

**City of East Bethel**  
**City Council Work Meeting**  
**Date: April 3, 2023 at 7:00 p.m.**



**This City Council meeting may be monitored live via the following means:  
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel  
([www.youtube.com/channel/UC8\\_7ShcME-XG14pN5JrmBGg/live](http://www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGg/live))**

- 1.** Call To Order
- 2.** Adopt Agenda
- 3.** ISD 15 Presentation (p. 2)
- 4.** Ordinance Amendments (p. 3-10)
  - a)** Sec. 74-95 – Identification and Upgrading of Substandard Sewage Treatment Facility
  - b)** Zoning, Sec. 28 – Architectural Standards
  - c)** Zoning, Sec. 14 – Detached Accessory Structures
  - d)** Zoning, Sec. 24 – Exterior Storage, Light Industrial and B-3 Districts
  - e)** Zoning, Sec. 24 – Exterior Storage, B-2 District
- 5.** Community Development Director Update (p. 11-27)
- 6.** Charitable Gambling Proceeds Distribution (p. 28-32)
- 7.** John Anderson Park Trail Update (p. 33-36)
- 8.** Adjourn

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



**Date:** April 3, 2023

**Agenda Item Number:** 3.0

**Agenda Item:** ISD 15

**Background Material:**

ISD 15 School Board Chairperson Mike Starr and Superintendent Karsten Anderson will present a report of the School District, discuss matters of common interests and answer school board-related questions that Council may have.

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



**Date:** April 3, 2023

**Agenda Item Number:** 4.0

**Agenda Item:** Ordinance Review

**Background Material:**

Councilperson Jim Smith requested an amendment of Chapter 74, Article IV, Section 74-95 – Identification and Upgrading of Substandard Sewage Treatment Facility. The existing ordinance section and proposed change are exhibited in Attachment 1.

Councilperson Tim Miller requested amendments to:

- Zoning, Section 28 – Architectural Standards
- Zoning, Section 14 – Detached Accessory Structures
- Zoning, Section 24 – Exterior Storage, Light Industrial and B-3 Districts
- Zoning, Section 24 – Exterior Storage, B-2 District

The proposed redline changes are exhibited in Attachment 2.

Amendments to these ordinance sections will require a Public Hearing have to be approved at a regular Council meeting.

**Attachment(s):**

Attachment 1 – Chapter 74, Utilities, Section 74- 95

Attachment 2 – Zoning Code Amendments, Sections 28, 14 and 24

**Proposed Amended Ordinance:**

Sec. 74-95. - Identification and upgrading of substandard sewage treatment system.

- (a) The city will identify potentially substandard sewage treatment systems.
- (b) Property owners with substandard systems will be encouraged to upgrade voluntarily.
- (c) If a property owner applies for a building permit or variance that affects the capacity of the sewage treatment system, they must have it evaluated. If the system is substandard, they must upgrade it before the permit or variance is issued.
- (d) Upon review of potentially non-conforming septic systems, the city administrator will identify grants and other funding opportunities available to residents to repair their septic systems. This will occur prior to sending out notifications to residents. Residents will be notified of funding and grant options available to them.

**Existing Ordinance:**

Sec. 74-95. - Identification and upgrading of substandard sewage treatment system.

- a. Systematically review existing records and determine which sewage treatment systems are potentially substandard during the first two years that implementation funds become available.
- b. Concurrently, as potentially substandard systems are identified, property owners will be notified and provided with information about the pollution potential and hazard to human health by the continued use of a substandard treatment systems. They will be encouraged to voluntarily upgrade their treatment system if it is found to be substandard.
- c. When a building permit or variance is requested for a property with a potentially substandard system, the property owner will be required to have the system evaluated and, if it is found to be substandard, the property owner must upgrade the treatment system before a building permit or variance will be issued.

(Res. No. 1993-1, 1-6-1993)

**Enhancing Business Security Amendment:**

This amendment to the architectural standards ordinance for the city of East Bethel has two primary purposes.

The first purpose is to increase the security of commercial and industrial buildings in rural areas by eliminating the requirement for windows on the side or back of new construction. This change will give business owners greater flexibility to design their buildings to meet their specific needs and enhance security measures.

The second purpose is to create a new section for B-2 and B-3 districts, which will allow the city to be more responsive to the needs of its diverse businesses by tailoring the building design requirements to suit the unique characteristics and requirements of these districts. This change will enable businesses to develop their properties in a way that is more in line with their needs while still maintaining high architectural standards.

**Summary of changes:**

1. Added a provision to allow painted steel siding as an exterior finish for new construction.
2. Modified the language to ensure that new construction is not required to have windows on the side or back of buildings.
3. Combined the building design requirements for B-2 and B-3 districts into one section.
4. Added Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, and other comparable or superior material approved by the city council as acceptable exterior building materials.
5. Modified the percentage of the facade facing the public right-of-way that must be glass for B-2 and B-3 districts.
6. Removed the constraint on pole buildings in B-2, B-3 and Light-industrial.
7. Created separate sections for MXU, B-1, and non-residential uses in residential districts, B-2 and B-3 districts, and Light Industrial district.

## SECTION 28. - ARCHITECTURAL STANDARDS

### Purpose.

The purpose of architectural standards is to ensure the exterior of new construction and additions to existing buildings are well designed, detailed, and crafted to embody high standards of architectural designs.

1. Building design requirements for Mixed use (MXU), Limited Business (B-1), and non-residential uses in residential districts.
  1. Building design shall exhibit architectural control which seeks to be creative and which best utilizes building lines, shapes, and angles to maximize architectural integrity.
  2. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), and pole-type building materials are not permitted as primary exterior building materials.
  3. At least 50 percent of all exterior wall finishes shall be comprised of any combination of at least two of the following materials:
    1. Brick.
    2. Natural stone.
    3. Glass.
    4. Stucco or stucco-like finishes.
    5. Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.
  4. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials that meet or exceed the quality of the primary exterior materials and shall be consistent with the building design.
  5. A minimum of 30 percent of the facade facing the public right-of-way shall be glass.
  6. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, and shall be exempt from the requirement of windows on the side or back facades.
  
2. Building design requirements for Central Business (B-2) and Highway Business (B-3) districts.
  1. Building design shall exhibit architectural control which seeks to be creative and which best utilizes building lines, shapes, and angles to maximize architectural integrity.
  2. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), **and pole type building materials** are not permitted as primary exterior building materials.
  3. At least 50 percent of all exterior wall finishes shall be comprised of any combination of at least two of the following materials:
    1. Brick.
    2. Natural stone.
    3. Glass.
    4. Stucco or stucco-like finishes.
    5. **Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.**

4. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials that meet or exceed the quality of the primary exterior materials and shall be consistent with the building design.
  5. ~~A minimum of 20 percent of the facade facing the public right of way shall be glass.~~
  6. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, and shall be exempt from the requirement of windows on the side or back facades.
3. Building design requirements for Light Industrial (I) district.
1. Building design shall exhibit architectural control which seeks to be creative and utilize building lines, shapes, and angles to maximize architectural integrity.
  2. Unadorned pre-stressed upright concrete panels, unfinished concrete block, galvanized or unfinished steel, galvalum or unfinished aluminum buildings (wall or roofs), ~~and pole type building materials~~ are not permitted as primary exterior building materials.
  3. Building exterior wall finishes shall be comprised of any combination of at least two of the following materials:
    1. Brick.
    2. Natural stone.
    3. Glass.
    4. Masonry stucco.
    5. ~~Architecturally enhanced pre-cast and cast-in-place panel, architectural concrete in combination with other permitted materials, painted steel siding, or other comparable or superior material approved by city council.~~
  4. Accent materials shall be used for cornices, sills, bases, lintels, banding, and decorative accent trims. Accent materials shall consist of materials comparable in grade and quality to the primary exterior materials.
  5. ~~A minimum of 20 percent of the facade facing the public right of way shall be glass.~~
  6. Any new building shall be constructed so that all exterior sides shall be surfaced equivalent to the front of the building, ~~and shall be exempt from the requirement of windows on the side or back facades.~~

**Farm Storage Amendment:**

The purpose of this amendment is to strike an unenforceable rule.

**Summary of changes:**

1. Strikes the rule restricting mobile and temporary structures from being used for storage.

**SECTION 14. - DETACHED ACCESSORY STRUCTURES**

**5. - Exemptions.**

Properties within the A zoning district are exempt from architectural and design requirements provided the building is used exclusively for agricultural use and is constructed in accordance with all other zoning ordinance regulations.

Structures of a mobile and temporary or recreational nature provided that:

1. ~~They are not used for storage purposes;~~
2. Do not adversely affect surrounding properties;
3. Are removed or placed more appropriately on the property at the request of the city.  
(Ord. No. 19, Second Series, 5-5-2010)

## SECTION 24. - EXTERIOR STORAGE

This amendment to the Exterior Storage ordinance for the city of East Bethel has the purpose of allowing businesses to fully use their rear-yards for storage while maintaining the screening requirements in the original language.

### Summary of changes:

1. Strikes out the rear-yard storage limitations for businesses operating in the light industrial, B-2 and B-3 zones.
2. Strikes out limitations on using storage racks for inventory.
3. Simplifies the code by combining Light Industrial and B-3 storage rules into one section.

### **4. Light Industrial and B-3 district.**

A. Exterior storage is permitted in Light Industrial and B-3 districts as a Conditional Use permit and subject to the following conditions:

1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.
2. ~~Maximum amount of exterior storage cannot exceed the square footage of the~~  
**Principal building.**
3. ~~Exterior storage cannot exceed 12 feet in height~~

B. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than six feet in height and shall preclude vision through the barrier. Screening to be achieved through a combination of masonry walls, fencing, berming, and landscaping.

1. All screening shall meet the regulations in . Screening Requirements [Regulations].

2. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

C. Exterior display in Light Industrial and B-3 districts.

1. The area occupied by exterior display shall not exceed 30 percent of the gross floor area of the principal building on the property.

2. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.

3. Additional parking spaces shall be provided based upon the exterior display and sale area.

D. Prohibited storage

1. Accessory storage containers, as defined in [Section 01](#). General Provisions of Administration, shall not be permitted.

E. Parking

1. Semi-trucks and trailers shall not be considered part of outside storage if they are used in the normal business commerce and do not exceed the number of docks and or bay doors.

## 5. - B-2 district.

A. Exterior storage is permitted with a CUP.

~~1. Approved exterior storage shall be limited to an area no more than 100 square feet of the rear yard, and shall not be allowed within the required setbacks, public right of way, private access easement, or within the required parking area.~~

**1. Exterior storage shall be limited to the rear yard and shall not be allowed within the required setbacks, public right-of-way, private access easement, or within the required parking area.**

2. Screening of the exterior storage shall be installed and maintained along all property lines. The screening shall not be less than six feet in height and shall preclude vision through the barrier. All screening shall meet the regulations in [Section 23](#). Screening Requirements [Regulations].

3. All equipment and materials within the storage area shall be arranged in a neat and orderly manner.

B. Exterior display in B-2 Districts

1. The area occupied by exterior display shall not exceed ten percent of the gross floor area of the principal building on the property.

2. Exterior display and sale of merchandise shall not occur within 50 percent of the setback nearest a street.

3. Additional parking spaces shall be provided based upon the exterior display and sale area.

C. Prohibited Storage

1. Accessory storage containers, as defined in [Section 01](#). General Provisions of Administration, shall not be permitted.

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



**Date:** April 3, 2023

**Agenda Item Number:** 5.0

**Agenda Item:** Community Development Director Update

**Background Material:**

The job advertisement for the Community Development Director's position was first advertised on December 2, 2022 but received only 5 applicants. At the direction of Council on December 28, 2022, staff was authorized to re-advertise the position.

The second ad ran from January 17, 2023 until February 21, 2023. The re-advertisement resulted in 2 additional applications. Both ad postings were run in the Anoka Union Herald, the League of Minnesota's Cities (LMC) Job Opportunities Website, the City of East Bethel Website, City media outlets, East Bethel Jobs.Com and InDeed.

From the last 4 years' experience with the tight job market and expecting the continued pattern of a low response from an additional advertisement, the top three applicants were invited for interviews. Invitations were sent on February 27, 2023 and the interviews were scheduled for March 2, 2023. Two of the invited candidates withdrew their applications 3 days before the scheduled interview and as a result only one applicant was interviewed by the Personnel Committee.

At the March 13, 2023 City Council Meeting, Council tabled a recommendation to approve a hire for the Community Development Director's position. Council requested that staff expand their advertising to widen the search for a candidate.

Staff has explored three government related job recruiting services and found their costs range from 20 - 30% of the first year's salary of the position as their fee. A quote was received from the firm of SGR in the amount of up to \$27,400 (See Attachment 1). We have not inquired as to a reduced scope of work at a lesser cost for their services.

The two other government job related staffing services we've requested quotes from are GovHR and Baker-Tilly. GovHR has responded and has requested a meeting to discuss their services but they have expressed concerns that our salary for this position is below rate and may affect recruitment in the current candidate market. We have not received a response from Baker-Tilly at time this report was written.

Staff is also working with Greg Gilles, Anoka County Regional Economic Development Director, and Mr. Gilles will be providing us with additional advertising contacts for this position.

While we have had very little response in the past from job ads placed in the Star Tribune, we could use them again. Generally these ads run approximately \$250- \$300 for a Sunday publication.

In summary, the LMC site is the primary source for those looking for City employment and is usually the first place job seekers in the profession look for positions. Beyond the sources we have used, we could advertise in the Star- Tribune and utilize the contacts Mr. Gilles will provides to expand the coverage for the candidate search.

**Financial Impact:**

Our time table for the re-advertisement and recommendation to City Council is by no later than the May 22, 2023 Council Meeting.

**Attachment(s):**

Attachment 1 – SGR Proposal

# **PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES**

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**Community Development Director  
City of East Bethel, Minnesota**

**March 28, 2023**

**This proposal is valid for 60 days**

Strategic Government Resources  
P.O. Box 1642, Keller, Texas 76244  
Office: 817-337-8581

JJ Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)





March 28, 2023

Jack Davis, City Administrator  
City of East Bethel, Minnesota

Dear Mr. Davis,

Thank you for the opportunity to submit this proposal to assist the City of East Bethel in your recruitment for a new Community Development Director. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 43,000 subscribers in all 50 states.
- SGR reaches a broad community of over 14,000 LinkedIn followers and over 2,000 Facebook followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 2,400 planning and development services and economic development professionals.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are happy to provide references upon request. We are excited about the prospect of conducting this recruitment for the City of East Bethel, and we are available to visit with you at your convenience.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeri J. Peters", written in a cursive style.

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

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## Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 39 full-time employees, 3 part-time employees, 21 recruiters, 20 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Maryland, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: <https://sgr.pub/MeetTeamSGR>

## SGR's Unique Qualifications

### Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 43,000 subscribers in all 50 states.
- We will send targeted emails to over 2,400 opt-in subscribers to SGR's Planning & Development and Economic Development Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which averages nearly 10,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

### Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

### Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

### **Listening to Your Unique Needs**

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

### **Trust of Candidates**

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

### **Accessibility & Communication**

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

### **Comprehensive Evaluation and Vetting of Candidates**

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and prevents surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

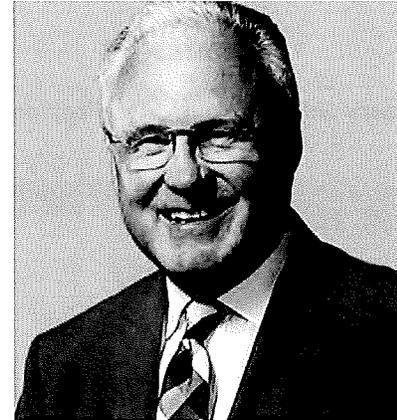
View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>

## Project Personnel

**Michael Langley, Senior Vice President**

[MichaelLangley@GovernmentResource.com](mailto:MichaelLangley@GovernmentResource.com)

651-343-9814



Michael Langley recently retired as the founding CEO of GREATER MSP, the Minneapolis Saint Paul Regional Economic Development Partnership. He is a widely recognized economic development strategist who also led successful regional organizations in Florida and Pennsylvania and has provided strategic consulting services to economic regions and organization for over 20 years.

Prior to his economic development career, Michael was an executive with Westinghouse Electric Corporation and CBS Corporation. He also served as President and CEO of Westinghouse Audio Intelligence Devices, Inc., a world leader in surveillance technology and is a Past Chair of the Board of the International Economic Development Council (IEDC).

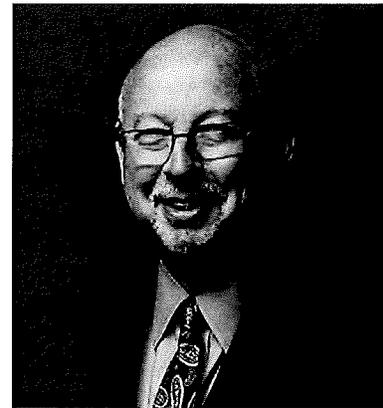
A graduate of the U.S. Naval Academy in Annapolis, MD., Mike also earned a MS in information systems from the Naval Postgraduate School in Monterey, California, and was awarded an honorary doctorate in Humanities by American Intercontinental University for his work in community improvement. He served as a Navy pilot with more than 5,000 hours of flight and crew time on surveillance and intelligence missions worldwide and as a technology analyst on the staff of the Chief of Naval Operations. He retired after 23 years of service as a Navy Captain.

## Project Personnel

**Larry Gilley, Senior Vice President**

[LarryGilley@GovernmentResource.com](mailto:LarryGilley@GovernmentResource.com)

Cell: 325-660-4208



Larry Gilley joined SGR in 2016. He previously served for more than 38 years in leadership roles in Texas cities. He served as City Manager for the City of Abilene from June 2002 until his retirement. Prior to joining the City of Abilene, Larry served as City Manager for the City of San Marcos, Texas, for almost 14 years. He began his career in municipal government as City Manager in Bovina in 1976 and later served as City Manager in Panhandle.

Larry has been active in his professional association and is a member of the International City/County Management Association (ICMA) and the Texas City Management Association (TCMA) and is Past President of that organization. He served on the Board of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) and served as Chair of that organization. He has served on the MPA Advisory Council at Texas State University, where he also served as an Adjunct Graduate Faculty member. He holds a Bachelor of Arts in Political Science from Texas Tech University and a Master of Public Administration from Texas State University.

ICMA awarded Larry its professional service award for In-Service Training, and the Cen-Tex Chapter of the American Society of Public Administration recognized him as "Professional Administrator of the Year." Larry is also a recipient of a Lifetime Achievement Award from TCMA and is a Life Member of that organization.

# Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
  - Development of Recruitment Plan and Timeline
  - Individual Interviews with Key Stakeholders
  - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
  - Written Questionnaires
  - Recorded Online Interviews
  - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
  - Comprehensive Media Searches - Stage 2
  - Comprehensive Background Investigation Reports
  - DiSC Management Assessments (supplemental service)
  - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
  - Face-to-Face Interviews
  - Stakeholder Engagement (may occur earlier in process)
  - Deliberations
  - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
  - Determination of Terms of an Offer
  - Negotiation of Terms and Conditions of Employment
  - Press Release (if requested)

## **Step 1: Organizational Inquiry and Analysis**

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### **Development of Recruitment Plan and Timeline**

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

### **Individual Interviews with Key Stakeholders**

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

### **Development of Position Profile Brochure**

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

## **Step 2: Advertising and Marketing, Communication with Applicants and Prospects**

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### **Advertising and Marketing**

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 45,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, <https://sgr.pub/SGRWebsite>, and on SGR's Job Board, <https://sgr.pub/SGRJobBoard>. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

### **Communication with Prospects**

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

### **Communication with Active Applicants**

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

### **Step 3: Initial Screening and Review**

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SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

### **Step 4: Search Committee Briefing / Selection of Semifinalist Candidates**

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At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

### **Step 5: Evaluation of Semifinalist Candidates**

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Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

### **Written Questionnaires**

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

### **Recorded Online Interviews**

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

### **Media Searches - Stage 1**

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

## **Step 6: Search Committee Briefing / Selection of Finalist Candidates**

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Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

## **Step 7: Evaluation of Finalist Candidates**

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### **Comprehensive Media Searches - Stage 2**

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

### **Comprehensive Background Investigation Reports**

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County warrants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

### **DiSC Management Assessments (supplemental service)**

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

### **First Year Game Plan or Other Advanced Exercise**

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

## **Step 8: Interview Process**

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### **Face-to-Face Interviews**

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

### **Stakeholder Engagement**

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

### **Deliberations**

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

### **Reference Checks**

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

## **Step 9: Negotiations and Hiring Process**

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### **Determine the Terms of an Offer**

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

### **Negotiate Terms and Conditions of Employment**

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

### **Press Release (if requested)**

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

## **Satisfaction Surveys**

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SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

## **Supplemental Service: Post-Hire Team Building Workshop**

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SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: <https://sgr.pub/SampleIOPT>.

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



**Date:** April 4, 2023

**Agenda Item Number:** Item 6.0

**Agenda Item:** Use of Charitable Gambling Funds Discussion

**Background Information:** MN State Statutes, Chapter 349 provides regulations for the lawful (charitable) gambling industry through the Minnesota Gambling Control Board to ensure the integrity of operations and provide for the lawful use of net profits. Charitable gambling is conducted only by registered nonprofit organizations.

Lawful gambling benefits cities by providing entertainment for citizens and raising revenues to support worthy purposes. However, lawful gambling proceeds may only be used for allowable expenses or lawful purposes. State law provides cities the authority to regulate lawful gambling. The most common regulation methods that cities are authorized to use are:

- **Require organizations to contribute 10% of the net profit from lawful gambling to a fund administered by the city.**

By ordinance, a city can require organizations to contribute up to 10% per year of their net profits derived from lawful gambling to a fund administered by the City, frequently called a “Charitable Contribution”. The City must file an annual report with the Gambling Control Board (GCB), and also must acknowledge financial contributions of organizations conducting lawful gambling to the community and to the recipients of the funds. The City may only disburse the funds for charitable contributions (see Attachment 1 for a list of lawful expenditures). Therefore, although a city may not require direct payments from a gambling organization to any city department, a city can establish a fund and disburse the proceeds of that fund to a city department for lawful purposes. No direct contributions or payments of gambling money may be made to a law enforcement or prosecutorial agency; and/or,

- **Impose a gambling tax (3% of gross revenue) or charge an investigation fee.**

This tax revenue may only be used to cover the cost of regulating lawful gambling, and may not be used for any other purpose. The City must file an annual report with the GCB showing the amount of revenue raised by the tax and the use of the tax proceeds.

Our neighboring municipalities use either the Charitable Contribution format or do not require a tax. The following table gives examples of some of the lawful purposes expenditures by each municipality:

CITY	GAMBLING TAX (GT) / CHARITABLE CONTRIBUTION (CC)	EXAMPLES of EXPENDITURES
Blaine	10% of net profits (CC)	Donations: Local HS grad parties, food shelves, Alexandra House
Ham Lake	10% of net profits (CC)	Law Enforcement contract expenses
Oak Grove	10% of net profits (CC)	Fire Dept expenses, training supplies, playground equipment, donations (scouts, sports groups)
Linwood	N/A	<i>For townships, all gambling activity is regulated by the County.</i>
St. Francis	10% of net profits (CC)	Fire Dept expenses (vehicles, equipment, etc)
Cambridge	N/A	<i>No tax or contribution collected.</i>
Isanti	N/A	<i>No tax or contribution collected.</i>

East Bethel approved a local gambling tax on licensed organizations of 3% per year of the gross receipts from gambling on February 15, 2006. City staff conducted regular gambling inspections to fulfill management and regulation requirements of the Ordinance. Gambling tax proceeds received in 2021 were \$72,000 as opposed to \$40,500 in 2020. \$40,000 was included in both the 2021 and 2022 city budgets as the projected income from this source.

The 2021 gambling revenues were more than the estimated cost of regulating lawful gambling. As the amount of revenue became much greater than the regulation expense and contracted law enforcement site inspections of the exterior premises were no longer allowed as an eligible cost, the City ordinance was amended to eliminate the gambling tax and the City adopted the charitable contribution method of collection revenues from lawful gambling on April 11, 2022.

There are currently 5 business locations that are approved and licensed in the City to conduct charitable gambling operations. These are:

- Route 65 Pub and Grub
- EJ's Bottle Shop
- Hidden Haven
- Moonshine Whiskey
- Smokey's

Repealing the gambling tax and changing the ordinance to a charitable contribution also provided the City additional flexibility in the use of these funds as exhibited in Attachment 1.

All proceeds the City receives from charitable gambling have been earmarked for use as funds to pay for the City's law enforcement contract with the Anoka County Sheriff's Office. Gambling tax revenues for 2022 were \$37,800 and estimated revenues for 2023 are projected at \$31,000, based on collections through February 28, 2023.

As these monies can be used for purposes aside from paying for law enforcement expenses, Council may be requested by organizations and groups to allocate some of the charitable gambling revenues for other lawful expenditures (See Attachment 1). Unless the Council has a desire to use some of these funds to support other eligible non-city activities, staff recommends that the proceeds from charitable gambling remain dedicated for payment for law enforcement services.

This information is provided as there may be requests presented to Council for these funds for uses other than support for payment assistance to our law enforcement services contract.

**Attachment(s):**

1. Excerpt of MN Statutes § 349.12, regarding Charitable Contributions and Lawful Purposes
2. Gambling Control Board 2022 Annual Report Form

## EXCERPT of MINNESOTA STATUTES 2021

**349.12 DEFINITIONS.**

Subd. 7a. **Charitable contribution.** "Charitable contribution" means one or more of the lawful purposes expenditures under subdivision 25, paragraph (a), clauses (1) to (7), (10) to (15), and (19).

Subd. 25. **Lawful purpose.** (a) "Lawful purpose" means one or more of the following:

(1) any expenditure by or contribution to a 501(c)(3) or festival organization, as defined in subdivision 15c, provided that the organization and expenditure or contribution are in conformity with standards prescribed by the board under section 349.154, which standards must apply to both types of organizations in the same manner and to the same extent;

(2) a contribution to or expenditure for goods and services for an individual or family suffering from poverty, homelessness, or disability, which is used to relieve the effects of that suffering;

(3) a contribution to a program recognized by the Minnesota Department of Human Services for the education, prevention, or treatment of problem gambling;

(4) a contribution to or expenditure on a public or private nonprofit educational institution registered with or accredited by this state or any other state;

(5) a contribution to an individual, public or private nonprofit educational institution registered with or accredited by this state or any other state, or to a scholarship fund of a nonprofit organization whose primary mission is to award scholarships, for defraying the cost of education to individuals where the funds are awarded through an open and fair selection process;

(6) activities by an organization or a government entity which recognize military service to the United States, the state of Minnesota, or a community, subject to rules of the board, provided that the rules must not include mileage reimbursements in the computation of the per diem reimbursement limit and must impose no aggregate annual limit on the amount of reasonable and necessary expenditures made to support:

(i) members of a military marching or color guard unit for activities conducted within the state;

(ii) members of an organization solely for services performed by the members at funeral services;

(iii) members of military marching, color guard, or honor guard units may be reimbursed for participating in color guard, honor guard, or marching unit events within the state or states contiguous to Minnesota at a per participant rate of up to \$50 per diem; or

(iv) active military personnel and their immediate family members in need of support services;

(7) recreational, community, and athletic facilities and activities, intended primarily for persons under age 21, provided that such facilities and activities do not discriminate on the basis of gender and the organization complies with section 349.154, subdivision 3a;

EXCERPT of MINNESOTA STATUTES 2021

(10) a contribution to the United States, this state or any of its political subdivisions, or any agency or instrumentality thereof other than a direct contribution to a law enforcement or prosecutorial agency;

(11) a contribution to or expenditure by a nonprofit organization which is a church or body of communicants gathered in common membership for mutual support and edification in piety, worship, or religious observances;

(12) an expenditure for citizen monitoring of surface water quality by individuals or nongovernmental organizations that is consistent with section 115.06, subdivision 4, and Minnesota Pollution Control Agency guidance on monitoring procedures, quality assurance protocols, and data management, provided that the resulting data is submitted to the Minnesota Pollution Control Agency for review and inclusion in the state water quality database;

(13) a contribution to or expenditure on projects or activities approved by the commissioner of natural resources for:

(i) wildlife management projects that benefit the public at large;

(ii) grant-in-aid trail maintenance and grooming established under sections 84.83 and 84.927, and other trails open to public use, including purchase or lease of equipment for this purpose; and

(iii) supplies and materials for safety training and educational programs coordinated by the Department of Natural Resources, including the Enforcement Division;

(14) conducting nutritional programs, food shelves, and congregate dining programs primarily for persons who are age 62 or older or disabled;

(15) a contribution to a community arts organization, or an expenditure to sponsor arts programs in the community, including but not limited to visual, literary, performing, or musical arts;

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(19) a contribution or expenditure to honor an individual's humanitarian service as demonstrated through philanthropy or volunteerism to the United States, this state, or local community;

**LG510 City or County Annual Report, 10% Lawful Gambling Contribution Fund**

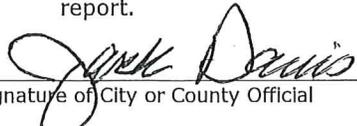
City or County Name:

**\* Use the codes listed below to describe expenditures from the 10% lawful gambling contribution fund.**

- A1 To a 501(c)(3) organization or a 501(c)(4) festival organization.
- A2 To relieve effects of poverty, homelessness, or disability.
- A3 Program for education, prevention, or treatment of problem gambling.
- A4 To a public or private nonprofit school.
- A5 To a scholarship fund.
- A6 For recognition of military service (open to the public) or support for active military personnel and their immediate family members in need.
- A7 Activities and facilities for youth.
- A10 Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. Not allowed: Contribution to pension or retirement fund.
- A11 To a church.
- A12 With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- A13 With DNR approval, wildlife management projects or activities that benefit the public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- A14 For nutritional programs, food shelves, and congregate dining programs primarily for persons age 62 or older or disabled.
- A15 For community arts organizations, or sponsorship of community arts programs.
- A19 For humanitarian service, recognizing volunteerism or philanthropy.

**City or County Acknowledgment**

- 1. 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.
- 2. I affirm that the contributions received were deposited into a fund administered by the city or county.
- 3. 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, are accounted for in a manner consistent with generally accepted accounting principles, and that the city or county does not retain control of funds once they are expended from the city's or county's account.
- 4. 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 is a true, correct, and complete report.

	City Administrator	1/31/2022
Signature of City or County Official	Title	Date
Jack Davis	763-367-7850	jack.davis@ci.east-bethel.mn.us
Print Name	Phone Number	Email Address

**By March 15 each year email, fax, or mail the LG510 to:**

<p><b>Minnesota Gambling Control Board</b>  <b>Attention: City Reports</b>  <b>1711 West County Road B, Suite 300 South</b>  <b>Roseville, MN 55113</b></p>	<p><b>Email: gbcity.reports@state.mn.us</b>  <b>Fax: 651-639-4032</b>  <b>Questions? Call 651-539-1900</b></p>
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The information on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities. This form will be made available in alternative format upon request.

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



**Date:** April 3, 2023

**Agenda Item Number:** 7.0

**Agenda Item:** John Anderson Trail Project Update

**Background Material:**

Corina Peterson, spoke at the March 27, 2023 City Council Public Forum regarding a City trail project adjacent to her property (see attachment 2). Her concerns were the proximity of trail to her home and the pedestrian use it would generate and its potential effects on her privacy.

This trail project was recommended by Parks Commission and approved by City Council in 2022 but was postponed until this year to allow completion of previously scheduled projects. This trail project would provide a connection to Bonde Park and eventually a link to the Bethel Haunted Forest Bike Trail Park (see attachment 3).

Staff will arrange to meet with Ms. Peterson to discuss her issues and seek options to address this situation.

**Attachment(s):**

Attachment 1 – John Anderson Park Trails

Attachment 2 – John Anderson Park Trail Connection

Attachment 3 – John Anderson Park – Bonde Park Trail Plan

# John Anderson Park Trail System



1 inch equals 250 feet



-  Parcels
-  City Mask

-  Existing Trails - 1100 ft
-  Constructed Trails that need paving - 2750 ft
-  Connection Trail not yet constructed - 470 ft

# John Anderson Connection Property

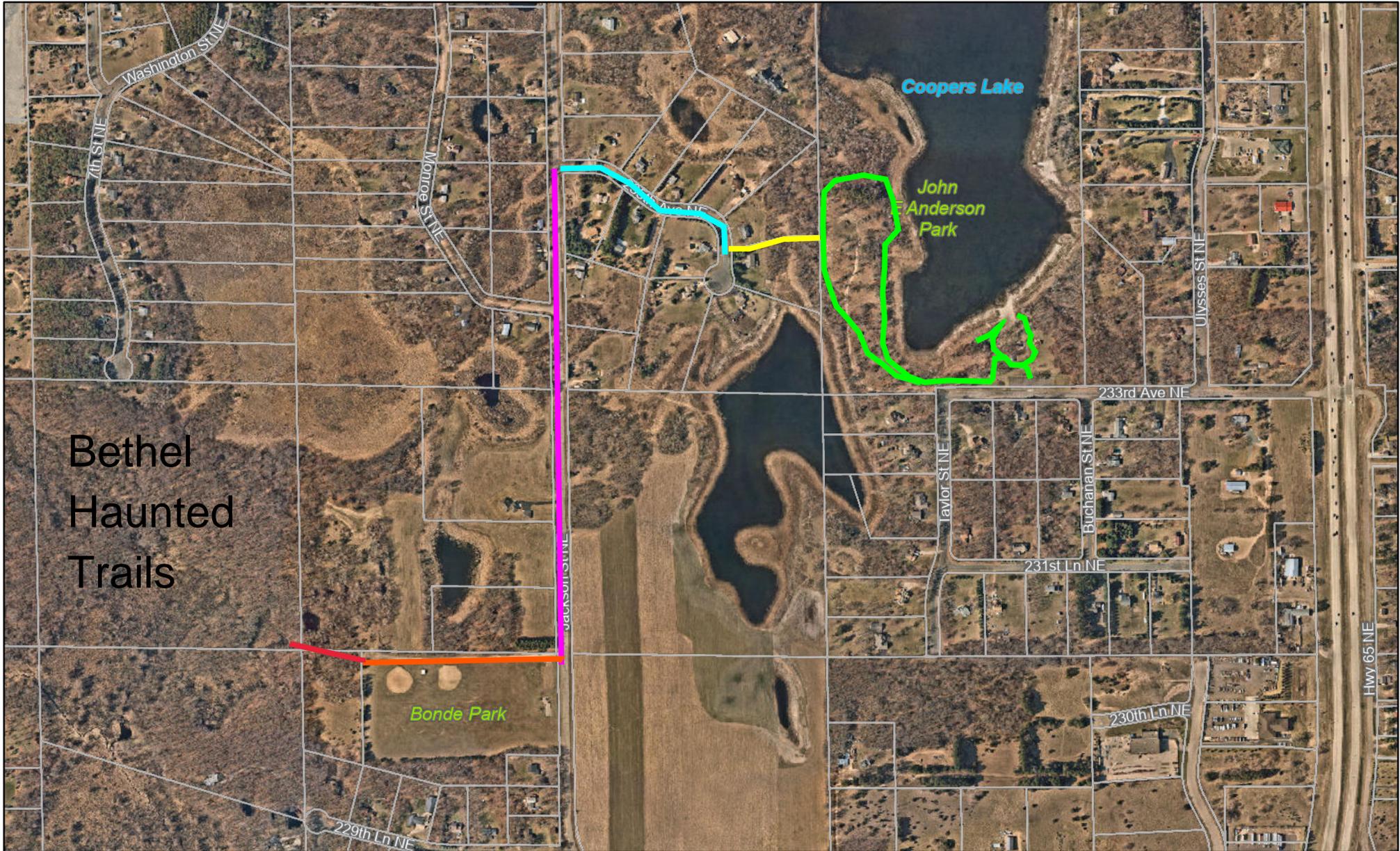


1 inch equals 50 feet

-  Parcels
-  City Mask



# John Anderson-Bonde Park



1 inch equals 667 feet



-  Parcels
-  City Mask

-  Existing Trails
-  Connection Trail
-  Residential Road

-  Paved Shoulder Roadway
-  Bonde Park
-  Trail Connection to Bethel Haunted Trails - Easement Needed

City Council Packet, page 36