



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

Board of Supervisors
ROBERT J. KERMES, *Chair*
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA EXECUTIVE MEETING JUNE 22, 2018

1. **10:30 a.m.** - Call Succession Planning Session to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. **11:00 a.m.** - Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
3. Approval of Agenda (Additions/Deletions).
4. Approval of May 30, 2018 Minutes (Additions/Deletions).
5. **Attorney Client/Closed Session – 5685 Portland.**
6. DNR Groundwater Management – Update.
7. Water Meter – Update.
8. Water Conservation – On-Going Discussion.
9. Trails:
 - a. Lake Links
 - b. Bald Eagle Boulevard
10. Town Board Meeting Format – Public.
11. Public Works Report.
12. Code Enforcement Officer / Building Inspector Items:
 - a. 5456 Township Drive
 - b. 2082 Stillwater Street

1:00 Auditor Presentation

13. Clerk-Treasurer Report:
 - a. Greater White Bear Lake Community Foundation
14. Open Time.
15. Added Agenda Items.
16. Receipt of Agenda Materials/Supplements.
17. Adjournment.

White Bear Township's

Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.



recycled paper



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 1

Subject: Succession Planning Session

Documentation: None

Action / Motion for Consideration:



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 2 – 3 - 4

Subject: Approval of June 22, 2018 Agenda
Approval of May 30, 2018 Minutes

Documentation: June 22, 2018 Agenda
May 30, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

June 22, 2018 (additions/deletions)

May 30, 2018 (additions/deletions)

**MINUTES
EXECUTIVE MEETING
MAY 30, 2018**

The meeting was called to order at 11:26 p.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons;
Finance Officer: Kelly; Code Enforcement Officer: Johnson; Planner: Riedesel;
Engineer: Studenski.

APPROVAL OF AGENDA (Additions/Deletions): Prudhon moved approval of the agenda with the following amendments: 17A) Cambridge Downs – Name. Ruzek Seconded. Ayes all.

APPROVAL OF MINUTES OF APRIL 27, 2018: Prudhon moved approval of the Minutes of April 27, 2018. Ruzek seconded. Ayes all.

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney provided a brief update on the status of the lake level lawsuit. He stated that the initial findings must be in by mid-August and the responses in mid-September.

I & I PROGRAM – UPDATE: The sewer televising project is complete. The project cost was within the proposed budget. There are more components of ground water getting into the sanitary sewer line. There is visible water coming in at the joints. The leaking fluctuates depending on how much water is coming in. The area west of Lift Station #3 has a high water table. The engineer will provide an update at the next Executive Meeting.

WATER METER- UPDATE: The Engineer reported that twelve more meters have been pulled, quickly sealed, and sent to a mutually agreed upon independent lab for testing. The results are not back as yet. Cost of the testing will be split between the Township and the manufacturer and meter vendor. Another meeting with the manufacturer and vendor is planned based on meter test results. An update will be provided at the June Executive Meeting.

11:30 A.M. - DANIEL NESLER, TKDA – PRESENTATION: Dan Nesler, TKDA, reviewed the Local Surface Water Management Plan. This plan helps guide the protection and management of surface water and related natural resources in White Bear Township. The Plan was developed to meet the requirements of State Statutes, the Metropolitan Council, and local watershed organizations. The Plan combines the Town's previous Surface Water Management Plan (2013) with more recent policy documents, plans and permits from various levels of government. The Plan incorporates the requirements of the Town's MS4 permit and Storm Water Pollution Prevention Plan which has been approved by the Minnesota Pollution Control Agency.

Because the Township is almost completely developed, much of the emphasis in the Local Surface Water Management Plan is on identification of existing issues and planning for redevelopment and retrofitting. The Plan includes an inventory of surface waters and natural resources within the Township. Goals and policies provide guidance for decision-making by the Township. Water resource issues were identified in cooperation with the watershed

MINUTES
EXECUTIVE MEETING
MAY 30, 2018

organizations. The Plan concludes with implementation measures. Dan Nesler reviewed the Tables included in the Local Surface Water Management Plan. The Tables show White Bear Township Growth Trends; Average Climatological Data; Lakes; Ditch Information; Impaired Waters; Existing and Planned Land Use; Responsibilities for Storm Water Facility Maintenance; Implementation Plan; and Detailed Project List. Also included in the Plan are: Location Map; Topography; Hydrologic Soil Groups; Protected Waters Inventory and Drainage Systems; National Wetland Inventory; Impaired Waters; FEMA Flood Zones; Groundwater Sensitivity; Natural Area; Existing Land Use; Zoning Map; MS4 Stormwater System; and Watershed Management Organizations. The draft plan is ready for approval.

WATER CONSERVATION: The Town currently has a sprinkling ban. However, the regulations could be enforced more rigorously. Most recently, the Town hired someone to perform enforcement activities. Prior to that the Town used Ramsey County Sheriff's Office reserves and Community Services Officers. The Clerk contracted the Sheriff's Office regarding the possibility of providing that service again. The Sheriff's Office stated that they have so many community events going on that they would not be able to provide the help they did in the past. The Town could consider hiring cooperatively with a neighboring community or provide someone internally. The City of White Bear Lake has a different sprinkling schedule so mutual enforcement would be more complicated. It was suggested to advertise for a position and see what the response is. This would be a solid approach to starting enforcement. Results of advertising will be reviewed at the next Executive Meeting. Compensation was suggested at \$12.50 per hour and in time consider a lap top computer. In the meantime the Town's Ordinance regarding sprinkling will be used. The Clerk noted that the Utility Commission has added water conservation to their duties. Information to residents could help with enforcement issues. Warning, violation and fines will be reviewed by the Utility Commission.

ORDINANCE NO. 5 (ANIMAL) – REVIEW SPECIAL THREE DOG LICENSE SECTION: In August of 2016 Ordinance No. 5, Section 5-6.2 was added which reads as follows: “**5-6.2 SPECIAL THREE DOG LICENSES.** All Special Three Dog Licenses shall expire four (4) years after date of issuance and may be reissued without a public hearing provided no complaints have been received and upon receipt of a completed application, payment of the fee, and a site visit by the Town Animal Control Officer.” All of the licenses that were renewed this year are now on the 4-year scheduled so the above procedure will be followed going forward.

TRAIL: 1) LAKE LINKS; 2) BALD EAGLE BOULEVARD; 3) VENTO TRAIL – TOWN HALL SITE: **Lake Links Trail:** The legislature passed a bonding bill that includes \$4 million to begin work on the Lake Links Trail. The email from Steve Wolgamot states that the legislation, as written, had appropriations to all cities in amounts that seemed to be proportionate to either the preliminary engineering that was done or a good estimate of what was needed in those jurisdictions where none was provided in the last legislation. The split of the \$4 million was \$2.6 to Ramsey County to do South Shore. They will go back to the legislators early for the next session and in the meantime will work with the landowners to sort out exactly how much is needed to do what is permitted to do by landowners and MnDOT. They are moving ahead

MINUTES
EXECUTIVE MEETING
MAY 30, 2018

with planning, design and right-of-way work even they don't yet have construction funding. The Lakes Link Trail is going to push to see a solution under construction on South Shore Boulevard in 2019. The Clerk reported that the Lake Links Trail consultants are available to give a presentation to the Town Board. Each of the jurisdictions filled out one evaluation matrix independent from the others on options for a trail. The options are: 1) stripe existing (\$700K); 2) two-way separated (\$8.3M); 3) two-way optimized (7.2M); 4) combo (\$6.9M); 5) one-way separated (6.1M); 6) one-way non construct (\$1.3M). Even though the one-way separated option scored the highest, the recommendation is to hold off identifying this option as the preferred alternative at this time and to do further study on these and other trail options outside of the South Shore Boulevard corridor. The justification is due to magnitude of cost; proximity of other county roadway facilities; view overall trail network from a larger vantage rather than focusing merely on the proximity to the lakeshore; limited and irregular right-of-way of South Shore Boulevard; obtaining mutual jurisdictional support; and the need for addition information to make a more informed recommendation. **Bald Eagle Boulevard:** The Town Board was advised that the electronic speed signs have been research and an order is being placed for 4 signs at an estimated price of \$3,000 to \$4,000 each. **Vento Trail – Town Hall Site:** There is interest in having a trail hub at the old Town Hall site on Hoffman Road. A portion of the site is currently leased by Universal Forest Products for employee parking.

COMPREHENSIVE PLAN – DENSITY OF INDUSTRIAL/RESIDENTIAL PUD's: Hoisington Koepler Group Inc. has been working with the Metropolitan Council to finalize projections for households and population for 2020, 2030, and 2040 for White Bear Township. In order to accurately calculate these projections, they must first analyze what the future land uses can yield for households and population. The most challenging requirement has been the designation change of the Community to a "Suburban" designation. With the new designation, new development and redevelopment need to have an average of five units per acre. For the 2030 plan, the Township had a standard average of three units/acre, under the designation "Developed Area". After discussion with the Metropolitan Council, the only areas that need to meet five units/acre are those parcels that have a new or changed land use designation, or those that are anticipated to not develop until after the timeline of the 2030 Comprehensive Plan. As far as residential land uses, the Residential – PUD is the only designation that was highlighted to change from the 2030 Plan to the 2040 Plan. For reference, there is one parcel with Residential – PUD designation: 5300 Centerville Road on the west side of Town. The parcel is approximately 17.9 total acres net developable acres. The Residential – PUD designation was established to provide work force housing for local employment centers as well as a variety of housing types and densities within one site. The Planning Commission reviewed the table and recommended that the three units/acre not be changed. The consultant states that without some change the Metropolitan Council may not approve the draft plan. The Planner will give a presentation at a Town Board Meeting of the draft plan.

1:00 P.M. – JERRY AUGE, RAMSEY COUNTY MAINTENANCE ENGINEER – STILLWATER STREET RESURFACING – PRESENTATION: Jerry Auge, RC Maintenance Engineer reviewed the plans for resurfacing Stillwater Street. He stated that the road work will be done in 2018. The road received a thin overlay fifteen years ago and is not scheduled for reconstruction for several more years. The work planned for this year will include a new

MINUTES
EXECUTIVE MEETING
MAY 30, 2018

3" bituminous surface on a reclaimed base. Currently there is no storm sewer in the road and there are no plans to put in storm sewers in at this time. They will address areas of the roadway so that water is not held there. They do not want to change the direction of the runoff so that it places it on private property. Bituminous curbing will be replaced when the road is resurfaced. The road work will generally match what is out there now. The project will start at the end of July. The Township will help the County by adjusting the manholes and gate valves. Ramsey County maintenance forces will do the paving work rather than contracting the project out. The Town Engineer stated that any activity to address drainage is a huge undertaking and will be done in the future when the road is reconstructed.

JULY 2ND MEETING DATE CHANGE (4TH OF JULY WEEK): The first Town Board meeting of July is July 2nd. There was discussion regarding if the meeting date should be changed due to the July 4th Holiday. It was the consensus that the date of July 2, 2018 remain as the meeting date.

PUBLIC WORKS DIRECTOR REPORT: There was no Public Works Department Activity Report provided.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 1508 HAMMOND ROAD; 2) 2105 STILLWATER STREET – VACANT BUILDING; 3) 5456 TOWNSHIP DRIVE:
1508 Hammond Road: A Sheriff's sale was conducted on May 15, 2018 transferred the property to Fanny Mae. The foreclosure process requires the purchaser to allow for a six-month redemption period. Following the redemption period, a personal property eviction procedure must take place, before the property can be listed for sale. The property is expected to be listed for sale in the spring of 2019. Fanny Mae has assigned a local realtor to be responsible for the monitoring of the property. Recently the property's yard has been mowed and the abandoned refrigerator has been removed complying with the Township's May 10, 2018 Abatement Order. It was noted that the redemption period can be reduced to five weeks. This has to be done by the closing attorney for the property. The Town Attorney will work with the Code Enforcement Officer on a five week redemption period. **2105 Stillwater Street:** The property owner's son has taken responsibility for the cleanup of 2105 Stillwater Street. The intent is to improve the property and restore occupancy of the dwelling. Mr. Lopez has started to remove personal property from the dwelling and the property grounds. Approximately four 40-yard dumpsters of personal property have been removed from the property so far. Improvements to the property are being done consistently and at a reasonable pace. **5456 Township Drive:** The Town is currently prosecuting the property owner for housing maintenance code violations and having an unlicensed rental dwelling. The next court hearing is scheduled for Thursday, June 7, 2018. The Township sent written notice to the property owner on February 27, 2018, informing the property owner of the Township's denial of the rental license application and a list of required repairs to be made to the property. The items listed on the February 27, 2018 letter are still outstanding with the exception of the driveway. A new driveway surface was installed in the beginning of May. Ruzek noted that there has been communication with the neighbors to let them know things are being handled.

MINUTES
EXECUTIVE MEETING
MAY 30, 2018

CLERK-TREASURER REPORT: The Clerk reported on a Sensible Land Use Coalition meeting which addressed affordable housing and where it is being built.

OPEN TIME: No one appeared for the open portion of the meeting.

CAMBRIDGE DOWNS – NAME: The neighbors have expressed interest in changing the name for the development, Cambridge Downs, to better reflect the nature of the area. A list of names suggested by the North Oaks Company and names suggested by the neighbors was developed. The list was provided to the neighbors. The Clerk will follow up with Mark Houge, North Oaks Company.

RECEIPT OF AGENDA MATERIALS & SUPPLEMENT: Prudhon moved to receive all of the agenda materials and supplements for today's meeting. Ruzek seconded. Ayes all.

Ruzek moved to adjourn the meeting at 3:08 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

William F. Short
Clerk-Treasurer



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 5

Subject: Attorney Client/Closed Session – 5685 Portland

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 6

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

**Minutes
Executive Meeting
May 30, 2018**

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney provided a brief update on the status of the lake level lawsuit. He stated that the initial findings must be in by mid-August and the responses in mid-September.



Town Board Executive Meeting June 22, 2018

Agenda Number: 7

Subject: Water Meter – Update

Documentation: None

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Minutes
Executive Meeting
May 30, 2018

WATER METER- UPDATE: The Engineer reported that twelve more meters have been pulled, quickly sealed, and sent to a mutually agreed upon independent lab for testing. The results are not back as yet. Cost of the testing will be split between the Township and the manufacturer and meter vendor. Another meeting with the manufacturer and vendor is planned based on meter test results. An update will be provided at the June Executive Meeting.



Town Board Executive Meeting June 22, 2018

Agenda Number: 8

Subject: Water Conservation – On-Going Discussion

Documentation: Current Reporting Policy /
Warning/Violation Tags /

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
May 30, 2018

WATER CONSERVATION: The Town currently has a sprinkling ban. However, the regulations could be enforced more rigorously. Most recently, the Town hired someone to perform enforcement activities. Prior to that the Town used Ramsey County Sheriff's Office reserves and Community Services Officers. The Clerk contracted the Sheriff's Office regarding the possibility of providing that service again. The Sheriff's Office stated that they have so many community events going on that they would not be able to provide the help they did in the past. The Town could consider hiring cooperatively with a neighboring community or provide someone internally. The City of White Bear Lake has a different sprinkling schedule so mutual enforcement would be more complicated. It was suggested to advertise for a position and see what the response is. This would be a solid approach to starting enforcement. Results of advertising will be reviewed at the next Executive Meeting. Compensation was suggested at \$12.50 per hour and in time consider a lap top computer. In the meantime the Town's Ordinance regarding sprinkling will be used. The Clerk noted that the Utility Commission has added water conservation to their duties. Information to residents could help with enforcement issues. Warning, violation and fines will be reviewed by the Utility Commission.

SPRINKLING VIOLATIONS REPORTING POLICY

It shall be White Bear Township policy to allow Town Employees to submit sprinkling ordinance violations on a "Statement Form", and the Code Enforcement Officer will then issue a warning or administrative fee or citation, based on the violation as witnessed by the Town Employee.

Adopted by the Town Board June 7, 1993

c:sprinkling

Policy
file

ROBERT F. LYDON
ATTORNEY AT LAW
201 MIDWEST FEDERAL BUILDING - SKYWAY LEVEL
50 EAST FIFTH STREET, ST. PAUL, MINNESOTA 55101

ROBERT F. LYDON
PATTI L. SKILLINGS
PARALEGAL

TELEPHONE 222-1446
AREA CODE 612

May 24, 1993

RECEIVED
MAY 24 1993
TOWN OF WHITE BEAR

Town Board of Supervisors
TOWN OF WHITE BEAR
1281 Hammond Road
White Bear Township, Minnesota 55110

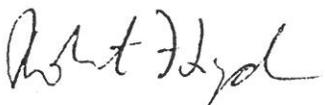
Re: Town Employees Witnessing
Sprinkling Ordinance Violations

Dear Town Board Members:

Based on the Utility Commission's inquiry requesting an opinion on whether a Town employee could witness a sprinkling ordinance violation and then inform the Code Enforcement Officer so that he could issue a violation and/or citation, I submit the following:

I contacted the Town Prosecutor and it was agreed that a Town employee could observe a violation and report it to the Code Enforcement Officer who could then issue a violation and/or citation; however, the Town employee observing the violation should make out a written report on a Statement Form which the Code Enforcement Officer has a supply of.

Sincerely,



ROBERT F. LYDON

RFL/pls

SPRINKLING VIOLATION

A SPRINKLING VIOLATION HAS BEEN OBSERVED AT THE FOLLOWING PROPERTY:

TIME OF DAY: _____

DATE: _____

A WARNING NOTICE HAS PREVIOUSLY BEEN ISSUED FOR THIS PROPERTY.

**PER WHITE BEAR TOWNSHIP
ORDINANCE NO. 12:**

**YOU WILL BE CHARGED AN
ADMINISTRATIVE FEE OF
\$40.00
FOR THIS VIOLATION**

THIS FEE WILL BE ADDED TO YOUR QUARTERLY UTILITY BILL. PLEASE BE AWARE THAT THIS FEE WILL BE CHARGED FOR **EACH** ADDITIONAL VIOLATION THAT OCCURS. THIS FEE SHALL BE IN ADDITION TO ANY OTHER PENALTIES IMPOSED BY ORDINANCE NO. 12.

Sprinkling restrictions are in effect for the entire year. Lawns can only be watered on the following days and during the following hours:

**ODD NUMBERED HOUSES
ODD NUMBERED DAYS**

**EVEN NUMBERED HOUSES
EVEN NUMBERED DAYS**

**ONLY DURING THE HOURS OF
6 a.m. to 10 a.m.
and
6 p.m. to 10 p.m.**

WHITE BEAR TOWNSHIP 429-5827
Code Enforcer:

Signature

DATE: _____

ADDRESS: _____

TIME OF DAY: _____

WARNING SPRINKLING RESTRICTION VIOLATION

A SPRINKLING RESTRICTION IS IN EFFECT FOR WHITE BEAR TOWNSHIP. PER ORDINANCE NO. 12, LAWNS CAN ONLY BE WATERED ON THE FOLLOWING DAYS AND DURING THE FOLLOWING HOURS FOR THE ENTIRE YEAR:

**ODD NUMBERED HOUSES
ODD NUMBERED DAYS**

**EVEN NUMBERED HOUSES
EVEN NUMBERED DAYS**

**only during the hours of
6 a.m. to 10 a.m.
and
6 p.m. to 10 p.m.**

CONTINUED VIOLATIONS WILL RESULT IN AN ADMINISTRATIVE FEE OF \$40.00 FOR EACH VIOLATION. THIS FEE SHALL BE IN ADDITION TO ANY OTHER PENALTIES IMPOSED BY ORDINANCE NO. 12.

CODE ENFORCER

Signature

WHITE BEAR TOWNSHIP
651-429-5827



Town Board Executive Meeting June 22, 2018

Agenda Number: 9.a

Subject: Trails

a. Lake Links

Documentation: Lake Links Association Correspondence

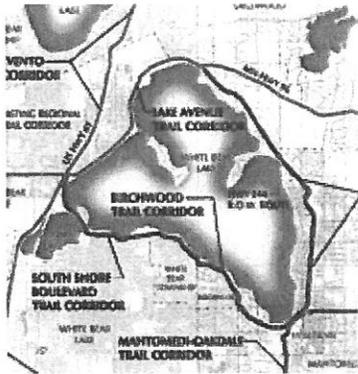
Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 30, 2018

TRAIL: 1) LAKE LINKS; 2) BALD EAGLE BOULEVARD; 3) VENTO TRAIL – TOWN HALL SITE:

Lake Links Trail: The legislature passed a bonding bill that includes \$4 million to begin work on the Lake Links Trail. The email from Steve Wolgamot states that the legislation, as written, had appropriations to all cities in amounts that seemed to be proportionate to either the preliminary engineering that was done or a good estimate of what was needed in those jurisdictions where none was provided in the last legislation. The split of the \$4 million was \$2.6 to Ramsey County to do South Shore. They will go back to the legislators early for the next session and in the meantime will work with the landowners to sort out exactly how much is needed to do what is permitted to do by landowners and MnDOT. They are moving ahead with planning, design and right-of-way work even they don't yet have construction funding. The Lakes Link Trail is going to push to see a solution under construction on South Shore Boulevard in 2019. The Clerk reported that the Lake Links Trail consultants are available to give a presentation to the Town Board. Each of the jurisdictions filled out one evaluation matrix independent from the others on options for a trail. The options are: 1) stripe existing (\$700K); 2) two-way separated (\$8.3M); 3) two-way optimized (7.2M); 4) combo (\$6.9M); 5) one-way separated (6.1M); 6) one-way non construct (\$1.3M). Even though the one-way separated option scored the highest, the recommendation is to hold off identifying this option as the preferred alternative at this time and to do further study on these and other trail options outside of the South Shore Boulevard corridor. The justification is due to magnitude of cost; proximity of other county roadway facilities; view overall trail network from a larger vantage rather than focusing merely on the proximity to the lakeshore; limited and irregular right-of-way of South Shore Boulevard; obtaining mutual jurisdictional support; and the need for addition information to make a more informed recommendation.



LAKE LINKS ASSOCIATION

- ~Safe Routes for Kids, Bikes, Pedestrians & the Disabled
- ~Through towns and villages, around the lakes
- ~Western Washington and Eastern Ramsey Counties

Affiliated with Mahtomedi Area Green Initiative
Fiscal Sponsor: Greater White Bear Lake Community Foundation

Washington County Chair
Steve Wolgamot
kwolgamot@comcast.net

Ramsey County Chair
Mike Brooks
nebikewalk@gmail.com

To: Chair Kermes, Town of White Bear Board, Bill Short, Tom Riedesel
From: Steve Wolgamot, Mike Brooks
Re: Lake Links Progress and Plans
Date: May 30, 2018

We're writing to let you know the progress and status of this project. We will have a bike ride around the lake and through historic neighborhoods on June 17. Information is on our website – www.lakelinks.net. PLEASE JOIN US!

FUNDING! This is today's big news. The governor has signed the bonding bill and there is \$4 million available for construction. Sadly, when the legislature reduced the request from \$8.8 million to \$4 million, they did so by simply eliminating immediate funding from several jurisdictions, among them funds intended to provide for construction along MN 96. They did, however, provide for \$11,000 for preliminary engineering by White Bear Township along the north shore. Additionally, \$2.6 million of the funding is for South Shore Boulevard.

With regard to the route in general, I am happy to provide you with the following segment by segment description of the path and we would be happy to provide tours all around the lake for anyone who would be interested – either on foot or on a bike. We have realized that our focus on matters at the legislature has kept us from providing enough information to those who will use or live near the trail. We will shortly be mailing this information to many of those families.

LAKE LINKS ROUTE IN GENERAL

In all of the following, our intentions are as follows:

- ❖ Minimal change to terrain – avoid tree removal, retaining walls, storm sewers and other structural changes. "Light on the land."
- ❖ No coercion, no condemnation. Donations or easements on private land are welcome and occurring, but no effort will be made to compel any landowner to surrender any rights. Respect private property.
- ❖ Separation from the roadway. Wherever possible, the trail will not be immediately adjacent to traffic.
- ❖ Use available technology. See discussion below.

ROUTE:

1. Ramsey Beach. An asphalt trail from the east side of the park, on the dirt path already there, will complete a trail within the park.
2. Lake Avenue. Great work already done by WBL, including the current extension all the way to South Shore Boulevard, partly with funding sought by Lake Links Association.
3. South Shore Boulevard to McKnight. Ample right of way and flat ground suggest that a two-way road with a trail beside is workable in this stretch.
4. South Shore Boulevard, McKnight to 120. A one-way east-bound solution here would permit a trail with no additional right of way required. Emergency vehicle access would be unchanged, and no disruption of anyone's property would be needed. This was almost universally the preference of those attending meetings. Funding has been provided to do this work and it is our hope that construction will begin in 2019.
5. Wildwood and Lake Avenues in Birchwood. In this low traffic area, a signed or marked trail on the road will work fine. Signs are in place.
6. Hall Avenue and Birchwood Avenue. We envision a trail on the lake side in this area. Due to water and wetlands, some of it will likely be a walkway built with very long-life fiberglass grating for decking. Our goal, here as elsewhere, is to avoid destruction of trees and changes to current terrain. Funding has been provided to accomplish this in Mahtomedi.
7. Wildwood Beach Road and Park Avenue. Walkers and leisurely bikers already use Wildwood Beach and Park Avenue from Ash Street to Maple. No physical changes are expected in this area except for the addition of signage.
8. Streetcar Trail. Complete and beautiful, Streetcar will take us through a stretch where the right of way is limited on 244.
9. Briarwood to Echo Street. In this area the trail will be in Streetcar Park, on a re-paved Briarwood and on the railroad right of way, the last made possible by generous private donations.
10. Echo to Yacht Club and Yacht Club to Meadow. We hope the trail here will be on the old rail bed. Such a trail would be inconspicuous, well-removed from houses and very beautiful. We will be continuing discussions with landowners.
11. Yacht Club. Here we envision a trail in the area of the current pedestrian island on the northeast side of the road, which will involve no changes to any Yacht Club facilities. Enhanced crossing facilities will make the area safer for golfers, Yacht Club employees, and trail users.
12. Meadow Street to Ramsey County line. Technically, this is one of the most difficult areas. Lake Links would like to cover most of this space with a separated elevated trail on the lake side. The trail would be close to the ground on the side toward the road and about three feet off

the ground on the lake side. A railing would serve both safety and to keep trail users confined to the trail. A privacy fence in some areas is possible. Supported only on piers spaced twelve feet apart, the "Dellwood Promenade" would follow the terrain and curve around existing, viable trees. Fully pervious to water, the trail would not change stormwater flow and no large retaining walls are envisioned. See the discussion below of technical items.

13. White Bear Township along MN 96. On land owned by the Township, which is extensive, the trail will follow the old rail bed. There will be no taking of private property. We will use MNDOT right of way where it is available. Where it is not, we hope landowners will allow a trail near the road with some physical separation. Discussions of what is appropriate are underway with MNDOT. We would like to see an aesthetically pleasing fence to delineate privately owned property from public land and direct trail users to only the public land. We have had positive discussions with a number of landowners. Work in this very dangerous area will continue. We will work for lower speeds and better crossings in this area.

14. White Bear Lake along MN 96. Private landowners will decide what trail we can build in this area.

TECHNOLOGY

We have investigated some technologies and are considering other possibilities.

Walkways. We've had visits from manufacturers in Australia and Texas of walkway decking that is fiberglass grating. Water goes right through. It is walkable, rideable and complies with the ADA. This material is so reliable and long-lived that it is used on the Sydney Harbor bridge walk.

Paving. Regular asphalt is the choice in some places with long life and reliably low maintenance and low cost. In others "pervious" asphalt, which lets water flow through, has proven workable, durable and comfortable to walk or ride, while being only about 20% more expensive than regular asphalt.

Structures. Minimal impact on terrain, on viable trees, on the land and on privacy. We will be happy to meet and discuss with anyone.

EVENTS and INFORMATION

Lake Links meets on the second Monday of the month. We welcome anyone who would like to hear of progress and we will be happy to visit personally with anyone. Our website is www.Lakelinks.net. We are on Facebook.

On June 17, we will have another ride around the lake. This is a great opportunity to see what is planned and to discuss the trail. Join Us!

We plan for possible diversions along the trail to reach businesses and areas of historic interest. These will be on existing public streets.

CONCLUSION

Please contact us if you have concerns or questions. The Lake Links trail will respect private land and its owners, will make everyone safer and will connect our communities. **ACTIVE, CONNECTED, COMMUNITY – Lake Links!**



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 9.b

Subject: Trails

b. Bald Eagle Boulevard

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 30, 2018

TRAIL: 1) LAKE LINKS; 2) BALD EAGLE BOULEVARD; 3) VENTO TRAIL – TOWN HALL SITE:
Bald Eagle Boulevard: The Town Board was advised that the electronic speed signs have been researched and an order is being placed for 4 signs at an estimated price of \$3,000 to \$4,000 each.



**Town Board Executive Meeting
June 22, 2018**

Agenda Number:

10

Subject:

Town Board Meeting Format - Public

Documentation:

Keeping Minnesota Nice, MN Township Insider Article

Action / Motion for Consideration:

Report at Meeting / Discuss



KEEPING MINNESOTA NICE

TROUBLED TOWNS: WHAT ARE THEY, WHY DO WE CARE, AND WHAT CAN WE DO?

This article is based on remarks by Dan Greensweig, Administrator of the League of Minnesota Cities Insurance Trust (MCTIT) at the Town Law Review on April 19, 2018 in Burnsville, MN.

I've been asked to talk this morning about conflict in towns, how to evaluate when things are going south, why it matters from the perspective of the public and MATIT, and what can be done to avoid going down that path.

This is something we've spent a lot of time discussing at the League when it comes to our own members. Fortunately, it doesn't come up all that often, but when it does, it can be difficult and costly for everyone concerned. Over the past couple of years, we've been experimenting with offering a variety of services to our members who are experiencing unusual amounts of conflict, and our Board is considering adding a position that will devote pretty much all its time to helping cities in that situation.

The subject of conflict within government has been getting increased attention nationally. We've all seen what's happening in Congress. Our own state Legislature also sometimes falls into the trap of partisanship and hostility. One of the goals of almost everyone I know who works with local government is to avoid having that seep into cities, counties, townships, and school boards. For the most part, we've done a pretty good job avoiding that behavior because things need to get done -- roads need to be plowed, the fire department needs to show up at calls. These matters of city business take priority over bickering back and forth with each other.

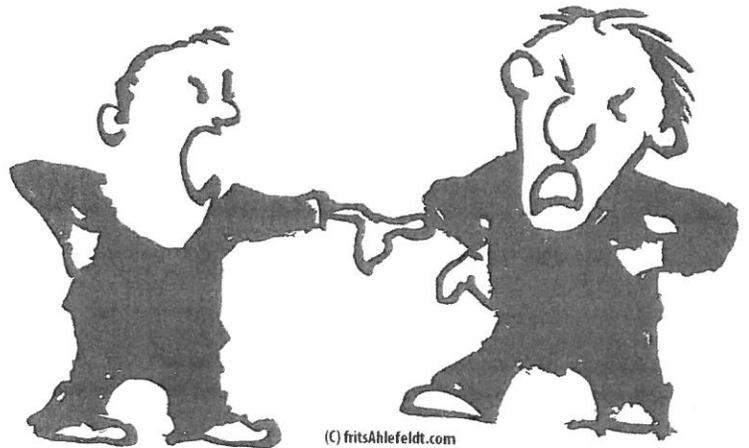
That's why we're spending time at the League working to prevent it because when things bog down at the local level, those essential services don't get delivered. A wide variety of organizations with an interest in local government have started to pay attention to what we're doing, ranging from the Minnesota Library Association to the Association of Governmental Risk Insurance Pools (AGRiP), a national organization that both MATIT and LMCIT belong to.

There are a couple reasons I have a personal interest in this topic. The first is because of my role as administrator for the League of Minnesota Cities Insurance Trust. In a couple minutes, I'll talk some more about how conflict has a real and direct impact on us there. The second is because I believe in the value of local government, as I suspect all of you do too. I have served as a city council member and a county library board member. I have a real appreciation for how hard your jobs are as town board members. We want the cities and townships we live in and represent to function well for the sake of their communities and to deliver the services to the people who voted for you, as well as the sake of the people who serve on their boards, councils, and committees.

What Is a Troubled Town?

Tolstoy once wrote, "Happy families are all alike; every unhappy family is unhappy in its own way." Troubled towns are like that too. While they share some common characteristics, each one has a different cast of characters and a different set of problems.

Lots of towns get sued. How many of you serve on a town board that has been sued? (Several hands go up.) You can do everything right in the world, but the beauty of our legal system today is that anybody can sue anybody else for anything at any time. It doesn't matter how good of a job you're doing. Towns get sued all the time. Cities get sued all the time. Counties get sued all the time. Bad things sometimes happen - people make mistakes, Towns get sued and it is not the end of the world. That's what MATIT is for, to step in when that happens.



(C) fritsAhfeldt.com

Lots of towns have board members who don't get along particularly well. I'm sure that's not the case here. I'm sure everyone here gets along swimmingly with their colleagues and never a cross word is heard. But sometimes people have differences of opinion. That's fine, that's what makes America great. Lots of towns get into conflict with the DNR or the Pollution Control Agency. There can be differences of opinion with the County, a City, a Tribe, or a federal agency. Again, it's not the end of the world. So how do we know when a town has truly gone off the rails?

One of the difficulties in determining what constitutes a troubled town is that it's as much an art as a science. We all kind of know it when we see it. Frankly, that worked pretty well for the pools in the past. At the League, for example, we identified the cities that posed a very high risk to the Trust, isolated them, and found a way to help rehabilitate them and get them back on track. MATIT has taken much the same approach with its members.

Continued on page 8...



KEEPING MINNESOTA NICE

The problem with that ad hoc approach is that it made it more difficult to head off problems before they became a crisis, because we essentially defined troubled

nile name calling and insults might be fun, but most of the time, they lead to poor decision-making, hurt feelings and bad public policy.

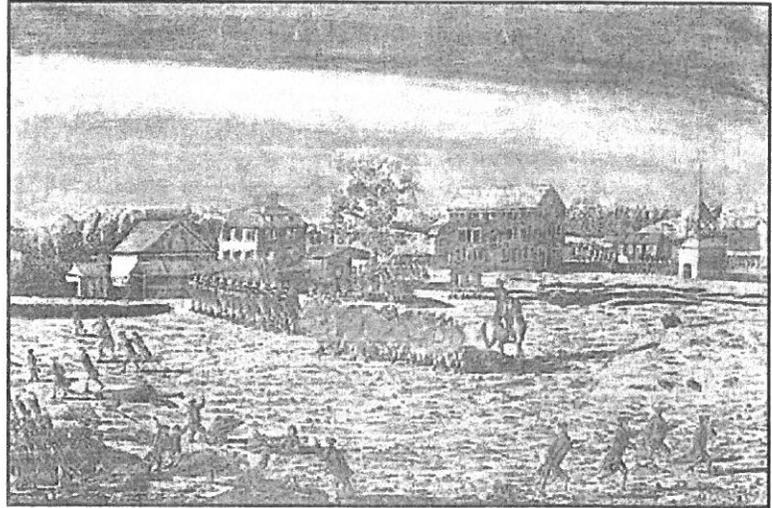
At the same time, I've read some pretty convincing arguments that too much emphasis on civility tends to preserve the status quo and disadvantage people and groups who don't have the same kinds of access to the government that most of us in this room have. It also works against those who have tried to use traditional access points but believe those efforts have been rebuffed by the existing power structure.

cities and towns as ones that cost the pools a bunch of money after having made bad choices. In other words, we didn't have a process for intervening until things had gotten really bad.

Eventually, after some discussions with our board, we decided that we wanted to be more proactive, and have a more systematic approach. This included gaining a better understanding of what sets a troubled local government apart from its peers.

One of the other difficulties in figuring out when a city or town may need some additional help is that conflict isn't always a bad thing, especially in government. Our entire system is built on it. People voice their opinions, other people agree or disagree, there's debate, and eventually a decision gets made that might leave some people unhappy with the result. That is what elections are all about. You are elected to serve in your position, you were elected to voice your opinion and take a position for the things you believe in and that's why constituents voted for you. For better or worse, we're not a society that strives for consensus, even more so in recent years with the increased polarization in our political structure.

At some point, though, conflict can get out of hand. Sometimes that's pretty obvious. I hope it has never happened to you. You may have read newspaper articles or seen stories on TV or talked to colleagues in other townships where things get out of control – people yelling at each other, people at each other's throat, and the public showing up for front row seats to the show.



So that's one of the tough questions in this area. Are there policy disagreements that involve such fundamental matters of morality that someone on the other side is just a bad person and it's okay to say so? Most of us have some line where we say yes.

How many veterans do we have here? (Many raised hands.) Many of you gave many years of your life and lost comrades standing up for something our nation declared wrong, bad, or evil. There are times we do those things. But when it boils down to the local government and someone is asking for their road to be plowed, or is advocating for a tax increase, or pushing to increase the size of the fire department, when that person gets painted as "bad," it's hard to have a conversation.

At the town level or city level, we usually aren't talking about issues of fundamental morality where we'd take up arms like at Lexington Green. That's why I caution people to be very careful about personalizing disagreement; once that happens, it's hard to reverse it.

When Has Conflict Reached a Critical Stage?

Conflict has typically reached a critical stage when a local government is repeatedly unable to adequately perform one or more of its critical, ongoing governmental functions. These functions include, but are not limited to:

- Conducting meetings in a professional manner;
- Making decisions in a timely and reasonable way;
- Providing essential public services;
- Managing employment relationships;
- Interacting with the public; and
- Working with third parties.



(c) Norman Rockwell

Here, though, I'm not as convinced as I used to be that I can identify inappropriate levels of conflict with any certainty. I'm a Minnesotan - I don't like conflict. It makes me uncomfortable. But I'm less sure than I used to be that it's inherently bad.

Think back to 1775, for example, and the Battle at Lexington Green. Would a town going to war with the

DNR rise to the level of conflict that would concern MATIT? I think it's fairly safe to say it would and I would highly discourage it. But most of us would agree that there are some things that are so important that they are worth risking serious conflict to achieve.

The League has had a civility initiative in place for several years now. For the most part, I think it's a good effort. Juve-

KEEPING MINNESOTA NICE

This is the framework we've been using for the past few years at LMCIT to help determine when we'll get involved. Although I have begun to rethink some of how we classify public discourse, I still think this makes sense for determining when things have reached a point that some extra help might be warranted.

Basically, what we consider is whether a member has reached the point where it simply can't perform one of the critical functions of government. These are the sorts of things that worry us.

- Have meetings degenerated to a point where the officials are talking over each other, or even worse, yelling at or insulting each other?
- Is conflict making it impossible to agree on even simple things, like whether to buy a new truck; much less complicated ones, like whether to consolidate fire departments?
- Has employee turnover reached an alarming rate, or have officials taken to micromanaging staff or inappropriately criticizing them in public?
- Are members of the public regularly interrupting or heckling at meetings?
- Are the other public entities refusing to partner on projects, or has conflict with a regional or state agency reached troubling levels?

When some or all of these issues exist, we start to pay attention, because they're a suggestion that more expensive problems are on the horizon.

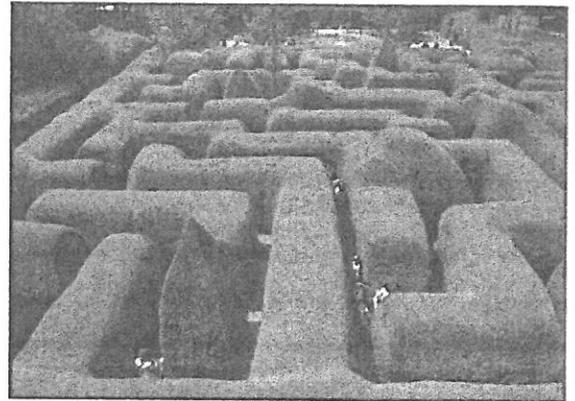
Why Do We Care?

It is important to think about why we care. Obviously, one of the reasons from the perspective of LMCIT or MATIT is money. We're self-insurance pools so our money is your money. A member with serious problems can cost hundreds of thousands of dollars, or in the case of a couple of LMCIT members, even millions of dollars. It's costing taxpayers money. That's not really fair to all the other pool members that are doing their best to stay out of trouble.

We don't want to get involved in political decisions, like if a board member stays or goes. That is a local decision for your voters. But we do have a duty to protect the pool and don't want to keep spending money on people who don't get along.

It's about more than money, though. Towns with unproductive conflict or personal conflict are embarrassing. They embarrass themselves, but they also embarrass the entire local government community in front of the Legislature and the press. How many have read a story about a city acting "goofy." (Many hands raised.) You kind of cringe a little bit, but legisla-

tors are reading the story, the constituents are reading the story and it can decrease confidence people have in local government. Think of how hard you work. You're doing it because the work must be done. Beyond that, most of us started working with local government because we believe in it. As town board members, most of you are basically volunteers; you're sure not getting rich from it. It's almost physically painful for me to watch local government officials suffer through this kind of conflict when they're the ones in the community who stepped up to do a tough job that not many people are willing to take on. Who wants to serve on a town board that is full of conflict? If no one wants to serve, the only people left are those who thrive on conflict. It is chaos. That is not good for your community.



How Can We Deal with Them?

Sometimes, helping a town with this type of conflict is easy. They want to do the right thing, they just don't know how. If we give them some specialized training, perhaps hire a lawyer or a finance person to help them, they find their way out of trouble pretty quickly.

Sometimes it's more complicated than that. The supervisors are fighting, the citizens are angry, and the clerk is fed up. MATIT tries to help. They spend time on the phone counseling the town, the lawyers who get appointed to defend the town in the litigation that comes out of this mess try to settle things down, MAT staff will have a long conversation with board members at Short Courses. Sometimes that works. Unfortunately, sometimes nothing is going to really help until certain people resign or retire or move away.



ON OUR WEBSITE

You can find in the Information Library
on MAT's website (www.mntownships.org):

Document TM7000

"Establishing an Administrative Policy for Town Board Meeting," contains a sample administrative policy written to help boards develop a uniform method for addressing the conduct of town board meetings, citizen participation, and access to town record.

Document TM3000

"Basic Parliamentary Procedure for Town Boards" which provides a general overview of parliamentary procedure, briefly describes some of the most used motions, and raises points to consider before adopting rules of procedure.



KEEPING MINNESOTA NICE

How Should We Deal with Them?

MATIT and the League do try to put out the fires when we can. Which leads us to

the next question – what is our role and what’s the role of the people in this room?

First and foremost, it’s to help avoid starting fires. Let’s talk about what that requires.

However, this is not close to the reality of what actually happens in town government. Some towns don’t have staff other than maybe a part-time clerk and a couple people to help with plowing and mowing. Even when there are full-time employees, town board members often end up rolling up their sleeves and pitching in on day-to-day activities. But it’s still important to keep this model in line because it provides guidance about the difference between developing strategy and implementing tactics.



Board Member Duties

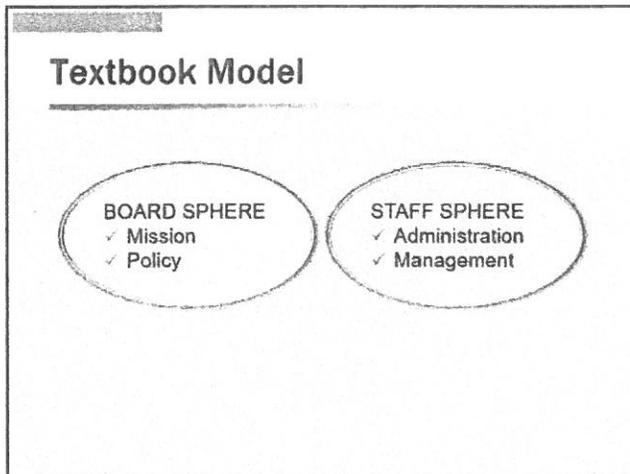
So, what are the responsibilities of a Board member? Some of them seem like common sense, right? Everybody knows we’re supposed to keep a civil tongue in our heads and do we really need to be reminded of that? Probably not here, where we’re all friends and nobody’s upset about anything. But it can be a lot harder to remember that when we’re at a meeting talking about some controversial topic.

That’s when it’s important to return to these basic obligations; do the right thing for the right reason, pay attention to what’s going on in your community, show up for meetings, and don’t be a jerk. The vast majority of elected officials do this every day.

Serve for Benefit of Public

To begin with, it’s essential to remember why your position exists, whether you’re an elected official or a town employee. The Legislature created towns as a way of providing public services. Outside that framework, towns don’t have any inherent powers. Now it may be that people disagree on what services should be provided and how, and that’s fine, that’s what elections and meetings are for, to work that stuff out. At the end of the day, though, the point of your work with the town is to serve the public and as long as everyone remembers that, things will usually work out.

One of the ways we sometimes see trouble arise, though, is when people lose sight of their roles. When we think of the traditional roles of a town board and staff, it may look similar to this picture.



The board handles the mission and policy objectives for the town, while the staff handles the administrative and management side of things.

It’s important to keep in mind too that the meaning of “civility” has changed over time. For example, fifty years ago, maybe even twenty years ago, a lot of people thought it was okay to call a young female clerk “sweet-heart.” That’s not the case anymore. We can have a discussion another time

about whether changing social standards are good, bad, or indifferent. The reality, though, is the social standards have changed and unless our behavior changes too, we’re exposing our towns to a risk of being sued and making it much more difficult to hire and retain qualified people.

How many towns are having trouble finding people to run for office or work for the township? (Many raised hands) We need that next generation to step up and serve; treating people with respect is a good way to begin that process.

It’s also critical to remember that the power of the town board is vested in the board, not in individuals. A common source of frustration among local government officials is when one of the members of the governing body starts cutting deals and making promises without the authorization of the full board. Not only is it inconsiderate of the other people on the board, it’s a great way to get into trouble. I don’t know if this is still a part of new officer training, but when I used to present

Board Member Duties

- Uphold their oath/fiduciary duty
- Model civility
- Participate in board meetings and votes
- Educate themselves on issues
- Act as liaison between town and residents
- Be a link between board and staff
- Do not have authority as an individual

KEEPING MINNESOTA NICE

at the Spring Short Courses, I'd tell those new board members that if they go down to the dealership and buy a new truck for the town without the board's approval, congratulations, they just bought themselves a new truck. Almost every significant decision you make on behalf of the town requires the board to act as a whole and ignoring that rule is a great way to create resentment and start fights.

On the other side of the table, staff sometimes overreaches. For example, here are the kinds of things board members typically deal with, sometimes subject to elector authorization.

- Control finances
- Adopt ordinances
- Adopt budget
- Establish policies and rules of procedure
- Buy and sell property
- Long-term planning

Staff might have opinions about these kinds of subjects, because, well, we all have opinions, but it's ultimately the Board's responsibility to make the decision. One of the ways conflict can arise is when staff starts to overstep its boundaries and obstruct a board decision they disagree with.

Productive Meetings

That's the big picture stuff. What does it mean in practice?

First, good governing can't happen without productive and efficient meetings. Towns are generally left to regulate their own meeting procedures. Each town needs to decide what works best for its situation.



Do you want to run a pretty formal meeting, with a public comment period at the beginning and a well-established process like a modified version of Robert's Rules? Go for it. Do you want to keep it more casual and allow people in the audience to offer their opinions about agenda items as the meeting progresses? That's fine too. The goals are good decisions, smooth meetings, compliance with any legally required notices and hearings, and a record that the clerk can keep track of and use to prepare a decent set of minutes. As long as you get there, the courts don't care too much what process you use.

I will say, there are extremes on both ends. On the one hand, you don't want to get so bogged down in complicated procedural rules that nobody can figure out how to make a motion. My general rule of thumb is that if you've spent more than 90 seconds trying to make a motion, then start over - somebody make a motion, somebody else second it, discuss it, and vote.

On the other hand, you don't want a free-for-all. For lots of town board meetings, nobody shows up. So, if you're talking about a road project in front of someone's house, and they're

the only one in the audience, it might be perfectly alright to ask their opinion in the middle of the discussion. If, on the other hand, 50 angry people attend a meeting to yell at you about the fire department, you're going to need to control that conversation a lot more carefully. So, use your judgment and just be careful not to treat people differently with regard to whether and when they're allowed to speak based on whether you agree with them or not.

Managing Meetings Together

And always remember you're in this together. A good board chair can keep a meeting running along smoothly, but even the best one can only do so much. If the other members are having side conversations or interrupting each other, it's pretty hard to keep things on track. Plus, it makes life hard for the clerk if they're trying to take minutes. This causes problems for keeping the accurate records and protecting the township from a future problem. More common sense, right? But how often have we seen public meetings break down over exactly these sorts of things?

- Chair manages meeting pursuant to established process/bylaws
- Board members assist presiding officer in preserving order
- Everyone waits to be recognized before speaking
- Everyone acts with courtesy, civility and respect for differing views
- Everyone limits debate to discussion of ideas at hand
- No one speaks a second time before everyone has spoken a first time

And what do you get out of better meetings?

1. Efficient meetings are easier over-all. You accomplish more, you get out sooner, and you leave still wanting to be a part of it all. Long meetings can be a sign that there may be a problem.
2. If everyone knows how it works and what is expected of them, no one will be at a disadvantage. This is going to help you have better relationships with fellow board members.
3. Instilling trust in government and your decision-making is important because the process we have is the one we're stuck with. Surveys show that people tend to trust local government. Recognize it and build on that trust.

Benefits of Productive Meetings

- Increased efficiency
- Creating clear understanding of ground rules
- Adopt rules of procedure
- Instilling trust in government
- Instilling trust in decision making
- Bolstering your own credibility
- Better decisions





KEEPING MINNESOTA NICE

- Who doesn't want to look good to the public? More importantly, every community needs leaders it can look up to.
- Decisions arrived at with respect for the process and everyone involved will make better decisions. Better decisions benefit everyone.

After Leaving the Meeting

Accept that team-made decision, move forward, and don't discuss or gossip. Doesn't mean you have to like it but need to respect the team decision – don't badmouth it.

Tips for Dealing with Conflict

Let's say you do all this good stuff. Are there still times when there's going to be disagreement?

Absolutely. And that's okay. As I said earlier, that can mean that people are thinking for themselves. Not every decision can or should be unanimous. But as we also talked about earlier, there's constructive disagreement and there's harmful conflict. What do you do if your town board is falling prey to the bad kind?

Productive Communication

When it starts to feel like your situation is spiraling into harmful conflict, think about these things.

Make sure you've got a fair process and that everybody on the board is getting a chance to have their say.

- Process matters
- Follow your protocols
- LISTEN
- Focus on problems to be solved, not the people
- Discuss why, not what
- Welcome "devil's advocate" input
- Integrity & transparency
- Put personal matters aside

The three most important factors impacting whether someone perceives a process to be "fair" are:

- Having a meaningful opportunity to tell their story.
- Receiving assurance that responder has listened to their story and cared about what was said.
- Treating all participants with dignity and respect

There is a significant body of research indicating that when disputants perceive that they have been treated in a procedurally fair manner, they are more likely to deem the process as fair, even if the outcome is unfavorable.

De-escalation

But what if someone approaches you and they're hot, overtly hostile, aggressive, and perhaps even threatening. One of the most important things you can do is control your own reaction to the anger being expressed by someone else. **As tempting as it might be, do not respond in kind.** Being louder or angrier does nothing to help people see your point of view, calm them down, or earn their respect. Listening well, remaining objective, communicating clearly, having helpful ideas, and providing information are more likely to generate respect.

If you are being threatened, talk to the Sheriff. A real threat

should be taken seriously, but try not to escalate the situation.

Find ways to control your reaction. If you respond with heat and anger, you are likely to escalate the situation. It is very difficult for someone to stay escalated if you are calm. Different things work for different people.

When emotions are coming at you, what do you do? Step back a few feet if you can. Check that you're breathing down below, not high up in chest and focus on the tip of your nose.

Know Yourself

Most important, know yourself and what works for you in a stressful situation. I had someone in my face once, arguing with me, and he finally leaned in toward me and said "Go ahead, hit me. You know you want to." Boy, was he right. Instead, I counted to 10 and then walked out the door and walked for about 2 hours, working it out of my system. Know what you need to do to handle stressful situations.

Conclusion

I'm sure a lot of this was a reminder of things you already know, but it's good to think about it occasionally, and I hope it was sobering to see how bad and expensive things can get when people forget this stuff. As someone who works with local government, I want to say thank you for your commitment to making your community a better place. It's a lot of work, and it might not feel like your efforts are fully appreciated, but I can tell you how important they are. And I really appreciate the chance to be here today.



Daniel J. Greensweig is the Administrator for the League of Minnesota Cities Insurance Trust and the former General Counsel and Director of Operations of the Minnesota Association of Townships Insurance Trust. He is a former assistant state auditor and city and township attorney. He is the past president of the Anoka County Library Board and has served as a council member, planning commissioner and park board member for the city of Circle Pines, Minn.



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 11

Subject: Public Works Report

Documentation: Report to be Handed Out at Meeting

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 22, 2018**

Agenda Number:

Auditor Presentation

Subject:

Documentation: None

Action / Motion for Consideration:



**Town Board Executive Meeting
May 30, 2018**

Agenda Number: 12.a

Subject: Code Enforcement Officer Report/Building Inspector Items.

a. 5456 Township Drive

Documentation: None

Action / Motion for Consideration:

Receive Information / Discussion

**Minutes
Executive Meeting
May 30, 2018**

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 1508 HAMMOND ROAD; 2) 2105 STILLWATER STREET – VACANT BUILDING; 3) 5456 TOWNSHIP DRIVE: 5456 Township Drive: The Town is currently prosecuting the property owner for housing maintenance code violations and having an unlicensed rental dwelling. The next court hearing is scheduled for Thursday, June 7, 2018. The Township sent written notice to the property owner on February 27, 2018, informing the property owner of the Township's denial of the rental license application and a list of required repairs to be made to the property. The items listed on the February 27, 2018 letter are still outstanding with the exception of the driveway. A new driveway surface was installed in the beginning of May. Ruzek noted that there has been communication with the neighbors to let them know things are being handled.



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 12.b.

Subject: Code Enforcement Officer Report/Building Inspector
Items.

b. 2082 Stillwater Street

Documentation: None

Action / Motion for Consideration:

Receive Information / Discussion



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 13.a

Clerk-Treasurer Report

Subject: Greater White Bear Lake Community Foundation

Documentation: October 2017 WB Press Article

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Minutes
Executive Meeting
May 30, 2018

CLERK-TREASURER REPORT: The Clerk reported on a Sensible Land Use Coalition meeting which addressed affordable housing and where it is being built.

FOUNDATION: Doles out dough PAGE 3A

Community foundation announces grant recipients

The Greater White Bear Lake Community Foundation has awarded \$32,200 in grants to community groups through its Community Partners Fund.

Thanks to the contributions of people in the greater White Bear Lake community, the foundation announced in late May that it would award grants to projects and programs of area organizations that align with its mission of inspiring philanthropy and enriching the lives of people who live in the communities it serves — Birchwood Village, Dellwood, Mahtomedi, White Bear Lake and White Bear Township. By the deadline of Aug. 15, the foundation's Community Partners Fund had received 32 proposals for funding, totaling \$142,211.

The foundation's grants advisory committee is chaired by board member Carol McFarlane and consists of Bryan Belisle, Beverly Driscoll, Marilyn Muellner, John Redpath and Mark Sather, all of whom recognize the contributions of area community organizations.

"Their work is contributing to and enhancing quality of life for those who live and work in the greater White Bear Lake area, and we are pleased to be able to support their efforts through the founda-

tion's grant-making program," said McFarlane. "These programs and projects represent a wide variety of fields of interest, including serving our senior population, preserving the environment, carrying out cultural and historical activities, caring for those in need, and providing educational opportunities."

Based on the committee's recommendations, the board approved awards to 20 programs.

"We are grateful to have had \$32,200 to invest in these projects," stated McFarlane, "but this only makes a small dent in the need."

The foundation, incorporated in March 2015, hopes to continue with a second grant round in 2018 and encourages community residents who would like to support local organizations to contribute to the Community Partners Fund by donating through the foundation's website, www.greaterwblfoundation.org. For more information on the fund, contact the foundation's executive director, Jackie Reis, at jackier@greaterwblfoundation.org or 651-408-5412.

*Submitted by Jackie Reis,
Greater White Bear Lake
Community Foundation*

RECIPIENTS OF THE GREATER WHITE BEAR LAKE COMMUNITY FOUNDATION 2017 GRANT AWARDS:

- **Century College Foundation** - \$1,800 (contribution to emergency assistance fund to help students stay in school and graduate)
- **Cerenity Senior Care** - \$1,050 (purchase of iPads for use by long-term care residents and hospice patients);
- **Children's Performing Arts** - \$1,000 (support for youth choir programming and entertainment in our communities)
- **Consortium of Lake Area Senior Services: Creating Dementia Friendly Communities Initiative** – \$2,500 (to help people in our communities understand what dementia is, how it affects families, and to help make a positive difference in the lives of those affected by dementia)
- **Giving Gardens** - \$2,000 (expansion of number of garden beds adopted by community neighbors to provide fresh produce to those in need)
- **H2O For Life: SPLASH! Toolkit** – \$1,300 (development and implementation of an educational toolkit for use in area schools to teach youth to become water stewards and advocates for water resources)
- **Lakeshore Players Inc: Active Voice 2017-18 Staged Reading Series** - \$1,000 (to provide access to more diverse and experimental performance opportunities that encourage critical thinking, stir complex emotions, and discuss topics not usually explored)
- **Level Up Academy: Global Enrichment** – \$1,650 (to offer the Global Inventors curriculum to middle school students as an addition to the school's STEAM, science, technology, engineering, art, math, program)
- **Lyngblomsten: Demonstrating Program Impact** – \$2,000 (to develop with the Wilder Foundation a comprehensive evaluation program to measure the efficacy of this new model for providing program services for older adults and their caregivers)
- **Mahtomedi Area Food Shelf: Backpack Program for Non-school Days** – \$2,000 (support of current and expanded program to provide food support for Mahtomedi school district children)
- **Newtrax Inc: Community Shuttle Pilot Program** - \$1,000 (pilot project to create a transportation system for area seniors to have access to community businesses, organizations, and area events)
- **Northeast Youth & Family Services: Senior Chore Services** - \$2,000 (support of program that pairs seniors living in their home with community youth and adult volunteers to provide help with seasonal and routine chores allowing seniors to remain in their homes)
- **Solid Ground: Learning & Enrichment Program** - \$3,000 (to expand an after-school tutoring program for formerly homeless children in grades K-8 residing at East Metro Place)
- **Tamarack Nature Center: Junior Assistant Naturalists Mentoring Project** - \$2,500 (support for adding a youth volunteer coordinator dedicated to engaging, mentoring and guiding the Junior Assistant Naturalists program)
- **White Bear Area Emergency Food Shelf: Century College Mobile Market** - \$1,000 (to provide healthy and nutritious food to students at Century College struggling with food insecurity by providing a monthly mobile market)
- **White Bear Lake Area Historical Society: White Bear Township Hall Restoration Project** - \$2,000 (contribution toward purchase of historical markers for the restoration of historic town hall)
- **White Bear Lake Branch/Ramsey Co. Library: Park Rx Kits** – \$600 (in partnership with the Minnesota DNR and BearPower, to promote physical and mental health by providing access to state parks together with educational materials about opportunities for hiking in nature);
- **White Bear Lake Lions Club Foundation: Soldiers Memorial Flagpole Project** - \$1,000 (contribution toward project to refurbish and rebuild flagpole dedicated in 1939 as a tribute to all soldiers of any war);
- **White Bear Lake United Methodist Church: Expansion of READ 5,000 Program** - \$1,800 (to expand program for students at Willow Lane Elementary School from first grade to second and third grades by giving financial assistance to children who might not otherwise be able to purchase books at school book fairs);
- **Young Life: White Bear Lake & Mahtomedi Area** - \$1,000 (support of project to re-establish and expand high school program in White Bear Lake and Mahtomedi school districts).

DEAR FRIENDS,

Dec. 2017

Three years ago, 12 people gathered around a table to create a vision for our community: a nonprofit foundation that would inspire philanthropy and enrich the lives of the people in the communities that share the shores of White Bear Lake, now and in the future. Today, the foundation's board and committee members number 29, and that vision is becoming a reality.

We hope this report will give you a picture of who we are and what we do. 2017 has been a year of phenomenal growth and we thank you for celebrating with us.

If you are an individual, a family, a business, a professional advisor, a community organization, we invite you to join with us to create our future. As described in these pages, there are many ways you can become involved:

- Create a Donor Advised Fund to carry out your personal charitable goals;
- Support the nonprofit organizations and community projects that are an integral part of community life through our Community Partners Fund, our Nonprofit Funds or our Community Projects Funds;
- Contribute to a Field of Interest Fund—or create your own fund—that ignites your passion and inspires you to act;
- Help create the next generation of leaders by participating in or contributing to our Leadership Tomorrow Fund; or
- Donate to our Foundation Builders Fund and help us grow and sustain the foundation.

The Greater White Bear Lake Community Foundation is your community foundation. We are the place where people who love the lake, who love the area, can come together to make a difference, not just today and next year, but for generations to come. If you'd like to visit, give us a call.

Thanks for all you do for our community.

LET'S MAKE A DIFFERENCE TOGETHER!

Bill Foussard
Chair
(651) 429-5393

Jackie Reis
Executive Director
(651) 408-5412

LEARN MORE:

Contact us today to learn more about how you can create your legacy and be a part of the future of the Greater White Bear Lake community.

greaterwblfoundation.org

info@greaterwblfoundation.org

651.408.5412

LET'S MAKE A DIFFERENCE TOGETHER!



2015-2017 REPORT

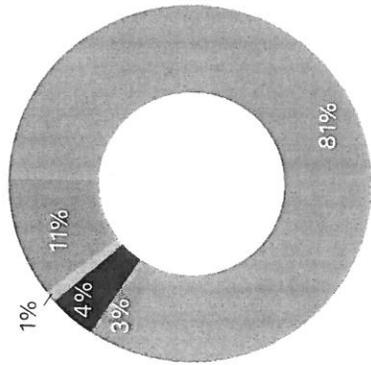
GREATER
WHITE BEAR LAKE
COMMUNITY FOUNDATION

BY THE NUMBERS

CELEBRATING PROGRESS:

Founded in March 2015, the mission of the Greater White Bear Lake Community Foundation (GWBLCF) is to inspire philanthropy and to enrich the lives of people in the communities that share the shores of White Bear Lake, now and in the future.

TOTAL REVENUE:
2015 - 2017



WE ARE PLEASED TO SHARE THIS PROGRESS REPORT WITH OUR DONORS AND WITH THE COMMUNITY.

\$1,230,121

TOTAL CONTRIBUTED TO THE FOUNDATION

■ \$992,615	Donor Advised & Donor Designated Funds
■ \$39,976	Community Partners Fund
■ \$51,635	Nonprofit Endowment Funds & Community Projects
■ \$11,725	Leadership Tomorrow Fund
■ \$134,170	Foundation Builders Fund

\$161,004

Awarded by GWBLCF to community groups from Community Partners Fund & Donor Advised and Designated Funds

\$78,094

Administrative and management costs, including \$16,000 spent to purchase a comprehensive community foundation software program.

OUR FAMILY OF FUNDS

Individuals, families, businesses, and nonprofit organizations can become a member of the Greater White Bear Lake Community Foundation Family of Funds. New funds can be established or contributions may be made to existing funds with donations of cash, stocks, life insurance policies, retirement funds, bequests, or other types of assets.

— BIRCHWOOD VILLAGE
DELLWOOD
MAHTOMEDI
WHITE BEAR LAKE
— WHITE BEAR TOWNSHIP

1 | COMMUNITY PARTNERS FUND

Making mission-based awards to benefit the general community.

- \$32,000 awarded to support 20 community projects in 2017.

2 | NONPROFIT FUNDS

Securing the future of community nonprofit organizations and serving as an incubator and fiscal sponsor for new community projects or events.

- White Bear Area Emergency Food Shelf Endowment Fund
- White Bear Lake Area Historical Society Endowment Fund
- Giving Gardens Fund
- Lake Links Association Fund
- White Bear Area Chamber of Commerce Fund

3 | LEADERSHIP TOMORROW

Supporting Leadership Tomorrow, a program to create the next generation of community leaders, developed by the Foundation in partnership with the White Bear Rotary Club and the White Bear Area Chamber of Commerce.

- Twenty-two individuals selected to participate in Cohort 1 of the pilot program, beginning January 2018.

4 | DONOR ADVISED AND DONOR DESIGNATED FUNDS

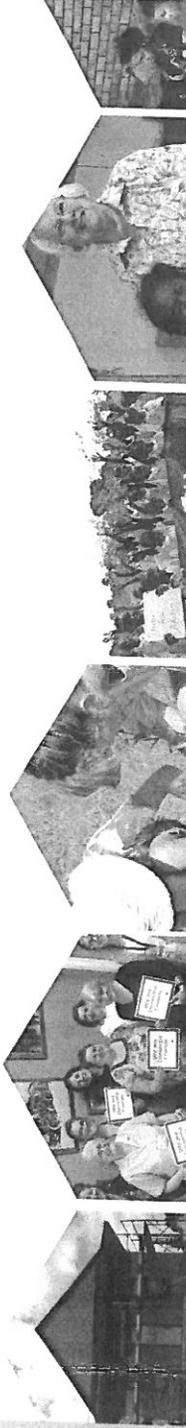
Creating opportunities for individuals, families, and businesses to carry out their charitable goals.

- Gene & Marcia Altstatt Charitable Fund
- Karen Almes Fund
- Jesse & Natalie Bengtson Fund
- Eunice & Peter Côté Fund
- Bill Foussard Fund
- The Huebsch Family Fund
- Eugene D. & Kathleen J. Johnson Fund
- The TSH Family Fund
- James & Karen Winey Fund

5 | FIELD OF INTEREST FUNDS

Providing opportunities for donors to establish funds to carry out their personal passions and interests in the community.

- Championing the arts & preserving our history by fostering a dynamic creative community.
- Conserving our natural environment by preserving the quality of our lakes, parks, and trails.
- Expanding opportunities and education for all by enabling access to help people realize their potential.
- Supporting community life by encouraging activities that bring communities together.
- Strengthening families by providing resources that promote resilience.



FREQUENTLY ASKED QUESTIONS

Q: WHAT IS A COMMUNITY FOUNDATION?

A community foundation is a vehicle for people of all means to make a lasting difference in their community. It serves the needs of donors who want to better their community by offering flexible options to create permanent funds that support their personal passions and their philanthropic goals, both now and in the future.

Q: WHAT DO YOU DO?

We connect donors with community needs, and we serve donors by helping them make a lasting difference in the way that most inspires them. The foundation also brings people together to explore common concerns and issues impacting our area.

Q: HOW DOES A COMMUNITY FOUNDATION WORK?

A community foundation is made up of people with a deep understanding of local needs and opportunities. By setting up funds with the foundation, people are able to make grants to support their favorite charitable causes and to respond to specific and time-sensitive community needs.

Q: HOW ARE YOU DIFFERENT FROM THE SAINT PAUL FOUNDATION OR THE ST. CROIX VALLEY FOUNDATION?

We are allies. The Saint Paul Foundation serves the larger St. Paul/Ramsey County area. The St. Croix Valley Foundation serves the St. Croix Valley region. We focus locally on the communities that share the shores of White Bear Lake.

Q: WHAT IS THE DIFFERENCE BETWEEN AN ENDOWED FUND AND A NON-ENDOWED FUND?

An endowed fund is one in which your gift becomes the principal, or corpus, and cannot be spent. Earnings from the principle will become available each year for grants. Donors may request the principal remain intact for perpetuity, for a defined period of time, or until enough assets have accumulated to achieve a specific purpose. A non-endowed fund allows your gift to be available for grants immediately.

Q: HOW ARE THE FUNDS INVESTED?

The Board of Directors of the Greater White Bear Lake Community Foundation, working in conjunction with its Investment Committee, manages the foundation's funds. The Investment Committee is a team of prominent local community leaders with financial and investment expertise. The Investment Committee follows an Investment Policy approved by the Board of Directors.

CONTINUED >

Q: HOW DO YOU DECIDE WHAT TO DO WITH THE DONATIONS?

Our donors guide our giving. Disbursements from our fund fulfill donors' charitable passions through grants to nonprofit and community organizations. We are also able to assist donors better understand and respond to changing needs in our community.

Q: WHO IS ON THE FOUNDATION'S BOARD OF DIRECTORS?

The Board of Directors consists of individuals who live and work in the five communities served by the foundation. They know the community well and are excited to be working together to make a difference, not just for today, but for tomorrow.

LEADERSHIP TOMORROW

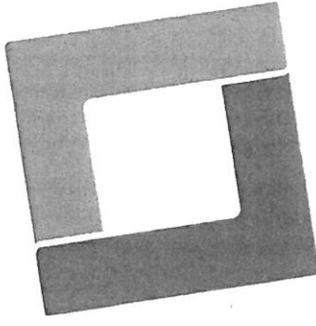
prepares, engages, and challenges participants through a 10-month long program combining leadership skill development and a raised awareness of our local community. Participants connect deeply with each other, develop practical leadership skills, explore community leadership roles, learn about the needs, opportunities, and challenges facing our community, and meet and engage directly with leaders of the organizations working to address them. The outcome is increased leadership ability and passion, and an increase in our overall capacity to make our community the great place it is to live and work.



A PROGRAM OF THE GREATER WHITE BEAR LAKE COMMUNITY FOUNDATION

In partnership with

White Bear Area Chamber of Commerce
White Bear Lake Rotary Club
& The AWL Group



Leadership TOMORROW

BECOME A PART
OF A TEAM WITHIN
YOUR COMMUNITY,
GROW IN
LEADERSHIP,
AND MAKE
A DIFFERENCE
WITHIN YOUR
COMMUNITY.

LEADERSHIP TOMORROW COMMITTEE

RYAN STEEN, CHAIR	White Bear Township
KEVIN DONOVAN	Mahtomedi
SCOTT EMERY	Mahtomedi
JERRY KWAPICK	White Bear Township
ROBERT MORSE	White Bear Lake
RITA PECHMANN	White Bear Lake
LARRY WALKER	Birchwood Village

Preparing tomorrow's
leaders today

BUILDING, CONNECTING,
AND ENGAGING
COMMUNITY LEADERS

greaterwblfoundation.org
info@greaterwblfoundation.org

651.408.5412

< LEARN MORE!

ABOUT THE PROGRAM

OBJECTIVES

After completing Leadership Tomorrow, participants will be able to:

- Appraise their leadership capabilities to focus on strengths, skills, and expertise.
- Apply the leadership concepts and practices at their workplace and/or in the community.
- Gain a broad understanding of local business, governmental, and nonprofit organizations and the characteristics of each.
- Prepare to step into a leadership role within the community or with their employer.
- Commit to lifelong learning and community engagement.

“When the best leader’s work is done, the people say, ‘We did it ourselves.’” Lao Tzu

BENEFITS

Participants will:

- Develop, practice, and improve leadership skills.
- Expand business and community networks for current and future leaders.
- Develop an awareness and appreciation of the resources, organizations, cultures, challenges, and opportunities in the greater White Bear Lake community.
- Develop long-term professional relationships within the community.

DETAILS

Participants meet one afternoon a month January through December 2018. Sessions are held the second Thursday of the month, beginning in January 2018, from 11:30 am–5 pm. The program concludes on December 6 with graduation and celebration. No sessions are scheduled for July and August.

Sessions are five hours each, with half of each session focused on leadership topics, and half focused on local community topics. Participants are expected to attend all 10 sessions and complete all assignments.

Applications are available at www.greaterwblfoundation.org/leadershiptomorrow on October 1, 2017, and are due before November 10, 2017.

COST: \$350

This covers all instruction, activities, program materials, meals, and graduation expenses. Partial scholarships are available and a separate application must be submitted to be considered for scholarship assistance.

INFORMATIONAL SESSIONS

Learn more about Leadership Tomorrow at an Informational Session:

- September 28 at 5 pm (Wildwood Library), or
- October 5 at 7:30 am (White Bear Country Inn)

QUESTIONS / FURTHER INFORMATION

Contact Jackie Reiss
jackier@greaterwblfoundation.org
 or (651) 408-5412

LEADERSHIP TOPIC COMMUNITY TOPIC

	LEADERSHIP TOPIC	COMMUNITY TOPIC
JAN 11	What's my Style?	Our Community
FEB 8	What is Leadership?	Economic Development & Business
MARCH 8	Boosting Performance & Outcome	Local Government
APRIL 12	Resolving Leadership Challenges Part 1	Arts & Culture
MAY 10	Resolving Leadership Challenges Part 2	Education
JUNE 14	Leading Change	Human Services
SEPT 13	Emotional Intelligence	Health & Healthy Life Style
OCT 11	Conflict and Difficult People	Environment
NOV 8	Trust and Fear	Dynamics of a Diverse Community
DEC 6	Impacts: Application, Reflection, Graduation and Celebration	



IMAGINE the DIFFERENCE YOU CAN MAKE...

If **YOU**,
as a donor



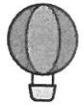
Individual



Business



Foundation



NonProfit

Generously
PROVIDE
a financial gift
through us

- Cash
- Securities
- Real Estate

- Retirement Plans

- Charitable Gift Annuity

- Insurance Policies
- Bequests

to **BUILD & DISTRIBUTE**
funds that benefit
local people and
organizations

WHAT INSPIRES YOU?



Education



Community
Development



Arts &
Culture



Faith &
Spirituality



Health & Human
Services



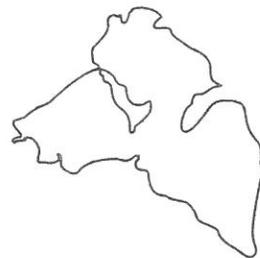
Environment



Other

In **COMMUNITIES**
that **SHARE** the
shores of White Bear Lake

BIRCHWOOD VILLAGE
DELLWOOD
MAHTOMEDI
WHITE BEAR LAKE
WHITE BEAR TOWNSHIP



We are your local
Community
Foundation **TEAM**

- Financial experts
- Business leaders

- Community supporters
- Long-time residents

LET'S MAKE A DIFFERENCE TOGETHER

INSPIRING PHILANTHROPY & ENRICHING LIVES



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 14 - 15

Subject: Open Time
Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
June 22, 2018**

Agenda Number: 16 – 17

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting