



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
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

AGENDA EXECUTIVE MEETING JANUARY 25, 2019

1. **11:00 a.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of December 28, 2018 Minutes (Additions/Deletions).

11:00 - Blake Huffman, Ramsey County Commissioner - Presentation

4. DNR Groundwater Management – Update.
5. Water Meters – Update.
6. I & I – Update.
7. Pavement Management Program – Update.
8. Trails - Update.
 - a. Bald Eagle Lake County Parkway.
9. The Stable of White Bear Township.

12:30 - Dennis Seidl – On-Going Odor Issues

10. Coal Tar/Pah's – Discussion.
11. Utility Program Coordinator Job Description.
12. Special Assessment Policy – Review.
13. Code Enforcement Officer – Discussion
14. Annual Meeting Preliminary Levy.
15. Gem Lake Partnership – Re-evaluate.
16. Public Works Director Report.

1:30 - Mike Gagan – White Bear Dental Clinic

17. Clerk-Treasurer Report:
 - a. Strategic Planning Process.

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

b. HR Processes

18. Open Time.
19. Added Agenda Items.
20. Receipt of Agenda Materials/Supplements.
21. 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.



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 1 – 2 - 3

Subject: Approval of January 25, 2019 Agenda
Approval of December 28, 2018 Minutes

Documentation: January 25, 2019 Agenda
December 28, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

January 25, 2019 (additions/deletions)

December 28, 2018 (additions/deletions)

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2018**

The meeting was called to order at 11:05 p.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk-Treasurer: Christopherson; Public Works Director: Reed; Planner: Riedesel; Engineers: Studenski and Poppler; Others Present: Town Board Elect: McCune; Senator Roger Chamberlain; Dana Raines and Kay Sargent.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendments: Add: Items 21A) North Oaks Golf Course Lift Station – Discussion; 21B) Bob Kermes Retirement Get-Together – Discussion; 21C) Special Attorney Client Closed Meeting.

APPROVAL OF NOVEMBER 16, 2018 MINUTES (Additions/Deletions): Ruzek moved approval of the November 16, 2018 Minutes with the following amendment: Under: **Water Meters / Settlement Agreement – Update:** Line 7. Sentence beginning “The Clerk” should read: Short reported. Prudhon seconded. Ayes all.

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney reported that there will be an Appeals Court hearing on January 24, 2019. There will be 15 minutes allowed for respondents and 20 minutes for others. There was no further update on DNR groundwater management.

There will be a Lake Level Meeting on January 15, 2019 at 6:00 p.m. at the White Bear Lake City Council Chambers. Senator Roger Chamberlain, Chuck Wieger, Peter Fischer and Ami Waslawik have requested the meeting to discuss the data. Prudhon, Ruzek and McCune plan to attend.

Prudhon moved to call a Special Town Board Meeting for January 15, 2019 at 6:00 p.m. at the White Bear Lake City Council Chambers to attend Lake Level Meeting. Ruzek seconded. Ayes all.

WATER METERS – UPDATE: The Settlement Agreement was provided to Core & Main. They have signed the documents and forwarded to their legal department but no response has been received as yet. It was noted that a timeline has been created to have the settlement agreement signed so meter installation can be scheduled to start 2nd quarter. If there is no response by the next Town Board Meeting Core & Main should be advised to contact the Town Attorney.

I & I – UPDATE: Overall all projects for last year have been completed and the Township has met their exceedance and any legal requirements have been satisfied. All obligations have been met. All documents have been forwarded to the MCES for their review.

PAVEMENT MANAGEMENT PROGRAM – DRAFT: Larry Poppler, TKDA reviewed the Pavement Management Booklet. He reported that the booklet includes management for White Bear Township’s 42.9 miles of streets. If the street system were built today it would cost over \$80 million in today’s dollars. The report provides information on: 1) General Pavement Management background; 2) Data and analysis of Township streets; 3) Improvement costs; 4)

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

Funding; and 5) Communication Plan. Township staff rates the pavement of each street on a scale of 0-5 and use this information to prioritize improvements. Using the current street ratings, the overall ratio of the street system is 3.4 which is good overall. The goal is to preserve the overall rating between 3.4 – 3.6. Today, nearly 11 miles of street are at or below a rating of 2.2 which is a rating where rehabilitation or reconstruction should be considered. These 11 miles represent nearly a quarter of the street system, which is a high percentage. Cost per square foot were prepared for various types of improvements. The costs include mill and overlay with bituminous curb \$3.00/SF; mill and overlay with concrete curb and gutter \$4.00/SF; rehabilitation with concrete curb and gutter \$5.00/SF; reclamation adding new concrete curb and gutter \$9.00/SF; and reconstruction adding concrete curb and gutter \$12.00/SF.

Using the costs per square foot, project groupings were analyzed over the next five years. The analysis assisted in the creation of a recommended funding plan for street improvements. The funding plan also analyzed the assessment rates comparing assessment for 100%, 50%, and 40% of the street costs. It is recommended that the assessment policy be revised to assess 50% of the street improvement costs to assure that the assessment meets State Statute criteria for benefit. It also recommended the Township bond for the improvements over a 10-year period to lessen the tax burden. A communication plan was prepared for consideration by the Town Board. The communication plan utilized a variety of communication tools to inform the public including, mailed brochures, informational meetings, open house, project questionnaires, project newsletters, Township website, and individual meetings or communications. The annual Town Board meeting is also an opportunity to discuss this topic with the residents of the community.

TRAILS – UPDATE: 1) BALD EAGLE LAKE COUNTY PARKWAY: Information prepared by Chris Hiniker was reviewed. He proposes designating West and East Bald Eagle Boulevards as a County parkway. The proposal is for a parkway extending from the intersection of Otter Lake Road/County Road H2 to the intersection of Hugo Road/County Road J. Chris is interested in knowing if the Township is in favor of a parkway. It was noted that the proposal should go to Ramsey County since this is their road. **Saputo Shelter:** The Planner reported that Rutherford Park, on the north side of Highway 96 has been considered for a location for the bike shelter. However, the Park Board has been considering Bellaire Beach as a possible location. They feel that this is a good location since it can be added to the trail that is there now. Parking would also not be an issue, as it is at the Rutherford Park location. The Planner has been communicating with Steve Walgomot who was favorable to the location.

2019 UTILITY CONNECTION CHARGE – DISCUSS FREEZING CHARGE FOR 2019: The Engineer reported that each year the Board establishes the Utility Connection Fee for the incoming year. In 2000 the Town Board modified the Utility Connection Fee policy to use Project 99-5 (Anderson Lane) and 99-4 (Portland Avenue) as the baseline cost for utilities to more accurately reflect the cost of sewer and water as the last few areas of the Town are served. The Connection Charge for 2019 was reviewed by the Utility Commission and recommended to the Town Board that the charge be held the same as 2018. The Town Board reviewed this recommendation at an Executive Meeting and agreed with no increase for next year. It is recommended that the Utility Connection Charge remain at \$19,900 for 2019. If sewer only or water only is desired, the individual connection charge would be one-half the above amount,

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

which is \$9,950.00. The Engineer and Public Works Director both stated that they are comfortable freezing the rate.

Ruzek moved to place on the Consent Agenda for the January 7, 2019 Town Board Meeting to freeze the Utility Connection Charge for 2019. Prudhon seconded. Ayes all.

LEEPER PROPERTY, 2302 5TH COURT – UPDATE: The Town Engineer reported that, at the Town Board's direction, they went to the property and talked with the property owners; immediate resolution was not arrived at. There are claims in both directions on who is doing what between the neighbors to affect the runoff. It is clear that things have been done both ways. The answer will be to have a meeting with both neighbors to deal with it. Changes have been made over time. Kermes noted that it appears that an easement was established for drainage. He noted that the information inferred that there were applications for grading and that over the years there have been a number of changes that violated the conditions of the easement. The Engineer reported that engineering was not involved with any of those activities. His understanding is that there is only one stretch of Township property that is five feet wide that runs from the north corner of the Leeper's property to the west. It is straight west from the northeast corner. This is the only spot going out to Eagle Street that has an easement. The remainder is private property with no other easements. This is according to Mike Johnson researching properties. The Town Attorney referred to the article "What Townships Need to Know about Drainage Law" provided in the supplement. He stated that in the past the Town has not become involved in private drainage issues. There is case law that cites that these are acts done by individuals and is between individual property owners. These are private issues. Prudhon asked if the Rice Creek Watershed District should be involved. The Town Attorney stated that they should be talked to as well since the drainage plan is being changed. The Engineer stated that this issue is too specific and the RCWD does not have lot by lot jurisdiction. The Town Attorney stated that the legal answer to the property owners is for them to hire their own attorney to figure what to do. The practical standpoint is that they will never do it on their own since it is not cheap. The Engineer stated that the Leeper diagram overall is generally correct. The ground to the north and to the east is higher and it flows south. The question is that there have been multiple changes over a long period of time and it is difficult to determine the magnitude of the issue. Both parties have significantly altered the drainage to cause the issue that it is today.

The Code Enforcement Officer memo, dated December 19, 2018 outlined the onsite meeting with Bob Leeper on December 3, 2018. Mr. Leeper's quote that the Town prohibited the installation of a retaining wall on the adjacent property to the north is correct. The Town rejected the proposal to install a retaining wall at the adjacent property on the north side of Mr. Leeper's property because of the potential negative impacts on the storm water runoff. Town staff has spent considerable time in an effort to mitigate the neighborhood drainage concerns. Ms. Sargent and Mr. Raines are knowledgeable on the subject of storm water pollution and have integrated landscape features on their property to promote the infiltration of rainwater directly into the soil. They are adamant that each property owner is responsible for managing the rainwater that falls on their property. They are opposed to the cleaning of the ditch and culverts parallel to 4th Street or removing the berm allowing storm water to flow from Bob Leeper's property. Mr. Leeper states that the storm water flowed from his property to the south through Ms.

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

Sargent and Mr. Raines property and continued west along the 4th Street road right-of-way. Mr. Leeper has requested this drainage way be restored to its previous condition prior to the alleged berm construction. Directing the storm water runoff from Mr. Leeper's property south through Mr. Raines and Ms. Sargent's property is the path of least resistance. This option would require considerable grading in the 4th Street ditch and on their property. In addition there are no drainage easements across their property. This option would require cooperation from Ms. Sargent and Mr. Raines. Another option is to divert the storm water runoff prior to entering Mr. Leeper's property on the north side. This option is significantly more complicated requiring more extensive site evaluation.

Dana Raines and Kay Sargent, 5344 Eagle Street, attended the meeting to provide their input into the stormwater management problems. Kermes noted that Bob Leeper provided his concerns and comments during open time at a recent Town Board Meeting. He stated that the Board is interested in receiving Dana Raines and Kay Sargent's input. Kay Sargent stated that they have been in the Township since 2002. Dana Raines stated that within a month of their moving in Bob Leeper came over and asked if he could drain water across their property. Kay Sargent stated that there are natural areas in their yard and they have shoveled out areas that were "walled" by the drive way, making them into rain garden so that water would drain into them. Their goal has been not to have any storm water go off their property. She stated that she works in the Department of Environmental Safety and Health at the University of Minnesota. They are committed to good surface water quality. On the north side of their house it is very narrow. They don't want water coming into their house so they have put in a stone path. Under the stone is sand. There is a fire pit with a patio around the fire pit which they dug down 6 inches. They have a raised bed on the east side. They put that in because a neighbor had put in a garage and raised it up and it looked weird. Dana Raines explained the raised bed of flowers and that they brought in one small truck load of soil for the rock bed. Kay Sargent stated that their plan was to have numerous areas around their property so the storm water infiltrate and not run off. Dana Raines described the areas they dug out and made rain gardens. They want to retain all the water on their property to infiltrate. Bob Leeper has dug a ditch on the north side of the Raines property which has lowered the berm. He has dug it out to make it look higher than it is. In high rain events water was ponding on the Leeper property and ran onto their property. Bob Leeper has filled in a lot this summer. He has increased the run off from his property onto theirs. Kay Sargent stated that they have never complained to the Town about water coming onto their property. They have always tried to manage that but there is only so much they can manage. Dana Raines stated that they do not feel that it is fair that they have to handle all the water from the Leeper property and Bob Leeper not do anything. He has done things to increase the flow of water onto their property. That is the big issue. Kay Sargent asked if the Town has a general plan for managing water in their area. Dana Raines stated that Bob Leeper has increased the hard surface on his property. He noted that he works with the Rice Creek Watershed District and that a Township goal should be to have property that would help infiltrate water. Kermes noted that the Town does have goals relative to impervious surfaces.

The Town Attorney stated that when private landowners start adjusting their properties it is a private issue. The Town plays a role to facilitate a solution but it is a private matter and should be solved by the affected neighbors. Some of these older areas of the Town do not have utility and drainage easements. This is more a private issue than a public issue. Dana Raines stated

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

that it is a difference in philosophy. Bob Leeper does not want any water standing on his property. On the other hand, they are encouraging rain gardens since the soils are very permeable. When water gets to a certain level and comes across Bob's property onto theirs, they are okay with that. But they don't want a ditch through their property.

Kermes stated that the Town is limited to what they can do. The Rice Creek Watershed District has jurisdiction in that area and recommended contacting them. Dana Raines stated that they have already done what they propose. They did have not have them out specifically. They have seen the yard and were impressed. Prudhon stated that the RCWD has grant funding available for projects. Kermes noted that this a legal dispute between two property owners. The better solution is for the neighbors to be able to sit down and discuss the issue. Kay Sargent stated that the only reason that they are here today is because the Engineer came onto their property and they were concerned that they property would be turned into a drainage ditch. Kermes informed them that the Engineer was there specifically at the Board's request to provide an assessment of what drainage is or is not there. He was not asked to provide a plan to channel any water. Dana Raines stated that this has been going on for 12 years. It is almost impossible to sit down and talk with Bob Leeper. Everyone has responsibility to handle runoff on their property. Bob Leeper does not want any water standing on his property. Kay Sargent invited the Town Board to come out and see their yard and what they do to handle runoff. They have designed their property to drain away from their house, and drain away from other people's property and to have low ponding areas that are not a ditch to have infiltration into the ground. This is the best way for surface water to infiltrate. Kermes stated that it would be best for the neighbors sit down and have a discussion. Having an independent party, such as Rice Creek Watershed District may help. The Town Attorney stated that historically the Town has tried to help facilitate in cases like this but the jurisdiction of the Town in this case is very limited from a practical standpoint. Kermes stated that the Town can help facilitate to provide an opportunity for the neighbors to solve the issue. Dana Raines stated that he has talked with the property owners on 4th Street and they are okay with the way things are. Kay Sargent asked if this is placed on a Town Board Meeting how she can find out. She was informed of the Town's website and how to find a Town Board agenda. If the matter were to be placed on an agenda all affected parties would be notified.

IMPROVEMENT 2018 – 3 – CENTERVILLE ROAD IMPROVEMENTS – CHANGE ORDER #2

PAYMENT: The Town recently received an email and invoice from the City of White Bear Lake/Ramsey County for the restriping that was done at the Cub Foods north driveway. They are wondering if the Town wants to cover the \$650+/- . Mike Oase, Cub Foods was sent an email informing him that it is doubtful that the Town Board will want to cover it. Mike Oase, in return email, stated that the Township should not ever be asked to pay this invoice. He stated that it should be sent back to the county and they should cover the cost of this work. The work should have been done in the first place with the rest of the project and Cub Foods should not even had to ask to have it done. The Public Works Director will contact the contractor.

1:00 P.M. – SENATOR ROGER CHAMBERLAIN & REPRESENTATIVE ELECT AMI

WAZLAWIK: 1) STATUTORY DEFINITION OF "MUNICIPALITIES"; 2) LGA: State Per Capita: Minnesota is #7 in per capita spending. Most studies place Minnesota in the top five states. Demographics have leveled in out-migration. Minnesota gains people because of the

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

fortune 500 companies. People are demanding all kinds of services. If we want to fail, then we raise taxes. His goal is to make life better, not harder and worse. Raising the gas tax was a non-starter. There is plenty of money in that pool and increases each year in dollar terms. The State bonds for road and bridges. They have, by statute, dedicated hundreds of millions of dollars for road and bridges. **Definition of Municipalities:** Kermes informed Senator Chamberlain that the Town is looking for funding sources for road improvements in the Township. One suggestion was the use of franchise fees. However, the Xcel legal team stated that townships, under statute, cannot collect franchise fees. The Town Attorney stated that by changing the definition of municipalities to urban township would allow townships to collect franchise fees. Senator Chamberlain stated that he has no problem with that. He stated that franchise fees would be on Xcel and Connexus as utility providers. Senator stated that the Town Attorney send the proposed language to him. He will put it in. It is not getting a lot of attention and may be hard to get through. He stated that he will talk with Representative Amy Waslawik. He suggested that the Town Attorney also talk with Representative Waslawik. **LGA:** Senator Chamberlain stated that with the "tweak" in the new language there are no restrictions with LGA. He stated that he felt that there should be restrictions such as for road, bridges, police and fire, and not for community centers and parks. He stated that it may not be retroactive but maybe something can be done. The Town would feel that they can get into the pool by being an urban township. White Bear Township is the largest township and is unique because it is in an urban area. In the seven county metro area the Township is subject to Met Council mandates and other urban mandates which makes them unique. Senator Chamberlain stated that he attended a meeting with staff and reviewed LGA and talked about fixing the calculation and creating more equity system at large. He is working on getting more equity and fairness in the LGA system. **White Bear Lake Litigation:** Senator Chamberlain has met with the Homeowners Restoration Assn. a few times. The new USGS report states that there is an impact on the lake level by pumping. There are also natural impacts. This is a small watershed. There will be presentations on the DNR model to have peer review. Their data states that the lake is sustainable. 50% is due to pumping and 50% due to natural ebb and flow. There will be a meeting to review the data in the near future.

PLANNING COMMISSION MEMBER EXPECTATIONS: Ruzek asked what should be done if a member does not follow plans and does not meet the requirements of membership. The Town Attorney noted that White Bear Township Ordinance No. 30 created the Planning Commission. Section 2-1 of Ordinance 30 deals with the composition of the Planning Commission as well as the appointment and removal of commission members. Section 2-1 states "the Town Board having the power to appoint the commission members, shall also have the authority to remove any appointed member, when, in its judgment, the public welfare will be promoted by their removal". Under this language the Town Board can remove any member of the Planning Commission. This should be done at a regular Board Meeting and the resolution should indicate the reason for removal. The reason does not have to contain great detail but should contain a summary of the facts. The Planning Commission can only carry out the duties assigned it by the Town if all members appear regularly at all meetings, timely and prepared to discuss the issues before the commission. It was the consensus that the Clerk and Planner talk with the member and report back.

MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019

TOWN BOARD MEMBERS COMMISSION ASSIGNMENTS/RESPONSIBILITIES:

Representatives to Organizations: Ramsey County League of Local Governments: Primary: Steve Ruzek; Alternate: Patrick Christopherson. **Minnesota Association of Townships:** Primary: Steve Ruzek; Alternate: Patrick Christopherson, **Vadnais Lake Area Management Organization – Board of Directors:** Primary: Ed Prudhon; Alternate: Scott McCune. **Vadnais Lake Area Water Management Technical Committee:** Primary: Paul Duxbury; Alternate: Tom Riedesel. **Ramsey/Washington County Cable Commission:** Primary: Ron Denn; Alternate: Luke Michaud. **White Bear Area Chamber of Commerce:** Primary: Steve Ruzek; Alternate: Patrick Christopherson. **Rush Line Corridor:** Primary: Scott McCune; Alternate: Tom Riedesel.

Town Board Liaisons to Advisory Commissions/Boards: **Park Board Liaison:** Steve Ruzek. **Planning Commission Liaison:** Steve Ruzek. **Utility Commission Liaison:** Ed Prudhon. **Public Safety Commission Liaison:** Scott McCune. **Economic Development Advisory Board Liaison:** Ed Prudhon.

Town Board Appointments: **Town Board Chair:** Ed Prudhon. **Town Board Vice Chair:** Steve Ruzek. **Clerk Treasurer:** Patrick Christopherson. **Finance Officer/Deputy-Treasurer:** Tom Kelly.

Professional Services: **Town Attorney:** Chad. D. Lemmons, Patrick J. Kelly, Assistant Attorney, Kelly & Lemmons, P.A. **Town Engineer:** Jim Studenski & Larry Poppler, TKDA & Associates. **Town Prosecutor:** Caroline Bell Beckman, Kari Quinn (assistant), Erickson, Bell, Beckman & Quinn, P.A.; **Town Auditor:** Chris Knopik, Clifton Larsen Allen LLP; **Financial & Bonding Advisors:** Terri Heaton, Springsted, Inc.; **Environmental Consultants / Scientists / Traffic / Transportation Consultants:** Short, Elliot, Hendrickson. **Animal Control Officer:** Officer Mario Lee, Ramsey County Sheriff's Office; **Electrical Inspector:** Jim Manteufel, Summit Inspections; **Recording Secretary:** Joan Clemens & Megan Cavanaugh; **Cable Technician:** Lisa Senopole; **Town Veterinarians:** Dr. Amy Kruchowski, & Dr. Shelly Langlie, Lake Animal Hospital.

TOWN CLERK ATTENDANCE AT COMMISSIONS/ORGANIZATIONS: There was discussion regarding the Clerk's attendance at various meetings. It was suggested that he appear at each Commission and Board so the members can meet him. If the Town Board has any suggestions regarding commission and organization meetings, they will let him know.

TOWNSHIP ORGANIZATIONAL MEETING: In response to an email enquiry from staff relative to if there is any statutory reason for not changing the date of the Organizational meeting, the Town Attorney stated that there is no applicable statute. Because the Town Board chair is leaving there is a need to appoint a new chair because the organization meeting is scheduled for the second meeting in January. It was the consensus to have the organizational meeting at the January 7, 2019 Town Board meeting.

PUBLIC WORKS DIRECTOR REPORT: 1) REPUBLIC RECYCLING RECEPTACLES IN PARKS: Public Works would like to continue the phased replacement of damaged trash and

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

recycling receptacles, with new receptacles at the Township's 25 parks. The Township currently has a mix of exposed concrete aggregate, recycled plastic and expanded metal trash and recycling receptacles. The new receptacles will be surfaced mounted to a concrete pad base. Public Works will pour the base and mount the receptacles this coming spring/summer. Quotes were requested from three vendors that supply the trash and recycle receptacles. Quotes were received from all three vendors. The lowest quote was from Kay Park Recreation for \$12,757.40 with the second lowest from Kirby Built for \$13,557.18, and from Barco Products for \$14,420.26. The proposed purchase is identified in the 2018-2027 Capital Improvement Plan. Funding for the trash and recycle receptacles will come from the Park Improvement Fund. In response to a question if Republic could pick up the receptacles and empty them, the Public Works Director stated that the Public Works crew would have to place them curb side. SCORE grant funding will pay for the recycling receptacles. The matter of trash and recycling receptacles will be placed on the agenda for the January 7, 2019 Town Board Meeting.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 4100 BELLAIRE AVENUE: On December 11, 2018 a meeting was held at the White Bear Dental Office on Bellaire Avenue to review the grading work which had been done. Upon approval of their Permitted Use Standards Permit on November 19, 2018, grading was performed by Frattalone Company to construct a stormwater treatment pond and other site improvements. The meeting was attended by: Joe & Joy Johnson, Mike Johnson, Dale Reed, Tom Riedesel, Jim Studenski, Chuck Plowe and contractors from Frattalone Company. The group walked the site and discussed details of the grading. It was the consensus of those in attendance that the grading was slightly different from the approved plan but will direct the stormwater to the treatment pond. Additional finish work was still being completed in the pond and the drainage structure still needs to be installed along the Bellaire Avenue right-of-way. The neighbor to the north is not impressed with the change.

CLERK-TREASURER REPORT: 1) STRATEGIC PLANNING PROCESS; 2) RECORD RETENTION; 3) HR PROCESSES; 4) ORDINANCE UPDATE INPUT: **Strategic Planning Process:** Recommend soliciting help from Barbara Strandell for strategic planning sessions with the Town Board. **Record Retention:** New hire with experience with record retention. Has similar experience with the City of North St. Paul. **HR Process;** Recommend hiring an employers' organization to help with HR management, job descriptions, and personnel policy. By becoming a member of the organization at a cost of \$2,200 per year these would be included. **Ordinance Update:** Board input regarding Ordinance updates.

NORTH OAKS GOLF COURSE LIFT STATION – DISCUSSION: The North Oaks Golf Club are looking to connect a sewer line with Vadnais Heights. They are trying to better understand what they need to do to get sanitary sewer service. They asked if the Township has a concern regarding ownership of the lift station, sanitary sewer gravity system, and the lift station force main. They are working to discharge the force main to the Vadnais Heights sanitary sewer system. Vadnais Heights wishes to contract with North Oaks in a Joint Powers Agreement with Vadnais Heights. They ask if this would only work if North Oaks owns the lift station. They have a number of questions regarding how they would be billed; SCADA system and what happens if there is loss of power. The Public Works Director stated that it could be done. Servicing can be

**MINUTES
EXECUTIVE MEETING
DECEMBER 28, 2019**

billed by the hour and the lift station can be in the SCADA system. The Town Attorney stated that he would have to check if the Township can contract with a private entity.

BOB KERMES RETIREMENT GET-TOGETHER – DISCUSSION: A get together for Bob Kermes' retirement will be held on January 14th from 4:00 p.m. – 6:00 p.m. at Lucy's Burgers.

SPECIAL ATTORNEY CLIENT CLOSED MEETING: 1) APPROVAL OF MINUTES; 2) 5685 PORTLAND AVENUE: Prudhon moved to open the closed meeting at 4:50 p.m. Ruzek seconded. Ayes all.

Prudhon moved to approve the Special Attorney Client Closed Meeting Minutes of November 5, 2018 and November 19, 2018. Ruzek seconded. Ayes all.

The Town Attorney reported that the purpose of the meeting was to confirm settlement offer.

Prudhon moved to adjourn the closed session at 4:51 p.m. Ruzek seconded. Ayes all.

The Executive meeting re-convened at 4:51 P.M.

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

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

Ruzek moved to adjourn the meeting at 4:52 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Clerk-Treasurer



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

**Subject: Blake Huffman, Ramsey County Commissioner -
Presentation**

Documentation:

Action / Motion for Consideration:



Town Board Executive Meeting January 25, 2019

Agenda Number: 4

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Minutes
Executive Meeting
December 28, 2019

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney reported that there will be an Appeals Court hearing on January 24, 2019. There will be 15 minutes allowed for respondents and 20 minutes for others. There was no further update on DNR groundwater management.

There will be a Lake Level Meeting on January 15, 2019 at 6:00 p.m. at the White Bear Lake City Council Chambers. Senator Roger Chamberlain, Chuck Wieger, Peter Fischer and Ami Waslawik have requested the meeting to discuss the data. Prudhon, Ruzek and McCune plan to attend.

Prudhon moved to call a Special Town Board Meeting for January 15, 2019 at 6:00 p.m. at the White Bear Lake City Council Chambers to attend Lake Level Meeting. Ruzek seconded. Ayes all.



Town Board Executive Meeting January 25, 2019

Agenda Number: 5

Subject: Water Meters - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
December 28, 2018

WATER METERS – UPDATE: The Settlement Agreement was provided to Core & Main. They have signed the documents and forwarded to their legal department but no response has been received as yet. It was noted that a timeline has been created to have the settlement agreement signed so meter installation can be scheduled to start 2nd quarter. If there is no response by the next Town Board Meeting Core & Main should be advised to contact the Town Attorney.



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 6

Subject: I & I - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

**Minutes
Executive Meeting
December 28, 2018**

I & I – UPDATE: Overall all projects for last year have been completed and the Township has met their exceedance and any legal requirements have been satisfied. All obligations have been met. All documents have been forwarded to the MCES for their review.



Town Board Executive Meeting January 25, 2019

Agenda Number: 7

Subject: Pavement Management Program - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

**Minutes
Executive Meeting
December 28, 2018**

PAVEMENT MANAGEMENT PROGRAM – DRAFT: Larry Poppler, TKDA reviewed the Pavement Management Booklet. He reported that the booklet includes management for White Bear Township's 42.9 miles of streets. If the street system were built today it would cost over \$80 million in today's dollars. The report provides information on: 1) General Pavement Management background; 2) Data and analysis of Township streets; 3) Improvement costs; 4) Funding; and 5) Communication Plan. Township staff rates the pavement of each street on a scale of 0-5 and use this information to prioritize improvements. Using the current street ratings, the overall ratio of the street system is 3.4 which is good overall. The goal is to preserve the overall rating between 3.4 – 3.6. Today, nearly 11 miles of street are at or below a rating of 2.2 which is a rating where rehabilitation or reconstruction should be considered. These 11 miles represent nearly a quarter of the street system, which is a high percentage. Cost per square foot were prepared for various types of improvements. The costs include mill and overlay with bituminous curb \$3.00/SF; mill and overlay with concrete curb and gutter \$4.00/SF; rehabilitation with concrete curb and gutter \$5.00/SF; reclamation adding new concrete curb and gutter \$9.00/SF; and reconstruction adding concrete curb and gutter \$12.00/SF.

Using the costs per square foot, project groupings were analyzed over the next five years. The analysis assisted in the creation of a recommended funding plan for street improvements. The funding plan also analyzed the assessment rates comparing assessment for 100%, 50%, and 40% of the street costs. It is recommended that the assessment policy be revised to assess 50% of the street improvement costs to assure that the assessment meets State Statute criteria for benefit. It also recommended the Township bond for the improvements over a 10-year period to lessen the tax

burden. A communication plan was prepared for consideration by the Town Board. The communication plan utilized a variety of communication tools to inform the public including, mailed brochures, informational meetings, open house, project questionnaires, project newsletters, Township website, and individual meetings or communications. The annual Town Board meeting is also an opportunity to discuss this topic with the residents of the community.



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 8

Subject: Trails – Update
a. Bald Eagle Lake County Parkway

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
December 28, 2018

TRAILS – UPDATE: 1) BALD EAGLE LAKE COUNTY PARKWAY: Information prepared by Chris Hiniker was reviewed. He proposes designating West and East Bald Eagle Boulevards as a County parkway. The proposal is for a parkway extending from the intersection of Otter Lake Road/County Road H2 to the intersection of Hugo Road/County Road J. Chris is interested in knowing if the Township is in favor of a parkway. It was noted that the proposal should go to Ramsey County since this is their road. **Saputo Shelter:** The Planner reported that Rutherford Park, on the north side of Highway 96 has been considered for a location for the bike shelter. However, the Park Board has been considering Bellaire Beach as a possible location. They feel that this is a good location since it can be added to the trail that is there now. Parking would also not be an issue, as it is at the Rutherford Park location. The Planner has been communicating with Steve Walgomot who was favorable to the location.



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 9

Subject: The Stable of White Bear Township

Documentation: Updated Plan /
Resident Letter / Mailing List /
Plowe Engineering Correspondence

Action / Motion for Consideration:

Report at Meeting/ Discuss



1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

1858
RAMSEY COUNTY
MINNESOTA

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

January 2, 2019

Township Resident
White Bear Township, Minnesota

Dear Resident:

On January 9, 2019, Town staff will be holding a neighborhood meeting to introduce the development proposal for the former White Bear Stable property at 5685 Portland Avenue.

The Town has worked with several developers in the past to construct homes on this property. Previous development proposals requested modifications to the Zoning Ordinance in order to accommodate a higher density of homes. The Town has not supported higher density on this property and after many years of reviewing development proposals, the Town purchased the property with the intent of selling it to a home builder/developer to construct single family homes.

The Town Board has reviewed several development layouts since purchase of the property and will be formally reviewing a development proposal this winter.

The property development currently being considered by the Board proposes a total of 8 single family home lots. Morgan Trail is proposed to be extended to Portland Avenue, which is consistent with development plans previously reviewed by the Town. A trail connecting the dead end trail in the Wylldridge development to Deer Meadow Park is also planned to be completed as part of this development.

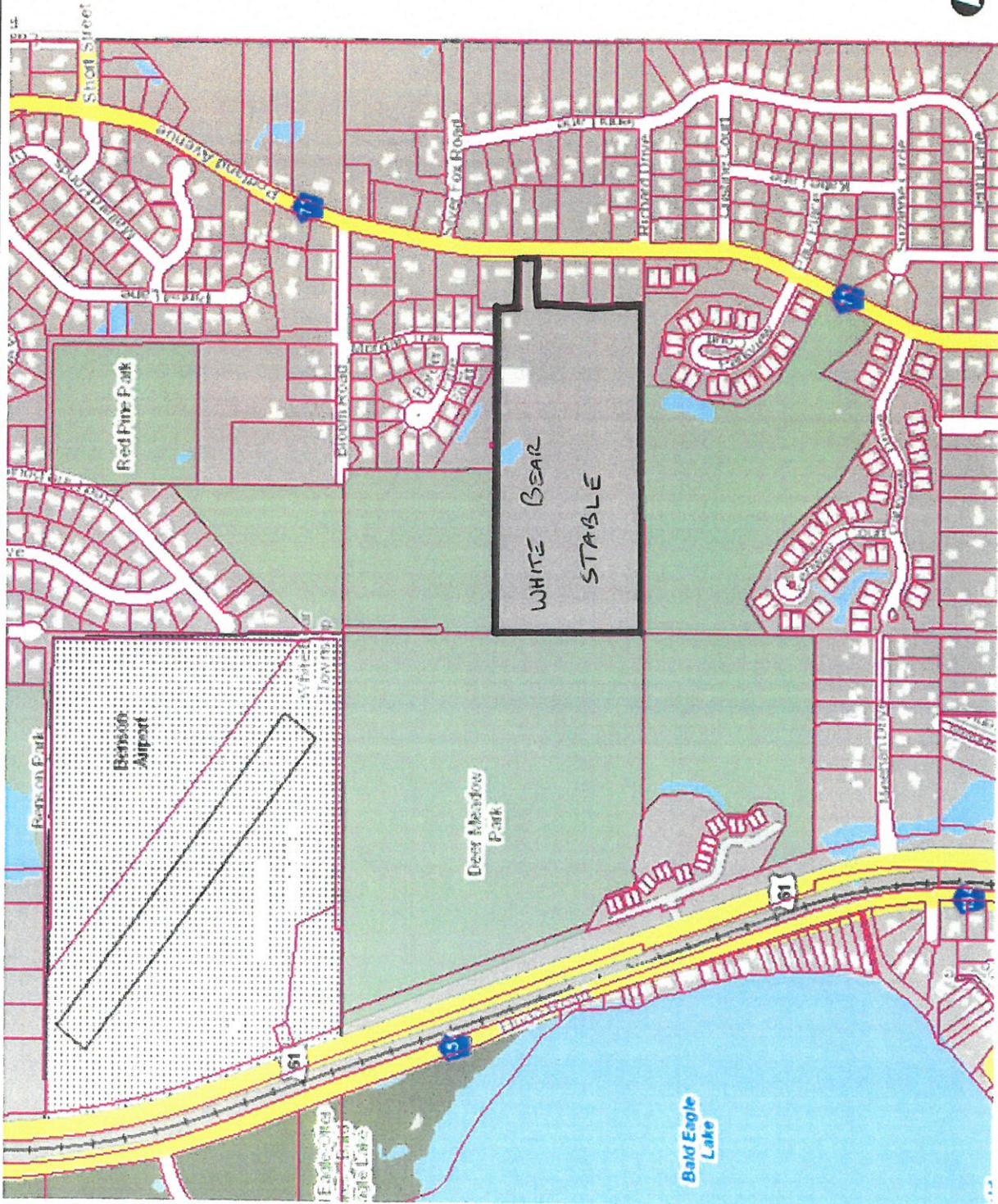
Town staff invites you to an **Open House on January 9th at the Town Offices, 1281 Hammond Road, at 6:00 p.m.** to review the proposed development. If you are unavailable to attend the meeting and would like additional information, please contact Town Staff at 651.747.2761 or stop by the Town Offices.

The Township Planning Commission will be reviewing the proposal at their regular meeting on January 24th. This meeting is scheduled for January 24th at 6:30 p.m. This meeting will be held at Heritage Hall, 4200 Otter Lake Road.

Respectfully,

Tom Riedesel
Planner





Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

1,333.3 666.67 1,333.3 Feet

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESIDENT
2571 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5749 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2581 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5748 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2591 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2588 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2599 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2578 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2631 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2568 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2649 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2558 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2653 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5738 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5749 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5728 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2640 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5718 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2632 BLOOM ROAD
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2595 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2585 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2586 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2575 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2596 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2565 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5689 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2555 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5699 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2545 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5709 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2536 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5719 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2546 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5729 MORGAN TRAIL
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2556 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5725 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2566 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5717 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2576 BORDER PINE COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5695 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5675 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5633 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5665 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5631 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5718 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5621 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5712 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5619 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5700 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2616 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5688 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2614 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5670 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2608 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5660 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2606 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5655 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2600 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5645 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2598 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2592 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2579 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2590 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2581 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2584 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2591 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2582 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2593 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2576 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
5650 PORTLAND AVENUE
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2574 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2628 RICHARD DRIVE
WHITE BEAR TOWNSHIP MN 55110

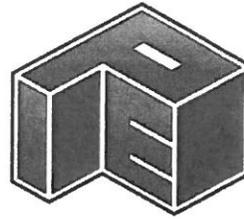
RESIDENT
2572 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

DENNIS CUSICK
5520 FENWAY COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2570 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2567 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110

RESIDENT
2569 PARKVIEW COURT
WHITE BEAR TOWNSHIP MN 55110



**PLOWE
ENGINEERING, INC.**

6776 Lake Drive, Suite 110
Lino Lakes, MN 55014
Office 651-361-8210
Fax 651-361-8701
www.plowe.com

To: Tom Riedesel
White Bear Township
1281 Hammond Road
White Bear Township, MN. 55110

From: Charles W. Plowe, PE

Date: July 28, 2017

Re: Estimate for Civil Engineering Services
Proposed development of 8 single family lots at Morgan Trail and Portland Avenue in White Bear Township

Thank you for the opportunity to provide an estimate of engineering services for the above proposed project. The following is our estimate and scope of work based on the information provided:

SCOPE OF WORK

- Site visit
- Gather existing site information from owner, surveyor and city
- Meetings and communications City and design team
- Site development plan (sketch plan provided by others)
- Grading, drainage and erosion control plan and details
- Utility plan for sanitary sewer, storm sewer & water service and details
- Drainage calculations
- Storm water management plan
- Rough earthwork calculations
- SWPPP (storm water pollutions prevention plan)
- Construction plans and specifications for streets and utilities
- Plan and document changes per agency review comments

ESTIMATED COST \$12,500.00



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

Subject: **12:30 - Dennis Seidl – On-Going Odor Issues**

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

10

Subject:

Coal Tar / Pah's - Discussion

Documentation:

Newspaper Article

Action / Motion for Consideration:

Report at Meeting / Discuss

up in Wilmette, Illinois. He took ceramics at the Art Institute of Chicago in the early '40s, later moving with his wife Alixandria to the United Kingdom to apprentice with studio potter Bernard Leach. That was his first encounter with the mingei pottery style of Japan, which inspired much of his work. From there, the couple moved to Grant in

workshops around the world, including classes and demonstrations at the White Bear Center for the Arts.

Biographies of MacKenzie describe his goal as the making of "everyday" pots.

"He truly loved being a 'mud man'

SEE POTTER, PAGE 9A



DEBRA NEUTKENS | PRESS PUBLICATIONS

Warren MacKenzie chatted with people shopping for pottery at the Pots in the Grass sale the first weekend in August.

Coal tar refiners sued for polluting ponds

BY DEBRA NEUTKENS
EDITOR

WHITE BEAR LAKE — The city is joining six others in lawsuits blaming coal tar refiners for contaminating stormwater ponds.

Filed on the last Friday of 2018, the federal lawsuit claims seven refiners of coal tar contaminated ponds with toxic chemicals called polycyclic aromatic hydrocarbons (PAHs). The PAHs are found in coal tar sealants, used throughout the region on driveways and parking lots until the state banned sales of the hazardous material in 2013. White Bear Lake had already banned the product three years earlier.

The city was first in Minnesota and the fourth in the country to prohibit use of coal tar-based sealcoats in 2010 after PAHs, known to cause cancer, were found in stormwater retention pond sediment.

The chemical compounds form when coal is incompletely burned. Because PAHs do not break down easily, the compounds stay in the environment for a long time.

The lawsuit, filed by the New York law firms of Weitz & Luxenberg and Super Law Group and the Minneapolis firm

SEE LAWSUIT, PAGE 8A



DAVIN BRANDT | SUBMITTED

ason

of favorable ice and
re, and Bald Eagle
t get a rare extend-
ters are predicting



PAUL DOLS | PRESS PUBLICATIONS

**NOW A FULL-SERVICE TIRE
& AUTOMOTIVE SHOP!**

M-F 7AM-6PM • SAT 7:30AM-2PM • CLOSED SUN

3001 Hwy 61 N., Maplewood, MN

651-483-2601 • www.venburgtire.com

**10% OFF
FIRST SERVICE VISIT**

See store for details. Some restrictions apply

Gift Certificates
AVAILABLE!

Join us on
Facebook



IF WE PLEASE YOU, TELL OTHERS, IF NOT, TELL US.

SERVICE

LAWSUIT: Cities sue makers of banned sealant

FROM PAGE 1A

Gray Plant Mooty, alleges that the coal tar refined by Koppers Inc., Ruetgers Canada Inc., Rain Carbon Holdings, Stella-Jones Corp., Coppers Creek and Lone Star Specialty Products, is responsible for widespread pollution and serious environmental problems across Minnesota.

The manufacturers market and sell their tars for use in sealants or coatings put down by paving companies and homeowners to beautify roads and driveways. The sealant wears out after exposure to the weather, tires and snowplows, releasing small toxic particles containing PAHs and other chemicals into the environment. These toxic particles end up in urban lakes and ponds, causing expensive cleanup costs for local governments.

Tainted muck removed from retention ponds is considered contaminated waste that requires special handling and disposal, drastically increasing costs.

The city used a grant from the Pollution Control Agency in 2010 to help finance a sediment treatment project in Varney Lake. A manmade retention pond built nearly 50 years ago between the YMCA and South Campus, Varney Lake runoff tested positive for PAH. At the time, the city's Public Works director estimated trucking and disposal of contaminated material would cost close to \$400,000. Instead, a pilot project involved pack-

ing and sealing the sludge onto a berm instead of trucking it to hazardous waste disposal sites.

According to City Engineer Paul Kauppi, the project was successful. "My understanding is it has been tested and the PAHs are staying in place in the berm and all is good," he said. That is the only pond the city has dredged.

"We're taking a wait and see approach to see how it all goes before we do anything more," Kauppi added.

The suit alleges the defendants knew about the toxicity of refined coal tar products and that the tars were not safe for use in pavement coatings, but marketed and sold them anyway. According to the suit, defendants have been, or should have been aware of U.S. Geological Survey studies showing links between the use of refined coal tar in sealants and a rise in PAH contamination levels in urban lakes and ponds.

The cities of White Bear Lake, Bloomington, Burnsville, Eden Prairie, Golden Valley, Maple Grove and Minnetonka filed identical lawsuits Dec. 28 in U.S. District Court.

White Bear Lake is seeking to recover the costs associated with increased monitoring and testing of stormwater sediments and increased disposal costs for PAH-contaminated dredged waste, plus attorney fees. The total cost to clean up the PAHs is estimated to be at minimum in the hundreds of millions of dollars.



Heavy equipment was used to excavate contaminated lake bed soil from the bottom of the Varney Lake stormwater retention pond in January 2012. Rather than haul the low-level contaminants to distant hazardous waste sites, public

FILE | PRESS PUBLICATIONS



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

11

Subject:

Utility Program Coordinator Job Description

Documentation:

Job Description

Action / Motion for Consideration:

Report at Meeting / Discuss

Utility Program Coordinator Position Description

A. EDUCATION and EXPERIENCE:

Associates Degree in Environmental Science, Environmental Engineering, Civil Engineering, or related field required. Strong administrative skills. Prior experience in implementation and enforcement of stormwater regulations and requirements is preferred.

Bachelor of Science in Environmental Science, Environmental Engineering, Civil Engineering, or related field is preferred.

B. ESSENTIAL FUNCTIONS

Plans, develops, coordinates, monitors and tracks status of NPDES compliance activities.

Plans, develops, coordinates, monitors and track Water Conservation activities.

Prepares annual reports, permit renewals and correspondence as required by the regulatory agencies.

Updates and reports information to the Public Works Director on a monthly basis as to the progress and status of the NPDES permit and Water Conservation goals.

Prepares for and participates in audits conducted by the regulatory agencies.

Maintains stormwater operational, regulatory, and administrative records.

Maintains Water Conservation records.

Coordinates implementation of permitted Best Management Practices with Department/Division designees.

Develops and maintains stormwater outfall map as required by NPDES permit utilizing Town's GIS system.

Plans, develops, implements, tracks, and monitors “good housekeeping” and Illicit Discharge employee training.

Plans, monitors and tracks illicit discharge inspections. Prepares and maintains inspection schedules. Works with inspectors on tracking and monitoring illicit discharge inspections.

Prepares, designs and revises stormwater pollution prevention outreach materials for publication

as needed or as required by new and/or changing rules & regulations.

Plans, develops, coordinates and/or participates in public outreach, public education, and public participation efforts. This includes, but is not limited to, providing material for homeowners associations and businesses, coordinating the stormdrain marking program, and participating in presentations to the community to promote the educational efforts of the NPDES and Water Conservation programs.

Attends local, State and special district meetings and workshops to discuss NPDES regulations and compliance methods. Keeps current with new regulations and requirements.

Prepares, designs, and revises operational forms as required by new and/or changing rules and regulations.

Responds to complaints and requests for information. Investigates concerns and responds (both orally and in writing) to residents and businesses regarding questions and concerns relative to stormwater and NPDES issues.

Oversee reports/information submitted by operational personnel.

Provides updates of the stormwater programs and events for the Town's website and provides input regarding the stormwater program to the various Town publications.

Conducts outfall and other inspections as needed

Coordinates closely with the Public Works Director, Field Maintenance Supervisor and Leadworker to meet regulatory requirements and to promote best management practices to enhance water quality.

Works closely with the Town's Administration staff to share information to post on the Town's website and other ???

Works with property owners, engineers, architects, contractors and others to assure compliance with water quality rules and regulations and provide technical assistance regarding water quality.

Performs other work as required.

Manages administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.

Sets up office systems including file maintenance, mail distribution and correspondence deadlines, and project management.

Prepares and composes letters, reports and correspondence on own initiative about administrative matters and general office policies for supervisor's approval.

Performs or establishes procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining departmental logs, and other similar administrative support.

Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction of the Public Works Director.

Ensures that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner; decides whether a higher authority should be notified of important or emergency matters. Requires rational, independent thought process.

Provides pertinent and timely information for the Town News and Views, website, etc.

Follows all safety rules and procedures, and contributes to the safety of co-workers and the general public.

Participates as an active Public Works team member by contributing to program development and organization planning.

Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.

Maintains work areas in a clean and orderly manner.

C. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of, or ability to learn, the State and Federal NPDES Phase II Generic Permit rules and regulations.

Knowledge of, or ability to learn, the Best Management Practices and Measurable Goal implementation (Storm Water Pollution Prevention Program) SWPPP, relating to NPDES Phase II Generic Permit.

Knowledge of, or ability to learn, Water Conservation Practices and Measurable Goals.

Knowledge and skills in the use of a computer and various application programs.

Knowledge of, or ability to learn, the Township organization and functions, and the relationships with other levels of government.

Ability to develop and maintain accurate, detailed files and spreadsheets.

Ability to give educational presentations.

Ability to track complex processes, systems and regulatory requirements.

Ability to communicate effectively with customers and staff of various governmental agencies,

D. PHYSICAL AND MENTAL REQUIREMENTS

Ability to learn, understand, and remember tasks.

Ability to see and read letters, numbers, words, characters, or symbols which are both large and small, as well as identify colors.

Ability to speak clearly in English.

Ability to type on computers for extended periods of time and at a fast speed.

Ability to print and draw letters, numbers, words, characters, and symbols which are legible and understood by others.

Ability to lift items (weighing less than 15 lbs.) above the head or down from over the head.

Ability to learn complex tasks and remember how to complete these tasks without assistance once trained.

Ability to work in a high paced environment with noise and constant interruptions.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 12

Subject: Special Assessment Policy - Review

Documentation: Policy

Action / Motion for Consideration:

Report at Meeting / Discuss

SPECIAL ASSESSMENT POLICY FOR STREET IMPROVEMENTS

Background:

The Town of White Bear has adopted an Assessment Policy for the purpose of establishing a stable and continuing source of funding to accommodate repair and reconstruction of the Town's streets. Minn. Stat. § 429 grants the Town the authority to make public improvements such as streets, sanitary sewers, storm sewers, and water systems. The statute sets forth the procedure for assessing the property benefitted by the improvement. The statute places on the Town the responsibility, with the assistance of the Town Engineer, Town Attorney, and Appraisers or other qualified personnel, the duty to establish an equitable method for cost sharing among the properties benefitted.

Purpose:

The purpose of this Policy is to assure uniform and consistent treatment of affected properties when preparing assessment rolls.

Policy:

- Assessable Costs
The assessable costs of an improvement shall be defined as those costs in which the Town Board, after due consideration, determines are related to the proposed improvement and the benefits derived from the improvement. The "Assessable Costs" should include the total estimated construction cost plus Town administrative costs, engineering, legal, fiscal, interest accrued during construction, assessment roll preparation and contingencies. Because the amount assessed is related to the benefit received, the appraisal report is a guide to the amount of costs that can be assessed.

- Assessment Period and Interest
Assessments are to be collected in equal annual installments over a period of time determined by the Board but not to exceed 30 years. The interest rate is determined at the discretion of the Town Board.

- Land Use
Any reference to Zoning Classifications shall mean and refer to the most current approved zoning map available at the time assessment proceedings commenced.
- Assessment Area
The area to be assessed as determined by the Town Engineer and approved by the Town Board will be the area benefitted by the proposed improvement project.

Assessment Method:

- Single Family Residential Unit Method
This method is used for single dwelling residential properties. A unit shall be defined as one buildable lot consistent with the Town of White Bear's zoning, building and subdivision ordinances. Except as noted below, a Lot; no matter its shape shall all be treated as one unit.
 - A. Corner Lot: A lot located at a street intersection having both front and side-lot footage shall be assessed $\frac{1}{2}$ unit for each side that abuts an improved street. If a driveway abuts both streets and only one street is being improved then the lot will be assessed $\frac{1}{2}$ unit.
 - B. Double Frontage Lot: A lot with access to two separate non-intersecting or intersecting streets but not a corner lot may be assessed for any street improvement that it has direct access to. The assessment for this type of Lot shall be established on a case by case basis.
 - C. Irregularly Shaped Lot: Those lots abutting curved streets, cul-de-sacs, or other lots where there is more than five feet of difference in length between the front and back lot shall be assessed per unit.
 - D. Special Case Lot Residential: A lot which does not directly abut the improvement but benefits from the improvement shall be assessed on a per unit basis.
- Multi-Family Area Method
Where there are existing units, the amount assessed per unit shall be 60% of the amount assessed against single-family residential units. If the property is vacant but zoned for multi-family, the assessment shall be the number of residential units allowed by the Zoning Ordinance in force at the time the Assessment proceedings have commenced multiplied by 60%

of the amount assessed against single family residential units in the project.

- Tax Exempt (non-profits, churches, schools, organizations, groups) Equivalent Assessment Rate
 - A. Tax exempt properties with frontage abutting a street shall be assessed on a per unit basis, front foot basis or an area basis. The Town Board shall choose the method it finds to be most equitable.
 - B. The rate shall apply, regardless of the street's classification (local, collector, arterial, trunk highway); designation (County State-Aid Highway), or jurisdiction (state, county or township).

- Commercial/Industrial Equivalent Assessment Rate/All Other Zoning Classifications Assessment Rate
 - A. Commercial/Industrial properties with frontage abutting a street improvement project shall be assessed on a unit, front foot, area, or other basis that the Town Board finds to be most equitable.

- Special Benefit Test
 - A. No matter what method the Town uses to establish the amount of the assessment, the real measure of benefit is the increase in the market value of the land due to the improvement.
 - I. The land receives a special benefit from the improvement;
 - II. The assessment does not exceed the special benefit measured by the increase in market value due to the improvements as determined by the appraisal report; and
 - III. The assessment is uniform as applied to the same class of property, in the assessed area.
 - B. A special assessment that exceeds the special benefit is a taking of property without fair compensation and violates both the Fourteenth Amendment of the U.S. Constitution and the Minnesota Constitution. Property assessed must enjoy a corresponding benefit from the local improvement.
 - C. The assessment method should approximate market analysis. A formula that does not consider an analysis of the increase in market value of each parcel may be invalid. For example, a method that bases assessment amounts on the average cost of street improvement projects from previous years and doesn't take into consideration the cost of the currently proposed project has been found arbitrary and invalid on its face.

- The Amount of a special assessment cannot exceed the special benefit

- Land not included in the Assessment
The Town reserves the right to delete land within the assessable area from the Assessment rolls if, in the Town's opinion, the land cannot be developed and/or the improvement does not provide benefit at the time the Assessment Proceedings have commenced. The Town shall have the right to reassess the property at the time a plan to develop the property is presented to the Town. No permit shall be issued until a resolution certifying an assessment roll has been adopted.

- Certification of Assessment Roll
At the time the Assessment Rolls are adopted by the Town Board, the property owner may pay the entire assessment against their property in full at White Bear Township Administrative Offices, 1281 Hammond Road, within thirty (30) days without interest charged. Beyond thirty (30) days, but prior to certification to the County, full payment (principal plus interest from the Assessment Roll date) can be made at the White Bear Township Administrative Offices, 1281 Hammond Road. After certification of Assessment to the County is made, a resident may make a payment directly at the Ramsey County Government Center, 60 West Plato Boulevard, St. Paul. Interest charges apply effective from the date of Town Board approval of the Assessment Roll.

- Policy should reflect basic procedures of financing local improvements, taking into account past practice, equity, revenue productivity and acceptability.

- Appeals to the District Court
 - A. Within 30 days after the adoption of the assessment roll, a property owner who has properly objected to the assessment may appeal a special assessment to the district court. The property owner appeals by serving notice upon the Chair or Town and then filing the served notice with the district court within 10 days of that service.
 - B. If a Town's assessment is challenged in district court, the assessment roll constitutes initial proof that an assessment does not exceed the special benefit. The party contesting the assessment must introduce evidence sufficient to overcome that presumption. If the evidence as to the special benefit is conflicting, it is the responsibility of the district court to determine whether the assessment exceeds the market value increase and, if so, by what amount.

- C. The Town may coordinate the competitive bid process so that the actual work of the project may proceed after certification of the assessment roll and the 30-day appeal period is over. Because the time for appeals is over before the contract is issued, the Town will not need to cover potential budget shortfalls that may occur if a property owner successfully challenges a special assessment or the lowest bid comes in higher than expected.

The Town Board retains the right to review each project and to deviate from any portion of this Policy as it deems proper. Deviations may be made to take into account unique situations or those situations where application of the policy will produce unfair results.

Passed by the Town Board April 17, 2006.

Revised March 18, 2013

Patti Walstad

From: Pat Christopherson
Sent: Tuesday, January 22, 2019 12:56 PM
To: Patti Walstad
Subject: FW: Assessment Percentage Scenarios
Attachments: Assessment percentage scenarios.xlsx

For exec comm Friday

From: Larry Poppler <larry.poppler@tkda.com>
Sent: Tuesday, January 22, 2019 11:50 AM
To: Pat Christopherson <Pat.Christopherson@whitebeartownship.org>
Cc: James E. Studenski <jim.studenski@tkda.com>; Dale Reed <Dale.Reed@whitebeartownship.org>; Tom Kelly <Tom.Kelly@whitebeartownship.org>
Subject: Assessment Percentage Scenarios

Patrick,

The assessment policy does not cite a specific percentage. Therefore an amendment to the policy is not necessary. However, as a matter of practice we should determine a percentage and then be consistent. I have prepared the attached analysis showing how the percentage impacts the assessment rates, tax levy, etc for reconstruction and mill and overlay.

It should be noted that it is assumed that the storm water fund would be contributing to these projects to upgrade the storm sewer within these project areas. This will have a strong impact to the stormwater fund. If the stormwater fund is to be leveraged for these projects, a 70% assessment rate could be used and still meet the benefit test. If the stormwater fund is not to be used, the 50% rate seems appropriate.

Please review and call me if you have any questions. As discussed, we will suggest that the Board review the assessment policy as a part of the Executive Board Meeting on Friday.

Thanks,

 **Larry Poppler** | Group Manager, Municipal Engineering
Professional Engineer: MN
444 Cedar Street, Suite 1500, Saint Paul, MN 55101
P 651.292.4457 | C 952.292.1098
larry.poppler@tkda.com
tkda.com

Recommended Yearly Improvements

	Water Fund	Sanitary Sewer Fund	Storm Sewer Fund	Total Cost	Assumed Units
0.7 Miles of Reconstruction at \$12/SF	\$ 21,945	\$ 21,945	\$ 292,600	\$ 1,330,000	70
1.4 Miles of Mill and Overlay at \$4/SF	\$ 36,975	\$ 36,975	\$ 14,790	\$ 725,000	140
	\$ 58,920	\$ 58,920	\$ 307,390	\$ 2,055,000	

Budget Impacts by Assessment Percentage

Assessment Percentage	Total Cost	Water Fund	Sanitary Sewer Fund	Storm Sewer Fund	Assessments	Assessment Rate Reconstruction	Assessment Rate M & O	Tax Levy
40%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 651,908	\$ 5,677	\$ 1,818	\$ 977,862
50%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 814,885	\$ 7,097	\$ 2,272	\$ 814,885
60%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 977,862	\$ 8,516	\$ 2,727	\$ 651,908
70%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 1,140,839	\$ 9,935	\$ 3,181	\$ 488,931
80%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 1,303,816	\$ 11,354	\$ 3,636	\$ 325,954
90%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 1,466,793	\$ 12,774	\$ 4,090	\$ 162,977
100%	\$ 2,055,000	\$ 58,920	\$ 58,920	\$ 307,390	\$ 1,629,770	\$ 14,193	\$ 4,545	\$ -



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 13

Subject: Code Enforcement Officer - Discussion

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

14

Subject:

Annual Meeting Preliminary Levy

Documentation:

Finance Officer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of the 2020 Preliminary Property Tax Levy. (TK)

A. REFERENCE AND BACKGROUND:

One of the actions required at the Annual Town Meeting is the approval of the preliminary property tax levy for 2020. Using the adopted 2019 budget and making some adjustment staff has a proposed preliminary levy of \$4,300,621 compared to \$3,868,742 in 2019. This would be an 11.16% increase from the 2019 preliminary levy presented last year and it would be a 26.375% increase over the final 2019 property tax levy. This levy was the result of the following changes from the 2019 budget:

1. Wages for staff were increase 2.0% on January 1st and 1% July 1st per the union contract.
2. A new staff position of Communications Specialist was incorporated into the 2020 budget with 80% of the position funded from the General Fund.
3. Summer help for public works was increased to \$50,000 from \$36,000.
4. Health insurance benefit was increased 15%.
5. Increased employer contribution to PERA from 7.5% to 8.0% of employee wages.
These first five items increases personnel services 11.71% or \$154,570 from the 2019 final budget.
6. Sheriff contract estimated to increase 10.0% from 2019 final budget.
7. Fire contract with the City of White Bear Lake increased 17.06% to \$350,000.
8. Amount levied for seal coat project increased \$31,000 to \$112,500 for a project estimated to cost \$150,000. In 2014 only \$45,000 of the \$150,000 total project costs were levied. For 2015, the project was estimated at \$100,000 with \$54,000 levied. The 2016 project was estimated at \$110,000 with \$58,000 levied and in 2017, the project was estimated at \$135,000 with \$71,000 being levied and in 2018, \$79,000 was budgeted for a project estimated to cost \$150,000 and in 2019, the project was estimated at \$150,000 with \$81,500 being levied.
9. The equipment rental fee, which funds Town equipment replacement funding, is around 60%. This results in an increase of \$185,250 over the 2019 budget.
10. 2020 budget includes \$85,000 for sign replacement for reflectivity standards and \$35,000 for EAB activities. This compares to \$28,000 each in 2019.
11. Park improvements increased \$75,000 to \$275,000 based on future improvements listed in the 2019 – 2028 CIP.
12. Park budget also increased for Township Day expenditures. This activity was increased \$4,750 in expenditures for a total budget of \$41,500.
13. The big change on the revenue side is the rental and animal licenses, which are 2 year licenses renewed in even years resulting in an increase of \$24,700.
14. Facility rental or antenna lease revenues was reduced to \$175,000 from \$232,790 so that the Town becomes less dependent on this revenue source in case towers are eliminated by small cell systems or company mergers.

Other projections for the 2020 preliminary levy include estimated fiscal disparities of \$275,000, which is a decrease from the 2019 amount.

Since tax capacities and market value data is not available for 2020, if you use the 2019 tax capacity of \$14,408,143, the Town's tax rate would increase to 27.940% compared to a preliminary rate of 26.268% and a final tax rate of 21.681%.

- A1. **Budget Impact:** If approved by Township resident this would become the starting point for the Town's 2020 budget.
- A2. **Staff Workload Impact:** There would be no staff workload impacts for this item at this time.

B. ALTERNATIVE ACTIONS:

- 1. Provide input/direction to staff on how to proceed with the 2020 preliminary property tax levy.

C. STAFF RECOMMENDATION:

Staff recommends the preliminary property tax levy of \$4,300,621.

D. SUPPORTING DATA:

Summary of Property Tax Levies



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

15

Subject:

Gem Lake Partnership – Re-evaluate

Documentation:

Finance Officer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

HOURS	Building Inspector	Secretary / Receptionist	Finance Officer	Finance Analyst/Account Clerk	Accounting Clerk/Recep	Para Legal / Secretary	Planner	Clerk / Treasurer	Public Works Director	PW Field Maint Supervisor	PW Leadworker	PW Summer Help	PW Maintenance Worker	PW Maintenance Worker -OT	Total Hours
2018	62.50	26.00	148.25	0.00	65.50	9.75	50.50	1.50	0.50	4.25	6.00	0.00	14.50	0.00	389.25
2017	123.00	31.75	228.25	6.00	43.25	1.50	20.75	21.50	0.00	1.75	0.00	8.00	35.75	0.00	521.50
2016	137.50	35.50	182.75	53.50	80.00	12.25	71.00	14.00	3.00	7.25	0.00	1.00	33.75	0.00	631.50
2015	120.50	139.75	156.50	127.25	32.75	17.50	37.75	10.50	2.50	7.50	0.00	0.00	46.25	0.00	698.75
2014	220.00	114.00	206.25	188.50	0.00	44.75	14.75	4.50	3.50	8.25	0.00	14.00	32.50	0.00	851.00
2013	164.00	15.25	180.50	303.40	0.00	22.75	27.25	24.50	8.00	4.75	0.00	15.00	23.00	0.00	788.40
2012	66.50	9.75	179.00	153.25	0.00	10.00	19.00	23.50	1.00	1.00	0.00	0.00	13.00	0.00	476.00
2011	86.00	17.00	335.00	112.75	0.00	32.00	67.75	7.50	0.00	0.00	0.00	0.00	8.50	0.00	666.50
2010	92.00	29.25	332.00	154.25	0.00	32.75	36.25	17.50	1.00	0.00	0.00	6.00	24.75	0.00	725.75
Total	1,072.00	418.25	1,948.50	1,098.90	221.50	183.25	345.00	125.00	19.50	34.75	6.00	44.00	232.00	0.00	5,748.65
REVENUE															
2018	4,975.30	1,534.85	16,969.53	0.00	3,599.51	694.00	4,978.13	163.50	50.00	342.13	418.51	0.00	842.51	167.50	34,735.47
2017	8,267.65	1,190.12	21,501.43	992.51	1,595.03	90.38	1,739.52	2,291.88	0.00	137.87	0.00	194.00	2,455.02	0.00	40,455.41
2016	9,165.75	1,534.25	16,814.36	3,330.25	3,533.88	690.37	5,968.88	1,499.50	294.00	506.25	0.00	37.50	2,065.00	0.00	45,439.99
2015	7,662.25	5,806.00	13,921.00	7,288.00	1,200.64	956.00	3,122.15	1,071.50	214.75	131.00	0.00	0.00	3,390.25	0.00	44,763.54
2014	13,878.00	4,822.50	16,947.00	10,455.25	633.75	1,887.75	1,751.77	412.00	297.50	531.00	0.00	301.71	2,155.50	0.00	54,073.73
2013	9,967.50	640.50	15,062.75	9,861.50	0.00	1,203.75	2,152.00	2,529.50	687.00	331.25	0.00	323.25	1,412.00	0.00	44,171.00
2012															0.00
2011	5,156.00	678.00	26,424.00	5,854.00	0.00	1,621.00	5,157.50	735.00	0.00	0.00	0.00	15.42	465.00	0.00	46,105.92
2010	5,338.00	1,120.50	25,532.50	7,704.50	0.00	1,636.00	2,682.50	1,645.00	0.00	78.00	0.00	123.30	1,485.00	0.00	47,345.30
Total	64,410.45	17,326.72	153,172.57	45,486.01	10,562.81	8,779.25	27,552.45	10,347.88	1,543.25	2,057.50	418.51	995.18	14,270.28	167.50	357,090.36



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 16

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
January 25, 2019**

Agenda Number:

Subject: **1:30 – Mike Gagan – White Bear Dental Clinic**

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 17

Subject: Clerk-Treasurer Report
a. Strategic Planning Process
b. HR Processes

Documentation: Town Clerk Memo

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Minutes
Executive Meeting
December 28, 2018

CLERK-TREASURER REPORT: 1) STRATEGIC PLANNING PROCESS; 2) RECORD RETENTION; 3) HR PROCESSES; 4) ORDINANCE UPDATE INPUT: **Strategic Planning Process:** Recommend soliciting help from Barbara Strandell for strategic planning sessions with the Town Board. **Record Retention:** New hire with experience with record retention. Has similar experience with the City of North St. Paul. **HR Process;** Recommend hiring an employers' organization to help with HR management, job descriptions, and personnel policy. By becoming a member of the organization at a cost of \$2,200 per year these would be included. **Ordinance Update:** Board input regarding Ordinance updates.

Patti Walstad

From: Pat Christopherson
Sent: Wednesday, January 16, 2019 12:26 PM
To: Patti Walstad
Subject: Memo

Gentlemen

On your agenda for the Executive Committee Meeting on January 25th, you will find two agenda items specific to "Strategic Planning" and "HR Processes". I have made contact with both vendors interested in providing services to us to fulfill the process, and as of 1/16/19, I am still waiting for proposals from both. In the interim between your agenda being created and the actual meeting, I will send whatever documentation I receive for your review so we can discuss.

PC



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 18 - 19

Subject: Open Time
Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
January 25, 2019**

Agenda Number: 20 – 21

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting
Adjourn Meeting