

City of East Bethel
City Council Agenda
City Council Regular Meeting
Date: February 9, 2026 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-XG14pN5JrmBGq/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. Administrative Changes to Processes for Plumbing Permits (p. 3-24)
 - 1. Ord. 2026-01, Creating Local Statutes for Plumbing Permit Administration, Plan Review, and Inspections
 - 2. Res. 2026-06, Amending the 2026 Fee Schedule for Plan Review on Plumbing Permits
 - 3. Res. 2026-07, Approving Agreement for Mn Dept of Labor & Industry Plumbing Plan Review
 - 4. Agreement for Building Official Services, Rum River Consulting

5.0 Public Forum

6.0 Consent Agenda (p. 25-27)

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. 28-40)
- B. Minutes: January 26, 2026 City Council work meeting (P. 41-42)
- C. Minutes: January 26, 2026 City Council meeting (p. 43-46)
- D. Approve the Advertisement for Public Works Seasonal Employees
- E. 2026 SafeAssure Contract Renewal (p. 47-54)
- F. Re-appointment of Planning Commission Member
- G. Approve Temporary Construction Easements for Viking Meadows Development
- H. Res. 2026-08, Approving Application for Raffle Permit (p. 55)
- I. Approve 2025 MN Lawful Gambling LG510 Report (p. 56-58)
- J. Approve 2027 URRWMO Proposed Budget (p. 59-64)
- K. Res. 2026-09, Granting Filing Date Extension for Administrative Subdivision (p. 65-67)
- L. Approve Posting of Lieutenant and Senior Firefighter Duty Officer Positions

7.0 New Business - Commission, Association and Task Force Reports

- A. Planning Commission
 - 1. Concept Plan Review: "Friday Stables Estates," 8-lot subdivision - 18215 Greenbrook Drive (PID 33-33-23-44-0003) (p. 68-80)

2. Conditional Use Permit (CUP): Cannabis Microbusiness - 23773 Johnson Street NE
(p. 81-103)

- 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
 - 1. Staffing Report
 - 2. Year End Report (p. 104-113)
- G. City Administrator

9.0 Other

- A. Staff Report
- B. Council Reports
- C. Other

10.0 Adjourn

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



Date: February 9, 2026

Agenda Item Number: Item 4.0 A

Requested Item: Administrative Changes to Processes for Plumbing Permits

Background Information:

The City of East Bethel currently has a supplemental contract with Rum River Consultants (RRC), which was last adopted in 2020.

The State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in East Bethel, as stipulated in Minnesota Rules 1300.0215, Subpart 6.

Minnesota Statutes 326B.43, Subdivision 2 permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities. This statute enables the DOLI Commissioner to establish an agreement with a municipality, in which the municipality agrees to carry out plan reviews typically performed by the commissioner or their designee.

To obtain this special delegation, the City of East Bethel must undertake several key steps to formalize the delegation, including the approval of an ordinance to offer local plumbing plan review services, the endorsement of an application and submission of an agreement with the State of Minnesota, the establishment of local fees, and ensuring the designated representative of the municipality is eligible to perform the local plumbing plan reviews.

This delegation agreement will benefit the City of East Bethel by generating additional revenue that the State of Minnesota usually retains by conducting these reviews. More importantly, the customer service benefits for permit applicants and residents are significant. The state is typically eight to twelve (8-12) weeks behind on plan review, causing considerable delays in construction. RRC has indicated its capacity to review plumbing plans in half the time. If East Bethel receives the delegation, it will enable projects to begin and conclude more swiftly in Minnesota's demanding climate.

If the City Council chooses not to adopt the proposed ordinance or the plumbing plan review agreement with DOLI, the state will continue to review the plumbing plans for commercial and public buildings, which could have a negative impact on construction timelines for all commercial and public buildings.

East Bethel staff and Rum River Consultants are requesting the City Council to approve the revised contract, regardless of the decision for plumbing plan review services.

Attachments:

1. Draft Ordinance 2026-01, Creating Local Statutes for Plumbing Permit Administration, Plan Review, and Inspections
2. Res. 2026-06, Amending the 2026 Fee Schedule for Plan Review on Plumbing Permits
3. Res. 2026-07, Approving Agreement for DOLI Plumbing Plan Review
4. DLI Plumbing Plan Review Agreement Application
5. Revised Rum River Consultants Contract

Fiscal Impact: By conducting local plumbing plan reviews, the City of East Bethel will generate additional fee revenue. Although the exact amount remains uncertain due to unknown future remodel and new

construction commercial development, sizable public and commercial projects hold the potential to have a significant impact.

Recommendation(s): Council is requested to approve the following four (4) separate actions:

1. Approve Ordinance 2026-01, Creating Local Statutes for Plumbing Permit Administration, Plan Review, and Inspections
2. Approve Res. 2026-06, Amending the 2026 Fee Schedule for Plan Review on Plumbing Permits
3. Approve Res. 2026-07, Approving Agreement for DOLI Plumbing Plan Review in order for the City of East Bethel to provide plumbing plan review services locally (as presented), and direct staff to file the agreement with DLI.
4. Approve the revised contract with Rum River Consultants, LLC (as presented)

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

**CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
ORDINANCE NO. 2026-01**

**AN ORDINANCE ADDING CHAPTER 14, ARTICLE III, SECTION 14-52
OF THE EAST BETHEL CODE OF ORDINANCES
CREATING LOCAL STATUTES FOR PLUMBING PERMIT ADMINISTRATION,
PLAN REVIEW, AND INSPECTIONS IN THE CITY OF EAST BETHEL**

The City Council of East Bethel, Minnesota ordains:

Section 1. CHAPTER 14, ARTICLE III, SECTION 14-52 of the East Bethel Code of Ordinances is hereby added as follows:

Sec. 14-52. Plumbing Permit Administration, Plan Review, and Inspections.

- (a) All plumbing on private property within the city must comply with the provisions of the state building and plumbing code and this article.
- (b) Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, must be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. Rules, part 1300.0215.
- (c) Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects must be submitted to the Minnesota Department of Labor and Industry for a full plan review:
 - a. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;
 - b. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and
 - c. Projects of a special nature for which department review is requested by either the municipality or the state.
- (d) Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. Rules, part 1300.0215 before the plumbing system is put into use. The building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. Rules, Chapter 4714.
- (e) Covering of work. No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

Section 2. This ordinance herein becomes effective from and after its passage and publication.

Passed by the City Council of East Bethel, Minnesota, this 9th day of February, 2026.

Ardie Anderson, Mayor

Attested:

Matt Look, City Administrator

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

RESOLUTION NO. 2026-06

**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

WHEREAS, The City Council approves an annual City Fee Schedule to provide funds to cover the costs of Staff time required for permits, inspections, and/or direct or individual services; and

WHEREAS, fee charges for Plumbing Permit Plan Review need to be added to those adopted as part of the 2026 Fee Schedule on December 22, 2025;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Resolution 2025-79 Establishing 2026 Fee Schedule is hereby modified with the additions and amendments to Plumbing Permit Plan Review fees as attached.

Adopted this 9th day of February, 2026 by the City Council of the City of East Bethel.

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

**City of East Bethel
2026 Fee Schedule**

BUILDING INSPECTION FEES	
MISCELLANEOUS BUILDING FEES	
PLAN REVIEW - COMMERCIAL MECHANICAL PERMITS	10% OF BUILDING PERMIT FEE WHEN VALUATION IS OVER \$30,000.00
SYSTEMS WITH BOTH WATER DISTRIBUTION AND DRAIN, WASTE, AND VENT SYSTEMS AND HAVING	
25 or fewer drainage fixture units	\$150.00
26 to 50 drainage fixture units	\$250.00
51 to 150 drainage fixture units	\$350.00
151 to 249 drainage fixture units	\$500.00
250 or more drainage fixture units	\$3 per drainage fixture unit to a maximum of \$4,000
Interceptors, separators, or catch basins	\$70 per interceptor, separator, or catch basin design
BUILDING SEWER SERVICE ONLY	\$150.00
BUILDING WATER SERVICE ONLY	\$150.00
Building water distribution system only, no drainage system	\$5 per supply fixture unit or \$150, whichever is greater
Storm drainage system	minimum fee of \$150 or
	\$50 per drain opening, up to a maximum of \$500; and
	\$70 per interceptor, separator, or catch basin design
Manufactured home park or campground, one to 25 sites	\$300.00
Manufactured home park or campground, 26 to 50 sites	\$350.00
Manufactured home park or campground, 51 to 125 sites	\$400.00
Manufactured home park or campground, more than 125 sites	\$500.00
Revision to previously reviewed or incomplete plans	
Review of plans for which the city has issued two or more requests for additional information, per review	\$100 or ten percent of the original fee, whichever is greater
Proposer-requested revision with no increase in project scope	\$50 or ten percent of original fee, whichever is greater
Proposer-requested revision with an increase in project scope	\$50 plus the difference between the original project fee and the revised project fee
Permit applicant decides not to proceed with the project after the plan review has been completed	The plan review fee will be billed by the city to the permit applicant
Minimum plan review fee for all permits	\$50.00

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

RESOLUTION NO. 2026-07

**A RESOLUTION APPROVING A MINNESOTA DEPARTMENT OF LABOR
AND INDUSTRY PLUMBING PLAN REVIEW AGREEMENT**

WHEREAS, the State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in East Bethel, as stipulated in Minnesota Rules 1300.0215, Subpart 6.; and

WHEREAS, Minnesota Statutes 326B.43, Subdivision 2, permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities, or their designee, by agreement; and

WHEREAS, this delegation agreement and the addition of plumbing plan review services will benefit the City of East Bethel by generating additional revenue that the State of Minnesota usually retains by conducting these reviews; and

WHEREAS, customer service benefits for permit applicants and residents are significant as the state is behind on plan review, causing considerable delays in construction; and

WHEREAS, the City of East Bethel currently contracts with Rum River Consultants (RRC) for building official services; and

WHEREAS, RRC has indicated its capacity to review plumbing plans; and

WHEREAS, the City of East Bethel Staff supports RRC as our designee to perform plumbing plan review for the City.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of East Bethel approves the application and agreement with the Minnesota Department of Labor and Industry in order for the City of East Bethel to provide plumbing plan review services locally as presented and direct staff to file the agreement with the Minnesota Department of Labor and Industry.

BE IT FURTHER RESOLVED that this agreement may be terminated with or without cause on 90 days written notice to the Minnesota Department of Labor and Industry Commissioner.

Adopted this by the City Council of the City of East Bethel on this 9th day of February 2026.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST:

Matt Look, City Administrator

Plumbing Plan Review Agreement Application

Under Minnesota Statutes, section [326B.43, subd. 2](#), the commissioner of the Department of Labor and Industry (DLI) may enter into an agreement with a municipality, in which the municipality agrees to perform plan review and specifications of plumbing systems in their jurisdiction subject to statutory requirements. Certain types of plans must still be submitted to DLI.

To request a formal plumbing plan review agreement, this application and all requested documents must be completed and submitted to: Judy.Tacheny@state.mn.us. Incomplete application will be rejected.

1. MUNICIPALITY INFORMATION			
MUNICIPALITY NAME			DATE
ADDRESS			EMAIL
CITY	STATE	ZIP CODE	PHONE
BUILDING OFFICIAL NAME			
MAILING ADDRESS			PHONE
CITY	STATE	ZIP CODE	E-MAIL
APPROVED PLUMBING PLAN REVIEWER(S). If reviewer is contracted through a private company, check here <input type="checkbox"/> and submit contract for review.			
NAME	LICENSE #		E-MAIL/PHONE
NAME	LICENSE #		E-MAIL/PHONE
2. REQUIRED DOCUMENTS THAT MUST BE ADOPTED BY ORDINANCES			
Submit copies of following relevant ordinances:			
1. The ordinance in which the municipality adopts the Minnesota Plumbing Code. <i>(Adoption of the Minnesota State Building Code by ordinance includes adoption of the Minnesota Plumbing Code, Chapter 4714.)</i>			
2. The ordinance that requires plumbing plans and specifications to be submitted, reviewed, and approved by the municipality. The ordinance must clearly state exceptions for projects listed in Minnesota Statutes, section 326B.43 subd. 2(n) as listed below as those must be submitted to DLI for plan review. Plumbing plans and specifications for the following projects shall be submitted to DLI for plan review. <ul style="list-style-type: none"> a) State-licensed facilities (as defined in section 326B.103, subd. 13). b) Public buildings (as defined in section 326B.103, subd. 11). c) Projects of a special nature for which department review is requested by either the municipality or the state. 			
3. The ordinance that authorizes the municipality to perform plumbing inspections required by the Minnesota Plumbing Code. <i>(Plumbing inspections, testing, and permits are subject to Minn. Rules, part 1300.0215, subparts 1 through 5.)</i>			
4. The ordinance that authorizes the municipality to administer and enforce the Minnesota Plumbing Code in accordance with Minnesota Statutes, section 326B.121. <i>(Enforcing the Minnesota State Building Code by ordinance automatically includes and requires enforcement of the Minnesota Plumbing Code.)</i>			
Copies of the above required ordinances must be submitted with this application to be considered.			

3. AGREEMENT

Upon approval of the application by the commissioner, the municipality agrees (see Minn. Stat. § 326B.43, subd. 2):

1. To review plumbing plans and specifications for all construction for which requires review and approval of plumbing plans and specifications per Minnesota Rules, part 1300.0215, subpart 6, except all plumbing plans and specifications for the following types of projects (state) within the municipality must be forwarded to the DLI for review:
 - a) State-licensed facilities (See Minn.Stat. § [326b.103, subd. 13](#));
 - b) public buildings (See Minn.Stat. § [326b.103, subd. 11](#)); and
 - c) projects of a special nature for which department review is requested by either the municipality or the state. (E.g., Dialysis facilities are an example of projects of a special nature that is reviewed by the state.)

Where the municipality forwards to the state for plan review, the municipality shall not collect any fee for plan review, and the commissioner shall collect all applicable fees for plan review.
2. The plan review will:
 - a) Reflect the degree to which the plans and specifications affect the public health and conform to the provisions of the plumbing code;
 - b) ensure that there is no physical connection between water supply systems that are safe for domestic use and those that are unsafe for domestic use; and
 - c) ensure that there is no apparatus through which unsafe water may be discharged or drawn into a safe water supply system.
3. Individuals who perform the plumbing plan reviews for the municipality have passed a competency assessment reviewing plans and specification, are approved by the commissioner and are:
 - a) Licensed master plumbers;
 - b) licensed professional engineers; or
 - c) individuals who are working under the supervision of a licensed professional engineer or licensed master plumber and who are licensed master or journeyman plumbers or hold a postsecondary degree in engineering.
4. To perform all inspections for projects in which they plan review. Individuals who conduct the plumbing inspections for the municipality are licensed master or journeyman plumbers, or inspectors meeting the competency requirements established in rules adopted under section 326B.135, except for individuals who conduct plumbing inspections for the DLI (state) projects listed in item 1 above must be licensed plumbers.
5. Individuals who conduct inspections and the plumbing plan reviews for the municipality shall not have any conflict of interest in conducting the inspections and the plan reviews.
6. To enforce in its entirety the plumbing code on all projects.
7. To keep official records of all documents received, including plans, specifications, surveys, and plot plans, and of all plan reviews, permits and certificates issued, reports of inspections, and notices issued in connection with plumbing inspections and the review of plumbing plans. These records shall be maintained in the official records of the municipality for the period required for the retention of public records under Minnesota Statutes, section 138.17, and shall make these records readily available for review at the request of the commissioner.
8. That the municipality does not have in effect the plumbing code or any of ordinances described in Section 2 above at any time after the agreement has been approved, the municipality will notify the commissioner in writing in advance or within 10 days of the changes if advance notice is not possible.
9. If the commissioner determines that the municipality is not properly administering and enforcing the plumbing code or is otherwise not complying with the agreement the commissioner may terminate the agreement in accordance with Minnesota Statutes, section 326B.43, subd. 2(l).
10. Not to revoke, suspend, or place restrictions on any plumbing license issued by the state.

Agreement Acknowledgement:

NAME	DATE	MUNICIPAL BUILDING OFFICIAL SIGNATURE
NAME	DATE	CITY ADMINISTER OR CITY CLERK SIGNATURE

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354.
PPRA 7.11.2022

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

AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Agreement for Building Official Services (“Agreement”) is entered into on this 9th day of February, 2026, by and between the City of East Bethel, a Minnesota municipality, 2241 221st Avenue, NE, East Bethel, Minnesota, 55011 (“Jurisdiction”) and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23306 Cree Street NW, Suite 103, St. Francis, Minnesota 55070 (“Contractor”). The Jurisdiction and the Contractor may hereinafter be referred to separately as a “party” or collectively as the “parties.”

RECITALS

WHEREAS, the Jurisdiction needs professional services to fulfill the needs of their building inspection services pursuant to Minn. Stat. § 326B.133; and

WHEREAS, the Contractor has substantial experience as a Building Official and providing building department services implementing the State Building Code and is otherwise qualified to assist the Jurisdiction on an as needed basis for the same; and

WHEREAS, the Jurisdiction desires to contract with the Contractor to act as a Building Official to provide building inspection services for the Jurisdiction, effective February 10, 2026; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licensing of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the Term of this Agreement and the Contractor shall not work solely on behalf of the Jurisdiction.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. **Services.** The Contractor shall provide services to the Jurisdiction on an as requested basis beginning for the prices set forth on Exhibit A attached hereto (the “Services”). The Contractor shall perform the Services in the capacity of a Certified Building Official, at the direction of the City Administrator or the Community Development Director, under Minn. Stat. §326B.133, in accordance with the Minnesota State Building Code, applicable Jurisdiction Ordinances, and applicable Minnesota law. The Jurisdiction understands that all transportation expenses incurred while performing the Services shall be the responsibility of the Contractor. The Contractor reserves the right to change the prices and services offered in Exhibit A. The Contractor shall provide the Jurisdiction sixty (60) days written notice in advance of any such proposed changes. The Jurisdiction agrees that

while performing the Services, the Contractor is acting as a public official on the Jurisdiction's behalf.

2. **Term.** This Agreement shall commence on the date first written above and be renewed automatically each calendar year (collectively referred to herein as the "Term"), unless otherwise terminated as provided herein. With the execution of this Agreement, it is the intention of the Contractor and the Jurisdiction to review this Agreement annually.

3. **Performance.** The Contractor shall complete the performance of building inspection services in accord with the conditions described in this Agreement. If any additional work outside the scope of building inspection services is contemplated, the Jurisdiction and the Contractor will mutually agree to the parameters of the additional work and anticipated costs as well as timeframe for completion. The Contractor shall maintain licenses by the State of Minnesota as a Certified Building Official and by the Minnesota Pollution Control Agency as a Certified Inspector for on-site septic systems. The Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Building Official. If any work is requested outside of the scope of the Services set forth in Exhibit A, such work shall not commence until the Contractor and the Jurisdiction agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

4. **Indemnification, Hold Harmless, and Defend.** Any claims that arise against the Contractor, its agents, servants, or employees as a consequence of any act of malice and without good faith on the part of the Contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Jurisdiction. The Contractor shall indemnify, hold harmless, and defend the Jurisdiction, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including reasonable attorney fees which the Jurisdiction, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of services performed under this Agreement or by reason of any act of malice and without good faith of the Contractor, its agents, servants, or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Contractor has previously notified the Jurisdiction in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Jurisdiction fails to enforce the Code.

Nothing in this Agreement shall constitute a waiver by the Jurisdiction or the Contractor of any statutory limits or immunities from liability, including but not limited to MN Rules 1300.0110, Subpart 9, and Minnesota Statute §466.04.

5. **Independent Contractor.** The Contractor shall perform the Services as an independent contractor of the Jurisdiction, and not as an employee. No withholdings or deductions shall be made from payments due to the Contractor. The Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, the Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

6. **Insurance.** During the Term of this Agreement, the Contractor shall maintain the following and will provide the Jurisdiction with evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limit of at least \$1,500,000; and (3) Workers' compensation insurance. If the Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, the Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts the Contractor from having to carry such coverage. If the Contractor is required by law to carry workers' compensation insurance, the Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Jurisdiction that the Contractor maintains insurance coverage pursuant to the terms of this Agreement. Jurisdiction shall be named as an additional insured on the commercial general liability insurance policy, providing proof of the same to Jurisdiction upon request.

7. **Warranty of Workmanship and Timely Completion.** The Contractor warrants that all work completed for and within the Jurisdiction shall be done in a workmanlike and timely manner in accordance with applicable industry standards. If the Jurisdiction receives complaints or comments regarding inadequate performance, the Jurisdiction is to inform the Contractor in writing as soon as practical and allow the Contractor the ability to address and answer to said complaint or comment.

8. **Amendments.** Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Jurisdiction and the Contractor.

9. **Regulatory Compliance.** The Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Contractor is responsible. The Contractor shall procure, at the Contractor's expense, all licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license, permit, or certification by the Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle the Jurisdiction to terminate this Agreement effective as of the date of such violation, failure, or loss.

10. **Data Practices Compliance.** The Contractor will have access to data collected or maintained by the Jurisdiction to the extent necessary to perform the Contractor's obligations under this Agreement. The Contractor agrees to maintain all data obtained from the Jurisdiction in the same manner as the Jurisdiction is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Jurisdiction. Upon termination of this Agreement, the Contractor agrees to return all data pertaining to the Jurisdiction within thirty (30) days of Agreement termination.

11. **Termination.** Either party may terminate this Agreement by providing sixty (60) days written notice to the other party. In the event of a material breach by either party, the Agreement may be terminated with ten (10) days written notice to the other party. If the Jurisdiction elects to terminate

based upon an alleged material breach of the Agreement by the Contractor, the Contractor shall have ten (10) days (or the least amount of time reasonably necessary if longer than ten (10) days) to cure the breach.

12. **Billing and Payment.** Invoices shall be submitted periodically (customarily monthly) and are due and payable within thirty-five (35) days of receipt by the Jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

13. **Choice of Law and Venue.** This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be in Anoka County District Court, State of Minnesota.

14. **Severability.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

15. **Merger.** The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

16. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

CONTRACTOR

Andy J. Schreder, Chief Building Official & Owner

Exhibit A Services

Project Specific Services. Administration services required to conduct plan review, and all required inspections associated with a particular project will be charged 80% plan review fees and 80% permit fees due to the Contractor set forth in Exhibit B ("Fee Schedule") attached hereto.

1. The Contractor has the authority and responsibility to determine the project valuation for the purposes of establishing applicable plan review and permits fees for projects assigned by the City Administrator or the Community Development Director. Valuation data may be referenced from the State of Minnesota, the International Code Council, or Exhibit C ("Rum River Consultant's Building Valuation Data Table") attached hereto.
2. The Contractor will submit invoices for Plan Review and Permit Fees following the issuance of the permit.
3. All projects for which the Contractor has been paid will be the responsibility of the Contractor for all site inspections and documentation required until the completion of the work and satisfactory inspections so long as the permit is valid.

As-Needed Inspection Services. On-call and as needed general inspection services during normal business hours will be billed at a rate of \$95.00 per hour at the direction of the City Administrator or the Community Development Director. The Contractor reserves the right to charge additional hourly fees to become familiar with projects. Inspection-related time will include necessary review of the project file and travel time to the various inspection(s) while within the jurisdiction limits.

Building Plan Review Services. The Contractor will review building construction plans as assigned by City Administrator or the Community Development Director at a rate of 80% of the plan review fees set forth in Exhibit B ("Fee Schedule") attached hereto, and as calculated in Exhibit C ("Rum River Consultant's Building Valuation Data Table") attached hereto.

Emergency Response Services. When requested to respond to emergency situations outside of normal business hours (Monday through Friday, 8:00 am to 4:30 pm) to evaluate building integrity and allowances to reoccupy at the direction of the City Administrator or the Community Development Director at an hourly rate of \$125.00 will be charged, with a 2-hour minimum.

Fire Code Official Services. If the Contractor provides fire code related inspections and enforcement, an hourly rate of \$95.00 per hour will be billed to the Jurisdiction. Fire Code Official services include:

- a. Fire site pre-plan reviews and inspections on new construction
- b. Fire damage assessment inspections
- c. Annual assemblies and hazardous inspections
- d. Hazardous materials reviews and inspections
- e. Storage materials, high pile storage, reviews, and inspections

- f. Tents, canopies, and temporary structures reviews and inspections
- g. Above and underground fuel tanks
- h. New tenant fire reviews and inspections
- i. Fireworks sales reviews and inspections

Plumbing Plan Review Services. The Contractor is authorized and responsible to act in the capacity of “administrative authority” as defined in the Minnesota State Plumbing Code 4714.0203 for plumbing plan review for commercial construction and remodel work as found in Minnesota Rules 1300.0215, Subp. 6 and Minnesota Statute 326B.43, Subp. 2. The Contractor is authorized to bill the jurisdiction 85% of plumbing plan review fees as set forth in Exhibit B (“Fee Schedule”) attached hereto.

Fire Sprinkler/Alarm Plan Review Services. The Contractor is authorized and responsible to act in the capacity of “administrative authority” as defined in MN Statute 299F.011 for plan review and inspection services for new and remodel commercial work related to fire sprinkler and alarm systems. Permits are required as specified by Section 105 of the MN State Fire Code. The Contractor is authorized to bill the jurisdiction 85% of fire sprinkler and alarm system plan review fees as set forth in Exhibit B (“Fee Schedule”) attached hereto. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction an additional 85% of the permit fee collected as set forth in Exhibit B (“Fee Schedule”) attached hereto with a minimum fee of \$300.00.

Transportation Costs. The Contractor shall provide transportation to meetings and site inspections within the Jurisdiction at no additional cost in situations where the Contractor has received a percentage of the permit fee. When projects are billed at an hourly rate, transportation costs will include travel time to the various inspection(s) while within the jurisdiction limits.

Septic Systems. The Contractor may provide system design review and inspection services for residential and commercial septic systems and authorized to bill the jurisdiction at the following rates:

- New residential septic systems: \$350.00.
- Residential tank replacement and holding tank systems: \$175.00.
- New commercial and alteration/repair commercial septic systems, in accordance with Minnesota Statute 326B.153, Subdivision 1.
 - The minimum fee for all new commercial septic systems is \$350.00.
- The Contractor will receive 15% of permit fees on all advanced septic systems.

State Delegation. The Contractor may provide Plan review for Public Buildings and State Licensed Facilities per MN Statute 326B.103 at a rate of 85% of the plan review fees as set forth in Exhibit B (“Fee Schedule”) attached hereto. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction an additional 85% of the permit fee as set forth in Exhibit B (“Fee Schedule”) attached hereto, with a minimum fee of \$300.00.

The Contractor may provide Fire Sprinkler/Alarm plan review and other Fire inspection services for

Public Buildings and State Licensed Facilities at a rate of 85% of plan review fees as set forth in Exhibit B ("Fee Schedule") attached hereto. If the Contractor is engaged to perform site inspections for this type of project, the Contractor is authorized to bill the jurisdiction an additional 85% of the permit fee as set forth in Exhibit B ("Fee Schedule") attached hereto, with a minimum fee of \$300.00.

The Contractor may provide Mechanical Plan Review and Inspections for Public Buildings and State Licensed Facilities at a rate of 85% of the plan review fees as set forth in Exhibit B ("Fee Schedule") attached hereto. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction an additional 85% of the permit fee as set forth in Exhibit B ("Fee Schedule") attached hereto, with a minimum fee of \$300.00.

Other Services Not Identified. If the Contractor is requested for a service not identified in "Exhibit A", the rate charged is \$95.00 per hour.

**Exhibit B
Fee Schedule**

Formatted in a way that is Understandable, Explainable, and Defendable

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$0 to \$2,000	\$100.00 Minimum
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

Subd. 2. Project Valuation Determination. Valuation data may be referenced from the State of Minnesota, the International Code Council, or Exhibit C (“Rum River Consultant’s Building Valuation Data Table”) attached hereto.

Subd. 3. Plan Review Fees.

- (A) Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section.
- (B) Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.
- (C) Plan review fees for all public, commercial, and industrial plumbing permits shall be:

- (a) Systems with both water distribution and drain, waste, and vent systems and having:
 - (i) 25 or fewer drainage fixture units, \$150
 - (ii) 26 to 50 drainage fixture units, \$250
 - (iii) 51 to 150 drainage fixture units, \$350
 - (iv) 151 to 249 drainage fixture units, \$500
 - (v) 250 or more drainage fixture units, \$3 per drainage fixture unit to a maximum of \$4,000; and
 - (vi) Interceptors, separators, or catch basins, \$70 per interceptor, separator, or catch basin design
- (b) Building sewer service only, \$150
- (c) Building water service only, \$150
- (d) Building water distribution system only, no drainage system, \$5 per supply fixture unit or \$150, whichever is greater
- (e) Storm drainage system, a minimum fee of \$150 or:
 - (i) \$50 per drain opening, up to a maximum of \$500; and
 - (ii) \$70 per interceptor, separator, or catch basin design
- (f) Manufactured home park or campground, one to 25 sites, \$300
- (g) Manufactured home park or campground, 26 to 50 sites, \$350
- (h) Manufactured home park or campground, 51 to 125 sites, \$400
- (i) Manufactured home park or campground, more than 125 sites, \$500
- (j) Revision to previously reviewed or incomplete plans:
 - (i) Review of plans for which the city has issued two or more requests for additional information, per review, \$100 or ten percent of the original fee, whichever is greater
 - (ii) Proposer-requested revision with no increase in project scope, \$50 or ten percent of original fee, whichever is greater
 - (iii) Proposer-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee--

- (D) If a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.
- (E) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
- (F) Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 business days of receipt, the Contractor must review the refund request and determine the amount to be refunded or deny the refund request for cause. No refunds will be approved or granted for the following: plan review fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.0160, Subpart 8. Investigative fees are identified in Subp. 10 of this Fee Schedule.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150 per dwelling unit
Addition, alteration, remodel, or replacement mechanical	\$125
Basement finish mechanical – if not a rental property & the owner is performing the work	Included with required building permit
Basement finish mechanical – if a rental property and/or the work is being performed by a mechanical contractor	\$125
Furnace, fireplace, air conditioner units, garage heater, gas lines, miscellaneous mechanical appliance, or other minor mechanical work	\$125 per unit, each
Furnace, fireplace, air conditioner units, garage heater, gas lines, miscellaneous mechanical appliance, or other minor mechanical work installed and inspected, simultaneously	\$185 per dwelling unit

Subd. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.

New construction plumbing	\$150 per dwelling unit
Addition, alteration, remodel, or replacement	\$125 per unit, each
Basement finish plumbing – if not a rental property & the owner is performing the work	Included with required building permit
Basement finish plumbing – if a rental property and/or the work is being performed by a mechanical contractor	\$125
Water heater, water conditioning system, municipal sewer connection, municipal water connection, irrigation system, backflow prevention, or minor plumbing work	\$125 per unit, each
Water heater, water conditioning system, municipal sewer connection, municipal water connection, irrigation system, backflow prevention, or minor plumbing work installed and inspected simultaneously	\$185 per dwelling unit

Subd. 10. Other Permits and Fees.

Residential accessory structures	Refer to Subd. 1 table 65% plan review may apply Max fee: \$850, includes plan review
Structure additions, alterations	Refer to Subd. 1 table 65% plan review may apply
Structure remodel	Refer to Subd. 1 table 65% plan review may apply
Basement finishes	Refer to Subd. 1 table 65% plan review may apply Max fee: \$500, includes plan review
Deck	Refer to Subd. 1 table 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table 65% plan review may apply
Residential structure moving	\$250 Add'l fees if over 60 miles from jurisdiction
Residential roofing	\$125 per dwelling unit
Residential siding	\$125 per dwelling unit
Residential window same size replacement	\$125 per dwelling unit
Commercial demolition	Refer to Subd. 1 table 65% plan review may apply
Residential demolition	\$200 65% plan review may apply
Manufactured home set-up	\$175 Foundations and connections only

Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table 65% plan review may apply
Association, commercial, industrial, multi-family plumbing irrigation system	Refer to Subd. 1 table 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table 65% plan review may apply
Non-Residential Temporary Heating Equipment	\$150
Inspections which no fee is specifically indicated	\$95 per hour One (1) hour minimum
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95 per hour One (1) hour minimum
Re-inspection fees	\$95 per hour One (1) hour minimum
Investigative Fee, Minnesota Rules 1300.0160, Subp. 8	In addition to the required permit fee but may not exceed the permit fee
Temporary Certificate of Occupancy	\$250
Inspections outside normal business hours	\$150 per hour Two (2) hour minimum
Change of Use/Occupancy	Refer to Subd. 1 table 65% plan review may apply \$300 minimum fee
Septic System - Residential New or Replacement	\$350
Septic System - Commercial New or Replacement	Refer to Subd. 1 table 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175
Operating Permit	\$200 Annually
Maintenance/Pumping Permit	\$10 Triennial

Exhibit C
Rum River Consultant's Valuation Data Table

Residential Permit Calculator

Use	Value Per Square Foot
Slab on Grade	\$17
Crawl Space	\$22
Unfinished Basement (new home or addition)	\$15
Finished Basement Existing Home	\$15
Main/First Floor Area	\$150
Second Floor Area	\$125
Basement Full Finished (new home)	\$25
Attached Garage	\$75
Detached Garage	\$60
Post & Beam Accessory Structure, Interior Finish	\$60
Post & Beam Accessory Structure, Unfinished Shell	\$25
Lean-to	\$25
Carport/Gazebo	\$50
Garage Conversion to Living Space	\$75
Porch, Open	\$55
Porch, 3-Season	\$130
Porch, 3-Season on Existing Deck	\$100
Porch, Screen Porch or Breezeway	\$90
Solarium	\$145
Deck	\$45
Deck, Screen-In & Roof Over Existing	\$50
In-Ground Pool	\$40
Above-Ground Pool	\$15
Masonry Fireplace	\$34,275.64
Remodel, Repair, Alteration, Other	Depends on Scope of Work



City of East Bethel
February 9, 2026
Payment Summary

Payments for Council Approval						
Bills to be approved for payment						\$122,497.83
Electronic Payroll Payments						\$40,239.13
Payroll City Staff - January 29, 2026						\$52,099.59
Total to be Approved for Payment						\$214,836.55
Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	0092061-IN	R & R Specialities	615	49851	\$117.18
Arena Operations	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	615	49851	\$44.90
Arena Operations	Cleaning Supplies	9782868187	Grainger	615	49851	\$582.11
Arena Operations	Information Systems	3269	Metro-Inet	615	49851	\$404.70
Arena Operations	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	615	49851	\$371.22
Arena Operations	Repairs/Maint Machinery/Equip	009224-IN	R & R Specialities	615	49851	\$75.00
Building Capital Projects	Bldgs/Facilities Repair/Maint	MN25-8678-1	Archway Contracting Inc.	401	40100	\$16,905.00
Building Capital Projects	Professional Services Fees	13494	ICS CONSULTING, LLC -138006	401	40100	\$7,250.00
Building Inspection	Disability Life Insurance	556729814207	THE HARTFORD	101	42410	\$84.52
Building Inspection	Escrow Release	02 2026	Manteuffel, Kyle	101		\$16,812.50
Building Inspection	Information Systems	3269	Metro-Inet	101	42410	\$1,229.63
Building Inspection	Motor Fuels	27473690	Mansfield Oil Company	101	42410	\$159.37
City Administration	Conferences/Meetings	1340089	ST. CLOUD STATE UNIVERSITY	101	41320	\$495.00
City Administration	Disability Life Insurance	556729814207	THE HARTFORD	101	41320	\$84.52
City Administration	Information Systems	3269	Metro-Inet	101	41320	\$1,313.26
City Administration	Office Equipment Rental	574517413	US Bank Equipment Finance	101	41320	\$479.88
City Administration	Professional Services Fees	31752	TimeSaver Off Site Secretarial	101	41320	\$178.00
City Administration	Professional Services Fees	31753	TimeSaver Off Site Secretarial	101	41320	\$178.00
City Administration	Professional Services Fees	31764	TimeSaver Off Site Secretarial	101	41320	\$178.00
City Administration	Professional Services Fees	31765	TimeSaver Off Site Secretarial	101	41320	\$178.00
Economic Development Authority	Professional Services Fees	31759	TimeSaver Off Site Secretarial	232	23200	\$219.50
Finance	Conferences/Meetings	2026	EHLERS	101	41520	\$250.00
Finance	Disability Life Insurance	556729814207	THE HARTFORD	101	41520	\$84.52
Finance	Information Systems	3269	Metro-Inet	101	41520	\$1,229.63
Finance	Professional Services Fees		Desiree Stanford	101	41520	\$140.00
Finance	Sales Tax Remittance	01 2026	Minnesota Revenue	101		\$310.00
Fire Department	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	42210	\$22.00
Fire Department	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	42210	\$27.50
Fire Department	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	42210	\$5.50
Fire Department	Clothing & Personal Equipment	369748	Aspen Mills, Inc.	101	42210	\$121.99
Fire Department	Clothing & Personal Equipment	369899	Aspen Mills, Inc.	101	42210	\$14.85
Fire Department	Clothing & Personal Equipment	0545303	Conway Shield	101	42210	\$424.50
Fire Department	Clothing & Personal Equipment	0548080	Conway Shield	101	42210	\$172.26
Fire Department	Conferences/Meetings	4447	ALLIED MEDICAL TRAINING	101	42210	\$146.25
Fire Department	Conferences/Meetings	337900-12489	PDCM/SCSU-RANGE	101	42210	\$800.00
Fire Department	Conferences/Meetings	22029	SimsUshare	101	42210	\$1,700.00
Fire Department	Conferences/Meetings	013026	Wade Hoffman	101	42210	\$101.85
Fire Department	Disability Life Insurance	556729814207	THE HARTFORD	101	42210	\$56.34
Fire Department	General Operating Supplies	S105375609.001	Dakota Supply Group	101	42210	\$18.28
Fire Department	General Operating Supplies	96403	Menards Blaine	101	42210	\$19.90
Fire Department	General Operating Supplies	48220	Menards Cambridge	101	42210	\$86.22
Fire Department	Information Systems	3269	Metro-Inet	101	42210	\$2,826.54
Fire Department	Motor Fuels	27473690	Mansfield Oil Company	101	42210	\$253.54
Fire Department	Motor Fuels	27473755	Mansfield Oil Company	101	42210	\$293.03
Fire Department	Printing and Duplicating	40069	Sherry Longley Photography & Design	101	42210	\$275.00
Fire Department	Professional Services Fees		Ben Uden	101	42210	\$43.56
Fire Department	Professional Services Fees	10368248	Plunkett's Pest Control	101	42210	\$213.20
Fire Department	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	101	42210	\$189.90
Fire Department	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	101	42210	\$49.42
Fire Department	Safety Supplies	48220	Menards Cambridge	101	42210	\$13.91
Fire Department	Small Tools and Minor Equip	PRE2835	Dinges Fire Company	101	42210	\$2,550.00
Fire Department	Small Tools and Minor Equip	p61400	MacQueen	101	42210	\$2,601.35



City of East Bethel
February 9, 2026
Payment Summary

Fire Department	Small Tools and Minor Equip	48143	Menards Cambridge	101	42210	\$559.98
Fire Department	Small Tools and Minor Equip	48220	Menards Cambridge	101	42210	\$12.09
Fire Department	Telephone	13864340215191	Midcontinent Communications	101	42210	\$106.41
Fire Department	Telephone	6133836582	Verizon	101	42210	\$560.14
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	73219	Menards - Forest Lake	101	41940	\$60.58
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	48311	Menards Cambridge	101	41940	\$89.85
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	10368248	Plunkett's Pest Control	101	41940	\$84.50
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	INV3254	Pioneer Critical Power	101	41940	\$1,739.54
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	41940	\$11.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	41940	\$46.40
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	101	41940	\$22.00
General Govt Buildings/Plant	Cleaning Supplies	48326	Menards Cambridge	101	41940	\$15.31
General Govt Buildings/Plant	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	101	41940	\$122.16
Housing & Redevelopment Author	Professional Services Fees	31767	TimeSaver Off Site Secretarial	230	23000	\$178.00
Park Maintenance	Bldg/Facility Repair Supplies	72852	Menards - Forest Lake	101	43201	\$94.14
Park Maintenance	Bldg/Facility Repair Supplies	47852	Menards Cambridge	101	43201	\$78.80
Park Maintenance	Clothing & Personal Equipment	4256904873	Cintas Corporation	101	43201	\$30.89
Park Maintenance	Clothing & Personal Equipment	4257701124	Cintas Corporation	101	43201	\$30.89
Park Maintenance	Clothing & Personal Equipment	4258376760	Cintas Corporation	101	43201	\$30.89
Park Maintenance	Disability Life Insurance	556729814207	THE HARTFORD	101	43201	\$112.69
Park Maintenance	General Operating Supplies	8683	Innovations Plus LLC	101	43201	\$25.00
Park Maintenance	Information Systems	3269	Metro-Net	101	43201	\$25.09
Park Maintenance	Motor Fuels	27473690	Mansfield Oil Company	101	43201	\$217.32
Park Maintenance	Motor Fuels	27473755	Mansfield Oil Company	101	43201	\$563.52
Park Maintenance	Professional Services Fees	31754	TimeSaver Off Site Secretarial	101	43201	\$178.00
Park Maintenance	Safety Supplies	9787260240	Grainger	101	43201	\$199.62
Park Maintenance	Small Tools and Minor Equip	a1166160	TreviPay	101	43201	\$30.38
Park Maintenance	Small Tools and Minor Equip	bce1ba7b	TreviPay	101	43201	\$37.99
Planning and Zoning	Information Systems	3269	Metro-Net	101	41910	\$819.76
Planning and Zoning	Office Supplies	10858819231	Dell Marketing L.P.	101	41910	\$166.74
Planning and Zoning	Professional Services Fees	31769	TimeSaver Off Site Secretarial	101	41910	\$178.00
Recycling Operations	Professional Services Fees	02 2026	Cedar East Bethel Lions	226	43235	\$1,300.00
Recycling Operations	Professional Services Fees	02 2026	Cedar East Bethel Lions	226	43235	\$419.72
Recycling Operations	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	226	43235	\$794.80
Sewer Operations	Professional Services Fees	0001199739	Metropolitan Council Env Svcs	602	49451	\$6,909.56
Street Maintenance	Bldgs/Facilities Repair/Maint	4256904873	Cintas Corporation	101	43220	\$8.43
Street Maintenance	Bldgs/Facilities Repair/Maint	4257701124	Cintas Corporation	101	43220	\$8.43
Street Maintenance	Bldgs/Facilities Repair/Maint	4258376760	Cintas Corporation	101	43220	\$8.43
Street Maintenance	Clothing & Personal Equipment	4256904873	Cintas Corporation	101	43220	\$30.89
Street Maintenance	Clothing & Personal Equipment	4257701124	Cintas Corporation	101	43220	\$30.89
Street Maintenance	Clothing & Personal Equipment	4258376760	Cintas Corporation	101	43220	\$30.89
Street Maintenance	Disability Life Insurance	556729814207	THE HARTFORD	101	43220	\$140.86
Street Maintenance	Equipment Parts	453e6cb6	TreviPay	101	43220	\$775.00
Street Maintenance	Information Systems	131270125	Fleet Pride	101	43220	\$2,085.00
Street Maintenance	Information Systems	3269	Metro-Net	101	43220	\$811.39
Street Maintenance	Lubricants and Additives	1539-401071	O'Reilly Auto Stores Inc.	101	43220	\$89.88
Street Maintenance	Motor Fuels	27473690	Mansfield Oil Company	101	43220	\$94.17
Street Maintenance	Motor Fuels	27473755	Mansfield Oil Company	101	43220	\$1,397.55
Street Maintenance	Motor Vehicle Services (Lic d)	649791	Midway Ford Company	101	43220	\$7,714.19
Street Maintenance	Motor Vehicle Services (Lic d)	168619	MORRIE FOREST LAKE CHEV	101	43220	\$265.00
Street Maintenance	Motor Vehicles Parts	159-156508	FACTORY MOTOR PARTS	101	43220	\$153.44
Street Maintenance	Motor Vehicles Parts	BLN-76350-01	Mills Aftermarket Accessories	101	43220	\$1,806.79
Street Maintenance	Motor Vehicles Parts	1539-401989	O'Reilly Auto Stores Inc.	101	43220	\$4.49
Street Maintenance	Motor Vehicles Parts	90004682	Towmaster	101	43220	\$218.48
Street Maintenance	Motor Vehicles Parts	IN060-2005705	VariTech Industries	101	43220	\$241.20
Street Maintenance	Office Supplies	10858819231	Dell Marketing L.P.	101	43220	\$166.74
Street Maintenance	Professional Services Fees	6010359	Gopher State One-Call	101	43220	\$60.80
Street Maintenance	Refuse Removal	12859833T067	Ace Solid Waste, Inc.	101	43220	\$635.70
Street Maintenance	Shop Supplies	346991	S & S Industrial Supply	101	43220	\$463.80
Street Maintenance	Small Tools and Minor Equip	134837	Menards Cambridge	101	43220	\$95.92
Street Maintenance	Street Maint Materials	103015	Bjorklund Companies, LLC	101	43220	\$1,808.20



City of East Bethel
February 9, 2026
Payment Summary

Street Maintenance	Street Maint Materials	1602960	Compass Minerals	101	43220	\$2,698.09
Street Maintenance	Street Maint Materials	1603558	Compass Minerals	101	43220	\$8,846.93
Street Maintenance	Street Maint Materials	1606022	Compass Minerals	101	43220	\$11,509.34
TIF 1-2	Professional Services Fees	104589	EHLERS	436	43600	\$487.50
Water Utility Operations	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	601	49401	\$42.95
Water Utility Operations	Bldgs/Facilities Repair/Maint	35032769076	Wright-Hennepin Coop Electric	601	49401	\$5.50
Water Utility Operations	Conferences/Meetings		Jeremiah Haller	601	49401	\$1,050.00
Water Utility Operations	Conferences/Meetings		Morgen Mueller	601	49401	\$350.00
Water Utility Operations	Professional Services Fees	4th Qtr 2025	Desiree Stanford	601	49401	\$75.00
Water Utility Operations	Refund of Overpayment	24130	BDM Construction	601		\$52.87
						\$122,497.83



City of East Bethel
February 9, 2026
Payment Summary

Electronic Payroll Payments		
Payroll	PERA	\$10,811.86
Payroll	Federal Withholding	\$7,300.56
Payroll	Medicare Withholding	\$2,341.64
Payroll	FICA Tax Withholding	\$8,964.96
Payroll	State Withholding	\$2,831.51
Payroll	MSRS/H.S.A./HCSP	\$7,988.60
		\$40,239.13



Payments

Current Period: February 2026

Payments Batch 20260209PAY				Total
Refer	0 ACE SOLID WASTE	-		
Cash Payment	E 101-41940-385 Refuse Removal	City Hall Service		\$122.16
Invoice	12859833T067 2/1/2026			
Cash Payment	E 615-49851-385 Refuse Removal	Arena Service		\$371.22
Invoice	12859833T067 2/1/2026			
Cash Payment	E 101-43220-385 Refuse Removal	Public Works Service		\$635.70
Invoice	12859833T067 2/1/2026			
Cash Payment	E 101-42210-385 Refuse Removal	Fire Station Service		\$189.90
Invoice	12859833T067 2/1/2026			
Cash Payment	E 226-43235-385 Refuse Removal	Recycling Service		\$794.80
Invoice	12859833T067 2/1/2026			
Cash Payment	E 101-42210-385 Refuse Removal	Fire Station 3 Service		\$49.42
Invoice	12859833T067 2/1/2026			
Transaction Date	2/3/2026	First Bank & Trust	10100	Total \$2,163.20
Refer	0 ALLIED MEDICAL TRAINING	-		
Cash Payment	E 101-42210-434 Conferences/Meetings	EMT NCCP Course; Madson		\$146.25
Invoice	4447 1/29/2026			
Transaction Date	2/3/2026	First Bank & Trust	10100	Total \$146.25
Refer	0 ARCHWAY CONTRACTING INC.	-		
Cash Payment	E 401-40100-403 Bldgs/Facilities Repair/	Install Gutters and Ice Control for Station 2 & Public Works		\$16,905.00
Invoice	MN25-8678-1 1/26/2026			
Transaction Date	1/30/2026	First Bank & Trust	10100	Total \$16,905.00
Refer	0 ASPEN MILLS, INC.	-		
Cash Payment	E 101-42210-214 Clothing & Personal Equ	Name Tag; Boyum		\$14.85
Invoice	369899 2/2/2026			
Transaction Date	2/3/2026	First Bank & Trust	10100	Total \$14.85
Refer	0 ASPEN MILLS, INC.	-		
Cash Payment	E 101-42210-214 Clothing & Personal Equ	Pants, Belt, Name Tag; Boyum		\$121.99
Invoice	369748 1/29/2026			
Transaction Date	2/3/2026	First Bank & Trust	10100	Total \$121.99
Refer	0 BDM Construction	-		
Cash Payment	R 601-37100 Water Sales (Residential)	Refund of Overpayment at Closing; 24130 Polk St NE		\$52.87
Invoice	24130 1/30/2026			
Transaction Date	2/3/2026	First Bank & Trust	10100	Total \$52.87
Refer	0 Bjorklund	-		
Cash Payment	E 101-43220-224 Street Maint Materials	1/4 Trap Rock		\$1,808.20
Invoice	103015 1/12/2026			
Transaction Date	1/30/2026	First Bank & Trust	10100	Total \$1,808.20
Refer	0 Cedar East Bethel Lions	-		
Cash Payment	E 226-43235-307 Professional Services F	Recycling		\$1,300.00
Invoice	02 2026			
Cash Payment	E 226-43235-307 Professional Services F	Monthly Drop off Saturday		\$419.72
Invoice	02 2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total \$1,719.72
Refer	0 CINTAS CORPORATION	-	City Council Packet, page 29	



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Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/	Rugs/Mats						\$8.43
Invoice	4256904873			1/20/2026					
Cash Payment	E 101-43201-214	Clothing & Personal Equ	Uniforms/Parks						\$30.89
Invoice	4256904873			1/20/2026					
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Uniforms/Streets						\$30.89
Invoice	4256904873			1/20/2026					
Transaction Date	1/30/2026				First Bank & Trust	10100		Total	\$70.21
Refer	0 CINTAS CORPORATION								
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/	Rugs/Mats						\$8.43
Invoice	4257701124			1/27/2026					
Cash Payment	E 101-43201-214	Clothing & Personal Equ	Uniforms/Parks						\$30.89
Invoice	4257701124			1/27/2026					
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Uniforms/Streets						\$30.89
Invoice	4257701124			1/27/2026					
Transaction Date	1/30/2026				First Bank & Trust	10100		Total	\$70.21
Refer	0 CINTAS CORPORATION								
Cash Payment	E 101-43220-403	Bldgs/Facilities Repair/	Rugs/Mats						\$8.43
Invoice	4258376760			2/3/2026					
Cash Payment	E 101-43201-214	Clothing & Personal Equ	Uniforms/Parks						\$30.89
Invoice	4258376760			2/3/2026					
Cash Payment	E 101-43220-214	Clothing & Personal Equ	Uniforms/Streets						\$30.89
Invoice	4258376760			2/3/2026					
Transaction Date	2/4/2026				First Bank & Trust	10100		Total	\$70.21
Refer	0 COMPASS MINERALS								
Cash Payment	E 101-43220-224	Street Maint Materials	Bulk Road Salt						\$11,509.34
Invoice	1606022			1/14/2026					
Transaction Date	1/30/2026				First Bank & Trust	10100		Total	\$11,509.34
Refer	0 COMPASS MINERALS								
Cash Payment	E 101-43220-224	Street Maint Materials	Bulk Road Salt						\$8,846.93
Invoice	1603558			1/12/2026					
Cash Payment	E 101-43220-224	Street Maint Materials	Bulk Road Salt						\$2,698.09
Invoice	1602960			1/10/2026					
Transaction Date	1/30/2026				First Bank & Trust	10100		Total	\$11,545.02
Refer	0 CONWAY SHIELD								
Cash Payment	E 101-42210-214	Clothing & Personal Equ	8 6" Shield with 3 Panels						\$424.50
Invoice	0545303			11/17/2025					
Transaction Date	2/3/2026				First Bank & Trust	10100		Total	\$424.50
Refer	0 CONWAY SHIELD								
Cash Payment	E 101-42210-214	Clothing & Personal Equ	Decal; Howard, C. Fish, King						\$172.26
Invoice	0548080			1/22/2026					
Transaction Date	1/30/2026				First Bank & Trust	10100		Total	\$172.26
Refer	0 DAKOTA SUPPLY GROUP								
Cash Payment	E 101-42210-219	General Operating Supp	Boiler Drains						\$18.28
Invoice	S105375609.001			1/20/2026					
Transaction Date	2/3/2026				First Bank & Trust	10100		Total	\$18.28
Refer	0 Dell Marketing L.P.								
Cash Payment	E 101-43220-201	Office Supplies	Monitors						\$166.74
Invoice	10858819231			1/23/2026					



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Cash Payment	E 101-41910-201	Office Supplies	Monitors		\$166.74
Invoice	10858819231	1/23/2026			
Transaction Date	2/2/2026		First Bank & Trust	10100	Total \$333.48
Refer	0 DINGES FIRE COMPANY				
Cash Payment	E 101-42210-231	Small Tools and Minor E	Nozzles		\$2,550.00
Invoice	PRE2835	12/31/2025			
Transaction Date	2/2/2026		First Bank & Trust	10100	Total \$2,550.00
Refer	0 EHLERS				
Cash Payment	E 101-41520-434	Conferences/Meetings	2026 Ehlers Public Finance Seminar		\$250.00
Invoice	2026	1/30/2026			
Transaction Date	2/3/2026		First Bank & Trust	10100	Total \$250.00
Refer	0 EHLERS				
Cash Payment	E 436-43600-307	Professional Services F	General TIF Consulting; Stacie Kvilvang; preparation		\$487.50
Invoice	104589	1/23/2026			
Transaction Date	2/4/2026		First Bank & Trust	10100	Total \$487.50
Refer	0 FACTORY MOTOR PARTS				
Cash Payment	E 101-43220-221	Motor Vehicles Parts	Battery		\$153.44
Invoice	159-156508	2/3/2026			
Transaction Date	2/4/2026		First Bank & Trust	10100	Total \$153.44
Refer	0 FLEET PRIDE				
Cash Payment	E 101-43220-309	Information Systems	Jaltest CV Annual Renewal; Software Subscription		\$2,085.00
Invoice	131270125	1/5/2026			
Transaction Date	2/4/2026		First Bank & Trust	10100	Total \$2,085.00
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 101-43220-307	Professional Services F	One Call Locate Service		\$60.80
Invoice	6010359	1/31/2026			
Transaction Date	2/4/2026		First Bank & Trust	10100	Total \$60.80
Refer	0 GRAINGER				
Cash Payment	E 101-43201-217	Safety Supplies	Ear Plugs		\$199.62
Invoice	9787260240	1/28/2026			
Transaction Date	2/2/2026		First Bank & Trust	10100	Total \$199.62
Refer	0 GRAINGER				
Cash Payment	E 615-49851-211	Cleaning Supplies	Paper Towel, Toilet Paper		\$582.11
Invoice	9782868187	1/23/2026			
Transaction Date	2/2/2026		First Bank & Trust	10100	Total \$582.11
Refer	0 HALLER, JEREMIAH				
Cash Payment	E 601-49401-434	Conferences/Meetings	MN Rural Water Association Conference; J. Haller, J. Hehir, C. Citrowske		\$1,050.00
Invoice		1/28/2026			
Transaction Date	2/2/2026		First Bank & Trust	10100	Total \$1,050.00
Refer	0 HOFFMAN, WADE				
Cash Payment	E 101-42210-434	Conferences/Meetings	Mileage Reimbursement for Training		\$101.85
Invoice	013026	2/2/2026			
Transaction Date	2/4/2026		First Bank & Trust	10100	Total \$101.85
Refer	0 ICS CONSULTING, LLC -138006				



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Cash Payment	E 401-40100-307 Professional Services F	Facility Study Fees			\$7,250.00
Invoice 13494	1/31/2026				
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$7,250.00
Refer	0 INNOVATIONS PLUS LLC				
Cash Payment	E 101-43201-219 General Operating Supp	Jefferson; Recognition Plaque			\$25.00
Invoice 8683	2/6/2026				
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$25.00
Refer	0 MACQUEEN				
Cash Payment	E 101-42210-231 Small Tools and Minor E	Nozzles			\$2,601.35
Invoice p61400	1/26/2026				
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$2,601.35
Refer	0 MANSFIELD OIL COMPANY				
Cash Payment	E 101-42210-212 Motor Fuels	Fire Diesel Fuel			\$293.03
Invoice 27473755	1/29/2026				
Cash Payment	E 101-43201-212 Motor Fuels	Park Diesel Fuel			\$563.52
Invoice 27473755	1/29/2026				
Cash Payment	E 101-43220-212 Motor Fuels	Street Diesel Fuel			\$1,397.55
Invoice 27473755	1/29/2026				
Transaction Date	2/3/2026	First Bank & Trust	10100	Total	\$2,254.10
Refer	0 MANSFIELD OIL COMPANY				
Cash Payment	E 101-42210-212 Motor Fuels	Fire Unleaded Fuel			\$253.54
Invoice 27473690	1/29/2026				
Cash Payment	E 101-43201-212 Motor Fuels	Park Unleaded Fuel			\$217.32
Invoice 27473690	1/29/2026				
Cash Payment	E 101-43220-212 Motor Fuels	Street Unleaded Fuel			\$94.17
Invoice 27473690	1/29/2026				
Cash Payment	E 101-42410-212 Motor Fuels	Building Dept Unleaded Fuel			\$159.37
Invoice 27473690	1/29/2026				
Transaction Date	2/3/2026	First Bank & Trust	10100	Total	\$724.40
Refer	0 MANTEUFFEL, KYLE				
Cash Payment	G 101-24500 Escrow	Refund Escrow for Septic Replacement			\$16,812.50
Invoice 02 2026	2/3/2026				
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$16,812.50
Refer	0 MENARDS BLAINE				
Cash Payment	E 101-42210-219 General Operating Supp	Keyboard, Mouse, Address & Letter Pack, Picture Hangers			\$19.90
Invoice 96403	1/16/2026				
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$19.90
Refer	0 MENARDS CAMBRIDGE				
Cash Payment	E 101-43201-223 Bldg/Facility Repair Sup	Purple Primer, Cement, Socket			\$78.80
Invoice 47852	1/20/2026				
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$78.80
Refer	0 MENARDS CAMBRIDGE				
Cash Payment	E 101-42210-231 Small Tools and Minor E	4-Tier Shelving Units			\$559.98
Invoice 48143	1/26/2026				
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$559.98
Refer	0 MENARDS CAMBRIDGE				
Cash Payment	E 101-42210-219 General Operating Supp	Bin, Tape Measure, Hanging hook, Oil Dri			\$86.22
Invoice 48220	1/27/2026	City Council Packet, page 32			



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Cash Payment	E 101-42210-231	Small Tools and Minor E	Water						\$12.09
Invoice	48220			1/27/2026					
Cash Payment	E 101-42210-217	Safety Supplies	Bins						\$13.91
Invoice	48220			1/27/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$112.22
Refer	0 <i>MENARDS CAMBRIDGE</i>								
Cash Payment	E 101-41940-223	Bldg/Facility Repair Sup	Paint for Senior Center						\$89.85
Invoice	48311			1/29/2026					
Transaction Date	2/3/2026		First Bank & Trust	10100		Total			\$89.85
Refer	0 <i>MENARDS CAMBRIDGE</i>								
Cash Payment	E 101-41940-211	Cleaning Supplies	Bleach, Oven Cleaner, Odor Eliminator						\$15.31
Invoice	48326			1/29/2026					
Transaction Date	2/3/2026		First Bank & Trust	10100		Total			\$15.31
Refer	0 <i>MENARDS CAMBRIDGE</i>								
Cash Payment	E 101-43220-231	Small Tools and Minor E	Pliers, Utility knife, Tape, Wrench, Hammer						\$95.92
Invoice	134837			1/30/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$95.92
Refer	0 <i>MENARDS FOREST LAKE</i>								
Cash Payment	E 101-43201-223	Bldg/Facility Repair Sup	Socket Flanges						\$94.14
Invoice	72852			1/21/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$94.14
Refer	0 <i>MENARDS FOREST LAKE</i>								
Cash Payment	E 101-41940-223	Bldg/Facility Repair Sup	Paint Tray, Screw, Paint, Rollers						\$60.58
Invoice	73219			1/27/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$60.58
Refer	0 <i>METRO INET</i>								
Cash Payment	E 101-41320-309	Information Systems	Computer and Network Support						\$1,313.26
Invoice	3269			2/1/2026					
Cash Payment	E 101-41520-309	Information Systems	Computer and Network Support						\$1,229.63
Invoice	3269			2/1/2026					
Cash Payment	E 101-41910-309	Information Systems	Computer and Network Support						\$819.76
Invoice	3269			2/1/2026					
Cash Payment	E 101-42410-309	Information Systems	Computer and Network Support						\$1,229.63
Invoice	3269			2/1/2026					
Cash Payment	E 101-43220-309	Information Systems	Computer and Network Support						\$811.39
Invoice	3269			2/1/2026					
Cash Payment	E 101-43201-309	Information Systems	Computer and Network Support						\$25.09
Invoice	3269			2/1/2026					
Cash Payment	E 101-42210-309	Information Systems	Computer and Network Support						\$2,826.54
Invoice	3269			2/1/2026					
Cash Payment	E 615-49851-309	Information Systems	Computer and Network Support						\$404.70
Invoice	3269			2/1/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$8,660.00
Refer	0 <i>METROPOLITAN COUNCIL ENV SV</i>								
Cash Payment	E 602-49451-307	Professional Services F	Waste Water Services Def Rev						\$6,909.56
Invoice	0001199739			2/3/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$6,909.56
Refer	0 <i>MIDCONTINENT COMMUNICATION</i>								



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Cash Payment	E 101-42210-321 Telephone	132997001-Fire Dept.			\$106.41
Invoice	13864340215191	1/20/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$106.41
Refer	0 <u>MIDWAY FORD COMPANY</u> -				
Cash Payment	E 101-43220-401 Motor Vehicle Services	(Repairs to diesel exhaust system on truck #38			\$7,714.19
Invoice	649791	1/26/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$7,714.19
Refer	0 <u>MILLS AFTERMARKET ACCESSOR</u> -				
Cash Payment	E 101-43220-221 Motor Vehicles Parts	Truck #48; Floor Liners, Mud Flaps, Seat Covers, Cab Rack, Oval Nerf Step Bar			\$1,806.79
Invoice	BLN-76350-01	1/26/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$1,806.79
Refer	0 <u>MN REVENUE</u> - <u>Ck# 001904E 2/4/2026</u>				
Cash Payment	G 101-20400 Sales Tax Payable	Sales Tax Remittance			\$310.00
Invoice	01 2026	2/3/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$310.00
Refer	0 <u>MORRIES FOREST LAKE CHEV</u> -				
Cash Payment	E 101-43220-401 Motor Vehicle Services	(Truck #48; Installed upfitter switches and wiring			\$265.00
Invoice	168619	1/15/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$265.00
Refer	0 <u>MUELLER, MORGEN</u> -				
Cash Payment	E 601-49401-434 Conferences/Meetings	MN Rural Water Association Conference			\$350.00
Invoice		1/26/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$350.00
Refer	0 <u>O REILLY</u> -				
Cash Payment	E 101-43220-213 Lubricants and Additives	Disel Antigel			\$89.88
Invoice	1539-401071	1/23/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$89.88
Refer	0 <u>O REILLY</u> -				
Cash Payment	E 101-43220-221 Motor Vehicles Parts	Truck #48; License Plate Fastener			\$4.49
Invoice	1539-401989	1/28/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$4.49
Refer	0 <u>PDCM/SCSU-RANGE</u> -				
Cash Payment	E 101-42210-434 Conferences/Meetings	Training; Madson, Husnick			\$800.00
Invoice	337900-12489	1/29/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$800.00
Refer	0 <u>PIONEER CRITICAL POWER</u> -				
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	Repairs to generator, Battery, Battery Charger			\$1,739.54
Invoice	INV3254	1/21/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$1,739.54
Refer	0 <u>PLUNKETTS PEST CONTROL</u> -				
Cash Payment	E 101-42210-307 Professional Services F	Pest Control Fire Stations			\$213.20
Invoice	10368248	2/1/2026			
Cash Payment	E 101-41940-223 Bldg/Facility Repair Sup	Pest Control City Hall			\$84.50
Invoice	10368248	2/1/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$297.70
Refer	0 <u>R & R SPECIALITIES</u> -				



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Cash Payment	E 615-49851-223	Bldg/Facility Repair Sup	Board Brush						\$117.18
Invoice	0092061-IN			1/21/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$117.18
Refer	0 R & R SPECIALITIES								
Cash Payment	E 615-49851-402	Repairs/Maint Machiner	77" Blades						\$75.00
Invoice	009224-IN			2/1/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$75.00
Refer	0 S & S Industrial Supply								
Cash Payment	E 101-43220-215	Shop Supplies	Shop Supplies						\$463.80
Invoice	346991			1/30/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$463.80
Refer	0 SHERRY LONGLEY PHOTOGRAPH								
Cash Payment	E 101-42210-351	Printing and Duplicating	11 Head shots for Fire Department						\$275.00
Invoice	40069			1/19/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$275.00
Refer	0 SIMSUSHARE								
Cash Payment	E 101-42210-434	Conferences/Meetings	License for 1 Sim Developers, Simultaneous Exercise, Storage						\$1,700.00
Invoice	22029			1/24/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$1,700.00
Refer	0 ST. CLOUD STATE UNIVERSITY								
Cash Payment	E 101-41320-434	Conferences/Meetings	MCFOA.2026.BB; MCFOA Annual Conference 2026; C. Frost						\$495.00
Invoice	1340089			1/9/2026					
Transaction Date	2/2/2026		First Bank & Trust	10100		Total			\$495.00
Refer	0 STANFORD, DESIREE								
Cash Payment	E 601-49401-307	Professional Services F	DocuSend Fees for UB - Oct, Nov, Dec						\$75.00
Invoice	4th Qtr 2025			2/3/2026					
Cash Payment	E 101-41520-307	Professional Services F	Notary Commission Renewal & Filing						\$140.00
Invoice				2/3/2026					
Transaction Date	2/4/2026		First Bank & Trust	10100		Total			\$215.00
Refer	0 THE HARTFORD								
Cash Payment	E 101-41320-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$84.52
Invoice	556729814207			2/1/2026					
Cash Payment	E 101-41520-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$84.52
Invoice	556729814207			2/1/2026					
Cash Payment	E 101-42410-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$84.52
Invoice	556729814207			2/1/2026					
Cash Payment	E 101-43220-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$140.86
Invoice	556729814207			2/1/2026					
Cash Payment	E 101-43201-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$112.69
Invoice	556729814207			2/1/2026					
Cash Payment	E 101-42210-135	Disability Life Insuranc	February 2026 Short & Long Term Disability Premium						\$56.34
Invoice	556729814207			2/1/2026					
Transaction Date	2/3/2026		First Bank & Trust	10100		Total			\$563.45



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Refer	0 <u>TIMESAVER</u>			-	
Cash Payment	E 101-41320-307	Professional Services F	1/12/26 Council Meeting Minute Transcription		\$178.00
Invoice 31752		1/29/2026			
Cash Payment	E 101-41910-307	Professional Services F	1/27/26 Planning Meeting Minute Transcription		\$178.00
Invoice 31769		1/29/2026			
Cash Payment	E 101-43201-307	Professional Services F	1/13/26 Park Comm Meeting Minute Transcription		\$178.00
Invoice 31754		1/29/2026			
Cash Payment	E 101-41320-307	Professional Services F	1/12/26 Council Work Meeting Minute Transcription		\$178.00
Invoice 31753		1/29/2026			
Cash Payment	E 232-23200-307	Professional Services F	1/20/26 EDA Meeting Minute Transcription		\$219.50
Invoice 31759		1/29/2026			
Cash Payment	E 101-41320-307	Professional Services F	1/26/26 Council Meeting Minute Transcription		\$178.00
Invoice 31764		1/29/2026			
Cash Payment	E 101-41320-307	Professional Services F	1/26/26 Council Work Meeting Minute Transcription		\$178.00
Invoice 31765		1/29/2026			
Cash Payment	E 230-23000-307	Professional Services F	1/26/26 HRA Meeting Minutes		\$178.00
Invoice 31767		1/29/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$1,465.50
Refer	0 <u>TOWMASTER</u>			-	
Cash Payment	E 101-43220-221	Motor Vehicles Parts	LED Clear Backup Light		\$218.48
Invoice 90004682		1/26/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$218.48
Refer	0 <u>TreviPay</u>			-	
Cash Payment	E 101-43201-231	Small Tools and Minor E	Drill Bit Sets		\$30.38
Invoice a1166160		1/21/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$30.38
Refer	0 <u>TreviPay</u>			-	
Cash Payment	E 101-43201-231	Small Tools and Minor E	Hex Bit Socket Set		\$37.99
Invoice bce1ba7b		1/27/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$37.99
Refer	0 <u>TreviPay</u>			-	
Cash Payment	E 101-43220-229	Equipment Parts	45 Gallon Auxillary/Transfer Fuel Tank		\$775.00
Invoice 453e6cb6		1/28/2026			
Transaction Date	2/2/2026	First Bank & Trust	10100	Total	\$775.00
Refer	0 <u>UDEN, BEN</u>			-	
Cash Payment	E 101-42210-307	Professional Services F	Staff Photo Prints		\$43.56
Invoice		2/2/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$43.56
Refer	0 <u>US BANK EQUIPMENT FINANCE</u>			-	
Cash Payment	E 101-41320-413	Office Equipment Rental	Copier Contract E173M811164		\$479.88
Invoice 574517413		2/1/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$479.88
Refer	0 <u>VARITECH INDUSTRIES</u>			-	
Cash Payment	E 101-43220-221	Motor Vehicles Parts	12v plunger valve		\$241.20
Invoice IN060-2005705		2/3/2026			
Transaction Date	2/4/2026	First Bank & Trust	10100	Total	\$241.20



Payments

Current Period: February 2026

Cash Payment	E 101-42210-321 Telephone	542341734-00001Fire Dept	\$560.14
Invoice	6133836582	1/18/2026	
Transaction Date	2/2/2026	First Bank & Trust 10100	Total \$560.14
Refer	0 WRIGHT HENNEPIN		
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/	15016813716.Minard Bldg	\$42.95
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1691-9318-City Hall	\$46.40
Invoice	35032769076	1/28/2026	
Cash Payment	E 615-49851-403 Bldgs/Facilities Repair/	15016814169-Arena	\$44.90
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1699-5194-Senior Center	\$11.00
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8850-Station #1	\$27.50
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8853-Station #2	\$22.00
Invoice	35032769076	1/28/2026	
Cash Payment	E 601-49401-403 Bldgs/Facilities Repair/	150-1699-8854-Whispering Aspen	\$5.50
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-42210-403 Bldgs/Facilities Repair/	150-1699-8855-Station #2	\$5.50
Invoice	35032769076	1/28/2026	
Cash Payment	E 101-41940-403 Bldgs/Facilities Repair/	150-1691-9318-City Hall	\$22.00
Invoice	35032769076	1/28/2026	
Transaction Date	2/4/2026	First Bank & Trust 10100	Total \$227.75

Fund Summary

	10100 First Bank & Trust
101 General	\$84,862.32
226 Recycling	\$2,514.52
230 HRA	\$178.00
232 EDA	\$219.50
401 Building Capital	\$24,155.00
436 TIF District 1-2	\$487.50
601 Water	\$1,576.32
602 Sewer	\$6,909.56
615 Arena	\$1,595.11
	<u>\$122,497.83</u>

Pre-Written Checks	\$310.00
Checks to be Generated by the Computer	\$122,187.83
Total	<u>\$122,497.83</u>

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



Date: February 9, 2026

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 – January 26, 2026 City Council Work Meeting Minutes

Minutes from the January 26, 2026 City Council work meeting are attached for your review.

Item C – January 26, 2026 City Council Meeting Minutes

Minutes from the January 26, 2026 City Council meeting are attached for your review.

Item D – Approval for and Advertisement of Seasonal Employee Positions

Increased demands for road and park maintenance in the spring and through the summer have required the hiring of seasonal personnel to support these activities. The increased workload for park and street projects, along with scheduled leave for full time employees, creates a need for seasonal workers to provide additional workforce support to assist in these activities.

Funding for one position in the amount of \$7,000 is provided for in the 2026 General Fund under the Parks Department budget. The other seasonal position in the amount of \$7,000 is provided for in the 2026 General Fund under the Street Department. Seasonal public works employees are paid between \$15.00 to \$23.00 per hour depending upon experience. There will be no benefits paid for these positions.

An additional seasonal position may be needed to help cover the workload of a full-time employee out on extended leave due to a worker's compensation injury. The timing of this need may not be known until late spring or early summer.

Staff is seeking approval to advertise for two seasonal employees to be employed for the period of May to the end of August 2026 and a possible additional seasonal employee if needed, closer to the summer work season.

Item E – 2026 SafeAssure Contract Renewal

Along with the Cities of Ham Lake, Nowthen, Bethel, and Oak Grove, the City of East Bethel has been contracting with SafeAssure since February of 2009 for Safety Consultant Services. SafeAssure provides unlimited safety consulting services, conducts classroom-training sessions, writes and/or maintains mandatory Occupational Safety and Health Administration (OSHA) programs and provides a complete material safety data sheets (MSDS) management service in conjunction with MSDS Online.

City employees participate in a required annual AWAIR/Right-to-Know training session and the Public Works Department participates in monthly training on topics such as Blood Borne Pathogens, Traffic Safety, Confined Space Entry, Trenching, Defensive Driving, Tree Trimming, Hazmat, Personal Protective Equipment, etc.

Costs for the contract renewal would be \$4,542.32 for the period of March 1, 2026 to February 28, 2027.

Item F – Re-appointment of Planning Commission Member

At the January 27, 2026, Planning Commission meeting, the Commission voted to re-appoint Gerald Tiah for his current seat on the Planning Commission. Mr. Tiah was originally appointed to a partial term beginning on December 23, 2025. If accepted, Mr. Tiah will begin his service of a full term, to expire January 31, 2029.

Item G – Approval of Temporary Construction Easements for the Viking Meadows Development

Information for this item will be provided by the City Attorney as soon as it is available.

Item H – Res. 2026-08, Approving Application for Raffle Permit

Approval of this resolution and application allows no waiting period for an exempt permit for TVF MN, a nonprofit organization, to hold a raffle on Tuesday, March 10, 2026, at Plow World Power Equipment..

Item I – Approve MN Lawful Gambling 2025 LG510 Report

The City of East Bethel has five licensed organizations that offer charitable gambling at various locations throughout the City. Per City ordinance, each organization is required to contribute 10% of their net profits to the City on a monthly basis. The City recorded \$62,386.10 in gambling contribution revenue for 2025. Each year the City is required to submit a LG510 Annual Report, 10% Lawful Gambling Contribution Fund report to the MN Lawful Gambling Board. This report chronicles the amount of gambling contribution revenue earned and identifies where the gambling funds were used. Staff has completed this form and earmarked that the funds were used for (A10) expenditures for police, fire, and other emergency or public safety-related services, equipment and training—more specifically the 2025 Law Enforcement Contract with Anoka County. Staff recommends Council approve the LG510 Annual Report and direct its submission to the MN Lawful Gambling Board before the 3/15/26 deadline.

Item J – Approve the Upper Rum River Watershed Management Organization Budget for 2027

The City of East Bethel entered into a Joint Powers Agreement for the purposes of managing the Upper Rum River watershed on August 26, 2024. The 2027 budget is a 6.5% increase (\$3,634) over last year's budget. Each member city must ratify the budget prior to its adoption. Total budget for program year 2027 is \$59,640. The increase is due to the state required 10-year URRWMO plan update. While the overall cost of the plan update is \$55,000, the WMO has managed to set dollars aside annually to account for the majority of the planned expense.

Item K – Res. 2026-09, Amending Filing Date Listed for Resolution 2020-36 and approving Administrative Subdivision (Outlot A, Oak Brook Acres)

On July 13, 2020 the East Bethel City Council approved an Administrative Subdivision of Outlot A, Oak Brook Acres at 21087 National St NE via Res. 2020-36. One condition of the resolution was that the subdivision and combination form was to be filed with Anoka County prior to September 13, 2020. Due to unforeseen circumstances, title work was delayed. On May 28, 2025, City Council granted an extension which amended the filing deadline to November 30, 2025.

The subdivision and combination request is now finalized, however there has been a significant delay in coordinating scheduling with probate court dates, and the deadline expired again prior to conclusive filing. Resolution 2026-08 officially amends the original resolution, and extends the filing deadline to August 20, 2026, which the applicant believes will be sufficient for administrative work to be completed.

Item L – Approve Posting of Fire Dept Lieutenant Position and Senior Firefighter Duty Officer

The East Bethel Fire Department (EBFD) conducted officer interviews at the end of 2025. This opened up a lieutenant (LT) position at Station 1. The posting of this position will be in accordance

with the discussion at the work session meeting on October 27th, 2025, and with the job descriptions approved at the subsequent City Council meeting. The LT position will serve out the remainder of the existing term, which is approximately 12 months. The Senior Firefighter Duty Officer position will carry a term consistent with that of the lieutenant position. This is an existing position and will not affect the fire department budget.

Chief Cielocha recommends that the City of East Bethel allows for the posting of the listed positions above.

Fiscal Impact: Items requiring expenditures have approved 2026 Budget funds to cover their costs.

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

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL WORK MEETING

January 26, 2026

The East Bethel City Council met on January 26, 2026, at 6:00 p.m. for the regular City Council Work meeting at City Hall.

MEMBERS PRESENT: Ardie Anderson Suzanne Erkel Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator
Carrie Frost, Deputy City Clerk

1.0 – Elections Planning for 2026 and Beyond

Frost stated that 2026 is another election year; this year, they will have the Primary Election on August 11, 2026, and the General Election on November 3, 2026.

Frost noted that they increased the election budget so that they could increase the pay rate for their election judges.

Frost noted that since they have an increase in housing, their residents/voters will also increase. Right now, they have 3 precincts, all of which are well over the average. Frost stated that they would like to hear from the Council on what they think about creating a possible 4th precinct in East Bethel that would be in place for the 2028 election.

Frost noted that they have a limited number of resources for the buildings in the City that can be used as a polling place, but stated that the Living Hope Church has indicated that they would be interested in serving as the 4th polling place.

Frost noted that the census will occur in 2030 with the redistricting happening in 2031, and asked if the Council would like her to move ahead and see about a 4th precinct or to wait until after the census.

Smith stated that he thinks it is a good idea to plan ahead and thinks that the church idea would also work well.

Erkel stated that she thinks it is best to get a head start in case there are delays.

Frost noted that adding a 4th precinct would also cause an increase in the election budget.

Erkel asked what the estimated budget increase was for this year, with the increase in the election judge pay rate. Frost noted that it increased from \$15,000 to \$20,000.

Miller asked if adding a 4th precinct would be too much of an overkill. Frost stated that they cannot put anything in motion yet until after the elections that are this year.

Erkel asked how they would handle letting people know about the potential addition of a precinct.

Frost noted that she would want to get a recommendation from the elections director and not interfere with this year's elections.

2.0 – Facility Needs Study: Stakeholder Engagement Discussion with ICS/Wold

Representatives from ICS/Wold presented an update on what they have done so far with the Facility Needs Study. She noted that today they will be looking for the Council's desire for next steps.

1 They presented information regarding their planning process, core planning groups, next steps for
2 developing options and solutions, creating guiding principles, including: plan for long-term
3 community growth, operational efficiencies, addressing occupational health risks, optimizing staff
4 work flows, and many other things.

5 They discussed the facility assessment, and why capital planning is important, the space needs
6 analysis,

7 They reviewed the condition assessments from going through City Hall, Community Center, Fire
8 Station 1, 2, and 3, and Public Works, and discussed the ages of the equipment and infrastructure.

9 They discussed the input they received from the employee survey from City Hall and Public Works,
10 and noted that they had a slightly different survey for the Fire Department, and outlined what
11 questions were asked. They noted that after the survey, they then met with each department and did
12 a functional assessment, and they presented their findings to the Council.

13 They noted that they took every building and looked at its long-term growth for the City.

14 Erkel asked how the warm vehicle storage would decrease in 2040 in their presentation. They noted
15 they will take a look at that and see if there was a typo.

16 They discussed the existing utilization of City Hall and Public Works and noted the building support
17 spaces.

18 They noted that this was an update of where they have been and what they have seen, and their next
19 steps will be understanding solutions/looking at options, and looking at costs. They noted they will
20 bring that information back to get feedback from the Council.

21 Erkel asked if they could send her a copy of the full presentation.

22 Anderson asked if they looked at the possibility of tuckpointing and seal coating. They noted that they
23 did capture that.

24 Anderson asked what their next phase will be. They noted that they will send the Council the full
25 packet, and next, they will move forward and develop options/solutions.

26 Smith asked if they could provide a needs vs. wants list.

27 Miller noted that he thinks they should sit down with Ayshford and the City's Public Works
28 department to look this over as well.

29 3.0 – Adjourn

30 Work Meeting adjourned at 6:52 p.m.

31 Submitted by:

32 Lilian Rokosz

33 *TimeSaver Off Site Secretarial, Inc.*

34

DRAFT MINUTES: NOT YET APPROVED

EAST BETHEL CITY COUNCIL MEETING

January 26, 2026

The East Bethel City Council met on January 26, 2026, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Ardie Anderson Suzanne Erkel Tim Miller Jim Smith

ALSO PRESENT: Matt Look, City Administrator
Jacob Saufley, City Attorney
Jeff Cielocha, Fire Chief
Nate Ayshford, Public Works Manager

1.0 Call to Order

The January 26, 2026, 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

Miller 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 December 2025 Sheriff's Report, stating the Sheriff's Department responded to 350 calls, 7 assaults, 1 theft, 33 arrests, 98 traffic stops, 13 traffic citations, and highlighted a few notable calls.

Lieutenant Peters noted that for 2025, they had 4,867 calls for service, and stated that they were slightly up in thefts and slightly down in assaults and damage to property.

Miller asked if they had any complaints regarding salespeople coming into people's driveways. Peters noted that he has not heard of any.

Miller noted that there was a man walking down his street who walked halfway up his driveway before noticing his camera and turning around. Anderson stated that he got a call about that happening last week, somewhere else as well.

Peter stated that they should always give them a call if they ever see things like that in the future, and they will send out a deputy.

Informational; no action required.

4.0 B Fire Department Monthly Report

Fire Chief Cielocha presented the December 2025 report and noted that they responded to 83 calls, including 4 structure fires. He highlighted one of the structure fires that occurred on January 23, 2026, and noted that Ham Lake, Linwood, Rum River Fire District, Isanti, Oak Grove, Forest Lake, Alina, and ACSO all helped out.

1 Cielocha stated that he will have the year-end report for the Council by the next City Council meeting,
2 and they ended the year with 918 calls.

3 Cielocha stated that the floors at all the stations are complete, and they look great.

4 Cielocha stated that they changed back to daytime all calls; they are running into staffing challenges
5 to cover the shifts, but they are having people pick up the shifts.

6 Cielocha noted that the East Bethel Fire Department Auxiliary breakfast is at 8 a.m. on January 31st,
7 2026.

8 **Informational; no action required.**

9 **5.0 Public Forum**

10 None.

11 **6.0 Consent Agenda**

12 Item A: Approve Bill List

13 Item B: Approve Meeting Minutes January 12, 2026 City Council Work Meeting

14 Item C: Approve Meeting Minutes, January 12, 2026 City Council Meeting

15 Item D: Re-Appointment of Park Commission Members

16 ~~Item E: Declaration of Vacancies and Authorization to Accept Applications for Commissions~~

17 ~~Item F: Resolution 2026-05, Arbor Day Declaration, April 24, 2026~~

18 Item G: Approval to Acquire Real Property: 1347 Sims Road NE (#08-33-23-34-0002)

19 Item H: Approval to Request Proposals for Attorney Services and Timeline

20 ~~Item I: Purchase Equipment - Forestry Mulching Head~~

21 ~~Item J: Approve the Hire of Senior City Planner~~

22 Item K: Approve the Hire of Fire Fighter

23 Erkel requested to pull Items E, F, I, and J.

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

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

27 **6.0 E Declaration of Vacancies and Authorization to Accept Applications for Commissions**

28 Erkel thanked Tanner Balfany and Sue Jefferson for their service on the Planning and Parks
29 Commissions, respectively.

30 Miller also thanked Mrs. Jefferson for her service and stated that he really enjoyed working with her.

31 **Erkel stated I'll make a motion to approve Item E of the Consent Agenda. Miller stated I'll second.**

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

34 **6.0 F Resolution 2026-05, Arbor Day Declaration, April 24, 2026**

35 Erkel asked how many trees they usually plant annually. Ayshford noted that they typically have one
36 ceremonial tree that they plant, and they will plant others periodically throughout the year.

37 **Erkel stated I'll make a motion to approve Item F of the Consent Agenda. Miller stated I'll second.**

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

40 **6.0 I Purchase Equipment - Forestry Mulching Head**

41 Erkel noted that she thinks this is such a great idea.

1 Erkel asked if we ever let other cities borrow equipment like this. Ayshford noted that they definitely
2 do, and they have a good working relationship with Ham Lake and borrow a good bit of their
3 equipment.

4 **Erkel stated I'll make a motion to approve Item I of the Consent Agenda. Miller 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 **6.0 J Approve the Hire of Senior City Planner**

8 Erkel asked what the work-from-home hours would be for this new employee. Look stated that they
9 negotiated 3 days in the office, and 2 days working from home.

10 Erkel asked if they would be providing technology for him or if he already has it. Look noted that they
11 will provide him with a laptop.

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

14 Miller asked what kind of schedule they are looking at and which days will be in the office. Look noted
15 that Monday, Tuesday, Wednesday, he will be in the office, and Thursday and Friday will be at home.

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

18 **7.0 New Business. Commission, Association, and Task Force Reports**

19 **7.0 A Planning Commission**

20 None.

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 None.

28 **8.0 B Engineer Report**

29 None.

30 **8.0 C City Attorney**

31 None.

32 **8.0 D Finance**

33 None.

34 **8.0 E Public Works**

35 **8.0 E.1 2026 Class 5 Gravel Road Resurfacing Projects**

36 Ayshford stated that the only recommended road for Class 5 resurfacing is Klondike Drive.

37 Erkel asked if they would be paving the gravel part. Ayshford noted that this will be to gravel the
38 current dirt portion.

39 Anderson asked if they would be hiring this out. Ayshford stated that the City will do the prep work,
40 the contractor will handle the delivery of the material, and the City staff will level it and roll it out.

1 **Erkel stated I'll make a motion to approve the 2026 Class 5 Gravel Road Resurfacing Projects.**
2 **Anderson stated I'll second.** Anderson asked any discussion? To the motion, all in favor say aye. **All**
3 **in favor.** Anderson asked any opposed? That motion passes. **Motion passes unanimously.**

4 **8.0 F Fire Department**

5 None.

6 **8.0 G City Administrator Report**

7 None.

8 **9.0 – Other Items**

9 **9.0 A Staff Report**

10 Look stated that regarding Section 18-231, dealing with peddlers, it requires State or County licenses
11 and a City license as well, and 30 days to apply for that.

12 Look stated that the Local Board of Adjustments will be in April this year. Look stated that if anyone
13 on the Council would like to get their training, it is due by January 31, 2026. Look stated that Miller
14 and Smith still have their training.

15 Erkel noted that she would like to renew her training. Look stated that he will have Frost send her the
16 link.

17 Look reminded that the Local Government Officials Meeting is on January 28, 2026, at 6 p.m and
18 noted that the topic will be on shotgun vs. rifle.

19 **9.0 B Council Reports**

20 Erkel stated that she attended an airport meeting, and they have increased them to 4 times a year,
21 and their election for Chair and Co-chair will be at their March 4, 2026, meeting.

22 Erkel noted that the Seniors dance will be on February 6, 2026, from 1-4 p.m.

23 Miller stated they had a great Parks Commission meeting this month. Miller noted they have had
24 great help from Capstone moving forward with their parks in the City, and they have ordered all the
25 park equipment for Phase 1.

26 Miller thanked Sue Jefferson for all her hard work on the Parks Commission and noted they will now
27 have a vacancy on that Commission.

28 Miller stated that they have an Upper Rum River Budget Meeting on January 29, 2026.

29 **9.0 C Other**

30 None.

31 **10.0 Adjourn**

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

34 Meeting adjourned at 7:30 p.m.

35 Submitted by:

36 Lilian Rokosz

37 *TimeSaver Off Site Secretarial, Inc.*

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. The attached addendum and training schedule clarify written and training requirements.

The required standards that apply to The City of East Bethel are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program....."

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

GENERAL DUTY CLAUSE

PL91-596

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} **employees'** employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the Service Agreement year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum do not include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of East Bethel to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of East Bethel are for the sole and express use by The City of East Bethel and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization, or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of East Bethel.

All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed** to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of East Bethel should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of East Bethel

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDS Online database

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personnel

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personnel

Ergonomics

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

General Safety Requirements

- review/modify or write site specific program
- documented training of all personnel

The “SafeAssure Advantage”

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne, Fire Extinguisher
- Safety Committee Advisor
- Employee Safety Progress Analysis
- **SafeAssure “Client Discount” from Fastenal Stores or Catalogs**
(15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(when required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- **“ALERT” data base**
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day of March 2026 between The City of East Bethel, East Bethel, Minnesota, herein referred to as The City of East Bethel and SafeAssure Consultants, Inc. 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of East Bethel (upon request) with a current Certificate of Insurance with proper coverage lines and a minimum of \$2,000,000.00 in insurance limits of general liability and statutory for workers' **compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.**

SafeAssure further agrees that The City of East Bethel will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of East Bethel, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of East Bethel, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of East Bethel, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of Twelve Months from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of East Bethel, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of East Bethel.

ANNUAL SERVICE AGREEMENT	\$4,542.32
SDS ON-LINE DATABASE	Included
TOTAL ANNUAL	\$4,542.32

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of East Bethel Date

X _____
The City of East Bethel Date

X  _____ 020126
President-SafeAssure

INVOICE

SAFEASSURE CONSULTANTS
7505 93rd Ave NE
Spicer, MN 56288-9682

melanie@safeassure.com
+1 (320) 231-3803
www.safeassure.com



Bill to
City of East Bethel
2241 221st Ave. N.E.
East Bethel, MN 55011

Ship to
City of East Bethel
2241 221st Ave. N.E.
East Bethel, MN 55011

Invoice details

Invoice no.: 3981
Terms: Due by Feb 28
Invoice date: 01/26/2026
Due date: 03/03/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Consulting_	Safety Training	1	\$4,542.32	\$4,542.32

Total **\$4,542.32**

Ways to pay

BANK

Note to customer

Thank you for choosing us. We don't take your business for granted!

[View and pay](#)

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

RESOLUTION 2026-08

**RESOLUTION APPROVING APPLICATION FOR A RAFFLE PERMIT FOR
TVF MN WITH NO WAITING PERIOD**

WHEREAS, TVF MN, a nonprofit organization, has made application for a gambling permit for a raffle to be held on Tuesday, March 10, 2026 at Plow World Power Equipment, 1815 Viking Blvd NE, East Bethel, MN 55011.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA that the gambling permit application for TVF MN for a raffle to be held on Tuesday, March 10, 2026 at Plow World Power Equipment, 1815 Viking Blvd NE, East Bethel, MN 55011 is approved with no waiting period.

Adopted this 9th day of February, 2026 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Arden Anderson, Mayor

ATTEST:

Matt Look, City Administrator

City or County Acknowledgment



I am the official responsible for the financial reporting of the city's or county's 10% lawful gambling contribution fund under Minn. Stat. § 349.213, subd. 1, and confirm that the contributions received were deposited into a fund administered by the city or county. I am aware of the restrictions under Minnesota law on expenditures from this fund and affirm that the expenditures meet the definition of charitable contributions as defined in Minn. Stat. § 349.12, subd. 7a, or are for police, fire, and other emergency or public safety-related services, equipment, and training, excluding pension obligations. I affirm these expenditures are accounted for in a manner consistent with generally accepted accounting principles, and the city or county does not retain control of funds once they are expended from the city's or county's account. I have reviewed this report and affirm that the revenues, expenditures, and the fund balance reflect all contributions received and expenditures from the 10% contribution fund, and that it is a true, correct, and complete report. The information on the form will become public information when received by the Board, and will be used to determine the city's or county's compliance with Minnesota statutes and rules governing lawful gambling activities.

Matt Look

City Administrator

Name

Position Title

2/10/2026

763-367-7850

matt.look@ci.east-bethel.mn.us

Date

Phone Number

Email Address

By March 15 each year email the LG510 to:

gbcity.reports@state.mn.us

Questions? Call 651-539-1900

This form will be made available in alternative format upon request.

LG510 page 3 of 3

**INFORMATION
FOR CITY
COUNCILS**

ABOUT THE UPPER
RUM RIVER
WATERSHED
MANAGEMENT



**Annual Mini-
Report
to Cities**

FEBRUARY 2026

**URRWMO
BOARD**

City of Bethel

Ryan Seguin
Patrick Sullivan

City of East Bethel

Tim Miller
Radja Lohse

City of Ham Lake

Brian Kirkham
Jeff Entsminger

City of Nowthen

Dan Breyen (V. Chair)
Ken Glaser

City of Oak Grove

John West (Chair)
Paul Tradewell

City of St. Francis

Andrew Wood
Sarah Udvig

About the URRWMO

The URRWMO is a joint powers organization including the Cities of St. Francis, Oak Grove, Nowthen, Bethel, and portions of East Bethel. A corner of Ham Lake also falls within the URRWMO. Contributions from these cities, plus grants, make up the annual budget. The WMO Board is made up of two representatives from each city.

Priorities

We work to maintain the quality of area lakes, rivers, streams & groundwater across municipal boundaries. Resources of particular importance include the Rum River, Lake George & East Twin Lake. The Rum River is designated as a state Scenic and Recreational Waterway & is near state nutrient limits. Secondly, we work on Seelye Brook, Ford Brook, & Cedar Creek.

Example Projects



Rum Riverbank stabilization



St. Francis High School students monitoring the Rum River.

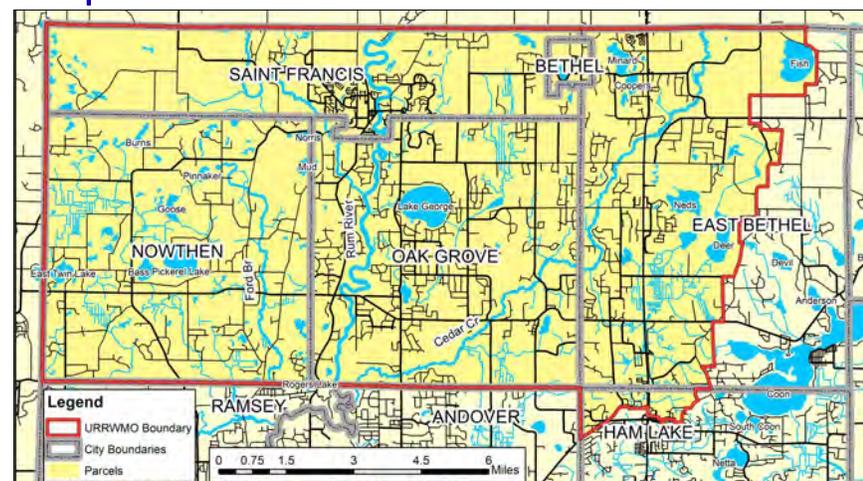
Priorities in our watershed plan:

- ◆ Lake George water quality projects, including lakeshore stabilization.
- ◆ Rum River water quality projects, including stormwater treatment & riverbank stabilizations.
- ◆ Outreach to encourage behavioral changes that benefit water quality.



Lake George shoreline stabilization & buffer planting

Map of the URRWMO

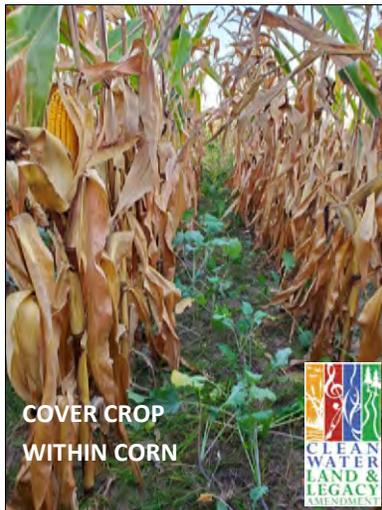


2025 Highlights

- ◆ **221st Ave Riverbank Planting** (Oak Grove) — Following the stabilization of 935 ft of severely eroding Rum Riverbank in 2024, we installed vegetation for long-term stability and wildlife habitat. Funding included the Clean Water Fund, Outdoor Heritage Fund, Anoka Co, Upper Rum River WMO, & landowners.



- ◆ **Agricultural Practices** (East Bethel, Nowthen) - We stepped up outreach to owners of agricultural land, resulting in 8 consultations and 1 installed project (40 acres of cover crops, East Bethel). Funding was from the Clean Water Fund.



2025 Highlights (con't)

- ◆ **Septic System Fix Up** (all cities) — Promoted grant funds to fix failing systems where the owners meet low income criteria. One 2025 installation was completed in St. Francis. Funds are from a State grant.



2026 Plans

- ◆ **Enhanced Street Sweeping** (St. Francis) — Working with the City of St. Francis to identify locations for enhanced sweeping. These are streets where sweeping at a different time or more frequently offers strong water quality benefits. Funding for to implement enhanced sweeping is anticipated starting in late 2026 and beyond.



- ◆ **Rum River North Co Park Ravine Design** (St. Francis) — Design the stabilization of a ravine near the Rum River.
- ◆ **Lake George Shoreline Stabilizations** (Oak Grove) - We'll work with landowners to correct erosion & add vegetated buffers to filter runoff. Funding from Clean Water Fund.



- ◆ **Other**—Rum Riverbank stabilization at Cedar Creek Conservation Area (Oak Grove), habitat restoration at Dellwood Park (St. Francis), wetland restorations, water monitoring, St. Francis High School biomonitoring, and more.



MEMO

To: URRWMO Member Cities
From: Jamie Schurbon, Watershed Projects Manager
Date: January 30, 2026
Re: URRWMO 2027 Draft Budget

2027 Draft Budget to Ratify

The Upper Rum River Watershed Management Organization (URRWMO) board has developed its recommended 2027 budget of \$59,640. It must be ratified by each member community before it becomes final. Please have your city council consider ratification **before February 20**. **Notifications can be sent to jamie.schurbon@anokaswcd.org.**

The 2027 budget is an overall 6.5% (\$3,634) increase from 2026. The increase is due to the state-required update of the 10-year URRWMO Watershed Management Plan update to occur in 2027-2028. That task is estimated to cost \$55,000 and the board is budgeting the expense over several years. The board was able to substantially reduce other regular budget items to offset most of the temporary increase for the plan update.

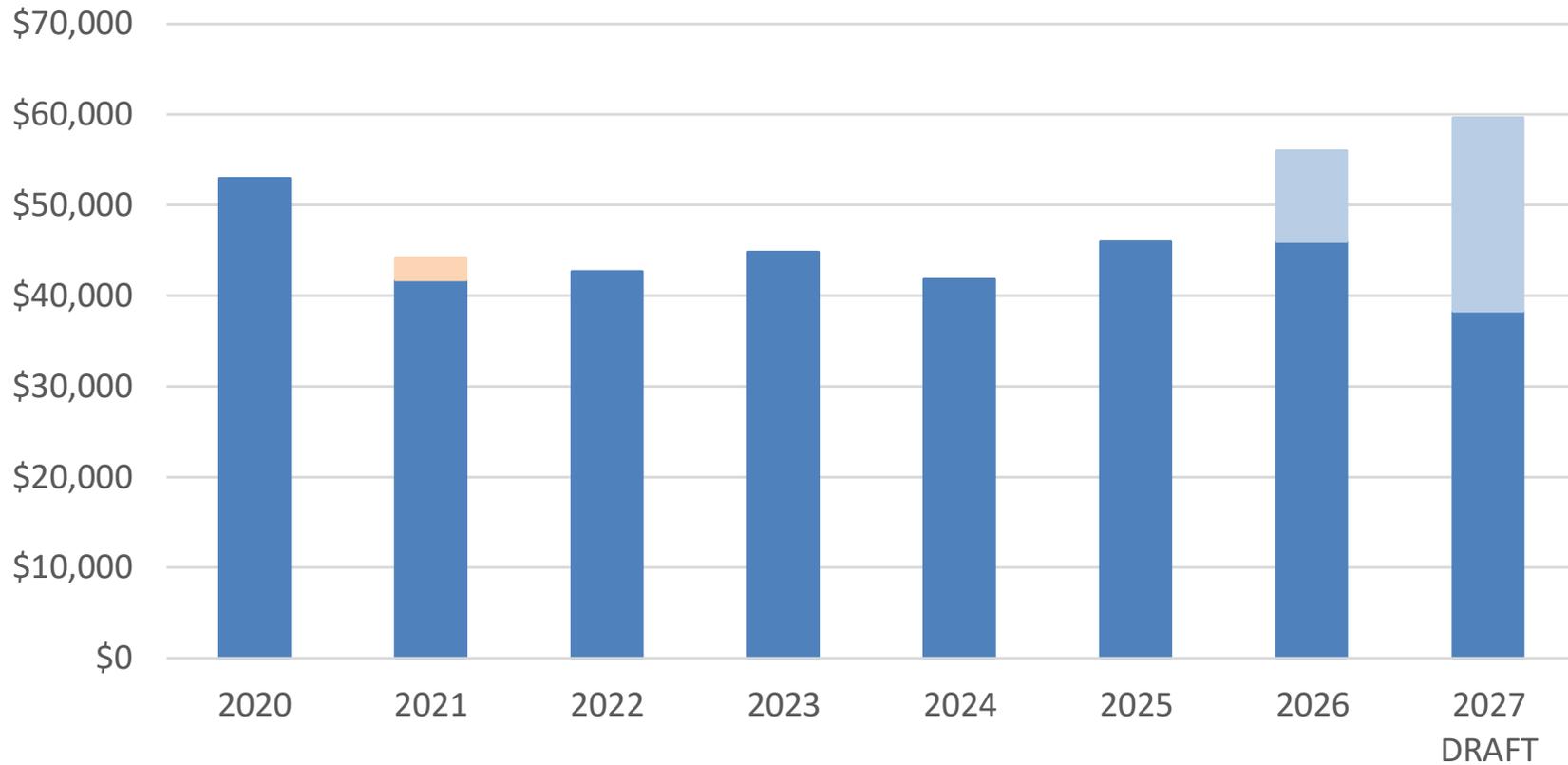
If you have any questions about the budget please contact me (jamie.schurbon@anokaswcd.org) or your one of your city representatives on the URRWMO board.

Summary of 2025 Activities

Enclosed is a mini-report of URRWMO 2025 accomplishments. This item is informational only.

UPPER RUM RIVER WMO BUDGETS

■ Traditional Budget Items ■ Toward 2027-2028 Plan Update ■ Reserves Spend Down





UPPER RUM RIVER

Watershed Management Organization

COSTS BY CITY

2027 DRAFT Budget Summary

Notes:

Budget was developed 2019-2028 URRWMO Watershed Management Plan.

Community contributions are based on land area and market valuations, per the current Upper Rum River WMO joint powers agreement.

The community contributions were updated with the most recent market valuations in 2021. This update is done every five years.

1/30/2026

	Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis	TOTAL
% non-operating costs -->	1.04%	23.85%	1.68%	22.81%	30.48%	20.14%	100.00%
% operating costs -->	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	100.00%

Row Labels	Sum of 2027 Budget	Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis	TOTAL
Non-operating	\$46,241.00	\$480.91	\$11,028.48	\$776.85	\$10,547.57	\$14,094.26	\$9,312.94	\$46,241.00
Education and Public Outreach	\$5,198.00	\$54.06	\$1,239.72	\$87.33	\$1,185.66	\$1,584.35	\$1,046.88	\$5,198.00
Non-Operating General	\$24,779.00	\$257.70	\$5,909.79	\$416.29	\$5,652.09	\$7,552.64	\$4,990.49	\$24,779.00
Water Quality Improvement Projects	\$11,074.00	\$115.17	\$2,641.15	\$186.04	\$2,525.98	\$3,375.36	\$2,230.30	\$11,074.00
Water Monitoring	\$5,190.00	\$53.98	\$1,237.82	\$87.19	\$1,183.84	\$1,581.91	\$1,045.27	\$5,190.00
Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating	\$13,399.00	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$13,399.00
Operating Expenses	\$13,399.00	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$2,233.17	\$13,399.00
Reserve Spend Down	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$59,640.00	\$2,714.07	\$13,261.65	\$3,010.02	\$12,780.74	\$16,327.42	\$11,546.10	\$59,640.00



2027 DRAFT Budget Detail

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

1/30/2026

	Sum of 2025 Budget	Sum of 2026 Budget	Sum of 2027 Watershed Plan	Sum of 2027 Budget
1 Non-operating				
2 Education and Public Outreach				
3 Anoka Co Outreach Coordinator Position	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
4 Website operations/maintenance	\$1,030.00	\$1,080.00	\$975.00	\$1,230.00
5 Rum River biomonitoring with St. Francis High School	\$0.00	\$1,250.00	\$0.00	\$1,250.00
6 URRWMO public education and outreach	\$1,160.00	\$1,189.00	\$1,218.00	\$1,218.00
7				
8 Non-Operating General				
9 Watershed Coordinator - Facilitate Technical Advisory Committee (TAC)	\$1,856.00	\$500.00	\$1,949.00	\$1,949.00
10 Watershed Coordinator - Grant applications	\$1,300.00	\$1,500.00	\$4,386.00	\$1,500.00
11 Watershed Plan Update 2027-2028	\$0.00	\$10,000.00	\$0.00	\$21,330.00
12				
13 Water Quality Improvement Projects				
14 Projects as detailed in the URRWMO 10-year Plan	\$16,971.00	\$17,395.00	\$17,830.00	\$11,074.00
15				
16 Water Monitoring				
17 Lake Level Monitoring	\$1,440.00	\$1,440.00	\$1,632.84	\$1,440.00
18 Lake Water Quality Monitoring	\$0.00	\$2,700.00	\$2,700.00	\$0.00
19 Reference Wetland Hydrology Monitoring	\$3,750.00	\$3,750.00	\$4,279.65	\$3,750.00
20 Stream Water Quality Monitoring	\$2,700.00	\$0.00	\$4,691.13	\$0.00
21 Water Monitoring Fund	-\$390.00	\$0.00	-\$5,507.00	\$0.00
22				
23 Studies				
24 Subwatershed Assessment Studies (SWAs) for priority waterbodies	\$2,500.00	\$0.00	\$17,830.00	\$0.00
25				
26 Operating				
27 Operating Expenses				
28 Advertise Bids for Pro Services (req'd in odd yrs)	\$0.00	\$0.00	\$0.00	\$0.00
29 Liability Insurance	\$2,667.00	\$2,734.00	\$2,802.00	\$2,802.00
30 Recording Secretary services	\$1,225.00	\$1,225.00	\$1,462.00	\$2,409.00
31 Watershed Coordinator - Facilitate regular URRWMO mtgs	\$3,711.00	\$3,804.00	\$3,899.00	\$3,899.00
32 Watershed Coordinator - Annual Report to State Auditor	\$742.00	\$761.00	\$780.00	\$780.00
33 Watershed Coordinator - Annual Report to BWSR	\$1,484.00	\$1,522.00	\$1,560.00	\$1,560.00
34 Watershed Coordinator - Other - see desc.	\$2,300.00	\$3,656.00	\$1,949.00	\$1,949.00
35				
36 Reserve Spend Down				
37 Undesignated Reserve Spend Down	\$0.00	\$0.00	\$0.00	\$0.00
38				
39 Grand Total	\$45,946.00	\$56,006.00	\$64,436.62	\$59,640.00

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

RESOLUTION NO. 2020-36

A RESOLUTION APPROVING THE ADMINISTRATIVE SUBDIVISION AND LOT COMBINATION LOCATED AT 21087 NATIONAL STREET NE, EAST BETHEL, LEGALLY DESCRIBED AS:

OUTLOT A AND OUTLOT G OAK BROOK ACRES

WHEREAS, the property owner requested approval of an administrative subdivision and lot combination as shown on EXHIBIT A; and

WHEREAS, the property is zoned RR, Rural Residential in which lots are required to be a minimum of 2.5 acres in size; and

WHEREAS, the proposed lot sizes meet the requirements of city code; and

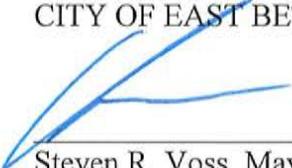
WHEREAS, City staff reviewed the proposals and recommends the City Council approve the proposal.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of the City staff and approves the administrative subdivision and lot combination as shown on Exhibit A; the administrative subdivision legally described on Exhibit B and Exhibit C; and the lot combination legally described on Exhibit D with the following condition:

1. Administrative Subdivision and lot combination must be filed with Anoka County no later than September 13, 2020.

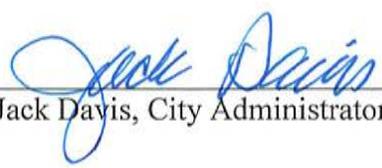
Adopted this 13th day of July, 2020 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Steven R. Voss, Mayor

ATTEST:



Jack Davis, City Administrator



CITY OF EAST BETHEL
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO. 2025-30

AMENDING THE FILING DATE LISTED ON RESOLUTION 2020-36
AND APPROVING THE ADMINISTRATIVE SUBDIVISION AND LOT COMBINATION FOR
21087 NATIONAL STREET NE, EAST BETHEL, LEGALLY DESCRIBED AS:

OUTLOT A AND OUTLOT G OAK BROOK ACRES

WHEREAS, the property owner requested approval of an administrative subdivision and lot combination as shown on EXHIBIT A; and

WHEREAS, the property is zoned RR, Rural Residential in which lots are required to be a minimum of 2.5 acres in size; and

WHEREAS, the proposed lot sizes meet the requirements of city code; and

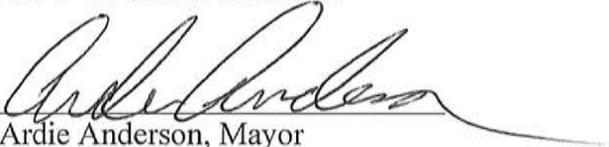
WHEREAS, City staff reviewed the request and recommends the City Council approve the proposal.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of City staff and approves the administrative subdivision and lot combination as shown on Exhibit A; the administrative subdivision legally described on Exhibit B and Exhibit C; and the lot combination legally described on Exhibit D with the following conditions:

1. Administrative Subdivision and lot combination must be filed with Anoka County no later than November 30th, 2025.

Adopted this 28th day of May, 2025 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL


Ardie Anderson, Mayor

ATTEST


Matt Look, City Administrator



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

RESOLUTION NO. 2026-09

**AMENDING THE FILING DATE LISTED ON RESOLUTIONS 2020-36 AND 2025-30,
AND APPROVING THE ADMINISTRATIVE SUBDIVISION AND LOT COMBINATION FOR
21087 NATIONAL STREET NE, EAST BETHEL, LEGALLY DESCRIBED AS:**

OUTLOT A AND OUTLOT G OAK BROOK ACRES

WHEREAS, the property owner requested approval of an administrative subdivision and lot combination as shown on EXHIBIT A; and

WHEREAS, the property is zoned RR, Rural Residential in which lots are required to be a minimum of 2.5 acres in size; and

WHEREAS, the proposed lot sizes meet the requirements of city code; and

WHEREAS, City staff reviewed the request and recommends the City Council approve the proposal.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby agrees with the recommendation of City staff and approves the administrative subdivision and lot combination as shown on Exhibit A; the administrative subdivision legally described on Exhibit B and Exhibit C; and the lot combination legally described on Exhibit D with the following conditions:

1. Administrative Subdivision and lot combination must be filed with Anoka County no later than August 20th, 2026.

Adopted this 9th day of February, 2026 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Ardie Anderson, Mayor

ATTEST

Matt Look, City Administrator

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



Meeting Date: February 9, 2026

Agenda Item Number: 7.A.1

Agenda Item: A Concept Plan Review for “Friday Stables Estates,” an 8-lot (formerly 17-lot) subdivision located at 18215 Greenbrook Drive (PID 33-33-23-44-0003) (City File 25-037)

Request: Informally advise the developer on any adjustments to the plan prior to the submission of a Preliminary and Final Plat application.

Review Deadline: March 19, 2026

Background/Context

The City received an application from Todd Christenson, on behalf of MC Land Holdings, LLC, for a Concept Plan Review of an 8-lot subdivision located at 18215 Greenbrook Drive (PID 33-33-23-44-0003). A Concept Plan Review allows the public, the Planning Commission, and the City Council to provide feedback on proposed subdivisions in East Bethel.

The property is guided Rural Residential and zoned RR– Rural Residential. The properties to the north, east and west are guided and zoned the same. The property to the south is located in the city of Ham Lake and guided and zoned similarly.

Planning Commission Review

At the request of the applicant, the Planning Commission tabled this item at the December 23, 2025, meeting to allow for modifications to the concept. The applicant submitted a modified plan, and the Planning Commission reviewed this at the January 27, 2026, meeting. The Planning Commission unanimously recommended approval of the concept with the condition that the applicant comply with the lot width requirements.

Since that meeting the applicant has submitted an updated concept that now shows compliance with the required lot width at the right-of-way. However it is still unclear if the lots meet the lot width requirement at the building setback line as it is not shown at this time.

Analysis

The City’s discretion in approving or denying a concept plan is based on whether or not the proposed plan meets the development standards outlined in the City Code and Comprehensive Plan. If it meets these standards, the City Council may approve the Concept Plan with conditions necessary to satisfy City regulations.

Density

This property is a vacant 22.18-acre parcel. The sketch plan shows 8 lots ranging between 2.2 and 3.4 acres in size. These lots do meet the 2-acre minimum lot size and most appear to meet required 200 ft. minimum width at the right-of-way setback line required by the RR district.

The Comprehensive Plan permits development at an average density of 1 unit per 10 acres of land for areas designated Rural Residential. The Comprehensive Plan would allow two lots on this parcel. The proposed subdivision has a density of 1 unit per 2.56 acres.

The entire site is 22.18 acres, but this includes existing and proposed right-of-way. When measuring density, we use the existing site area minus the existing ROW only, not the proposed. This would be a total predevelopment area of 20.5-acres. This would meet the density requirements for the site.

This is a higher density than permitted by the Comprehensive Plan, therefore this subdivision proposal is inconsistent with the Comprehensive Plan.

However, the Zoning Ordinance establishes a minimum lot size of 2 acres at a density of 1 unit for 2.5 acres, which would allow 8 lots. State law requires the City Zoning Ordinance to comply with the density standard established within the Comprehensive Plan of 1 unit per 10 acres. Staff has found that the City has erroneously approved subdivisions with densities higher than those established by the Comprehensive Plan. Staff is prioritizing updating the Code to reflect the requirements outlined in the Comprehensive Plan and avoid further confusion on these standards and bring both into agreement with one another.

If the City were supportive of rural development in excess of one unit per 10 acres, the City should not exceed one unit per 2.5 acres as allowed in the RR district. Staff is not aware of any recent developments in the RR district that have exceeded the density requirements. This development would not exceed 2.5 units per acre.

Access

The concept plan shows private driveways for all lots with five along Greenbrook Drive (Country Road 68) and three accessing off of 183rd Ave. NE.

The residential development to the east has an unimproved right-of-way connection to 181st Lane NE where a street connection could be provided or a new street could connect to Greenbrook Drive (Country Road 68) and make a full intersection with 182nd Avenue NE.

The City Engineer has reviewed the concept and provided comments in Attachment 7.

The Anoka County Highway Department (ACHD) has reviewed the application and provided the following comments:

- The proposed R/W is shown at 60 feet, which should be sufficient for future reconstruction purposes
- The County would want the right of access dedicated along all of County Road 68.
- As shown, five lots are proposed to have driveway access to County Road 68. Generally, the County encourages access to be gained from local connections wherever possible, instead of creating new access points onto the County system. There is an existing right-of-way stub from 181st Lane near Lot 7 from the Nordin Estates development. The County would like to see the access for these parcels consolidated onto a cul-de-sac from 181st Ln or from 183rd Ave (as shown in the first concept we saw).
- We may request a right-turn lane be installed on County Road 68 at 183rd Ave. That determination will be made during preliminary plat review.

Utilities

This area is outside of the Metropolitan Urban Service Area (MUSA). The lots would be served by individual wells and septic systems.

Wetlands

A Notice of Decision (NOD) was provided for the site that identified a small wetland on the north and another along the southern border of the site. The sketch plan was shared with the City Engineer and no comments were made regarding drainage as this is a concept plan only. The City Engineer did note that a wetland MNRAM will be required to be completed by the applicant.

Development Standards

The original narrative requested a rezone to a Planned Unit Development (PUD) with “R2-A zoning” and the closest in East Bethel is the R-2 zone. This is not an appropriate zone for the area and is not allowed in this area. State law requires that land be zoned to a district compatible with the land use. In East Bethel, the only compatible zoning district is RR. Therefore, Staff reviewed the site against the current RR- Rural Residential zoning. The plan no longer needs a PUD and this request has been removed from the analysis.

The proposed lots do comply with the lot size standards but do not comply with minimum lot width standards established in Section 42 of the Zoning Ordinance for lots in the RR Zoning District. The lots comply, however it is not known at this time if the lots will be wide enough at the building setback.

	Required	Proposed
Lot Area	2 acres, with a density not to exceed 1 unit per 2.5 acres	2.2 acre minimum, roughly 1 units per 2.65 acres
Lot Width	200 feet at public right-of-way 200 feet at front building setback	200 feet to 309 feet at ROW Not enough information available to check at building setback
Minimum Building Area	23,000 sq. ft.	Not provided

Information about setbacks was not provided at this stage, however the requirements for the RR Zoning District are found below:

Front Yard, County Right-of-Way	100 ft.
Side Yard	25 ft.
Rear Yard	25 ft.

It appears that the lots could comply, given the size of the lots, with the setback requirements.

The development to the east, Nordin Estates, is developed with homes on lots averaging around 20,000 sq. feet. However, Nordin Estates was approved in 1972 prior to adoption of the existing Comprehensive Plan and Zoning Ordinance. They are legal, non-conforming lots. The other adjacent properties are larger and appear to be approximately 2.5 acres in size.

The applicant is proposing two home types that range from \$500,000 to \$700,000 in price and will also contain covenants on architectural design and rules on each lot. No details were provided with the application.

Summary

The concept plan for an 8-lot subdivision located at 18215 Greenbrook Drive (PID 33-33-23-44-0003) does meet the density standards established within the Comprehensive Plan or the Zoning Ordinance. The compliant plat would simply require a Preliminary Plat and Final Plat.

Requested Action

In consideration of the request, the City Council has the following options:

A) Recommend approval

Based on the applicant's submission, the contents of this report, public testimony and other evidence available to the City Council the City Council could recommend approval of the request for a concept plan approval for an 8-lot subdivision located at 18215 Greenbrook Drive (PID 33-33-23-44-0003), as recommended by the Planning Commission. Staff has provided a draft resolution for this option.

B) Recommend denial

Based on the applicant's submission, the contents of this report, public testimony and other evidence available to the City Council, the City Council could recommend denial of the request for a concept plan approval for an 8-lot subdivision located at 18215 Greenbrook Drive (PID 33-33-23-44-0003). Staff has provided a draft resolution for this option.

Attachments:

- 1. Draft Resolution approving the Concept Plan
- 2. Draft Resolution denying the Concept Plan
- 3. Concept Plan dated February 2, 2026
- 4. Applicant’s Narrative
- 5. Future Land Use Map
- 6. Zoning Map
- 7. City Engineer’s Memo dated January 20, 2026
- 8. Rural Residential Standards from 2040 Comprehensive Plan

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

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

RESOLUTION NO. 2026-10

A RESOLUTION APPROVING THE CONCEPT PLAN FOR “FRIDAY STABLES ESTATES” FOR PROPERTY LEGALLY DESCRIBED AS:

All that part of the Southeast Quarter of the Southeast Quarter of Section 33, Township 33, Range 23, which lies East of the Minneapolis Road, so called, crossing said land in a Northerly and Southerly direction, according to the United States Government Survey thereof and situate in Anoka County, Minnesota.

WHEREAS, Todd Christenson, on behalf of MC Land Holdings, LLC, applied for a Concept Plan Review for “Friday Stables Estates;” and

WHEREAS, the East Bethel Planning Commission has reviewed the concept plan and provided comments; and

WHEREAS, the proposed subdivision does meet the density standards established within the Rural Residential zoning district, which allows a minimum lot size of 2 acres and a maximum density of one unit per 2.5 acres; and

WHEREAS, the concept plan shows less than one unit per 2.5 acres; and

WHEREAS, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said plat at the December 23, 2025 meeting and tabled the item to the January 27, 2026 meeting; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the concept plan of “Friday Stables Estates,” with the condition that the concept be modified to meet all dimensional requirements of the RR zoning district including lot width.

Adopted this xx day of January, 2026 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

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

RESOLUTION NO. 2026-XX

A RESOLUTION DENYING THE CONCEPT PLAN FOR “FRIDAY STABLES ESTATES” FOR PROPERTY LEGALLY DESCRIBED AS:

All that part of the Southeast Quarter of the Southeast Quarter of Section 33, Township 33, Range 23, which lies East of the Minneapolis Road, so called, crossing said land in a Northerly and Southerly direction, according to the United States Government Survey thereof and situate in Anoka County, Minnesota.

WHEREAS, Todd Christenson, on behalf of MC Land Holdings, LLC, applied for a Concept Plan Review for “Friday Stables Estates;” and

WHEREAS, the East Bethel Planning Commission has reviewed the concept plan and provided comments; and

WHEREAS, the proposed subdivision does meet the density standards established within the East Bethel Comprehensive Plan, which allows a maximum density of one unit per 10 acres; and

WHEREAS, the proposed subdivision does not meet the dimensional standards established within the RR – Rural Residential District standards, which a minimum lot width of 200 feet; and

WHEREAS, the concept plan shows less than one unit per 10 acres; and

WHEREAS, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said plat at the December 23, 2025 meeting and tabled the item to the January 27, 2026 meeting; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby denies the concept plan of “Friday Stables Estates.”

Adopted this xx day of January, 2026 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

ATTEST

Ardie Anderson, Mayor

Matt Look, City Administrator

FRIDAY FARMS ESTATES

CONTACT:

Developer:
MC Land Holdings LLC
6150 202nd Street
Forest Lake, MN 55025
Owner: Mary Christenson

C/O Todd Christenson
todd2414c@aol.com
763-268-9442

COUNTY/CITY:

ANOKA COUNTY
CITY OF EAST BETHEL

REVISIONS:

DATE	REVISION
11-12-25	INITIAL ISSUE
1-10-26	8 LOTS
1-13-26	REVISE

CERTIFICATION:

I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

Daniel L. Thurmes
Daniel L. Thurmes Registration Number: 25718
Date: 11-12-25

PROJECT LOCATION:

18215 GREENBROOK DR. NE
PID#33332344003

Suite #200
1970 Northwestern Ave.
Stillwater, MN 55082
Phone 651.275.8969
dan@cssurvey.net

CORNERSTONE LAND SURVEYING, INC.

FILE NAME: SURVDC05
PROJECT NO.: CDC2505

CONCEPT PLAN

LEGAL DESCRIPTION:

The following Legal Description is as shown on the Land Title, Inc. as agent for Stewart Title Guaranty Company Title Commitment No. 722690 dated October 23, 2025.

Parcel 1:
All that part of the Southeast Quarter of the Southeast Quarter of Section 33, Township 33, Range 23, which lies East of the Minneapolis Road, so called, crossing said land in a Northerly and Southerly direction, according to the United States Government Survey thereof and situate in Anoka County, Minnesota.

(NOTE: OTHER PARCELS LISTED ON THE ABOVE TITLE COMMITMENT ARE NOT SHOWN ON THIS SURVEY.)

EASEMENT NOTES:

The following survey related exceptions appear on the Land Title, Inc. as agent for Stewart Title Guaranty Company Title Commitment No. 722690 dated October 23, 2025.

13. Regulations and restrictions imposed on designated wetlands shown on available maps and plats. (DELINEATED WETLANDS SHOWN ON SURVEY)

POSSIBLE RIGHT OF WAY LINES SHOWN ON SURVEY. SEE R/W NOTE.

DEVELOPEENT DATA:

TOTAL AREA AS SHOWN = 966,043 SQ.FT. / 22.18 ACRES
EXISTING COUNTY R/W = 1.04 ACRES
ADDITIONAL COUNTY R/W = 0.83 ACRES
EXISTING 143RD AVE NE R/W = 0.64 ACRES
LOTS = 19.68 ACRES - AVERAGE = 2.46 ACRES

FLOOD INFORMATION:

THIS PROPERTY LIES WITHIN ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP NUMBER 27003C0215E HAVING AN EFFECTIVE DATE OF DECEMBER 16TH, 2015.

SURVEY NOTES:

- BEARINGS ARE BASED ON THE ANOKA COUNTY COORDINATE SYSTEM. DATE OF PUBLISHED COORDINATES = SEPTEMBER 1ST, 2015
- UNDERGROUND UTILITIES NOT SHOWN.
- CONTOURS SHOWN PER LIDAR DATA OBTAINED FROM THE DNR MNTPO WEBSITE. NOT FIELD VERIFIED.
- ELEVATIONS BASED ON GPS DERIVED VALUES FOR NAVD 88
- WETLANDS SHOWN PER DELINEATION BY JACOBSON ENVIRONMENTAL DATED 11-1-25. WETLAND MARKERS LOCATED BY CORNERSTONE LAND SURVEYING, INC., DATED 11-3-25.
- WELL AND SEPTIC CLEANOUT SHOWN ON SURVEY.
- BUILDINGS AND DRIVEWAYS SHOWN PER AIR PHOTO.

RIGHT OF WAY NOTE

FOR THE PURPOSE OF THIS SURVEY THE RIGHT OF WAY WIDTH FOR 183RD AVENUE NE HAS BEEN SHOWN TO BE 33 FEET FROM THE SECTION LINE (SAME AS DEDICATED ON THE PLAT OF GREENBROOK RIDGE TO THE NORTH). THE RIGHT OF WAY FOR GREENBROOK DRIVE NE (CO. RD. NO. 68) IS SHOWN TO BE THE A COMBINATION OF FOUND MONUMENTS, PROPOSED R/W AND TRAVELED CENTERLINE. ACTUAL WIDTH OF THE RIGHT OF WAY MAY DEPEND ON USE. THE RIGHT OF WAY LINES SHOWN ARE FOR REFERENCE PURPOSES ONLY.

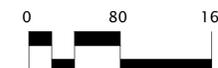
ZONING

DENSITY = 8 LOTS (VERIFY)
MINIMUM FRONTAGE = 70' ON CUL-DE-SAC (VERIFY)

LEGEND:

● FOUND MONUMENT	☐ FIRE DEPT. CONNECTION	— U— UNDERGROUND ELECTRIC
○ SET 1 1/2" IRON PIPE MARKED RLS NO. 25718	☐ CURB STOP	— UTV— UNDERGROUND CABLE TV
☐ AIR CONDITIONER	☐ WATER WELL	— U— UNDERGROUND FIBER OPTIC
☐ ELECTRIC MANHOLE	☐ WATER MANHOLE	— U— UNDERGROUND TELEPHONE
☐ ELECTRIC METER	☐ WATER METER	— U— OVERHEAD UTILITY
☐ ELECTRIC PEDESTAL	☐ POST INDICATOR VALVE	— U— UNDERGROUND GAS
☐ ELECTRIC TRANSFORMER	☐ WATER VALVE	— U— SANITARY SEWER
☐ LIGHT POLE	☐ BOLLARD	— U— STORM SEWER
☐ GUY WIRE	☐ FLAG POLE	— U— WATERMAIN
☐ POWER POLE	☐ MAIL BOX	— U— FENCE
☐ GAS MANHOLE	☐ TRAFFIC SIGN	— U— CURB [TYPICAL]
☐ GAS METER	☐ UNKNOWN MANHOLE	— U— CONCRETE SURFACE
☐ TELEPHONE MANHOLE	☐ SOIL BORING	— U— BITUMINOUS SURFACE
☐ TELEPHONE PEDESTAL	☐ TRAFFIC SIGNAL	
☐ SANITARY CLEANOUT	☐ CONIFEROUS TREE	
☐ SANITARY MANHOLE	☐ DECIDUOUS TREE	
☐ CATCH BASIN		
☐ STORM DRAIN		
☐ FLORED END SECTION		
☐ STORM MANHOLE		

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166



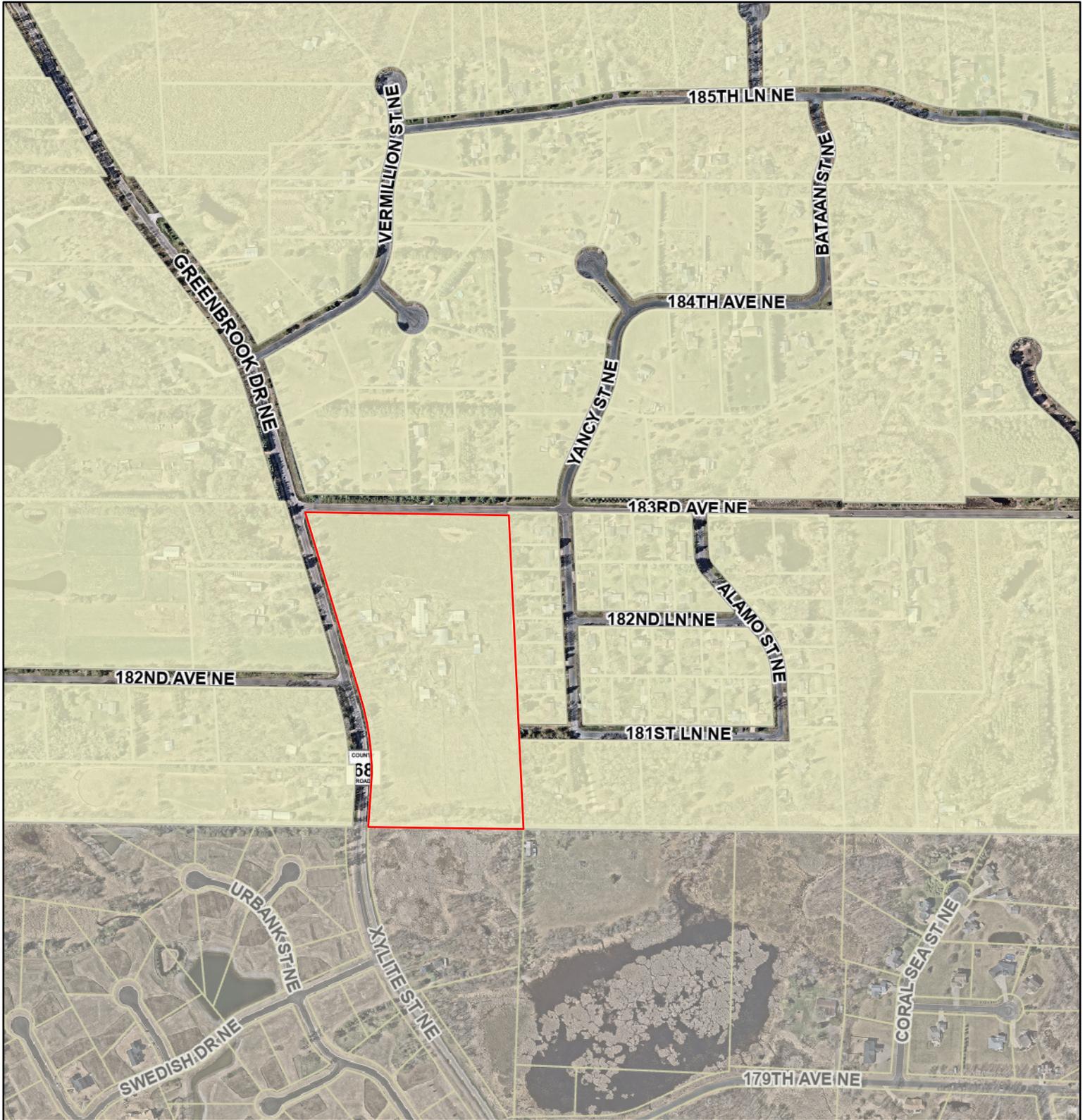
Friday Stables Estates

This property is located on Xylite and 183rd Avenue, it is 21.18 acres. We are proposing 17 lots with a 1-acre minimum lot size. This is a PUD which will require a zoning change to R2-A. The proposed lots will blend with smaller lots to the east by allowing 1 acre lots. These lots will have their own septic and well. Preliminary investigation shows the lots have permeable soil which will provide each lot with two sites for the septic system. The plan does not show any storm water retention for the road. Once the concept is accepted, we will engineer ponds for storm water retention.

We feel the lots will not overshadow the Homes to the east with smaller lots by holding to these lot sizes. The homes will range in price from 500k to 750K. We will have protective covenants and an architectural review of all plans to keep the integrity of the development. Some of the items we will be requiring are as follows:

- Two Story – 2,500 square feet minimum finished square feet above grade.
- Rambler – 1,800 square feet minimum finished above grade.
- 8/12 minimum Roof pitch. Use of premium materials such as brick, natural stone, stucco, cementitious or engineered wood siding or shake shingle siding are to be used on affront elevations. Vinyl/Metal siding can be utilized on the side and rear elevations. Architectural shingles shall be used on all roofs.
- Yards are to have sod with a minimum of 4 inches of topsoil, yards are to have sod within 30 days of completion of the home.

Future Land Use- Friday Estates



Landuse

Future Land Use

- AGRICULTURAL
- RURAL RESIDENTIAL
- COON LAKE
- LOW DENSITY RES
- HIGH DENSITY RES

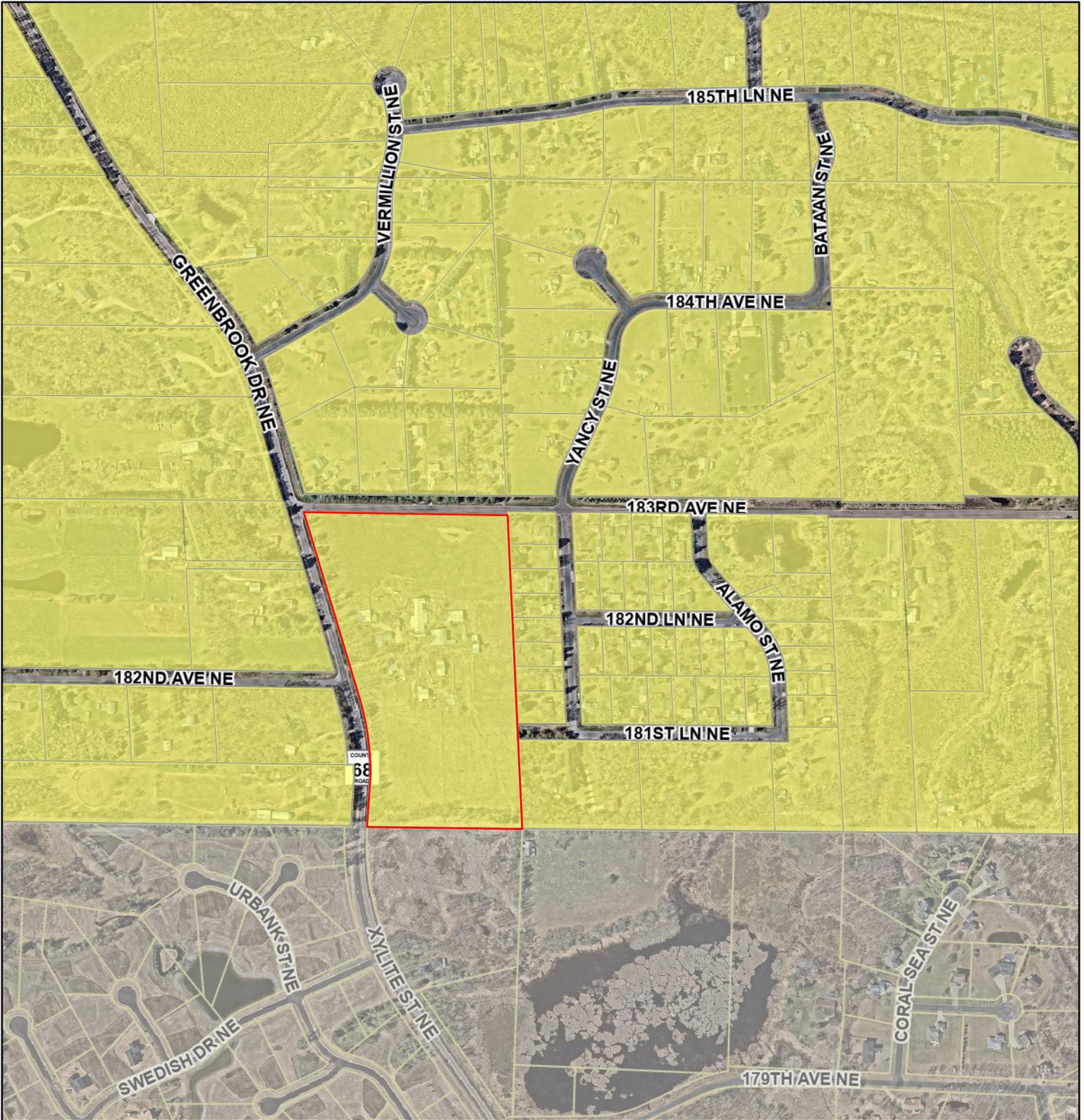
- MEDIUM DENSITY RES
- MIXED USE
- FUTURE GROWTH AREA
- LIGHT INDUSTRIAL
- MED INDUSTRIAL
- LIMITED BUSINESS
- COMMERCIAL

- PARK/NAT. AREA
- PUBLIC
- ROW
- Parcels
- City Mask

1 inch equals 783 feet



Zoning- Friday Estates



Current Zoning

- | | |
|---|--|
|  A - Agriculture |  R-2 - Single Family & Townhome Residential |
|  B-1 - Limited Business |  CL - Coon Lake |
|  B-2 - Central Business |  Public/Institutional |
|  B-3 - Highway Commercial |  Park/Open Space |
|  I - Light Industrial |  Natural Area |
|  MXU - Mixed Use |  ROW |
|  RR - Rural Residential |  Water |
|  R-1 - Single Family Residential |  City Mask |

1 inch equals 783 feet



December 16, 2025

Kendra Lindahl, AICP
Landform
105 5th Avenue South, Ste. 513
Minneapolis, MN 55401

RE: Concept Review – Friday Farms Estates

Dear Kendra:

As requested, we have reviewed the Concept Plan for the above referenced plat. We offer the following comments:

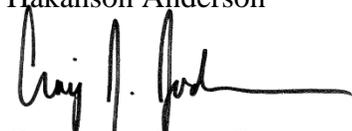
1. Chapter 66 of the City Code and the WMO requires an MNRAM for the onsite wetlands. The MNRAM is also used to determine the wetland buffer width per City Code 66-155-Table 1. Provide the buffers on the final plans.
2. Per Section 66-164 the maximum allowable cul-de-sac length is 500 feet. The proposed cul-de-sac will require a variance from the code for length and right-of-way diameter. The current proposed length is 1,085 feet.

The cul-de-sac design shown on the concept proposes a 60-foot right-of-way and approach of 30 feet. The city's standard cul-de-sac requires a 70-foot right-of-way and approach right-of-way of 60 feet.

3. The existing plat to the east, Nordin Estates, provided a 66-foot right-of-way to connect this property to 181st Lane. The proposed cul-de-sac discussed above could be eliminated if the proposed street is connected to 181st Lane.
4. All radiuses at intersections shall have a rounded right-of-way with a minimum radius of 25 feet.
5. The current lots as proposed do not meet the requirements for street frontage or total lot area.

If you have any questions, please call me at 763-852-0485.

Sincerely,
Hakanson Anderson



Craig J. Jochum, City Engineer

Light Industrial	
Typical Uses	Manufacture or wholesale facility; laboratory or research facility; general repair services; contractor offices; construction sales and service; industrial park; public or institutional uses
Density	Floor area ratio (FAR) of 10% or greater when the net acreage is fully developed.
Appropriate Zoning	LI Light Industrial
Limited Secondary Zoning	B-3 Highway Commercial, <i>MI Medium Industrial, MXU</i>

Medium Industrial	
Purpose	Medium industrial businesses normally generate noises, smells, vibrations, and/or truck traffic that can be disturbing to non-industrial land uses, and may include outdoor storage. Medium industrial land is discouraged next to residential developments. Topography, landscaping, less intense land uses, or other forms of buffering shall be used to transition between medium industrial property and residential, recreational, or institutional land uses.
Location Criteria	Inside the MUSA or an appropriately sized area with stable soils to support septic system if outside the MUSA.
Minimum Requirements for Development	Sufficient access from roadway; meets intersection spacing requirements; provision of turn lanes, if required; provision of cross-access agreements with neighboring commercial properties.
Utilities	Municipal water and sanitary sewer is required when inside the MUSA. Development outside the MUSA may be permitted when a Building Code compliant water supply and septic system can be installed.
Typical Uses	Manufacturing; assembly; industrial uses with outdoor storage; trucking centers
Density	A floor area ratio (FAR) of 5% is encouraged but can be waived when circumstances justify.
Appropriate Zoning	<i>MI Medium Industrial</i>
Limited Secondary Zoning	LI

Rural Residential

East Bethel 2040 Comprehensive Plan Chapter 3: Land Use Plan

Purpose	These areas will retain a traditional rural atmosphere by retaining large lot sizes. This land will preserve valuable environmental resources and will not be developed at urban densities.
Location Criteria	Outside of the MUSA.
Minimum Requirements for Development	Public Right of Way to serve each developable parcel. Sufficient soils to support septic.
Utilities	Private well and septic system
Typical Uses	Recreation; public or private open space; environmental preserve; wetlands, woodlands, lakes, or steep slopes; large lot residential; places of worship; schools.
Density	The Rural Residential designation allows an overall average of 1 unit per 10 gross acres; however higher densities may be achieved by utilizing Met Councils Flexible Development Guidelines.
Appropriate Zoning	RR Rural Residential, R1
Limited Secondary Zoning	A Agricultural

Coon Lake

Purpose	This neighborhood of East Bethel contains lots that are traditionally smaller in size than typical rural lots and are supported by private septic systems. A separate designation for this area is intended to address the unique challenges associated with many non-conforming lots in this neighborhood and to stabilize development in this area. Parcel assembly is encouraged in this district to facilitate a reduction in non-conformities.
Location Criteria	Outside of the MUSA. Only applies to homes within proximate distance of Coon Lake.
Minimum Requirements for Development	Sufficient land and soils to support septic system.
Utilities	Private well and septic system
Typical Uses	Single family residential; duplex or multiplex residential; limited business or retail; recreation; lake access
Density	The Coon Lake land use designation is anticipated for a range of densities between 1 unit per 10 gross acres and 7.5 units per acre. Encourage assembly of non-conforming lots for redevelopment when available and appropriate.
Appropriate Zoning	R1, <i>CL Coon Lake</i>

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



Date: February 9, 2026

Agenda Item Number: 7.A.2

Agenda Item: Conditional Use Permit (CUP) for a Cannabis Microbusiness located at 23773 Johnson Street NE (PID# 29-34-23-34-0010) (city file 25-038)

Review Deadline: April 10, 2026

Background Information/Context

On December 11, 2025, staff received an application from Evan Jones, Happy Earth Made Products (H.E.M.P.) LLC for a CUP to allow the operation of a Cannabis Microbusiness with a production of consumer products endorsement and cultivation endorsement located at 23773 Johnson Street NE (PIN #29-34-23-34-0010). City Code Appendix A, Section 1-9 defines a Cannabis Microbusiness as: "A cannabis business that grows cannabis plants from seed or immature plant to mature plant, harvests the cannabis flower from a mature plant, makes cannabis and/or hemp concentrate, manufactures artificially derived cannabinoids, adult-use cannabis products, lower-potency hemp edibles, and/or hemp-derived consumer products, and sells immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and to consumers, including on-site consumption, pursuant to Minn. Stats. § 342.28." The applicant is proposing to operate a Cannabis Microbusiness out of the existing 8,950 sq. ft. building with activities within the scope of the cultivation and production of customer (consumer) product endorsements that include, but not necessarily limited to, plant propagation, vegetative growth, flowering, drying, curing, secure storage; and the production of consumer products which authorizes activities such as manufacturing of pre-rolls. All operations occur inside sealed, access-controlled rooms with no exterior production or retail activity.

During the 2025 legislative session, Minn. Stats. § 342-46 was established to require all cannabis and LPHE licensing to be performed by the Office of Cannabis Management (OCM) instead of the local government unit (LGU). To obtain a license from the OCM, the LGU must verify that the business complies with the local Zoning Ordinance.

The property is guided Light Industrial and zoned I – Light Industrial. The properties to the north, south and east (across HWY 65) of this property are guided Light Industrial and zoned I – Light Industrial. The properties to the west are across Johnson Street and are guided Low Density Residential and zoned R-1 – Low Density Residential.

Planning Commission Review

The Planning Commission held a public hearing on this item on January 27, 2026. During the public hearing, the applicant provided additional clarity and feedback on the CUP request and provided information on state requirements including odor sequestration through a HVAC/UV/Carbon Filter air system. The Planning Commission voted 4-1 (Terry nay) in favor of recommending approval of the CUP request.

Analysis

City Ordinance 2024-05 established Cannabis Microbusiness as a Conditional Use within the I – Light Industrial Zoning District. To obtain a Cannabis Microbusiness license from the OCM, the business must first receive a CUP to allow the proposed use on the property.

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

“Cannabis Microbusiness” is a conditional use within the I – Light Industrial Zoning District. According to the Office of Cannabis Management, “Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.” Cannabis Microbusinesses are required to comply with the standards established in Minn. Statute § 342.28 regarding microbusinesses and § 342.27 regarding the sale of cannabis products in addition to City Code Chapter 18 Article VIII and Section 30 of the Zoning Ordinance. The Cannabis Microbusiness must also comply with related Minnesota Administrative Rules, including those located in Chapter 9810.

The CUP ordinance standards in Section 4-9(D) of the Zoning Ordinance state that the following standards should be used for determining if a CUP is allowed:

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

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

The use is not expected to have an impact on the health, safety and general welfare of the occupants of the surrounding lands. Section 30 of the Zoning Ordinance establishes several standards to evaluate these criteria. An analysis of surrounding properties and their uses finds that the business complies with the minimum buffer distance requirements established in Section 30-1(A) of the Zoning Ordinance. The applicant’s narrative also does not describe any outdoor activities or any activities that would generate noise or odor in violation of Section 30 of the Zoning Ordinance. To mitigate the impact of the proposed use on the health, safety and general welfare of the surrounding lands, the business shall operate under the standards for hemp businesses established in Section 30 of the City Zoning Ordinance (Attachment 5) and comply with all state laws and administrative rules. This has been included as a condition of approval. Chapter 18, Article VIII of the City Code also requires the Cannabis Microbusiness to obtain a license from the City and to pass a compliance check conducted by the City at least once per year. This has been added as a condition of approval.

The applicant shall also comply with Minn. Stats. § 342.27 regarding the sale of cannabis products, including hours of operation, which can be further limited by the City, for all cannabis and non-cannabis products. According to Minn. Statute § 342.28 Subd 7(c) “A cannabis business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products may not be open to the public or sell any other products at times when the cannabis business is prohibited from selling cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.” As described in the applicant’s narrative, there will be no retail activity. The Cannabis Microbusiness does not have a retail endorsement from the OCM. This will be a condition of approval if the CUP is amended in the future to include a retail endorsement.

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

This use is not anticipated to substantially increase traffic to this site. The traffic level is anticipated to be consistent with that of the existing use and similar to those on surrounding properties.

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

This use is not expected to cause any new impacts.

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

This use is not expected to have a significant impact on property values. No alterations to the existing site or building exterior are proposed for this use. The site shall comply with all standards established in Section 30 of the Zoning Ordinance for cannabis businesses. These standards are intended to limit the impact of the proposed use on surrounding properties.

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

This property is guided Light Industrial. This is a compatible use with the last use designation.

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

The applicant is not requesting any variances pertaining to the operation of this site. A CUP would allow this business to operate, upon receipt of a license from the OCM, while meeting the standards within the Code for this use within this zoning district. The applicant shall be required to seek a building permit for any alterations to the site, including the addition of signage.

The issuance of a CUP requires the applicant to comply with the plans submitted along with the CUP application.

The applicant shall be required to obtain a license from the OCM within 1 year of the issuance of this CUP. If this license is, for any reason, not granted or denied by the OCM, this CUP shall be revoked. This has been added as a condition of approval.

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

N/A.

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

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

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

Section 48-4 of the Zoning Code lists “Cannabis Microbusiness” as a conditional use within the I – Light Industrial Zoning District.

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

The applicant is not proposing any alterations to the site. This use is not expected to have an impact on natural resources.

Summary

The application for a CUP to allow the operation of a Cannabis Microbusiness with a production of consumer products endorsement and cultivation endorsement located at 23773 Johnson Street NE requires a public hearing and review by the Planning Commission and City Council. If the proposed use meets the standards established within Section 4-9(D) of the Zoning Ordinance, the City must approve the request. An analysis of the CUP standards has been provided. Any Cannabis business which operates on this property will be required to comply with the standards for Cannabis businesses established in Section 30 of the Zoning Ordinance, obtain licensure with the City pursuant to Section 18 Article VIII of the City Code, obtain licensure from the OCM and comply with all applicable state and federal laws and rules for Cannabis Microbusinesses operation and cannabis sale.

Staff finds that the application complies with the CUP standards and has prepared a resolution of approval with conditions recommended by staff. The City Council may add additional conditions of approval. A resolution for denial can be prepared at the recommendation of the City Council.

Planning Commission Recommendation

The Planning Commission passed a resolution recommending approval of the CUP. The City Council can choose to adopt a formal resolution to either approve or deny the CUP. A draft resolution for approval is included in the packet.

Requested Action

In consideration of the request, the City Council has the following options:

A) Recommend approval

Based on the applicant's submission, the contents of this report, public testimony and other evidence available to the City Council, the City Council could move to approve the Conditional Use Permit for a Cannabis Microbusiness with a production of consumer products endorsement and cultivation endorsement located at 23773 Johnson Street NE. A draft resolution with findings of fact and conditions of approval has been included in the packet.

B) Recommend denial

Based on the applicant's submission, the contents of City Staff report, public testimony and other evidence available to the City Council, the City Council could move to deny the Conditional Use Permit for a Cannabis Microbusiness with a production of consumer products endorsement and cultivation endorsement located at 23773 Johnson Street NE.

- This option should be utilized if the City Council can specifically identify one or more provisions of City Code that are not met by the CUP request. *Staff does not recommend this option.*

Attachments:

1. Draft Resolution Approving the CUP
2. Location Map
3. Revised Narrative dated January 21, 2026
4. Revised Floor Plan dated January 22, 2026
5. City Code Appendix A, Section 30: Cannabis Business and Hemp Business Operations
6. City Code Chapter 18 Article VIII: Sale of Cannabinoid Products

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

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

RESOLUTION NO. 2026-11

A RESOLUTION **GRANTING** A CONDITIONAL USE PERMIT FOR A CANNABIS MICROBUSINESS LOCATED ON A PROPERTY LOCATED AT 23773 JOHNSON STREET NE (PIN 29-34-23-34-0010) LEGALLY DESCRIBED AS:

Lot 10, Block 2, Wargo Pond, Anoka County, Minnesota

WHEREAS, Evan Jones and Timothy Moravec owners of Happy Earth Made Products (H.E.M.P.) LLC (Applicant), with permission from 23773 Johnson Street NE, LLC., owner of property PIN 29-34-23-34-0010, has applied for a Conditional Use Permit to operate a Cannabis Microbusiness with endorsements for cultivation and production of customer (consumer) products on the above-described property; and

WHEREAS, the East Bethel Planning Commission has reviewed the plans and provided comments; and

WHEREAS, the proposed Conditional Use Permit meets the standards what would allow a Conditional Use Permit in the City of East Bethel; and

WHEREAS, pursuant to published and mailed notice thereof, the Planning Commission has conducted a public hearing on said Conditional Use Permit at the January 27, 2026 meeting; and

WHEREAS, as a result of such public hearing and review, the Planning Commission recommends approval of the Conditional Use Permit to the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of East Bethel hereby approves the Conditional Use Permit for the property located at PIN 29-34-23-34-0010, subject to the following conditions:

1. A Conditional Use Permit is granted to allow the operation of a Cannabis Microbusiness with cultivation and production of customer (consumer) products endorsements at 23773 Johnson Street NE pursuant to the application materials, including the floor plan received December 11, 2025, and supplemented by Applicant January 22, 2026 and narrative received on December 11, 2025, and supplemented by Applicant January 21, 2026
 - a. The Cannabis Microbusiness has a cultivation endorsement.
 - b. The Cannabis Microbusiness has a production of customer (consumer) products endorsement.
 - c. The Cannabis Microbusiness does not have a retail endorsement.

2. The Cannabis Microbusiness shall obtain a license and all required endorsements from the Office of Cannabis Management (OCM) for a Cannabis Microbusiness and register with the City within 12 months of approval of this CUP.
3. The Cannabis Microbusiness shall comply with the standards for the operation of a Cannabis Business established in Appendix A, Section 30 of the City Code.
4. The Cannabis Microbusiness shall comply with the requirements for a Cannabis Businesses established in Chapter 18, Article VIII of the City Code.
5. The Cannabis Business shall comply with all City, State, and federal laws, rules, regulations, licensing and/or registration requirements governing cannabis sales and operations of Cannabis Microbusinesses.
6. The Cannabis Microbusiness shall not sell any products or merchandise that are prohibited or otherwise unlawful.
7. The Cannabis Microbusiness shall operate within the building and in accordance with the floor plan received December 11, 2025, and supplemented by Applicant January 22, 2026. Any alteration to the building shall require a building permit and the CUP is required to be amended by City approval following an amendment request with accompanying materials from the applicant.
8. If traffic, parking, delivery or nuisance issues develop in the immediate area that are attributable to the proposed use, the Applicant may be required by the City to implement traffic, parking, delivery or nuisance control measures as determined by the City.
9. The Cannabis Microbusiness shall inform the City within one business day of becoming aware of any:
 - a. failed compliance check and provide the City with copies of any documents or emails received regarding a failed compliance check, including enforcement actions and proceedings.
 - b. suspension or loss of license or endorsement from OCM.
 - c. any change in the ownership of the Cannabis Microbusiness.
 - d. theft, burglary or unlawful entry of the property.
10. Any change or expansion of this use shall require a Conditional Use Permit amendment.

Adopted this 9th day of February 2026 by the City Council of the City of East Bethel.

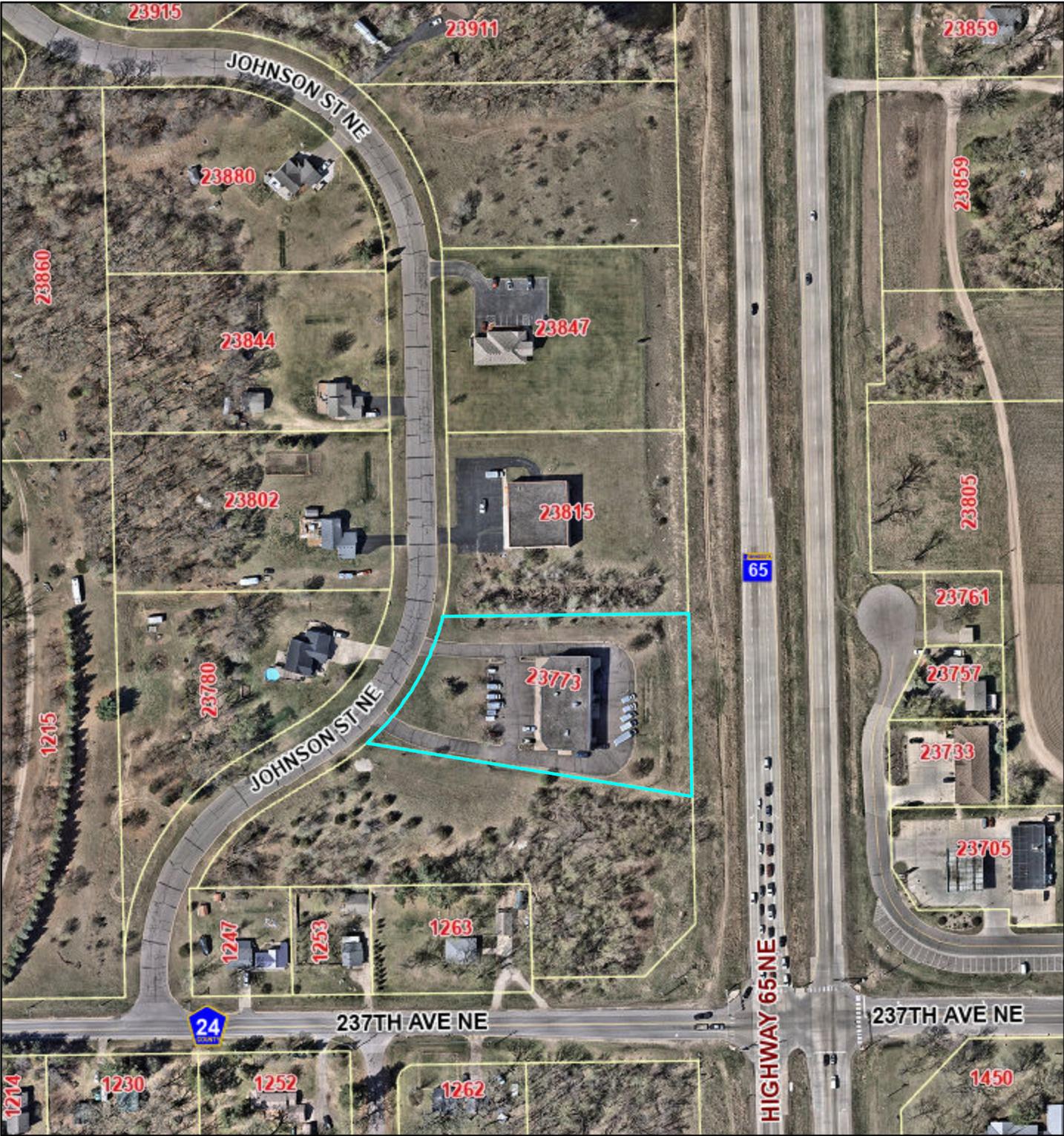
CITY OF EAST BETHEL

ATTEST

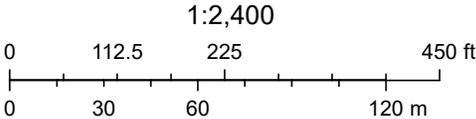
Ardie Anderson, Mayor

Matt Look, City Administrator

Location Map



1/16/2026, 4:07:21 PM



Supplemental Narrative

(Updated 1/21/2026)

Happy Earth Made Products (H.E.M.P), LLC – CUP Application

Legal Description of “Property”

Lot 10, Block 2, Wargo Pond, Anoka County, Minnesota.

(PID: 29-34-23-34-0010)

Abstract Property

Principal Land Uses Within 350 feet

Properties within 350 feet of 23773 Johnson St NE include a mix of industrial, commercial, and limited residential uses. The surrounding parcels on the east, west, and south sides consist primarily of industrial and service-oriented buildings consistent with the Industrial (“I”) zoning district. One R-2 residential parcel is located across Johnson Street to the northeast, with its nearest corner approximately 240 feet from the nearest corner of the subject building. No schools, parks, or sensitive institutions are within 350 feet. Due to the entirely indoor nature of the proposed operation, sealed rooms, odor mitigation systems, and low traffic generation, the project will not create noise, odor, or traffic impacts on the adjacent residential or commercial uses. The proposed CUP use is compatible with both the immediate industrial surroundings and the limited nearby residential property.

Description of Business or Activities and Proposed Number of Staff

Happy Earth Made Products (H.E.M.P.), LLC will operate a fully indoor cannabis cultivation facility within the existing industrial building. Activities will be consistent with a state-licensed cannabis microbusiness with (i) a cultivation endorsement for authorized activities, including, but not necessarily limited to, plant propagation, vegetative growth, flowering, drying, curing, secure storage; and (ii) a production of consumer products endorsement which authorizes activities such as manufacturing of pre-rolls. All operations occur inside sealed, access-controlled rooms with no exterior production or retail activity. The facility will typically operate with approximately five (5) staff on site during normal business days. During harvest cycles, additional temporary staff will increase total on-site personnel to approximately ten to fifteen (10–15) people.

Waste Management Plan

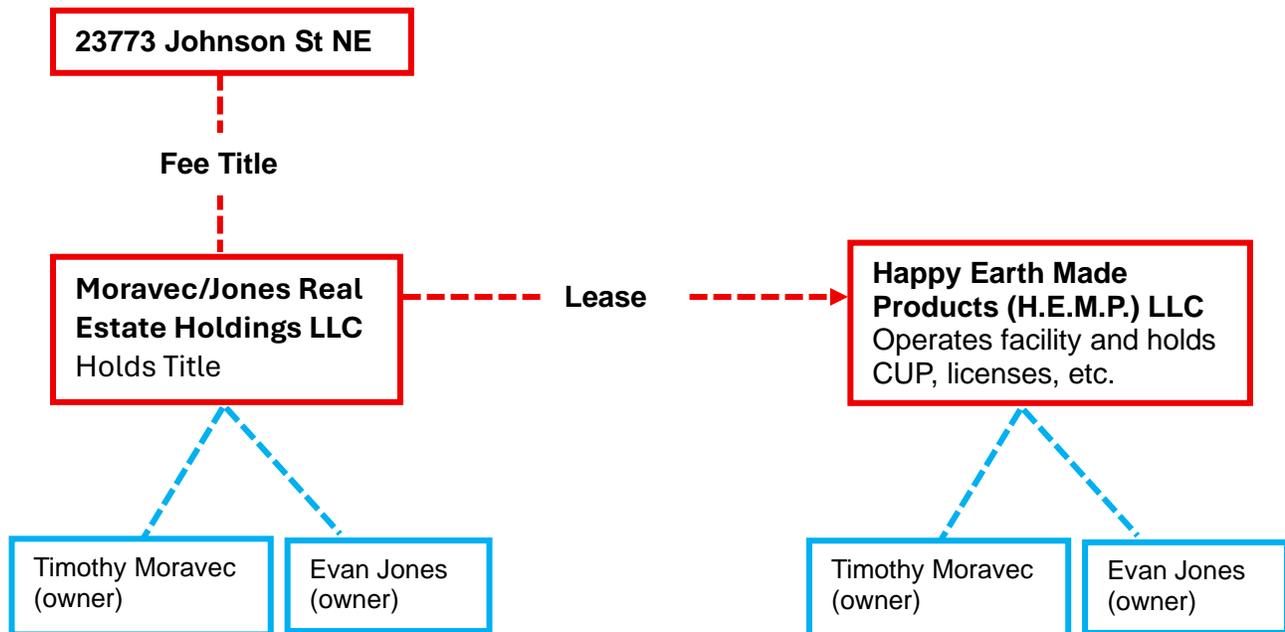
HEMP is committed to sustainability through initiatives such as renewable energy use, organic and natural nutrient sourcing, water conservation technologies, and comprehensive waste recycling programs. Our environmental responsibility resonates with consumer values and differentiates our brand within the market. Organic waste will be rendered unusable and kept in OCM compliant containers, collected weekly by Lepage and Sons.

Ownership Structure

While Happy Earth Made Products (H.E.M.P.) LLC will be operating the business on the Property, the real estate will be held by the holding company Moravec/Jones Real Estate Holdings LLC. Accordingly, Moravec/Jones Real Estate Holdings LLC entered into the November 11, 2025, Purchase and Sale Agreement to purchase the Property from the current owner, a copy of which is included with this CUP application. Please note that the Purchase and Sale Agreement includes an additional, neighboring vacant parcel of property owned by the Michael W. Stewart, Sr. Trust. That trust-owned property is not part of this CUP application and, therefore, the Trust does not need to sign the CUP as an owner.

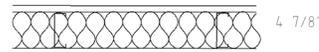
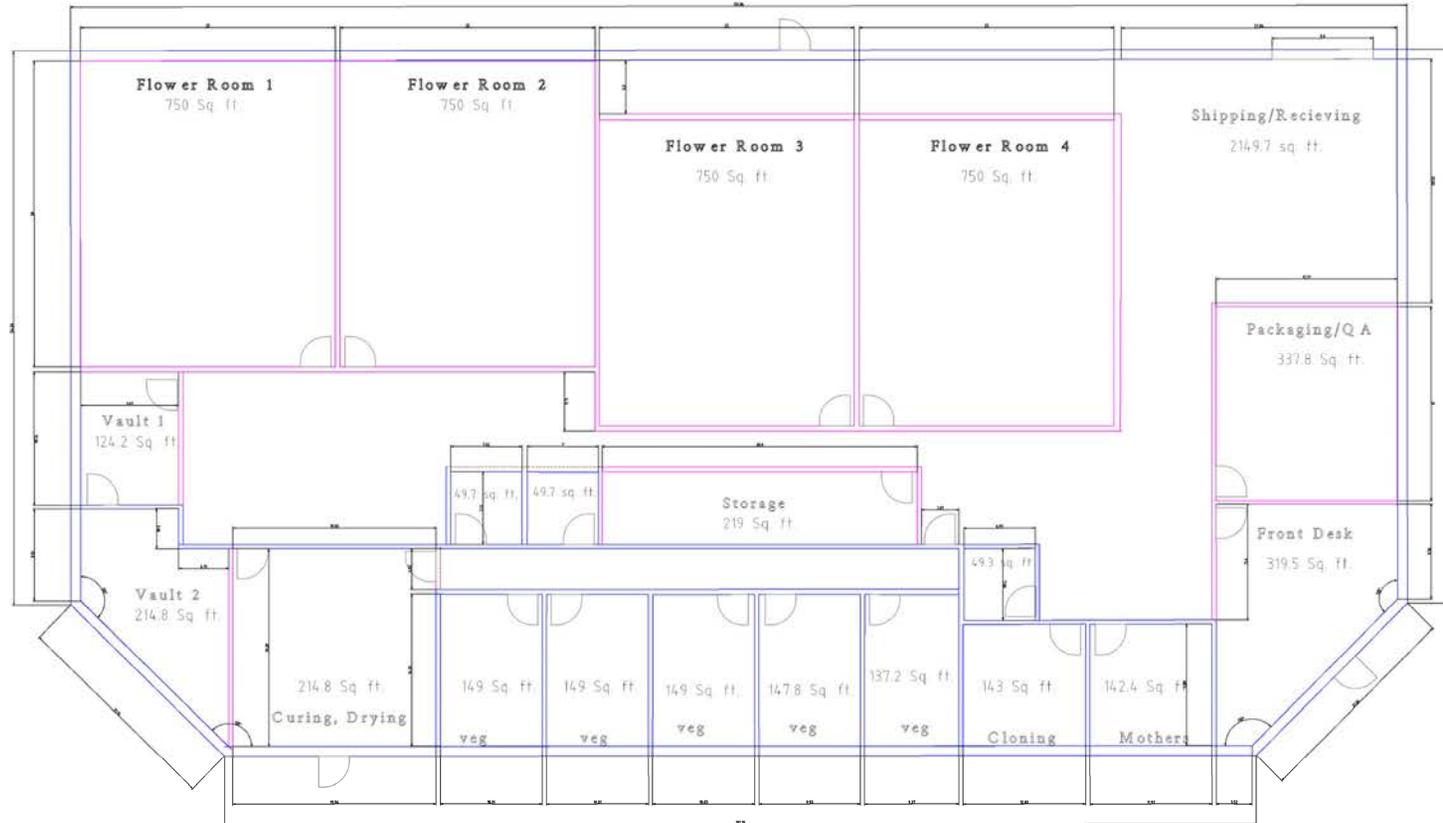
Each of Happy Earth Made Products (H.E.M.P.) LLC and Moravec/Jones Real Estate Holdings LLC are owned by two principals: Timothy Moravec and Evan Jones.

Organizational Chart Post-Acquisition of the Property



FLOOR PLAN GENERAL NOTES

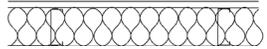
1. ALL DIMENSIONS ARE TO FACE OF STUD OR FACE OF CONCRETE UNLESS NOTED.
2. VERIFY ALL EXISTING CONDITIONS IN FIELD BEFORE WORK BEGINS.
3. ALL NEW PARTITIONS TO BE SECIFIED WALL TYPE 5
4. ALL INTERIOR SURFACES IN CULTIVATION, DRYING, TRIMMING, STORAGE, CLONING, MOTHER AND PROCESSING AREAS TO RECEIVE MICROBIAL RESISTANT EPOXY COATING PER MANUFACTURER REQUIREMENTS.
5. SEAL ALL FLOOR AND WALL INTERSECTIONS IN CLEAN AREAS FOR SANITARY USE.
6. MAINTAIN ALL REQUIRED CLEARANCES FOR HVAC, PLUMBING AND ELECTRICAL.
7. FIRE RATED ASSEMBLIES TO COMPLY WITH IBC AND LOCAL REQUIREMENTS.
8. ADA ACCESSIBLE ROUTES AND DOOR CLEARANCES TO MEET MN ACCESSIBILITY CODE.
9. COMPLY WITH ALL APPLICABLE CODES INCLUDING IBC, IFC, NEC, IMC AND LOCAL ORDINANCES FOR CANNABIS FACILITIES.
10. COORDINATE WITH MECHANICAL, ELECTRICAL AND PLUMBING FOR LOCATION OF EQUIPMENT, DUCTS, FIXTURES AND OUTLETS.
11. NEW CONSTRUCTION TO MEET MINNESOTA ENERGY CODE WHERE APPLICABLE.
12. ANY STRUCTURAL MODIFICATIONS REQUIRE REVIEW BY LICENSED ENGINEER.
13. PROVIDE BLOCKING AND BACKING FOR ALL EQUIPMENT, FIXTURES AND SHELVING.
14. SEAL ALL PENETRATIONS TO MAINTAIN FIRE RATINGS AND HYGIENE STANDARDS.
15. SEE WALL TYPE LEGEND FOR SPECIFIC WALL CONSTRUCTION REQUIREMENTS.
16. CONTRACTOR TO REMOVE DEBRIS AND MAINTAIN SAFE JOBSITE CONDITIONS.



WALL TYPE 5
 5/8" MR. TYPE -X- GYP. BD. MICROBIAL
 RESISTANT EPOXY COATING- ONE SIDE OF
 3 5/8" MTL. STUDS @ 16' O.C (MAX)
 PROVIDE CONT. LONG LEG DEFLECTION
 TOP TRACK AT ROOF DECK
 PROVIDE SOUND BATT. INSULATION

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SECTION 30. CANNABIS BUSINESS AND HEMP BUSINESS OPERATIONS

1. Minimum buffer requirements.

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

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

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

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

2. Noise.

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

3. Odor.

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

4. Hours of operation.

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

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

- A. On Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- B. Before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;
- C. On Thanksgiving Day;
- D. On Christmas Day, December 25; or

E. After 8:00 p.m. on Christmas Eve, December 24.

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

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

5. Signs.

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

6. Lighting.

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

7. Security.

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

8. Outdoor use.

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

(Ord. No. 2024-05, § 3, 12-3-24)

ARTICLE VIII. SALE OF CANNABINOID PRODUCTS

Sec. 18-290. Purpose.

The purpose of this section is to regulate the authorized sale of adult-use of cannabinoid products that meet the requirements to be sold for human or animal consumption under Minnesota Statutes for the following reasons:

- (1) The city recognizes that, based on the most reliable and up-to-date scientific evidence, the rapid introduction of newly legalized adult-use cannabinoid products, presents a significant potential threat to the public health, safety, and welfare of the residents of East Bethel, and particularly to the city's youth.
- (2) The city has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to cannabinoid products or to the marketing of these products and improve compliance among cannabinoid product retailers with laws prohibiting the sale or marketing of cannabinoid products to minors.
- (3) A local regulatory system for cannabinoid products retailers is appropriate to ensure that retailers comply with cannabinoid product laws and business standards of the city to protect the health, safety, and welfare of the city's youth and most vulnerable residents.
- (4) State law requires cannabinoid product retailers to check the identification of purchasers to verify that they are at least 21 years of age (Minn. Stat. § 151.72, subd. 3(c)), comply with certain packaging and labeling requirements to protect children and youth (Id., subd. 5), and meet certain potency and serving requirements (Id., subd. 5a).
- (5) State law authorizes the Board of Pharmacy to adopt product and testing standards in part to curb the illegal sale and distribution of cannabinoid products and ensure the safety and compliance of commercially available cannabinoid products in the state of Minnesota.
- (6) State law does not preempt the authority of a local government to adopt and enforce local ordinances regulating cannabinoid product businesses, which includes, but is not limited to, local zoning and land use requirements and business license requirements.
- (7) A requirement for a cannabinoid product retailer license will not unduly burden legitimate business activities of retailers who sell or distribute cannabinoid products to adults but will allow the city to regulate the operation of lawful businesses to discourage violations of state and local cannabinoid product-related laws.

In making these findings and enacting this section, it is the intent of the East Bethel city council to ensure responsible cannabinoid product retailing, by allowing legal sale and access to cannabinoid products in accordance with state law without promoting increases in use, and discouraging violations of cannabinoid product-related laws, especially those which prohibit or discourage the marketing, sale or distribution of cannabinoid products to persons under 21 years of age.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-291. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Cannabinoid means any edible cannabinoid product or nonedible cannabinoid product authorized for sale in Minnesota Statute.

Cannabidiol/CBD means any non-intoxicating cannabidiol not containing tetrahydrocannabinol (THC).

Cannabinoid-related devices means any equipment, products or materials of any kind which are used, intended for use, or designed for use in repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body.

Certified hemp means hemp plants that have been tested and found to meet the requirements of Minn. Stats. chapter 18K and the rules adopted thereunder by the state of Minnesota.

Compliance checks means the system the city uses to investigate and ensure that those authorized to sell cannabinoid products and/or cannabinoid-related devices are following and complying with the requirements of this article. Compliance checks under this article are not subject to the Minnesota statutory restrictions for conducting compliance checks for tobacco products.

Delivery sale means the sale of any cannabinoid products to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery sale includes, but is not limited to, the sale of any cannabinoid products when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.

Edible cannabinoid product means any product authorized for sale under Minnesota Statute that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

Exclusive tobacco store means a brick and mortar retail store which derives at least 90 percent of its revenue from tobacco and tobacco products and which cannot be entered at any time by persons younger than 21 years of age except as provided herein.

Exclusive cannabinoid store means a brick and mortar retail store which derives at least 90 percent of its revenue from cannabinoid products and which cannot be entered at any time by persons younger than 21 years of age except as provided herein.

Hemp means the plant *Cannabis sativa* L. and any part of the plant, whether growing or not, including the plant's seeds, and all the plant's derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis. Industrial hemp is not marijuana as defined in Minn. Stats. § 152.01, 9.

Label has the meaning given in Minn. Stats. § 151.01, 18.

Labeling means all labels and other written, printed, or graphic matter that are:

- (1) Affixed to the immediate container in which a product regulated under this article is sold;
- (2) Provided, in any manner, with the immediate container, including but not limited to outer containers, wrappers, package inserts, brochures, or pamphlets; or
- (3) Provided on that portion of a manufacturer's website that is linked by a scannable barcode or matrix barcode.

Licensee means a human person licensed under this article.

Licensee's clerk means a person employed by a licensee to work at a sales or service counter or otherwise make sales to the licensee's customers.

Marijuana means all parts of the plant of any species of the genus *Cannabis*, including all agronomical varieties, whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin, but shall not include the mature stalks of such plant, fiber from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks, except the resin extracted therefrom, fiber, oil, or cake, or the sterilized seed of such plant which is incapable of germination.

Matrix barcode means a code that stores data in a two-dimensional array of geometrically shaped dark and light cells capable of being read by the camera on a smartphone or other mobile device.

Minor means any natural person who has not yet reached the age of 18 years.

Movable place of business shall refer to any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Nonedible cannabinoids include, but are not limited to tablets, capsules, solutions, tinctures, or other products meant for oral administration/ingestion; creams, lotions, ointments, salves, or other products meant for topical administration; products meant to be inhaled, smoked, vaped, sprayed into nostrils, or insufflated (sniffed); and hemp flowers and buds.

Retail establishment means any place of business where cannabinoid products or cannabinoid-related devices are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, and restaurants.

Sale means any transfer of goods for money, trade, barter, or other consideration.

Self-service merchandising means open displays of cannabinoid products or cannabinoid-related devices in any manner where any person shall have access to the cannabinoid products or cannabinoid-related devices without the assistance or intervention of the licensee or the licensee's clerk. The assistance or intervention shall entail the actual physical exchange of the cannabinoid products or cannabinoid-related device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines or any other form of self-checkout.

Vending machine means any mechanical, electric or electronic, or other type of device which dispenses displays of cannabinoid products or cannabinoid-related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the displays of cannabinoid products or cannabinoid-related device, unless the machine can be controlled by an electronic device by an employee of the business.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-292. Scope.

- (a) This article applies to the sale of any cannabinoid product.
- (b) This article does not apply to the sale of any cannabidiol/CBD product as defined by this article.
- (c) This article does not apply to any product dispensed by a registered medical cannabis manufacturer pursuant to Minn. Stat. §§ 152.22—152.37.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-293. Licensing.

No person shall directly or indirectly sell or offer for sale any cannabinoid products or cannabinoid-related devices in any form at any price without first having obtained a license to do so from the city.

- (1) *Application.* Application for such license shall be made to the city administrator on a form provided by the city. Such application shall state the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, the location of the building and the part intended to be used by the applicant under such license, the kind of business conducted and such other information the city deems necessary.

A business applicant, at the time of application, shall furnish the city with a list of all persons that have an interest of five percent or more in the business. The list shall name all owners and show the interest held by each, either individually or beneficially for others.

- (2) *Action.* Upon receipt of a completed application, it shall be presented to the city council for consideration at its next regularly scheduled council meeting. The city council may approve the license, deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the city council approves the license, the city administrator shall issue the license to the applicant. If the city council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.
- (3) *Term.* Every such license shall expire on December 31 next after its issuance. For any license issued after January 31 in any year, the fee shall be prorated for each month, or fractional part thereof, covered by the license.
- (4) *Display.*
- a. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.
 - b. All exclusive tobacco store and exclusive cannabinoid store establishments shall post a notice prohibiting the entering of the store by persons under 21 years of age. The notice shall be in plain view of the general public on the licensed premises. The notice shall be at least 8-1/2 inches by 11 inches in size.
- (5) *Renewals.* The renewal of a license shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license. The issuance of a license issued under this article shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.
- (6) *Revocation or suspension.* Violation of any provision of federal, state, or local law, ordinance provision, or other regulation relating to article VIII may result in license revocation and/or suspension. Any licensee subject to revocation and/or suspension shall be given reasonable notice and an opportunity to be heard.
- (7) *Transfers.* All licenses issued under this article shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license will be allowed. It is the duty of each business licensee to notify the city in writing of any change in ownership in the business. Any change in the ownership or control of the business shall be deemed equivalent to a transfer of the license, and any such license shall be revoked 30 days after any such change in ownership or control unless the licensee has notified the council of the change in ownership by

submitting a new license application for the new owners, and the council has approved the transfer of the license by appropriate action.

Any time an additional investigation is required because of a change in ownership or control of a business, the licensee shall pay an additional investigation fee to be determined by the city. The city may at any reasonable time examine the transfer records and minute books of any business licensee to verify and identify the owners, and the city may examine the business records of any other licensee to the extent necessary to disclose the interest which persons other than the licensee have in the licensed business. The council may revoke any license issued upon its determination that a change of ownership of a licensee has actually resulted in the change of control of the licensed business so as materially to affect the integrity and character of its management and its operation, but no such action shall be taken until after a hearing by the council on notice to the licensee.

- (8) *Moveable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this article.
- (9) *Educational requirements.* The licensee shall be required to educate each new employee who will be selling cannabinoid products with regard to the requirements of this article and state law pertaining to the sale of cannabinoid products to minors and persons under age 21. The licensee shall be required to keep on file evidence of the employee educational session and make available for review said evidence upon reasonable request by the city or its designee.
- (10) *Refunds.* No part of the fee paid for any license issued under this article shall be refunded except in the following instances upon application to the city council within 30 days from the happening of the event. There shall be refunded a pro rata portion of the fee for the unexpired period of the license, computed on a monthly basis when operation of the licensed business ceases not less than one month before expiration of the license because of:
 - a. Destruction or damage of the licensed premises by fire or other catastrophe that the licensee shall cease to carry on the licensed business;
 - b. The licensee's death; or
 - c. A change in the legal status of the city, or some other event making it unlawful for the licensee to carry on the licensed business under his license, except when such license is revoked.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-294. Fees.

No license shall be issued under this article until the appropriate license fee shall be paid in full. The fee for a license under this article shall be established pursuant to the city council's adoption of the fee schedule.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-295. Investigation.

Applicants must comply with and consent to the provisions of article VI. - Other business license background checks.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-296. Basis for denial, revocation, or nonissue of license.

The following shall be grounds for denying, revoking, or not issuing a license under this article; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license if a licensee is ineligible for the license under this article:

- (1) The applicant is under the age of 21 years.
- (2) The applicant has been found within the past five years to have violated any federal, state, or local law, ordinance provision, or other regulation relating to tobacco, tobacco products, or tobacco-related devices.
- (3) The applicant has been found within the past five years to have violated any federal, state, or local law, ordinance provision, or other regulation relating to marijuana, cannabinoid products, or cannabinoid-related devices.
- (4) The applicant and/or the applicant's business establishment has been found in violation of Minn. Stats. § 151, IV, or this article.
- (5) The applicant has had a license to sell tobacco, tobacco products, or tobacco-related devices revoked or a license to sell cannabinoid products or cannabinoid-related devices revoked within the preceding 12 months of the date of application.
- (6) The applicant fails to provide any information required on the application or provides false or misleading information.
- (7) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding such a license.
- (8) The applicant has had a license to sell cannabinoid products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell cannabinoid products, whether in the city or in another jurisdiction, that has had a license to sell cannabinoid products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.
- (9) The applicant is a business that has an owner, operating officer, and/or manager who is not eligible pursuant to the provisions of this article.
- (10) The applicant is the spouse of a person ineligible for a license pursuant to the provisions of article VII or who, in the judgement of the council, is not the real party in interest or beneficial owner of the business to be operated, under the license.
- (11) No license shall be granted or renewed for operation on any premises on which real estate taxes, assessments, or other financial claims of the city or of the state are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of Minn. Stats. § 278, questioning the amount or validity of taxes, the council may, on application by the licensee, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one year after becoming due unless such one-year period is extended through no fault of the licensee.
- (12) No license will be approved unless the premises proposed to be licensed complies with all applicable zoning requirements.
- (13) Other unforeseen circumstances or conditions exist such that the issuance of a license may unreasonably endanger the health, safety, and welfare of the public.

If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this article and the city shall provide the person with a notice of revocation, along with information on the right to appeal.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-297. Prohibited acts.

- (a) *In general.* No person shall sell or offer to sell any cannabinoid product or cannabinoid related-device:
- (1) By means of any type of vending machine.
 - (2) By means of self-service merchandising. Exclusive tobacco stores and exclusive cannabinoid stores are excluded from this provision.
 - (3) From any form of movable place of business.
 - (4) Containing controlled substances as defined in Minn. Stats. § 152.
 - (5) By delivery sale.
 - (6) By any employee under the age of 21.
 - (7) By any other means, to any other person, on in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.
 - (8) To an obviously intoxicated person.
- (b) *Legal age.* No person shall sell any cannabinoid product or cannabinoid-related device to any person under the age of 21.
- (1) *Age verification.* Licensees shall verify by means of government issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.
 - (2) *Signage.* Notice of the legal sales age and age verification requirement must be posted prominently and in plain view at all times at each location where cannabinoid products or cannabinoid-related devices are offered for sale. The required signage, which will be provided to the licensee by the city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase. The sign shall provide notice that all persons responsible for selling these products must verify, by means of photographic identification containing the bearer's date of birth, the age of any person under 30 years of age.
- (c) *Samples prohibited.* No person shall distribute samples of any cannabinoid products free of charge or at a nominal cost. The distribution of cannabinoid products as a free donation is prohibited.
- (d) *Self-checkout.* No sales of cannabinoid products or cannabinoid related-devices may be completed through self-checkout. A licensee or licensee's clerk must process each transaction at a point of sale.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-298. Storage.

It shall be unlawful for a license under this article to allow the sale of cannabinoid products or cannabinoid-related devices by any means whereby a customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the cannabinoid

product or cannabinoid-related devices between the licensee or his clerk and the customer. All cannabinoid product or cannabinoid-related devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Exclusive tobacco stores or exclusive cannabinoid stores are not subject to this provision.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-299. Responsibility.

All licensees under this article shall be responsible for the actions of their employees in regard to the sale of cannabinoid products or cannabinoid-related devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this article shall be construed as prohibiting the city from also subjecting a licensee's clerk to whatever penalties are appropriate under this article, state or federal law, or other applicable law or regulation.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-300. Compliance checks and inspections.

All premises licensed under this subdivision shall be open to inspection by the city's law enforcement during regular business hours. From time to time, but at least once per year, the city shall direct law enforcement to conduct compliance checks. No person used in compliance checks shall attempt to use a false identification misrepresenting their age. All persons lawfully engaged in a compliance check shall answer all questions about their age asked by the licensee or their employee, and produce any identification, if any exists, for which they are asked. Persons used for the purpose of compliance checks shall be supervised by law enforcement or other designated personnel. Nothing in this article shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law. Additionally, from time to time, the city or law enforcement will conduct inspections to determine compliance with any or all other aspects of this ordinance.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-301. Penalties.

- (a) *Administrative civil penalties—Licensees.* If a licensee or an employee of a licensee is found to have sold cannabis or cannabinoid products to a person under the age of 21 years, the licensee shall be subject to an administrative penalty as follows:
- (1) *First violation:* The city shall impose a civil fine of \$150.00. In addition, the city may suspend the license for a period up to 20 days. The city may agree with the licensee to waive up to ten days of suspension at a rate of two days for every eight hours of community service performed by the licensee's employee.
 - (2) *Second violation within 24 months:* The city shall impose a civil fine of \$300.00. In addition, the city may suspend the license for a period up to 40 days. The city may agree with the licensee to waive up to ten days of suspension at a rate of two days for every eight hours of community service performed by the licensee's employee.
 - (3) *Third violation within 24 months:* The city shall impose a civil fine of \$400.00 and suspend the license for a minimum period of 30 days, not to exceed one year.
 - (4) The penalties provided for in this article shall apply to individuals who are licensees and who make such a sale in addition to any penalty imposed under this Code.

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(b) *Misdemeanors.* Nothing in this article shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this article.

(c) *Council review.*

- (1) If one of the foregoing administrative civil penalties is imposed by the city, the penalty shall not take effect until the licensee or person has received notice (served personally or by mail) of civil penalty and their right to a hearing before the council. The licensee must request a hearing before the city council within ten business days of receipt of the notice or such right shall terminate.
- (2) If a licensee requests a hearing before the city council, the council shall determine by the preponderance of evidence whether the licensee has violated any provision of this article. If the city council determines by a preponderance of the evidence that the licensee has violated any provision of this article, the city council shall sustain the administrative civil penalty issued. If the city council determines by a preponderance of the evidence that the licensee has not violated this article, the administrative civil penalty shall be vacated.

(Ord. No. 2022-03, § 2, 9-26-2022)

Sec. 18-302. Severability.

If any section or provision of this article is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

(Ord. No. 2022-03, § 2, 9-26-2022)

Secs. 18-303—18-402. Reserved.



YEAR IN REVIEW

FIRE DEPARTMENT

2025

EAST BETHEL FIRE DEPARTMENT



PREPARED BY CHIEF J. CIELOCHA



OVERVIEW

The year 2025 was one of turmoil, change, and growth. There was a leadership change mid-year, with Fire Chief Jeff Cielocha hired, and Deputy Fire Chief Ben Uden promoted in May. This change brought uncertainty. Through that uncertainty, the department grew in multiple ways. A recruitment campaign was started in April. Through the efforts of DC Uden and the multiple department members who comprised the interview boards, six new fire department members were added and onboarded through the new orientation and mentoring program. Fire department members were brought into the operational tool and gear options discussion, which led to a new turnout gear vendor and new tool purchases.

The East Bethel Fire Department thrived amid change and uncertainty thanks to the dedication and sacrifice of the firefighters at Stations 1, 2, and 3 and the officers who supported them.

PUBLIC OUTREACH

The East Bethel Fire Department participates in public outreach in many different ways. Fire department members contributed by attending the open house, where approximately 250 people came out. School visits were a hit, reaching an audience of 300 kids and 25 adults.

Some of the other events the EBFD were part of were the tree lighting ceremony, Santa parade, and a first aid/CPR class taught by District Chief Troy Lachinski.

The EBFD will continue to explore other avenues of community outreach and education. We believe our success is measured in the calls we do not respond because they were mitigated by education and community involvement.



FIGURE 1

OUTREACH EVENTS

- Open House
- School Visits
- Santa Parade
- Tree Lighting Ceremony
- First Aid/ CPR Class

ATTENDANCE

- Approximately 250 people
 - 300 Kids/ 25 Adults
 - 12 routes/ 891 pound of food donated
 - EBFD is happy to be a part of this event
 - 20 participants
- Total – 595 citizen contacts
12 neighborhoods visited.



RECRUITMENT AND RETENTION



RECRUITMENT

The fire department began a hiring campaign in April 2025, resulting in six new firefighters starting their journey with the EBFD. Five candidates have already completed Emergency Medical Responder (EMR) training. The one candidate who has not yet completed EMR was hired closer to the start of the Anoka County Fire Academy (ACFA). They will join three additional candidates at the ACFA in February. Following completion of the academy, those who still need EMR training will complete that training

RETENTION

The East Bethel Fire Department continues to invest in the existing membership through communication, training, and inclusion. The City of East Bethel continues to make strides in retaining its current membership. In 2025, the City Council approved a \$400 increase in the firefighters' pension benefits.

EMPLOYEE ENGAGEMENT

The firefighters of the East Bethel Fire Department were invited to and included in the evaluation of new turnout gear, extrication equipment, and fire nozzles. The membership chose to move forward with Viking turnout gear, which is a change from the past. This choice started the process of cycling old turnout gear that has reached the end of its life. New nozzles were ordered to replace aging equipment. These, again, were chosen by the firefighters.



GOALS

EBFD will continue recruitment efforts to build a hireable list of community members who want to serve East Bethel.

Retention efforts will continue as well. The vast experience and knowledge are vital to the continued growth of the EBFD.



PARTNERSHIPS

There are many partnerships the EBFD works to maintain, including with other Anoka County fire departments, Allina, Anoka County Sheriff, Life Link III, Minnesota State Patrol, Nexus, and NACE. The EBFD will continue to explore other partnerships that will benefit the citizens of East Bethel.

City Council Packet, page 107



GROWTH

As development continues throughout East Bethel, the EBFD will continue to monitor changes, anticipate needs, adapt, and provide exceptional service to citizens.

TRAINING

Training is a core element of firefighting. This is where firefighters get “sets and reps” to become more effective and efficient to serve the citizens of East Bethel and the surrounding communities.

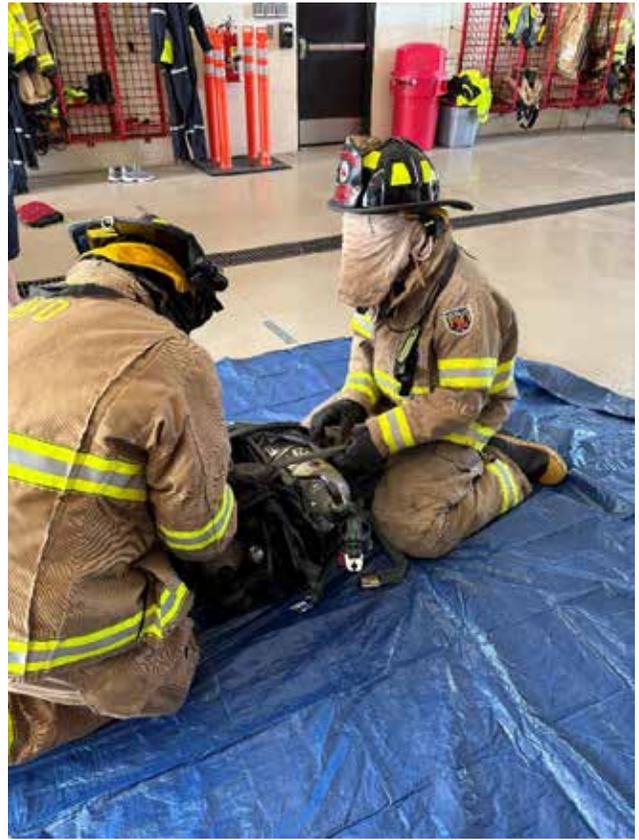
Training also builds camaraderie and hones teamwork. Teamwork is essential to safe operations on the fire grounds. The East Bethel firefighters worked together to continue perfecting their craft.



The East Bethel Fire Department held training or maintenance almost every Monday throughout 2025. This led to a commitment of 1,413 hours of training and maintenance by the EBFD's dedicated personnel. Some of the topics covered were ladder operations, forcible entry, auto extrication, pump operations, and self-contained breathing apparatus (SCBA) familiarization.

In 2026, the fire department will be returning to the basics of firefighting to fine-tune our skills as we build toward the future. This will include search and rescue, firefighter survival, command training, and communications.





SCBA Tangle Drill: While SCBAs will not become this tangled on a scene, this drill accomplished multiple tasks, including communication, SCBA familiarization, and teamwork. The before and after.



ACCOMPLISHMENTS

The East Bethel Fire Department saw many accomplishments throughout 2025. It is important to recognize the hard work personnel have put into completing projects and initiatives. The EBFD made progress thanks to dedicated members who put in extra hours and effort. The Chiefs would like to thank those people.

Below is a list of those accomplishments:

- Six new firefighters were hired. With this came new processes and programs
 - Revamped the onboarding process to include a formal orientation
- Instituted a mentoring program. Multiple EBFD members volunteered to lead the new group through the beginning of their fire service career.
 - Craig Chesler
 - Ryan Henry
 - Alicia Howe
 - Michael Howe
 - David Baily
 - Brian Downie
- Five officers were appointed to serve in the roles of District Chief and Captain
- The Senior Firefighter Duty Officer Program was implemented with two personnel filling those positions
- Duty Crew was implemented, resulting in 85 shifts filled, totaling 329 hours of service.
- The quick response of the Duty Crew led to a fast knockdown of a hybrid vehicle, stopping the fire from getting to the battery pack in the trunk.
- Siento partnered with the department to provide its members access to a nationwide peer support network.
- Fire Station 1 kitchen received a new donated kitchen table.
- Supported the East Bethel Fire Auxiliary
 - Annual breakfast
 - Highway clean up
 - Annual department BBQ
- New fire station floors at all three stations
- New training room floor
- New tools and equipment
 - Saws
 - Nozzles
 - Turnout gear
 - Flashlights



INSPECTIONS

Inspection Type	Inspections Completed
Fire & Life Safety - Sprinklered	7
Fire & Safety – Non-Sprinklered	59
Fire Sprinkler – Rough In	10
Fire Sprinkler – Hydro	17
Fire Alarm – Final	18
Total	111

2025 Annual Summary: Inspections Division

The 2025 calendar year represented a period of significant transition and steady productivity for the East Bethel Fire Department's Inspections Division. As the city continues to evolve, the division remains a cornerstone of proactive community risk reduction, ensuring that our local businesses and residential developments meet the highest safety standards.

Division Staffing & Leadership

The year began with a notable leadership shift within the division. Our primary full-time inspector, who has been instrumental in streamlining our code enforcement and life-safety programs, was promoted to the rank of Deputy Chief.

While this transition highlights the high caliber of our department's personnel, it also marks a new chapter for the Inspections Division.



Growth and Forecasted Workload

East Bethel is currently experiencing a period of sustained development, particularly along the Highway 65 corridor and within new residential subdivisions.

As the city transitions from its rural roots toward a more diversified community, the Inspections Division anticipates a substantial increase in workload. The influx of commercial out-lots, multi-family housing projects, and expanded industrial facilities necessitates more frequent plan reviews and complex technical inspections. This forecasted growth underscores the importance of a robust inspection program to ensure that new infrastructure is built with modern fire protection systems that are fully compliant from day one.

Future Commitment

The East Bethel Fire Department remains eager to meet these challenges head-on. We are deeply committed to providing thorough, professional inspection services for the City of East Bethel. Our primary mission continues to be the protection of lives and property through education, enforcement, and the maintenance of a fire-safe environment for all who live and work in our community.

REQUESTS FOR SERVICE

TOTAL CALLS - 918

Dispatched Incident Type	Total
MEDICAL	129
Med - Breathing-Difficult	100
Med - Fall	83
Med - Heart	70
Fire Alarm No Smoke	54
Personal Injury Accident	52
Med - Uncon	51
MED STROKE	27
MEDICAL	26
Lift Assist	25
Grass Fire	22
POWERLINES	20
Med - Seizure	20
STRUCTURE FIRE	19
Illegal Burn	18
Abdominal Pain	17
Med - Bleed-Severe	15
Structure Fire	14
Med - Allergic	13
Gas Odor Inside	12
Med - Breathing-NOT	12
Med - Alarm	12
Carbon Mono No Ill	11
Med - Assault	10
Med - Choking	8
Vehicle Fire	7
Gas Odor Outside	6
GAS CUT OUTSIDE	5
Water/Ice Rescue	5
GRASS FIRE	4
MISCELLANEOUS FIRE	4
Smoke Inside	4
Assist	4
Blood Pressure	4
Smoke Outside	3
Fluid Clean Up	3
Med - OB	3
Diabetic Reaction, diabetic coma, blood sugar	3
Broken bones, compound fracture	3
Mutual Aid	2

Flooding	2
Med - Stab-Gunshot	2
ELECTRICAL SMELL	1
MUTUAL AID	1
FALL	1
MED-UNCON	1
Medical	1
Carbon Mono III	1
Med - Misc Priority Medical	1
Oven Fire	1
Aircraft Incident	1
Water Flow Alarm	1
Phone Call Request	1
Med - ILL	1
Station Staffing	1
Phone Call for SRT	1

