every 2,000 sq. ft. of building area and one shrub for every 300 sq. ft. of building area. Ten trees and 68 shrubs are required for a 20,400 sq. ft. building. This property is currently a bare grassy field with few, if any, existing trees outside of the drainage and utility easement area.

Stormwater Management

The applicant has submitted a Stormwater Drainage Report prepared by Plowe Engineering. This plan has been reviewed by the City Engineer. Compliance with the City Engineer's comments pertaining to drainage and stormwater management have been added as a condition of approval.

Wetlands

A memorandum dated November 6, 2025 and received by the City on November 20, 2025 has disclosed the presence of wetlands along the north 5-10 feet of the parcel for a distance of approximately 100 feet. This is currently under review by the City Engineer. The wetland delineation must be approved and accurately identified on the plans prior to issuance of building permits. The applicant will be required to comply with the City's wetland buffer and building setback requirements and shall be required to amend the submitted materials to account for this buffer distance. This is likely to reduce the size of the playground area to the north of the site but is unlikely to have an impact on the proposed building.

c) The preservation of the site in its natural state, to the extent practicable, by minimizing tree loss, soil removal, and grading;

This site is currently vacant grassy lot with few trees on the site. The impacts of new impervious surface will be accommodated by a proposed infiltration basins on the site and the existing mitigation pond. All grading within 50 feet of the pond or any wetlands will require double perimeter barriers.

d) The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulation;

This site will have one access point located along Ulysses St. NE to the proposed parking lot located in front of the proposed building. The City Engineer has provided comments to the applicant regarding this access points. The proposed parking lot meets the requirements for circulation established in Section 22, Subd. 9 of the Zoning Ordinance. The East Bethel Fire Department has reviewed the site's ingress/egress and has determined that it is appropriate.

The parking lot contains 76 spaces. Section 22 Subd. 7(23) of the Zoning Ordinance specified that 1 parking space must be provided for every 150 square feet of usable floor area for retail establishments. The plan shows that 56 spaces are provided based on the floor area of the retail portion of the building. The required number of parking space for day care facilities is not established by the Code. Section 22 Subd. 7(32) of the Zoning Ordinance specifies that requirements for other uses may be determined on an individual basis. The plan shows that 20 spaces are provided based on the daycare's estimated staffing level. Staff does not have concerns regarding the parking provided, though this may be reviewed again once building permits are applied for. Three short-term parking/drop-off parking stalls are included in the parking plan as required by Section 10 Subd. 12 of the Zoning Ordinance for daycare facilities.

Exterior LED lighting is located on the building and from four proposed light posts on the western and southern sides of the property. The contractor is to provide the City with a cut sheet for approval prior to issuance of a building permit. Compliance with the City Engineer's comments regarding lighting is a condition of approval.

The site's trash enclosure is located in the northwestern corner of the parking lot and is 294.5 square feet. Site plans show the proposed screening material of this enclosure to be concrete

block with composite wood doors. These are acceptable materials according to Section 23 Subd. 3 of the Zoning Ordinance.

Along the eastern side of the property is a playground area for the proposed daycare. This area will be enclosed by a vinyl chain link fence. A fence permit will be required prior to the installation of this proposed fence.

The proposed building complies with the architectural standards for the B-3 Zoning District established in Section 28, Subd. 2 of the Zoning Ordinance. Both the east and west sides of the structure which face right-of-way (ROW) are comprised of at least 20% glass. The western and eastern sides of the structure facing ROW will be a mix of windows, manufactured stone, and LP Smart Siding. The southern sides of the building, not facing ROW, will also be a mix of glass, manufactured stone, and LP Smart Siding. The northern side of the building will be a majority LP Smart Siding. LP Smart Siding is an engineered wood siding product. This material is not explicitly allowed by the Code as an exterior wall finish, but Section 28, Subd. 2(A) of the Code lists "Other comparable or superior material approved by City Council" as allowable exterior wall finishes. Staff believes LP Smart Siding is a comparable or superior material to those allowed within the Code. The City Council may determine if this material is sufficient.

e) The protection of adjacent and neighboring properties.

This property is located within an existing commercial park with several industrial businesses. The lot south of this property is used for commercial purposes. Located west of this site is an industrial building. This use is not projected to bring an increase in traffic to the area beyond what is typical for a business park. The site's drainage plan also limits the impact of the proposed building on neighboring properties. The addition of this commercial building with the proposed architecture, landscaping, and screening would not be out of place within this area.

Summary

The application for a Site Plan to allow the construction of a multi-tenant commercial building located at PIN #32-33-23-21-0012 requires review by the Planning Commission and City Council.

Staff has prepared a resolution of approval with conditions recommend by staff. The City Council may recommend additional conditions of approval.

City Council Recommendation

Move to approve the Site Plan for AMBA East Bethel Commercial Building located at Lot 2 Block 1 of Classic Commercial Park 2nd Addition (PIN# 32-33-23-21-0012) with conditions recommended by staff, as recommended by the Planning Commission.

Attachments:

1. Resolution of approval
2. Location map
3. Narrative dated October 19, 2025
4. Existing Conditions Survey dated October 21, 2025
5. Site plans dated October 23, 2025
6. Civil plans dated October 23, 2025
7. City Engineer's comments dated November 13, 2025
8. Wetland Memorandum and Sketch dated November 6, 2025

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

RESOLUTION NO. 2025-77

A RESOLUTION **APPROVING** A SITE PLAN FOR A MULTI-TENANT COMMERCIAL BUILDING LOCATED ON A PROPERTY LOCATED AT PIN: #32-33-23-21-0012 LEGALLY DESCRIBED AS:

LOT 2, BLOCK 1, CLASSIC COMMERCIAL PARK 2nd ADDITION, ANOKA COUNTY, MINNESOTA

WHEREAS, AMBA Holdings LLC., the owner of Lot 2, Block 1 of Classic Commercial Park 2nd Addition has applied for a site plan review for a 20,400 square foot multi-tenant commercial building containing a daycare and three retail units; and,

WHEREAS, a site plan review is required for all new construction commercial buildings within East Bethel in accordance with Appendix A Section 4-12 of the City Code; and,

WHEREAS, City staff reviewed the site plan and determined the plans are consistent with city codes; and,

WHEREAS, the Planning Commission recommends approval of the Site Plan to the City Council.

WHEREAS, the City finds:

1. This property is zoned (B-3) Highway Commercial. The proposed multi-tenant commercial building containing a daycare and three retail units is a permitted use of the property.
2. The application submitted on October 29, 2025 complies with the general Site Plan standards in Section 4, Subd. 12. (D) of the Zoning Ordinance, as outlined in the October 13, 2025 City Council report, except as amended below.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the site plan review application for the property located at PIN: #32-33-23-21-0012, subject to the following conditions:

1. The applicant is permitted to construct a multi-tenant commercial building on Lot 2, Block 1 of Classic Commercial Park 2nd Addition in accordance with plans received by the City on October 29, 2025, except as amended by this Resolution and approved by the City Engineer and applicable City staff.
2. The applicant must obtain all necessary permits for any proposed tenants.
3. Parking will be reviewed with building permits to ensure adequate parking is provided.

4. The applicant must comply with the conditions of the City Engineer's memos dated November 13, 2025 and any subsequent memos received by the City Engineer. The City Engineer will determine when all items have been addressed.
5. The wetland delineation must be approved prior to issuance of building permits.
6. The plans must be revised to show the approved wetland delineation. Plans should also the required wetland buffers and wetland setbacks in compliance with Section 66-255.
7. An Operation and Maintenance Agreement between the property owner and the City of East Bethel, approved by the City Attorney, must be filed prior to any grading or construction activity.
8. A Site Improvement Performance Agreement between the property owner and the City of East Bethel, approved by the City Attorney, must be executed prior to any grading or construction activity.
9. The applicant shall obtain all necessary building permits from the City of East Bethel prior to the commencement of building.

Adopted this 8th day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

AMBA East Bethel Site Plan Location Map



-  Parcels
-  City Mask

1 inch equals 557 feet



AMBA East Bethel Site Development

AMBA Holdings LLC is proposing to build a multi-tenant building on (PID 32-33-23-21-0012). The building will be a total of 20,400 sqft. A majority of the building will consist of a daycare that will have a max capacity of 210 children, totaling 11,860 sqft. The other 8,400 sqft will consist of retail space, unit sizes will depend on future tenant desires. The overall goal is to have the project completed in the fall of 2026.

CERTIFICATE OF SURVEY

~for~ MW PROPERTIES
 ~of~ 18XXX ULYSSES STREET NE
 EAST BETHEL, MN 55011

PROPERTY DESCRIPTION

Lot 2, Block 1, CLASSIC COMMERCIAL PARK 2ND ADDITION, Anoka County, Minnesota.

NOTES

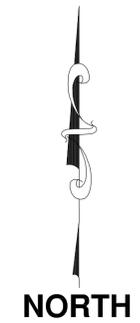
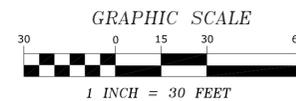
- Field survey was completed by E.G. Rud and Sons, Inc. on 10/23/2025.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 32-33-23-21-0012.
- Total parcel area = 193,006 sq. ft. (4.43 acres).
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- The prior NW Bell Easement that encumbered this parcel per Doc. No. 859256, has been released per Doc. No. _____.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- △ DENOTES SET LARGE SPIKE
- ⊕ DENOTES ANOKA COUNTY CAST IRON MONUMENT
- x 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES EXISTING CONTOURS
- DENOTES GUY WIRE
- DENOTES POWER POLE
- DENOTES RETAINING WALL
- OHU DENOTES OVERHEAD UTILITY
- ⊕ DENOTES HYDRANT
- ⊕ DENOTES WATER VALVE
- ⊕ DENOTES WELL
- ⊕ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES LIGHT POLE
- ⊕ DENOTES PROPOSED SOIL BORING. (BY OTHERS)
- DENOTES BITUMINOUS SURFACE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING WATER MAIN
- FM DENOTES EXISTING SANITARY FORCE MAIN

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Jason E. Rud
 JASON E. RUD
 Date: 10/24/2025 License No. 41578

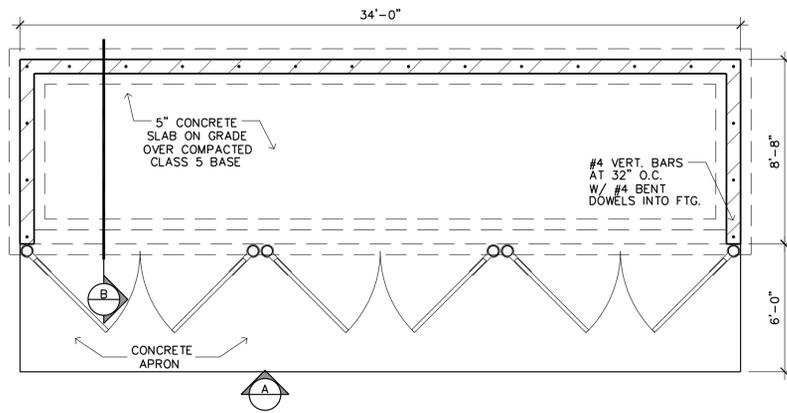


BENCHMARK

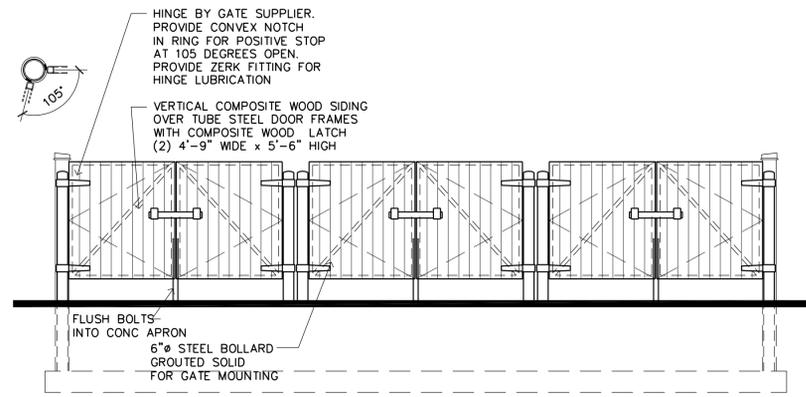
MNDOT GEODETIC STATION NO. 769
 STATION NAME: DENN MNDT
 ELEVATION = 899.14 (NAVD 88 DATUM)

DRAWN BY: BAB	JOB NO: 251098BT	DATE: 10/21/2025
CHECK BY: JER	FIELD CREW: MR/BJ	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY

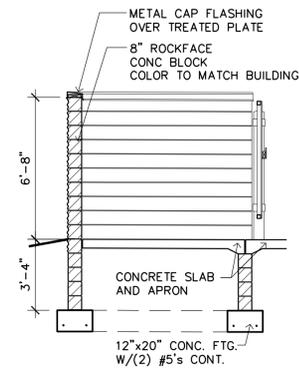
E.G. RUD & SONS, INC.
 EST. 1977
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701
 www.egrud.com



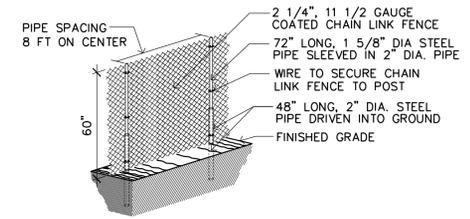
3 TRASH ENCLOSURE
A1 SCALE: 1/4" = 1'-0"



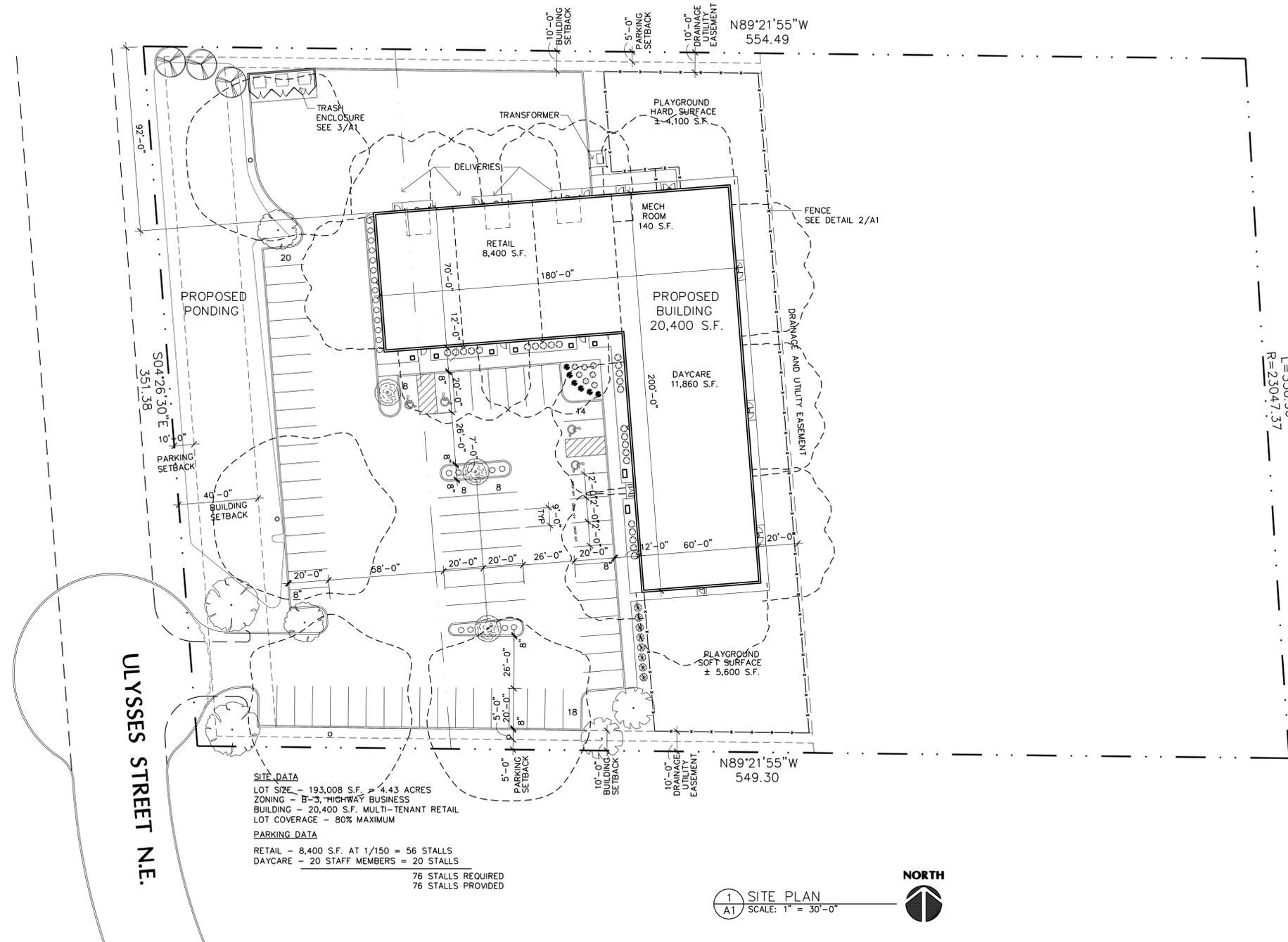
ELEVATION 'A'



SECTION 'B'



2 FENCE DETAIL
A1 SCALE: NOT TO SCALE



SITE DATA
 LOT SIZE - 193,008 S.F. = 4.43 ACRES
 ZONING - B-3, HIGHWAY BUSINESS
 BUILDING - 20,400 S.F. MULTI-TENANT RETAIL
 LOT COVERAGE - 80% MAXIMUM

PARKING DATA
 RETAIL - 8,400 S.F. AT 1/150 = 56 STALLS
 DAYCARE - 20 STAFF MEMBERS = 20 STALLS
 76 STALLS REQUIRED
 76 STALLS PROVIDED

1 SITE PLAN
A1 SCALE: 1" = 30'-0"



LAMPERT ARCHITECTS
 420 Summit Avenue
 St. Paul, MN 55102
 Phone: 763.755.1211 Fax: 763.757.2849
 lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY
 NOT FOR CONSTRUCTION

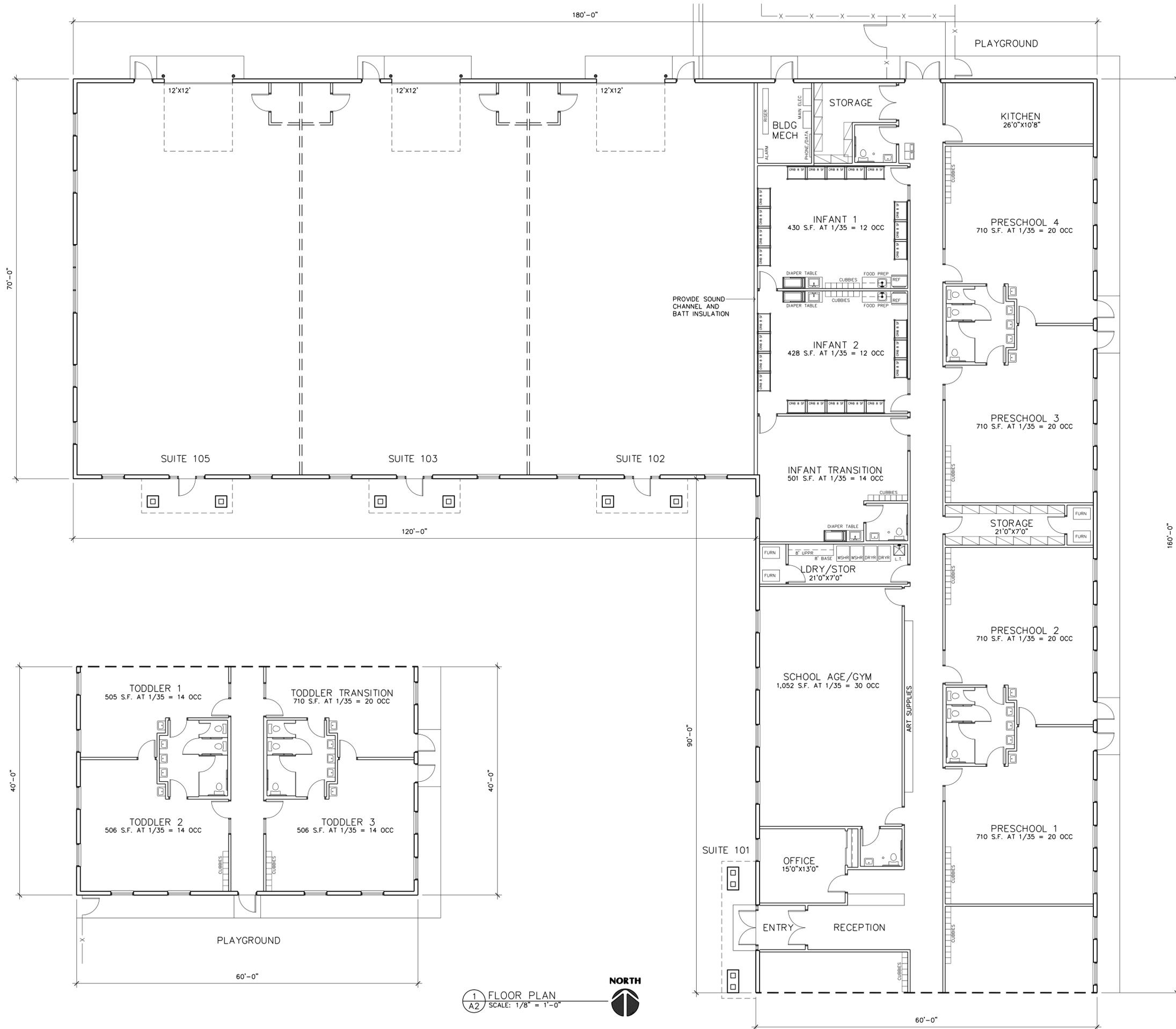
AMBA EAST BETHEL
 East Bethel, Minnesota

Copyright 2025
 Leonard Lampert Architects Inc.
 Project Designer: JAMES B
 Drawn By: JRB
 Checked By: LL

Revisions

10/7/25	PRELIMINARY
10/23/25	CITY SUBMITTAL

SITE PLAN
 Sheet Number
A1
 Project No. 241226-1



1 FLOOR PLAN
A2 SCALE: 1/8" = 1'-0"



LAMPERT ARCHITECTS

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SIGNATURE
LEONARD LAMPERT
13669
LICENSE
DATE

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East Bethel, Minnesota

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Drawn By: JRB

Checked By: LL

Revisions

10/7/25 PRELIMINARY

10/23/25 CITY SUBMITTAL

FLOOR PLAN

Sheet Number

A2

Project No. 241226-1



1 WEST ELEVATION
A3 SCALE: 1/8" = 1'-0"

EXTERIOR MATERIALS – WEST
(WALL AREA TO TRUSS BEARING)
 LP SMART SIDING - 1,208 S.F. (48.1%)
 MANUF STONE - 792 S.F. (31.6%)
 WINDOWS - 508 S.F. (20.3%) > 20% MINIMUM FACING R.O.W.
 2,508 S.F. (100%)



2 SOUTH ELEVATION
A3 SCALE: 1/8" = 1'-0"

EXTERIOR MATERIALS – SOUTH
(WALL AREA TO TRUSS BEARING)
 LP SMART SIDING - 1,187 S.F. (50.1%)
 MANUF STONE - 707 S.F. (29.8%)
 WINDOWS - 477 S.F. (20.1%)
 2,371 S.F. (100%)



3 EAST ELEVATION
A3 SCALE: 1/8" = 1'-0"

EXTERIOR MATERIALS – EAST
(WALL AREA TO TRUSS BEARING)
 LP SMART SIDING - 1,275 S.F. (53.8%)
 MANUF STONE - 541 S.F. (22.8%)
 WINDOWS - 552 S.F. (23.3%) > 20% MINIMUM FACING R.O.W.
 2,368 S.F. (100%)



4 NORTH ELEVATION
A3 SCALE: 1/8" = 1'-0"

EXTERIOR MATERIALS – NORTH
(WALL AREA TO TRUSS BEARING)
 LP SMART SIDING - 1,794 S.F. (75.6%)
 MANUF STONE - 25 S.F. (1.1%)
 WINDOWS - 120 S.F. (5.1%)
 DOORS - 432 S.F. (18.2%)
 2,371 S.F. (100%)



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PRELIMINARY
NOT FOR CONSTRUCTION

SIGNATURE
LEONARD LAMPERT
PROF. NO. 13669
LICENSED ARCHITECT
STATE OF MINNESOTA

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East Bethel, Minnesota

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Drawn By: JRB

Checked By: LL

Revisions

10/7/25	PRELIMINARY
10/23/25	CITY SUBMITTAL

BUILDING ELEVATIONS

Sheet Number

A3

Project No. 241226-1

Filename: AMBA EAST BETHEL\AMBA EAST BETHEL-A3



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION

AMBA EAST BETHEL

East Bethel, Minnesota

NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.

PLANTING SCHEDULE						
QTY.	KEY	COMMON NAME	BOTANICAL NAME	SIZE	MTHD	REMARKS
2	AB	AUTUMN BLAZE MAPLE	ACER FREEMANII	2.5" CAL.	BB	
2	IH	IMPERIAL HONEYLOCUST	GLEDITSIA TRICANTHOS	2.5" CAL.	BB	
2	SO	SWAMP WHITE OAK	QUERCUS BICOLOR	2.5" CAL.	BB	
3	RS	RED SPLENDOR CRAB	MALUSxHYBRIDS 'RED SPLENDOR'	1.5" CAL.	BB	
3	BH	BLACK HILLS SPRUCE	PICEA GLAUCA DENSATA	6' TALL	BB	
22	BB	COMPACT BURNING BUSH	EUONYMUS ALATUS 'COMPACTA'	18"-24" TALL	CONT.	
7	GS	GOLDMOUND SPIREA	SPIREA X BUMALDA 'GOLDMOUND'	18"-24" TALL	CONT.	
6	BJ	BLUE CHIP JUNIPER	JUNIPERUS BLUECHIP	18"-24" WIDE	CONT.	
25	GD	GARDEN GLOW DOGWOOD	CORNUS HESSI GARDEN GLOW	18"-24" TALL	CONT.	
8	GA	GLOBE ARBORVITAE	THUJA OCCIDENTALIS	18"-24" TALL	CONT.	

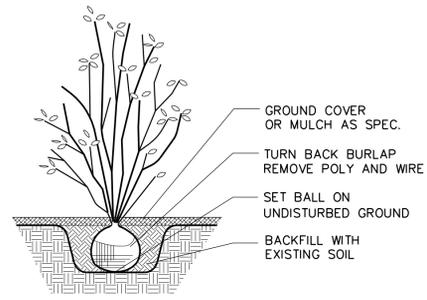
LANDSCAPE NOTES:

- SEED/SOD AREAS AS SHOWN ON THE PLAN.
- SEE PLAN FOR PLANTINGS LOCATED IN ROCK MULCH BED. ROCK MULCH BEDS SEPARATED FROM SOD BY BLACK VINYL EDGER. OTHER PLANTINGS TO HAVE WOOD MULCH RING TO PREVENT WEED GROWTH AND CONSERVE WATER.
- UNDERGROUND IRRIGATION SYSTEM TO BE PROVIDED FOR ALL FOUNDATION PLANTINGS AND TURF AREAS. PROVIDE MOISTURE SENSOR. IRRIGATION DESIGN BY CONTRACTOR.
- EXISTING SIGNIFICANT VEGETATION DOES NOT EXIST

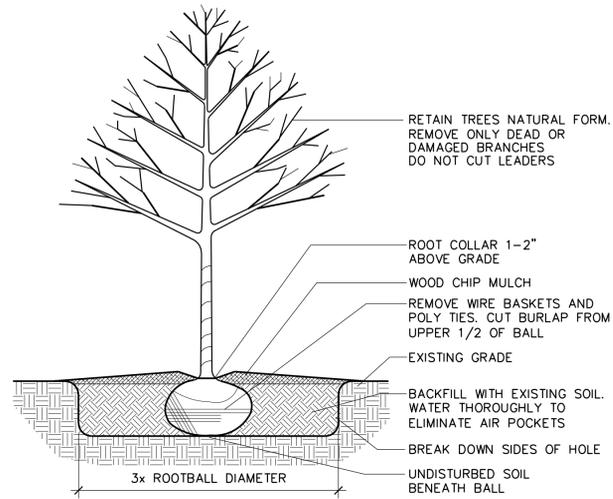
LANDSCAPE REQUIREMENT:

OVERSTORY/CONIFEROUS
20,400 S.F. AT 1/2,000 = 10 TREES REQUIRED
10 TREES PROVIDED

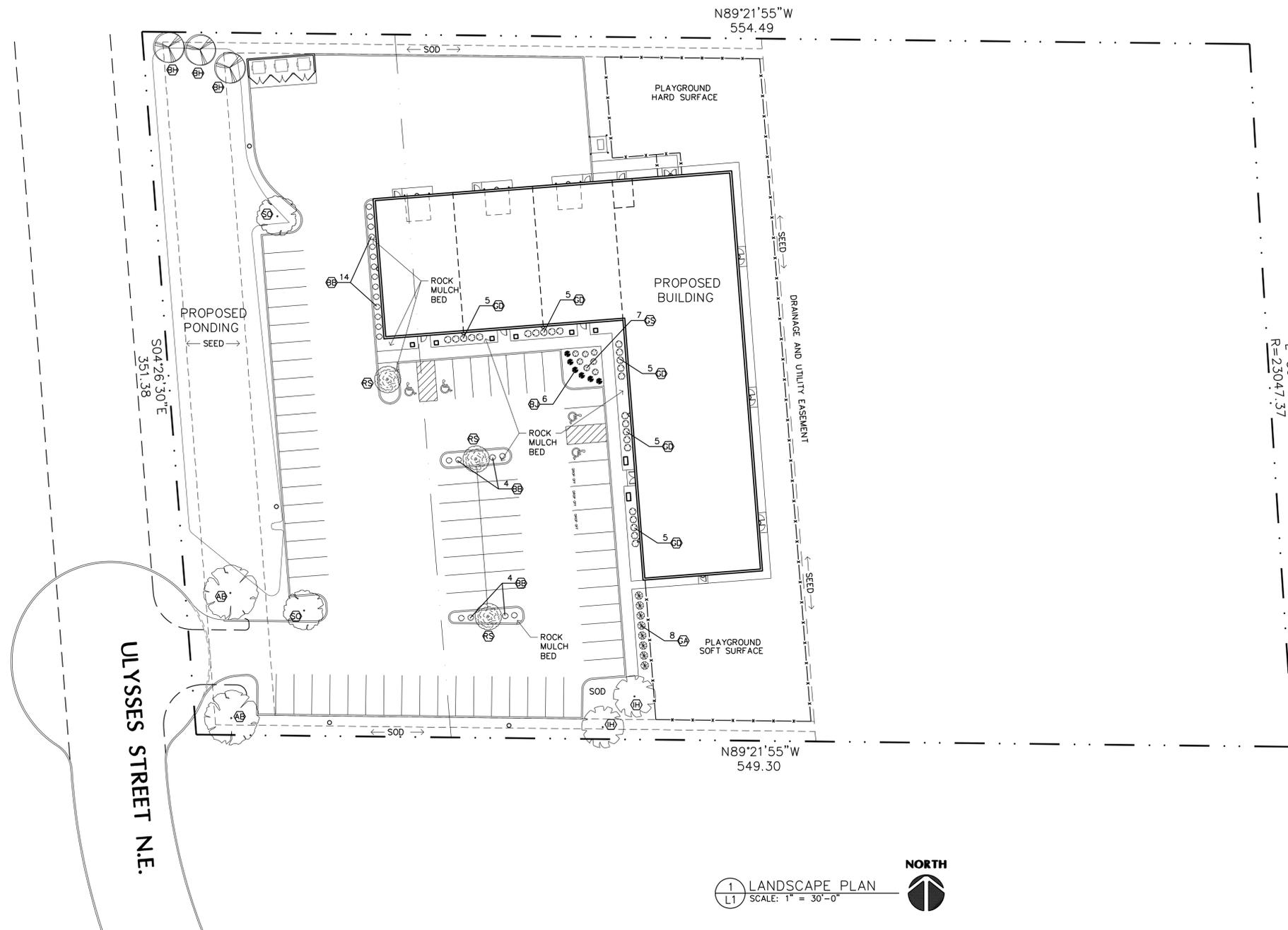
SHRUBS
20,400 S.F. AT 1/300 = 68 SHRUBS REQUIRED
68 SHRUBS PROVIDED



3 SHRUB PLANTING DETAIL
L1 SCALE: NOT TO SCALE



2 TREE PLANTING DETAIL
L1 SCALE: NOT TO SCALE



1 LANDSCAPE PLAN
L1 SCALE: 1" = 30'-0"



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East Bethel, Minnesota

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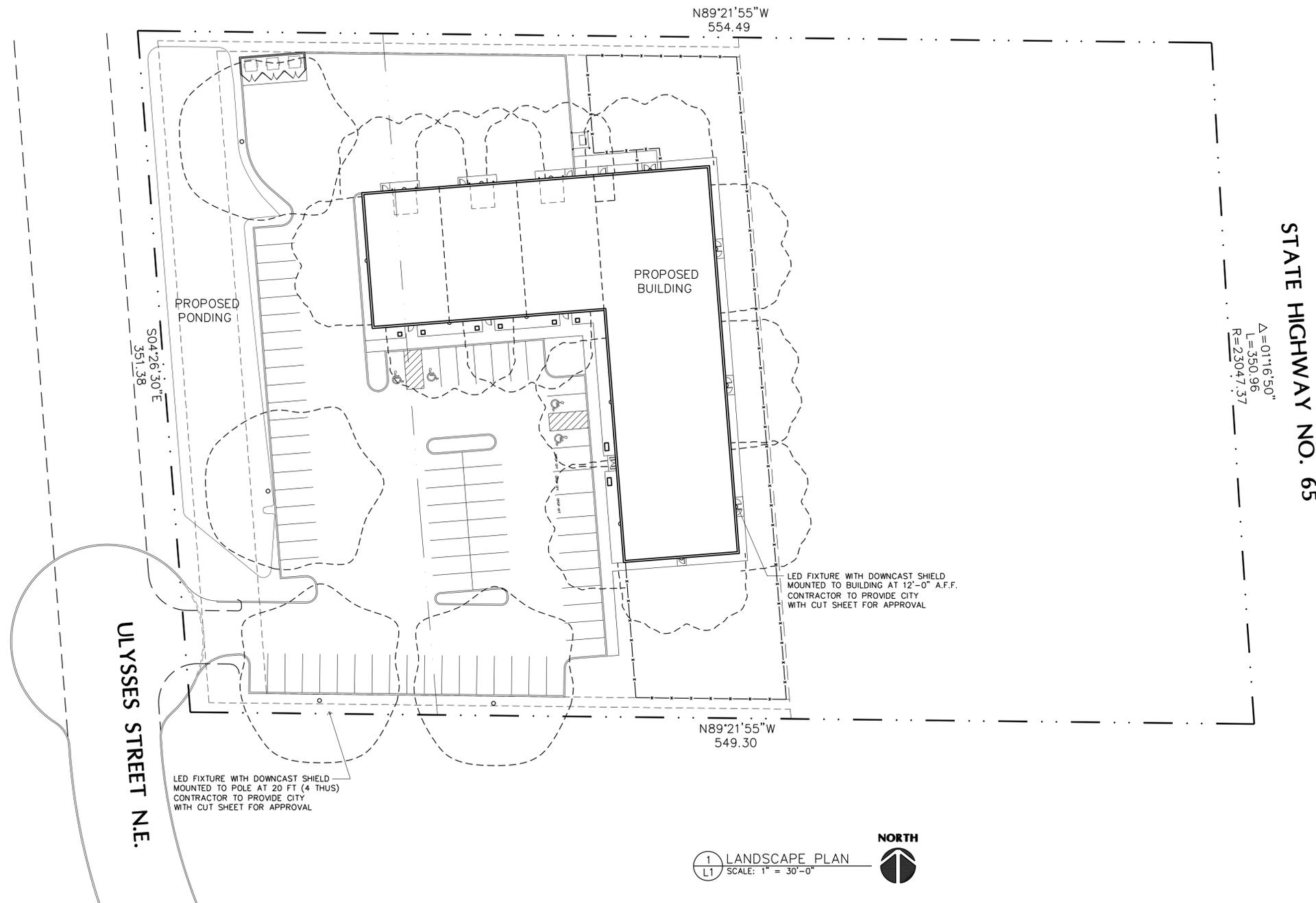
Revisions	Date	Description
10/7/25	PRELIMINARY	
10/23/25	CITY SUBMITTAL	

LANDSCAPE PLAN

Sheet Number

L1

Project No. 241226-1



1 LANDSCAPE PLAN
 L1 SCALE: 1" = 30'-0"



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 East Bethel, Minnesota

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Project Designer: JAMES B

Drawn By: JRB

Checked By: LL

Revisions

10/7/25 PRELIMINARY

10/23/25 CITY SUBMITTAL

SCHEMATIC
 SITE LIGHTING PLAN

Sheet Number

L2

Project No. 241226-1

AMBA EAST BETHEL

TITLE SHEET, LEGEND, EXISTING CONDITIONS & REMOVAL PLAN

EAST BETHEL, MINNESOTA

LEGEND *

— OHW —	EXISTING OVERHEAD ELECTRIC	— —	PROPOSED WATER PIPE
— TEL —	EXISTING UNDERGROUND TELEPHONE	— > —	PROPOSED SANITARY SEWER PIPE
— CBL —	EXISTING UNDERGROUND CABLE	— >> —	PROPOSED STORM SEWER PIPE
□	EXISTING TELEPHONE PEDESTAL	— << —	PROPOSED DRAINTILE AND CLEAN-OUT
□	EXISTING ELECTRICAL PEDESTAL	— ELEC —	PROPOSED ELECTRIC SERVICE *
□	EXISTING CABLE PEDESTAL	— GAS —	PROPOSED GAS SERVICE *
□	EXISTING UTILITY POLE	— TEL —	PROPOSED TELEPHONE SERVICE *
☆	EXISTING LIGHT POLE	⊙	PROPOSED STORM MANHOLE
— > —	EXISTING STORM SEWER	□	PROPOSED CATCH BASIN
— —	EXISTING WATER MAIN	□	PROPOSED FLARED-END SECTION
— > —	EXISTING SANITARY SEWER	⊗	PROPOSED GATE VALVE
— FM —	EXISTING FORCEMAIN	⊗	PROPOSED HYDRANT
⊙	EXISTING STORM MANHOLE	⊙	PROPOSED SANITARY SEWER MANHOLE
□	EXISTING CATCH BASIN	— 928 —	PROPOSED CONTOUR
◀	EXISTING FLARED-END SECTION	— 930 —	PROPOSED CONTOUR
⊗	EXISTING GATE VALVE	⊗ 920.60	PROPOSED SPOT ELEVATION (GUTTERLINE, BITUMINOUS SURFACE, OR GROUND SURFACE UNLESS OTHERWISE INDICATED)
⊗	EXISTING HYDRANT	— S —	PROPOSED SILT FENCE
⊗	EXISTING WELL	— 4.0% —	PROPOSED DIRECTION OF DRAINAGE
⊙	EXISTING SANITARY SEWER MANHOLE	■	PROPOSED BITUMINOUS
— 928 —	EXISTING CONTOUR	■	PROPOSED FILTRATION MEDIA
— 930 —	EXISTING CONTOUR	■	PROPOSED HEAVY-DUTY PAVEMENT
⊗ 920.99	EXISTING SPOT ELEVATION	■	PROPOSED ENKAMAT
⊗ 920.42	EXISTING SPOT ELEVATION (MATCH INTO ELEVATION)	■	PROPOSED RETAINING WALL
■	EXISTING BITUMINOUS	■	BITUMINOUS PAVEMENT REMOVAL
☀	EXISTING TREES	■	CONCRETE SIDEWALK REMOVAL
✕	EXISTING TREE TO BE REMOVED	■	PROPOSED CONCRETE SIDEWALK
→	SURFACE DRAINAGE DIRECTION		
— X —	EXISTING FENCE		
— ○ —	EXISTING RETAINING WALL		
— WET —	EXISTING WETLAND		

* NOT ALL SYMBOLS ARE APPLICABLE.

GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

ALL UTILITIES THAT WILL BE OWNED AND MAINTAINED BY THE CITY AFTER CONSTRUCTION SHALL BE BUILT TO CITY STANDARDS.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

THE CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY PRIOR TO ANY WORK.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.

VICINITY MAP



NOT TO SCALE



SHEET INDEX

C0	TITLE SHEET, LEGEND, EXISTING CONDITIONS, & REMOVAL PLAN
C1	SITE PLAN
C2	GRADING, DRAINAGE & EROSION CONTROL PLAN
C3	UTILITY PLAN
C4.1	DETAILS & NOTES
C4.2	DETAILS & NOTES
C4.3	DETAILS & NOTES

DRAWN BY: M.Q.A. DESIGN BY: Q.M.A.
 CHECKD BY: M.Q.A. PROJ. NO. 25-2224

ORIGINAL DATE: SEPTEMBER 23, 2025

DATE	REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
QASEM M. ABUGHAZLEH LIC. NO. 56289
 DATE: 10.23.2025

AMBA EAST BETHEL COMMERCIAL BUILDING EAST BETHEL, MINNESOTA
 TITLE SHEET, LEGEND, EXISTING CONDITIONS, & REMOVAL PLAN

PREPARED FOR:
MITCHELL WEBB



SITE PLANNING & ENGINEERING

PLOWE ENGINEERING, INC.

6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701

NORTH



0 20 40
 1 INCH = 40 FEET

C0

TITLE SHEET, LEGEND, EXISTING CONDITIONS, & REMOVAL PLAN AMBA EAST BETHEL COMMERCIAL BUILDING



below.
 Call before you dig.

DATE	REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
QASEM M. ABUGHAZLEN LIC. NO. 56299
 DATE: 10.23.2025

AMBA EAST BETHEL COMMERCIAL BUILDING
EAST BETHEL, MINNESOTA
 GRADING, DRAINAGE, AND EROSION CONTROL PLAN

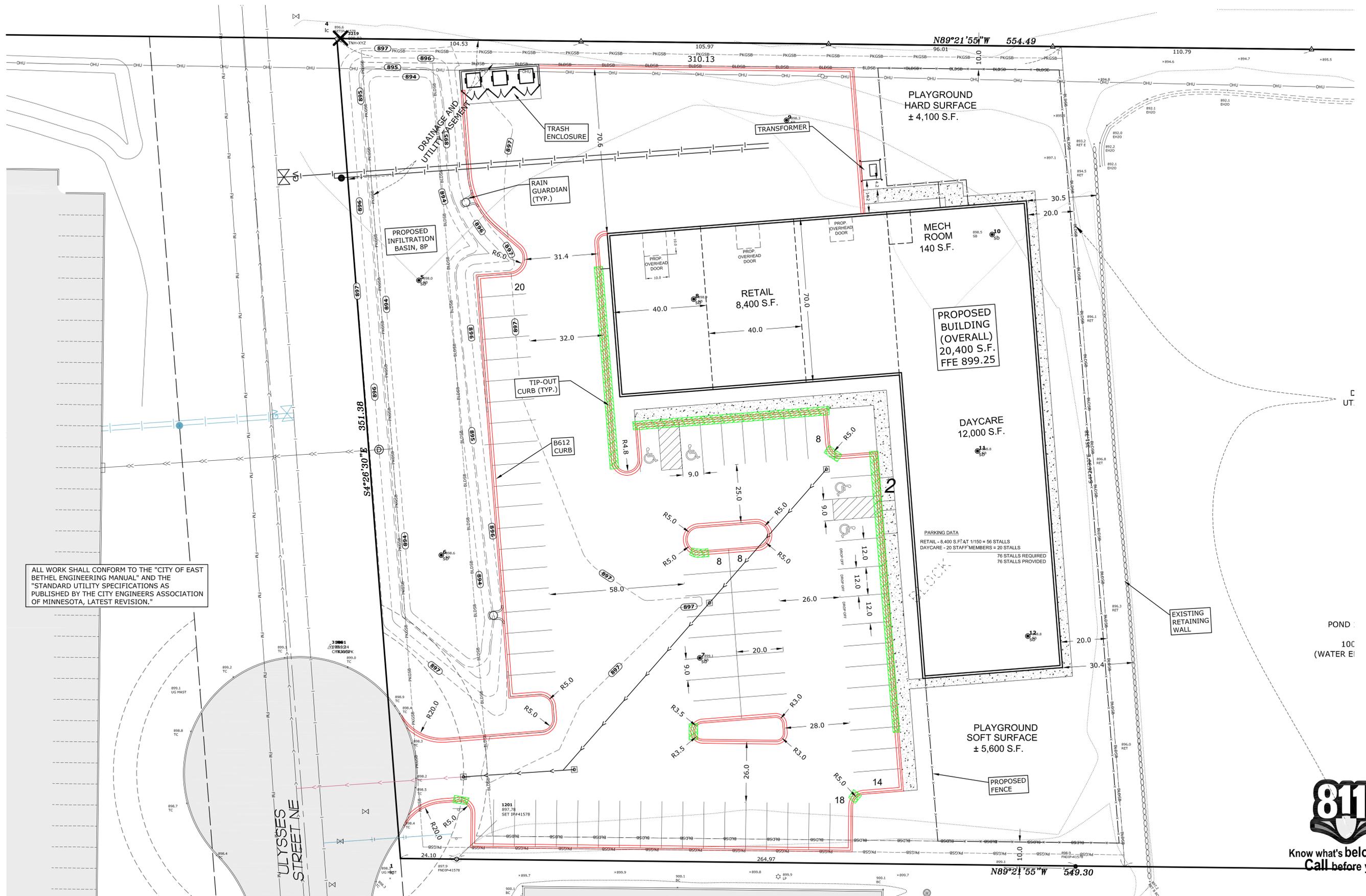
PREPARED FOR:
MITCHELL WEBB

PLOWE ENGINEERING, INC.
 SITE PLANNING & ENGINEERING
 6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701

NORTH

 0 10 20
 1 INCH = 20 FEET

C1



ALL WORK SHALL CONFORM TO THE "CITY OF EAST BETHEL ENGINEERING MANUAL" AND THE "STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, LATEST REVISION."

PLAYGROUND HARD SURFACE ± 4,100 S.F.

RETAIL 8,400 S.F.

MECH ROOM 140 S.F.

PROPOSED BUILDING (OVERALL) 20,400 S.F. FFE 899.25

DAYCARE 12,000 S.F.

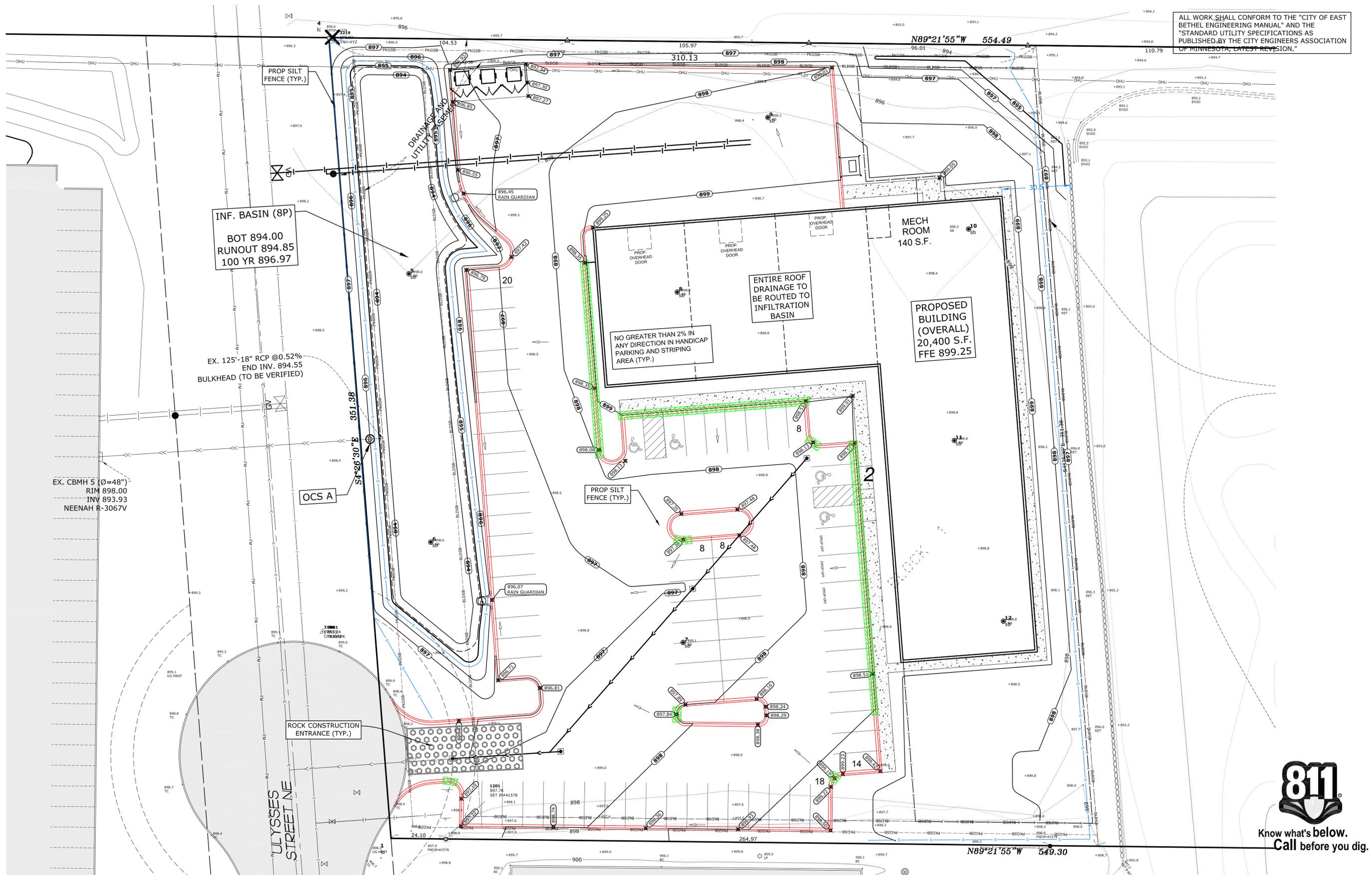
PARKING DATA
 RETAIL - 8,400 S.F. AT 1150 = 56 STALLS
 DAYCARE - 20 STAFF/MEMBERS = 20 STALLS
 76 STALLS REQUIRED
 76 STALLS PROVIDED

PLAYGROUND SOFT SURFACE ± 5,600 S.F.

811
 Know what's below.
 Call before you dig.

SITE PLAN
AMBA EAST BETHEL COMMERCIAL BUILDING

ALL WORK SHALL CONFORM TO THE "CITY OF EAST BETHEL ENGINEERING MANUAL" AND THE "STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, LATEST REVISION."



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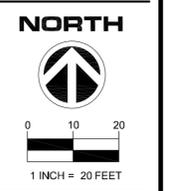
AMBA EAST BETHEL COMMERCIAL BUILDING
 EAST BETHEL, MINNESOTA
 GRADING, DRAINAGE, AND EROSION CONTROL PLAN

PREPARED FOR:
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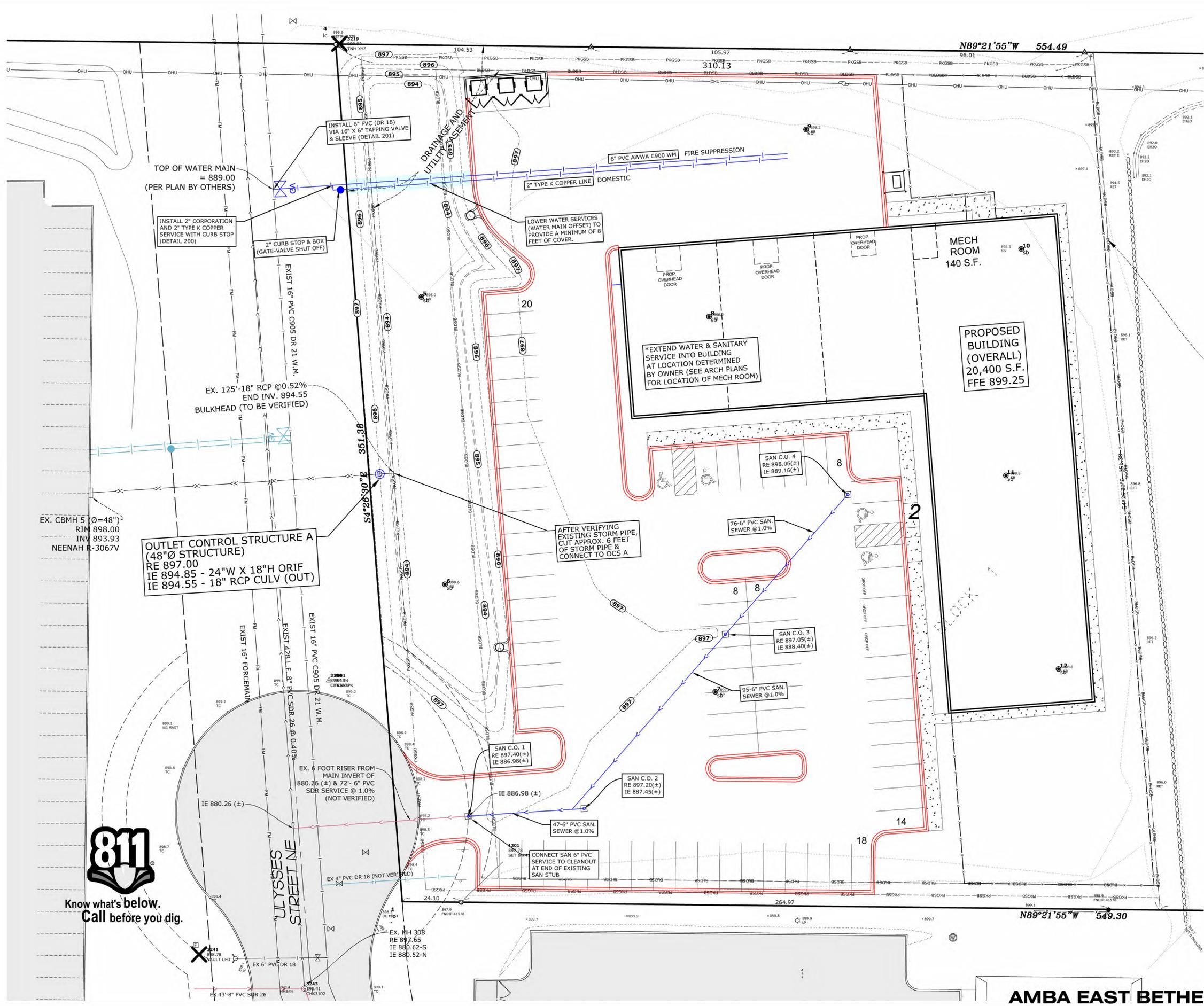
Know what's below.
 Call before you dig.



SEE SHEET C4.1 FOR GRADING & EROSION CONTROL NOTES.

**GRADING, DRAINAGE, AND EROSION CONTROL PLAN
 AMBA EAST BETHEL COMMERCIAL BUILDING**

C2



SANITARY SEWER NOTES

EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
 PROPOSED SANITARY SEWER SERVICES SHALL BE 6" PVC SCHEDULE 40.
 ALL SEWER MAINS AND SERVICES THAT DO NOT MEET A MINIMUM BURY OF 7.5 FEET SHALL BE INSULATED.

STORM SEWER NOTES

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
 ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MINNESOTA RULES, PART 4715.2820.
 STORM SEWER PIPES TO BE JOINED TO THE CATCH BASIN MANHOLES W/ APPROVED RESILIENT RUBBER JOINTS TO MAKE THEM GASTIGHT OR WATERTIGHT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

WATER MAIN NOTES

EXISTING WATER MAIN LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
 PROVIDE PIPE INSULATION WHERE SEWER (SANITARY OR STORM) CROSSES WITHIN 18" OF WATER MAIN.
 PROPOSED WATER SERVICE (DOMESTIC) SHALL BE A 2" TYPE K COPPER.
 PROPOSED WATER SERVICE (FIRE SUPPRESSION) SHALL BE 6" PVC AWWA C900 DR 18 (CONFORMING TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS). ALL WATERMAIN FITTINGS SHALL BE DUCTILE IRON, LONG MECHANICAL JOINT, FULL BODY FITTINGS, PER THE CURRENT STANDARDS. THIS 6" LINE IS FOR FIRE SUPPRESSION.
 ALL SERVICE SHUTOFF VALVES SHALL BE LOCATED WITHIN CITY RIGHT-OF-WAY OR DRAINAGE & UTILITY EASEMENTS.
 MECHANICAL JOINTS SHALL BE USED FOR WATER MAIN PIPES 4" IN DIAMETER AND LARGER. RUBBER GASKETS SHALL CONFORM TO AWWA C111 (ANSI A21.11).
 ALL FITTINGS AND RETAINING RODS SHALL BE PROTECTED USING SACRIFICIAL ZINC ANODE CAPS SUCH AS 175P190 PROTECTO CAPS AS MANUFACTURED BY EBAA IRON OR AN APPROVED EQUAL. CONTRACTORS SHALL SUPPLY 2 PROTECTO CAPS PER MECHANICAL JOINT GLAND INSTALLED.
 ALL FITTING, ETC. SHALL BE SECURED UTILIZING COR-BLUE T-BOLTS AS MANUFACTURED BY NSS INDUSTRIES OR APPROVED EQUAL.

WATERMAIN AND RESTRAINING DEVICES - THE INTERIOR AND EXTERIOR OF ALL WATERMAIN FITTINGS AND RESTRAINING DEVICES SHALL BE COATED WITH A 6-8 MIL NOMINAL THICKNESS, FUSION BONDED EPOXY CONFORMING TO THE REQUIREMENTS OF ANSI/AWWA C350 AND C116/A21.16.
 TRACER WIRE IS REQUIRED FOR ALL PVC WATERMAIN PIPE AND SERVICE LINES AND SHALL BE NO. 8 COPPER INSULATED AND RATED FOR UNDERGROUND SERVICE. TRACER WIRE SHALL REMAIN CONTINUOUS AND BE BROUGHT TO THE SURFACE AT ALL HYDRANTS AND SERVICES PER STANDARD PLATES NO. 200 AND 204. THE TRACER WIRE SYSTEM SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE MINNESOTA RURAL WATER TRACER WIRE SPECIFICATION.
 TRACER WIRE WILL BE LAID WITH ALL PVC WATER MAINS, VALVE BOXES, AND HYDRANTS.
 CONNECTORS (THREE-WAY LUG): ALLOWS TAP WITHOUT CUTTING THE MAIN LINE. WIRE SIZE: #14-10 SOLID COPPER AND #12 STEEL CORE COPPER-CLAD TRACER WIRE. INCLUDES SILICON SEALANT, DESIGNED FOR DIRECT BURIAL. CONNECTORS SHALL BE COPPERHEAD INDUSTRIES OR APPROVED EQUAL.
 MAGNESIUM GROUNDING RODS: EQUIPMENT FROM THE FOLLOWING MANUFACTURERS AND WHICH MEET THESE SPECIFICATIONS WILL BE ACCEPTED. COPPERHEAD INDUSTRIES PART # ANO-1005 (1.5 LBS). MAGNESIUM GROUNDING RODS ARE REQUIRED AT ALL ACCESS BOXES AS SHOWN ON THE PLANS.
 CONNECTORS (WIRE NUTS): JOINS UP TO 4 #12 WIRES. WIRE SIZE: #22-8 SOLID COPPER AND #12 STEEL CORE COPPER-CLAD TRACER WIRE. DESIGNED FOR DIRECT BURIAL. CONNECTORS SHALL BE COPPERHEAD INDUSTRIES OR APPROVED EQUAL.
 THE NEW WATERMAIN WILL NEED TO BE PRESSURE TESTED PER THE CURRENT STANDARDS.
 MAINTAIN MINIMUM 8-FT COVER TO TOP OF ALL WATER MAIN PIPE.

ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF EAST BETHEL AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY, SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL APPLICABLE PERMITS ARE RECEIVED BY THE CONTRACTOR.

INSTALLATION OF UTILITIES SHALL BE CONSTRUCTED TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS AND CITY STANDARDS AS IDENTIFIED IN THE PUBLIC WORKS/ENGINEERING STANDARDS.

ALL WORK SHALL CONFORM TO THE "CITY OF EAST BETHEL ENGINEERING MANUAL" AND THE "STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, LATEST REVISION."

DRAWN BY:	DESIGN BY:
M.Q.A.	Q.M.A.
CHKD BY:	PROJ. NO.
M.Q.A.	25-2224
ORIGINAL DATE:	
SEPTEMBER 23, 2025	

DATE	REVISION DESCRIPTION

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QASEM M. ABUGHAZLEH LIC. NO. 56299
 DATE: 10.23.2025

AMBA EAST BETHEL COMMERCIAL BUILDING
 EAST BETHEL, MINNESOTA
 UTILITY PLAN

PREPARED FOR:
MITCHELL WEBB

PLOWE ENGINEERING, INC.
 6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701



C3

**UTILITY PLAN
 AMBA EAST BETHEL COMMERCIAL BUILDING**

SITE SEQUENCING

• PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL INSTALL ROCK CONSTRUCTION ENTRANCE (LOCATIONS TO BE DETERMINED - COORDINATE WITH OWNER) AND PERIMETER SILT FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY.) ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.

• THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED BELOW.

ITEM	MNDOT SPECIFICATION/NOTES
SOD	3878
SEED **	3876
* FOR TURF ESTABLISHMENT	
COMMERCIAL TURF	MNDOT MIX 25-131 (220 LBS/ACRE)
RESIDENTIAL TURF	MNDOT MIX 25-131 (120 LBS/ACRE)
TEMPORARY	
FALL COVER	MNDOT MIX 21-112 (100 LBS/ACRE)
SPRING/SUMMER	MNDOT MIX 21-111 (100 LBS/ACRE)
SOIL-BUILDING COVER	MNDOT MIX 21-113 (110 LBS/ACRE)
1-2 YEARS COVER	MNDOT MIX 22-111 (30.5 LBS/ACRE)
2-5 YEARS COVER	MNDOT MIX 22-112 (40 LBS/ACRE)
MULCH	3882 (TYPE 1 - DISC ANCHORED)
FERTILIZER	3881
WOOD FIBER BLANKET	3885 (CATEGORY 2)

* MOW A MINIMUM OF ONCE PER 2 WEEKS
 ** SEEDING AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

• ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN FOURTEEN (14) DAYS.

• THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.

• THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.

• THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.

• PROTECT ALL STORM WATER MANAGEMENT FACILITIES FROM CONSTRUCTION RUN-OFF. CONTRACTOR TO INSTALL AND CONSTRUCT SAID FACILITIES ONCE SITE HAS BEEN STABILIZED.

• IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.

• THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.

• THE CONTRACTOR SHALL SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES & OVERFLOWS.

• UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL WITH SOD OR SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.

• EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES.

• IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED.

OTHER POLLUTION CONTROL MEASURES

CONSTRUCTION WASTE MATERIALS - ALL WASTE MATERIALS GENERATED AS A RESULT OF SITE CONSTRUCTION SHALL BE COLLECTED AND REMOVED ACCORDING TO ALL LOCAL AND/OR STATE WASTE MANAGEMENT REGULATIONS BY A LICENSED SOLID WASTE MANAGEMENT COMPANY. THE CONTRACTOR WILL ENSURE THAT ALL SITE PERSONNEL ARE INSTRUCTED IN THESE PRACTICES.

HAZARDOUS WASTES - ALL HAZARDOUS WASTE MATERIALS SHALL BE STORED PROPERLY TO PREVENT SPILLS AND VANDALISM. WHEN NECESSARY, HAZARDOUS WASTES WILL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL AND/OR STATE REGULATION OR BY THE MANUFACTURER.

SANITARY WASTE - ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS BY A LOCAL, LICENSED WATER MANAGEMENT COMPANY, AS REQUIRED BY LOCAL REGULATION.

OFFSITE VEHICLE TRACKING - A ROCK CONSTRUCTION ENTRANCE HAS BEEN PROVIDED TO HELP REDUCE VEHICLE TRACKING OF SEDIMENTS. IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED. DUMP TRUCKS HAULING LOOSE MATERIALS (SAND, TOPSOIL, ETC.) TO AND/OR FROM THE SITE SHALL BE COVERED WITH A TARPULIN.

VEHICLE CLEANING - NO ENGINE DEGREASING IS ALLOWED ON-SITE. EXTERNAL WASHING OF VEHICLES TO BE CONFINED TO A DEFINED AREA ("BONE YARD") ON-SITE. CONTRACTOR TO PROVIDE DESIGNATED TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. WASHOUT AREA IS TO BE A MINIMUM OF 50' FROM DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE) AND DISPOSED OF PROPERLY.

SPILL PREVENTION AND CONTROL - ALL VEHICLES WILL BE CHECKED FOR LEAKING OIL AND FLUIDS. VEHICLES LEAKING FLUIDS WILL NOT BE ALLOWED ON-SITE. SPILL KITS WILL BE STORED ON-SITE AND ALL SPILLS WILL BE CLEANED UP IMMEDIATELY ON DISCOVERY. SPENT ABSORBENT MATERIALS AND RAGS WILL BE HAULED OFF-SITE IMMEDIATELY AFTER THE SPILL IS CLEANED UP AND PROPERLY DISPOSED OF. SPILL PREVENTION AND CONTROL MEASURES SHALL BE IMPLEMENTED ONCE CONSTRUCTION BEGINS.

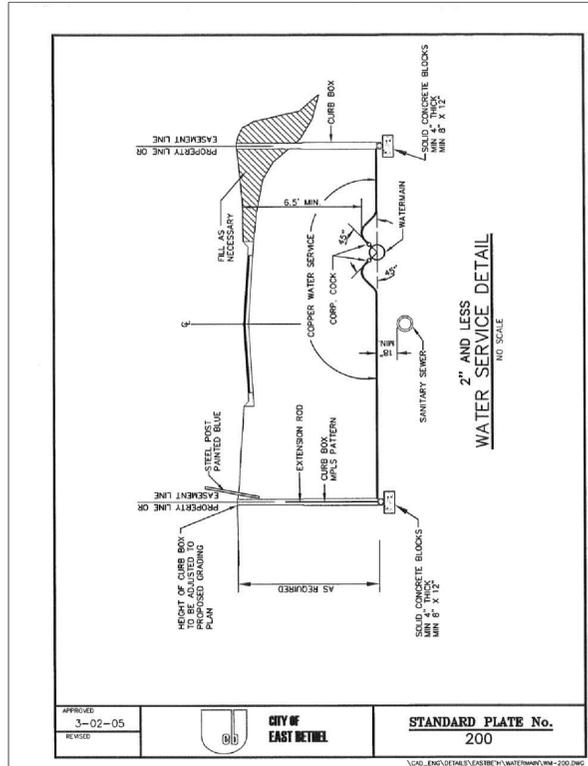
SOIL STOCKPILES - INSTALL SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AROUND ALL TEMPORARY SOIL STOCKPILES. LOCATE SOIL OR DIRT STOCKPILES SUCH THAT DOWNSLOPE DRAINAGE LENGTH IS NO LESS THAN 8 M (25 FEET) FROM THE TOE OF THE PILE TO A SURFACE WATER, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER. IF REMAINING FOR MORE THAN 7 DAYS, STABILIZE THE STOCKPILES BY MULCHING, VEGETATIVE COVER, TARPS, OR OTHER MEANS. DURING STREET REPAIR, COVER CONSTRUCTION SOIL OR DIRT STOCKPILES LOCATED CLOSER THAN 8 M (25 FEET) TO A ROADWAY OR DRAINAGE CHANNEL WITH TARPS, AND PROTECT STORM SEWER INLETS WITH SILT SOCKS OR STAKED SILT FENCE.

PROVIDE WIMCO (OR APPROVED EQUAL) FOR INLET PROTECTION AT ALL EXISTING STORM SEWER INLETS THAT WILL RECEIVE RUN-OFF DURING CONSTRUCTION. INLET PROTECTION TO REMAIN IN-PLACE UNTIL AT LEAST 70% OF SITE VEGETATION HAS BEEN ESTABLISHED.

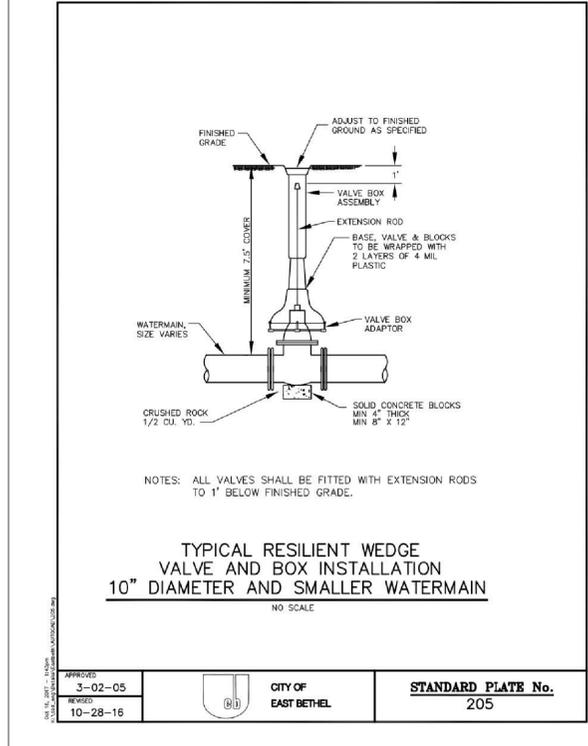
CONTRACTOR TO PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. KEEP WASHOUT AREAS AS FAR AS PRACTICAL FROM STORM DRAINS, DITCHES AND PONDS. DO NOT ALLOW RUN-OFF FROM THIS AREA BY CONSTRUCTING A TEMPORARY PIT OR BERMED AREA LARGE ENOUGH FOR LIQUID AND SOLID WASTE. AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE CONTRACTOR MAY DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASINS TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMPs, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM PROPERTIES.

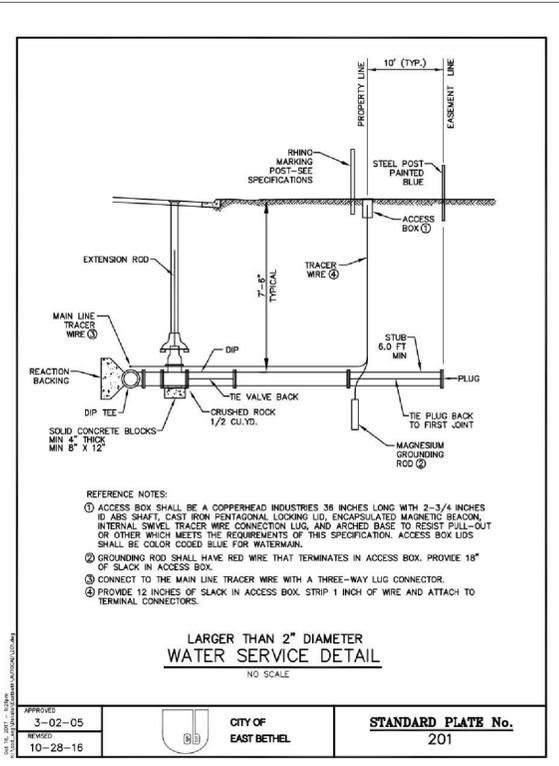
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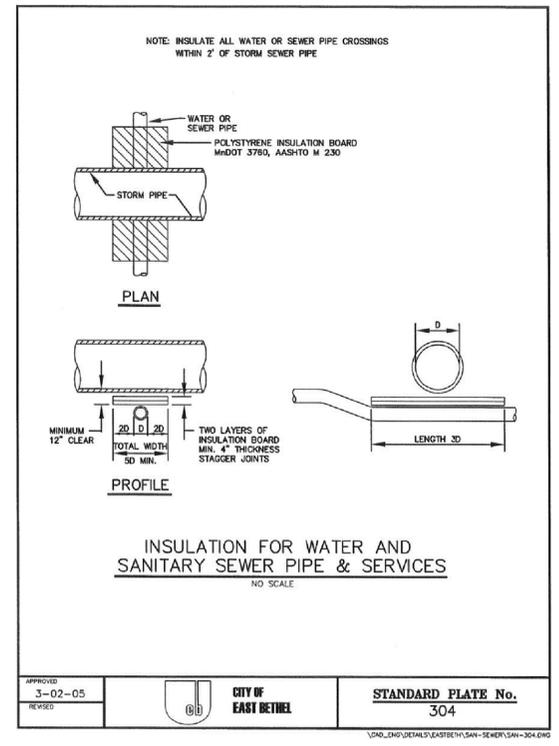
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REVISED			



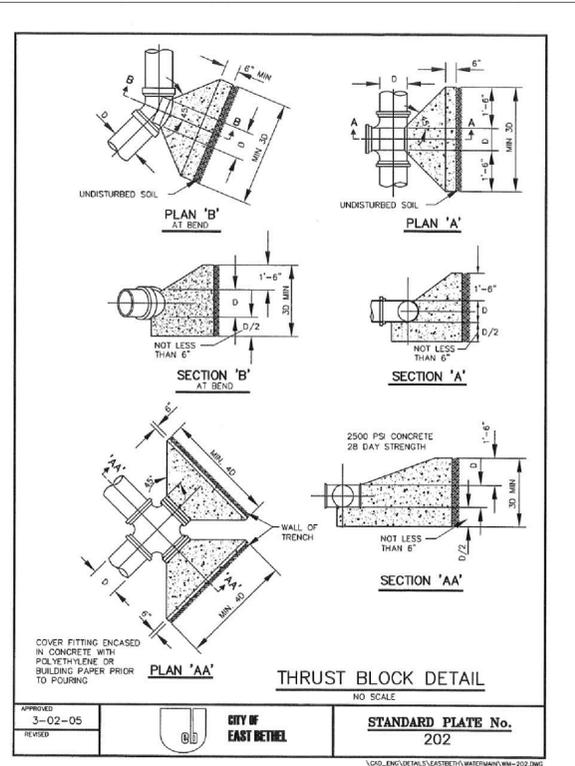
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REVISED 10-28-16			



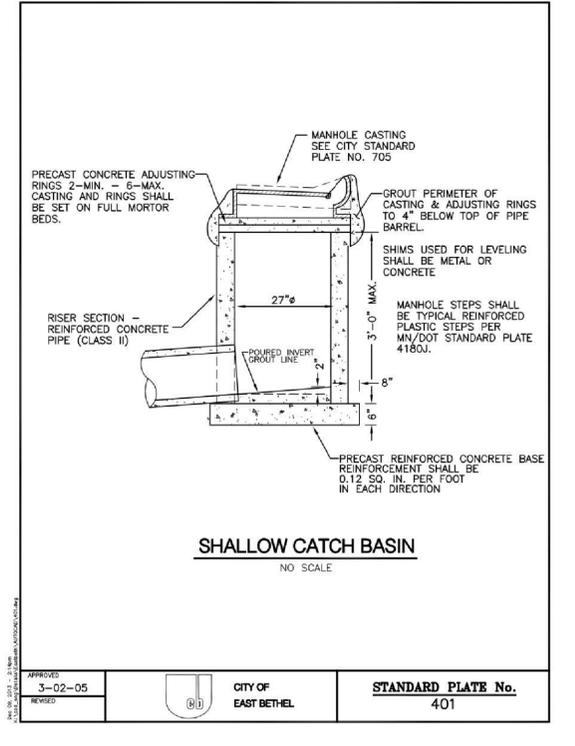
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REVISED 10-28-16			



APPROVED 3-02-05		CITY OF EAST BETHEL	STANDARD PLATE No. 304
REVISED			



APPROVED 3-02-05		CITY OF EAST BETHEL	STANDARD PLATE No. 202
REVISED			



APPROVED 3-02-05		CITY OF EAST BETHEL	STANDARD PLATE No. 401
REVISED			

DRAWN BY: M.Q.A.	DESIGN BY: Q.M.A.
CHKD BY: M.Q.A.	PROJ. NO. 25-2224

ORIGINAL DATE:
SEPTEMBER 23, 2025

REVISION DESCRIPTION

DATE

AMBA EAST BETHEL
COMMERCIAL BUILDING
EAST BETHEL, MINNESOTA

PREPARED FOR:
MITCHELL WEBB



SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
 6776 LAKE DRIVE
 SUITE 110
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 FAX: (651) 361-8701



0 5 10
1 INCH = 10 FEET

C4.1

DETAILS & NOTES
AMBA EAST BETHEL COMMERCIAL BUILDING

DATE	REVISION DESCRIPTION

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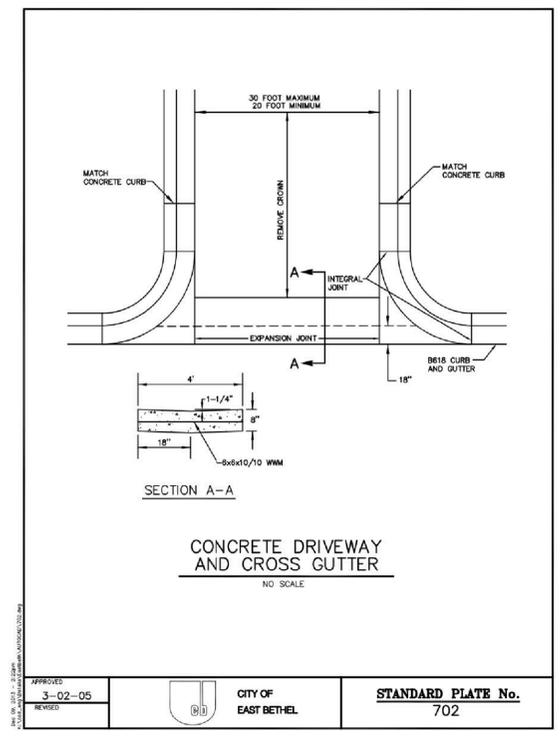
CASEM M. ABUGHAZLEH LIC. NO. 56289
 DATE: 10.23.2025

AMBA EAST BETHEL COMMERCIAL BUILDING
 EAST BETHEL, MINNESOTA
 DETAILS & NOTES

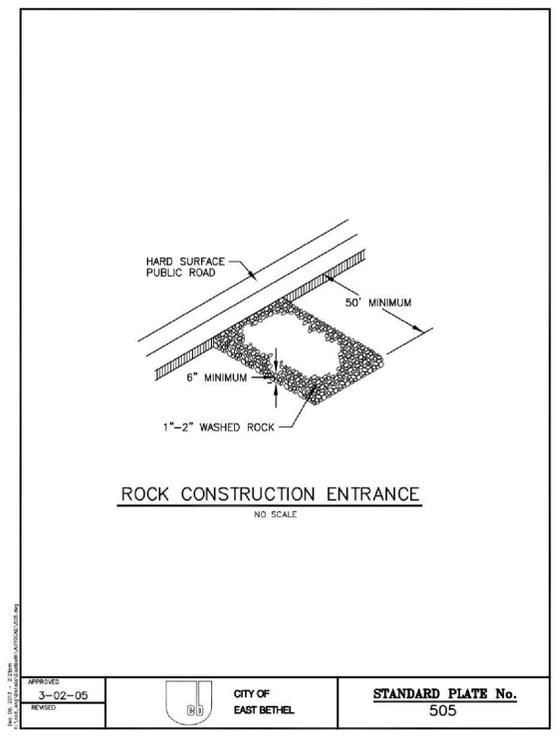
PREPARED FOR: MITCHELL WEBB

PLOWE ENGINEERING, INC.
 SITE PLANNING & ENGINEERING
 6775 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014
 PHONE: (651) 361-8210 FAX: (651) 361-8701

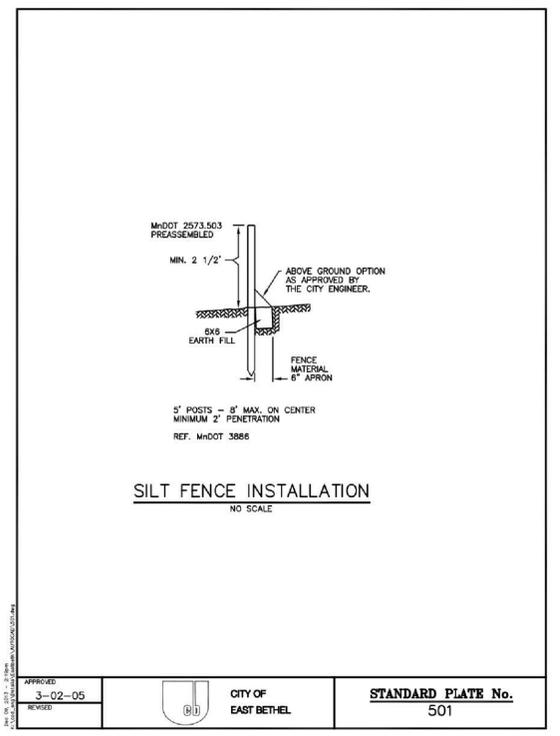
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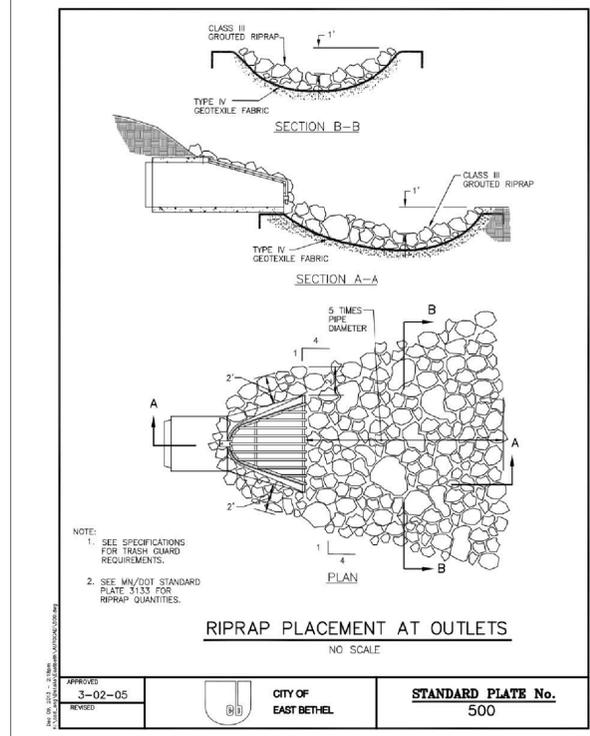
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REVISION			



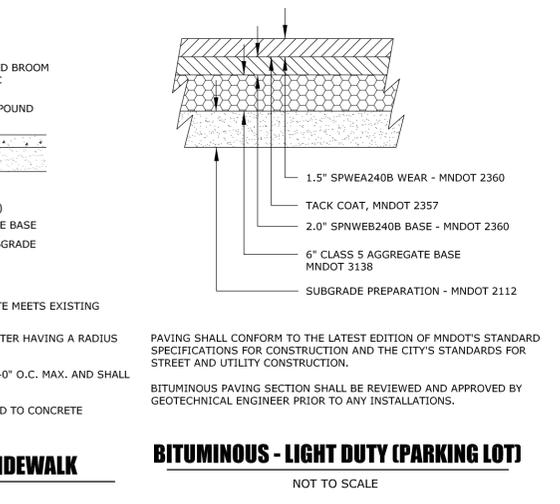
APPROVED	3-02-05	CITY OF EAST BETHEL	STANDARD PLATE No. 505
REVISION			



APPROVED	3-02-05	CITY OF EAST BETHEL	STANDARD PLATE No. 501
REVISION			

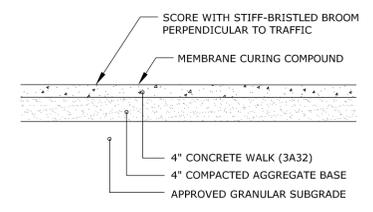


APPROVED	3-02-05	CITY OF EAST BETHEL	STANDARD PLATE No. 500
REVISION			

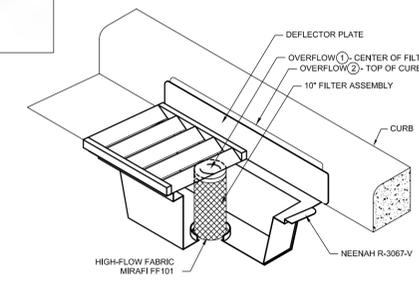


PAVING SHALL CONFORM TO THE LATEST EDITION OF MNDOT'S STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE CITY'S STANDARDS FOR STREET AND UTILITY CONSTRUCTION.

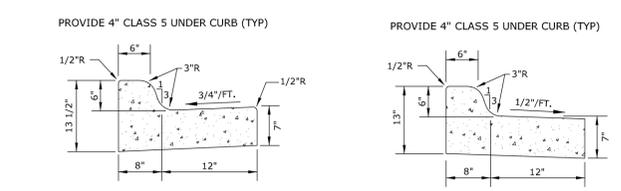
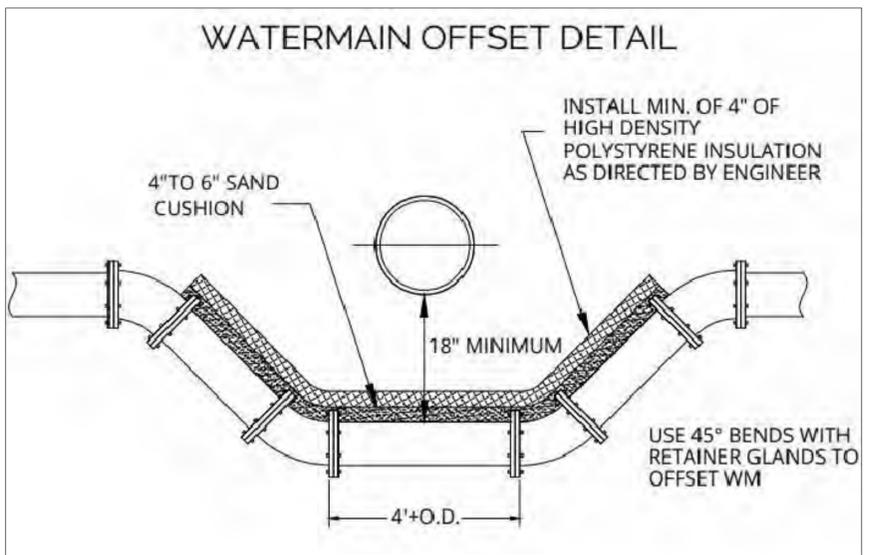
BITUMINOUS PAVING SECTION SHALL BE REVIEWED AND APPROVED BY GEOTECHNICAL ENGINEER PRIOR TO ANY INSTALLATIONS.



- NOTES:
- 1) USE EXPANSION JOINT WHERE NEW CONCRETE MEETS EXISTING CONCRETE OR STRUCTURE.
 - 2) CONTROL JOINTS SHALL BE CUT WITH A JOINTER HAVING A RADIUS OF 1/4" AND SPACED @ 5'-0" O.C. MAX. U.N.O.
 - 3) EXPANSION JOINTS SHALL BE SPACED AT 20'-0" O.C. MAX. AND SHALL CONSIST OF A 1/2" PRE-FORMED JOINT FILLER.
 - 4) ANTI-SPALLING COMPOUND SHALL BE APPLIED TO CONCRETE SURFACES.

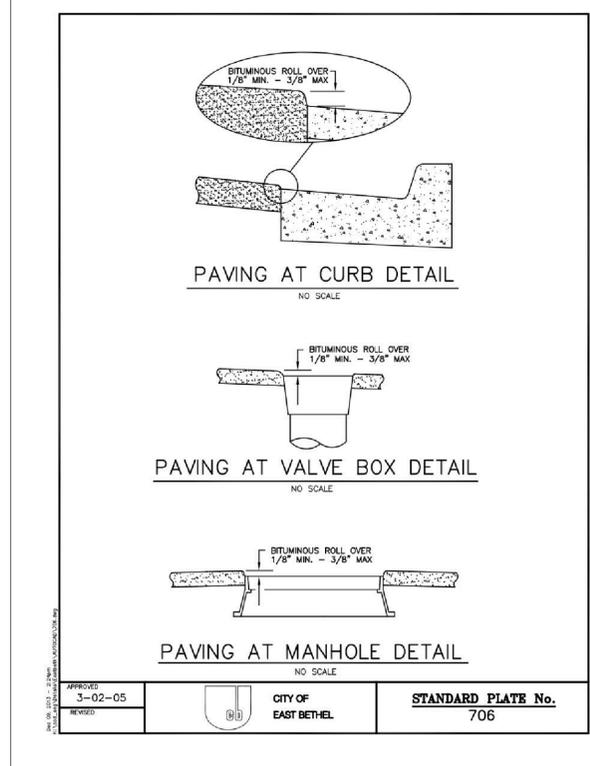


WIMCO INLET PROTECTION
 N.T.S.

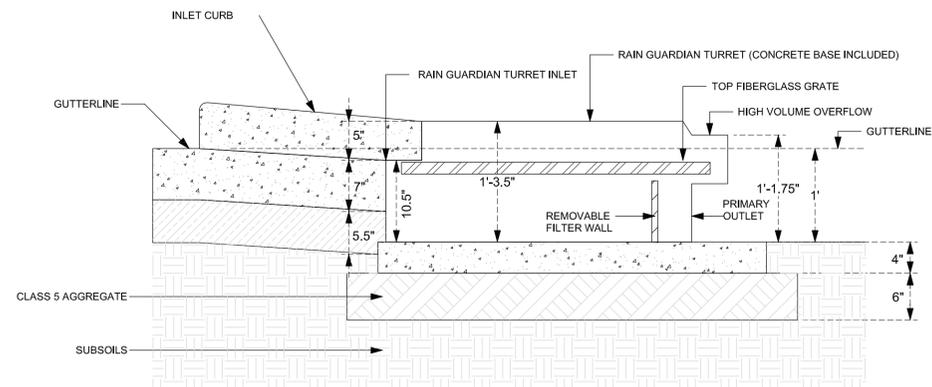


NOTE: FOR MECHANICALLY LAID CURB, SHOE MAY BE TILTED.

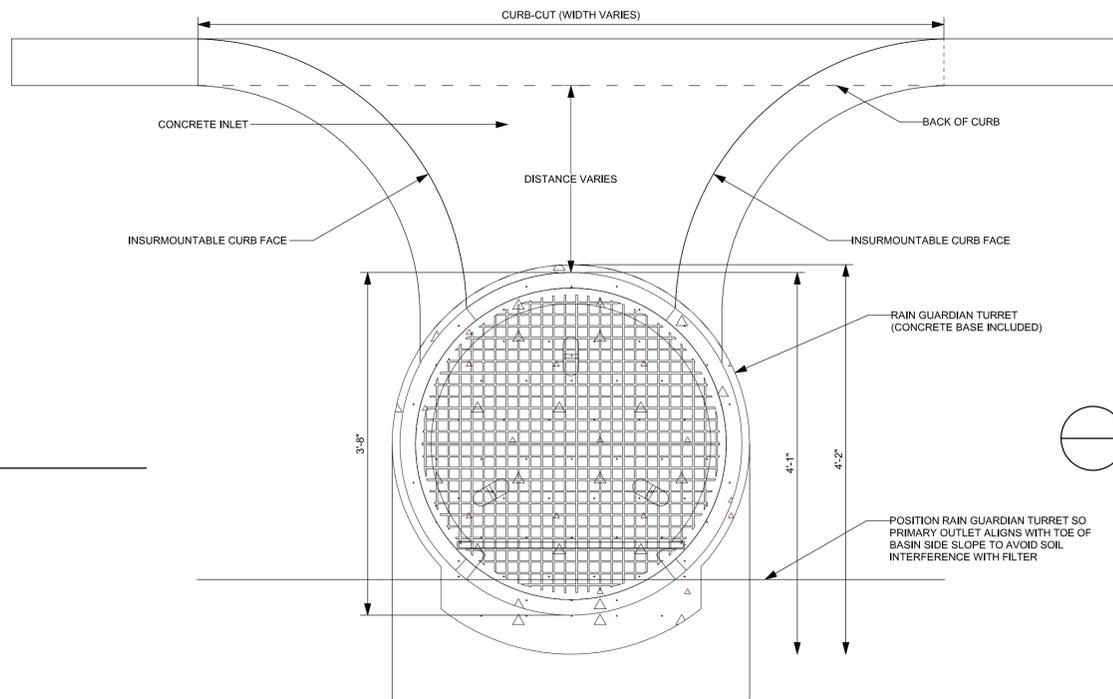
B612 CONCRETE CURB & GUTTER
 NOT TO SCALE



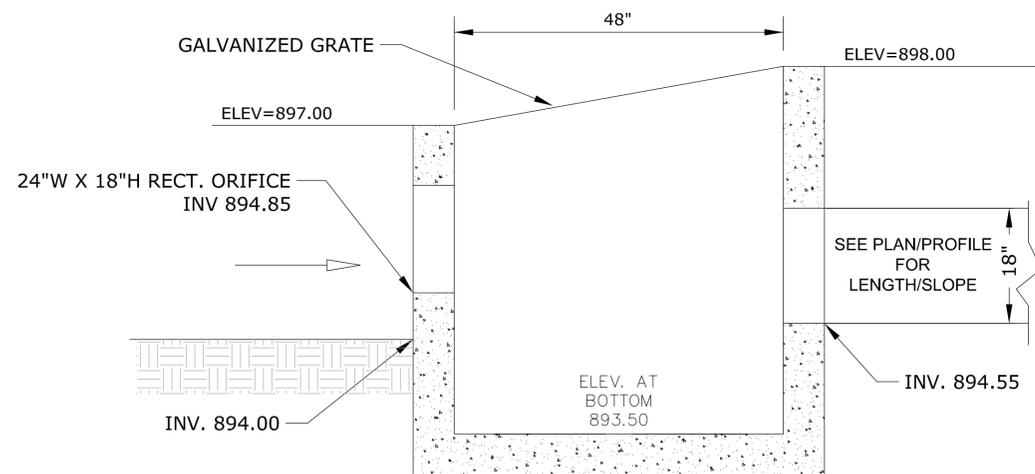
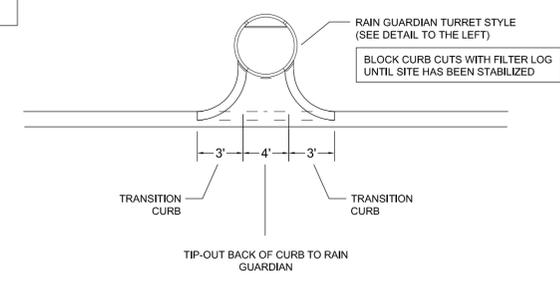
APPROVED	3-02-05	CITY OF EAST BETHEL	STANDARD PLATE No. 706
REVISION			



RAIN GUARDIAN - TURRET STYLE
N.T.S.



CURB CUTS @ RAIN GUARDIAN
N.T.S.

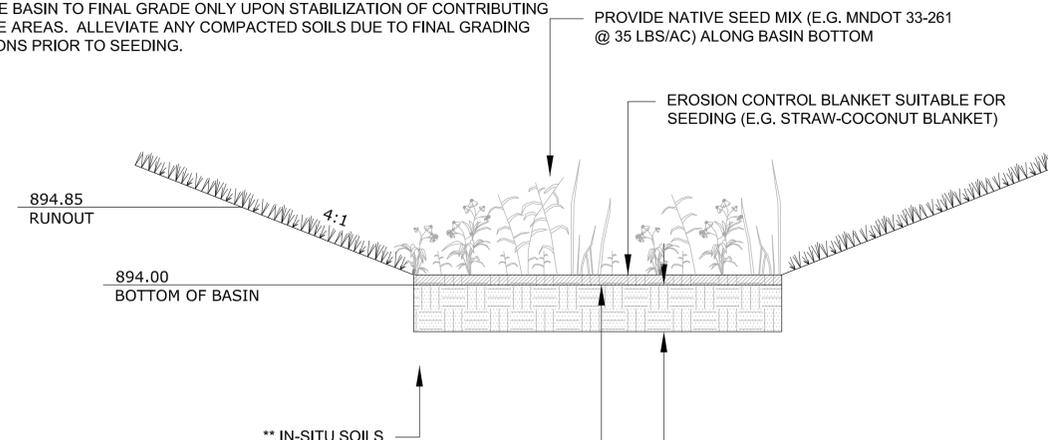


OUTLET CONTROL STRUCTURE A (OCS A)
N.T.S.

NOTES

1. MARK-OFF BASIN AREA (E.G. FENCING, SILT FENCE, ETC.) TO PREVENT CONSTRUCTION TRAFFIC FROM ENTERING BASIN AREA.
2. USE LOW-IMPACT, EARTH MOVING EQUIPMENT (WIDE TRACK OR MARSH TRACK EQUIPMENT, OR LIGHT-EQUIPMENT WITH TURF-TYPE TIRES) WITHIN BASIN.
3. PROTECT BASIN FROM RUN-OFF DURING CONSTRUCTION ACTIVITIES
4. DO NOT EXCAVATE BASIN TO FINAL GRADE UNTIL UPSTREAM DRAINAGE AREAS HAVE BEEN STABILIZED.
5. REMOVE ANY TOPSOIL AND/OR UNSUITABLE SOILS WITHIN INFILTRATION BASIN FOOTPRINT. ANY SEDIMENT THAT IS WASHED INTO THE BASIN SHALL BE REMOVED.
6. NO MINING OF SANDY SOILS ALLOWED IN BASIN AREA.
7. EXCAVATE BASIN TO FINAL GRADE ONLY UPON STABILIZATION OF CONTRIBUTING DRAINAGE AREAS. ALLEVIATE ANY COMPACTED SOILS DUE TO FINAL GRADING OPERATIONS PRIOR TO SEEDING.

AFTER INFILTRATION BASIN AREA HAS BEEN EXCAVATED TO FINAL GRADE, PERFORM A DOUBLE-RING INFILTRMETER TEST TO VERIFY INFILTRATION CAPACITY OF IN-SITU SOILS.



** ALLEVIATE ANY COMPACTED SOILS (BY USING A PRIMARY TILLING OPERATION SUCH AS A CHISEL PLOW, RIPPER OR SUBSOILER) TO A DEPTH NECESSARY TO ALLEVIATE COMPACTION

- (1) REMOVE ANY EXISTING TOPSOIL OR FILL DEEMED UNSUITABLE FOR INFILTRATION (GEOTECHNICAL ENGINEER TO REVIEW ON-SITE SOILS)
 - (2) IN AREAS OF FILL, PLACE SALVAGED ON-SITE SANDY SOILS SUITABLE FOR INFILTRATION WITH <5% FINES (AS DETERMINED BY GEOTECHNICAL ENGINEER)
- NOTE: MIX IN SALVAGED ON-SITE TOPSOIL INTO TOP 6" (MAX.) OF INFILTRATION AREA

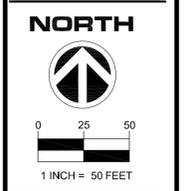
INFILTRATION BASIN (8P)
N.T.S.

DRAWN BY:	M.Q.A.	DESIGN BY:	Q.M.A.
CHKD BY:	M.Q.A.	PROJ. NO.:	25-2224
ORIGINAL DATE:		SEPTEMBER 23, 2025	
DATE	REVISION DESCRIPTION		

AMBA EAST BETHEL COMMERCIAL BUILDING
EAST BETHEL, MINNESOTA
DETAILS & NOTES

PREPARED FOR:
MITCHELL WEBB

PLOWE ENGINEERING, INC.
SITE PLANNING & ENGINEERING
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701



C4.3

DETAILS & NOTES
AMBA EAST BETHEL COMMERCIAL BUILDING

November 13, 2025

Grace Gerard, City Planner
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: Site Plan Review No. 1 – Amba East Bethel

Dear Grace:

As requested, we have reviewed the Site Plan submitted for Amba East Bethel. The project is located on Lot 2 of Block 1 of the Classic Commercial Park 2nd Addition. The following information has been submitted for review:

1. Preliminary Civil Site Plans Sheets C0, C1, C2, C3, C4.1, C4.2, and C4.3 by Plowe Engineering, Inc., dated October 23, 2025.
2. Stormwater drainage report by Plowe Engineering, Inc., dated October 23, 2025.

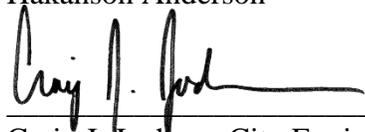
We offer the following comments:

1. This site will require a NPDES construction permit. Submit the Stormwater Pollution Prevention Plan. Acquire the permit before the start of construction.
2. The site may require a Minnesota DNR Water Appropriations Permit?
3. Remove the “Preliminary” stamp from the plans.
4. East Bethel is a permitted MS4 City and is responsible for inspecting and enforcing maintenance practices on all stormwater facilities within its corporate boundary. A maintenance agreement needs to be executed and recorded for the proposed infiltration basins.
5. An escrow or letter of credit will need to be established for the disturbance in the City right-of-way and for security of the landscaping. The Owner needs to provide an estimate from the contractor for these items for review and approval.
6. The applicants Contractor will be responsible to protect and reconstruct the City’s tracer wire and boxes on the water stubs and hydrant. The tracer wire was installed per City Standard Plate 201 and 204.
7. The applicant is required to meet all requirements of the Department of Labor and Industry.
8. The applicant’s engineer shall review and approve shop drawing information for the sewer and water service construction and then forward this information to the City for approval.

9. The project will need to be reviewed by the City Fire Chief to ensure additional hydrants are not needed within the site for fire protection.
10. There are downstream catch basins on Ulysses Street. Provide inlet protection in the existing catch basins.
11. Add the Metropolitan Council and City utilities to the plans that are just north of the north property line.
12. Provide a detail for the proposed wet tap.
13. The connection shown to the 18-inch RCP will not be allowed. This connection is on private property.
14. Provide a 100-year model using the ATLAS 14 rainfall depth. Set the HWL on the basin to the east and the infiltration basin with this model. The existing water level for the basin to the east is cut off and not legible. Also add the HWL elevation for this basin.
15. All grading within 50 feet of any wetland requires double perimeter barriers. The water body to the east of this site is a wetland mitigation area. Do the wetlands to the north encroach on this site? Field verify.
16. Provide a soil boring for the infiltration basin.
17. On Sheet C0, revise all the notes regarding notice to the City to a minimum of 72 hours.
18. Are any removal needed at the tie-in point on Ulysses Street? Provide a concrete apron.
19. Note on the plan that both the 6 inch and 2-inch water valves shall have the Rhino post markers. Place the 2-inch curb stop 1 foot east of the property line in the easement.
20. All lighting shall meet the requirements of Section 26 of the Zoning Code. Lighting must be used to illuminate all off-street parking areas or other structures or areas and shall be arranged to deflect light away from any adjoining property or from the public street. No light source or combination thereof which casts light on a public street shall exceed one footcandle meter reading as measured from the centerline of said street, nor shall any light source or combination thereof which casts light on adjacent property exceed 0.5 footcandle as measured at any point of the property line. There must be a minimum of 0.5 footcandle illumination for all off-street parking areas.

If you have any questions, please call me at 763-852-0485.

Sincerely,
Hakanson Anderson



Craig J. Jochum, City Engineer



MEMORANDUM

November 6, 2025

ESA# 125-25

TO: Michell Webb

RE: Wetland Boundary of north property line at
1880x Ulysses St. NE, East Bethel MN 55011 (Anoka Co. PID# 32-33-23-21-0012)

As requested, Earth Science Associates, Inc. delineated the wetland boundary along the north line of the above referenced parcel. This property had been converted into buildable land in the late 90s to early 2000s. ESA had assisted in the wetland consulting activities at that time.

Current conditions indicate that wetland remains 5 to 10 feet inside the lot for approximately 100 feet along the north property line.

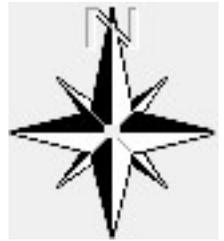
Respectfully,

Earth Science Associates, Inc.



Kenneth E. Meek, PG, CPG
Principal Hydrogeologist

Registered Professional Geologist (MN) #30221
AIPG Certified Professional Geologist (USA) #08600
OSHA 40 hour HAZWOPER Certified 1992
MDH Licensed Monitoring Well Contractor #788, #1685
Certified Wetland Delineator #1199



60'

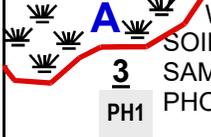


Property ID: 32-33-23-21-0012
Address:
City: EAST BETHEL
State: MN
Zip Code: 55011
Plat Name: CLASSIC COMMERCIAL PARK 2ND ADDITION
Estimated Acres: 4.37

ESA Project #125-25 31OCT25



EARTH SCIENCE ASSOCIATES, INC.
37445 Grand Avenue
North Branch, MN 55056
esa332@gmail.com 612.718.0413
earthsciencemn.com



WETLAND
SOIL AND VEGETATION
SAMPLE LOCATION
PHOTOS

**WETLAND DELINEATION
NORTH PROPERTY LINE**

DATE	REVISION DESCRIPTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

QASEM M. ABUGHAZLEN LIC. NO. 56299
 DATE: 11.19.2025

AMBA EAST BETHEL COMMERCIAL BUILDING
EAST BETHEL, MINNESOTA
 GRADING, DRAINAGE, AND EROSION CONTROL PLAN

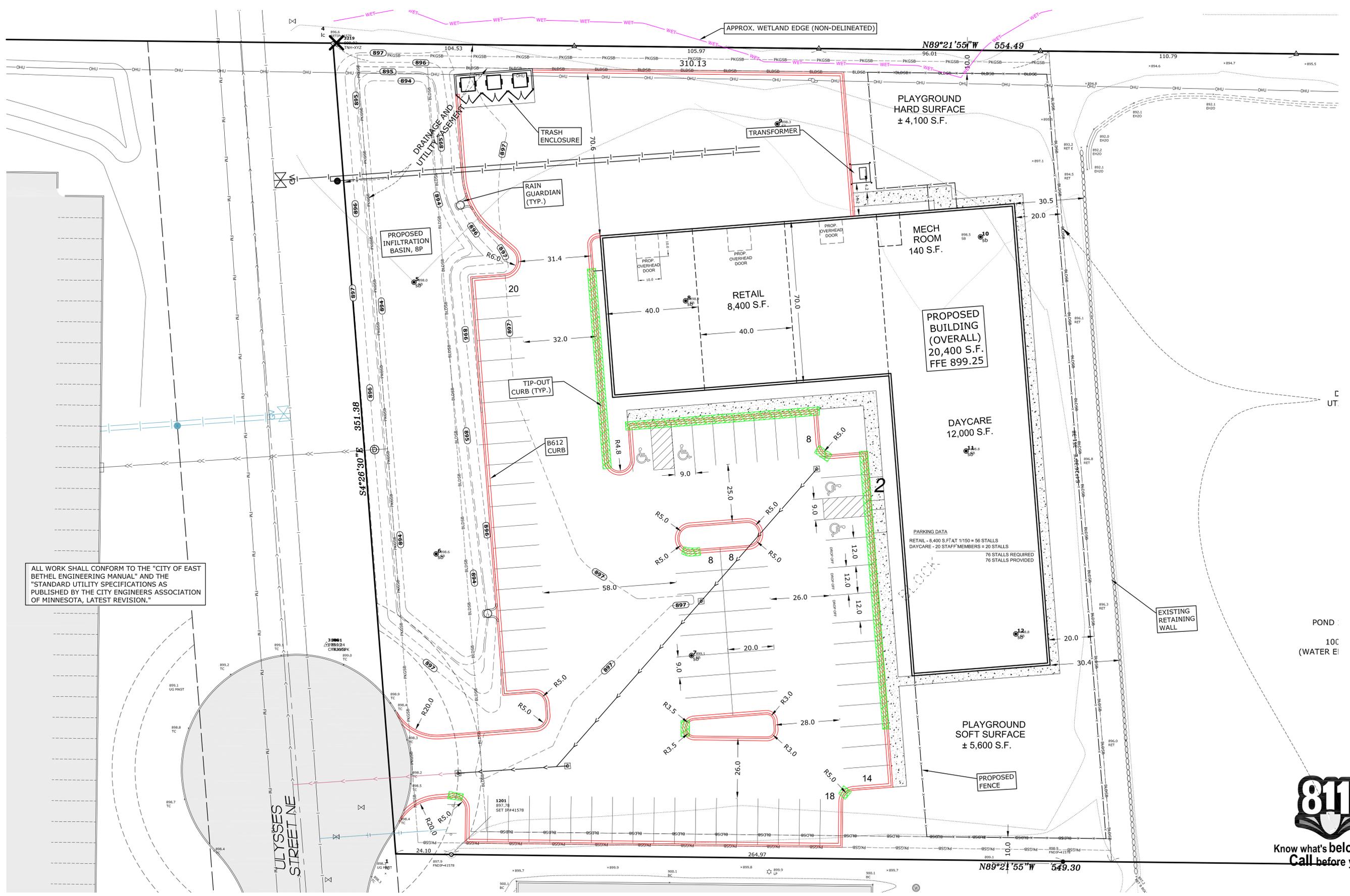
PREPARED FOR:
MITCHELL WEBB

PLOWE ENGINEERING, INC.
 SITE PLANNING & ENGINEERING
 6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701

NORTH

 0 10 20
 1 INCH = 20 FEET

C1



ALL WORK SHALL CONFORM TO THE "CITY OF EAST BETHEL ENGINEERING MANUAL" AND THE "STANDARD UTILITY SPECIFICATIONS AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, LATEST REVISION."

811
 Know what's below.
 Call before you dig.

SITE PLAN
AMBA EAST BETHEL COMMERCIAL BUILDING

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



Meeting Date: December 8, 2025

Agenda Item Number: 8.0 A.1

Request: Approve a Development Agreement for Viking Meadows Second Addition (City File 25-024)

Review Deadline: N/A

Background/Context

On February 12, 2024, the Preliminary Plat and Planned Unit Development (PUD) for “Viking Meadows” were approved the City Council. On October 14, 2024, the Final Plat for the first phase of the “Viking Meadows” subdivision was approved by the City Council for the first 47 single-family lots.

On October 13, 2025, the City approved a Final Plat for “Viking Meadows Second Addition” on Outlot J and Outlot K of the “Viking Meadows” subdivision for 61 single-family lots in Resolution 2025-58. As a condition of approval for this plat, the Developer, Capstone Homes, is required to enter into a Development Agreement with the City for the public improvements associated with the Final Plat.

Analysis

The City Attorney has drafted a Development Agreement for acceptance by the Developer and the City. This agreement is included as Attachment 2. This agreement is similar to the agreement the City and Developer entered into for the first phase of this development. The fees listed in this agreement are set by the standards established within the City Code and the rates agreed upon in the Development Agreement for the first phase of the development.

Summary

The City Council is directed to review the draft of this Development Agreement. The Mayor and City Administrator shall be authorized to approve minor changes, as approved by the City Attorney, to this document prior to filing.

City Council Recommendation

Move to adopt the resolution approving the Development Agreement for “Viking Meadows Second Addition,” a subdivision located on Outlot J and Outlot K, Viking Meadows (PIN #29-33-23-41-0017 and #29-33-23-41-0018).

Attachments:

1. Resolution Approving the Development Agreement for Viking Meadows Second Addition
2. Viking Meadows Second Addition Development Agreement

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

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

RESOLUTION NO. 2025-78

**APPROVING THE DEVELOPMENT AGREEMENT FOR “VIKING MEADOWS
SECOND ADDITION” FOR PROPERTY LEGALLY DESCRIBED AS**

OUTLOT J VIKING MEADOWS, ANOKA COUNTY, MINNESOTA
and
OUTLOT K VIKING MEADOWS, ANOKA COUNTY, MINNESOTA

WHEREAS, East Bethel 648-1 Land, LLC. has requested the approval of “Viking Meadows Second Addition” Final Plat; and

WHEREAS, the City of East Bethel has reviewed the Final Plat; and

WHEREAS, the Final Plat conforms to the Preliminary Plat and PUD approved on February 12, 2024, by Resolution 2024-04; and

WHEREAS, the Final Plat of Viking Meadows Second Addition was approved by the East Bethel City Council on October 13, 2025, by Resolution 2025-58; and

WHEREAS, a Development Agreement has been drafted for approval pursuant to Resolution 2025-58.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the Development Agreement for Viking Meadows Second Addition, with the following conditions:

1. The Development Agreement is approved for “Viking Meadows Second Addition” in accordance with the plans and application approved by the City in Resolution 2025-58.
2. The Development Agreement shall be fully executed by the Developer and filed with Anoka County in an order to be determined by the City Attorney with the release of the final plat for recording.
3. The Mayor and City Administrator are authorized to approve minor changes to this agreement as necessary prior to the filing of the agreement at Anoka County.

Adopted by the City Council of the City of East Bethel this 8th day of December, 2025.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

(reserved for recording information)

DEVELOPMENT CONTRACT
(Developer Installed Improvements)

VIKING MEADOWS SECOND ADDITION

CONTRACT dated _____, 2025 (the “Contract”), by and between the **CITY OF EAST BETHEL**, a Minnesota municipal corporation (“City”), and East Bethel 648-1 Land, LLC, a Minnesota limited liability company (the “Developer”).

1. REQUEST FOR PLAT APPROVAL. Developer has asked the City to approve a plat for **VIKING MEADOWS SECTOND ADDITION** (referred to in this Contract as the "Plat"). The land subject to the Plat is situated in the County of Anoka, State of Minnesota, and is legally described as (the “Property”):

Outlot J and Outlot K, VIKING MEADOWS, of the plat recorded thereof in Anoka County, Minnesota

2. CONDITIONS OF PLAT APPROVAL. The City agrees to approve the Final Plat on condition that (i) Developer enter into this Contract, perform the undertakings, and furnish the security required by it, (ii) Developer complies with all requirements of the City’s approval of the preliminary Plat, including but not limited to those identified in any letters from Hakanson Anderson, notably those dated August 8, 2024 and September 30, 2025, and any received in the future,

(collectively, the “City Engineer Letters”); (iii) Developer complies with all requirements of the City’s ordinances for Final Plat approval and recording, and (iv) Developer complies with all requirements of the Development Contract dated December 31, 2024, recorded as Document No. 2430098.004, and relating to the VIKING MEADOWS plat.

3. RIGHT TO PROCEED. Other than clearing, grubbing, demolition, and mass site grading, as conditioned by Sections 13 and 14 of this Contract, the Developer may not (i) grade or otherwise disturb the earth or remove trees, and (ii) construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk and Anoka County, 2) the necessary security(ies) required pursuant to Section 27 hereof and elsewhere in this Contract have been received by the City, 3) the necessary proof of insurance required pursuant to Section 32(g) hereof for Developer and its construction contractors has been received by the City, 4) the Final Plat has been filed with the Anoka County Recorder or Registrar of Titles’ office (a true and correct copy of the Final Plat with the Anoka County recording number shall be provided to the City as soon as practical thereafter), and 5) all necessary City and other government approvals and permits listed in Section 8, below, have been obtained. In addition, prior to the construction of the Public Improvements, the Developer must also undertake the following: 6) the final deed(s) conveying Outlots A, B, and C, of the Plat (collectively, the “Deeds”) will have been recorded with the Anoka County Recorder or Registrar of Titles’ office (a true and correct copy of the final Deeds with the Anoka County respective recording numbers shall be provided to the City as soon as practical thereafter), and 7) the Plans (as hereinafter defined) have been prepared by Carlson McCain and approved by the City, including the City Engineer.

4. PHASED DEVELOPMENT. Viking Meadows is intended to be a multi-phase residential development. Developer acknowledges and agrees that (i) the City may refuse to approve Final Plats of subsequent phases if Developer has breached this Contract and the breach has not been remedied, (ii) development of subsequent phases may not proceed until Development

Contracts for such phases are approved by the City, (iii) permits, and other development activities related to this Plat may be suspended or terminated if Developer has breached any Development Contract or failed to abide by approval requirements of prior phases that have not been remedied, and (iv) park dedication charges referred to in this Contract are not being imposed on Outlots, if any, that are designated in an approved preliminary plat for future subdivision into lots and blocks and instead, such charges will be calculated and imposed when the Outlots are Final Platted into lots and blocks. Preliminary plat approval for all phases shall lapse if more than two (2) years elapses after the Final Plat is recorded for the immediately preceding phase.

5. DEVELOPMENT PLANS. The Property shall be developed in accordance with (i) City Council Resolution No. 2024-70 Approving the Final Plat of Viking Meadows, dated October 14, 2024, (ii) City Council Resolution No. 2024-04 Approving Preliminary Plat of Viking Meadows, dated January 22, 2024, (iii) City Council Resolution No. 2024-05, Approving PUD Viking Meadows, as amended, (iv) City Council Resolution No. 2025-58 Approving Final Plat of Viking Meadows Second Addition, dated October 13, 2025, (v) the following plans which shall be submitted to the City for approval by the City Engineer and which shall not be attached to this Contract but shall be kept on file in the Community Development office of the City (the “Community Development Office”) located at 2241 221st Avenue NE, East Bethel, MN 55011 (collectively the “Plans”), and (vi) the conditions stated below. The Plans shall have been prepared by a competent Minnesota registered professional engineer. The City Engineer may approve minor amendments to Plans without City Council approval. If the Plans vary from the written terms of this Contract, the written terms shall control. The Plans are:

Plan A – Final Plat prepared by Carlson McCain and dated August 25, 2025.

Plan B - Final Grading, Drainage, and Erosion Control Plan prepared by Carlson McCain and dated July 8, 2024, revised August 25, 2025 (the “Final Grading, Drainage, and Erosion Control Plan”).

Plan C - Plans and Specifications for Public Improvements prepared ny Carlson McCain and dated August 25, 2025, revised October 8, 2025 (the “Public Improvements Plans”).

Plan D - Street Lighting Plan prepared by Carlson McCain and dated August 25, 2025, revised October 8, 2025 (“Street Lighting Plan”).

Plan E - Landscape Plan prepared by Carlson McCain and dated August 25, 2025, revised October 8, 2025 (the “Landscape Plan”).

Plan F – Turn Lane Plan prepared by Carlson McCain and dated August 25, 2025 (the “Turn Lane Plan”).

All written comments and requirements of the City Engineer prior to the date of this Contract also are part of the Plans and are incorporated herein in full by reference and include but are not limited to the City Engineer Letter dated September 30, 2025, which is incorporated herein in full by reference.

Disputes not resolved by reference to the terms and provisions of the Plans or this Contract, shall be resolved by the City Engineer in the exercise of his/her professional engineering judgment.

6. PUBLIC IMPROVEMENTS. The Developer shall install and pay for the following public improvements (collectively, the “Public Improvements”):

- A. Sanitary Sewer System
- B. Water System
- C. Storm Sewer System
- D. Streets
- E. Concrete Curb and Gutter
- F. Street Lights
- G. Stormwater Treatment Systems (basins, grates, outlets, inlets, cleanouts, and other infrastructure and system components shown on Plans) and Erosion Control

- H. Underground Utilities
- I. Setting of Iron Monuments
- J. Surveying and Staking
- K. Sidewalks and Trails
- L. Maintenance Access Roads

The Public Improvements shall be installed in accordance with the City ordinances and City standard specifications for utility and street construction (collectively the "City Standards"), and the Plans. The Developer will obtain all necessary permits defined in Section 9 and pay all fees required pursuant to this Contract. The City will provide adequate field inspection personnel to assure an acceptable level of quality control which will allow certification that the construction work meets the City Standards as a condition of City acceptance. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors, which can include members of City staff, the City Engineer (any reference to the City Engineer shall include his/her designee), consulting engineers, building official, environmental consultant, and a soil engineer (collectively, the "City Inspectors") inspect the work on a full or part-time basis. The Developer, its contractors and subcontractors, shall follow all instructions received from the City Inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor, except that the City Engineer has the authority to approve, deny, or modify any such design changes or actions that impact design. The Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City with all parties concerned, including the City staff and the City Engineer, to review the program for the construction work. Within thirty (30) days after the completion of the Public Improvements and before the security is released, the Developer shall supply the City with a complete set of reproducible as-constructed plans and an electronic file of the as-constructed plans in an AutoCAD .DWG file or a .DXF file, all prepared in accordance with City Standards.

In accordance with Minnesota Statutes 505.021, the final placement of iron monuments for all lot corners must be completed before the applicable security is released. The Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed following site grading, utility and street construction.

Developer shall provide the City with a letter and/or map from the respective utility company that indicates how each lot will be served by gas, electric, and telephone utilities.

7. **PRIVATE IMPROVEMENTS.** Overall Site Grading and Landscaping (which is limited to areas which will be homeowner association common areas) are Private Improvements. No Escrow is required for Landscaping.

8. **PERMITS.** The Developer shall obtain or require its development project contractors and subcontractors to obtain all necessary permits, which may include, but are not limited to:

- A. Anoka County for County Road Access and Work in County Rights-of-Way
- B. Minnesota Department of Health for Watermains
- C. Minnesota Pollution Control Agency NPDES Permit for Construction Activity (the "NPDES Permit for Construction Activity")
- D. Minnesota Pollution Control Agency ("MPCA") for Sanitary Sewer
- E. Department of Natural Resources (DNR) for Dewatering
- F. MPCA for sewer extension

9. **DEWATERING.** Due to the variable nature of groundwater levels and stormwater flows, it will be the Developer's and the Developer's contractors' and subcontractors' responsibility to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable county, state, and federal rules and regulations and any necessary permits or approvals shall be obtained prior to any dewatering activities. DNR regulations regarding appropriations permits shall also be strictly followed.

10. TIME OF PERFORMANCE. The Developer shall install all required Public Improvements required by this Contract, save and except street wear course, no later than December 31, 2026. The Private Improvements lying upon or within (i) any Outlots, common area, or property owned by a homeowners association shall be installed according to the Plans upon the earlier of the date written above or completion of homes on 50% of the lots in the Plat and (ii) any lot in the Plat shall be installed according to Plans prior to the issuance of any certificate of occupancy for the improvement on the respective lot. Developer represents that there are no Private Improvements within this Plat.

11. STREETS. The Developer agrees to maintain to City Standards the streets within the Plat until the base course bituminous surfacing has been accepted by the City. Should the City determine that snowplowing is necessary prior to street paving, the City will plow the street(s) prior to acceptance of the streets. The Developer shall hold harmless and indemnify the City from any and all liability related to any snow plowing and shall pay all costs associated with any snow plowing. Any plowing undertaken by the City shall constitute no acceptance or evidence of acceptance of the street(s) in question. Prior to the general availability of Building Permits, grading, curbing, and one lift of asphalt shall be installed on all public and private streets to the extent required by and approved in the City Engineer's sole discretion. Notwithstanding the foregoing, four (4) model permits may be issued to project builders at such time as site grading has been completed and an as-built grading plan certified by Developer's engineer and approved by the City Engineer, provided that no certificates of occupancy shall be issued until all street and utility work required under this Contract is complete and has been accepted by the City. The final wear course shall not be constructed until at least one construction season after the base construction is completed and shall be delayed one more construction season if at least 75% home build out is not achieved. The final wear course shall not be delayed for a period longer than two years after the base course is paved, regardless of the percentage of home build out; in such case, the Developer shall escrow an amount with the City not to exceed \$3,700.00 to defray the cost to provide for fog sealing the streets no later than two years

following the installation of the wear course. If such sealing is unneeded or unused at that time, the escrow shall be refunded to Developer. Upon final completion of public streets and acceptance by the City, the Developer shall warrant to the City for a period of two (2) years the streets have been constructed to City Standards and all other requirements of this Contract. The Warranty Period is defined in Section 29, below.

12. LICENSE FOR ENTRY AND FINAL INSPECTION. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property (i) to perform all work and inspections necessary pursuant to this Contract or deemed appropriate by the City in conjunction with the development of the Property and installation of the Public Improvements, or (ii) for the City to make any corrective actions deemed necessary by the City.

At such time as the Developer believes the conditions of Plat approval and all Public Improvements have been completed, the Developer will petition the City in a certified letter for a preliminary final inspection of the Public Improvements and the preparation of a punch list of items of work that must be corrected or are incomplete. The City will perform the inspection and furnish the punch list within thirty (30) days of receipt of the petition. Developer will promptly undertake correction/completion of all items on the list and notify the City in writing when all such work has been completed. The City will perform a final inspection of the Public Improvements within fifteen (15) days of receipt of such notice.

If residential building permits are issued prior to the acceptance of Public Improvements, Developer assumes all liability and costs resulting in delays in completion of Public Improvements and damage to Public Improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. After acceptance of the Public Improvements, during the two-year warranty period under section 29, the Developer assumes all liability and costs resulting in damage to Public Improvements by Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connections or inspections may be conducted, and no one may occupy a building for which a building permit is issued on either a

temporary or permanent basis until the streets needed for access have been paved with a bituminous surface and the utilities are accepted by the City Engineer.

13. EROSION CONTROL. Prior to initiating site grading or any construction, the Final Grading, Drainage, and Erosion Control Plan, shall be implemented by Developer and inspected and approved by the City. Erosion and siltation control measures shall be coordinated with the different stages of development. The Property shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time. Where the topsoil is removed, sufficient arable soil shall be set aside for respreading over the developed area. The topsoil shall be restored to a depth of at least four (4) inches and shall be of a quality of least equal to the soil quality prior to development. The City may impose additional erosion control requirements if deemed to be beneficial in the City Engineer's sole discretion.

All areas disturbed by the grading operations shall be stabilized by the Developer per the NPDES Permit for Construction Activity. Seed shall be in accordance with the City's current seeding specification which may include temporary seed to provide ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored by the Developer as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If Developer does not comply with the NPDES Permit for Construction Activity or with the Final Grading, Drainage, and Erosion Control Plan and any schedules or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect Developer's and City's rights or obligations hereunder. The City may draw down the Letter of Credit to pay any costs incurred by the City for such erosion control work if Developer does not reimburse the City within ten (10) days from receipt of an invoice from the City for the same. No development, utility, or street construction will be allowed on the Property and no Building Permits

will be issued for any lots in the Property unless Developer is in full compliance with the Final Grading, Drainage, and Erosion Control Plan and NPDES Permit for Construction Activity.

14. SITE GRADING. The Property has been graded and the City received the “As-Built Grading Plan” July 11th, 2025 which Developer warrants to be in accordance with the Final Grading, Drainage, and Erosion Control Plan and certified by a registered land surveyor or engineer that all storm water treatment basins and swales, and related facilities and infrastructure have been constructed on public easements or land either owned by the City or that will be conveyed to the City. The Final Grading, Drainage, and Erosion Control Plan as approved by the City shall conform, and Developer represents that it does conform, to City Standards. The As-Built Grading Plan shall, and Developer represents that it does, include field verified elevations of the following: a) cross sections of storm water treatment basins; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, locations and dimensions of borrow areas/stockpiles, and installed “conservation area” posts; and c) lot corner elevations and house pads, and all other items listed in City Code. The City will withhold issuance of Building Permits until As-Built Grading Plan is on file with the City and all required drainage and Erosion and Sediment Control measures are in place, with required escrow, as determined by the City Engineer. The Developer certifies to the City that all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications. The soils observation and testing report, including referenced development phases and lot descriptions, shall be submitted to the City Engineer for review prior to the issuance of Building Permits and Developer represents this report has been submitted to the City Engineer for review.

15. BUILDING PERMITS. Developer shall advise every home builder that, before a Building Permit for a residential dwelling is issued, a cash escrow shall be furnished to the City by the builder in accordance with the City’s current fee schedule to guarantee compliance with the erosion control and grading requirements and the submittal of an as-built certificate of survey. Prior to the release of the required individual lot grading and erosion control security that is

submitted with the Building Permit, an as-built certificate of survey for single family lots must be submitted to verify that the final as-built grades and elevations of the specific lot and all building setbacks are consistent with the approved grading plan for the development, and amendments thereto as approved by the City Engineer, and that all required property monuments are in place. If the final grading, erosion control, and as-built survey are not timely completed, the City may enter the lot, perform the work, and apply the cash escrow toward the cost. Upon satisfactory completion of the grading, erosion control, and as-built survey, the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City. At the time of application for and issuance of a building permit for each lot, then the water and sewer connection charges must be paid based on the City's fee schedule in effect at the time.

16. CLEAN UP. Developer shall promptly clean any and all dirt and debris from streets that has resulted from construction work by the Developer, home builders, subcontractors, their agents or assigns. Prior to any construction on the Property, Developer shall identify in writing a responsible party and schedule for erosion control, street cleaning, and street sweeping and shall provide the same to the City. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on same and directing attention to detours. The repair of any damage done to the streets or public utilities by Developer or any of its contractors or subcontractors shall remain the financial responsibility of Developer notwithstanding acceptance by the City.

17 OWNERSHIP OF IMPROVEMENTS. Upon completion of the work and construction required by this Contract and final acceptance by the City, the Public Improvements lying within public easements shall become City property without further notice or action.

18. SANITARY SEWER AND WATER TRUNK. Developer shall pay to the City, the required Sanitary Sewer Trunk Charge. The Developer shall pay a fee in the current amount of \$11,500.00 for the Sanitary Sewer Trunk Charge which is due upon Final Plat approval. Per Section 28 below, the City provide a Water Trunk Charge credit to the Developer in the amount of \$46,150.00 for providing extra size.

19. CONSTRUCTION ACCESS. Construction traffic access and egress for grading, public utility construction, and public street construction is restricted to the access to the Property as approved by the City Engineer.

20. PARK DEDICATION. Developer shall pay a cash contribution of \$91,500 in satisfaction of the City's Park dedication requirements for the Property. The charge was calculated as follows: 61 lots at \$1,500.00 per lot.

21. TRAFFIC CONTROL SIGNS. Developer shall provide a cash escrow to the City in the amount of \$5,795.00 for installation of traffic control signs. The fee is calculated as follows: two (2) barricades at \$500.00 each and 68.5 square feet of traffic control signs at \$70.00 per square foot. The City will contract the work and apply the cost to the cash escrow.

22. STREET LIGHT OPERATION COSTS. Developer shall be responsible for the cost of street light installation consistent with the Street Lighting Plan approved by the City. As a condition of Public Improvement acceptance, the City will charge and the Developer shall pay a lump sum payment in the total amount of \$24.00 per lot contiguous to the accepted Public Improvement (the aggregate sum of \$1,464) to cover the City's Street Light expenses until a building permit is issued for each lot. Thereafter, the City will begin billing individual lots for lights when a Building Permit is issued for the lot; the street light bill will accompany the City's Sewer and Water Utility Bill.

23. LANDSCAPING. Landscaping shall be installed in accordance with the Landscape Plan.

Developer or lot purchaser (the "Lot Purchaser") shall plant two (2) trees on every lot in the Plat, one of which must be planted in the front yard. No more than 50 percent of the required number of trees shall be composed of one species. Trees that are chosen by Developer or Lot Purchaser cannot cause a public nuisance, such as cotton producing trees, a species of the genus (elm), except those bred to be immune to Dutch Elm Disease; Common buckthorn; Russian olive; Black Locust; Box-elder or trees that may become a public hazard due to insect infestation or weak bark. The minimum deciduous tree size shall be two and one-half (2½) inches caliper, balled and

burlapped. Evergreen trees must be at least six feet (6') tall. The trees may not be planted in the right-of-way. Weather permitting, Developer or Lot Purchaser shall sod the front yard, boulevard, and side yards to the rear of the structure on every lot prior to any sale to a homebuyer. In the event a sale occurs between the months of November and April, such sodding may be delayed until the following May, and a temporary certificate of occupancy may be issued by the City until such time as sodding has been completed.

24. SPECIAL PROVISIONS. The following special provisions shall apply to the development of the Property:

- A. Implementation of the conditions listed in the resolution of Plat approval, and the Plans and requirements by Hakanson Anderson dated September 30, 2025.
- B. (i) the full cleanout of stormwater system grates, inlets, outlets, and cleanouts prior to City acceptance of the same, (ii) the construction of vehicle maintenance access paths within the Plat, (iii) confirmation that all wetland offset approvals have been received by Developer, and (iv) the construction entrance driveway across the eastern edge of Outlots B and C and the Lots upon the east edge of the Property shall be removed and put into its final condition. These Outlots can be conveyed on separate warranty deeds or combined onto a single warranty deed.
- C. Complete implementation of the conditions listed in the VIKING MEADOWS development contract, resolution of approval and all the Plan Review requirements by Hakanson Anderson dated August 8, 2024, including but not limited to:
 - i. The conveyance of Outlot G of the VIKING MEADOWS plat will occur and be recorded with a future phase plat.
- D. No mortgage or other interest shall be granted by Developer upon any Outlot intended to be conveyed to the City and any mortgages relating Outlots A, B, or C of the Plat shall be released prior to conveyance to the City, including that certain mortgage by Tradition

Capital Bank recorded on January 7, 2025 in Anoka County as Doc. No. 2430098.010 (the "Tradition Mortgage").

- E. Unless released prior to Plat recording, Developer shall obtain a consent to the Plat from Tradition Capital Bank for the Tradition Mortgage, which shall be recorded following the recording of the Plat. This requirement shall apply to any other parties that hold any interest in any Lot or the Plat which is not released prior to Plat recording or consented to upon the Plat.
- F. The Developer shall obtain temporary construction easements prior to conducting any activities upon City-owned Outlots.
- G. The Plat shall be recorded within 90 days after the date of approval as provided for in Section Sec. 66-101 of the Subdivision Ordinance.
- H. In the event this Contract is not executed by both City and Developer by December 31, 2025, all fees referenced in this Contract are subject to change to align with the City's 2026 fee schedule. Notwithstanding the above, Developer shall be subject to the City's fee schedule for the year Developer applies for or seeks City permits or approvals.
- I. Prior to City Council approval of the Final Plat, Developer shall furnish a boundary survey of the Property with all property corner monumentation in place and marked with lath and a flag. Any encroachments on or adjacent to the Property shall be noted on the survey. The Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a Building Permit for that lot.
- J. The Developer is required to submit the Final Plat in electronic format. The electronic format shall be either AutoCAD.DWG file or a .DXF file. All construction record drawings (e.g., grading, utilities, streets) shall be in electronic format in accordance with City Standards.

25. CONSTRUCTION ADMINISTRATION AND FEES FOR CITY SERVICES.

Developer shall pay a fee for consulting engineering administration following approval of the Plat. City engineering administration will include consultation with Developer and its engineer on status or problems regarding the project, monitoring during the Warranty Period, general administration and processing of requests for reduction in security. Fees for this service shall be the actual amount billed for those services, which are estimated to be two percent (2%) (\$29,696.00) of the estimated construction cost of the Public Improvements to be inspected, assuming normal construction and project scheduling. Developer shall pay for construction observation performed by the City Engineer. Construction observation shall include part- or full-time observation, as determined by the City Engineer, of proposed street, sanitary sewer, water and storm drainage construction and will be billed on hourly rates actually required for said inspection, which are estimated to be six percent (6%) (\$89,089.00) of the estimated construction cost of the Public Improvements to be inspected. In the event of prolonged construction or unusual problems, the City will notify Developer of anticipated cost overruns for engineering administration and observation services. Any amounts for engineering administration not utilized from this escrow fund shall be returned to Developer when all Public Improvements have been completed, all Development Warranty Security amounts have been posted, and the required "as constructed" plans have been received by the City.

The escrow and fee account shall also include estimated fees for Legal expenses actually incurred (with any excess funds returned to Developer as indicated in this Contract), City Administrative Fee of 1% (\$14,848.00) a flat fee due upon execution of this Agreement, Sanitary Sewer Trunk Fee (a flat fee due upon execution of this Agreement), Park Dedication Fees (a flat fee due upon execution of this Agreement) all as stated in the Summary of Cash Requirements set forth in Section 28.

This escrow amount shall be submitted to the City prior to the City executing this Contract. All administrative and legal fees related to plan review, drafting of this Contract and any other necessary items shall be paid to the City prior to execution of this Contract. Any amounts for

legal and engineering not utilized from this escrow fund shall be returned to Developer when (i) all Public Improvements (except, if applicable, final lift on streets), have been completed, (ii) Development Warranty Security amounts have been posted, and (iii) the required "as constructed" plans have been received by the City.

All other amounts listed as flat fees are non-refundable and available immediately for City use when posted.

26. SECURITY. To ensure compliance with the terms of this Contract, and construction of all Public Improvements, and satisfaction of all other obligations, Developer shall furnish the City with a cash escrow ("Escrow") or Irrevocable Standby Letter of Credit with automatic renewal provisions in the amount of \$1,938,510.00 (125% of the public construction costs) (the "Letter of Credit",) and together with the Grading Escrow and escrows for any other expenses (collectively, the "Security"). The issuer and form of the Security (other than cash escrows) shall be subject to City approval in its sole reasonable discretion. The Letter of Credit shall be issued by a banking institution in good standing as determined by the City and approved by the City Administrator. The City shall have the ability to draw on the Security at a bank or branch bank located within fifty (50) miles of the City Hall. The Letter of Credit shall contain an automatic renewal provision and shall not expire until all the development is complete and fully and finally accepted by the City, and all terms of this Contract are satisfied.

The City may draw down the Letter of Credit, on fourteen (14) business days written notice to Developer, for any violation of the terms of this Contract or without notice if the Letter of Credit is allowed to lapse prior to the end of the required term. If the required Public Improvements are not completed at least thirty (30) days prior to the expiration of the Letter of Credit, the City may also draw it down without notice. If the Letter of Credit is drawn down, the proceeds shall be used to cure the default.

Upon receipt of proof satisfactory to the City that work has been completed and financial obligations to the City have been satisfied, with City approval not to be unreasonably withheld or

delayed, the Security shall be reduced from time to time in proportion to the value of work completed, but in no event shall the Security be permitted to be reduced to an amount that is below fifteen percent (15%), which is the amount of the Development Warranty Security. The warranty periods (the "Warranty Periods") are addressed in Section 29 of this Contract.

The Security shall be submitted to the City prior to execution of this Contract. All administrative and legal fees related to plan review, drafting of this Contract and any other necessary items shall be paid to the City prior to execution of this Contract. Upon completion of the work contemplated hereunder and expiration of the Warranty Period, the remaining Security shall be promptly released to Developer.

A. Drawing on Letter of Credit. The City may draw on the Letter of Credit after a default by Developer hereunder. The City shall use such drawn upon funds to complete work not performed by Developer as required in this Contract including, but not limited to, Public Improvements, described above, erosion control, and other such measures, to pay liens on any portion of the Property to be dedicated to the City, to reimburse itself for costs incurred in the drafting, execution, administration, or enforcement of this Contract, to repair or correct deficiencies or other problems which occur to the Public Improvements during the Warranty Period, to reimburse itself for costs incurred by or for the City Engineer or City Attorney, or to otherwise fulfill the obligations of Developer under this Contract.

B. Deficient Letter of Credit. In the event that any Escrow, the Letter of Credit, or other Security referred to herein is ever utilized and reasonably found to be deficient in amount to pay or reimburse the City in total as required herein, the Developer agrees that upon being billed by the City, Developer will pay within thirty (30) days of the mailing of said billing, said deficient amount. If there should be an overage in the amount of utilized Security, the City will, upon making said determination, refund to Developer any monies which the City has in its possession which are in excess of the actual costs as paid by the City.

C. Special Assessment/Certification. Developer hereby agrees to allow the City to specially assess and/or certify to the Property any and all costs incurred by the City in enforcing any of the terms of this Contract should Developer's Escrow or Letter of Credit prove insufficient or should Developer fail to maintain said Escrow or Letter of Credit in the amount required above within 30 days of mailing of written request by the City. Should the City assess the Property for said costs, Developer agrees not to contest or appeal such assessment and waives all statutory rights of appeal under Minnesota Statutes provided, however, that the City may not specially assess costs incurred by the City and collected from Developer's Security.

D. Renewal of Letter of Credit. In the event any Security referred to herein is in the form of a Letter of Credit, which by its terms may become null and void prior to the time at which all monetary or other obligations of the Developer are paid or satisfied, it is agreed that Developer shall provide the City with a new Letter of Credit or other surety, acceptable to the City, at least forty-five (45) days prior to the expiration of the original Letter of Credit. If a new Letter of Credit is not received as required above, the City may without notice to Developer declare a default in the terms of this Contract and thence draw in part or in total, at the City's discretion, upon the expiring Letter of Credit to avoid the loss of security for the continued obligations. The City Attorney shall approve the form of any Letter of Credit, Escrow, or other Security prior to its issuance.

E. Bankruptcy. In the event Developer files bankruptcy or in the event a bankruptcy proceeding is filed against Developer by others and is not dismissed within 60 days, or in the event a court appoints a receiver for Developer, the City may draw on its respective Letter of Credit, Escrow or other Security in its full amount to secure its security position. The City shall then release the remainder of said Letter of Credit, Escrow or other Security to the bankruptcy court or receiver in the same manner that it would be required to release the Letter of Credit under this Contract.

27. SUMMARY OF SECURITY REQUIREMENTS. The amount of the Security described above is calculated as follows:

CONSTRUCTION COSTS:

A. Sanitary Sewer – Lateral	\$326,170.00
B. Watermain – Lateral and Trunk	\$294,624.00
C. Storm Sewer – Lateral	\$280,720.00
D. Streets	\$469,318.00
E. Turn Lane	\$113,976.00
CONSTRUCTION SUB-TOTAL	\$1,484,808.00

OTHER COSTS:

A. Erosion & Sediment Control	\$18,000.00
B. Engineering & Surveying Construction Services	\$48,000.00
OTHER COSTS SUB-TOTAL	\$66,000.00
TOTAL – SUBTOTAL	\$1,550,808.00
TOTAL IRREVOCABLE LETTER OF CREDIT FOR SECURITY (125% OF SUBTOTAL)	\$1,938,510.00

ESCROW

A. City Legal Expenses	\$17,135.00
B. City Construction Observation (6.0% of \$1,484,808.00)	\$89,089.00
C. Engineering Administrative Fee (2.0% of \$1,484,808.00)	\$29,696.00
D. Fog Sealing	\$3,700.00
E. Traffic Signs	\$5,795.00
ESCROW TOTAL	\$145,415.00

DEVELOPMENT WARRANTY SECURITY (CASH OR LETTER OF CREDIT)

A. Sanitary Sewer	\$ 48,925.00
B. Watermain	\$ 44,194.00
C. Storm Sewer	\$ 42,108.00
D. Streets	\$ 70,398.00
E. Turn Lane	\$ 17,096.00
F. Erosion & Sedimentation Control	\$2,700.00
TOTAL DEVELOPMENT WARRANTY SECURITY	\$225,421.00

This breakdown is not a restriction on the use of the Security.

28. SUMMARY OF CASH REQUIREMENTS. The following is a summary of the cash requirements under this Contract which must be furnished to the City prior to the City Council signing the Final Plat:

A. City Administrative	\$14,848.00
B. Sanitary Sewer Trunk Fee	\$11,500.00
C. Park Dedication Fee	\$91,500.00
D. Street Lights	\$1,464.00
E. Oversize Credit	<u>(\$ -46,150.00)</u>
TOTAL CASH REQUIREMENTS	\$ 73,162.00

29. WARRANTY. Developer warrants all Public Improvements required to be constructed by it pursuant to this Contract against poor material and faulty workmanship. The Warranty Period for streets, which includes the curbs, gutters, transitions, trails, pathways and stormwater grates, manhole covers, etc., is two years from the City Administrator's acceptance in writing of final wear course. The Warranty Period for underground utilities is two years and shall commence following installation of a base course on all streets and completion and acceptance in writing thereof by the City Administrator subject to any terms and conditions of the City Engineer therein of all required utility testing. A minimum of 15% of the total Security required under this Contract shall be retained as warranty security (the "Development Warranty Security"). The Development Warranty Security amount is 15% of \$1,502,808.00 or \$225,421.00. This amount does not establish Developer's maximum liability for warranty obligations under this Contract. The City reserves the right at its sole discretion to determine the allocation and use of the Development Warranty Security, and may draw on such funds after providing fourteen (14) days advance notice to Developer and an opportunity to cure deficiencies, and use funds drawn for the payment of any engineering or legal fees that arise during the Warranty Period(s) as specified in this Section of the Contract, as necessary.

30. RESPONSIBILITY FOR COSTS.

- A. Except as otherwise specified herein, Developer shall pay all costs incurred by it or the City in conjunction with the development of the Property, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and construction observation inspection expenses incurred in connection with approval and acceptance of the Plat, the preparation of this Contract, review of construction Plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Property.
- B. Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from Plat approval and development of the Property. Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.
- C. Developer shall reimburse the City for costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.
- D. Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is a personal obligation of Developer and shall continue in full force and effect even if Developer sells one or more lots, the entire Plat, or any part of it.
- E. Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt Property development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eighteen percent (18%) per year. Additionally, Developer shall pay in full all bills submitted to it by the City prior to any reductions in the Security required by this Contract.

- F. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), water availability charges ("WAC"), City and Met Council water and sewer connection charges, and Building Permit fees.

31. DEVELOPER'S DEFAULT. In the event of default by Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and Developer shall promptly reimburse the City for any expense incurred by the City, provided Developer, except in an emergency as determined by the City in its sole discretion, is first given notice of the work in default, not less than forty-eight (48) hours in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the Property. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part against the Property.

32. MISCELLANEOUS.

- A. Developer represents to the City that the Plat complies with all City, county, state, and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations (collectively, the "Laws"). If the City determines that the Plat does not comply with the Laws, the City may, at its option, refuse to allow construction or development work on the Property until the Developer does comply. Upon the City's demand, Developer shall cease all work on the Property until there is compliance.
- B. Third parties shall have no recourse against the City under this Contract.
- C. Breach of the terms of this Contract by Developer shall be grounds for denial of Building Permits, including lots sold to third parties.
- D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.

- E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.
- F. This Contract shall run with the land and shall be recorded against the title to the Property. In the event this Contract is recorded, upon request by Developer, the City covenants to provide a recordable Certificate of Completion within a reasonable period of time following the request, upon the completion of the work and responsibilities required herein, payment of all costs and fees required and compliance with all terms of this Contract. A release of this Contract may be provided in the same manner and subject to the same conditions as a Certificate of Completion provided there are no outstanding or ongoing obligations of Developer under the terms of this Contract. Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the Property and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the Property; that there are no unrecorded interests in the Property; and that Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.
- G. Insurance. Prior to execution of the Plat, Developer and its general contractor shall furnish to the City a certificate of insurance showing proof of the insurance required under this Paragraph. Developer and its general contractor shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has finally accepted the Public Improvements, such insurance as shall protect Developer, its general contractor and the City for work covered by the Contract including workers' compensation claims and property damage, bodily and personal injury which may arise from operations under this Contract, whether such operations are by Developer

and its general contractor or anyone directly or indirectly employed by either of them.

The minimum amounts of insurance shall be as follows:

Commercial General Liability (or in combination with an umbrella policy)
\$2,000,000 Each Occurrence
\$2,000,000 Products/Completed Operations Aggregate
\$3,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability

Automobile Liability
\$2,000,000 Combined Single Limit – Bodily Injury & Property Damage
Including Owned, Hired & Non-Owned Automobiles

Workers Compensation
Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

Developer's, general contractor's insurance must be "Primary and Non-Contributory". Developer, its general contractor, its civil engineer, and all other licensed professionals engaged by Developer shall maintain professional liability insurance with coverage extending two (2) years following acceptance of the Public Improvements in this Plat. Unless otherwise provided under the CGL or umbrella policies, insurance coverage must include "all risk" Builders Risk coverage or equivalent policy form in the amount of the total Construction Costs and Other Costs on a replacement value basis.

All insurance policies (or riders) required by this Contract shall be (i) taken out by and maintained with responsible insurance companies organized under the laws of one of the states of the United States, qualified to do business in the State of Minnesota, (ii) shall name the City, its employees and agents as additional insureds

(CGL and umbrella only) by endorsement which shall be filed with the City (iii) shall be on an occurrence basis; and (iv) shall identify the name of the Plat. A copy of the endorsement must be submitted with the certificate of insurance.

Developer's and general contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' notice for non-payment of premium.

An Umbrella or Excess Liability insurance policy may be used to supplement Developer's or general contractor's policy limits on a follow-form basis to satisfy the full policy limits required by this Contract.

- H. Indemnification. To the fullest extent permitted by law, Developer agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Developer's negligence or its performance or failure to perform its obligations under this Contract. Developer's indemnification obligation shall apply to Developer's general contractor, subcontractor(s), or anyone directly or indirectly employed or hired by Developer, or anyone for whose acts Developer may be liable. Developer agrees this indemnity obligation shall survive the completion or termination of this Contract.
- I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

- J. This Contract runs with the land and shall continue to bind and inure to the benefit of the parties and their respective representatives, heirs, successors and assigns. Developer may not assign this Contract without the written permission of the City Council and any assignment must include the full and complete acceptance by the assignee of all Developer's duties, responsibilities, and obligations under this Contract as though assignee was an original signatory hereto. Developer shall at all times, without exception, be bound to all of Developer's duties, responsibilities, and obligations even in the event of an authorized assignment of this Contract. In addition, Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire Plat, or any part of it, until the City's issuance of a Certificate of Completion and Release.
- K. Retaining walls over four feet in height shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the Plans and by special conditions referred to in this Contract shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.
- L. Should Developer convey any lot or lots in the Plat to a third party, the City and Lot Purchaser may amend this Contract or other city approvals or agreements for development or use of those lots without the approval or consent of Developer or other lot owners in the Plat provided that Developer's costs or liability shall not thereby be increased. Private agreements between the Lot Purchasers within the Plat for shared service or access and related matters necessary for the efficient use of the Property

shall be the responsibility of the Lot Purchasers and shall not bind or restrict City authority to approve applications from any Lot Purchaser in the Plat.

- M. Entire Agreement. The entire agreement of the parties has been set forth in this Contract and there are no representations, warranties, or agreements between the parties except as set forth in this Contract. Developer agrees that the City, its agents and employees shall not be liable for any warranties, representations or agreements not contained in this Contract and that if any such representations, warranties or agreements have been made, they are wholly unauthorized and not binding upon the City. Developer expressly waives any claim for damages or for recession because of any representations, warranties, or agreements made by the City its agents or employees, other than as contained in this Agreement. All prior agreements, written or oral, concerning the subject matter of this Agreement are cancelled and superseded.
- N. Governing Law. This Contract and its construction, interpretation and enforcement and the rights of the parties shall be determined under, governed by and construed in accordance with the internal laws of the State of Minnesota, without regard to principles of conflict of law.
- O. Venue. Any disputes or litigation relating to this Contract shall be initiated, filed and venue exclusively in the State of Minnesota, Anoka County District Court and shall not be removed to any other federal or state court.
- P. Additional Representations. Each party acknowledges and agrees it (i) has been given a full and fair opportunity to discuss and negotiate the terms of this Contract, (ii) understands and fully agrees with the provisions of this Contract, (iii) has carefully read this Contract, (iv) a copy of this Contract was available to them prior to the execution thereof, (v) has been given adequate time in which to execute the Contract, (vi) knows and understands the provisions of this Contract, and (vii) has signed this Contract knowingly and voluntarily.

- Q. Future Acts. Each party to this Contract agrees to perform any further acts and deliver any documents as may be reasonably necessary to carry out the provisions of this Contract.
- R. Headings. The headings in this Contract are included for convenience and reference only and should not be construed a part of this Contract for any other purpose.
- S. Counterparts. This Contract may be executed in multiple counterparts each of which shall be treated as an originals; however, in no event shall the Contract be deemed fully executed without the signatures of all parties.
- T. Environmental Compliance. The Developer shall comply with all applicable local, state, and federal environmental laws and regulations, and will obtain and maintain compliance under any and all necessary environmental permits, licenses, approvals or reviews.
- U. Provided that the City Attorney shall not unreasonably delay recording of the Plat, Developer shall adhere to City Attorney instructions regarding the manner and order in which to record the Plat, this Contract, mortgagee consents and partial release of mortgages, deeds to Outlots, easements, and all other documents to be recorded in relation to the development contemplated by this Plat and Contract.

33. NOTICES. Required notices to Developer shall be in writing, and shall be either hand delivered to Developer, its employees or agents, or mailed to Developer by certified mail at the following address: East Bethel 648-1 Land, LLC., C/O Stephen A. Bona, 14015 Sunfish Lake Blvd NW, Suite 400, Ramsey, MN 55303. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: East Bethel City Hall, 2241 221st Avenue NE, East Bethel, Minnesota 55011, with a copy to Jacob Saufley, East Bethel City Attorney, at the following address: c/o Eckberg Lammers, P.C., 1809 Northwestern Avenue, Stillwater, Minnesota 55082.

*[The remainder of this page has been intentionally left blank.
Signature pages follow.]*

CITY OF EAST BETHEL

BY: _____
Ardie Anderson, Mayor

AND

Matt Look, City Administrator

(SEAL)

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Ardie Anderson and by Matt Look, the Mayor and City Administrator, respectively, of the City of East Bethel, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

DEVELOPER:
East Bethel 648-1 Land, LLC,
a Minnesota limited liability company

BY: _____
Name: Stephen A. Bona
Title: Vice President

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Stephen A. Bona the Vice President of East Bethel 648-1 Land, LLC, a Minnesota limited liability company, on behalf of the company.

(SEAL)

NOTARY PUBLIC

[BANK LETTERHEAD]

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of East Bethel
City Hall
2241 221st Avenue NE
East Bethel, Minnesota 55011

Dear Sir or Madam:

We hereby issue, for the account of East Bethel 648-1 Land, LLC, a Minnesota limited liability company, and in your favor, our Irrevocable Letter of Credit in the amount of \$1,938,510.00, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2025, of " _____",
(Name of Bank)

b) Be signed by the City Administrator or Finance Director of the City of East Bethel.

c) Be presented for payment at _____, on or before 4:00 p.m. on _____, 2026. (Address of Bank)

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the East Bethel Finance Director that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: East Bethel Finance Director, East Bethel City Hall, 2241 221st Avenue NE, East Bethel, MN 55011, and is actually received by the Finance Director at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

[NAME OF BANK]

BY: _____
Its _____

