

City of East Bethel  
City Council Agenda  
City Council Regular Meeting  
Date: December 22, 2025 at 7:00 p.m.



The regular City Council meeting may be monitored live via the following means:  
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel  
([www.youtube.com/channel/UC8\\_7ShcME-XG14pN5JrmBGg/live](http://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. Anoka County Sheriff's Office Monthly Report (p. 3-9)
  - B. Fire Department Monthly Report (p. 10-12)
  - C. Public Hearing: Ordinance 2025-09, Trail Dedication Fee (p. 13-16)
- 5.0 Public Forum**
- 6.0 Consent Agenda (p. 17-19)**

*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. 20-32)
  - B. Approve Bill List: 2026 Invoices with checks processed 1/2/26 (p. 33-35)
  - C. Minutes: December 8, 2025 City Council Meeting (p. 36-43)
  - D. Res. 2025-79, 2026 Fee Schedule Adoption (p. 44-49)
  - E. Recording Secretary Contract Addendum (p. 50-51)
  - F. 2026 MNPEA Labor Agreement Amendment (p. 52-53)
  - G. Res. 2025-80, Setting 2026 LBAE Meeting Dates (p. 54)
  - H. Declaration of Vacancy and Authorization to Accept Applications for Planning Commission
  - I. Res. 2025-81, Setting Meeting Date for Canvassing 2026 General Election Results (p. 55)
  - J. 2026 East Bethel Fire Department Administrative Policies (p. 56-91)
  - K. Appointment of Station Captains and Senior Firefighter Duty Officers
  - L. Paid-on-Call Pension Raise
- 7.0 New Business - Commission, Association and Task Force Reports**
  - A. Planning Commission
  - B. Economic Development Authority
  - C. Park Commission
- 8.0 Department Reports**
  - A. Community Development
  - B. Engineer
  - C. City Attorney
  - D. Finance
  - E. Public Works

- F. Fire Department
- G. City Administrator

**9.0 Other**

- A. Staff Report
- B. Council Reports
- C. Closed Session – City Administrator Performance Review M.S. § 13D.05(3)(a) (p. 92-100)

**10.0 Adjourn**

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



**Date:** December 22, 2025

**Agenda Item Number:** 4.0 A

**Agenda Item:** Sheriff's Department Report

**Background Information:**

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

**Attachment(s):**

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

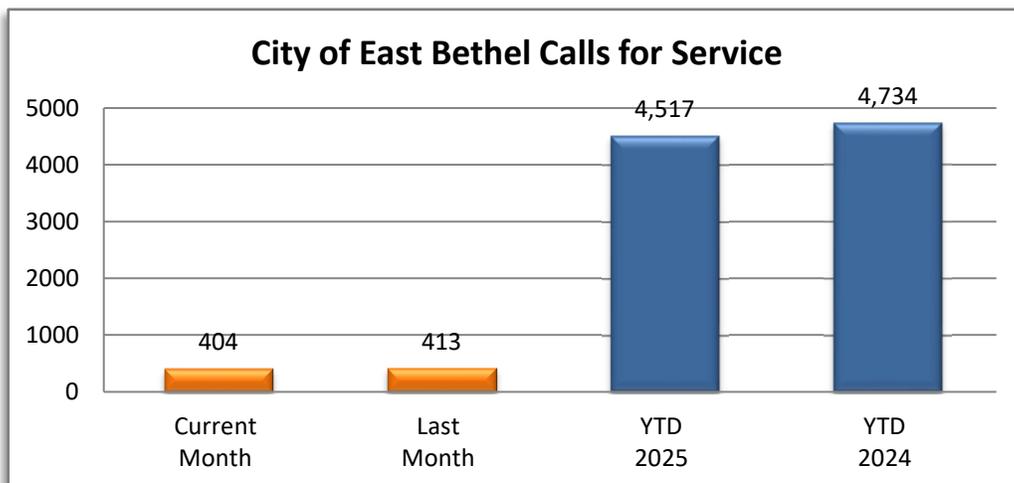
**Fiscal Impact:**

**Recommendation(s):** No Action Required

**PATROL DIVISION**

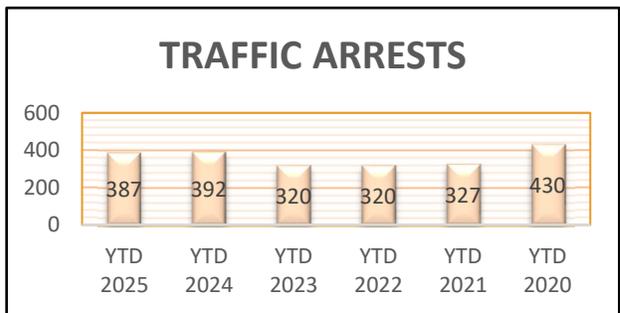
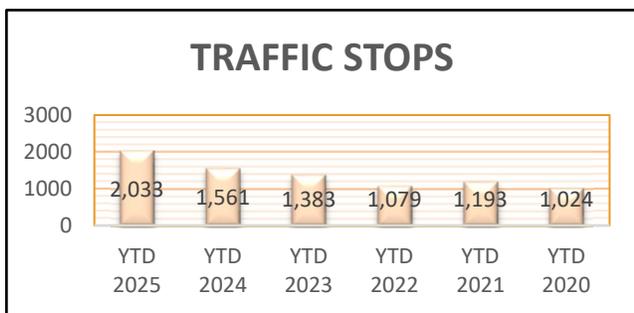
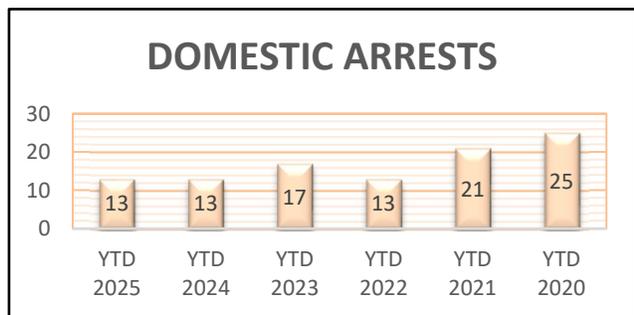
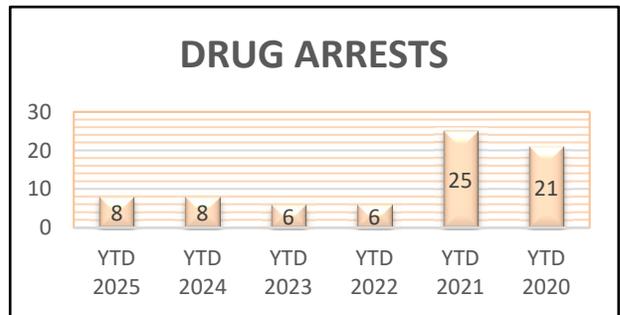
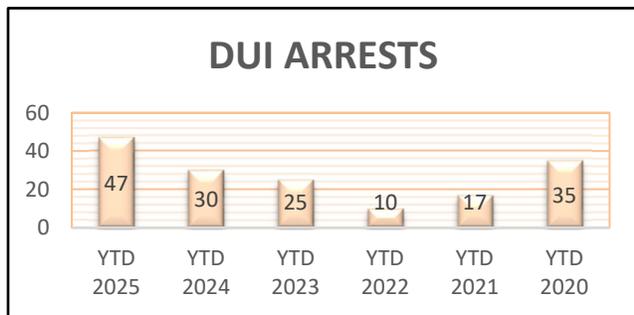
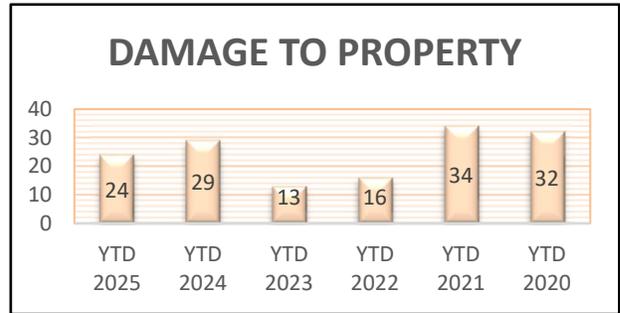
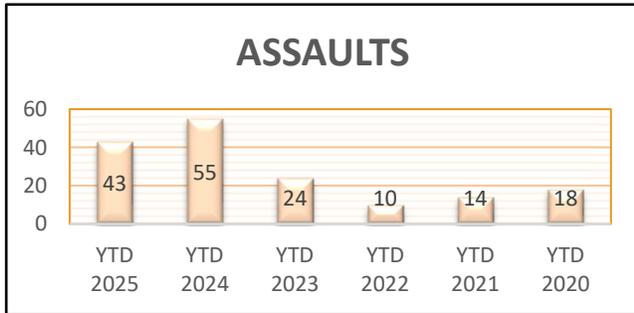
**CITY OF EAST BETHEL - NOVEMBER 2025**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2025	YTD 2024
<b>Calls for Service</b>	<b>368</b>	<b>318</b>	<b>371</b>	<b>367</b>	<b>446</b>	<b>499</b>	<b>529</b>	<b>413</b>	<b>389</b>	<b>413</b>	<b>404</b>		<b>4,517</b>	<b>4,734</b>
Burglaries	1	0	2	0	0	1	0	0	0	0	0		4	4
Thefts	4	2	3	5	5	7	6	10	7	4	1		54	42
Crim Sex Conduct	0	0	1	1	1	0	0	0	0	0	2		5	6
Assault	3	2	0	3	4	9	2	2	13	1	4		43	55
Dam to Property	0	0	2	2	1	6	3	0	5	1	4		24	29
Harass Comm	0	0	0	0	0	0	0	0	0	0	0		0	0
PI Accidents	3	3	2	4	5	6	5	3	9	2	3		45	56
PD Accidents	20	20	8	13	19	18	14	13	9	33	36		203	187
Medical	63	64	36	42	64	53	64	66	43	54	58		607	699
Animal Complaint	24	22	27	27	19	38	36	25	20	28	30		296	316
Alarms	21	15	13	11	14	6	29	19	19	19	16		182	202
Felony Arrests	6	1	2	1	3	5	2	2	3	0	2		27	46
Gross Misd Arrests	12	3	9	5	4	9	9	5	7	2	3		68	53
Misd Arrests	9	5	7	2	17	26	15	11	27	3	23		145	123
DUI Arrests	3	3	6	2	7	9	5	6	2	0	4		47	30
Drug Arrests	2	0	2	0	2	0	1	1	0	0	0		8	8
Domestic Arrests	3	1	0	0	2	1	0	2	1	2	1		13	13
Warrant Arrests	8	2	8	7	7	8	5	1	5	3	5		59	54
Traffic Stops	177	183	242	234	200	169	218	167	179	147	117		2,033	1,561
Traffic Arrests	26	29	43	73	39	30	23	43	38	26	17		387	392



**CITY OF EAST BETHEL**

**YEAR TO DATE - NOVEMBER 2020-2025**

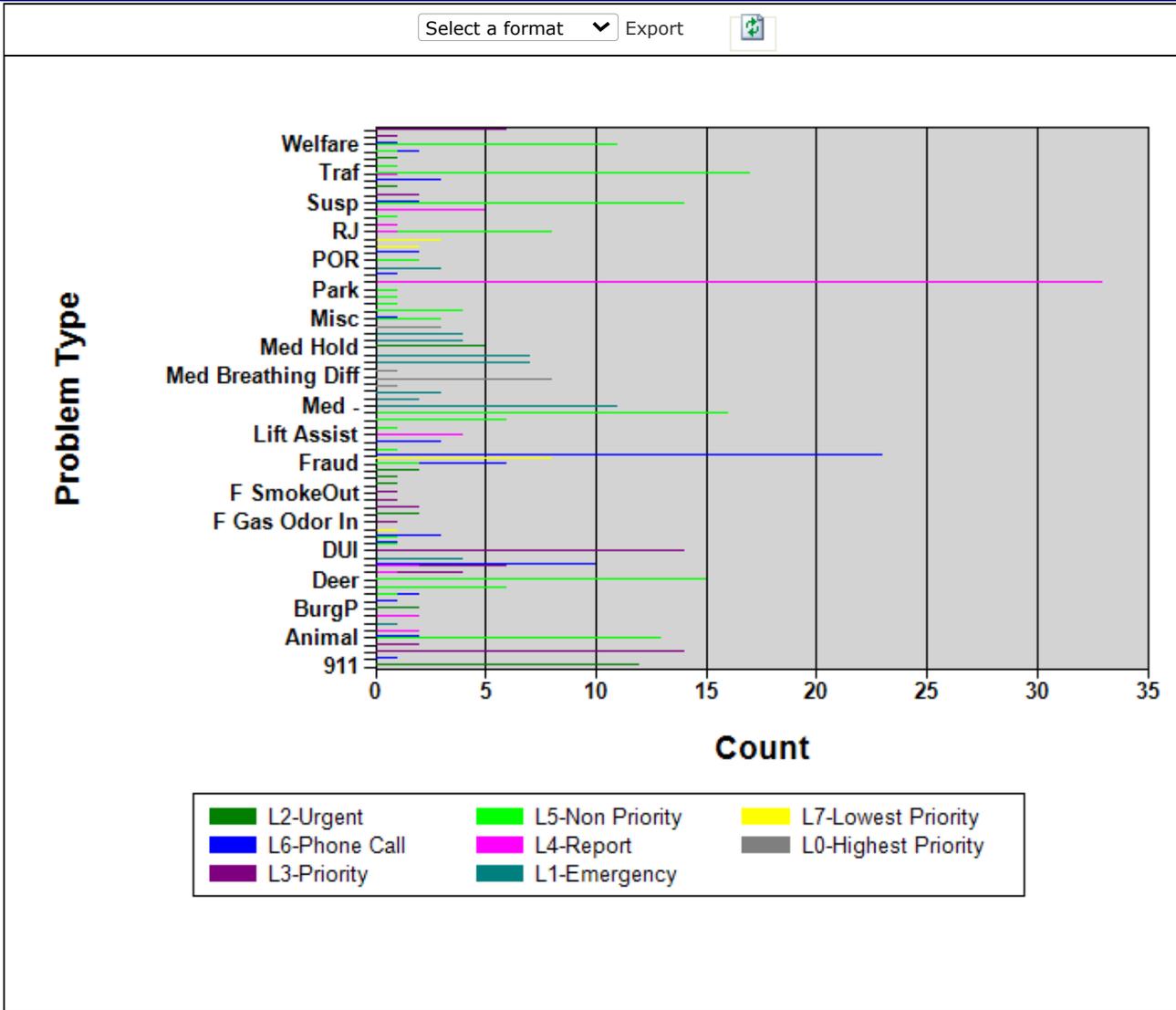


### Problem Type Summary

2:43 PM 12/11/2025

Data Source: Data Warehouse

<b>Agency:</b>	<b>LAW ENFORCEMENT</b>
<b>Division:</b>	<b>East Bethel Law</b>
<b>Day Range:</b>	<b>Date From 11/1/2025 To 11/30/2025</b>
<b>Exclusion:</b>	<b>• Calls canceled before first unit assigned</b>



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

Problem Type	Priority							Total	
	0	1	2	3	4	5	6		7
911			12						12
Abandon									
Abuse							1		1
AbuseP									
AlarmB				14					14

AlarmCO							
AlarmCOill							
AlarmF		2					2
AlarmFsmoke							
AlarmHoldup							
AlarmV							
AlarmWF							
Animal				13	2		15
AnimalResc							
Arson							
Assault			2				2
AssaultP	1						1
Boat Assist							
Bomb							
BombP							
Broadcast							
Burg			2				2
BurgP		2					2
Civil					1		1
CivilP							
CSC				1	2		3
Debris				6			6
Deer				15			15
Disorderly			4	1			5
Dom			6	2		10	18
DomP	4						4
Drugs							
DUI			14				14
Dumping				1	1		2
Escort				1	3		4
ExPat						1	1
F Aircraft							
F Assist							
F CleanUp							
F Collapse							
F Dump							
F Elec Smell							
F Expl							
F Gas Odor In			1				1
F Gas Odor Out							
F Grass fire		2					2
F Illegal			2				2
F Misc							
F Mutual Aid							
F Oven							
F Powerlines			1				1
F SmokeIn							
F SmokeOut			1				1
F Structure		1					1
F Train							
F Veh		1					1
F Water Rescue							
Fight		2					2
Flood in							
Flood out							
Fraud				2	6		8
FraudP							
FU					23	8	31
FW				1			1
Gun							
Harass					3		3
Info							
Lift Assist			4				4
Liq				1			1
Lockout				6			6
LockoutP							

MA					16			16
MASS								
Med -	11							11
Med Abdominal Pain	2							2
Med Alarm	3							3
Med Allergic								
Med Assault	1							1
Med Bleed								
Med Breathing Diff	8							8
Med Breathing Not	1							1
Med Choking								
Med Drown								
Med Electro								
Med Fall	7							7
Med Heart	7							7
Med Hold		5						5
Med Info								
Med OB								
Med Priority								
Med Seizure	4							4
Med Stab-Gunshot								
Med Stroke	4							4
Med Uncon	3							3
Medex								
Misc					3	1		4
MiscO					4	2		6
Noise					1			1
NoTag								
Ord					1			1
Other								
Park					1			1
PD				33		3		36
Person						1		1
PI	3							3
POR					2			2
Property						2		2
PW							2	2
REPO-TOW							3	3
RJ				1	8			9
RoadClosure								
Robbery								
RobberyP								
Shots								
Slumper				1				1
StolenProp					1			1
Suicide				5				5
SuicideP								
Susp					14	2		16
SuspP			2					2
Theft								
TheftP		1						1
Threat						3		3
ThreatP								
Traf				1	17	1		19
Tres					1			1
UNK		1						1
Unsecure								
Vand					1	2		3
VandP								
VehTheft								
VehTheftP								
Weapon								
Weather								
Welfare					11	1		12
WelfareP				1				1
WT								6

**Total**

<b>13</b>	<b>46</b>	<b>27</b>	<b>54</b>	<b>52</b>	<b>128</b>	<b>70</b>	<b>14</b>	<b>404</b>
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**City of East Bethel  
City Council Meeting  
Agenda Item Information**



**Date:** December 24, 2025

**Agenda Item Number:** Item 4.0 B

**Agenda Item:** Fire Department Report

**Background Information:**

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

**Attachment(s):**

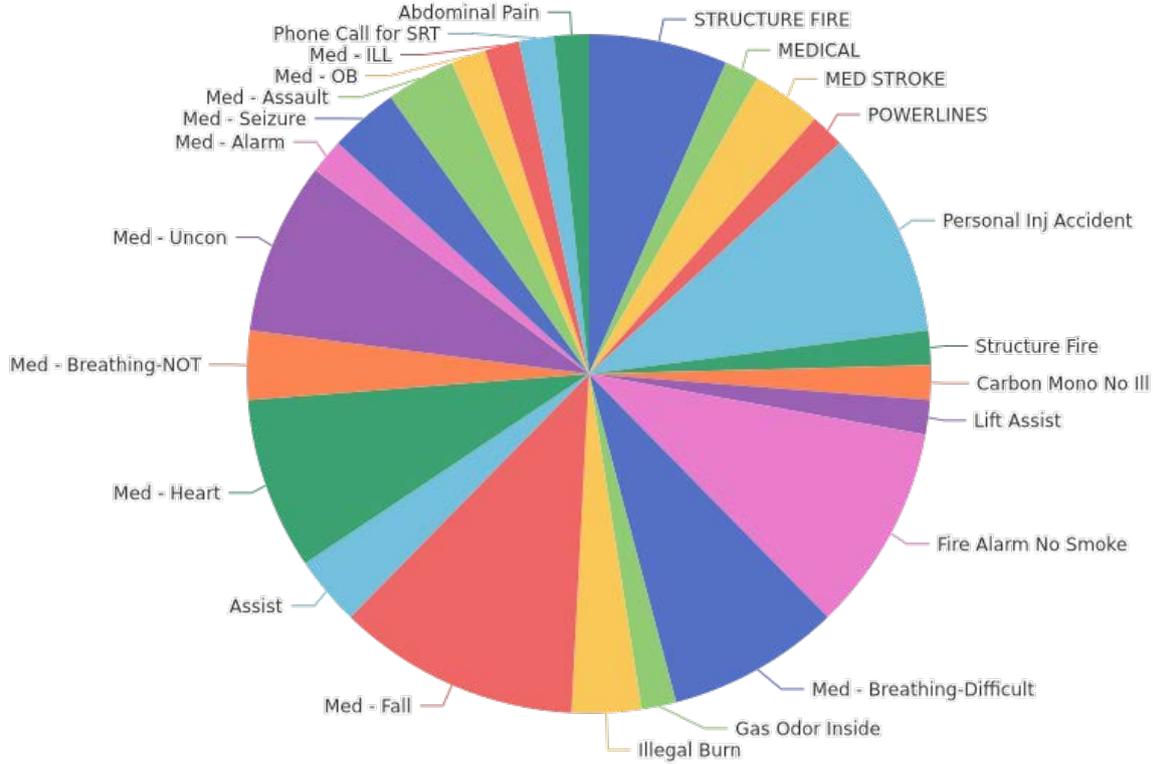
1. Calls for November

**Fiscal Impact:**

**Recommendation(s):** No Action Required



Dispatched Incident Type



DISPATCHED INCIDENT TYPE	TOTAL
STRUCTURE FIRE	4
MEDICAL	1
MED STROKE	2
POWERLINES	1
Personal Inj Accident	6
Structure Fire	1
Carbon Mono No Ill	1
Lift Assist	1
Fire Alarm No Smoke	6
Med - Breathing-Difficult	5
Gas Odor Inside	1
Illegal Burn	2

# Dispatched Incident Type

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



DISPATCHED INCIDENT TYPE	TOTAL
Med - Fall	7
Assist	2
Med - Heart	5
Med - Breathing-NOT	2
Med - Uncon	5
Med - Alarm	1
Med - Seizure	2
Med - Assault	2
Med - OB	1
Med - ILL	1
Phone Call for SRT	1
Abdominal Pain	1
<b>Total</b>	<b>61</b>

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



**Date:** December 22, 2025

**Agenda Item Number:** Item 4.0 C

**Requested Action:** Consider a Proposed Ordinance Change and Public Hearing: Trail Dedication Fee

**Background Information:**

Sec. 66-165 of the City Code guides the installation of sidewalks and trails in new developments. The ordinance requires sidewalks and trails to be installed on new city roads based on the type of zoning for the development and the type of street being built. The City Council decides on any exceptions from the ordinance. This development requirement has been waived on all new developments going back to the housing market decline of 2008 with the exception of PUDs.

The Park Commission began reviewing the ordinance in the spring of 2024 to gauge the usefulness of the requirement as it relates to building trails that fit our City’s park, trail, and open space comprehensive plan without building excessive trails that will incur maintenance costs extending far into the future. The discussion included making sure the ordinance was equitable to all new developments. At the May 14, 2024, Park Commission meeting, the Commission recommended a trail dedication fee in lieu of trail construction in developments that did not meet the location requirements of the City’s trail plan. The recommended amount at that time was \$1,200 per unit. The October 14, 2025, Park Commission meeting included recommendations for park dedication fee increases as well as a new recommended trail dedication fee of \$1,500 per unit. The Planning Commission also recommended the \$1,500 per unit trail dedication fee at their October 28, 2025, meeting. At the November 24, 2025 City Council Work Meeting, the City Council also recommended the ordinance change along with the trail dedication fee in lieu of trail construction of \$1,500 per unit.

The justification for the need of a trail dedication fee is based on a lack of funding to cover the cost of trails already in the Park Capital Improvement plans and the need for future trail connections as the City develops. Additional funding for trail construction will still be needed from General Fund transfers, as the trail dedication fees are not expected to fully fund the projects. The trail dedication fee will be reviewed annually with the Fee Schedule.

**Requested Action:**

Staff recommends that the City Council holds a public hearing for the approval of Ordinance 2025-09, and approves the option of a trail dedication fee in lieu of trail construction.

**Sec. 66-165. - Sidewalks and trails.**

- (a) Except as otherwise determined by city council or the parks, trails, and open space comprehensive plan, concrete sidewalks and/or bituminous trails shall be provided in the right-of-way or easements in accordance with the following:

Zoning	Street Type	Sidewalk/Trail Regs
RR (rural residential)	Arterial and major collector streets	Trail on one side of street
	Minor collector	Trail on one side of street
	Local street	Trail on one side of street

	Cul-de-sac	No requirements
R-1 (single-family); R-2 (single-family and townhome)	Arterial and major collector streets	Sidewalk on one side of street and trail on opposite side of street or trails on both sides of the street
	Minor collector and local streets, excepting cul-de-sac	Sidewalk on one side of street
	Cul-de-sac	No requirements
Commercial/industrial districts	All streets, including cul-de-sac	Sidewalks on both sides of street. A trail may be required to be substituted for a sidewalk in areas in which the trail is part of the city's comprehensive trail system.

- (b) All sidewalks and trails shall be placed a minimum of seven feet back from the street to provide a green strip for tree planting and to promote pedestrian safety.
- (c) Sidewalks and trails must be constructed to the city's engineering manual standards.
- (d) As part of parkland dedication, a minimum of 30 feet may be required by the city for the purpose of trails. The city may require the subdivider or developer to provide a trail corridor greater than 30 feet where deemed fit.
- (e) Where a platted subdivision with a minimum overall density of three units/acre abuts parcels greater than two acres in size, the city may require a land dedication no less than 30 feet in width around the circumference of the platted subdivision for trail purposes.
- (f) The developer shall be responsible for construction of designated trails and sidewalks within trail easements and rights-of-way.
- (g) **Cash in lieu. Cash in lieu of trail construction shall be set and presented in the city fee schedule and consistent with Sec 66-195 of the City Code.**

(Ord. of 10-17-2007, § 7(7-6))

**Attachment:**

- 1.) Ord 2025-09: Trail Dedication Fee, Cash in Lieu of Trail Construction

**CITY OF EAST BETHEL  
ANOKA COUNTY, MINNESOTA  
ORDINANCE NO. 2025-09**

**AN ORDINANCE AMENDING CHAPTER 66, ARTICLE VI, SECTION 66-165  
OF THE EAST BETHEL CODE OF ORDINANCES  
REGULATING SIDEWALKS AND TRAILS  
IN THE CITY OF EAST BETHEL**

**The City Council of East Bethel, Minnesota ordains:**

**Section 1.** CHAPTER 66, ARTICLE VI, SECTION 66-165 of the East Bethel Code of Ordinances is hereby amended by deleting the ~~stricken~~ language and adding the underlined language to read as follows:

**Sec. 66-165. - Sidewalks and trails.**

- (a) Except as otherwise determined by city council or the parks, trails, and open space comprehensive plan, concrete sidewalks and/or bituminous trails shall be provided in the right-of-way or easements in accordance with the following:

Zoning	Street Type	Sidewalk/Trail Regs
RR (rural residential)	Arterial and major collector streets	Trail on one side of street
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	Cul-de-sac	No requirements
R-1 (single-family); R-2 (single-family and townhome)	Arterial and major collector streets	Sidewalk on one side of street and trail on opposite side of street or trails on both sides of the street
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	Cul-de-sac	No requirements
Commercial/industrial districts	All streets, including cul-de-sac	Sidewalks on both sides of street. A trail may be required to be substituted for a sidewalk in areas in which the trail is part of the city's comprehensive trail system.

- (b) All sidewalks and trails shall be placed a minimum of seven feet back from the street to provide a green strip for tree planting and to promote pedestrian safety.
- (c) Sidewalks and trails must be constructed to the city's engineering manual standards.
- (d) As part of parkland dedication, a minimum of 30 feet may be required by the city for the purpose of trails. The city may require the subdivider or developer to provide a trail corridor greater than 30 feet where deemed fit.
- (e) Where a platted subdivision with a minimum overall density of three units/acre abuts parcels greater than two acres in size, the city may require a land dedication no less than 30 feet in width around the circumference of the platted subdivision for trail purposes.
- (f) The developer shall be responsible for construction of designated trails and sidewalks within trail easements and rights-of-way.
- (g) Cash in lieu. Cash in lieu of trail construction shall be set and presented in the city fee schedule and consistent with Sec 66-195 of the City Code.

**Section 2. EFFECTIVE DATE**

Effective Date. This ordinance amendment herein shall take effect and be in force after its passage and publication.

Passed by the City Council of East Bethel, Minnesota this 22<sup>nd</sup> day of December, 2025.

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Arden Anderson, Mayor

Attested:

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Matt Look, City Administrator

City of East Bethel  
City Council Meeting  
Agenda Item Information



Date: December 22, 2025

Agenda Item Number: Item 6.0 A-L

Requested Action: Consider approving the Consent Agenda as presented

**Background Information:**

Item A – Approve Bills

Item B – Approve Bill List: 2026 Invoices with checks processed 1/2/26  
These invoices have a 2026 date and will be processed on 1/2/26.

Item C – December 8, 2025 City Council Meeting Minutes

Item D – Res. 2025-79, 2026 Fee Schedule Adoption

Staff reviews the City Fee Schedule on an annual basis to ensure that revenues are sufficient to cover the costs of providing the service. Staff recommends the attached changes for the 2026 Fee Schedule.

Item E – Recording Secretary Contract Addendum

The City has contracted with Timesaver Off Site Secretarial, Inc. (TOSS) to produce the minutes for City Council and other meetings since 2014. The cost for this service are hourly based and are budgeted in the Administration, Planning and Parks departments with an aggregate total of \$14,600 for 2026. TOSS has provided exceptional service and staff recommends approval of the addendum for the contract extension.

Item F – 2026 MNPEA Labor Agreement Amendment

In order to take advantage of cost savings, the City chose a different life, short and long-term disability provider starting at 1/1/26—The Hartford. This new policy was underwritten as non-contributory and thus premiums do not need to be deducted from each employee's paycheck and then subsequently added back through the cafeteria contribution amount. The 2026 budget and union contract was approved before this transition and set the cafeteria contribution at \$1,500, which included an allotment for these insurances. Given these deductions no longer need to be shown on each employees check, Staff is recommending that the 2026 cafeteria contribution be decreased to \$1,460. Again, this is a budget neutral adjustment and is meant to simplify what is shown on an employee's check and clarify that this is an employer paid benefit.

Staff is recommending Council approve the attached amendment to the 2026 MNPEA Contract.

Item G – Res. 2025-80, Setting 2026 LBAE Meeting Dates

Anoka County has advised the City that the Local Board of Appeals and Equalization (Board of Review) must meet between April 20 and May 8, 2026 to consider property valuation for taxes payable in 2027. Staff proposes that the Board meeting date be scheduled for April 27, 2026 at 5:30 PM, prior to the regular City Council meeting. Resolution 2025-80 establishes this date. The County requires an alternate date to be submitted, and Staff proposes that the alternate date be May 4, 2026 at 6:00 PM.

Item H – Declaration of Vacancy and Authorization to Accept Applications for Planning Commission  
Tanner Balfany has served as a member of the Planning Commission since 2011, and prior to the November 25, 2025 meeting, he expressed his desire to resign. Mr. Balfany's term ends January 31, 2027.

Staff is seeking confirmation of this vacancy and of posting the opening in order to accept resident applications for the position.

Item I – Res. 2025-81, Setting Meeting Date for Canvassing 2026 General Election Results  
Per M.S. §204C.33, subd. 1; and §205.185, subd. 3, the City Council, in its role as the Election Canvassing Board, is required to canvass the results of the general election between the 3<sup>rd</sup> and 10<sup>th</sup> day following the election. The 2026 General Election will be held on November 3, 2026. There is a regularly scheduled City Council meeting that falls within this 3- to 10-day timeframe; Monday, November 9, 2026. Resolution 2025-81, designates a special meeting prior to the regular meeting to canvass those election results.

Item J – 2026 East Bethel Fire Department Administrative Policies  
Please see the attached document for suggested amendments and updates to the administrative policies for the East Bethel Fire Department.

Item K – Appointment of Station Captains and Senior Firefighter Duty Officers  
The East Bethel Fire Department maintains an officer corps comprised of its paid-on-call members. The captain 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 four members submitted applications for the captain role and two for the senior firefighter duty officer role.

On December 10th and 11th, 2025, each applicant participated in an interview conducted by Deputy Chief Uden, District Chief Wade Hoffman, and Allina Operations Supervisor Roger Skic. Following the interviews, six applicants were recommended for a second interview with Chief Cielocha. The second interview has been completed and serves as the basis for this recommendation.

Ryan Henry has been with the East Bethel Fire Department (EBFD) since 2010. He has held many positions throughout his tenure. Most recently, he has served as the captain at Station 1.

Chad Fish has been with the EBFD since 2010. During that time, he has also been employed full-time by Allina as an EMT. Chad had held multiple positions with the EBFD, most recently as Lieutenant 11.

Jill King currently serves as the department's training officer, as well as Lieutenant 31 out of Station 3. She has been with the department since December 2017.

Lindsay Madson serves the City of East Bethel as a firefighter out of Station 2. Lindsay also works for the Minnesota DNR and has assisted the EBFD multiple times in that capacity over the last six months.

David Baily has been with the EBFD since 2024. He joined the EBFD after more than 16 years with the Newport Fire Department and currently serves on the Saint Paul Park Refinery Fire Department. He also mentors one of our new firefighters.

Chief Cielocha recommends that Ryan Henry, Chad Fish, and Jill King be appointed to the position of Station Captain with the East Bethel Fire Department for a four-year term. Chief Cielocha also recommends Lindsay Madson and David Baily be appointed to the position of Senior Firefighter

Duty Officer. All individuals will continue in their current station assignments, allowing them to build on the work and leadership they have demonstrated.

Item L – Paid-on-Call Pension Raise

Please refer to the information provided at the December 22, 2025 City Council work meeting (prior to the regular Council meeting).

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

**City Council Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_



**City of East Bethel  
December 22, 2025  
Payment Summary**

<b>Payments for Council Approval</b>	
<i>Check Payments:</i>	
Invoices to be Approved for Payment	\$ 340,755.25
<i>Electronic Payments:</i>	
Payroll City Council -December 15, 2025	\$ 2,090.18
Payroll Fire Department - December 15, 2025	\$ 11,248.82
Payroll City Staff - December 18, 2025	\$ 53,653.05
Federal Income Tax Withholding	\$ 8,375.64
FICA Tax Withholding	\$ 11,439.90
Medicare Withholding	\$ 2,905.16
State Withholding	\$ 4,049.04
PERA	\$ 10,584.55
MSRS   HCSP   H.S.A	\$ 9,574.09
<b>Total to be Approved for Payment</b>	<b>\$ 454,675.68</b>



Payments

Current Period: December 2025

Payments Batch 20251222PAY		\$340,755.25	
Refer	0 AMERICAN PRESSURE INC	-	
Cash Payment	E 101-43220-229 Equipment Parts	API Pull Trigger Gun, Coupler, 36" Lance, Hose	\$430.22
Invoice	155657	12/18/2025	
Transaction Date	12/18/2025	First Bank & Trust 10100	<b>Total \$430.22</b>
Refer	0 ANOKA COUNTY PROPERTY TAX	-	
Cash Payment	E 101-41910-423 Filing Fees	Doc# 2453512.004, RESO 25-61, Correction: Final Plat	\$46.00
Invoice #25-52074		11/24/2025	
Cash Payment	E 101-41910-423 Filing Fees	Doc# 2453512.005, RESO 25-62, PUD	\$46.00
Invoice #25-52074		11/24/2025	
Cash Payment	E 101-41910-423 Filing Fees	Doc# 2453512.006, RESO 25-63, Final Plat	\$46.00
Invoice #25-52074		11/24/2025	
Transaction Date	12/15/2025	First Bank & Trust 10100	<b>Total \$138.00</b>
Refer	0 ANOKA COUNTY TREASURY DEPT	-	
Cash Payment	E 101-42210-402 Repairs/Maint Machinery	CUST#130865, Repair of Radio 481CWR1176	\$718.07
Invoice	AR023693	12/9/2025	
Transaction Date	12/16/2025	First Bank & Trust 10100	<b>Total \$718.07</b>
Refer	0 ASPEN MILLS, INC.	-	
Cash Payment	E 101-42210-214 Clothing & Personal Equ	Hi-Vis Jacket, Nametag; A. Christianson	\$283.35
Invoice	366782	12/11/2025	
Cash Payment	E 101-42210-214 Clothing & Personal Equ	Hi-Vis Jacket, Nametag; W.Supuk	\$283.35
Invoice	366860	12/12/2025	
Transaction Date	12/18/2025	First Bank & Trust 10100	<b>Total \$566.70</b>
Refer	0 BABINEAU, TOM & LISA	-	
Cash Payment	G 101-24500 Escrow	239 Aspen Rd NE, Refund Variance Escrow Funds	\$364.25
Invoice	25-017	12/10/2025	
Transaction Date	12/16/2025	First Bank & Trust 10100	<b>Total \$364.25</b>
Refer	0 BANK CHEROKEE	-	
Cash Payment	E 439-43900-307 Professional Services F	TIF 1-5 Revenue Note	\$25,490.18
Invoice	20260201	12/2/2025	
Transaction Date	12/16/2025	First Bank & Trust 10100	<b>Total \$25,490.18</b>
Refer	0 BANKVISTA	-	
Cash Payment	E 438-43800-307 Professional Services F	TIF 1-4 Revenue Note	\$52,306.78
Invoice	20260201	12/2/2025	
Transaction Date	12/16/2025	First Bank & Trust 10100	<b>Total \$52,306.78</b>
Refer	0 BEZANSON, BRIAN	-	
Cash Payment	E 232-23200-107 Commissions and Board	Service to EDA Commission	\$120.00
Invoice	2025	12/17/2025	
Transaction Date	12/18/2025	First Bank & Trust 10100	<b>Total \$120.00</b>
Refer	0 Cardey, Gregory	-	
Cash Payment	E 226-43235-307 Professional Services F	Appliance Recycling	\$375.00
Invoice	127208	12/16/2025	
Transaction Date	12/18/2025	First Bank & Trust 10100	<b>Total \$375.00</b>



Payments

Current Period: December 2025

Refer	0 CEDAR PLUMBING LLC			
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/M	Water Leak Checks		\$422.50
Invoice 8932	11/23/2025			
Transaction Date	12/16/2025	First Bank & Trust	10100	<b>Total</b> \$422.50
Refer	0 CENTERPOINT			
Cash Payment	E 601-49401-382 Gas Utilities	Gas Svc 5937869-5 Minard Bldg		\$336.46
Invoice 12 2025-1	12/17/2025			
Cash Payment	E 601-49401-382 Gas Utilities	Gas Svc -9541753-1 Water Plant		\$225.65
Invoice 12 2025-2	12/16/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b> \$562.11
Refer	0 CENTURYLINK			
Cash Payment	E 601-49401-321 Telephone	7634347348 691 Minard Bldg		\$145.59
Invoice 12 2025	12/10/2025			
Cash Payment	E 101-42210-321 Telephone	7634131622 946 Sta 1Fire Phone		\$60.33
Invoice 12 2025	12/10/2025			
Cash Payment	E 101-42210-321 Telephone	6514641240 520 CLB Fire Phone		\$90.62
Invoice 12 2025	12/10/2025			
Cash Payment	E 101-41320-321 Telephone	7634130614 154 City Hall Line4		\$158.09
Invoice 12 2025	12/10/2025			
Cash Payment	E 601-49401-321 Telephone	7634341700 895 Water Plant		\$149.82
Invoice 12 2025	12/10/2025			
Cash Payment	E 601-49401-321 Telephone	7634136876 894 Water Plant		\$158.81
Invoice 12 2025	12/10/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b> \$763.26
Refer	0 Cielocha, Jeff			
Cash Payment	E 101-42210-201 Office Supplies	Pizza for Fire Crew After Structure Fire		\$36.71
Invoice 1512117	12/7/2025			
Transaction Date	12/16/2025	First Bank & Trust	10100	<b>Total</b> \$36.71
Refer	0 CINTAS			
Cash Payment	E 101-43220-217 Safety Supplies	Medical Cabinet		\$9.45
Invoice 5307057907	12/10/2025			
Cash Payment	E 101-41940-219 General Operating Suppl	Medical Cabinet		\$24.95
Invoice 5307057907	12/10/2025			
Transaction Date	12/16/2025	First Bank & Trust	10100	<b>Total</b> \$34.40
Refer	0 CINTAS CORPORATION			
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M	Rugs/Mats		\$11.68
Invoice 424796336	10/28/2025			
Cash Payment	E 101-43201-214 Clothing & Personal Equ	Uniforms/Parks		\$42.81
Invoice 424796336	10/28/2025			
Cash Payment	E 101-43220-214 Clothing & Personal Equ	Uniforms/Streets		\$42.81
Invoice 424796336	10/28/2025			
Cash Payment	E 101-43220-403 Bldgs/Facilities Repair/M	Rugs/Mats		\$8.33
Invoice 4253201478	12/16/2025			
Cash Payment	E 101-43201-214 Clothing & Personal Equ	Uniforms/Parks		\$30.53
Invoice 4253201478	12/16/2025			
Cash Payment	E 101-43220-214 Clothing & Personal Equ	Uniforms/Streets		\$30.53
Invoice 4253201478	12/16/2025			



Payments

Current Period: December 2025

Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/M Rugs/Mats				\$8.33
Invoice	4252439122	12/9/2025				
Cash Payment	E 101-43201-214	Clothing & Personal Equ Uniforms/Parks				\$30.53
Invoice	4252439122	12/9/2025				
Cash Payment	E 101-43220-214	Clothing & Personal Equ Uniforms/Streets				\$30.53
Invoice	4252439122	12/9/2025				
Transaction Date	12/16/2025	First Bank & Trust	10100	<b>Total</b>		<b>\$236.08</b>
Refer	0 COUNTRY SIDE SERVICES					
Cash Payment	E 101-43220-230	Snowplow Cutting Edge Truck #40; WO Steel Wind Cutting Edge Kit				\$278.00
Invoice	1-114178	12/9/2025				
Cash Payment	E 101-43220-229	Equipment Parts Receiver Pin, Hairpin Cotter, Pivot Bar Kit				\$385.11
Invoice	1-111144-01	12/18/2025				
Transaction Date	12/16/2025	First Bank & Trust	10100	<b>Total</b>		<b>\$663.11</b>
Refer	0 DVS RENEWAL					
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-018095664, 2016 Ford SR W				\$20.25
Invoice	952596 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-030017169, 2019 Ford F15				\$20.25
Invoice	962301 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-011225550, 2017 Ford DR W				\$20.25
Invoice	953569 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-030409836, 2000 ROLL Trailer				\$20.25
Invoice	199793 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-029911622, 2019 Ford ECP				\$20.25
Invoice	960879 2026	11/17/2025				
Cash Payment	E 101-43220-422	Auto/Misc Licensing Fee Acct #00-019865682, 2008 FRHT FM2				\$20.25
Invoice	952600 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-018024291, 2007 Ford COF				\$20.25
Invoice	937487 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-028909397, 2019 Ford F350				\$20.25
Invoice	962504 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-031398353, 2016 PJTR Trailer				\$20.25
Invoice	188845 2026	11/17/2025				
Cash Payment	E 101-43220-422	Auto/Misc Licensing Fee Acct #00-027080261, 2019 MACK Granite				\$20.25
Invoice	956465	11/17/2025				
Cash Payment	E 101-43220-422	Auto/Misc Licensing Fee Acct #00-018853282, 2011 FRHT FM2				\$20.25
Invoice	970892	11/17/2025				
Cash Payment	E 101-43220-422	Auto/Misc Licensing Fee Acct #00-010546619, 2014 FRHT SD				\$20.25
Invoice	962303 2026	11/17/2025				
Cash Payment	E 101-43220-422	Auto/Misc Licensing Fee Acct #00-042990597, 2023 MACK Granite				\$20.25
Invoice	976814 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-027809300, 2018 Ford U9G7				\$20.25
Invoice	954155	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-039170181, 2021 Chev Silverado				\$20.25
Invoice	970888 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct# 00-017955718; 2025 Chevy Silverado				\$20.25
Invoice	802273 2026	11/17/2025				
Cash Payment	E 101-43201-422	Auto/Misc Licensing Fee Acct #00-028724919, 2020 PJTM Trailer				\$20.25
Invoice	201192 2026	11/17/2025				



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**Payments**

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<b>Cash Payment</b>	E 101-43201-422	Auto/Misc Licensing Fee	Acct #00-047799556, 2025 Chevy Silverado	<b>\$20.25</b>
Invoice	802272	2026	11/17/2025	
<b>Cash Payment</b>	E 101-43220-422	Auto/Misc Licensing Fee	Acct #00-045201809, 2024 Toyota Rav4	<b>\$20.25</b>
Invoice	800748	2026	11/17/2025	
<b>Cash Payment</b>	E 101-43220-422	Auto/Misc Licensing Fee	Acct #00-039639119, 2021 WSTR Conventional	<b>\$20.25</b>
Invoice	970889	2026	11/17/2025	
<b>Cash Payment</b>	E 101-43220-422	Auto/Misc Licensing Fee	Acct# 00-047547752, 2025 MACK Granite	<b>\$20.25</b>
Invoice	803622	2026	11/17/2025	
<b>Cash Payment</b>	E 101-43201-422	Auto/Misc Licensing Fee	Acct #00-043608936, 2022 MTOW T-12D	<b>\$20.25</b>
Invoice	690149	2026	11/17/2025	
<b>Cash Payment</b>	E 101-43201-422	Auto/Misc Licensing Fee	Acct #00-026441103, 2018 PJTM Trailer	<b>\$20.25</b>
Invoice	188965	2026	11/17/2025	
Transaction Date	12/16/2025		First Bank & Trust 10100	<b>Total \$465.75</b>
Refer	0 EB PROPERTIES LLC			
<b>Cash Payment</b>	E 436-43600-307	Professional Services F	TIF 1-2 Revenue Note Payment, Phase I	<b>\$53,862.08</b>
Invoice	20260102-1		12/2/2025	
<b>Cash Payment</b>	E 436-43600-307	Professional Services F	TIF 1-2 Revenue Note Payment, Phase II	<b>\$53,862.08</b>
Invoice	20260201-2		12/2/2025	
Transaction Date	12/16/2025		First Bank & Trust 10100	<b>Total \$107,724.16</b>
Refer	0 ECKBERG LAMMERS			
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Legal Services	<b>\$10,718.00</b>
Invoice	11	2025	11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Meetings	<b>\$995.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	General Employment	<b>\$2,480.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Zoning Enforcement	<b>\$1,590.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-5D Dispensary	<b>\$1,875.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-Smoke Saloon	<b>\$312.50</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-Cliff Anderson	<b>\$300.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-Atlas Villas	<b>\$100.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-AMBA	<b>\$525.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Zoning Enforcement-19511 East Front Blvd NE	<b>\$300.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Data Practices	<b>\$250.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	General Municipal	<b>\$1,712.50</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Continental Communities	<b>\$140.00</b>
Invoice	49579		11/30/2025	
<b>Cash Payment</b>	G 101-24500	Escrow	Viking Meadows Redevelopment	<b>\$3,285.00</b>
Invoice	49579		11/30/2025	



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**Payments**

**Current Period: December 2025**

<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Whispering Aspen Redevelopment		<b>\$650.00</b>
Invoice	49579	11/30/2025			
<b>Cash Payment</b>	E 101-41610-303	Legal Fees	Gratitude Farms		<b>\$100.00</b>
Invoice	49579	11/30/2025			
<b>Cash Payment</b>	E 232-23200-307	Professional Services F	1347 Sims Rd NE		<b>\$3,275.00</b>
Invoice	49579	11/30/2025			
Transaction Date	12/16/2025		First Bank & Trust	10100	<b>Total \$28,608.00</b>
Refer	<u>0 Evergreen Recycling</u>				
<b>Cash Payment</b>	E 226-43235-307	Professional Services F	Electronics Recycling		<b>\$556.25</b>
Invoice	3914	12/8/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total \$556.25</b>
Refer	<u>0 FERGUSON WATERWORKS #2518</u>				
<b>Cash Payment</b>	E 601-49401-227	Utility Maint Supplies	Water Meters		<b>\$5,071.45</b>
Invoice	0559427	12/1/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total \$5,071.45</b>
Refer	<u>0 FES, INC</u>				
<b>Cash Payment</b>	E 101-42210-214	Clothing & Personal Equ	Fire Helmet		<b>\$386.14</b>
Invoice	21734	12/3/2025			
<b>Cash Payment</b>	E 101-42210-214	Clothing & Personal Equ	Helmet		<b>\$386.14</b>
Invoice	21750	12/12/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total \$772.28</b>
Refer	<u>0 FLEET PRIDE</u>				
<b>Cash Payment</b>	E 101-43220-229	Equipment Parts	Shop Supplies		<b>\$95.22</b>
Invoice	130938259	12/15/2025			
<b>Cash Payment</b>	E 101-43220-213	Lubricants and Additives	Shop Supplies: Hi-Temp Grease		<b>\$117.60</b>
Invoice	130773924	12/8/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total \$212.82</b>
Refer	<u>0 FREIMUTH ENTERPRISES LLC</u>				
<b>Cash Payment</b>	E 226-43235-307	Professional Services F	Bulb Recycling		<b>\$60.00</b>
Invoice	12 2026	12/17/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total \$60.00</b>
Refer	<u>0 GRAINGER</u>				
<b>Cash Payment</b>	E 615-49851-211	Cleaning Supplies	Trash Bags, Paper Towels, Cleaners		<b>\$947.70</b>
Invoice	9735222953	12/8/2025			
<b>Cash Payment</b>	E 101-42210-219	General Operating Suppl	Water Hose, Fire Hose Nozzle		<b>\$129.53</b>
Invoice	9745850843	12/16/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total \$1,077.23</b>
Refer	<u>0 GRANITE CITY ENVIRONMENTAL</u>				
<b>Cash Payment</b>	E 232-23200-307	Professional Services F	1347 Sims Rd NE, Phase I ESA		<b>\$2,500.00</b>
Invoice	1449	12/19/2025			
Transaction Date	12/19/2025		First Bank & Trust	10100	<b>Total \$2,500.00</b>
Refer	<u>0 GREATAMERICA FINANCIAL SVCS</u>				
<b>Cash Payment</b>	E 101-42210-413	Office Equipment Rental	Ag. #025-3195850-000, FD Copier Contract		<b>\$205.99</b>
Invoice	40776638	12/9/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total \$205.99</b>



Payments

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Refer	0 H&L Mesabi				
Cash Payment	E 101-43220-230	Snowplow Cutting Edge	Carbide Blade Inserts		\$1,260.00
Invoice	15659	12/11/2025			
Cash Payment	E 101-43220-230	Snowplow Cutting Edge	Snow Plow Cutting Edges		\$4,278.00
Invoice	15658	12/11/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$5,538.00</b>
Refer	0 HAAS ALERT				
Cash Payment	E 101-42210-231	Small Tools and Minor E	R2V Safety Cloud Service 5-year		\$1,759.12
Invoice	INV21114	11/1/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$1,759.12</b>
Refer	0 Hakanson Anderson Assoc.,				
Cash Payment	G 101-24500	Escrow	Viking Meadows Phase I		\$275.20
Invoice	56314	12/8/2025			
Cash Payment	G 101-24500	Escrow	Viking Meadows Phase II		\$2,402.50
Invoice	56315	12/8/2025			
Cash Payment	G 101-24500	Escrow	AMBA Site Plan Review		\$775.00
Invoice	56316	12/8/2025			
Cash Payment	G 101-24500	Escrow	Prairie Hills		\$768.50
Invoice	56317	12/8/2025			
Cash Payment	G 101-24500	Escrow	Elevage Development		\$350.00
Invoice	56318	12/8/2025			
Cash Payment	E 402-40200-302	Architect/Engineering Fe	Municipal State Aid		\$1,082.50
Invoice	56319	12/8/2025			
Cash Payment	E 406-40600-302	Architect/Engineering Fe	2024 Street Surface Improvement		\$2,090.00
Invoice	56320	12/8/2025			
Cash Payment	E 406-40600-302	Architect/Engineering Fe	2025 Street Surface Improvement		\$2,612.30
Invoice	56321	12/8/2025			
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Annual MS4 Assistance		\$55.00
Invoice	56322	12/8/2025			
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Wetland Administration		\$477.50
Invoice	56323	12/8/2025			
Cash Payment	E 101-43110-302	Architect/Engineering Fe	Gen. Engineering, Council, Town Hall, Staff Meetings		\$223.50
Invoice	56324	12/8/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$11,112.00</b>
Refer	0 Hawkins, Inc				
Cash Payment	E 601-49401-216	Chemicals and Chem Pr	Cylinder Demurrage		\$60.00
Invoice	7281672	12/15/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$60.00</b>
Refer	0 HOFFMAN, TIM				
Cash Payment	E 101-43201-107	Commissions and Board	Park Commission Meetings		\$200.00
Invoice	2025	12/17/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$200.00</b>
Refer	0 INNOVATIVE OFFICE SOLUTIONS				
Cash Payment	E 101-43220-219	General Operating Suppl	Paper, AAA Batteries		\$49.48
Invoice	IN5006938	12/11/2025			



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<b>Cash Payment</b>	E 101-41320-201	Office Supplies	Paper, AAA Batteries		\$115.50
Invoice	IN5006938	12/11/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$164.98
Refer	0 ISANTI -CHISAGO COUNTY STAR				
<b>Cash Payment</b>	E 101-41320-342	Legal Notices	REF 1928827RUM; EB Desing Standards		\$10.05
Invoice	988400	12/11/2025			
<b>Cash Payment</b>	E 101-41910-342	Legal Notices	REF: 846219 Hidden Prarie Final		\$9.21
Invoice	112563016	11/30/2025			
<b>Cash Payment</b>	E 101-41320-342	Legal Notices	REF 1928828RUM; PH EB Animal Control		\$10.05
Invoice	988400	12/11/2025			
<b>Cash Payment</b>	E 101-41910-342	Legal Notices	REF 1928829RUM; PH EB Cedarwood Estate		\$16.75
Invoice	988400	12/11/2025			
<b>Cash Payment</b>	E 101-41910-342	Legal Notices	REF 1928830RUM; PH EB Friday Stables		\$14.24
Invoice	988400	12/11/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$60.30
Refer	0 JABS, EMILY				
<b>Cash Payment</b>	E 226-43235-331	Travel Expenses	Mileage for Waste Prevention Meeting		\$21.14
Invoice	20251217	12/17/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$21.14
Refer	0 JEFFERSON, SUE				
<b>Cash Payment</b>	E 101-43201-107	Commissions and Board	Service to Park Commission		\$200.00
Invoice	2025	12/18/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$200.00
Refer	0 KING, JILL				
<b>Cash Payment</b>	E 101-42210-434	Conferences/Meetings	Firefighter Book for Training		\$110.23
Invoice	3188579	12/12/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$110.23
Refer	0 LANDFORM				
<b>Cash Payment</b>	G 101-24500	Escrow	Viking Meadows		\$45.25
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	G 101-24500	Escrow	Cliff Anderson FP		\$45.25
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	G 101-24500	Escrow	AMBA		\$90.50
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	G 101-24500	Escrow	Cannabis 5D Dispensary		\$90.50
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	G 101-24500	Escrow	Variance, 19511 East Front Blvd NE		\$135.75
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	G 101-24500	Escrow	Smoke Saloon CUP		\$135.75
Invoice	37465	12/10/2025			
<b>Cash Payment</b>	E 101-41910-307	Professional Services F	City Business		\$448.25
Invoice	37465	12/10/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$991.25
Refer	0 LANO				
<b>Cash Payment</b>	E 101-43220-231	Small Tools and Minor E	Used V-Plow		\$4,500.00
Invoice	02-1206708	12/17/2025			



Payments

Current Period: December 2025

Cash Payment	E 101-43220-222	Tires	Bobcat Tracks		\$3,632.38
Invoice	02-1206457	12/16/2025			
Cash Payment	E 101-43220-229	Equipment Parts	Bobcat Door-Polycarbonate		\$2,751.26
Invoice	02-1206461	12/16/2025			
Cash Payment	E 101-43220-231	Small Tools and Minor E	used Hydraulic Jackhammer		\$4,500.00
Invoice	02-1206706	12/17/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$15,383.64
Refer	0 LOWES				
Cash Payment	E 615-49851-223	Bldg/Facility Repair Sup	Exit Sign, Emergency Light, Glue Gun & Sticks		\$165.18
Invoice	971784	11/18/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$165.18
Refer	0 LRS PORTABLES OF MINNESOTA				
Cash Payment	E 101-43201-415	Other Equipment Rental	Park Satellite Rental		\$80.00
Invoice	MP289539	12/11/2025			
Cash Payment	E 226-43235-415	Other Equipment Rental	Recycle Center Satellite Renta		\$80.00
Invoice	MP289540	12/11/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$160.00
Refer	0 LUX, JULIE				
Cash Payment	E 232-23200-107	Commissions and Board	Service to EDA Commission		\$120.00
Invoice	2025	12/18/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$120.00
Refer	0 MANSFIELD OIL COMPANY				
Cash Payment	E 101-42210-212	Motor Fuels	Fire Unleaded Fuel		\$294.06
Invoice	27282799	12/10/2025			
Cash Payment	E 101-43201-212	Motor Fuels	Park Unleaded Fuel		\$252.05
Invoice	27282799	12/10/2025			
Cash Payment	E 101-43220-212	Motor Fuels	Street Unleaded Fuel		\$109.22
Invoice	27282799	12/10/2025			
Cash Payment	E 101-42410-212	Motor Fuels	Building Dept Unleaded Fuel		\$184.85
Invoice	27282799	12/10/2025			
Cash Payment	E 101-42210-212	Motor Fuels	Fire Diesel Fuel		\$374.40
Invoice	27282855	12/10/2025			
Cash Payment	E 101-43201-212	Motor Fuels	Park Diesel Fuel		\$720.00
Invoice	27282855	12/10/2025			
Cash Payment	E 101-43220-212	Motor Fuels	Street Diesel Fuel		\$1,785.58
Invoice	27282855	12/10/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$3,720.16
Refer	0 MENARDS CAMBRIDGE				
Cash Payment	E 101-41940-219	General Operating Suppl	Ice Melt, Rust Defense, 48" LED Bulbs		\$739.02
Invoice	76146	12/15/2025			
Cash Payment	E 101-42210-231	Small Tools and Minor E	Step Ladder, Ice Melt, Bottled Water		\$79.97
Invoice	45616	12/5/2025			
Cash Payment	E 101-42210-219	General Operating Suppl	Step Ladder, Ice Melt, Bottled Water		\$49.80
Invoice	45616	12/5/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$868.79
Refer	0 MIDCONTINENT COMMUNICATION				



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**Payments**

**Current Period: December 2025**

<b>Cash Payment</b>	E 101-42210-321 Telephone	132997001-Fire Dept.			<b>\$30.25</b>
Invoice	13299700115100	12/2/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$30.25</b>
Refer	0 MIDWAY FORD COMPANY				
<b>Cash Payment</b>	E 101-43220-221 Motor Vehicles Parts	Truck #38, Seal ASY			<b>\$88.21</b>
Invoice	916490	12/9/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$88.21</b>
Refer	0 MISDU				
<b>Cash Payment</b>	G 101-21717 Garnishment	Payroll Witholding			<b>\$44.83</b>
Invoice	11 2025	12/11/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$44.83</b>
Refer	0 MN EQUIPMENT				
<b>Cash Payment</b>	E 101-43220-231 Small Tools and Minor E	Toro Power Cleaner			<b>\$929.00</b>
Invoice	E12381	12/5/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$929.00</b>
Refer	0 MN PUBLIC EMPLOYEES ASSN				
<b>Cash Payment</b>	G 101-21719 Union Dues	Union Dues			<b>\$351.00</b>
Invoice	12 2025	12/15/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$351.00</b>
Refer	0 MN STATE FIRE CHIEF ASSOC.				
<b>Cash Payment</b>	E 101-42210-433 Dues and Subscriptions	Membership Renewal; Fire Chief, J.Cielocha			<b>\$110.00</b>
Invoice	9965	11/5/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$110.00</b>
Refer	0 MUELLER, MORGEN				
<b>Cash Payment</b>	E 101-43201-214 Clothing & Personal Equ	Boot Reimbursement			<b>\$214.99</b>
Invoice	120919	12/6/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$214.99</b>
Refer	0 NEWMAN TRAFFIC SIGNS				
<b>Cash Payment</b>	E 101-43220-226 Sign/Striping Repair Mat	Return: Brackets			<b>-\$424.80</b>
Invoice	TRFRET0001711	10/27/2025			
<b>Cash Payment</b>	E 101-43220-226 Sign/Striping Repair Mat	Street Signs			<b>\$430.55</b>
Invoice	TRFINV064728	12/10/2025			
Transaction Date	12/17/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$5.75</b>
Refer	0 O REILLY				
<b>Cash Payment</b>	E 101-43220-221 Motor Vehicles Parts	5-Pin Relay			<b>\$67.96</b>
Invoice	1539-393919	12/15/2025			
<b>Cash Payment</b>	E 101-43220-221 Motor Vehicles Parts	EXH FLG GKT			<b>\$15.17</b>
Invoice	1539-391789	12/4/2025			
<b>Cash Payment</b>	E 101-43220-221 Motor Vehicles Parts	Truck #38, U-Joint, Seals			<b>\$291.97</b>
Invoice	1539-392689	12/9/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$375.10</b>
Refer	0 PLUNKETTS PEST CONTROL				
<b>Cash Payment</b>	E 615-49851-307 Professional Services F	Arena Pest Control			<b>\$117.29</b>
Invoice	10294100	12/10/2025			
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$117.29</b>



Payments

Current Period: December 2025

Refer	0 Polytek			-	
Cash Payment	E 401-40100-403	Bldgs/Facilities Repair/M	Firestation 2 Floor Coverings		\$16,281.00
Invoice	1470		12/12/2025		
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$16,281.00
Refer	0 PREMIUM WATERS, INC.			-	
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/M	Street Maint Water Service		\$4.38
Invoice	311180140		11/30/2025		
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/M	Street Maint Water Service		\$28.62
Invoice	311162401		11/17/2025		
Cash Payment	E 101-41940-403	Bldgs/Facilities Repair/M	City Hall Water Service		\$13.14
Invoice	311180139		11/30/2025		
Cash Payment	E 101-41940-403	Bldgs/Facilities Repair/M	City Hall Water Service		\$29.85
Invoice	311162400		11/17/2025		
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$75.99
Refer	0 PYE-BARKER FIRE & SAFETY			-	
Cash Payment	E 101-41940-403	Bldgs/Facilities Repair/M	Senior Center Kitchen Compliance Check		\$566.00
Invoice	IVN00362357		12/10/2025		
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$566.00
Refer	0 RIVER COUNTRY COOPERATIVE			-	
Cash Payment	E 101-43220-212	Motor Fuels	Unleaded		\$44.01
Invoice	15582		12/12/2025		
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$44.01
Refer	0 Robert B. Hill Company			-	
Cash Payment	E 101-41940-403	Bldgs/Facilities Repair/M	Softener Rental		\$18.00
Invoice	60320		12/1/2025		
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$18.00
Refer	0 S & S Industrial Supply			-	
Cash Payment	E 615-49851-223	Bldg/Facility Repair Sup	Hoses		\$13.73
Invoice	346265		12/8/2025		
Cash Payment	E 101-43220-219	General Operating Suppl	Shop Supplies		\$3.79
Invoice	346362		12/15/2025		
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$17.52
Refer	0 Saenger, Diana			-	
Cash Payment	G 101-24500	Escrow	Return of Accessory Structure Escrow		\$864.25
Invoice	25-018		12/10/2025		
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$864.25
Refer	0 SAFE-FAST INC			-	
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$100.00
Invoice	INV318165		12/17/2025		
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$57.00
Invoice	INV318161		12/12/2025		
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$98.25
Invoice	INV318372		12/19/2025		
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$89.25
Invoice	INV318371		12/19/2025		



Payments

Current Period: December 2025

Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$486.22
Invoice	INV318373	12/19/2025			
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$100.00
Invoice	INV318131	12/12/2025			
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$93.95
Invoice	INV318160	12/12/2025			
Cash Payment	E 101-43220-217	Safety Supplies	Safety Gear		\$100.00
Invoice	INV318159	12/12/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$1,124.67
Refer	0 SCHULZETENBERG, TOM				
Cash Payment	E 232-23200-107	Commissions and Board	Service to EDA Commission		\$40.00
Invoice	2025	12/18/2025			
Transaction Date	12/18/2025		First Bank & Trust	10100	<b>Total</b> \$40.00
Refer	0 SLATER, TROY				
Cash Payment	G 101-24500	Escrow	Return of escrow funds for Accessory Structure		\$500.00
Invoice	25-022	12/10/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$500.00
Refer	0 SPEEDWAY #4788				
Cash Payment	E 101-42210-212	Motor Fuels	Unleaded		\$17.28
Invoice	1029263	12/7/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$17.28
Refer	0 ST PAUL CITY OF				
Cash Payment	E 101-43220-224	Street Maint Materials	Asphalt Mix		\$151.34
Invoice	IN64237	12/3/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$151.34
Refer	0 TIMESAVER				
Cash Payment	E 101-41910-307	Professional Services F	11/25 Planning Meeting Minute Transcription		\$212.50
Invoice	31555	12/12/2025			
Cash Payment	E 101-41320-307	Professional Services F	11/24 Council Meeting Minute Transcription		\$172.00
Invoice	31553	12/12/2025			
Cash Payment	E 101-41320-307	Professional Services F	11/24 Council Workshop Meeting Minute Transcription		\$172.00
Invoice	31554	12/12/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$556.50
Refer	0 TreviPay				
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Boot Allowance, T.Kaiser		\$123.49
Invoice	8675f672	12/10/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$123.49
Refer	0 US BANK EQUIPMENT FINANCE				
Cash Payment	E 101-41320-413	Office Equipment Rental	Copier Contract E173M811164		\$505.19
Invoice	570081554	12/1/2025			
Transaction Date	12/17/2025		First Bank & Trust	10100	<b>Total</b> \$505.19
Refer	0 VIKING PRESERVE, LLC				
Cash Payment	E 437-43700-307	Professional Services F	TIF 1-3 Revenue Note Payment		\$45,546.10
Invoice	20260201	12/2/2025			



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**Payments**

**Current Period: December 2025**

Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$45,546.10</b>
Refer	0 WESTLUND, AL				
Cash Payment	E 101-43201-107 Commissions and Board Service to Parks Commission				\$240.00
Invoice 2025	12/17/2025				
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$240.00</b>
Refer	0 WESTLUND, MARYHELEN				
Cash Payment	E 101-43201-107 Commissions and Board Service to Parks Commission				\$240.00
Invoice 2025	12/17/2025				
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$240.00</b>
Refer	0 Xcel Energy				
Cash Payment	E 226-43235-382 Gas Utilities Recycling Ctr - 303996961				\$301.40
Invoice 955514409	12/4/2025				
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$301.40</b>
Refer	0 ZIMMERMANN, BILL				
Cash Payment	E 101-43201-107 Commissions and Board Service to Parks Commission				\$160.00
Invoice 2025	12/17/2025				
Transaction Date	12/18/2025	First Bank & Trust	10100	<b>Total</b>	<b>\$160.00</b>

**Fund Summary**

	10100 First Bank & Trust	
101 General		\$72,359.26
226 Recycling		\$1,393.79
232 EDA		\$6,055.00
401 Building Capital		\$16,281.00
402 Street Capital - State Aid		\$1,082.50
406 Street Capital - City		\$4,702.30
436 TIF District 1-2		\$107,724.16
437 TIF District 1-3		\$45,546.10
438 TIF District 1-4		\$52,306.78
439 TIF District 1-5		\$25,490.18
601 Water		\$6,570.28
615 Arena		\$1,243.90
		<u>\$340,755.25</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$340,755.25
<b>Total</b>	<b>\$340,755.25</b>



**City of East Bethel  
January 02, 2026  
Payment Summary**

<b>Payments for Council Approval</b>	
<i>Check Payments:</i>	
Invoices to be Approved for Payment	\$ 805,889.96
<b>Total to be Approved for Payment</b>	<b>\$ 805,889.96</b>



Payments

Current Period: December 2025

<b>Payments Batch 20260102PAY</b>		<b>\$805,889.96</b>	
Refer	<u>0 BOND TRUST SERVICES CORP</u>		
Cash Payment	E 310-31000-601 Debt Srv Bond Principal	REF: 327838, Gen. Obligation Refunding Bonds, Series 2015A	\$290,000.00
Invoice 100045	12/15/2025		
Cash Payment	E 311-31100-601 Debt Srv Bond Principal	REF: 326815, Gen Obligation Refunding Bond, Series 2014A	\$220,000.00
Invoice 100044	12/15/2025		
Cash Payment	E 310-31000-611 Bond Interest	REF: 327838, Gen. Obligation Refunding Bonds, Series 2015A	\$170,550.00
Invoice 100045	12/15/2025		
Cash Payment	E 311-31100-611 Bond Interest	REF: 326815, Gen Obligation Refunding Bond, Series 2014A	\$73,225.00
Invoice 100044	12/15/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$753,775.00</b>
Refer	<u>0 CORPORATE 4 INSURANCE AGEN</u>		
Cash Payment	E 101-48140-307 Professional Services F	Policy #CMC1000402, Policy Renewal	\$6,000.00
Invoice 1827032	12/16/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$6,000.00</b>
Refer	<u>0 Delta Dental</u>		
Cash Payment	G 101-21707 Dental Insurance	Dental Premiums	\$629.83
Invoice CNS0002028366	1/1/2026		
Cash Payment	G 101-21722 COBRA (Pierce)	Dental Premiums	\$52.06
Invoice CNS0002028366	1/1/2026		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$681.89</b>
Refer	<u>0 Medica</u>		
Cash Payment	G 101-21706 Medical Insurance	Medical Premium	\$11,504.99
Invoice 265863360789	12/12/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$11,504.99</b>
Refer	<u>0 METROPOLITAN COUNCIL ENV SV</u>		
Cash Payment	E 602-49451-307 Professional Services F	Waste Water Services Def Rev	\$6,909.56
Invoice 0001197800	12/2/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$6,909.56</b>
Refer	<u>0 MN STATE FIRE DEPT</u>		
Cash Payment	E 101-42210-433 Dues and Subscriptions	2026 Region 7 Membership Dues	\$200.00
Invoice 2026-Membership	11/25/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$200.00</b>
Refer	<u>0 NCPERS GROUP LIFE INS</u>		
Cash Payment	G 101-21708 Life Insurance - PERA	436200 -PERA Life Ins Premiums	\$64.00
Invoice 436200012026	12/1/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$64.00</b>
Refer	<u>0 SUNRISE RIVER WMO</u>		
Cash Payment	E 101-41110-107 Commissions and Board	2026 SRWMO Contribution	\$14,381.35
Invoice 2026	12/5/2025		
Transaction Date	12/19/2025	First Bank & Trust 10100	<b>Total \$14,381.35</b>
Refer	<u>0 UPPER RUM RIVER WATERSHED</u>		



Payments

Current Period: December 2025

Cash Payment	E 101-41110-107 Commissions and Board 2026 URRWMO Contribution	\$12,373.17
Invoice 2026	12/5/2025	
Transaction Date	12/19/2025	
	First Bank & Trust 10100	
	<b>Total</b>	<b>\$12,373.17</b>

Fund Summary

	10100 First Bank & Trust	
101 General		\$45,205.40
310 2015A		\$460,550.00
311 2014A		\$293,225.00
602 Sewer		\$6,909.56
		<u>\$805,889.96</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$805,889.96
Total	<u>\$805,889.96</u>

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL CITY COUNCIL MEETING

December 8, 2025

The East Bethel City Council met on December 8, 2025, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Ardie Anderson Brian Mundle Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator  
Jacob Saufley, City Attorney  
Grace Gerard, City Planner  
Jeff Cielocha, Fire Chief  
Mike Jeziorski, Deputy City Administrator/Finance Director

### 1.0 Call to Order

The December 8, 2025, City Council meeting was called to order by Mayor Anderson at 7:00 p.m.

### 2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

### 3.0 Adopt Agenda

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

### 4.0 Presentations and Public Hearings

#### 4.0 A 2026 Budget Presentations: Public Comment and Approval of City, EDA, and HRA Budgets and Levies

##### 4.0 A.1 Resolution No. 2025-65, Adopting the 2026 Budget and Levy

Jeziorski gave a presentation on the 2026 Budget and Levy, including information regarding financial highlights, 2026 Budget Components, 2026 General Fund, 2026 Projected Revenue Sources, 2026 Employee Summary, 2026 Contracted Services, 2026 General Fund Expenditures, 2026 Debt Service Fund, 2026 Levy, 2026 HRA and EDA Levy, and projected impact.

Anderson opened the public hearing at 7:12 p.m.

Cory Jorgensen, 23190 Taylor Street, stated that the Anoka County Assessor came to his house and said that his house went up \$41,000 in value, and he is unsure how that could be possible since no changes have been made to his house.

Mitchell Webb, 604 189th Street, stated that 77% of the City budget coming from property taxes is ridiculous, and recommended looking at local taxes to collect more money on cannabis or other things.

Anderson closed the public hearing at 7:16 p.m.

Mundle stated I'll make a motion to adopt Resolution 2025-65, Adopting the 2026 Budget and Levy. Miller stated I'll second. Anderson asked any discussion? To the motion, all in favor say aye. All in favor. Anderson asked any opposed? That motion passes. Motion passes unanimously.

##### 4.0 A.2 Resolution No. 2025-66, Adopting the 2026 EDA Budget and Levy

1 **Mundle stated I'll make a motion to adopt Resolution 2025-66, Adopting the 2026 EDA Budget and**  
 2 **Levy. Miller stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye.  
 3 **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

4 **4.0 A.3 Resolution No. 2025-67, Adopting the 2026 HRA Budget and Levy**

5 **Miller stated I'll make a motion to adopt Resolution 2025-67, Adopting the 2026 HRA Budget and**  
 6 **Levy. Smith stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye.  
 7 **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

8 Miller asked that a discussion item be added to the next work meeting to explore alternative budget  
 9 ideas, such as a local tax on cannabis.

10 **4.0 B Public Hearing: Ordinance 2025-08, Correcting Street Name**

11 Look stated that this item pertains to the renaming of 198th Street NE to 198th Avenue NE.

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

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

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

21 No comments received.

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

23 **Mundle stated I'll make a motion to adopt Ordinance 2025-08, Correcting Street Name. Smith**  
 24 **stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.**  
 25 Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

26 **5.0 Public Forum**

27 Dino Perfetti, 21034 Buchanan Street NE, stated that he is very happy with the road resurfacing  
 28 project in his neighborhood, but one of the big issues in their neighborhood is the garbage hauling  
 29 and how many different companies there are. Mr. Perfetti asked why they need so many licenses for  
 30 garbage, when surrounding cities only have 2-3.

31 Bruce Lawrence, **\_\_ address??**, asked about the 1,000-foot buffer distance between cannabis  
 32 businesses and noted that the ordinance is messing with his real estate. Mr. Lawrence also noted that  
 33 his cannabis dispensary business could help make East Bethel a destination city.

34 **6.0 Consent Agenda**

- 35 Item A: Approve Bill List
- 36 Item B: Approve Meeting Minutes, November 24, 2025, City Council Work Meeting
- 37 Item C: Approve Meeting Minutes, November 24, 2025 City Council Meeting
- 38 Item D: Resolution 2025-68, Setting 2026 City Meeting Dates
- 39 Item E: Resolution 2025-69, TIF 1-2 Permanent Fund Transfer
- 40 Item F: Resolution 2025-70, TIF 1-3 Permanent Fund Transfer
- 41 Item G: Resolution 2025-71, TIF 1-4 Permanent Fund Transfer

- 1 Item H: Resolution 2025-72, TIF 1-5 Permanent Fund Transfer
- 2 Item I: Resolution 2025-73, Recycling Fund Permanent Fund Transfer
- 3 Item J: Approve 2026 Tobacco License Renewals
- 4 ~~Item K: Approve 2026 Garbage Hauler License Renewals~~
- 5 Item L: Fire Department Officer Appointments
- 6 ~~Item M: Accept Recommendation to Appoint Planning Commission Candidate Gerald Tiah~~

7 Anderson requested to pull Item K. Smith requested to pull Item M.

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

11 **6.0 K Approve 2026 Garbage Hauler License Renewals**

12 Anderson asked if they could add this to the next work meeting agenda to discuss changes for future  
13 years.

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

17 **6.0 M Accept Recommendation to Appoint Planning Commission Candidate Gerald Tiah**

18 Smith stated that he is okay with this appointment and wanted to see if Mr. Tiah was present at this  
19 meeting. Gerard stated that he was not.

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

23 **7.0 New Business. Commission, Association, and Task Force Reports**

24 **7.0 A Planning Commission**

25 **7.0 A.1 Variances: Front and Side Yard Setbacks, 19511 East Front Boulevard NE**

26 Gerard stated that the applicants have applied for variances for the construction of a 1,250 square  
27 foot attached garage on property located at 19511 East Front Boulevard NE. The property is 0.32  
28 acres, guided Coon Lake, zoned Cool Lake Residential, and is part of the Shoreland Overlay District.

29 Gerard noted that the request is for the following two variances: (1) A variance from Section 51 Subd.  
30 7B of the Zoning Ordinance to allow a front yard setback of 19 feet 8.4 inches, where a setback of 25  
31 feet is required. (2) A variance from Section 51 Subd. 7B of the Zoning Ordinance to allow a side yard  
32 setback of 5 feet 8.4 inches, where a setback of 7 feet is required.

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

39 Gerard stated that to grant a variance, the applicant must demonstrate that the request meets all  
40 three of the tests for "practical difficulties," including reasonable use of the land, uniqueness of the  
41 land that is out of the control of the owner, and that the request would not alter the existing  
42 character of the neighborhood. The City Council should evaluate the requests individually based on

1 the application material, contents of the staff report, testimony from the public hearing,  
2 recommendations of the Planning Commission, and discussion.

3 Gerard noted that if the City Council finds one or more of the tests are not met for one of the  
4 variances, they must recommend denial of the variance. The City Council may approve one, both, or  
5 none of the variances.

6 Gerard stated that findings of fact for both approval and denial of each variance request have been  
7 included in the staff report. If the Council votes to deny the side yard variance, the Council shall  
8 determine findings of fact for denial.

9 Gerard stated that the Planning Commission reviewed this item and held a public hearing at the  
10 November 25, 2025, Planning Commission meeting. The owner of the property to the north of the  
11 subject property provided a public comment in support of both variance requests. A written public  
12 comment from a property owner in the neighborhood was also received in support of both variance  
13 requests. This comment is attached. After discussion, the Planning Commission voted 4-0 to  
14 recommend approval of both variance requests. The Planning Commission agreed with the findings of  
15 fact provided by staff for the side yard variance and provided findings of fact for the front yard  
16 variance.

17 **Smith stated I'll make a motion to adopt Resolution 2025-74, granting variances from Appendix A**  
18 **(zoning) section 51-7B of the City Code for the construction of an attached garage 19 feet 8.4 inches**  
19 **from the front property line and 5 feet 8.4 inches from the south property line on property located**  
20 **at 19511 E Front Boulevard NE. Miller stated I'll second. Anderson asked any discussion? To the**  
21 **motion, all in favor say aye. All in favor. Anderson asked any opposed? That motion passes. Motion**  
22 **passes unanimously.**

### 23 **7.0 A.2 CUP: Lower Potency Hemp Edibles Retailer, 18429 Highway 65**

24 Gerard stated that the applicant and owner of the Smoke Saloon has applied for a CUP to allow the  
25 operation of a Lower-Potency Hemp Edible (LPHE) Retailer at 18429 Highway 65 NE. The property is  
26 guided commercial, zoned B-3 Highway Commercial, and the business holds a current Cannabinoid  
27 License from the City.

28 Gerard noted that during the 2025 legislative session, Minn. Stats. § 342-46 was established to  
29 require all cannabis and LPHE licensing to be performed by the Office of Cannabis Management  
30 (OCM) instead of the local government unit (LGU). To obtain a license from the OCM, the LGU must  
31 verify that the business complies with the local Zoning Ordinance. City Ordinance 2024-05 established  
32 Lower Potency Hemp Edible Retailer as a Conditional Use within the B-3 Zoning District. To obtain an  
33 LPHE license from the OCM, the business must first receive a CUP to allow the proposed use on the  
34 property.

35 Gerard stated that the granting of a CUP by the City does not guarantee that the applicant will be  
36 granted the necessary licensure by the OCM.

37 Gerard discussed the CUP standards for review and noted that the City may impose conditions on the  
38 approval of a CUP.

39 Gerard stated that the Planning Commission reviewed this item and held a public hearing at the  
40 November 25, 2025, Planning Commission meeting. A public comment was received during this public  
41 hearing regarding the City's cannabis and hemp Ordinance and the Ordinance's requirement for  
42 buffer distances between cannabis businesses, but the comment was not specific or relevant to this  
43 item, as this is a hemp business and not a cannabis business. No other public comments were

1 received. The applicant was present to speak about this item. The Planning Commission voted 4-0 to  
2 recommend approval of the CUP for a cannabis microbusiness with conditions recommended by  
3 staff.

4 Mundle asked if hemp and cannabis are under two different classifications. Gerard noted that there  
5 are distinctions between these two.

6 **Miller stated I'll make a motion to adopt Resolution No. 2025-75, granting a Conditional Use Permit**  
7 **for a Lower-Potency Hemp Edible Retailer located on a property located at 18429 Highway 65 NE.**  
8 **Anderson stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye. **All**  
9 **in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

### 10 **7.0 A.3 CUP: Cannabis Microbusiness, 18447 Highway 65 NE - Unit B**

11 Gerard stated that the applicant and owner of 5D Dispensary has applied for a CUP to allow the  
12 operation of a Cannabis Microbusiness at 18447 Highway 65 NE, Suite B. This property is guided  
13 commercial, zoned B-3 Highway Commercial, and is an existing business selling "holistic wellness  
14 products."

15 Gerard stated that the issuance of a CUP by the City does not entitle or ensure the granting of a  
16 license by the State. The applicant is subject to all rules, regulations, and inspections required by the  
17 OCM for the issuance of a cannabis microbusiness license. A CUP is one of many items required in this  
18 process.

19 Gerard stated that an analysis of the CUP standards has been provided. Any Cannabis business which  
20 operates on this property will be required to meet the conditions established within the resolution,  
21 including but not limited to complying with the standards for Cannabis businesses established in  
22 Section 30 of the Zoning Ordinance, obtaining registration with the City pursuant to Section 18 Article  
23 IX of the City Code, obtaining licensure from the OCM, and complying with all applicable state and  
24 federal laws for cannabis microbusinesses operation and cannabis sale.

25 Gerard stated that the Planning Commission reviewed this item and held a public hearing at the  
26 November 25, 2025, Planning Commission meeting. A public comment was received supporting the  
27 request. No other public comments were received. The applicant was present to speak about this  
28 item. The Planning Commission voted 4-0 to recommend approval of the CUP for a cannabis  
29 microbusiness with conditions recommended by staff.

30 Gerard noted that the staff finds that the application complies with the CUP standards and has  
31 prepared a resolution of approval with conditions recommended by staff. The City Council may  
32 establish additional conditions of approval. If the Council votes to deny the CUP Application, a  
33 resolution of denial can be prepared by staff for presentation at the next Council meeting.

34 **Mundle stated I'll make a motion to adopt Resolution No 2025-76, granting a Conditional Use**  
35 **Permit for a Cannabis Microbusiness located on a property located at 18447 Highway 65 NE. Miller**  
36 **stated I'll second.** Anderson asked any discussion?

37 Miller asked if the CUP would carry over to the next business owner if this business left. Saufley noted  
38 that a CUP runs with the land and noted that if this business failed, another one would be able to  
39 come into this space, but they would have to go through the regulatory process through the OCM  
40 first. To the motion, all in favor say aye. **All in favor.** Anderson asked any opposed? That motion  
41 passes. **Motion passes unanimously.**

### 42 **7.0 A.4 Site Plan Review: AMBA East Bethel Commercial, PID# 32-33-23-21-0012**

1 Gerard stated that AMBA Holdings LLC has applied for a site plan review for a multi-tenant  
2 commercial building located at PIN #32-33-23-21-0012. The property is 4.43 acres, guided  
3 commercial, zoned B-3 Highway Commercial, and is proposed to contain a daycare and 3 retail  
4 storefronts.

5 Gerard stated that when reviewing a Site Plan, the City’s discretion is limited to whether the  
6 proposed site plan meets the standards outlined in the City’s Subdivision and Zoning Ordinance. If it  
7 does, the City must approve the site plan.

8 Gerard noted that staff has prepared a resolution of approval with conditions recommended by staff.  
9 The City Council may recommend additional conditions of approval.

10 Gerard stated that the wetland delineation must be approved and accurately identified on the plans  
11 before issuance of building permits. The applicant will be required to comply with the City’s wetland  
12 buffer and building setback requirements and shall be required to amend the submitted materials to  
13 account for this buffer distance.

14 Gerard stated that the Planning Commission reviewed this request at the November 25, 2025,  
15 Planning Commission meeting. The Planning Commission voted 4-0 to recommend approval of the  
16 request with conditions as recommended by staff.

17 **Mundle stated I’ll make a motion to adopt Resolution No. 2025-77, approving a Site Plan for a**  
18 **multi-tenant commercial building located on a property located at PIN #32-33-23-21-0012. Miller**  
19 **stated I’ll second.** Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.**  
20 Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

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

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

25 **8.0 Department Reports**

26 **8.0 A Community Development**

27 **8.0 A.1 Development Agreement: Vikings Meadows Second Addition**

28 Gerard stated that on October 13, 2025, the City approved a Final Plat for “Viking Meadows Second  
29 Addition” on Outlot J and Outlot K of the “Viking Meadows” subdivision for 61 single-family lots in  
30 Resolution 2025-58. As a condition of approval for this plat, the Developer, Capstone Homes, is  
31 required to enter into a Development Agreement with the City for the public improvements  
32 associated with the Final Plat.

33 Gerard noted that the City Attorney has drafted a Development Agreement for acceptance by the  
34 Developer and the City. This agreement is included as Attachment 2. This agreement is similar to the  
35 agreement the City and Developer entered into for the first phase of this development. The fees  
36 listed in this agreement are set by the standards established within the City Code and the rates  
37 agreed upon in the Development Agreement for the first phase of the development.

38 Smith stated that he does not agree with the Mayor and City Administrator being able to approve  
39 minor changes, and thinks that it should be a decision made by the Council. Look noted they can  
40 change that.

41 Tom ??, Capstone Homes, noted that they are not proposing to change anything further. Smith  
42 noted that he is okay approving this item, and just removing that section about the “minor changes.”

1 **Smith stated I'll make a motion to adopt Resolution No. 2025-78, approving the Development**  
2 **Agreement for "Viking Meadows Second Addition" for property legally described as Outlot J Viking**  
3 **Meadows and Outlot K Viking Meadows, with the removal of the Summary section on 216 of the**  
4 **Agenda Packet and number 3 on page 217 of the Agenda Packet. Mundle stated I'll second.**  
5 **Anderson asked any discussion? To the motion, all in favor say aye. All in favor. Anderson asked any**  
6 **opposed? That motion passes. Motion passes unanimously.**

7 **8.0 B Engineer Report**

8 None.

9 **8.0 C City Attorney**

10 None.

11 **8.0 D Finance**

12 None.

13 **8.0 E Public Works**

14 None.

15 **8.0 F Fire Department**

16 None.

17 **8.0 G City Administrator Report**

18 None.

19 **9.0 – Other Items**

20 **9.0 A Staff Report**

21 Look stated that the flooring project at the Fire Station is going well.

22 Look stated that the HVAC units on top of the Fire Station are failing and those will need replacement  
23 at a cost of around \$30,000-40,000. Look noted that there are a few other tools that also need  
24 replacing before the end of the year.

25 Look noted that December 12, 2025, will be Gerard's last day and thanked her for all of her hard  
26 work.

27 **9.0 B Council Reports**

28 Smith noted that he attended the Fire Department Appreciation, and it went very well. Smith noted  
29 that the firefighters' attitudes were great, and it was fantastic to see. Smith noted that Jill King gave a  
30 presentation, and it was perfect.

31 Mundle noted that they are still looking for volunteers for the Booster Days.

32 Miller stated that he attended a Public Advisory Committee meeting at Nexus last week. Miller noted  
33 that it was interesting to find out that they have 96 people employed there right now, and they are  
34 doing well.

35 Anderson noted that he attended the tree lighting the other night, and there was a great turnout.  
36 Mundle stated that he was surprised by the attendance and thanked the Seniors, Lions Club, and East  
37 Bethel Bandits.

38 **9.0 C Closed Session - City Administrator Performance Review**

39 **Miller stated I'll make a motion to go into Closed Session at 8:10 p.m. for the purposes of the City**  
40 **Administrator Performance Review. Smith stated I'll second. Anderson asked any discussion? All in**

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

3 **9.0 D Closed Session - Discussion of Pending Lawsuit**

4 **Miller stated I'll make a motion to go into Closed Session at 8:10 p.m. for the purposes of the**  
5 **Discussion of Pending Lawsuit. Smith stated I'll second.** Anderson asked any discussion? All in favor  
6 say aye? **All in favor.** Anderson asked any opposed?

7 Mundle noted that he will be abstaining from the discussion on this matter. That motion passes.  
8 **Motion passes unanimously.**

9 *(Council moved into Closed Session.)*

10 *(Council reconvenes Open Session.)*

11 Anderson stated that the evaluation of the City Administrator will be tabled until the next meeting.

12 **Miller stated I'll make a motion to table the City Administrator Performance Review to the next**  
13 **City Council meeting. Smith stated I'll second.** To the motion, all in favor say aye. **All in favor.**  
14 Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

15 Saufley stated that he is seeking a motion from the body to continue with the eviction action that has  
16 been filed against Firebird Land LLC, and for the City to respond to the complaint filed by Firebird  
17 Land LLC received by the City on December 3, 2025.

18 **Smith stated I'll make a motion to continue with the eviction action that has been filed against**  
19 **Firebird Land LLC, and for the City to respond to the complaint filed by Firebird Land LLC received**  
20 **by the City on December 3, 2025. Miller stated I'll second.** To the motion, all in favor say aye.  
21 **Anderson, Miller, Smith - Aye.** Anderson asked any opposed? **Mundle - Abstain.** That motion  
22 passes. **Motion passes unanimously.**

23 **10.0 Adjourn**

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

27 Meeting adjourned at **8:16** p.m.

28 Submitted by:

29 Lilian Rokosz

30 *TimeSaver Off Site Secretarial, Inc.*

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

**RESOLUTION NO. 2025-79**

**A RESOLUTION MODIFYING FEES TO BE COLLECTED BY THE CITY OF  
EAST BETHEL IN 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 reviews and revises the Fees in which are charged for various items on an annual basis; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** this resolution establishes that the Fee Schedule is hereby modified to the attached starting January 1, 2026.

Adopted this 22nd day of December, 2025 by the City Council of the City of East Bethel.

\_\_\_\_\_  
Ardie Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

**City of East Bethel  
2026 Proposed Fee Schedule**

		Summary of Change
<b>UTILITY OPERATION FEES</b>		
<b>Water and Sewer - Access Charges</b>		
WATER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$500	
SEWER SYSTEM ACCESS CHARGE-WHISPERING ASPEN	\$3,350	
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	
WATER SYSTEM ACCESS CHARGE-PHASE I WATER SYSTEM SERVICE AREA	\$3,600	
SEWER SYSTEM ACCESS CHARGE-PHASE I SEWER SYSTEM SERVICE AREA	\$2,000	
SEWER TRUNK CHARGE - PHASE 1 SEWER SYSTEM SERVICE AREA (USERS WITH ERU >1 or NON-RESIDENTIAL CONNECTIONS)	\$11,500	
SEWER SYSTEM ACCESS CHARGE- MET COUNCIL	\$3,185	
<b>Water and Sewer - Connection Inspection Fees</b>		
CONNECTION INSPECTION (NEW OR REPAIR) - SEWER	\$80	
CONNECTION INSPECTION (NEW OR REPAIR) - WATER	\$80	
<b>Water - Operational Charges</b>		
<b>(1) Water use Charges - Whispering Aspen (Residential)</b>		
BASE CHARGE	\$18.77 PER MONTH	
USAGE CHARGES:		
0 - 5,000 GALLONS PER MONTH	\$10.60 PER 1,000 GALLONS	
5,000 - 10,000 GALLONS PER MONTH	\$12.72 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$15.26 PER 1,000 GALLONS	
<b>(2) Water Use Charges – Phase I Water System Service Area (Residential and Commercial)</b>		
BASE CHARGE	\$17.50 PER ERU PER MONTH	
USAGE CHARGES:		
0 - 5,000 GALLONS PER MONTH	\$3.50 PER 1,000 GALLONS	
5,000 - 10,000 GALLONS PER MONTH	\$3.80 PER 1,000 GALLONS	
OVER 10,000 GALLONS PER MONTH	\$4.10 PER 1,000 GALLONS	
<b>(3) Water Use Charges – Bulk Water Use</b>		
USAGE CHARGES:		
0 - xxx GALLONS PER MONTH	\$4.10 PER 1,000 GALLONS	
<b>Sewer - Operational Charges</b>		
<b>(1) Sewer Treatment - Residential and Commercial</b>		
BASE CHARGE	\$6.30 PER MONTH PER ERU	
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	Changed from
<i>(Residential based on water use during January. If a January residential water use figure is not available or below 2,000, 2,000 gallons per ERU will be used.)</i>		<i>(Residential based on water use during January. If a residential water usage figure is not available 2,000 gallons will be used.)</i>
<b>(2) Sewer Treatment - Mobile Park (Greystone)</b>		
BASE CHARGE	\$1,190 PER MONTH	
USAGE CHARGE	\$6.70 PER 1,000 GALLONS	
<b>Other Charges</b>		
STREET LIGHTING CHARGE - WHISPERING ASPEN / VIKING PRESERVE	\$2.00 PER MONTH	
FINAL METER READING FEE	\$25.00 PER OCCURRENCE	
WATER TURN ON/OFF FEE	\$75	
<b>WATER SUPPLY TAMPERING</b>	<b>\$500</b>	<b>Added to address illegal hookups</b>
PENALTY CHARGES	Bills are due within 25 days from the date of billing. Bills not paid in full by the due date will pay a service charge of 10% of the current charges. Beginning 30 days after the due date, all unpaid balances will accrue interest at the rate of 1.5% per period. All amounts that are more than 30 days past due on the last day of November each year may be certified to the County Auditor as unpaid and delinquent. The certified amount, plus a service charge to pay for the assessment process, shall be extended as a tax lien on the respective property. This amount will be added to the following year's property tax assessment.	
TAX CERTIFICATION OF DELINQUENT ACCOUNTS	\$70.00	



**City of East Bethel  
2026 Proposed Fee Schedule**

		<b>Summary of Change</b>
<del>CANNABINOID LICENSE REGISTRATIONS</del>	<del>\$500</del>	<del>Delete</del>
<del>BACKGROUND CHECK FOR CANNABINOID LICENSE</del>	<del>\$300</del>	<del>Delete</del>
CANNABIS CULTIVATOR	\$500	New
CANNABIS EVENT ORGANIZER	\$375	New
CANNABIS MANUFACTURER	\$500	New
CANNABIS MEZZOBUSINESS	\$500 Registration/First Renewal, \$1000 2nd Renewal and Beyond	New
CANNABIS MICROBUSINESS	\$500 Registration/First Renewal, \$1000 2nd Renewal and Beyond	New
CANNABIS RETAILER	\$500 Registration/First Renewal, \$1000 2nd Renewal and Beyond	New
CANNABIS TESTING FACILITY	\$500	New
CANNABIS WHOLESALER	\$500	New
LOW-POTENCY HEMP EDIBLES MANUFACTURER	\$500	New
LOW-POTENCY HEMP EDIBLES RETAILER	\$125	New
TOBACCO RETAIL LICENSE	\$200	
GARBAGE HAULER'S LICENSE	\$300	
<b>CEMETERY FEES</b>		
CEMETERY PLOTS	\$800	
CEMETERY DEED TRANSFER	\$15	
SUMMER PLOT INTERMENT	\$600	
WINTER PLOT INTERMENT (NOVEMBER 1 THRU MAY 1)	\$800	
SUMMER CREMATION PLOT INTERMENT	\$300	
WINTER CREMATION PLOT INTERMENT (NOVEMBER 1 THRU MAY 1)	\$400	
SUMMER INFANT PLOT INTERMENT	\$450	
WINTER INFANT PLOT INTERMENT	\$550	
ADDITIONAL INTERMENT FEE, IF AFTER HOURS (AFTER 3:00 MONDAY - FRIDAY, ALL SATURDAYS, SUNDAYS & HOLIDAYS)	\$100	
MARKER SETTING FEE	\$50	
<b>PLANNING AND ZONING FEES</b>		
<b>ESCROW FEES</b>		
DRIVEWAY ESCROW	\$5,200	
LANDSCAPE PLAN ESCROW	\$6,600	
SEPTIC ESCROW	125% OF THE COST OF THE HIGHEST OF TWO INSTALLATION BIDS	
SIDEWALK ESCROW (WHISPERING ASPEN)	COST BASED ON RECOMMENDATION OF THE CITY ENGINEER	
<b>GRADING AND MINING FEES</b>		
GRADING PERMIT (BETWEEN 500 AND 1,000 CUBIC YARDS)	\$50 + CONSULTING FEES + \$500 Escrow Required	
MINOR MINING (BETWEEN 1,000 AND 5,000 CUBIC YARDS)	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
MAJOR MINING (GREATER THAN 5,000 CUBIC YARDS)	\$1,000 + CONSULTING FEES; \$1,500 ESCROW REQUIRED	
<b>LAND USE FEES</b>		
CONDITIONAL USE PERMIT	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
CONDITIONAL USE PERMIT AMENDMENT	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
INTERIM USE PERMIT	\$300 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT AMENDMENT	\$300 + CONSULTING FEES; \$300 ESCROW REQUIRED	
INTERIM USE PERMIT RENEWAL	\$50	
ADMINISTRATIVE HOME OCCUPATION PERMIT	\$50	
VACATION	\$200 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
VARIANCE	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
<b>LOT DIVISION FEES</b>		
ADMINISTRATIVE SUBDIVISION	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
METES AND BOUNDS SPLIT	\$300 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONCEPT PLAN REVIEW	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
PRELIMINARY PLAT	\$500 + \$25.00/lot + CONSULTING FEES; \$5,000 ESCROW REQUIRED	
FINAL PLAT	\$300 + CONSULTING FEES + \$1,000 Escrow + \$50/LOT IF NEW ROAD	
PLANNED UNIT DEVELOPMENT	\$700 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
PLANNED UNIT DEVELOPMENT AMENDMENT	\$300 + CONSULTING FEES; \$500 ESCROW REQUIRED	
PARK DEDICATION - COMMERCIAL	\$2000 per acre	
PARK DEDICATION - RESIDENTIAL	\$3500 per single family lot	Changed from \$2,000 per lot
PARK DEDICATION - MULTI-FAMILY RESIDENTIAL	\$1500 per unit w/ credit	
TRAIL DEDICATION - RESIDENTIAL	\$1500 per single family lot / unit	New
<b>REVIEW FEES</b>		
ENVIRONMENTAL REVIEW	\$350; \$650 ESCROW REQUIRED	

**City of East Bethel  
2026 Proposed Fee Schedule**

		Summary of Change
FLOODPLAIN REVIEW	\$150 + CONSULTING COSTS	
SITE PLAN REVIEW	\$500 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
WETLAND REVIEW	\$150 + CONSULTING COSTS	
<b>ZONING FEES</b>		
ZONING MAP AMENDMENT	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
ZONING TEXT AMENDMENT	\$500 + CONSULTING FEES; \$500 ESCROW REQUIRED	
<b>MISC. PLANNING FEES</b>		
COMPREHENSIVE PLAN AMENDMENT	\$1,000 + CONSULTING FEES; \$1,000 ESCROW REQUIRED	
CONSULTING FEES	ACTUAL COSTS BILLED TO THE CITY; ENGINEERING, LEGAL, ETC.	
COUNTY FILING FEE REIMBURSEMENT	\$55	
DOCUMENT - COMPREHENSIVE PLAN	\$40	
DOCUMENT - ZONING ORDINANCE	\$40	
OUTDOOR ENTERTAINMENT PERMIT	\$150	
STREET SIGN	ACTUAL COSTS BILLED TO THE CITY FOR THE SIGN AND A \$25 INSTALLATION FEE	
TEMP/SEASONAL OUTDOOR SALES PERMIT / CERTIFICATE OF COMPLIANCE	\$150	
TEMPORARY SIGN PERMIT - BEFORE SIGN PLACEMENT	\$40 IF APPROVED BEFORE PLACEMENT / \$80 IF APPROVED AFTER PLACEMENT	
TAX INCREMENT FINANCING APPLICATION FEE	\$3,000 + CONSULTING FEES; \$12,000 ESCROW REQUIRED	
ZONING VERIFICATION LETTER	\$50	
<b>CODE ENFORCEMENT FEES</b>		
ADMINISTRATIVE CITATION - FIRST CITATION	\$50	
ADMINISTRATIVE CITATION - SECOND CITATION	\$100	
ADMINISTRATIVE CITATION - THIRD CITATION	\$250	
ADMINISTRATIVE CITATION	AFTER THE THIRD CITATION, THE CASE WILL BE SUBMITTED TO THE CITY ATTORNEY TO BE RESOLVED THROUGH THE COURT SYSTEM	
ADMINISTRATIVE HEARING - HEARING REQUEST FILING FEE	\$100	
ADMINISTRATIVE HEARING - HEARING FEE	\$100, HEARING FEE AND COSTS INCURRED THROUGHOUT THE HEARING PROCESS SHALL BE PAID BY THE PARTY WHO DOES NOT PREVAIL, NOT TO EXCEED \$300	
<b>BUILDING INSPECTION FEES</b>		
<b>RESIDENTIAL BUILDING FEES</b>		
ACCESSORY BUILDING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
ADDITION PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
ALTERATION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
BASEMENT FINISH PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
DECK	\$150	
DEMOLITION / BLDG OR PARTIAL	\$100	
DRIVEWAY PERMIT	\$100	
FENCE OVER 6FT PERMIT or FENCE CERTIFICATE	\$100	
FIRE ALARM SYSTEM	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIRE SPRINKLER INSTALLATIONS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE	
FIREPLACE PERMIT	\$100/RESIDENTIAL PROPERTY	
FUEL TANK PERMIT – ADDING OR REMOVING	\$100/RESIDENTIAL PROPERTY	
GARAGE PERMIT – ATTACHED/DETACHED	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
MANUFACTURED HOME INSTALLATION PERMIT	\$150	
MECHANICAL HVAC PERMIT (Residential)	\$100	
NEW CONSTRUCTION	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
NEW CONSTRUCTION – WHISPERING ASPENS / VIKING PRESERVE	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A WITH SAC, WAC, WATER METER AND CONNECTION, AND STREET IMPROVEMENT CHARGES.	
RESIDENTIAL PLUMBING PERMIT		
- Water Heater or Water Softener	\$100	
- New and Existing Single Family Residential	\$100	
POOL PERMIT – ABOVE GROUND	\$100	
POOL PERMIT – BELOW GROUND	\$100	
REMODEL PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
REPAIR PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
RESIDENTIAL ROOFING PERMIT	\$100	
SEPTIC - REPAIR	\$100	
SEPTIC PERMIT – ALTERNATIVE (TYPE IV) SYSTEM	\$200 plus actual cost of plan review / inspections or \$300.00 minimum	
SEPTIC PERMIT - NEW CONSTRUCTION/REPLACEMENT	\$300	
SEPTIC PUMPING PERMIT	\$5	
SEPTIC TANK/HOLDING TANK PERMIT	\$100	
RESIDENTIAL SIDING PERMIT	\$100	
THREE SEASON OR PORCH	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
WATERPROOFING PERMIT	\$100	
WINDOWS/DOORS – NO CHANGE TO OPENING SIZE PERMIT	\$100	
WINDOWS/DOORS – CHANGE TO OPENING SIZE PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
<b>MISCELLANEOUS BUILDING FEES</b>		
CELL TOWER PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
FINE FOR FAILING TO OBTAIN REQUIRED PERMIT	EQUAL TO THE CALCULATED PERMIT FEE AMOUNT	
MISC FEE	\$1	
MISC PERMITS THAT DO NOT REQUIRE PLAN REVIEW	\$100	
MISC PERMITS THAT DO REQUIRE PLAN REVIEW	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
PLAN CHECK	65% OF BUILDING PERMIT FEE	
RE-INSPECTION/ADMINISTRATIVE FEE	\$100 PER INSPECTION	
SPECIAL INSPECTIONS - HOURLY RATE	\$100	

**City of East Bethel  
2026 Proposed Fee Schedule**

		Summary of Change
VERIFICATION OF STATE CONTRACTOR LICENSE	\$5	
<b>COMMERCIAL BUILDING FEES</b>		
COMMERCIAL CONSTRUCTION PERMIT FEES	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
COMMERCIAL FIREPLACE PERMIT	\$100/FIREPLACE	
COMMERCIAL FUEL TANK PERMIT – ADDING OR REMOVING	\$100/TANK	
COMMERCIAL MECHANICAL HVAC PERMIT	\$100 OR 1.5% OF VALUATION, WHICHEVER IS GREATER	
COMMERCIAL PLUMBING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
COMMERCIAL SEPTIC PERMIT	\$200.00 PLUS ACTUAL COST OF PLAN REVIEW / INSPECTIONS OR \$300.00 MINIMUM	
COMMERCIAL SIDING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
COMMERCIAL ROOFING PERMIT	CALCULATED BASED ON VALUATION PER 1997 UBC Table 1-A	
<b>RENTAL FEES</b>		
RENTAL INSPECTION FEE	\$50.00 PER UNIT	
RENTAL LICENSE FEE	\$25 PER APPLICATION	
RENTAL LATE FEE	\$25 PER APPLICATION	
RENTAL TRANSFER FEE	\$25 PER APPLICATION	
RENTAL REINSTATEMENT FEE	\$75 PER APPLICATION	
RENTAL RENEWAL FEE	\$50 PER APPLICATION (INCLUDES INSPECTION)	
If work starts before the permit is issued	Double permit fee	
<b>FIRE DEPARTMENT FEES</b>		
FIRE RESPONSE REIMBURSEMENTS:		
MOTOR VEHICLE ACCIDENTS	\$300	
PUBLIC UTILITY EMERGENCY SERVICE AND HAZARDOUS MATERIAL SPILL OR LEAK:		
LABOR CHARGE	\$30/HOUR + COST OF MATERIALS	
TRUCK CHARGE	\$150/HOUR/TRUCK	
COMMERCIAL INSPECTIONS:		
INITIAL & 1ST RE-INSPECTION	NO CHARGE	
EACH ADDITIONAL RE-INSPECTION	\$90 PER OCCURRENCE	
FALSE ALARMS - EACH OCCURRENCE AFTER 2 FALSE ALARMS WITHIN A CALENDAR YEAR	\$200	
PLAN REVIEWS:		
FIRE ALARM SYSTEMS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE CODE	
FIRE SPRINKLER INSTALLATIONS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE CODE	
FIRE ROADS AND DRIVEWAYS	CALCULATED BASED ON IMPROVEMENT VALUATION PER STATE CODE	
NEGLIGENT AND OR NONPERMISSIBLE FIRES	\$250 PER OCCURRENCE	
TAX CERTIFICATION OF UNPAID FIRE CHARGES	\$70	
<b>RECREATIONAL FEES</b>		
<b>ICE ARENA</b>		
ICE ARENA ICE RENTAL - PRIME TIME	\$210/HR	
ICE ARENA ICE RENTAL - NON PRIME TIME	NEGOTIABLE	
LOCKER ROOM RENTAL	\$7,500	
DRY FLOOR EVENTS	NEGOTIABLE	
<b>ICE ARENA ADS</b>		
ZAMBONI	\$2,500/year for a three year commitment	
DASHERS	\$1,200/year	
3x8 WALL	\$850/year	
8x8 WALL	\$1500/year	
IN-ICE	\$2,000/year	
IN-ICE Behind GOAL	\$1,000/year	
<b>PARKS</b>		
PAVILIONS/SHELTERS - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
PAVILIONS/SHELTERS - RESIDENT	\$100 DEPOSIT	
IRRIGATED BALLFIELDS - NON RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS - RESIDENT	\$20/DAY; \$100 DEPOSIT	
IRRIGATED BALLFIELDS; TOURNAMENT	\$350/TOURNAMENT; \$200 DEPOSIT	
NON IRRIGATED BALLFIELDS - NON RESIDENT	\$10/DAY; \$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - RESIDENT	\$100 DEPOSIT	
NON IRRIGATED BALLFIELDS - TOURNAMENT	\$50/FIELD; \$100 DEPOSIT	
CONCESSION STAND; SAA SEASON, MONDAY-FRIDAY	\$1,000/SEASON	
CONCESSION STAND; WEEKEND TOURNAMENTS	\$300/WEEKEND; \$300 DEPOSIT	
CONCESSION STAND; ONE DAY FEE NON TOURNAMENT	\$50/DAY	
WHISPERING ASPEN COMMUNITY CTR - NON RESIDENT	\$50/DAY; \$100 DEPOSIT	
WHISPERING ASPEN COMMUNITY CTR - RESIDENT	\$100 DEPOSIT	

# *TimeSaver Off Site Secretarial, Inc.*

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October 1, 2025

Ms. Carrie Frost, Administrative Assistant  
City of East Bethel  
2241 – 221<sup>st</sup> Avenue NE  
Cedar, MN 55011

Dear Carrie,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2026. To accommodate COLA and the mandated family medical leave program, the 2026 unit rates reflect an increase of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%.

In January, TimeSaver will offer a new service to create CivicPlus meeting minutes. Please reach out if you're interested in additional information.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2026.

If you need further information or have questions, please feel free to contact me at (612) 470-8199.

Best regards,

Shelby Zomermaand  
Director of Operations

---

21021 Karoline Court N. ♦ Forest Lake, MN 55025 ♦ 612-251-8999

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2025**

By and between TimeSaver Off Site Secretarial, Inc. and the City of East Bethel, 2241 – 221<sup>st</sup> Avenue NE, Cedar, MN 55011.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2024, shall be extended under the same terms and conditions to December 31, 2026.
  
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Seventy-Eight and 00/100 dollars (\$178.00) for any meeting up to one (1) hour (billable time) plus Forty-One and 50/100 dollars (\$41.50) for each thirty (30) minutes following the first one (1) hour; **or**
  
  - b. Unit Rate: Fifty-Six and 25/00 dollars (\$56.25) for the first hour of meeting time and Thirty-Seven and 50/100 dollars (\$37.50) for every hour after the first hour plus Seventeen and 50/100 dollars (\$17.50) for each page of draft minutes for submission to the City of East Bethel for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January , 2026

CITY OF EAST BETHEL

By: \_\_\_\_\_  
Matt Look

Its: \_\_\_\_\_  
City Administrator

October 1, 2025

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Kristin Wirth  
Kristin Wirth

Its: CFO \_\_\_\_\_

Labor Agreement between  
City of East Bethel  
and  
Minnesota Public Employees Association  
Representing General Employees  
January 1, 2026 - December 31, 2028  
**Amendment 1**

**ARTICLE XIII. WAGES and INSURANCE**

13.2 The cafeteria contribution amount includes the City's contribution for health and dental ~~short and long term disability, and life insurance.~~ The City also projects to pay Life and Disability insurances in full on behalf of each full-time employee.

Cafeteria Contribution amounts shall be as follows:

1/1/2026.....~~\$1,500.00~~ \$1,460.00 per month per employee  
1/1/2027.....~~\$1,550.00~~ \$1,510.00 per month per employee  
1/1/2028.....~~\$1,600.00~~ \$1,560.00 per month per employee

**City of East Bethel**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Administrator

**MN Public Employees Association**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Agent

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Union Steward

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

**RESOLUTION NO. 2025-80**

**RESOLUTION SETTING THE DATE FOR THE 2026 MEETING  
OF THE LOCAL BOARD OF APPEAL AND EQUALIZATION**

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

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

**WHEREAS**, Anoka County has established April 20 through May 8, 2026 as the time-frame in which the Local Board of Appeal and Equalization must meet.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the 2026 Local Board of Appeal and Equalization meeting for the City of East Bethel is hereby scheduled for 5:30 p.m. on Monday, April 27, 2026.

Adopted this 22<sup>nd</sup> day of December, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Arden Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Matt Look, City Administrator

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

**RESOLUTION NO. 2025-81**

**RESOLUTION SETTING THE ELECTION CANVASSING BOARD MEETING DATE  
FOR THE 2026 GENERAL ELECTION**

**WHEREAS**, the City Council, as the Election Canvassing Board, is required to canvass the results of the general election between the 3<sup>rd</sup> and 10<sup>th</sup> day following general election per Minn. Stat. §204C.33, subd. 1; §205.185, subd. 3.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT:** the City Council as the Election Canvassing Board will convene on Monday, November 9, 2026, beginning at 6:30 PM to consider the 2026 General Election results.

Adopted this 22<sup>nd</sup> 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

**ADDENDUM A**  
**East Bethel Fire Department Additional Policies & Rules**

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## SECTION 1: EAST BETHEL PERSONNEL POLICIES AND RULES

### 1.1 Purpose

The purpose of this policy is to ensure that the East Bethel Fire Department meets the established sections and articles in the City of East Bethel's "Personnel Policies and Rules" manual.

### 1.2 Policy

The East Bethel Fire Department "Paid on Call" firefighters are exempt (do not apply) from portions of the "Basic Personnel Policy" sections due to their "on call" status, while full-time city personnel are responsible for all.

It is the City of East Bethel and the fire chief's responsibility to ensure all personnel are informed of the "Personnel Policies and Rules" manual and of any future additions or updates. Copies of the manual will be available at all fire stations. This manual will be made available to all firefighters at their request.

The City of East Bethel reserves the right to change the "Personnel Policies and Rules" as in the city's best interests of the fire department.

### 1.3 Scope

All firefighters are responsible for the following identified sections of the "Personnel Policies and Rules" manual. Established Fire Department-specific policies/guidelines may exist in addition to these requirements.

- § **Declaration of Affirmative Action Policy (Section 1.2)** - Affirms the City of East Bethel's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable EEO laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof, specifically Minnesota Statute 363.
- § **Management Rights (Section 1.8)** – The City, through the City Administrator, retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets, to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited to current collective bargaining agreements, these regulations, and City Council direction.
- § **Respectful Workplace Policy (Section 3.1)** - The City of East Bethel is committed to creating and maintaining a work environment free from all forms of harassment and discrimination. Harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.
- § **Drug and Alcohol-Free Workplace (Section 3.2)** - The fire department recognizes that alcoholism and other drugs dependencies are significant social problems with potential

for causing severe effects on the workforce and the public we serve.

- § **Tobacco Use (Section 3.3)** - All City of East Bethel buildings and vehicles, in their entirety, shall be designated as smoke and tobacco free, meaning that no person will smoke tobacco or other substances, including the use of electronic cigarettes, in city facilities or vehicles.
- § **Gifts and Gratuities (Section 3.4)** – An employee may not solicit any gift or gratuity from any other employee or member of the general public. Good judgment is advised. When you are faced with a situation concerning the acceptance of an item, you should seek approval from your supervisor prior to its acceptance and, if not resolved with your supervisor, proceed up the departmental chain of command. It is important that each of us maintain high standards of public service and remain true to the letter and spirit of ethical behavior.
- § **Membership on Advisory Commissions (Section 3.5)** – City employee participation in support of commissions is assigned by the city administrator.
- § **Information Systems/Internet Use Policy (Section 3.6)** - The purpose of this policy is to define acceptable and unacceptable use of the computer system and network resources.
- § **Dress Code Policy (Section 3.7)** – The dress and appearance of city employees is a direct reflection on the quality and professionalism of our services. Wearing city logo clothing when consuming alcohol is prohibited.
- § **Discipline (Section 4.8)** – The city reserves the right to take any disciplinary action it deems appropriate under the circumstances. Every disciplinary action shall be for sufficient cause, and the employee shall have the right to file a grievance.
- § **Grievances (Section 4.9)** – It is the policy of the City of East Bethel that every employee may file a grievance to the interpretation or application of any disciplinary penalties without discrimination. The following actions are not grievable:
  - § Performance evaluations;
  - § Dismissal of an employee during their probationary or training period (subject to Veteran’s Preference Laws);
  - § Demotion of an employee who does not pass their promotional probation;
  - § Pay increases or lack thereof;
  - § Merit pay awards; and,
  - § Other actions that are inherent managerial rights.

The above list is not meant to be all-inclusive or exhaustive.

- § **Direct Deposit (Section 5.7)** – All employees are required to participate in direct deposit.

§ **Leave of Absence (Section 7.11)** - Leave of absence without compensation may be granted by the city administrator or designee for up to six calendar months to an employee for any reasonable purpose and extended by the city administrator or designee for any reasonable period. Any leave of absence will detract from years of service, and during the leave, firefighters will not receive credit or pay for any department meetings, drills, training/maintenance, or calls.

§ **Expense Reimbursement Policy - Mileage & Travel (Section 11.2 & 11.3)** –Personal vehicle use for authorized trips, meetings, work, etc., will be reimbursed at the rate consistent with IRS regulations. Mileage reimbursement requests must be in writing and approved by the fire chief and the city administrator. Use of a personal vehicle for work purposes must be pre-approved by the city administrator or his/her designee.

Reimbursements of travel expenses are intended to refund actual costs incurred by city employees and officials while traveling as authorized representatives of the City of East Bethel. To qualify for travel reimbursement, trips must have prior approval of the city administrator and be recognized as part of the adopted annual budget. Requests for travel advances intended to defray costs incurred during a trip and prior to submitting an expense report must be submitted to the city administrator for approval at least three weeks in advance of the trip. Travel advances shall be limited to 90 percent of the estimated expenses for lodging, meals, and other related travel expenses.

**Expense Claim** – A properly verified, itemized expense claim shall be submitted to the city administrator for approval within five (5) business days following the date of return from an authorized trip. Expense claims shall be accompanied by receipts for:

- Transportation costs to and from the destination via coach, tourist, or economy class transportation.
- Lodging costs not to exceed a reasonable single-occupancy rate as determined by the city administrator.
- Conference or meeting registration fees.
  - Any unusual items for which advance approval has been obtained from the city administrator.

Reimbursement for meals while on authorized travel will be for actual expenditures not to exceed ~~\$35.00~~ \$50.00 per day or the current authorized amount by the city. Receipts for ALL expenses are required.

§ **Motor Vehicle Operating Policy (Section 13.1)** – All employees must maintain fewer than four (4) points on their evaluations to operate city-owned vehicles and equipment. Any loss of license requires you to report the conviction/loss to the fire chief, who will report it to the City of East Bethel City Administrator.

§ **Social Media Policy**

The City of East Bethel’s City Social Media Account Policy applies to the fire department. This policy is attached.

## **SECTION 2: EMPLOYMENT**

### **2.1 Posting Position Openings**

All applicants must meet requirements outlined in the Department's Standard Operating Guidelines and position descriptions.

In the event of an officer position vacancy, the vacancy will be posted for ten (10) calendar days. Firefighters who meet the qualifications of the officer position will have the opportunity to apply for the position.

The fire chief has the responsibility for recommending the selection of the applicants to fill an Officer Position based on qualifications, abilities, and experience. The fire chief's recommendation shall be submitted to the City Administrator for City Council consideration for all officer positions

The fire chief may appoint an interim officer position until selection is scheduled and complete.

### **2.2 Employment Eligibility**

All applicants for employment and all current firefighters in the East Bethel Fire Department shall meet the following requirements as indicated:

All firefighters shall be at least eighteen (18) years of age.

All firefighters shall have a high school diploma or equivalent.

No firefighter may wear a beard that interferes with a proper seal on breathing apparatus equipment, and must meet OSHA respirator standards.

All firefighters shall serve a probationary period of a minimum of twelve (12) months prior to appointment as a firefighter. Such probationary period may be extended up to an additional twelve (12) months based on the review and recommendation of the fire review panel to the fire chief. This is put in place because of the possible timing conflicts with the initial training requirements.

Any Probationary firefighters who have served his/her applicable probationary period and have met all the requirements outlined in these rules and the Department's standard operating guidelines are eligible to become firefighters upon the recommendation of the fire chief to the city administrator. The recommendation will be submitted to the city council for approval. The effective date of a firefighter appointment is the date the city council approves it.

All firefighters must be able to respond to their assigned station within ten (10) minutes under normal driving conditions from their residence or workplace, or have written approval from the fire chief for an exception.

Firefighters are required to complete training requirements established by the fire chief.

All firefighters shall meet the Department's physical fitness requirements as defined in the Department's standard operating guidelines. All applicants must pass any department medical and physical fitness requirements prior to becoming probationary firefighters. All firefighters must successfully pass any physical agility test that is administered by the fire chief.

Probationary firefighters must obtain Firefighter II certification and Hazmat Operations certification within 12 months of employment.

Firefighters must be EMR certified or EMT certified within ~~24~~ 12 months of hire.

All Probationary firefighters and firefighters must actively participate in department-related activities as provided for in the Standard Operating Guidelines. All firefighters must be, at a minimum, Firefighter II, Hazmat Operations, and EMR Certified by the MFSCB & Office of Emergency Medical Services (OEMS). This will be the department's responsibility to ensure that the training needed is provided to maintain these certifications. Any other certifications obtained by the firefighter will be the firefighter's responsibility to ensure they get the required training hours for recertification. These hours will be in accordance with the MFSCB.

### **2.3 Employment Eligibility Requirement for Probationary Firefighter**

Any candidate for Probationary firefighter must complete and submit a City of East Bethel Employment Application to the City's HR Director.

Applicants will be required to participate in the East Bethel Fire Department Firefighter selection/examination process. The examination consists of three segments. Applicants will be awarded points based on the criteria outlined in the examination. Three segments of the examination are as follows:

1. **Training/Education and Experience:** Points are awarded for education and experience relating to the job requirements as provided for in the job description.
2. **Questions asked of each applicant by an interview panel of up to five interviewers.** They will be directly related to tasks to be performed as a firefighter, as well as other necessary functions that applicants would be required to participate in. All questions used in the oral interview must be identical for all applicants. The panel will have sole responsibility for administering the interview and recommending new firefighters. It will be the panel's responsibility to judge each applicant's answers to the questions fairly and impartially. In the event a panel member deems that they cannot act fairly or impartially towards a particular candidate, and/or they are related to the candidate, he/she will be required to disqualify themselves.

## 2.4 Appointment Process

- Upon completion of the interview, the applicants and their overall ranking will be recommended by the interview panel to the fire chief.
- The fire chief will conduct a second one-on-one interview.
- Candidates will be given a criminal and driving record background check.
- The fire chief will recommend to the city administrator and City Council candidates for consideration of hire.
- Selected candidates will be sent to an NFPA-compliant Firefighter I, Firefighter II, HAZMAT, and EMR/EMT courses. All classes must be completed prior to the probationary period ending. The fire chief has the authority to extend the probationary period as needed.
  - *Exception: Candidate provides proof of attendance to the aforementioned courses AND is granted certification reciprocity through the MSFCB or can test out of the certification through the MSFCB.*
- Physical Agility - A physical agility test will be administered by the fire chief and must be successfully completed prior to recommendation for appointment as a probationary firefighter.
- The probationary period is a minimum of 12 months under the direct supervision of the training officer, with assistance from station officers. This may be extended up to an additional twelve (12) months. If the probationary firefighter's performance indicates that he/she is unfit, unable, or unwilling to perform the duties of a firefighter satisfactorily, he/she may be recommended for dismissal.
- For the first occurrence of a problem, the probationary firefighter may be given a written warning; for the second, he/she will be recommended for termination by the fire chief to the city administrator for City Council consideration. A firefighter may be recommended for dismissal from probationary employment by the fire chief for any reason. Dismissal during this probationary period requires proper documentation.
- Probationary firefighter call percentages and training requirements must be adhered to without exception. See probationary firefighter call percentages and requirements in section 5.2.

## 2.5 Employment of Relatives

The City of East Bethel does not restrict the employment of more than one firefighter of an immediate family. However, such employment must not create or be perceived as creating a conflict of interest. In order to prevent any such conflict of interest or perceived conflict of interest, a firefighter may not take part in decisions to hire, retain, promote, demote, or evaluate the performance of a firefighter of his/her immediate family. Officers shall not take part in complaints filed by or against immediate family members.

## 2.6 Employment Files and Records

All department files and records are the property of the City of East Bethel. Personnel files and records shall be the responsibility of the city's HR Director or their assigned representative. Training files and records shall be the responsibility of the department's fire chief or designee.

Firefighters may review their personnel and/or training files by arranging an appointment with the fire chief or their designee.

**2.7 Resignation**

Any firefighter wishing to leave the East Bethel Fire Department in good standing shall provide the fire chief with a written resignation stating the last date of work and the reason for leaving. The last active day of employment will be observed as the termination date. All resignations must be received and approved by the city council.

**2.8 Retirement**

The East Bethel Fire Department will comply with all federal and state laws regarding retirement.

Any firefighter who resigns from the East Bethel Fire Department in good standing after ten (10) years as an active firefighter shall be considered a retired firefighter of the East Bethel Fire Department.

## **SECTION 3: OFFICER SELECTION PROCESS**

### **3.1 Officer Positions Posting**

Vacant positions within the East Bethel Fire Department shall be posted at all stations. All postings shall include a position description and a closing date. Firefighters interested in the posted position(s) must submit a letter of intent, application, resume, and any pertinent certificates to the fire chief within the posted time. The fire chief may declare that experience and or courses are equivalent to the listed qualifications.

### **3.2 Process for Captains, Lieutenants, Training Officer, and Senior FF Duty Officers**

Scoring: 20% Interview with fire chief, 30% qualifications, 30% committee recommendation, 20% fire department activities (training, call response, public events as certified by the fire chief).

The selection process shall proceed in the manner listed below.

1. Post the position(s) and their requirements at all three stations. The positions will be posted for two (2) continuous weeks.
2. Candidates will need to complete an application for the posted position and turn it into the fire chief or City Hall.
3. The fire chief will then review the applications from interested parties. This review will include a qualification assessment, department participation, and years of active fire service..
4. Upon validation that an individual meets the minimum qualifications, the fire chief will send information to the interview panel for review and interviews.
5. The deputy chief and interview panel will interview the candidates.
6. The deputy chief will recommend a candidate to the fire chief.
7. The fire chief will conduct a second interview with the recommended candidates.
8. The fire chief will recommend the candidate to the city council for consideration.
9. This position will be for a term of four (4) years, running from January 1<sup>st</sup> of the appointment year until December 31<sup>st</sup> four (4) years later.
  - a Example: January 1<sup>st</sup>, 2025 to December 31<sup>st</sup> of 2029.

### **3.3 Process for District Chiefs**

Scoring 40% qualifications, 40% committee recommendation, 20% fire department Activities (training, call response, public events as certified by the fire chief), the selection process shall proceed in the manner listed below.

1. Post the position(s) and their requirements at all three stations. The positions will be posted for two continuous weeks.
2. Candidates will need to complete an application for the posted position and turn it into the fire chief or city hall via paper copy or email.
3. The fire chief will then review the applications from interested parties. This review will include a qualification assessment, department participation, and years of active fire service.
4. Upon validation that an individual meets the minimum qualifications, the fire chief will send the information to the fire chief interview panel for review and interviews.

5. A panel of outside fire department chiefs will interview the candidates.
6. Upon recommendation of the fire chief panel, candidates will complete a second interview with the fire chief.
7. The fire chief will make a recommendation to the city council for approval
8. This position will be for a term of four (4) years, running from January 1<sup>st</sup> of the appointment year until December 31<sup>st</sup> four (4) years later.
  - a Example: January 1<sup>st</sup>, 2025 to December 31<sup>st</sup> of 2029.

### **3.4 Process for Fire Inspector – Full-time**

Scoring: 40% qualifications, 40% committee recommendation, 20% experience

The selection process shall proceed in the manner listed below.

1. Post the position and its requirements on the city website and the League of MN Cities website. The position will be posted for two continuous weeks.
2. Candidates will need to complete an application for the posted position and turn it into City Hall.
3. The fire chief will review the application along with the training officer and HR Manager for qualifications.
4. Upon validation that an individual meets the minimum qualifications The HR Manager will send applications to the interview panel for review and interviews.
5. The HR Manager, city administrator, fire chief, and two (2) other at-large panel members will interview the candidates.
6. The panel will make a recommendation to the city administrator
7. The city administrator will recommend the candidate to the city council for consideration.

### **3.5 Process for Deputy Chief/Fire Marshal - Full Time**

Scoring: 40% qualifications, 40% committee recommendation, 20% experience. The selection process shall proceed in the manner listed below.

1. Post the position(s) and their requirements at all three stations on the city website and the League of MN Cities website. The positions will be posted for two continuous weeks.
2. Candidates will need to complete an application for the posted position and turn it into City Hall.
3. The fire chief will review the application along with the training officer and HR Manager for qualifications.
4. Upon validation that an individual meets the minimum qualifications, the HR Manager will send applications to the interview panel for review and interviews.
5. The HR Manager, city administrator, fire chief, and two (2) other at-large panel members will interview the candidates.
6. The panel will make a recommendation to the city administrator
7. The city administrator will recommend the candidate to the city council for consideration

## SECTION 4: COMPENSATION

### 4.1 Firefighter Compensation

#### **Paid-on-call Firefighters**

Paid-on-call firefighters of the East Bethel Fire Department are compensated monthly for all positions, calls, training sessions, meetings, and special details according to the City of East Bethel's Fire Department Pay Table.

#### **Earned Sick and Safe Time**

##### **Paid-on-call (POC) Firefighters**

POC firefighters are not eligible for earned sick and safe time as outlined in the Minnesota state statute.

Full-time employees will earn sick and safe time as required by the Minnesota state statute for earned sick and safe time.

##### **Full-time Fire Personnel**

Full-time fire personnel of the East Bethel Fire Department are compensated bi-weekly for 80 hours of work. The fire chief and deputy fire chief are paid on a salary basis. All other full-time personnel are paid at an hourly rate.

##### **Overtime Compensation**

Full-time employees are allowed to respond to call-backs outside of normal work hours as they are available, as well as attend scheduled after-hour meetings/events. Call-backs and other after-hour duties are paid at the overtime rate for a minimum of 1 hour during the first hour of response/event, and then at the overtime rate for each additional hour. Full-time staff will be compensated at 1 ½ times their normal hourly wage for any hours over 40 in a week, and can also choose to utilize the city comp time policy in lieu of overtime pay. The fire chief and deputy fire chief are not eligible for overtime pay as their duties require hours and schedules to flex to meet the needs of the department.

### 4.2 Pay Grades

The City of East Bethel has established a four-step pay grade for paid-on-call firefighters.

**Probationary Firefighter** — each new employee shall begin at the minimum pay scale and remain at the minimum pay scale through their probation period (twelve-month minimum).

**Firefighter I** — upon completion of the probationary period, the employee is upgraded to Firefighter I status once they complete, pass, and obtain certifications: Firefighter I and II course (NFPA 1001), HAZMAT Operations, EMR/EMT, and the probationary firefighter task book.

**Firefighter II** — any active firefighter who certifies at Firefighter II and completes and passes: Firefighter II Course (NFPA 1001), EMR or EMT, and Haz-Mat Operations Level, and holds a State certification for Firefighter II and Hazmat.

**Firefighter III** — Any active firefighter who certifies at Firefighter II grade and completes an additional 150 accumulative hours of approved training or education. Examples of this are fire officer education (Officer I & II, and any other command and management course), above the requirements for Firefighter II.

#### **4.3 Activity Pay Schedule**

Calls - Hourly wages for paid-on-call firefighters are one full hour of pay for the first hour, regardless of call length, during response to emergency service, and then at the assigned rate per hour for calls lasting longer than one hour.

Department Training, Maintenance, and Meetings – Training will be paid at a rate of three hours. Staff meetings, maintenance meetings, and other duties assigned by the fire chief will be paid the hourly rate for the duration of the event.

When a firefighter is participating in a sectional school or additional fire department education that pertains to the individual's responsibilities and qualification requirements (as determined by the fire chief or training officer) and is outside the area where the firefighter would not be in a position to respond to a call, the firefighter will be given hourly pay for the hours of class attendance and credit for emergency calls answered by the City of East Bethel Fire Department within his/hers station and call shift status. It is the firefighter's individual responsibility to inform the officer in charge or the fire chief of any missed calls as soon as possible after the call. Extra training hours shall be submitted to the training officer for payroll and training record purposes.

#### **4.4 Time Card**

**Paid-on-Call Firefighters:** Firefighters must submit a self-signed timecard monthly. City prepared timecards will be available for signing during the first week of each month, covering the previous month. A member's failure to sign a timecard or communicate why they are unable to sign their timecard can result in disciplinary action.

**Full-time Fire Personnel** – Full-time personnel will follow the City policy on time card submittal.

#### **4.5 Day, Night Responder Definition; Station Assignment**

All firefighters shall be assigned and classified as either Day Responders or Night Responders.

##### **Day Responders**

Day Responders shall be responsible for emergency response during the following times:

- **Weekdays:** 0500 hours to 1700 hours
- **Weekends:** 0500 hours Saturday through 0500 hours Monday

**Night Responders**

Night Responders shall be responsible for emergency response during the following times:

- **Weekdays:** 1700 hours to 0500 hours
- **Weekends:** 0500 hours Saturday through 0500 hours Monday

**Holidays**

Holidays shall be classified as weekend days on the calendar day in which they occur. The following observed holidays shall be treated under the **weekend response model:**

- New Year’s Day
- Memorial Day
- Independence Day (Fourth of July)
- Labor Day
- Thanksgiving Day
- Christmas Day

If a Firefighter has a work schedule that does not permit him or her to fit the definition of day or night responder, upon the fire chief’s approval, a statement of work days and hours may be submitted. The firefighter will be classified as “Other Responder” and is responsible for emergency calls during non-work hours. The statement of work hours and days may be updated and resubmitted two weeks before the start of a reporting quarter. The fire chief must approve the updated statement.

Once a firefighter has been classified as day, night, or other, he or she may not change the classification without the fire chief’s approval. The firefighter will be assigned a Fire Station to report to and answer emergency calls from. Once a firefighter is assigned to a fire station, he or she may not change responding stations without the fire chief’s approval.

Approval for a change of a responding classification will be based on staffing of each category and station and, the merits and reasons of the request. The fire chief will approve or deny these requests in writing with a copy forwarded to human resources.

No consideration or modifications to work schedules or classifications will be given for vacation time or sabbaticals.

Day, Night Responder Schedule

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Day	0500- 1659 0000-1659	0500- 1659	0500-1659	0500- 1659	0500- 1659	0500- 2359	0000- 2359

Night	0000-0500 1700-2359	0000-0500 1700-2359	0000-0500 1700-2359	0000-0500 1700-2359	0000- 0500 1700- 2359	0000- 2359	0000- 2359
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## **SECTION 5: ATTENDANCE**

### **5.1 Call Response Percentage Requirements**

The East Bethel Fire Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required department percentages for response attendance during each quarter. The fire chief may recommend to the city administrator a deviation from this policy if there are extenuating circumstances (family, work, personal matters, past performance, etc.). The fire chief, in consultation and concurrence of the city administrator, may temporarily suspend enforcement of this policy. The fire chief, with city administrator approval, will have final decision authority on all department response attendance requirement matters without recourse. Any deviation from this policy will occur only after the firefighter has demonstrated a hardship and has presented a plan of corrective action.

The definition of Quarters shall be defined as follows:

- Quarter 1: January, February, and March
- Quarter 2: April, May, and June
- Quarter 3: July, August, and September
- Quarter 4: October, November, and December

### **5.2 Attendance Percentage**

#### **Paid-on-Call Firefighters**

All Paid-on-Call Firefighters must attend thirty (30) percent of all calls per quarter for their shift to earn pension credit. Day responders must answer thirty (30) percent of all calls from Monday to Friday, 0500 hrs to 1700 hrs, and weekends from Saturday 0500 hrs to 0500 Monday hrs, according to station call-out protocol. Night responders must answer thirty (30) percent of all calls from Monday to Friday, 1700 hrs to 0500 hrs, and weekends from Saturday 0500 hrs to Monday 0500 hrs, according to station call-out protocol.

#### **Probationary Firefighter's Percentage Requirements**

Probationary firefighters who are actively in initial training/classes will be held to a response requirement of ten (10) percent. If there are no active training/classes, probationary firefighters are required to meet the thirty (30) percent rule in order to gain pension credit for that quarter.

If training spans two calendar quarters, probationary firefighters are expected to meet the training attendance requirement associated with the quarter in which the majority of their training period occurs.

For example, if training begins on May 1, which falls early in the second quarter, the probationary firefighter would be required to meet the ten percent (10%) requirement. Conversely, if training begins later in May and the majority of the training period falls

into the following quarter, the probationary firefighter would be required to meet the thirty percent (30%) requirement.

Department members who respond to calls outside of their designated time will be credited at a rate of 3:1. For every three (3) calls a member attends outside of their designated time (day/night), they will be given credit for one (1) call toward their required percentage.

### **Full-Time Fire Personnel**

Full-time fire personnel and the fire chief, who fall under the Police & Fire PERA Plan, are not subject to call percentage requirements. Full-time employees can respond to call-backs to an assigned station or from home with fire chief approval, per their availability. Full-time personnel are scheduled to work Monday – Friday from 0800 to 1600. During this time, they are expected to respond to all call-outs unless assigned duties by the fire chief that take them out of the service/response area. Working hours are allowed to be altered with prior fire chief approval.

### **5.3 Call Response Attendance Recording**

Attendance for all call responses shall be recorded on the call report form that is completed for each call. It shall be the responsibility of each firefighter to check/record their name on the attendance portion of the call report form. This form is subject to review by the fire chief.

### **5.4 Accrual of Pension Time**

As outlined in 5.2, the required percentage of calls that must be answered is thirty (30) percent of the requests for service that happen during a member's designated time, day or night.

Fire department members will be evaluated quarterly on the number of calls attended, training hours attended, and other requirements met. Members would be given pension credit based on the percentage of calls attended.

- Thirty (30) percent or more equals 12 months of pension credit.
- Twenty-two and a half (22.5) equals 9 months of pension credit.
- Fifteen (15) percent equals 6 months of pension credit.
- Seven and a half (7.5) percent equals 3 months of pension credit.

Fire department members would be required to maintain all other requirements at the minimum levels set forth in Rules and Regulations. This means:

- Maintaining required training hours/percentage.
- Attending required meetings
- Completing all required training to move from a probationary member to a full department member.
- Meet night medical requirements during a member's scheduled time.

Failure to maintain minimum training and meeting requirements will lead to coaching and possible disciplinary actions, up to and including termination.

Attending seven and a half (7.5) percent of calls or less in any given quarter will result in coaching and/or disciplinary action, including termination. Coaching and meetings with department members in this category will be documented and placed in their personnel files.

Pension credit can be earned for going above and beyond the listed requirements. This would include helping with programs like public education or creating a training topic. There is a cap on the time that can be earned. Only three (3) months can be earned in this fashion during any one calendar year. This does not take the place of call percentages. A member cannot help with the above-listed programs and have a call attendance of zero (0) percent. This call percentage would still result in the aforementioned coaching/disciplinary actions being taken.

### **Low Attendance Percentage Discipline for Training**

A department firefighter falling below the required department training attendance percentage will be notified by the fire chief of such violation, as defined below. The following procedure will be used for training attendance with a low percentage. Low call response and/or training attendance will result in the Firefighter not receiving service time credit for the reporting quarter.

#### **Low Training Attendance Percentage Discipline**

##### **First Quarter**

A chief officer and/or a station captain will notify the firefighter of his/her low percentage. The firefighter will receive a written low percentage notice. A copy of this notice will be kept in the firefighter's personnel file.

##### **Second Quarter**

The firefighter will receive a written low percentage notice. The firefighter must then contact the fire chief within ten (10) days of receiving the notice and set up a meeting to review the low percentage. A copy of this notice will be kept in the firefighter's personnel file.

##### **Third Quarter**

The firefighter will receive a written low percentage notice. The firefighter must then contact the fire chief within ten (10) days of receiving the notice and set up a meeting to review his/her low percentage. A copy of this notice will be kept in the firefighter's personnel file.

##### **Fourth Quarter**

The firefighter is mailed a written low percentage notice via U.S. mail. The fire chief will recommend to the city administrator, for City Council consideration, the termination of employment of the firefighter from the City of East Bethel Fire Department. The firefighter must contact the fire chief to discuss an exit interview. This notice will be kept in the firefighter's personnel file

#### Written Low Percentage Notice

Written low percentage notice will be in effect until the firefighter has completed four consecutive quarters above 30%. At that time one letter will be removed. (Ex. If the firefighter has 2 notices they will go back to 1 notice.)

#### Outside Training Attendance

Officers are required to meet the training requirements set forth by the MSFCB. Outside training is above and beyond the department's training. All outside training must be approved by the City of East Bethel.

### **5.5 Low Percentage Appeal**

The firefighter will have ten (10) calendar days from the written notice to appeal a quarter's low call percentages. The Attendance Review Committee (ARC) will meet to hear the firefighter's special reasons for low call attendance. The ARC shall consist of the fire chief and the deputy fire chief. If the ARC determines there is merit to their reasons for low call attendance, the firefighter will be allowed to make up the deficiency in the following quarter.

Example: if the deficiency is 20%, next quarter the firefighter must make 40%. Once the firefighter has corrected the deficiency in the next quarter, the firefighter will be granted full service time for the deficient quarter.

If the ARC has determined that there is no merit for the firefighter being deficient in a quarter, the firefighter will not be given service credit for that quarter.

The same process will be used for Firefighters who are deficient in training, maintenance, and meetings.

### **5.6 Training and Maintenance Percentage Requirements**

The East Bethel Fire Department is responsible for providing adequate training and maintenance for its firefighters. This policy specifies the minimum required department Training/Maintenance sessions during each quarter. A record of all Training/Maintenance is kept in a member's training and maintenance file. The fire chief may approve a deviation from this policy if there are extenuating circumstances (family, work, personal matters, past performance, etc.). The fire chief will have final decision-making authority on all department response attendance requirements without recourse. Any deviation from this policy will occur only after the firefighter has demonstrated a hardship and has presented a plan of corrective action. Department training and maintenance shall be divided into two categories and are defined as follows:

#### **Training and Maintenance Times**

The department will provide day and evening training and maintenance options. The fire chief reserves the right to cancel either training option if attendance is insufficient to conduct an effective session.

### **Day Training and Maintenance**

Firefighters whose regular working hours make it impractical to attend evening training and maintenance shall attend day training and maintenance. Day training and maintenance is held on Mondays per the training calendar and begins at 0800 hrs (8:00 a.m.).

### **Evening Training/Maintenance**

Evening training and maintenance is held on Mondays per the training calendar, and begins at 1800hrs (6:00 p.m.)

Both day and night training may be online, computer-based, in-person, or recorded.

The fire chief reserves the right to modify training requirements, days, and times. The fire chief commits to communicating any changes to department members at least 60 days in advance.

## **5.7 Training and Maintenance Attendance**

### **Maintenance**

All firefighters are required to make 100% of all maintenance sessions. If a firefighter cannot attend the scheduled maintenance session, they must, within 24 hours of the missed session, contact the maintenance officer and request that duties be performed and completed within seven (7) days of the scheduled session. If a member is on vacation or unable to attend a maintenance session, arrangements should be made with the maintenance officer to contribute to the maintenance of the department's equipment.

### **Training**

Firefighters are required to attend eighty-five percent (85%) of all training drills. The fire chief or their designee may authorize make-up training for certain types of training.

If make-up training is authorized and occurs outside the quarterly make-up training period, it must be completed within seven (7) days of the originally scheduled training event. The training subject and format will be determined based on make-up availability.

Medical training is considered part of the required training drills. Medical training is held on the fourth Monday of even-numbered months and is mandatory. Any missed medical training must be made up by the end of the month, with prior authorization from both the medical director and the fire chief. If a department member is going to be on vacation or unable to attend the training with the East Bethel Fire Department, arrangements should be made with the training officer to attend a different session. This may be outside of the department.

Make-up training sessions will be scheduled at the Training Officer's discretion. These sessions will be held once per quarter and will consist of two (2) to four (4) hours of training.

Certain training topics cannot be made up due to the nature of the training or equipment involved, including but not limited to helicopter landing zone training and live burn training.

## **5.8 Low Attendance Discipline for Training and Maintenance**

### **Low Attendance Percentage Discipline for Training**

A department firefighter falling below the required department training/maintenance attendance percentage will be notified by the fire chief of such violation, as defined below. The following procedure will be used for training/maintenance attendance with a low percentage.

Low call-response attendance will result in the Firefighter not receiving service-time credit for the reporting quarter.

Any POC firefighter who has, in the current quarter, missed two (2) or more Training drills; missed two (2) consecutive Training Drills; or missed two (2) or more Maintenance Drills will be subject to disciplinary action.

Low training and maintenance attendance will result in the firefighter not receiving service time credit for the reporting quarter. The firefighter will have ten (10) calendar days from the written notice to appeal a quarter's low training and/or maintenance attendance (See Section 5.5 Low Percentage Appeal)

## **5.9 Department Staff Meeting Attendance Requirements**

The fire chief may schedule staff meetings. These meetings will offer information on City and Fire Department activities and may include training on a variety of topics. Staff meetings are scheduled at the fire chief's or the training officer's discretion. Firefighters are responsible for checking the staff meeting schedule for the correct day and time. Two meeting times will be set. The day meeting will be held at 0800 hrs (8:00 am). The night meeting will begin at 1800 hrs (6:00 p.m.). Firefighters are responsible for staying up to date on the information shared at staff meetings.

Attendance at all fire department staff meetings is required. It is the member's responsibility to communicate with the fire chief if they are going to miss a department staff meeting.

## **5.10 Special Details/Events**

Special details and events may be assigned by the fire chief. Attendance may be required unless otherwise excused. Unexcused absence may result in disciplinary action.

## **5.11 Non-Compliance to Attendance Requirements**

Any firefighter who fails to contact the chief officer when notified regarding low attendance percentage shall be subject to disciplinary action.

**5.12 Service Time Calculation**

Service Time shall be calculated by the City of East Bethel in the following manner:

Good time shall be defined as the total service time of a firefighter LESS any leaves of absence, calendar quarters of low attendance (emergency calls, training, meetings), and any disciplinary suspension. A military leave of absence and fire department-related medical leave of absence will not reduce the firefighter's service time.

Good Service Time will be reported in years and quarters of a year.

## **SECTION 6: LEAVE**

### **6.1 Medical/Personal Leave**

Up to a three (3) month medical/personal leave may be granted for any illness, injury, or personal matter. A review will be conducted at the end of each three (3) month period by the fire chief and recommended to the city administrator for determination of the advisability of continuing the medical leave. It shall be the member's responsibility to show cause why he/she should continue a medical/personal leave at the end of each three (3) month period. In no case will more than three - three (3) month extensions be granted. A firefighter unable to return to active status at the end of four three (3) month periods of medical leave shall be recommended for termination. Firefighters on medical/personal leave for greater than three (3) months shall return all department-issued equipment.

Before returning from medical leave, a member's health care provider must provide a written return to duty notice (fitness-for-duty). The health care provider must certify that you are available for full duty. The return to duty notice must include "Firefighter is cleared to perform all duties of an East Bethel Firefighter." A job description is available to present to a member's health care provider.

### **6.2 Pregnancy Leave**

The East Bethel Fire Department falls under the policies and guidelines of the City of East Bethel, in accordance with all applicable state and federal laws, including the Minnesota Paid Leave program (effective January 1, 2026)

Before returning from pregnancy leave, a member's health care provider must provide a written return to duty notice (fitness-for-duty). The health care provider must certify that you are available for full duty. The return to duty notice must include "Firefighter is cleared to perform all duties of an East Bethel Firefighter." A job description is available to present to a member's health care provider.

### **6.3 Military Leave**

A firefighter is entitled to military leave for reserve Training/Maintenance or active military duty. During this period, no calls, training/maintenance, or departmental functions are counted for or against that individual. Upon separation from involuntary military duty, said firefighter is eligible to return to active duty as a firefighter. He/she must comply with the employment eligibility rules for ongoing members. Some training/maintenance requirements may be waived upon agreement with the fire chief and approval by the city administrator.

## **SECTION 7: Benefits**

### **7.1 Insurance Benefits**

This benefits overview is intended for firefighters as information only. It is not intended to be benefits directly or indirectly offered or provided by the City of East Bethel. For information on the conditions and/or exact benefits, the firefighter should consult the City HR Director. Various kinds of insurance cover all Probationary firefighters and firefighters of the East Bethel Fire Department. This insurance provides security for firefighters and their families in the event of injury, illness, or death while on a call, at a training/maintenance session, or any sponsored or supervised activity or event.

All benefits are subject to the conditions of each policy and /or plan. Most benefits are covered only while in the line of duty, which includes fire calls, drills, training, and meetings.

- Federal Public Safety Officer's Benefit
- Minnesota Public Safety Officer's Benefit
- Volunteer Firemen's Benefit Association of Minnesota
- Death Benefit for LODD
  - Per Day Benefit for Line of Duty injury
  - The City of East Bethel provides the following:
    - Workers' Compensation Insurance
    - Accident and Accident Insurance
    - Company
    - Accident Disability

### **7.2 Professional Memberships and Licenses**

The Fire Chief may require firefighters to obtain and maintain job-required licenses and/or memberships in professional organizations. The City may pay for these from an approved budget.

### **7.3 Training Costs Reimbursement**

Approved costs and tuition for training will be paid by the City of East Bethel. If a firefighter does not successfully complete the training, reimbursement to the fire department is required for all costs to include books, lodging, food expenses, and tuition, within thirty (30) days of written notice to the firefighter.

### **7.4 Outside Training**

1. All available outside training, sectional schools, conferences, and seminars will be posted on the training board.
2. It shall be the member's responsibility to review available outside training periodically. This will be posted by the training officer near the training office.
3. All outside (extra) training must be approved by the department training officer and the fire chief prior to enrolling or registering for the course.

4. Any firefighter requesting more than two (2) outside (extra) training classes must have approval from a fire chief officer.
5. Outside training-expense reimbursement will be paid in accordance with the city policy and the following chart.
  - A. Metro schools or schools within one (1) hour driving time. No overnight lodging is authorized at the city's expense. Fire department members may pay for lodging on their own.
  - B. Schools requiring air travel must be approved in advance by the City Administrator.

## **SECTION 8: COMPLAINT RESOLUTION**

### **8.1 Complaint Resolution Process**

All Grievances will follow the procedures and format of the City of East Bethel Grievance Policy.

### **8.2 Complaint Resolution Procedures**

If the complaint is firefighter against firefighter, follow Steps 1-3.

If the complaint is firefighter against officer, follow Steps 2-3.

If the complaint is firefighter against fire chief, follow Step 3.

If a complaint is against the fire chief, it goes directly to the city administrator and assistant city administrator/HR Director.

Step Complaint Resolution Procedures:

Step 1: Discussion with station officer

Discussion of a complaint with the station officer and an attempt to resolve the issue. In the event a firefighter is unable to reach an acceptable resolution with his/her officer, he/she shall then have the right to carry his/her complaint to Step 2. Complaints will be acknowledged within seven (7) calendar days after the occurrence and solved within a reasonable time frame.

Any officer who is unable to resolve a complaint situation shall revert directly to the fire chief with a written report, if necessary. If a complaint is against a member's station officer, the member can go to the next highest level of station command.

Step 2: Discussions with the fire chief

If the complaint is not settled in Step 1, and/or the complaint is against a member's highest level command other than the fire chief, the complaint shall be presented in writing directly to the fire chief within seven (7) calendar days after the station officer's decision in Step 1 or within seven (7) calendar days after the occurrence if the complaint is against the highest level command other than the fire chief.

Step 3: City Administrator

If the complaint is not settled in Step 2 and/or the complaint is against the fire chief, the complaint shall be presented in writing directly to the City Administrator within seven (7) calendar days. The decision of the City Administrator is final.

### **8.3 Retaliation for Complaint**

Complainants shall be free from unreasonable restraint, interference, discrimination, or reprisal in the presentation of their complaint. Problems relating to sexual harassment must be addressed according to the respectful workplace policy.

## **SECTION 9: PROGRESSIVE DISCIPLINE**

### **9.1 Disciplinary Process**

In general, all firefighters shall be subject to disciplinary action for failing to fulfill their duties and responsibilities. It is the policy of the City of East Bethel to administer disciplinary actions without discrimination. A chief officer shall investigate any and all allegations on which disciplinary action might be based before any disciplinary action is taken, and will work closely with the City of East Bethel HR Director. In all cases, the investigation shall include:

- Interview the member.
- Consider all facts, past performance, equal treatment, and past practices.
- Issue an oral warning with written confirmation and/or a written warning with a copy to the firefighter and personnel file.
- Any firefighter receiving disciplinary action against him/her will be subject to review in six months from the date of action taken. A memo stating the following will be provided to the firefighter:
  - A clear statement describing the firefighter's performance and/or behavior deficiency;
  - A restatement of the minimum expectations/requirements of the position;
- A list of tasks and activities that must occur within a set time period;
  - A scheduled date for formal follow-up;
  - The consequences to the firefighter if the minimum expectations outlined in the plan are not met.

Firefighter will be asked to sign acknowledging that he/she have read and understand the contents of the document. The signature of the firefighter does not mean that he/she agrees with the reprimand

- Upon review, if said firefighter has failed to comply with corrective action, the next step would be taken. This would continue until the firefighter has complied or has been dismissed.

### **9.2 Definition of Offense**

The definition of offense is:

- Failure to obey lawful orders, carry out instructions, or perform routine duties or assignments.
- Offenses against another firefighter or property.
- Violation of the city's alcohol and drug policy.
- Disruptive behavior and/or attitude.
- Failure to abide by the department's operating guidelines.
- Insubordination or profanity.
- Harassment as defined by the city, statutes, or regulations.

### **9.3 Minor Offense**

Infraction occurs under non-emergency conditions and does not affect emergency operations, life safety, or involve damage to department apparatus, including profanity.

#### **9.4 Major Offense**

Infraction occurs while in preparation for, responding to, during, or returning from emergency operations, involves life safety, or involves damage to department vehicles and/or insubordination towards any officer, or is a malicious act against an individual.

#### **9.5 Minor Offense Discipline**

The discipline for minor offenses for the same or similar offense is as follows:

##### First Offense

1. Coaching session with the member.
2. Place a written memo stating the date and reasons for the reprimand in the member's personnel file, with a copy to the member. Firefighter acknowledges receipt. The firefighter's signature does not indicate that he/she agrees with the reprimand.

##### Second Offense

1. Issue a written reprimand to the member. Firefighter acknowledges receipt. The firefighter's signature does not indicate that he/she agrees with the reprimand.
2. Place a written reprimand in the member's personnel file with a copy to the member.
3. Advise the firefighter that additional violations may result in further disciplinary action.

##### Third Offense

1. Place a written reprimand in the member's personnel file with a copy to the member. Firefighter acknowledges receipt. The firefighter's signature does not indicate that he/she agrees with the reprimand.
2. Impose a minimum ten (10) day suspension and any additional discipline as warranted.

##### Fourth Offense

1. Recommend termination to the city council for approval.
2. Serve a termination letter directly to the firefighter or via certified mail.
3. Place a copy of the termination letter in the personnel file according to the City of East Bethel's record retention schedule.

#### **9.6 Major Offense Discipline**

The discipline for major offenses for the same or similar offense is as follows:

##### First Offense

1. Issue a written reprimand to the member. Firefighter acknowledges receipt.
2. Place a written reprimand in the member's personnel file with a copy to the member. Maintain the reprimand in the personnel file indefinitely.
3. Impose a minimum fifteen (15) day suspension and any additional discipline as warranted.
4. Advise the firefighter that additional violations may result in further disciplinary action.

### Second Offense

1. Recommend termination to the city council for approval (see
2. Serve a termination letter directly to the firefighter or via certified mail.
3. Place a copy of the termination letter in the personnel file according to the City of East Bethel's record retention schedule.

### **9.7 Reprimand - General Information**

A reprimand shall state the following:

- Description of the misconduct that warrants disciplinary action. Discipline imposed for this infraction.
- Past actions taken to correct the problem.
- Corrective or improvement needed by the member, including time tables and goals for improvement.
- Future penalties should be imposed if the problem continues. A firefighter will be given a copy of the written reprimand and must sign to acknowledge receipt. A copy will be placed in the member's personnel file. The firefighter's signature does not indicate that he/she agrees with the reprimand.

### **9.8 Suspension**

Any firefighter may be suspended with pay pending investigation of an allegation. A copy of the notice of suspension shall be placed in the member's personnel file. If the suspension is for an investigation and the allegation proves false, the notice will be removed, and the firefighter shall receive any compensation to which he/she would have been entitled had the suspension not taken place. A firefighter suspended shall promptly surrender all fire department property to the fire chief or their designee, and the suspension time will begin on the day all fire department property is surrendered. A Firefighter will not receive any service time or "credit" for the period of suspension unless all allegations are unproven.

### **9.9 Other Disciplinary Actions**

The following other disciplinary actions may be taken against any firefighter after steps for an oral reprimand and a written reprimand have been followed:

1. Demotion.
2. Assigned additional work detail or duties.
3. Other measures as determined by the fire chief and/or the Fire Review Panel with approval of the city administrator.

### **9.10 Termination Process**

The fire chief may recommend to the city administrator for City Council consideration the termination of any member. If the firefighter has completed his/her probationary period, the termination shall be made only for just cause. The City will provide the firefighter with written notification specifying the reason(s) for termination and a summary of the evidence. The firefighter will have the opportunity to respond to the charges in writing and appear personally before the city council before they make their final decision. All terminations are approved by the city council.

## **SECTION 10: DUTY CREW**

### **10.1 Purpose:**

The purpose of the Daytime Duty Crew shift program is to enhance service delivery to both emergent and non-emergent incidents that occur within our service area between 5 a.m. and 5 p.m., Monday through Friday. This policy can be modified by the Fire Chief at any time as staffing requirements change.

A shift must be worked in its entirety (4 hours) to earn the credit. Shift hours can be consecutive, not to exceed 29 hours per week. Those assigned to daytime shifts will adhere to this policy to remain in “Good Standing” with the fire department. Night shift firefighters who work a four-hour shift will be given 1% credit towards the quarterly requirement of 30% if they are deficient.

### **10.2 Requirements:**

Duty Crew personnel are paid by the hour, according to the rates established in the EBFD pay scale. Duty Crew members are not entitled to employee benefits other than workers' compensation insurance and PERA benefits in accordance with the SVF PERA plan and laws.

- A. Duty crew personnel shall be certified as firefighter I & II and have current certification as an emergency medical technician or medical responder.
- B. Duty crew personnel shall be proficient at operating a fire engine, pumping to hand lines, drafting from a tank, and using equipment on the vehicle.
- C. Those scheduled for a shift must have no less than two years' experience as a firefighter unless approved by the fire chief.
- D. Employees shall arrive at their shift on time and be prepared to respond to emergency calls with the appropriate personal protective equipment and uniforms to perform the duties of an emergency responder. This includes the ability to be mentally and physically fit for duty.
- E. The duty crew shall remain with a fire engine to ensure they are always ready to respond to fires as quickly as possible.

### **10.3 Scheduling:**

All shifts will be scheduled using the First Due Scheduling program. Employees who want to view available shifts and sign up for them should review the schedule regularly. If an employee wishes to trade, cancel, or exchange shifts, they must do so among themselves. The deputy chief will be informed of the change and/or approve it. The person listed on the shift schedule is responsible for the shift. Failure to arrive for a scheduled shift without prior notice will result in disciplinary action.

- A. Shifts will be opened one month before the start of the quarter. For example, shifts for the first quarter of a given year will open in December of the previous year.

First quarter: Jan, Feb, & Mar – Shifts open in December

Second quarter: April, May, & June – Shifts open in March

Third quarter: July, Aug, & Sept – Shifts open in June

Fourth quarter: Oct, Nov, & Dec - Shifts open in September

Recurring shifts are an option and can be discussed on a case-by-case basis. Seniority will prevail for this.

- B. If an employee is scheduled for a shift and becomes ill or has an emergency that will not allow them to arrive for the shift, they shall notify the administration office immediately. A shift opening will then be broadcast as available. A twenty-four (24) hour notice is required for non-emergency shift cancellations. Should an employee become sick or unable to work their shift, they will notify the Deputy Chief as soon as possible, prior to the start of their scheduled shift.
- C. Shifts will be listed on First Due as they become available. It is the employee's responsibility to monitor the schedule on a regular basis. Employees are not allowed to work more than twenty-nine (29) hours per week. Should a member reach twenty-nine (29) hours worked in one week and be scheduled for additional shifts, their shifts will be opened up to the department to adhere to the twenty-nine (29) hour maximum rule.
- D. Duty crew will consist of two (2) department personnel. If only one (1) person is on the schedule, that individual will report for duty, and the office staff will work with them to complete the duty crew.
- E. Shifts are in four (4) hour blocks. The first block of four hours will start at 0500 hours. The second block will begin at 1300 hours. Shifts will operate Monday through Friday during those times. Shifts will be posted every quarter.
- F. Seniority will provide the initial order for picking up shifts. After that, the maximum hour limit will be taken into account as members request additional shifts.
- G. Open shifts that become available are open to anyone who meets the requirements

#### **10.4 Response:**

While on shift, employees must follow all applicable laws, policies, and procedures. They will wear Class C or above uniforms (see below) and represent the department in a professional manner.

- A. Duty personnel will respond to all incidents, either called in via phone, drop in, or dispatched. If multiple incidents occur simultaneously, the crew shall determine the resources required to handle the incidents. If additional resources are needed, an all-call alarm will be requested via dispatch. In all cases, the duty crew shall triage the priority of the incident over the one they are responding to. If the opportunity to sustain life and property over the other is greater, they shall change direction to the priority incident.
- B. EBFD apparatus shall not leave the boundaries of our service area unless it is to assist another agency per policy. If mutual aid is requested from another agency during the shift, the duty crew shall respond if they have three or more personnel. If another station has enough personnel, they shall respond, and the duty crew can cover the area. If there is a staffing shortage, it may be determined that we cannot send resources to those who are requesting them. If that is the case, notify dispatch immediately that we cannot send resources due to staffing levels or equipment being out of service.
- C. If a fire officer is working on shift, they will work within the rank that they hold and act as the company officer for the shift. If there is no officer on duty during the shift, the most senior firefighter will assume the role.
- D. Duty crew personnel will establish a command structure on every incident and maintain radio contact with dispatch and responding personnel at all times.
- E. If a firefighter/EMT is needed to ride with the ambulance to care for a patient, arrangements should be made with the chief staff to pick up the member who rode with the ambulance to the hospital.
- F. A 30-minute break for lunch or rest is allowed during each shift period. Shift members shall take break times together and stay together.
- G. Any injuries shall be reported immediately, and a First Report of Injury form and witness statement completed. Notify the fire chief as soon as possible. If the employee needs to be transported via ambulance, send them to the closest hospital that can provide the best care and call the fire chief. If a significant injury or death occurs, secure the scene and all equipment from leaving the area or person.

#### **10.5 Responsibilities:**

- A. Firefighters are required to arrive on time and ready for work in a clean, orderly Class C uniform or higher.
- B. Be sure your name is on the schedule for the correct time. The duties assigned by the deputy chief or their designee should be completed during the shift, call-dependent. This will serve as a timecard for payroll, which will be entered into the First Due payroll module.

- C. If the times overlap, attending drill while working duty crew is permitted with credit for drill given, but no additional pay.
- D. Be safe and notify the administration of any injuries or incident-specific details that need to be addressed.

**10.6 Staffing Firefighters:**

- A. Conduct a duty crew apparatus check on the assigned engine for the shift. An operational inspection of the Tanker shall also be performed if it is needed for mutual aid
- B. Review the status board for special assignments posted.
- C. Consider the information that you are receiving about the call to determine if the incident needs to be upgraded or downgraded - dispatch additional equipment as needed using our box alarm response plan.
- D. Select the appropriate equipment for the incident type.
- E. Assure personnel arrive to and from the incident safely and efficiently.
- F. Follow the direction of the administration staff and assist where necessary.
- G. Shift training may be assigned as needed.

There is no sleeping allowed while on duty

## SECTION 11: UNIFORM DRESS CODE

### 11.1 Purpose:

To standardize uniform requirements for events. Members may choose to wear a higher uniform class than required, but downgrading to a lower class is not permitted. The required uniform class will be announced prior to official events.

### 11.2 Uniform Classifications/Definitions:

#### **Class A Dress Uniform** (Aspen Mills items only)

- Long-sleeve dress uniform shirt with approved pins and badges
- Navy dress uniform pants
- White undershirt (Chiefs) / Navy undershirt (Company Officers/Firefighters)
- Blue tie and tie clip
- Black boots or shoes & black socks

#### **Class B Work Uniform** (Aspen Mills items only)

- Long sleeve or short sleeve uniform work shirt with approved pins and badges
- Navy work uniform pants
- White undershirt (Chiefs) / Navy undershirt (Company Officers/Firefighters)
- Black boots or Shoes & black socks
- Approved ball caps or stocking hats if on shift

#### **Class C Duty Uniform** (Aspen Mills items only)

- Navy or White Polos, Job Shirts
- Navy Uniform work pants
- Black boots or shoes & black socks
- Approved ball caps or stocking hats

#### **Class D** (Aspen Mills, EmbroidMe, or other approved vendors)

- Approved EBFD shirts (including casual wear)
  - Aspen Mills issued or bunker jacket may be worn over non-EBFD shirts to meet Class D uniform requirements.
- Clean, durable pants (e.g., jeans, Carhartt's)
  - Not permitted: Leggings, shorts, sweatpants, loungewear, any other non-durable, or excessively damaged/soiled pants are not permitted.
- A department-issued jumpsuit must be worn over disallowed clothing items if present
- Clean, closed-toe lace-up shoes or boots
- Approved ball cap or stocking hat

#### **Uniform Shirt Layout**

- Left shoulder: EBFD patch
- Right shoulder: Reverse American flag
- Collar: Officer pins (on shirts and jackets)
- Right chest pocket: Name tag and "Serving Since" tag, centered on pocket flap; upper edge 1/4" from the flap's top seam

- Left chest: Badge above the pocket

**Requirements:**

- Class A, B, and C uniforms may only be worn during official fire department activities.
- The standard uniform for duty crew shifts is a Class C as defined in Section 2.
- The standard uniform for any call-back response is a Class D as defined in Section 2.

All issued clothing must be kept clean, well-maintained, and in first-class condition.

If clothing becomes worn or ill-fitting, the fire chief or their designee will evaluate the need for replacement.

Only approved items may be purchased, and only through vendors approved by the fire chief. Unauthorized uniform styles, patches, pins, or badges are strictly prohibited.

All Class A, B, and C uniform items must be issued or approved by the fire chief or their designee. Casual wear from outside vendors must also be approved and is to be purchased at the member's expense.

When wearing ANY EBFDF apparel, including casual wear and when off-duty, members are expected to represent the department and the City of East Bethel professionally.

The following are property of the City of East Bethel:

- East Bethel Fire Department logo and patch
- All variants of the name: EBFDF, EAST BETHEL FIRE, EAST BETHEL FIRE DEPARTMENT, EAST BETHEL FIRE RESCUE, etc.
- All social media handles with the names "East Bethel Fire Department," "East Bethel Fire Rescue," or "East Bethel Station 1, 2, or 3"

**Issuance:**

Uniform items shall be issued in the following order.

- Initial hire
- (2) "Duty" T-Shirts
- (1) Ball cap
- (1) Stocking hat
- (1) Navy cargo pant
- (1) Black belt
- Completion of EMR/EMT
- (1) High vis jacket with leather name patch
- (1) Jumpsuit
- Prior to academy graduation/pinning ceremony
- (1) Navy long-sleeved dress shirt
- (1) Navy dress pants

- (1) Long-sleeved polo **OR** (1) Short-sleeve polo
- (1) Necktie
- Appropriate badges, pins, and patches
  
- Upon completion of probation
- (1) Navy short sleeve work shirt
  
- Firefighters shall provide
- Black shoes/boots and socks
- Undershirts

Additional approved uniform options will be available for purchase from an approved uniform vendor at the department member's expense.

## **EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT, made and entered into this 22nd day of December, 2025, by and between the City of East Bethel, State of Minnesota, a municipal corporation, hereinafter referred to as “the City,” and Matt Look, hereinafter referred to as “Employee.”

WHEREAS, the City desires to engage the services of Employee as City Administrator of the City; and,

WHEREAS, Employee desires to be employed as the City Administrator of the City; and,

WHEREAS, it is the desire of the City to: (1) secure and retain the services of the Employee and to provide inducement for Employee to remain in such employment; (2) make possible full work productivity by assuring Employee’s morale and peace of mind with respect to future security; (3) act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (4) provide a just means for terminating Employee’s services at such time as Employee may be unable to fully discharge Employee’s duties due to disability or when the City may desire to otherwise terminate Employee’s employment.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **SECTION 1: DUTIES**

1.1 The City hereby agrees to employ Employee as City Administrator of said City to perform the function and duties specified in the City Administrator’s job description, and to perform duties specified under the ordinances of the City of East Bethel and the laws of the State of Minnesota, and such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.

1.2 Hours of Employment: It is recognized that the duties of Employee’s position require Employee to devote a great deal of time outside normal business hours, and for that reason Employee may take compensatory time off during normal business hours, consistent with performing Employee’s duties as City Administrator.

### **SECTION 2: TERM, DISCHARGE, TERMINATION AND RESIGNATION**

2.1 Term and Termination.

This AGREEMENT shall commence on January 1, 2026 and continue thereafter until otherwise terminated or ended pursuant to the provisions of this Agreement. Employee agrees to remain in the employ of the City throughout the term of this Agreement or until this Agreement is terminated. If for any reason, the City and the Employee do not enter into an Employment Agreement for employment post-December 31, 2026, and the Employee remains in the city’s employment in any

capacity thereafter, for avoidance of doubt, this Agreement is terminated as of the close of December 31, 2026 and the employee is an at-will employee not under contract with the City.

This Agreement may be terminated by either party upon written notice delivered by mail or personal service. Notice from the Employee shall be delivered to the Mayor at the city address. Notice from the City shall be sent to the Employee at the address on file in the Human Resource department. If the service of the notice is by mail, it shall be effective three days after mailing.

## 2.2 Discharge.

Nothing in this EMPLOYMENT AGREEMENT shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Employee (discharge) at any time, subject only to the provisions set forth in Section 2.5 paragraph b and c of this EMPLOYMENT AGREEMENT. Paragraphs 2.3 and 2.4 of this Section shall not be in force if the Employee is found to be unable to discharge assigned duties due to any type of disability or inability to perform up to normal standards of City management as determined by an impartial Board of three members agreed upon by the Employee and the City. If Employee and the City cannot agree on an impartial Board of three members, the matter will be submitted to binding arbitration by a single arbitrator assigned by the American Arbitration Association.

## 2.3 Resignation.

The Employee agrees to remain in employment with the City through December 31, 2026. Employee agrees during this time not to seek or accept other offers of new employment elsewhere excepting that the employee may seek or solicit other offers of employment within the last 180 days of the term of this Agreement. Prior to termination of the employment with the City the Employee agrees to assist the City in the necessary search for his or her replacement and make recommendations on same to the City. If the Employee voluntarily resigns his position prior to the scheduled termination of this Agreement, the severance contained in paragraph 2.5 of this EMPLOYMENT AGREEMENT shall not apply and excepting accrued benefits, no further payments shall be paid to Employee.

For purposes of this Agreement, the Employee shall not be determined to have defaulted or otherwise violated this agreement for accepting or seeking new offers of employment if any one of the following occurs:

- a. The Employee receives an adverse annual performance review;
- b. The Employee receives any form of sanction or discipline related to the performance of his or her duties;

- c. If the City, at any time, reduces the salary or other financial benefits of the Employee in a greater percentage than in an across-the-board reduction for all City management employees;
- d. If the Employee receives the suggestion, whether formal or informal, made by 3 of the 5 members of the City Council that he or she resign or look for work elsewhere;
- e. If the City refuses, following written notice, to comply with the other provisions of this Agreement benefitting or affecting the Employee; or
- f. If the City formally casts a no confidence vote by majority vote of its City Council.

#### 2.4 Termination for Cause.

Nothing in this EMPLOYMENT AGREEMENT shall prevent, limit, or otherwise interfere with the right of the City to terminate the Employee for cause. Termination for cause may occur during the term of this EMPLOYMENT AGREEMENT because of: nonperformance of the terms of this Agreement; a conviction of the Employee of a crime constituting a felony or gross misdemeanor; or, an act or actions of discrimination or harassment occurring within the work place as determined by a court of competent jurisdiction or by a neutral fact finder appointed by the City to investigate and report on any such allegations(s). In the event of termination for cause, the City shall have no obligation to pay any further payments otherwise due under the terms of the EMPLOYMENT AGREEMENT or severance pay as provided for herein. Termination for cause may not be a result of any reorganization by the City that eliminates the position of City Administrator.

#### 2.5 Termination and Severance Pay.

The Employee may, at the Employee's option, be deemed to be "terminated without cause" within the meaning of this Agreement upon the occurrence of any of the following:

- a. If the City, at any time, reduces the salary or other financial benefits of the Employee in a greater percentage than in an across-the-board reduction for all City management employees;
- b. If the Employee resigns following the suggestion, whether formal or informal, made by 3 of the 5 members of the City Council that he or she resign;
- c. If the City refuses, following written notice, to comply with the other provisions of this Agreement benefitting or affecting the Employee;
- d. The Employee's employment shall be terminated if the City formally votes by a majority vote of its City Council to terminate his employment.

In the event that the Employee's employment is terminated by the City as specified by this paragraph, the City agrees to maintain the Employee on the City health and dental insurance systems existing as of the date of termination for six (6) months at city cost and pay the Employee a lump sum cash payment as severance pay equal to six (6) months' net (defined as the base wage without incentives, i.e. educational, supplemental wellness program, vehicle allowance, etc.) salary based on the current salary of the Employee in effect when the notice of termination is provided by the City or when the event of termination as otherwise prescribed above occurs, whichever event occurs first. Said amount shall be payable in addition to any other salary and accrued benefits due the Employee. Employee shall receive the equivalent cafeteria contribution from the City provided to all other employees.

### **SECTION 3: SALARY.**

#### 3.1 Salary

The City agrees to pay the Employee for services rendered pursuant hereto an annual salary payable in installments at the same time as other employees of the City are paid. Employee's salary through the term of this contract is as follows:

Effective January 1, 2026, the Employee's full-time salary will be based upon an annual base wage of \$163,897.34 per year paid in established payroll periods as set forth by the City Council from time to time for all employees.

Other adjustments to salary and compensation shall be at the discretion and approval of the City Council.

#### 3.2 Review

The City shall conduct a review of the Employee's performance on or before September 1 of each year, or at another date as may be agreed upon by the Employee and the City Council. The performance review shall not presume an adjustment in salary other than as provided for above.

### **SECTION 4: AUTOMOBILE AND OTHER EXPENSES.**

#### 4.1 Automobile.

Ownership of a private automobile and current valid driver's license is required of the Employee as a condition of employment under this contract. Employee will be compensated for automobile mileage and usage incurred on behalf of City business at the current IRS reimbursement mileage rate. Mileage records compliant with Internal Revenue Code requirements shall be maintained by the Employee and shall be provided to the City monthly. Employee is encouraged to utilize City vehicles when available for City business.

Other expenses incurred by Employee as are authorized by the City Council such as seminars, conferences, meals and lodging incurred in pursuit of City business shall be reimbursed to the Employee upon the Employee providing the receipts therefore to the City Finance Director.

**SECTION 5: PROFESSIONAL DEVELOPMENT.**

5.1 Professional Associations

The City may budget and, in its discretion, provide for the registration, travel, lodging, and reasonable expenses of the Employee for professional official travel, meetings, and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary official and other functions for the City.

**SECTION 6: HEALTH, DENTAL AND LIFE INSURANCE.**

6.1 The City agrees to pay the Employee's costs to participate in the City's medical, dental, life insurance and disability insurance programs at the same rate as other employees.

**SECTION 7: RETIREMENT.**

7.1 The City is a municipality defined in Minnesota State Statutes, Chapter 475, and is a Public Employee Retirement Association (PERA) participating member. The City Administrator has elected to participate in the PERA retirement program the same as with any other City employee.

**SECTION 8: OTHER TERMS AND CONDITIONS OF EMPLOYMENT.**

8.1 Other Conditions

The City shall fix any such other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the EMPLOYMENT AGREEMENT, the duties traditionally associated with the office of City Administrator pursuant to the City's ordinances, the City Code, or any other applicable law.

8.2 Fringe Benefits

Except as may be otherwise herein provided to the contrary, all provisions of the City Code and regulations and rules of the City relating to retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to any other employees of the City. As to those benefits specifically provided for within the terms of this Agreement, the same shall not be duplicated or augmented by existing City programs for fringe benefits to employees.

8.3 Vacation, Sick Leave and Personal Days

a. The City Administrator shall be afforded vacation, sick leave and personal days in accordance with the provisions of the City's Personnel Policies as any other employee, with the exception of starting their term of employment with 4 weeks of vacation (Paid Time Off) in recognition of their extensive previous career.

b. The City Administrator shall be allowed to accumulate sick leave as provided in the City Personnel Policy.

#### 8.4 Bonding

The City shall pay the cost of any bonds required of the City Administrator under any law of circumstance.

### **SECTION 9: GENERAL PROVISIONS.**

#### 9.1 Assignments and Subcontracts

None of the sums due, or about to become due, nor any of the work to be performed under this EMPLOYMENT AGREEMENT by Employee shall be assigned to any third party without the prior written consent of the City.

#### 9.2 Applicable Law, Venue, Jurisdiction, and Disputes/Claims.

This EMPLOYMENT AGREEMENT shall be deemed to have been entered into and shall be construed and governed, except with respect to conflict of laws, in accordance with the laws of the State of Minnesota. Any claims, arbitrations, or legal actions, state or federal, between the City and the Employee shall be venued in Anoka County. City and Employee agree to seek and engage in mediation to resolve employment disputes prior to commencing a lawsuit.

#### 9.3 Waivers

Failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this EMPLOYMENT AGREEMENT or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future exercise of such right, but the obligation of the other party with respect to such future performance shall continue in full force and effect.

#### 9.4 Severability

The invalidity or unenforceability of any particular provision of this EMPLOYMENT AGREEMENT shall not affect the other provisions, and this EMPLOYMENT AGREEMENT shall be construed in all respects as if such invalid or unenforceable provision or provisions were omitted.

#### 9.5 Amendments

This EMPLOYMENT AGREEMENT may not be amended, modified, released, discharged, supplemented, interpreted, or changed in any manner except by written instrument signed by duly authorized representatives of both parties.

## 9.6 Headings

The headings utilized herein are provided as aids in referencing provisions of this EMPLOYMENT AGREEMENT, but shall not be utilized in interpretation or construction of the terms and conditions herein.

## 9.7 Merger

This EMPLOYMENT AGREEMENT and any Attachment (when signed by both parties) contain the entire and only understanding or agreement between the parties in relation to the subject matter hereof. Any representations, provisions, undertakings, or conditions hereof not contained herein shall be of no effect and shall not be binding on either party.

## 9.8 Force Majeure

Neither party shall be liable or deemed to be in default for any delay or failure to perform under this EMPLOYMENT AGREEMENT resulting, directly or indirectly, from any cause beyond reasonable control, including, but not limited to war, fire, riot, insurrection, and acts of God.

## 9.9 Applicability of Personnel Policies and Resolutions

Except where specifically abridged or modified by this agreement, personnel policies as defined and set forth for employees of the City of East Bethel shall apply to this Employee.

## 9.10 Other Terms and Conditions of Employment

- a. The City Council and the Employee may mutually agree to any other terms and conditions of employment of Employee as they mutually deem appropriate from time-to-time provided such terms and conditions are not inconsistent with the provisions of this agreement, the laws of the State of Minnesota, the ordinances of the City, or any other applicable laws.
- b. All provisions of the City Code, and regulations and rules of the City relating to fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to the Employee as they would to other employees of the City, except as herein provided.

## 9.11 Notices

- a. Address of Record. Each party agrees to keep the other informed of an address of record for correspondence and notices under this Agreement, as well as relevant telephone numbers for oral notices.

b. Initial Address. The initial address of record for each party shall be:

**The City:** City of East Bethel  
2241 221<sup>st</sup> Avenue NE  
East Bethel, MN 55011  
Attention: Mayor of East Bethel

**Copy to:** Eckberg Lammers P.C.  
1809 Northwestern Avenue  
Stillwater, MN 55082  
Attention: East Bethel City Attorney

**The Employee:** Address on File in Personnel File

c. Change of Address. Each party's address of record shall be that which is specified in subsection "b." above until and unless the other party receives notification of change in writing. Each party will promptly notify the other of any such change.

d. Future Notices. If notice of a change of address is properly given in writing pursuant to this Section, all future notices hereunder shall be given to the new name and/or address specified in the most recent such notice properly given.

e. Other Required Notices. Notice required by operation of an applicable code, statute, ordinance or regulation shall be given as required therein, but a duplicate copy of such notice shall be given as specified in paragraph "f." or "g." below.

f. Delivery of Notices. Notices pursuant to this Agreement may be given by deposit in the custody of the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process.

g. Effective Date. Notice shall be deemed given as of the date of personal service or three (3) days following the date of deposit of such written notice in the course of transmission in the United States Postal Service, properly addressed and mailed as required herein.

IN WITNESS WHEREOF, the City of East Bethel, Minnesota on a vote of its City Council has caused this EMPLOYMENT AGREEMENT to be signed and executed in its behalf by its Mayor and duly attested by its Deputy Clerk and the Employee has signed this EMPLOYMENT AGREEMENT, both in duplicate, day and years first written above.

City of East Bethel:

Employee:

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Ardie Anderson, Mayor

ATTEST:

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Carrie Frost, Deputy City Clerk

Approved as to form:

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East Bethel City Attorney