

EAST BETHEL CITY COUNCIL MEETING

December 22, 2025

The East Bethel City Council met on December 22, 2025, at 7:00 p.m. for the regular City Council meeting at City Hall.

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

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

1.0 Call to Order

The December 22, 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. Erkel stated I'll second. Anderson asked any discussion? To the motion, all in favor say aye. **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

4.0 Presentations and Public Hearings

4.0 A Anoka County Sheriff's Report

Lieutenant Derek Peters presented the November 2025 Sheriff's Report, stating the Sheriff's Department responded to 404 calls for service, including 4 assaults, 4 thefts, 38 arrests, 117 traffic stops, 17 citations, and discussed a few of the notable calls from November.

Peters reminded residents to stay safe on the roads this holiday season.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Cielocha presented the Fire Department report and noted that they responded to 78 calls since the last time he gave an update, and discussed a notable call from the month.

Cielocha stated that they have seen an uptick in mutual aid requests for other fire departments, notably Andover and Nowthen.

Cielocha stated that the floors are still an ongoing project, but are completed at Stations 2 and 3, and Station 1 should be finished up soon.

Cielocha stated that the Santa Parade was a success, and they gathered 891 pounds of food for NACE.

Mundle asked if there had been any word on ice thickness/safety. Cielocha noted that he has not heard any update, but thickness should always be checked before going out onto the lakes.

Smith asked how the duty crew is working out. Cielocha noted that the staffing is not working out as they wanted it to, but they just do not have enough people during the day.

Informational; no action required.

4.0 C Public Hearing: Ordinance 2025-09, Trail Dedication Fee

Look stated that Sec. 66-165 of the City Code guides the installation of sidewalks and trails in new developments.

Look noted that 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.

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

Joe Reiter, 19207 Staple Street, stated that this dedication fee has been a long time in the works, and he is happy to finally see a trail dedication fee and thinks it is an awesome opportunity.

Anderson closed the public hearing at 7:14 p.m.

Erkel noted that the cash in lieu of trail construction fee does not seem to be enough, and wants to make sure it is a fair amount to cover the cost of the trails.

Look noted that \$1,500 is not going to get much in terms of a trail. Look stated that he thinks it is advantageous to replicate what other cities are charging for this.

Erkel stated that she is concerned that developers will just do the cash in lieu rather than putting in the trail, and she thinks that there needs to be something added that requires trails to be put in based on a certain size development.

Look stated that from a staff standpoint, they should have an idea of what the plans are and what makes sense.

Look stated that the Council does have some control over the approval of the final plat.

Miller stated I'll make a motion to adopt Ordinance 2025-09, 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. Anderson 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.**

5.0 Public Forum

Joe Reiter, 19207 Staple Street, thanked the East Bethel City Council and City staff for the actions taken in 2025 and how they listened to the desires of the residents and how they live. Mr. Reiter also thanked them for the work done on the budgets and public safety staffing.

6.0 Consent Agenda

~~Item A: Approve Bill List~~

Item B: Approve Bill List: 2026 Invoices with checks processed 1/2/26

~~Item C: Approve Meeting Minutes, December 8, 2025 City Council Meeting~~

~~Item D: Resolution 2025-79, 2026 Fee Schedule Adoption~~

~~Item E: Recording Secretary Contract Addendum~~

Item F: 2026 MNPEA Labor Agreement Amendment

Item G: Resolution 2025-80, Setting 2026 LBAE Meeting Dates

~~Item H: Declaration of Vacancy and Authorization to Accept Applications for Planning Commission~~

Item I: Resolution 2025-81, Setting Meeting Date for Canvassing 2026 General Election Results

Item J: 2026 East Bethel Fire Department Administrative Policies

Item K: Appointment of Station Captains and Senior Firefighter Duty Officers

~~Item L: Paid-on-Call Pension Raise~~

Erkel requested to pull Items C, D, E, and H. Miller requested to pull Item A. Anderson requested to pull Item L.

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

6.0 A Approve Bill List

Miller asked what the \$422 they are paying for a person to check for water leaks is about. Look stated that he is unsure, but he will get that information.

Miller asked about the 24-25 vehicles that need registration tabs. Look stated that he can clarify that with Ayshford.

Miller asked what the \$5,000 for water meters is for. Look stated that they buy the water meters in bulk, then charge them back to the developers.

Miller asked how they could spend \$947 on trash bags and paper towels. Look stated he will have to get the details on that number.

Miller asked about the carbide blade inserts and plow cutting edges. Look noted that they buy those every year.

Miller also asked about the V plow. Look stated that they purchased a used V plow for the Bobcat, because sometimes the snow blower does not cut it.

Miller stated I'll make a motion to approve Item A of the Consent Agenda. Erkel stated I'll second. Anderson asked any discussion?

Smith asked when they decided to remove the itemized list with explanations from the Bill List. Look stated that the prior way was equally as complicated, so they tried to summarize it in the current format to make it easier to read.

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

6.0 C Approve Meeting Minutes, December 8, 2025 City Council Meeting

Erkel noted that she was absent from this meeting and will be abstaining.

Mundle stated I'll make a motion to approve Item C of the Consent Agenda. Miller stated I'll second. Anderson asked any discussion?

Anderson noted that there is a missing last name for the Capstone Manager on page 41 and a missing address for Bruce Lawrence on page 37 of the packet. Look noted that he will add those missing items.

Mundle stated I'll amend my motion to approve Item C of the Consent Agenda and include the changes noted by Mayor Anderson. Miller stated I'll second. Anderson asked any discussion? To the motion, all in favor say aye. **Mundle, Anderson, Miller, Smith - Aye.** Anderson asked any opposed? **Erkel - Abstain.** That motion passes. **Motion passes.**

6.0 D Resolution 2025-79, 2026 Fee Schedule Adoption

Erkel asked about the fees for the cannabis issues and stated that everyone should pay \$500, and wondered why some of the fees are different for similar stuff.

Look stated that he thinks the fees are established by the State, but he can double-check on that.

Erkel asked about the price variety in the price/1,000 gallons. Look noted that the fees are based on usage and what it costs to operate their system.

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

6.0 E Recording Secretary Contract Addendum

Erkel asked if they had checked with other companies that do this and see how much other people are charging. Look stated that he is assuming they chose the lowest, most responsible provider at the point they went with this company.

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

6.0 H Declaration of Vacancy and Authorization to Accept Applications for Planning Commission

Erkel thanked Tanner Balfany for his service on the Planning Commission.

Erkel stated I'll make a motion to approve Item H of the Consent Agenda. Mundle stated I'll second. Anderson asked any discussion?

Smith asked if they had filled this position at the last meeting. Mundle clarified that the spot they filled in the last meeting was for another vacancy, not Tanner's. Mundle also thanked Tanner for all his work.

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

6.0 L Paid-on-Call Pension Raise

Anderson clarified that they decided in the work session that it will be a \$400 increase.

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

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

7.0 A Planning Commission

None.

7.0 B Economic Development Authority

None.

7.0 C Park Commission

None.

8.0 Department Reports

8.0 A Community Development

None.

8.0 B Engineer Report

None.

8.0 C City Attorney

None.

8.0 D Finance

None.

8.0 E Public Works

None.

8.0 F Fire Department

None.

8.0 G City Administrator Report

None.

9.0 – Other Items**9.0 A Staff Report**

Look stated that they have done all the employee evaluations for the year, and they have been filed away.

Look noted that they have received the appraisal and the Phase 1 analysis for the Sims Road property, and there were no surprises there.

Look stated that there is a closing for the Sims property in February 2026 or earlier.

Look noted that they had a court hearing this morning, and the courts decided to stay their decision today in lieu of another pending court case, so there is no impact or decision on this yet.

Look thanked the Council for the hard work they have done this year.

9.0 B Council Reports

Erkel asked why there is a change for the City allowing the planting of a real tree for the annual Christmas Tree lighting, because she offered to provide one in the past, and it was refused.

Look stated that there was a tree out in front of the City Hall that was removed, so now there is enough room to plant a tree.

Erkel asked about the cleaning contract with the community center and if they will do an RFP because the current company is not doing a great job. Look stated that they do not pay a whole lot for what cleaning is done now, so they could increase the contract if they are looking for more work.

Erkel noted that there will be a chili cook-off at the Seniors meeting on the third Thursday in January.

Miller expressed his gratitude to the residents of East Bethel, the City staff, Public Works crew, first responders, and administrative teams for all the hard work and sacrifices made. Miller recognized their local volunteers, Boards, Commissions, and community partners who give their time and energy to support East Bethel.

9.0 C Closed Session**9.0 C.1 City Administrator Performance Review M.S. § 13D.05(3)(a)**

Anderson stated that the Council previously met during the December 8, 2025, City Council meeting in closed session to conduct the annual performance evaluation of City Administrator Matt Look. The Council decided to continue this evaluation for one cycle until tonight's meeting.

Mundle stated I'll make a motion to go into Closed Session at 7:59 p.m. for the purposes that the Mayor indicated. Smith stated I'll second. Anderson asked any discussion? All in favor say aye? **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

(Council moved into Closed Session.)

(Council reconvenes Open Session.)

Anderson noted that during the closed session, the Council stated that it has been satisfied with the City Administrator's performance and is looking forward to 2026.

Mundle stated I'll make a motion to amend the agenda to include the City Administrator's contract. Miller stated I'll second. Anderson asked any discussion? All in favor say aye? **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

Erkel stated I'll make a motion to approve the contract for the City Administrator for 2026. Miller stated I'll second. Anderson asked any discussion? All in favor say aye? **All in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

10.0 Adjourn

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

Meeting adjourned at 8:38 p.m.

Submitted by:

Lilian Rokosz

TimeSaver Off Site Secretarial, Inc.