



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

## AGENDA TOWN BOARD MEETING OCTOBER 21, 2019

1. **7:00 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approve Minutes of October 7, 2019 & October 11, 2019 (Additions/Deletions).
5. **Consent Agenda:**
  - A. **Special Town Board Meeting** - Call a Special Town Board Meeting for Wednesday, November 13, 2019 @ 5:00 p.m. @ Tria Restaurant, 5959 Centerville Road, North Oaks, Minnesota to Attend the 2019 Legislative Reception.
  - B. **Resolution Accepting Township Day Donations** – In Accordance With State Statutes, Adopt Resolution Accepting Township Day Donations.
  - C. **Designation of Polling Places for 2020** – Adopt the Resolution Designating Polling Places for the 2020 Presidential & State Primaries & the Presidential & State General Elections.
  - D. **Utility Commission Recommendation** – Authorize the Township Attorney to Prepare an Agreement With Whirlpool Corporation & Reynolds Metals Regarding the Highway 96 MCES Special Discharge Permit 2061.
  - E. **2020 SCORE Grant Application** – Adopt Resolution Approving the SCORE Grant.
  - F. **Abatement of Nuisance @ 2105 Stillwater Street** – Call Public Hearing for Monday, November 18, 2019 @ 7:00 p.m.
  - G. **Eagle Brook Church** – Approve a Six Month Extension of their Conditional Use Standards Permit to Commence Construction of Site Improvements in Accordance with Section 9-2.3 of Ordinance No. 35.
  - H. **Brandlwood Farms Towne Homes HOA** – Approve Request to Waive “No-Overnight Parking” (Beginning November 1<sup>st</sup> per Town Ordinance No.

### 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.



17) Due to Roof Replacement on Eleven Buildings in the Association Until Work is Completed.

- I. **3<sup>rd</sup> Quarter Construction Report.**
- J. **Monthly Financial Report – Receive.**

6. **Old Business:**

- A. **Administrative Office Upgrades – Approve Contract.**

7. **Public Hearings:**

- A. **Improvement 2019-3 – Street Improvement Project – Assessment Hearing.**
- B. **Storm Water Pollution Prevention Program – Annual Presentation of the Town’s Program.**

8. **New Business:**

- A. **White Bear Lake Fire Department – Presentation.**

**Public Works Director Item:**

- B. **On-Site Generator:**
  - 1. Receive Quotes.
  - 2. Approve Purchase & Installation.

**General Business:**

- C. **Township Personnel Items:**
  - 1. Review & Adopt Proposed White Bear Township Employee Handbook & Personnel Policy(s).
  - 2. Review & Adopt Proposed Enhanced Position Pointing System & Wage Scale.

- 9. **Added Agenda Items.**
- 10. **Open Time.**
- 11. **Receipt of Agenda Materials & Supplements.**
- 12. **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 Meeting  
October 21, 2019**

**Agenda Number:** 1 - 2 - 3 - 4

**Subject:** Call to Order – 7:00 p.m.  
Heritage Hall, 4200 Otter Lake Road  
  
Approval of October 21, 2019 Agenda  
Approval of Payment of Bills  
Approval of Minutes of October 7 & October 11, 2019

**Documentation:** October 21, 2019 Agenda  
October 7 & October 11, 2019 Minutes

**Action / Motion for Consideration:**

Call meeting to order:	7:00 p.m.
Approval of Agenda:	October 21, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	October 7 & October 11, 2019 Meetings

**MINUTES  
TOWN BOARD MEETING  
OCTOBER 7, 2019**

The meeting was called to order at 7:00 p.m.

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Town Planner: Riedesel; Public Works Director: Reed

Absent: Finance Officer: Kelly; Engineer: Studenski, both with notice

**APPROVAL OF AGENDA (Additions/Deletions)**: Ruzek moved to approve the agenda as submitted with the addition of Consent Agenda item 5G) Buckthorn Removal; Supplemental information on agenda items 7B) SMC, 5800 & 5858 Centerville Road and WBL #624 School District bond referendum presentation; and added agenda items 9A) Scannell Properties, 4800 Constellation Drive and 9B) Special Town Board meeting for bids for reconstruction project. McCune seconded. Ayes all.

**APPROVAL OF PAYMENT OF BILLS**: Ruzek moved to approve payment of bills. McCune seconded. Ayes all.

**APPROVAL OF MINUTES OF SEPTEMBER 16, 2019 & SEPTEMBER 26, 2019 (Additions/Deletions)**: Ruzek moved to approve of the minutes of September 16, 2019. McCune seconded. Ayes all. McCune moved to approve the minutes of September 26, 2019. Prudhon seconded. Ayes: McCune, Prudhon; abstention: Ruzek, as he was noted absent.

**CONSENT AGENDA**: McCune moved to approve 5A) BearScare Fun Run – In accordance with the Township's special events policy, approve the joint Otter Lake Elementary/Lincoln Elementary Schools BearScare Fun Run on October 26, 2019, from 9:00 a.m. to 12:00 noon from Hammond Road to Ninth Street via Otter Lake Road; 5B) Vacation of Drainage & Utility Easement Request @ 4850 Constellation Drive – Call public hearing for Monday, November 4, 2019 beginning @ 7:00 p.m. to consider the requests; 5C) Gilfillan Court No Parking Signs – Authorize the removal of the no parking signs on Gilfillan Court noting no future posting of no parking signs will be allowed; 5D) Special Town Board Meeting – Call a Special Town Board meeting for Wednesday, October 30, 2019 @ 12:00 noon at the Administrative Offices, 1281 Hammond Road, for an Employee Appreciation Gathering; 5E) Simplerecycling – Receive & accept the termination notice in accordance with section 23 of the agreement for collection of soft recyclables executed on September 17, 2017; 5F) Right-of-Way Permit – Based on Town Engineer review & recommendation & including his recommended conditions, approve the CenturyLink to replace buried cable to service the existing residence at 4150 Hillaire Road which will require boring and open trenching; 5G) Buckthorn Removal – Allow residents to remove invasive buckthorn shrubs from the east and south shoreline of Oak Ridge Pond along Anderlie Lane & Anderlie Lane West & authorize pick-up of the removed buckthorn by the Township. Ruzek seconded. Ayes all.

**WATER METER REPLACEMENT PROJECT – UPDATE**: The Public Works Director reported that there was discussion of this agenda item at the September Executive Town Board meeting. Core & Main has a deadline to be done by the end of the month, but is only 45% percent complete, maybe 53% by the time of the meeting. The Town Attorney has drafted a document to send to staff to approve and send to the contractors. The letter will relay the disappointment

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TOWN BOARD MEETING  
OCTOBER 7, 2019

in the work, the deficiencies in scheduling and implementing the new water meters. While there have been minor setbacks, the contractors should have been able to have the meters installed at a much faster rate.

There was also discussion of the sample piece that the Town Finance Analyst is putting in the October Utility bill which was also discussed at the Executive meeting. This document will be added in all the bills, but will hopefully help Core & Main with scheduling.

**CHRISTOPHER & STEPHANIE WARD, 1548 HENNESSY VISTA – REQUEST FOR 22' RIGHT-OF-WAY SETBACK VARIANCE TO ALLOW A 10' X 12' SHED (AFTER THE FACT):**

Ruzek moved to note proper publication of the hearing notice in the newspaper & waive reading of notice. McCune seconded. Ayes all. Ruzek moved to open the public hearing. McCune seconded. Ayes all.

The Town Planner gave an overview of the property explaining that the 10'x12' shed was constructed without a permit. Currently the shed sits on the back of the property, too close to the right-of-way, so they need an after-the-fact variance.

It was noted that there is a large area where the shed could have been but due to that area having water frequently due to draining, it shows hardship on the other land not conducive to the shed. Both the Planning Commission and Variance Board reviewed this agenda item and both agreed this spot is the best possible place for the shed on the property. A question was raised if the shed would be an easement issue due to it being too close to the right-of-way, but it was noted that there is no easements here. There was discussion of reviewing this ordinance.

Ruzek moved to open the public comment portion – ask for comments. McCune seconded. Ayes all. Christopher Ward, 1548 Hennessy Vista was present for questions, but there were no questions.

Ruzek moved to close the public portion of the hearing. McCune seconded. Ayes all. Ruzek moved based on Variance Board, Planning Commission & staff review & recommendation approve the request for a 22' Right-of-Way Setback Variance to allow a 10'x12' shed (after-the-fact) at 1548 Hennessy Vista. McCune seconded. Ayes all.

**SMC, 5800 & 5858 CENTERVILLE ROAD – REQUEST FOR: 1) WETLAND PERMIT TO ALLOW FILLING & MITIGATION; 2) MINOR SUBDIVISION; 3) PERMITTED USE STANDARDS PERMIT TO ALLOW CONSTRUCTION OF TWO ADDITIONAL MANUFACTURING/OFFICE BUILDINGS & AN ADDITION TO BUILDING AT 5800 CENTERVILLE ROAD:**

Ruzek moved to note proper publication of the hearing notice in the newspaper & waive reading of notice. McCune seconded. Ayes all. Ruzek moved to open the public hearing. McCune seconded. Ayes all.

The Town Planner refreshed the Board's memory on SMC and the current proposal of adding two additional buildings and adding on to a current building, as this public hearing is a continuation of September 16<sup>th</sup>'s meeting. The Permitted Use Standards Permit is needed to oversee progress on the proposal to build 121,728 square feet of building appropriately. It was

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OCTOBER 7, 2019

noted that the concerns the Town Engineer had have been addressed and the retaining wall has been fixed.

The Wetland Permit will be needed to fill the 63,228 square feet of wetland in order to construct the building. With the 2:1 ratio, SMC will add 115,220 square feet in wetland, wetland buffer, or will purchase wetland credits if they cannot meet the requirements. It was noted that with the retaining wall the Town requires a setback of 20 feet for the wetland buffers. However, with this in mind, SMC will not be able to complete the wetland replacement requirements. It was decided that it is better for all of the wetland to be on the property, and so a variance from section 5-2.10 of Ordinance No. 87 is also necessary so the 20-foot setback requirement from the retaining walls can be overruled, since it isn't needed for a safety issue. It was noted that the other agencies involved have reviewed the proposal and approved it.

Ruzek moved to open the public comment portion – ask for input. McCune seconded. Ayes all.

Neighbor Ray Siebenaler owns the 10 abutting (5776 Centerville Rd) acres was present. He stated that the engineers worked with him and raised the curb by half a foot, ensuring the water would not top over the curb unless it rained 8.1 inches in a 24-hour period, in which case there would be a lot of general flooding. Siebenaler also wanted to state that SMC is a good neighbor.

Kent Brunner, the CFO of SMC, was present to answer any questions or comment on the discussion. He stated that SMC started this project on October 18, 2018, and it is nice to see it so close to finished on this end of things. This agenda item will be continued until the first Town Board meeting in April 2020.

Ruzek moved to close the public portion of the hearing. McCune seconded. Ayes all.

Ruzek moved based on Planning Commission & staff review & recommendation approve the wetland permit to allow filling & mitigation & in accordance with Ordinance No. 35, Section 9-9.3(1).(2) continue the public hearing six months to Monday, April 6, 2020 @ 7:00 p.m. at Heritage Hall noting that the wetland may not be established so a continuation may be necessary. McCune seconded. Ayes all.

Ruzek moved based on Planning Commission & staff review & recommendation approve the minor subdivision. McCune seconded. Ayes all.

Ruzek moved based on Planning Commission & staff review & recommendation approve the Permitted Use Standards Permit with attached requirements as submitted. McCune seconded. Ayes all.

Ruzek moved based on Planning Commission & staff review & recommendation approve the variance from section 5-2.10 of Ordinance No. 87. McCune seconded. Ayes all.

**TIM WALD – WBL #624 SCHOOL DISTRICT – BOND REFERENDUM PRESENTATION:** Tim Wald and Wayne Kazmierczak were present to report on the School Bond Referendum which is being presented to the public and will be voted for approval on November 5<sup>th</sup>. A video was

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presented detailing the 25% higher referendum in the next 10 years. There was explanation of the campus changes in the next 10 years as well.

Wayne Kzamiereczak reported on the community group meetings where 90 people helped detail the referendum. Examples of homestead tax credits were given out in a handout. There was a question of creating a high school in the north. Wald explained the history of the mindset behind the referendum. Prudhon graduated from the White Bear Lake Area school system and stated that back then everyone liked the original idea of split high schools, while Wald explained that the opinion has since shifted. There was minor discussion on finances, potentially acquiring residential property, and traffic concerns.

**MUNICIPAL SERVICES AGREEMENT – CITY OF GEM LAKE:** Ruzek motioned to table this agenda item to the next Executive meeting. McCune seconded. Ayes all.

**OFF-SEASON DOCK & LIFT STORAGE:** The Town Planner reported that at the September Planning Commission meeting that was held on Wednesday, October 2<sup>nd</sup>, the Commission discussed the properties along primarily Bald Eagle Lake that have not prioritized organized off-season dock and lift storage. Riedesel explained that the Commission had discussed a couple potential ways to improve the situation, noting that they don't want to have to amend an ordinance to ensure a more organized lake shore. It was the consensus at the Planning Commission meeting that they wanted direction or approval from the Board to allow staff to communicate via mailed letter the valued importance of a clean lake shore. Having a clean lake shore is part of suggesting that White Bear Township is a healthy place to live; it puts pride in the community. It was brought up that staff should communicate with the Bald Eagle Lake Association. Riedesel noted that he could work on drafting up a letter for staff's approval the following day.

**MCES SERVICES 2017 MUNICIPAL I & I GRANT PROGRAM:** The Public Works Director reported he is working with the Town Engineer to apply for grant money in regards to the I & I projects. A lot of the work has been completed and the application is due at the end of October. It was noted that staff wants to submit the application early in case any further documentation is needed. The award will be given out in early 2020.

Ruzek moved based on Public Works Director & Town Engineer review & recommendation adopt resolution authorizing participation in the MCES services 2017 Municipal I & I Grant Program. McCune seconded. Ayes all.

Ruzek moved based on Public Works Director & Town Engineer review & recommendation authorize execution of the State of Minnesota General Obligation Bond Financed Certification Attachment 1-A. McCune seconded. Ayes all.

**SCANNELL PROPERTIES, 4800 CONSTELLATION DRIVE – REQUEST FOR: 1) PERMITTED USE STANDARDS PERMIT – 2) VARIANCE FROM SECTION 5-2.10 OF ORDINANCE NO. 87 TO ALLOW CONSTRUCTION OF A 110,000 SQUARE FOOT OFFICE/MANUFACTURING/WAREHOUSE FACILITY:** The Town Planner introduced Scannell Properties' proposal to use the land that was separated into 3 parcels back in 1997 by previous

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owners. In 1997 buildings were planned so utility work has been done on the first 2 lots. Some 2.17 acres of wetland were filled on site and some 4.98 acres of wetland were added – there were no such things as wetland credits at the time.

Currently, Scannell is proposing a 110,000 square foot building. A map of the property was shown and the wetland areas were discussed. There were 2 shaded in places that were discussed through VLAWMO to be new wetland. There is parking available on all 3 sides of the proposed building, access all the way around.

A permitted use standards permit is needed for the building site improvement. The supplemental informational packet shows a map of the buffers and the impact. The permit is needed to work within the ordinance, needs to meet all the requirements. There was discussion of the trees and landscaping plan. It was noted that signage would not be needed. Riedesel gave example of other buildings around the metro area that Scannell has worked on.

A vacation of a drainage and utility easement is needed because the water main that goes through the property will need to be relocated. It was the consensus that if there was any landscaping planned around the water main that it should be eliminated in case they would ever have to dig it up.

A variance from Section 5-2.10 of Ordinance No. 87 will be needed for circumstances similar to the SMC proposed mitigation. Scannell will be adding similar wetlands and upland buffers. The Town requires a 20 foot wetland setback, but VLAWMO requires a minimum of 24 foot, and an average of 30 foot setback due to differences of wetland. It was noted that the Army Core of Engineers and VLAWMO approved the plan as proposed, so a variance would be in line with those committees' approvals. It was noted that in the case of Scannell needing to fulfill the wetland setback requirements, their truck dock and other space would be lost. This shows a proof of difficulty or hardship with this item.

The Planning Commission and Variance Board reviewed this agenda item and approved the Permitted Use Standards Permit, a vacation of drainage and utility easement, and the Variance from section 5-2.10 of Ordinance No. 87. The Town Attorney mentioned that the Board should mention conditions on approval with the timeframe. It was noted that the public hearing will be held on Monday, November 4<sup>th</sup>, 2019.

McCune moved based on Variance Board, Planning Commission & staff review & recommendation approve the Permitted Use Standards Permit & requirements as proposed, subject to completion of outstanding requirements by the time of the public hearing on Monday, November 4<sup>th</sup>. Ruzek seconded. Ayes all.

McCune moved based on Variance Board, Planning Commission & staff review & recommendation approve the Variance from section 5-2.10 of Ordinance No. 87 to allow a reduced buffer as the applicants' plan is compliant with VLAWMO & a buffer is being provided. Ruzek seconded. Ayes all.

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**APPROVE SPECIAL TOWN BOARD MEETING TO CONSIDER BIDS FOR THE ADMINISTRATIVE OFFICE RECONSTRUCTION PROJECT:** The Town Clerk reported that the bids will open for the administrative office project on October 8<sup>th</sup>, and staff has received 3 bids already. They are expecting anywhere from 12 to 19 more bids. The Town Clerk would like to approve a Special Town Board Meeting for Friday, October 11, 2019 at 9:00 a.m. at the Township Offices to consider the bids that staff receives.

Ruzek moved to approve the Friday, October 11<sup>th</sup> Town Board meeting at 9:00 a.m. at the Township Offices. McCune seconded. Ayes all.

**ADDED AGENDA ITEMS:** There were no added agenda items.

**OPEN TIME:** No one was present for open time.

**RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS:** Ruzek motioned to receive all Agenda Materials & Supplements for tonight's meeting. McCune seconded. Ayes all.

McCune moved to adjourn the meeting at 8:35 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson  
Town Clerk-Treasurer

Approved as Official Meeting Minutes

\_\_\_\_\_  
Town Board Supervisor

\_\_\_\_\_  
Date

**MINUTES  
SPECIAL TOWN BOARD MEETING  
OCTOBER 11, 2019**

The meeting was called to order at 9:00 a.m.

Present: Supervisors: Prudhon, Ruzek; Clerk: Christopherson; Public Works Director: Reed;  
SEH Consultant: Bergstrom.

Absent: McCune with notice.

**APPROVAL OF AGENDA (Additions/Deletions):** Ruzek moved to approve the agenda as submitted. Prudhon seconded. Ayes all.

**ADMINISTRATIVE OFFICE UPGRADES – 1) Receive Bids 2) Award Contract:** Brian Bergstrom, SEH, summarized the nine bids that were received. The Board discussed various financing options that could be used to fund the upgrades.

Ruzek moved to receive the bids. Prudhon seconded. Ayes all.

Ruzek moved to award the contract for the Administrative Office upgrades to the lowest responsible bidder, Schreiber Mullaney Construction in the Base Bid amount of \$170,890.00 and Alternate No. 1 in the amount of \$10,200.00, contingent upon the Finance Officer's review and approval, noting funding from the Capital Improvement Fund.

**ADDED AGENDA ITEMS:** There were no added agenda items.

**OPEN TIME:** No one appeared for the open time.

**RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS:** Ruzek motioned to receive all Agenda materials and supplements for today's meeting. Prudhon seconded. Ayes all.

Ruzek moved to adjourn the meeting at 9:27 a.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson  
Town Clerk-Treasurer

Approved as Official Meeting Minutes

\_\_\_\_\_  
Town Board Supervisor

\_\_\_\_\_  
Date



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5A – Consent Agenda**

**Subject: Special Town Board Meeting** - Call a Special Town Board Meeting for Wednesday, November 13, 2019 @ 5:00 p.m. @ Tria Restaurant, 5959 Centerville Road, North Oaks, Minnesota to Attend the 2019 Legislative Reception

**Documentation: Public Notice**

**Action / Motion for Consideration:**

Receive Information / Discuss

Call a Special Town Board Meeting for Wednesday, November 13, 2019 @ 5:00 p.m. @ Tria Restaurant, 5959 Centerville Road, North Oaks, Minnesota to Attend the 2019 Legislative Reception



## **Public Notice**

### **Special Town Board Meeting**

**Wednesday, November 13, 2019**

**Beginning at 5:00 p.m.**

**at Tria Restaurant  
5959 Centerville Road  
North Oaks, MN 55127**

- ◆ 2019 Legislative Reception



# WHITE BEAR AREA CHAMBER OF COMMERCE

## 2019 Legislative Reception

Wednesday, November 13th

5:00—7:30pm

Tria Restaurant

5959 Centerville Road | North Oaks

Please join us for the White Bear Area Chamber's Annual Legislative Reception. Every business should take advantage of this opportunity to interact with our elected officials and talk about regulations and policies that affect the way we work and live in the White Bear Area.

We will learn what delegates plan to focus on in the new session and show them that our business community is engaged in government affairs. This event proves once again that the Chamber is the voice of business and encourages members to participate in the political process.

You will make valuable business connections, have direct conversations with your local officials, enjoy fabulous appetizers and a cash bar. There is no charge to attend this important event, but registration is required.

[Register Today!](#)

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**Thank you to our sponsors:**



**MILLE LACS**  
CORPORATE VENTURES



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5B – Consent Agenda**

**Subject: Resolution Accepting Township Day Donations – In Accordance With State Statutes, Adopt Resolution Accepting Township Day Donations**

**Documentation: Finance Officer Memo / Resolution**

**Action / Motion for Consideration:**

Receive Information / Discuss

In Accordance With State Statutes Adopt **Resolution Accepting Township Day Donations**

McCune – Moves

Ruzek – Second

**Accept 2019 Township Day Donations.** (TK)**A. REFERENCE AND BACKGROUND:**

The Town received the donations listed below:

CONTACT INFO		2019	
Donated by	Contact	Description	Value
All Around Fun	John F	15x15 Bounce House Rental (Free delivery w/in 10 mile radius of WBT; No Saturdays, Not available in June.)	\$160.00
Best Western WBCI	Bill Foussard	Overnight Stay at the White Bear Country Inn (not valid Saturday nights, New Year's Eve, or during special events.)	\$150.00
Cub Foods		2 GC	\$50.00
Cub Foods		2 GC	\$50.00
Emagine Theaters	Karen Chlan	2 free movie passes and 2 free 44oz popcorn passes (valid Mon-Thur only)	\$27.00
Park Board	Tom Riedesel	WBTD Autographed Poster	???
Park Board	Tom Riedesel	Movie Basket	\$75.00
White Bear Township	Tom Riedesel	Township Flag	\$45.00
Public Safety	Patti Walstad	iPad (6th Gen, 128GB) and Slimfolio keyboard case	\$435.00
WB Area Emergency Food Shelf	Amanda Lindorfer	WB Food Shelf Swag bag	\$20.00
WB Historical Society	Sara Hanson	Two Historic House Tour certificates (for Sunday, September 29, 2019)	\$50.00
WB Historical Society	Sara Hanson	<i>Looking Back at White Bear Lake</i> (Book), by Cynthia E. Vadnais	\$32.95
WB Historical Society	Sara Hanson	<i>St. Mary of the Lake School Centennial Celebration</i> (Book)	\$39.95
WB Historical Society	Sara Hanson	<i>White Bear's Hometown Heroes: The Story of the White Bear Lake Volunteer Fire Department</i> (Book), by Peter R Reis	\$19.95
WB Historical Society	Sara Hanson	1-year Family Membership, <i>White Bear Lake: A Boating Tour</i> (Book), and <i>All About WBL</i> (Book)	\$46.00
WB Historical Society	Sara Hanson	Laser-cut Replica Stereo Card Stand	\$30.00
White Bear Township & RES Specialty Pyrotechnics	Tom R/Erv Hamon	Push the button & launch the Fireworks a WBTD	???
White Bear Center for the Arts	Lori Swanson	\$50 gift certificate toward classes at the White Bear Center for the Arts	\$50.00
Bill Weigel Signs	Bill Weigel	12-cup Programmable Coffee Maker	\$40.00
Success Fitness	Grace Malek	One month unlimited workouts in small group personal training program	\$99.00
Lucy's Burgers	Rob Scott	\$20 gift card	\$20.00
Lucy's Burgers	Rob Scott	\$20 gift card	\$20.00
Lucy's Burgers	Rob Scott	\$20 gift card	\$20.00
Lucy's Burgers	Rob Scott	\$20 gift card	\$20.00
Lucy's Burgers	Rob Scott	\$20 gift card	\$20.00
Frontrunner	Aaron LeMay	Soft Shell Jacket with Township Day logo	\$50.00
Frontrunner	Aaron LeMay	Quarter-Zip Pullover with Township Day logo	\$30.00
Frontrunner	Aaron LeMay	Polo Shirt with Township Day logo	\$20.00
White Bear Township		White Bear: A History, signed by Author Catherine Carey	\$49.95
White Bear Township		White Bear: A History, signed by Author Catherine Carey	\$49.95
Steve Ruzak		MN Wild Tickets - 2 (Sept 17)	\$244.00
Total			\$1,963.75

Minnesota Statutes Section 465.03 requires the Town Board to accept any donations or grants by resolution. The Town received the above list of donations for Township Day; therefore, the Town Board needs to formally accept receipt of these donations totaling \$1,963.75.

**A1. Budget Impact:** The funds received will be placed into the Community Park Improvement Fund for future park improvements.

**A2. Staff Workload Impact:** There is no staff impact for accepting the donations.

**B. ALTERNATIVE ACTIONS:**

1. Accept the Township Day donations in the amount of \$1,963.75.
2. Do not accept the Township Day donations.

**C. STAFF RECOMMENDATION:**

1. Staff recommends alternative #1 for the acceptance of the Township Day donations.

**D. SUPPORTING DATA:**

Resolution accepting Township Day Donations.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON OCTOBER 21, 2019

Pursuant to due call and notice thereof, a regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on October 21, 2019, at 7:00 o'clock p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor McCune introduced the following Resolution and moved its adoption:

**RESOLUTION ACCEPTING TOWNSHIP DAY DONATIONS**

WHEREAS, the Annual Township Day Celebration was held on September 14, 2019,

AND WHEREAS, the Township received donations in the amount of \$1,963.75 to be used for future Polar Lakes Park improvements,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

Accept the donations totaling \$1,963.75 to be used for future Polar Lakes Park improvements.

The motion for the adoption of the foregoing Resolution was duly seconded by Supervisor Ruzek, and upon vote being taken thereon, the following voted in favor thereof: Prudhon, Ruzek, McCune; and the following voted against the same: None.

Whereupon said Resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 )  
COUNTY OF RAMSEY ) ss.  
 )  
TOWN OF WHITE BEAR )

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a regular meeting of the Town Board of the said Town held on the 21<sup>st</sup> day of October, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to the Township Day donations.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
TOWN CLERK, TOWN OF WHITE BEAR, MINN.



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5C – Consent Agenda**

**Subject: Designation of Polling Places for 2020 – Adopt the Resolution Designating Polling Places for the 2020 Presidential & State Primaries & the Presidential & State General Elections**

**Documentation: Resolution**

**Action / Motion for Consideration:**

Receive Information / Discuss

**In Accordance with State Statutes, Adopt the Resolution Designating Polling Places for the 2020 Presidential & State Primaries & the Presidential & State General Elections**

**McCune – Moves**

**Ruzek – Second**

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON OCTOBER 21, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on October 21, 2019, at 7:00 p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor McCune introduced the following Resolution and moved its adoption:

**RESOLUTION DESIGNATING POLLING PLACES  
FOR THE 2020 PRESIDENTIAL & STATE PRIMARIES & THE  
PRESIDENTIAL & STATE GENERAL ELECTIONS**

WHEREAS, Minnesota Statutes, 204B.16, Subd. 1, requires the Town Board by ordinance or resolution, to designate polling places for the upcoming year,

AND WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use,

AND WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting,

AND WHEREAS, the Presidential Primary is March 3, 2020 and State Primary is August 11, 2020,

AND WHEREAS, the Presidential and General Election is November 3, 2020,

NOW, THEREFORE, BE IT RESOLVED that the White Bear Township Town Board hereby designates the following polling places for elections conducted in the Township in 2020:

Precinct I	Otter Lake Elementary 1401 County Road H-2
------------	---

Precinct II	Lakeshore Players Theatre 4941 Long Avenue
Precinct III	South Shore Trinity Lutheran Church 2480 South Shore Boulevard
Precinct IV	Heritage Hall 4200 Otter Lake Road

BE IT FURTHER RESOLVED, That the Town Clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election law for any polling place designated in this Resolution that becomes unavailable for use by the Township,

BE IT FURTHER RESOLVED That the Town Clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting,

AND BE IT FURTHER RESOLVED, That the Town Clerk is directed to send a copy of this Resolution and any subsequent polling place designations to the Ramsey County Elections Office.

The motion for the adoption of the foregoing Resolution was duly seconded by Supervisor Ruzek, and upon vote being taken thereon, the following voted in favor thereof: Prudhon, Ruzek, McCune; and the following voted against the same: None.

Whereupon said Resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 )  
 COUNTY OF RAMSEY ) ss.  
 )  
 TOWN OF WHITE BEAR )

I, the undersigned being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the Town held on the 21<sup>st</sup> day of October, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to designating polling places for the 2020 primaries and general elections.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
 TOWN CLERK, TOWN OF WHITE BEAR, MINN.



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5D – Consent Agenda**

**Subject: Utility Commission Recommendation – Authorize the Township Attorney to Prepare an Agreement With Whirlpool Corporation & Reynolds Metals Regarding the Highway 96 MCES Special Discharge Permit 2061**

**Documentation: None**

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Utility Commission Recommendation Authorize the Township Attorney to Prepare an Agreement With Whirlpool Corporation & Reynolds Metals Regarding the Highway 96 MCES Special Discharge Permit 2061

-----  
**Minutes - DRAFT  
Utility Commission Meeting  
October 10, 2019**

**HIGHWAY 96 DISCHARGE FEES – DISCUSSION:** The Town Clerk summarized the discussion from September 12<sup>th</sup>'s Utility Commission meeting as well as the correspondence between Sarah Illi from GHD and the Town's Attorney. The Attorney's position is attached in the packet. Whirlpool will pay the years 2017 and 2018 at cost, net zero, with year 2019's cost plus 3% of the Met Council's Environmental Services (MCES) rate going forward. It was noted that the system is in place going forward so staff won't run into this problem again. There was discussion whether to concede 2017 and 2018's rates. Pehrson noted that other utilities cannot go back more than a year.

Fredericks motioned to accept the Attorney's conclusion, noting that the administrative fee listed in Lemmons' email should be 3% not 8%. Pehrson seconded. Ayes all.



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5E – Consent Agenda**

**Subject: 2020 SCORE Grant Application – Adopt Resolution  
Approving the SCORE Grant**

**Documentation: SCORE Grant Application /  
Proposed Resolution Approving the 2020 SCORE Grant**

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Staff Review & Recommendation:

- 1) Approve the 2020 SCORE Grant Application Requesting \$30,858.00 in Grant Funds
- 2) Adopt the **Resolution Approving the 2020 SCORE Grant**

**McCune – Moves**

**Ruzek – Seconds**

-----  
**Minutes  
Town Board Meeting  
October 15, 2019**

**2019 SCORE GRANT APPLICANT – APPROVE:** The Planner reported that the annual SCORE grant is provided to municipalities in Ramsey County to assist with recycling programs. The Town applied for the funding for 2019 and the proposed funding amount requested is \$31,519.00. Expenses eligible for SCORE reimbursement are Administration; Promotion Activities; Equipment; and collection of recyclables.

Prudhon moved, based on Staff review and recommendation to approve the 2019 SCORE Grant Application requesting \$31,519.00 in grant funds. Ruzek seconded. Ayes all.

Prudhon moved to adopt the Resolution Approving the 2019 SCORE Grant. Ruzek seconded. Ayes all.

Annual | 2020

Please refer to the 2020 SCORE Application Instructions for more information on completing this application.

All items must be submitted for the application to be complete.

Step 1

Municipality:

White Bear Township

Contact Person:

Tom Riedesel

Address:

1281 Hammond Road

Phone #:

651.747.2761

Email:

tom.riedesel@whitebr

Population:

11,100

Source of population data:

Comprehensive Plan Projection

MANAGE ONLY

SCORE grant base funding amount (\$):

25,921.00

MANAGE ONLY

Incentive funding amount (\$):

4,937.00

Total grant funding possible(\$):

30,858.00

MANAGE ONLY

Total grant requested(\$):

MANAGE ONLY

Is this estimated or finalized amount?

Estimated Amount

Finalized Amount

The following expenses are eligible for SCORE reimbursement. Check the box(es) next to the budget categories this SCORE funding will be spent:

- Administration
- Promotion Activities
- Equipment
- Collection of Recyclables
- Organics Collection

### Step 2

Review your 2020 Recycling Performance Work Plan.

The work plan below outlines the minimum requirements for your recycling program. Please review each requirement carefully.

#### 2020 Recycling Performance Work Plan - Minimum Requirements

1. Complete all 2020 SCORE requirements, including reporting on time and submitting a mid-year status report.
2. Provide outreach to all residents about the municipality’s recycling program and submit copies of materials to Ramsey County.
3. Use Ramsey County materials and information when and where appropriate to promote increased recycling, reuse and repair (e.g., Fix-it Clinics), medicine collection, household hazardous waste, organic waste and yard waste participation.
  - a. Send materials to Ramsey County for review prior to distribution.
  - b. Include county contact information on materials:
    - i. 24/7 Recycling & Disposal Hotline: 651-633-EASY (3279)
    - ii. RamseyRecycles.com
  - c. Provide links to the Ramsey County web pages on municipality website.
4. Use hauler data to identify those not recycling and target educational materials
5. Ensure all multi-unit properties are meeting State law requirements to recycle and are receiving free Ramsey County resources. Verify through county database property information.
6. Increase opportunities for recycling in public spaces.
  - a. All recycling bins must be paired with a trash bin and in good condition.
  - b. Labels must be readable.
  - c. Promote Ramsey County’s [event container lending program](#) and [green event planning tips](#).
7. Implement a “Green” purchasing procurement policy for city functions and facilities to use reusable, recyclable or compostable packaging.
8. Ensure the collection of textiles is available to all residents through special collection or drop-off opportunities.
9. Enforce recycling contracts, including the assessment of penalties for non-compliance.
  - a. Audit reporting by obtaining hauler weight tickets.
  - b. Have labels replaced if not readable.
10. Attend County Recycling Coordinator meetings and attend a yearly composition study.

I have reviewed and understand the minimum requirements. \*

Do you have additional strategies to add to the work plan?

- Yes
- No

### Step 3

In addition to base funding, the municipality is eligible to receive up to two optional incentive payments.

To receive one incentive payment, the municipality must implement one incentive option below. To receive two incentive payments, the municipality must implement two incentive options below.

MANAGE ONLY

You are eligible to receive up to two payments. Each payment is worth (\$):

Would you like to apply for incentive funding?

- Yes
- No

### Step 4

#### Municipal recycling budget.

After saving this application you will be asked to attach a copy of your 2020 municipal budget for ALL recycling activities, including ALL funding sources. If a 2020 budget has not been adopted yet, attach the most recent draft.

If the budget doesn't list ALL expenditures and revenues specific to recycling, add a supplemental table to identify this information.

A final copy of the adopted 2020 budget must be submitted by January 15, 2020.

#### Other Attachments

1. A resolution from your governing body requesting 2020 SCORE funding OR a certified copy of the official proceedings at which the request was approved.
2. Verification of Compliance with Minnesota Statute 115A.471 and 115A.46.

Please download the Waste Verification document [here](#). You will be prompted to upload a completed Waste Verification document after saving this application.

### Step 5

I certify that this document was prepared under my direction or supervision and that the information is true, accurate and complete to the best of my knowledge. \*

Name: \*

Tom Riedesel

Title: \*

Planner

### File Attachments

Click the 'Upload File' button to attach supporting documents as required.  
\* Maximum file size is 5 MB.

1. Municipal recycling budget: \*

Upload File

FILE REQUIRED

2. Resolution from your governing body requesting SCORE funding:

Upload File

3. Certified copy of the official proceedings at which the request was approved:

Upload File

4. Verification of Compliance with Minnesota Statute 115A.471 and 115A.46: \*

20191009143849.pdf

SAVE

DELETE

Created: Oct 1, 2019 at 04:24 PM CDT

**Filsan Ibrahim** Filsan.Ibrahim@CO.RAMSEY.MN.US

Last Updated: Oct 9, 2019 at 03:19 PM CDT

**Tom Riedesel** tom.riedesel@whitebeartownship.org

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON OCTOBER 21, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on October 21, 2019,

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor McCune introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING THE  
2020 SCORE GRANT**

WHEREAS, the Ramsey County Department of Public Health, Solid Waste Division, is making funds available of \$30,858.00 to White Bear Township for the year 2020,

AND WHEREAS, White Bear Township has completed the grant applicant for submittal to Ramsey County which provides a breakdown of how White Bear Township will spend the grant monies,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

That the Town Board of the Town of White Bear will accept the grant money provided by SCORE funds and will administer the money as provided by the 2020 SCORE Funding Grant Application.

The motion for the adoption of the foregoing Resolution was duly seconded by Supervisor Ruzek, and upon vote being taken thereon, the following voted in favor thereof: Prudhon, Ruzek, McCune; and the following voted against the same: None.

Whereupon said Resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 )  
COUNTY OF RAMSEY ) ss.  
 )  
TOWN OF WHITE BEAR )

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special Meeting of the Town Board of the Town held on the 21<sup>st</sup> day of October, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to the 2020 SCORE grant.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 21<sup>st</sup> day of October, 2019.

---

TOWN CLERK, TOWN OF WHITE BEAR, MINN.



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5F – Consent Agenda**

**Subject: Abatement of Nuisance @ 2105 Stillwater Street – Call  
Public Hearing for Monday, November 18, 2019 @ 7:00 p.m.**

**Documentation: Public Notice / Building Inspector Memo w/attachments**

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Building Inspector Review & Recommendation Call a Public Hearing for Monday, November 18, 2019 @ 7:00 p.m. to Abate the Nuisance at 2105 Stillwater Street



## PUBLIC NOTICE

### NOTICE OF HEARING TO ORDER ABATEMENT OF NUISANCE VIOLATIONS IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

**NOTICE IS HEREBY GIVEN,** That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, November 18, 2019, at 7:00 p.m., to consider ordering abatement of the nuisance located in an area lying and being in the Town of White Bear, Ramsey County, Minnesota, described as follows:

Lot 16, Block 10, Town of Bald Eagle, Ramsey County, Minnesota

(2105 Stillwater Street)

and to pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 21<sup>st</sup> day of October, 2019.

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PATRICK CHRISTOPHERSON, Clerk-Treasurer

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: MIKE JOHNSON**  
**DATE: OCTOBER 17, 2019**

**SUBJECT: 2105 STILLWATER STREET UNFIT FOR HUMAN HABITATION**

---

Mr. Lopez responded by email to the Towns September 19, 2019 written notice requiring the removal of the dilapidated structure located at 2105 Stillwater Street by October 19, 2019.

In Mr. Lopez's email, he explained that the family has hired a carpentry crew to start repairs on the structure the first week in October of 2019. As of October 17, 2019 no repair work or cleanup has started.

Several notices have been posted on the property informing the property owner of numerous violations over the last several years. The property owner or representative has acknowledged these notices and has stated their intentions to remodel the property and occupy the dwelling in the future.

The structure has been determined to be unsafe for human habitation and has been in a nuisance condition for several years. For these reasons, the Towns building department is recommending the Town Board call a public hearing to consider the demolition of 2105 Stillwater Street for public safety reasons.



# 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](mailto:wbt@whitebeartownship.org)

September 19, 2019

Lope Lopez  
3872 Elmwood St  
St. Paul, MN 55127

Dear Ms. Lopez,

As the owner of 2105 Stillwater Street in White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property on April 4, 2018 and has determined the structure unfit for human habitation. The dwelling unit is dilapidated to the extent that it is unreasonable to repair the structure. It is hereby ordered that the structure shall be demolished and removed by October 19, 2019.

The structure has been declared a dangerous structure pursuant to Township Ordinance No. 47, Section 13-2, in that the defects create a hazard to the health, safety or welfare of the occupants or of the public, because the building fails to provide minimum safety and sanitary conditions.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Town's Hearing Officer. This request shall be submitted to the Town Clerk in writing, and prior to the abatement deadline, or seven calendar days after the date of the abatement order, whichever comes first.

Failure to demolish and remove the structure will cause the structure to be demolished and removed at the direction of the Town Board at a public hearing. The costs of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon the real estate.

Respectfully,

Mike Johnson  
Building Official / Code Enforcement Officer

## Mike Johnson

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**From:** designsPT <designptype@gmail.com>  
**Sent:** Thursday, September 26, 2019 11:49 PM  
**To:** Mike Johnson  
**Cc:** James L  
**Subject:** 2105 Stillwater street

**Caution:** This email originated outside our organization; please use caution.

Dear Mike Johnson, City of White Bear Lake township.

We have received your letter of non-compliance and spoke to a member of your department, Patty Walstad about the circumstances regarding my mothers home at 2105 Stillwater street about the work that needs to be completed.

Patty informed me to write this letter to you, and that this is your call to save my mothers home from being torn down.

When I originally applied for the permits for the remodeling projects at my mother's home, I began the work immediately and intended to complete the project by the end of 2018. Unfortunately, I sustained an injury that disabled me while working during my full time job and I have been on worker's compensation since.

I am recovering from my disability and will be resuming working at my mother's home in October 2019.

Our family have hired a crew and a carpenter to assist me beginning the first week of October 2019, and will be working on the windows and the siding, and plan to be done by October 31, 2019.

The yard will also be attended to this weekend Sept 28-29. a dumpster will be delivered the week of the 30th for removal of debris.

My mother is in her late 80's and is looking forward to seeing her house restored again before she passes.

Please consider our circumstances and accept my our apology for not contacting you earlier due to a unexpected injuries which cause this delay in completing the work specified at 2105 Stillwater st.

If I had not become disabled, the work on my mother's home would have been completed by now. The taxes have been kept up to date during this time while i have not been able to work on the property, We would appreciate any leniency you are willing to grant us to complete the work needed.

Sincerely and respectfully,

James Lopez

443-760-5431 Cell  
[designptype@gmail.com](mailto:designptype@gmail.com)

2105

This Permit **MUST BE POSTED** in a conspicuous place where it can be seen from the street

**BUILDING PERMIT NUMBER 2018-00523**

**WHITE BEAR TOWNSHIP**  
 221 Hammond Road  
 White Bear Township  
 Minnesota 55110  
 651-747-2700  
 Fax: 651-746-2700

Type of Construction: Siding  
 Address: 2105 Stillwater St  
 Date: 5/25/18 Nike Jensen  
 BUILDING INSPECTOR

**SURVEY STAKES MUST BE VISIBLE FOR FOOTING INSPECTION**  
 Before digging call local utilities, telephone, electric-gas, etc.  
 GOPHER STATE ONE CALL 811

**IMPORTANT! DO NOT POUR CONCRETE BEFORE INSPECTION**  
 All Contractors & Subcontractors must be licensed  
 in White Bear Township.

**WHITE BEAR TOWNSHIP**

**CONDEMNED AS UNFIT FOR HUMAN HABITATION**

Address: 2105 Stillwater Street White Bear Township, MN

This structure has been declared unfit for human occupancy or use by White Bear Township's Building Official / Code Enforcement Officer per Town Ordinance No. 47 Section 13.

It is unlawful for any person to occupy this building.  
 Any person violating this order, defacing and/or removing this placard without authorization is subject to prosecution 90 days incarceration and/or a \$1,000 fine.

Building Official/Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

White Bear Township • Building Department • 1281 Hammond Road • White Bear Township, MN 55110 • 651-747-2700

**WHITE BEAR TOWNSHIP**  
 221 Hammond Road  
 White Bear Township  
 Minnesota 55110  
 651-747-2700  
 Fax: 651-746-2700

September 19, 2018

Leea Laitinen  
 3072 Elmwood St  
 St. Paul, MN 55110

Dear Ms. Laitinen:

As the owner of 2105 Stillwater Street in White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property on August 8, 2018 and has determined the structure unfit for human habitation. The building code is applicable to the entire structure and is considered to be in violation. It is hereby ordered that the structure shall be demolished and removed by October 19, 2018.

The structure has been declared a Substandard Structure pursuant to Township Ordinance No. 47, Section 13.2, in that the defects cause a hazard to the health, safety or welfare of the occupants or of the public because the building has failed to meet minimum safety and sanitary conditions.

The property owner or responsible party may appeal the enforcement order by requesting a hearing and prior to the abatement, demolition, or abatement commencing date after the date of the abatement order, whichever comes first.

Failure to demolish and remove the structure will cause the structure to be demolished and removed at the discretion of the town board at a public hearing. The costs of such demolition and removal shall be the responsibility of the owner of the structure at the time of the hearing and shall be paid in full prior to the start of the hearing. The costs of such demolition and removal shall be the responsibility of the owner of the structure at the time of the hearing and shall be paid in full prior to the start of the hearing.

Respectfully,  
 Mike Johnson  
 Building Official / Code Enforcement Officer

**WHITE BEAR TOWNSHIP**

**CONDEMNED AS UNFIT FOR HUMAN HABITATION**

Address: 2105 Stillwater Street, White Bear Township, MN

This structure has been declared unfit for human occupancy or use by White Bear Township's Building Official / Code Enforcement Officer per Town Ordinance No. 47 Section 13.

It is unlawful for any person to occupy this building.  
 Any person violating this order, defacing and/or removing this placard without authorization is subject to prosecution 90 days incarceration and/or a \$1,000 fine.

Building Official/Code Enforcement Officer: \_\_\_\_\_ Date: Sept 20, 2018

White Bear Township • Building Department • 1281 Hammond Road • White Bear Township, MN 55110 • 651-747-2700



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5G – Consent Agenda**

**Subject: Eagle Brook Church – Approve a Six Month Extension of their Conditional Use Standards Permit to Commence Construction of Site Improvements in Accordance with Section 9-2.3 of Ordinance No. 35**

**Documentation: Email**

**Action / Motion for Consideration:**

Receive Report / Discuss

Approve a Six Month Extension of the Eagle Brook Church Conditional Use Standards Permit to Commence Construction of Site Improvements in Accordance with Section 9-2.3 of Ordinance No. 35.

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Ordinance No. 35, Section 9-2.3

**9-2.3.** Activities authorized by a Zoning Certificate shall be initiated within six (6) months after issuance of the Zoning Certificate, or the Zoning Certificate shall lapse and be of no further force and effect. The Town Board may grant one (1) extension of six (6) months, pursuant to Section 9-2.3(a) of this Ordinance.

**9-2.3(a). Extensions.** The Town Board may grant one extension of time to commence activities authorized by a Zoning Certificate. The permittee shall file with the Town Clerk a written report prior to the date established for commencement of activities. The written request shall set forth the reasons for the requested extensions.

## Patti Walstad

---

**From:** Tom Riedesel  
**Sent:** Wednesday, October 16, 2019 11:50 AM  
**To:** Patti Walstad  
**Subject:** FW: Eagle Brook Church - White Bear

**From:** Stephanie Hauber [mailto:Stephanie.Hauber@eaglebrookchurch.com]  
**Sent:** Wednesday, October 16, 2019 11:45 AM  
**To:** Tom Riedesel <Tom.Riedesel@whitebeartownship.org>  
**Subject:** Eagle Brook Church - White Bear

**Caution:** This email originated outside our organization; please use caution.

Hello Tom,

Eagle Brook Church is requesting a 6 month extension of the CUP granted on April 1<sup>st</sup>, 2019. At this time, we are waiting for our campaign to come to a close and commitments to be fulfilled before starting this project. We are confident we will be able to start the bidding process in January/February of 2020.

Thank you,  
Steph Hauber

Expansion Director / Eagle Brook Church





**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5H – Consent Agenda**

**Subject: Brandwood Farms Towne Homes HOA – Approve Request to Waive “No-Overnight Parking” (Beginning November 1<sup>st</sup> per Town Ordinance) Due to Roof Replacement on Eleven Buildings in the Association Until Work is Completed**

**Documentation: Email Request / Correspondence Sent to Owners / Staff Memo**

**Action / Motion for Consideration:**

Receive Report / Discuss

Approve Brandwood Farms Towne Homes HOA’s Request to Waive “No-Overnight Parking” (Beginning November 1<sup>st</sup> per Town Ordinance) Due to Roof Replacement on Eleven Buildings in the Association Until Work is Completed Noting Staff will Notify the Sheriff’s Department of the Waiver

## Patti Walstad

---

**From:** Tom Riedesel  
**Sent:** Thursday, October 17, 2019 2:04 PM  
**To:** Patti Walstad  
**Cc:** Pat Christopherson  
**Subject:** FW: Brandlwwod Farms Towne Homes HOA  
**Attachments:** BFH roof letter 2019.pdf; ROOF REPLACEMENT BFH NOTICE CONTRACTOR.pdf; BWH Numbered buildings.pdf

Patti,  
Brandlwood Farms Townhome Assn. is looking for a parking waiver.  
They plan to reroof all of the homes in the development. They would like the option to park on the street during construction as the driveways will be in use by the contractor. No on street parking takes effect Nov. 1<sup>st</sup>.  
Please schedule T. B. review and consideration of a waiver.  
Thanks,  
Tom

**From:** Kim Fortier [mailto:KFortier@cedarmanagement.com]  
**Sent:** Thursday, October 17, 2019 1:56 PM  
**To:** Tom Riedesel <Tom.Riedesel@whitebear township.org>  
**Subject:** FW: Brandlwwod Farms Towne Homes HOA

**Caution:** This email originated outside our organization; please use caution.

Sorry wrong email first.

**From:** Kim Fortier  
**Sent:** Thursday, October 17, 2019 1:53 PM  
**To:** 'tom.riedesel@whitebearlaketownship.org' <tom.riedesel@whitebearlaketownship.org>  
**Cc:** Kim Fortier <KFortier@Cedarmanagement.com>  
**Subject:** Brandlwwod Farms Towne Homes HOA

Dear Tom:

Thank you for our recent phone conversation today regarding the roof replacement project at Brandlwood Farms. You requested I send our conversation in writing to you. Due to a wind claim on 8-5-19, Brandlwood sustained severe damage to their roofs. Due to the fragile state of the roofs we are going to attempt to get them replaced before the snow flies. The project will be done by US Catastrophe, Thomas Adams, starting October 28, 2019. The hope is we complete one building per day. I have attached a map of the community. We will begin with Building #1 and continue in order of building numbers. During the time they are doing the roofs the owners may need to park on the streets and overnight, due to placement of dumpsters and flying debris from roofs. Some will be able to park in guest parking but many will need to park on the streets as they will not be able to park on garage or their driveways.

We appreciate you allowing this due to this project. I have also attached the notice from management to owners and notice from contractor. Any questions please do not hesitate to contact me, Thanks again.

Kim Fortier CMCA, AMS  
Community Association Manager



October 18, 2019

Dear Brandlwood Farms Homeowners and Residents:

We just found out on Friday, October 11, 2019 that State Farm approved the roofs to be replaced due to the August wind claim that was filed. US Catastrophe is the contractor awarded this job as a preferred vendor with State Farm. Due to the time of the year to try to complete this project all instructions, cooperation will be very important so we can get this accomplished before the snow flies.

We will be starting the roof replacement project on **October 28, 2019**. Attached is a map of the community they will begin with Building #1 and hope to get one roof done each day. They will do roofs in order of the building numbers per map. Our days are shorter now, so they will start at **7:00 AM** and they work till dark. Depending on weather and the time of the year, they may also work weekends to complete this project.

They will be placing dumpsters where you see cones, dumpsters are dropped off at 7:00 AM. You will need to park away from the building, not in garages or driveways. You can park in your one allowed extra guest parking space as per the rules of the association and other/extra vehicle (s) must be parked on the street until your roof is completed. If your vehicle is not moved, you will not be able to get out of your garage during the time your roof is being completed. If in driveway it will be towed. The vendor will also post notices on your garage when they will be reroofing your building. Weather may delay the project, but where they are will be obvious by the crews, cones, dumpsters and materials on the roof in the event of work delays or changes.

**When they are removing the old roof, materials will be flying so please make sure any items of value be away from the building, such as landscape ornaments, pots, chairs, grills cars, etc. As they are not responsible for damage to these items. Please do not ignore notices and updates during this project. Delays due to not following the notices will cause mishaps and delays.**

The city of White Bear Lake Township has an ordinance of "no parking" on streets overnight as of November 1<sup>st</sup>. Management has notified them and when your building is being worked on **"ONLY"** you can park overnight on the street. All vehicles next to building must be moved on or before **7:00 AM** daily when they are reroofing your building. **"No exceptions."** **PLEASE MARK**



**YOUR CALENDARS AND BE AWARE OF YOUR SURROUNDINGS DURING THIS PROJECT.**

Per the documents on any master insurance claim the master deductible can be assessed to all owners that are affected. Then homeowners would turn in this loss assessment to your personnel HO6 insurance to be paid minus your personnel deductible. At this time the Board of Directors has not determined how they will handle this loss assessment, they are awaiting more information from the insurance company, which may take some time. You will be notified of the decision when made, if their will be an assessment against your HO6 regarding the association Master deductible.

Sincerely,

[Kim Fortier](#)

Kim Fortier CMCA, AMS

Community Association Manager

Direct 763-231-9823

Fax: 763-571-2050

[kfortier@cedarmanagement.com](mailto:kfortier@cedarmanagement.com)

[www.cedarmanagement.com](http://www.cedarmanagement.com)

**Attachments:**

**Community Map**

**Contractor notice**

# ROOF REPLACEMENT NOTICE

The roof replacement will be starting on **October 28, 2019**.

In the event of rain or (forecast of rain likely) the start date will be delayed to the next day of good weather.

Traffic cones are for dumpster placement. The dumpster will be removed once roofing is completed. The dumpster may limit the use of the garage. Please plan accordingly.

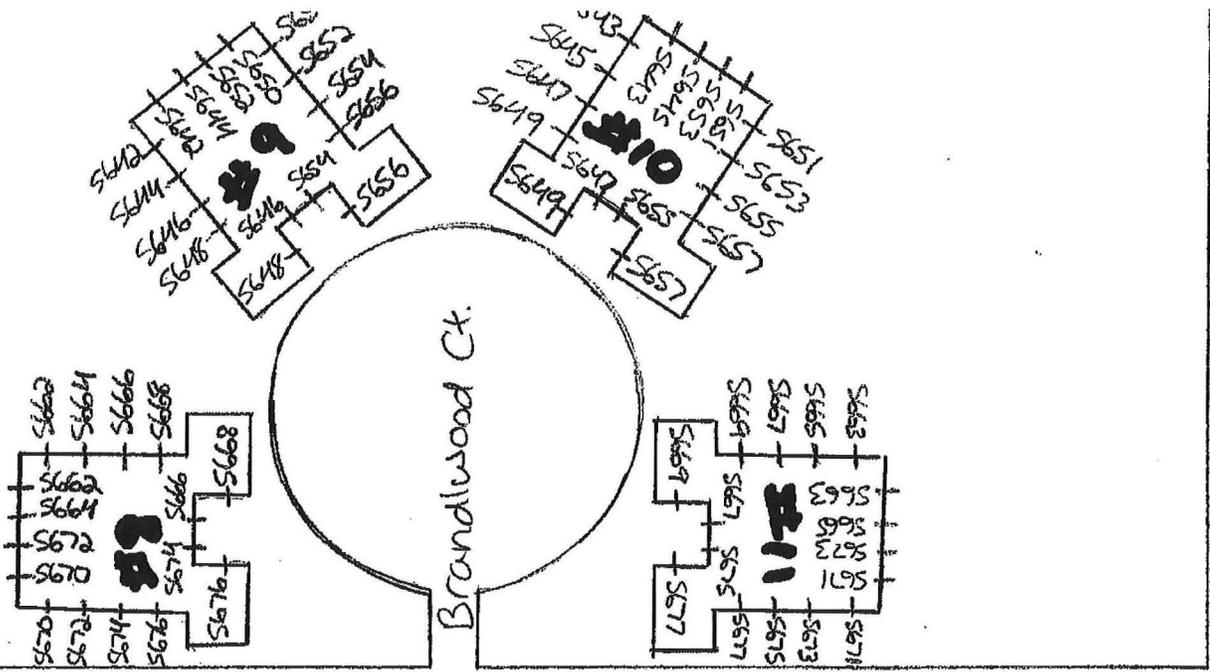
Please remove any personal property from Decks, Patio's or other items around the outside of the home. Material may fall from the roof during the roofing work.

Contractor assumes no liability for items left in the area around the entire building during roofing work.

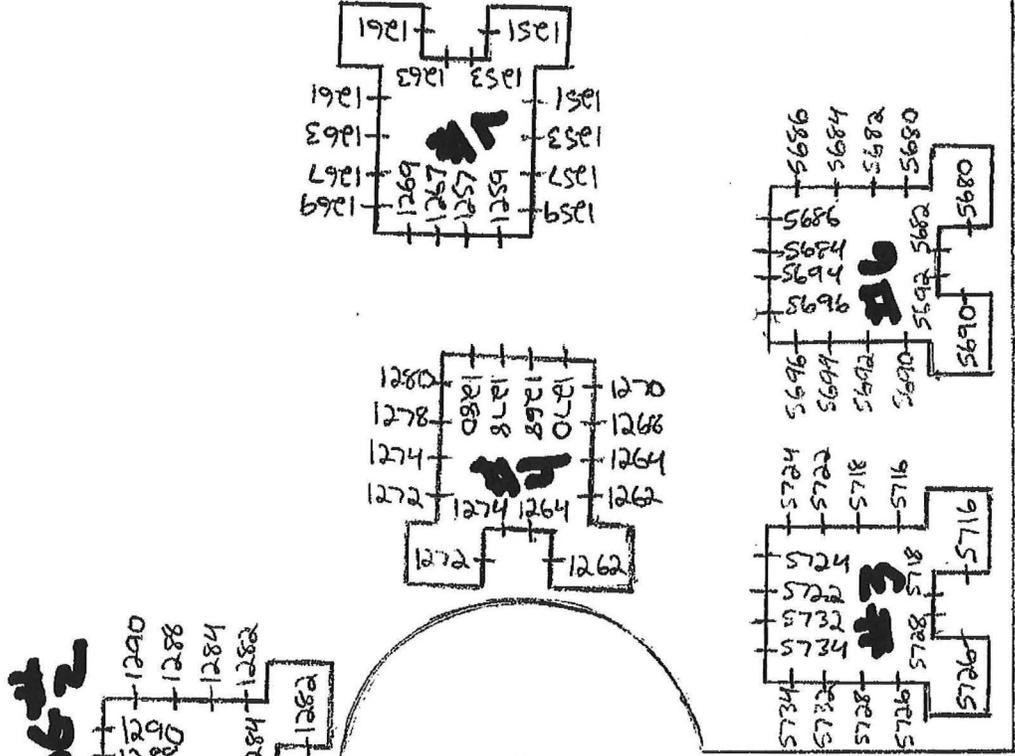
Please do not park in front of the garages from 7:00 AM till end of day when no workers are present.



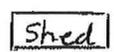
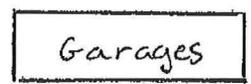
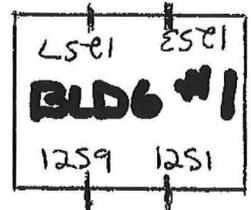
# Brandwood Farms



Brandwood Rd.



Otter View Trail



## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: OCTOBER 18, 2019**

**SUBJECT: “NO-OVERNIGHT PARKING” WAIVER REQUEST**

The Brandlwood Farms Town Homes Association would like their residents to be able to park on the street overnight in the event the re-roofing of the buildings interferes with their parking areas.

However, Ordinance No. 17 states the following:

1-6. Winter Parking Restriction. The parking of any motor vehicle upon any road or street in White Bear Township is prohibited between the hours of 2:00 a.m. and 6:00 a.m. from November 1<sup>st</sup> through April 1<sup>st</sup> of each year.

The Association hopes to have one building completed each day, of which there are 11. Construction is to begin on October 28<sup>th</sup>. With this schedule it is estimated to be complete by approximately November 8<sup>th</sup>.

The Township has in the past allowed for residents to park on the street when maintenance is being performed in their complex. I will also inform the Sheriff's Department of the Town's approval of this temporary request.

PSW/s



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5I – Consent Agenda**

**Subject: 3<sup>rd</sup> Quarter Construction Report**

**Documentation: Report**

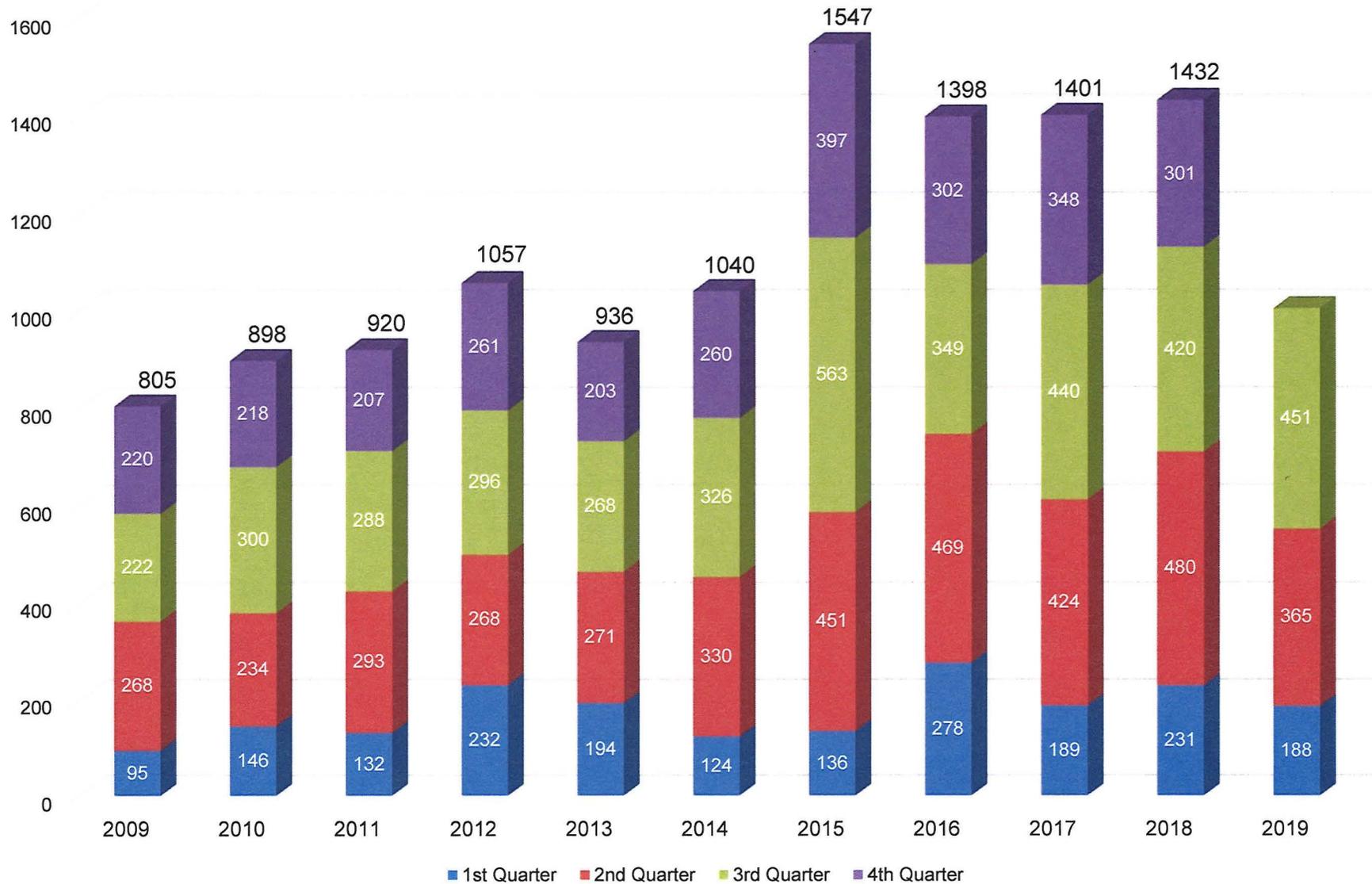
**Action / Motion for Consideration:**

Receive Report / Discuss

**White Bear Township Construction Activity Report**

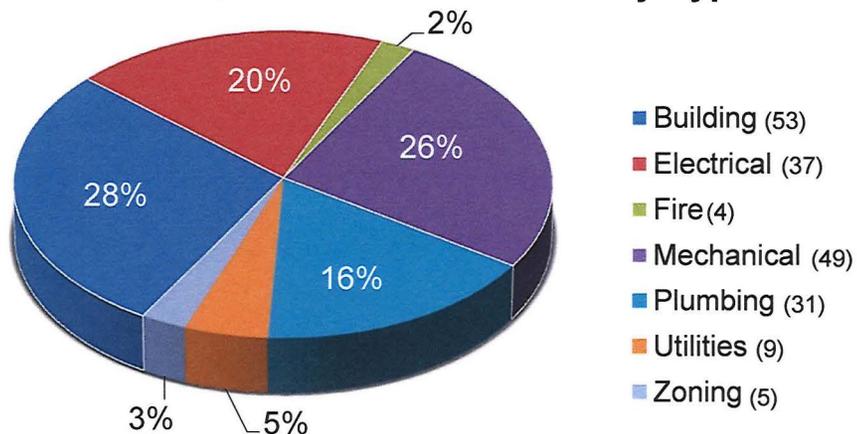
<u>BUILDING PERMIT</u>	<b>SEPTEMBER 2019</b>		<b>2019 YEAR TO DATE</b>		<b>2018 YEAR TO DATE</b>	
	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
<b><u>HOUSING</u></b>						
SINGLE FAMILY	1	236,000	6	1,971,915	10	2,657,000
TOWN HOME	-	-	-	-	-	-
<b>TOTALS</b>	<b>1</b>	<b>236,000</b>	<b>6</b>	<b>1,971,915</b>	<b>10</b>	<b>2,657,000</b>
<b><u>MISCELL. RESIDENTIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	6	73,200	42	853,351	54	1,846,920
SIDING, ROOF. & WIND.	37	421,758	274	3,193,856	337	3,648,313
DECKS	4	35,200	37	222,265	31	186,400
SWIMMING POOLS	-	-	2	35,000	2	27,500
ACCESSORY BLDG	-	-	5	194,100	6	92,973
OTHER	-	-	21	219,510	28	141,828
<b>TOTALS</b>	<b>47</b>	<b>530,158</b>	<b>381</b>	<b>4,718,082</b>	<b>458</b>	<b>5,943,933</b>
<b><u>COMMERCIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	-	-	1	28,000	-	-
INDUSTRIAL	-	-	-	-	-	-
BUSINESS	-	-	-	-	1	610,000
REMODEL & ADDITIONS	-	-	9	2,306,000	10	3,200,600
OTHER	-	-	2	30,892	10	300,398
<b>TOTALS</b>	<b>-</b>	<b>-</b>	<b>12</b>	<b>2,364,892</b>	<b>21</b>	<b>4,110,998</b>
<b><u>MISCELLANEOUS</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	1	-	4	-	2	-
<b><u>TOTALS</u></b>	<b>49</b>	<b>766,158</b>	<b>403</b>	<b>9,054,889</b>	<b>491</b>	<b>12,711,931</b>
<b>PERMIT REVENUE</b>		<b>\$ 6,573</b>		<b>\$ 77,071</b>		<b>\$ 102,785</b>

## White Bear Township Total Number of Permits Issued by Year

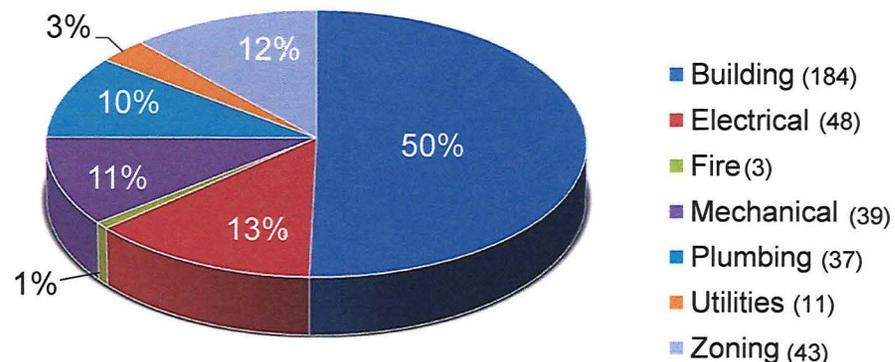


## 2019 WHITE BEAR TOWNSHIP PERMITS

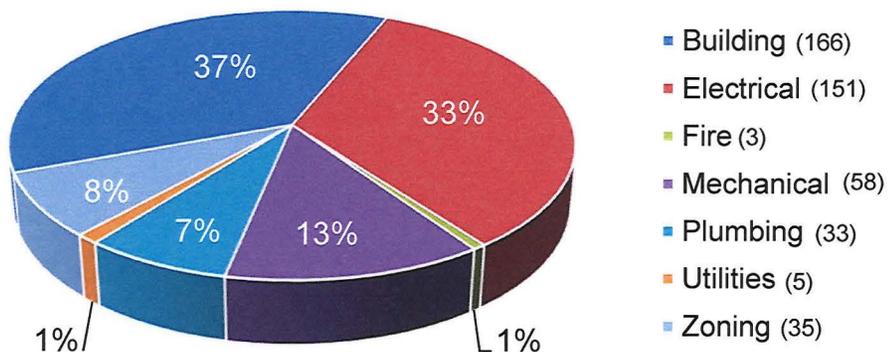
### 1st Quarter Permits Issued by Type



### 2nd Quarter Permits Issued by Type



### 3rd Quarter Permits Issued by Type



### 4th Quarter Permits Issued by Type





**Town Board Meeting  
October 21, 2019**

**Agenda Number: 5J – Consent Agenda**

**Subject: Monthly Financial Report - Receive**

**Documentation: Report**

**Action / Motion for Consideration:**

Receive Report / Discuss

WHITE BEAR TOWNSHIP  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2019

101-GENERAL FUND  
 FINANCIAL SUMMARY

75.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PROPERTY TAXES	3,403,055.00	0.00	1,847,187.00	54.28	1,555,868.00
LICENSES & PERMITS	187,200.00	10,762.55	142,776.37	76.27	44,423.63
INTERGOVERNMENTAL	200,516.00	0.00	126,220.84	62.95	74,295.16
CHARGES FOR SERVICES	135,425.00	18,847.84	132,861.07	98.11	2,563.93
FINES & FORFEITS	16,000.00	1,329.80	6,806.39	42.54	9,193.61
MISC REVENUE	263,710.00	60,482.49	232,572.05	88.19	31,137.95
OTHER FINANCING SOURCES	<u>25,450.00</u>	<u>4,648.68</u>	<u>28,983.23</u>	<u>113.88</u>	<u>( 3,533.23)</u>
TOTAL REVENUES	<u>4,231,356.00</u>	<u>96,071.36</u>	<u>2,517,406.95</u>	<u>59.49</u>	<u>1,713,949.05</u>
<u>EXPENDITURE SUMMARY</u>					
BOARD OF SUPERVISORS	46,814.00	3,699.96	32,699.63	69.85	14,114.37
GENERAL GOVERNMENT	332,124.00	30,506.97	309,423.08	93.16	22,700.92
RECYCLING	29,572.00	604.81	7,663.42	25.91	21,908.58
ELECTIONS	28,000.00	0.00	26,057.00	93.06	1,943.00
ADMINISTRATION	310,209.00	24,346.07	254,070.81	81.90	56,138.19
COMMUNITY DEVELOPMENT	214,534.00	15,698.67	163,810.83	76.36	50,723.17
POLICE & ANIMAL CONTROL	1,078,493.00	380.00	627,668.07	58.20	450,824.93
FIRE PROTECTION	299,000.00	0.00	198,754.72	66.47	100,245.28
CODE ENFORCEMENT	197,294.00	15,566.43	148,887.62	75.46	48,406.38
ROAD & BRIDGE	633,734.00 (	83,082.22)	478,974.72	75.58	154,759.28
PUBLIC WORKS	267,693.00	23,689.35	208,277.67	77.80	59,415.33
TOWN BUILDINGS	178,654.00	10,389.40	117,469.56	65.75	61,184.44
PARK MAINTENANCE	578,485.00	10,471.38	480,379.99	83.04	98,105.01
TOWNSHIP DAY	<u>36,750.00</u>	<u>17,088.55</u>	<u>32,738.05</u>	<u>89.08</u>	<u>4,011.95</u>
TOTAL EXPENDITURES	<u>4,231,356.00</u>	<u>69,359.37</u>	<u>3,086,875.17</u>	<u>72.95</u>	<u>1,144,480.83</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	26,711.99 (	569,468.22)		569,468.22



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 6 – Old Business**

**Subject: Administrative Office Upgrades – Approve Contract**

**Documentation: Contract**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Contract Between White Bear Township & Schreiber Mullaney Construction, Inc., in the Amount of \$181,090.00 Noting Funding from the Capital Improvement Fund

-----  
**Minutes  
Town Board Meeting  
October 11, 2019**

**ADMINISTRATIVE OFFICE UPGRADES – 1) Receive Bids 2) Award Contract:** Brian Bergstrom, SEH, summarized the nine bids that were received. The Board discussed various financing options that could be used to fund the upgrades.

Ruzek moved to receive the bids. Prudhon seconded. Ayes all.

Ruzek moved to award the contract for the Administrative Office upgrades to the lowest responsible bidder, Schreiber Mullaney Construction in the Base Bid amount of \$170,890.00 and Alternate No. 1 in the amount of \$10,200.00, contingent upon the Finance Officer's review and approval, noting funding from the Capital Improvement Fund.

# AIA<sup>®</sup> Document A101<sup>™</sup> – 2017

## ***Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum***

**AGREEMENT** made as of the Twenty-second day of October in the year Two Thousand Nineteen  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:

White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
Telephone Number: 651-747-2750  
and the Contractor:

Schreiber Mullaney Construction, Inc.  
1286 Hudson Road  
St. Paul, MN 55106  
Telephone Number: 651-774-9440

for the following Project:

Administrative Office Improvements  
1281 Hammond Road  
White Bear Township, MN 55110

The Architect:

Short Elliott Hendrickson, Inc.  
3535 Vadnais Center Drive  
St. Paul, MN 55110  
Telephone Number: 651-490-2000

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101<sup>™</sup>-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201<sup>™</sup>-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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User Notes:

**TABLE OF ARTICLES**

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

**EXHIBIT A INSURANCE AND BONDS**

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

**§ 3.2** The Contract Time shall be measured from the date of commencement of the Work.

**§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Paragraph deleted)*

- By the following date: February 15, 2020

Init.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**§ 3.4 Final Completion**

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Final Completion of the entire Work including, but not limited to, punch list items and submittal of closeout documents on or before March 1, 2020.

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Eighty-one Thousand Ninety Dollars and Zero Cents (\$ 181,090.00 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2 Alternates**

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
One – Replace Interior Lighting	Ten Thousand Two Hundred Dollars (\$10,200.00)

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.

*(Paragraph deleted)*

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ 4.3 Allowances, if any, included in the Contract Sum:

*(Paragraph deleted)*

Item	Price
------	-------

§ 4.4 Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
One – Repair Damage Gypsum Board Walls and Ceilings	Square Foot	\$1.80

§ 4.5 Liquidated damages, if any:

*(Paragraph deleted)*

Liquidated Damages may be assessed in the amount of Five-hundred Dollars (\$500.00) for each calendar day of delay beyond the date of Substantial Completion, as stated in Section 3.3 of this Agreement, until the Work is Substantially Complete as determined by the Architect. Liquidated Damages will be assessed in accordance with the General Conditions and Section 1.07 of the Supplementary Conditions.

*(Paragraphs deleted)*

Init.

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the fifth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the fifth day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty ( 30 ) calendar days after the Architect receives the Application for Payment.

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

Five percent (5%)

§ 5.1.7.1.1 The following items are not subject to retainage:

Not Applicable

Init.

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User Notes:

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

Not Applicable

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

*(Paragraph deleted)*

Retainage for work deemed to be incomplete or not in compliance with the Contract Documents as determined by the Architect.

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

**§ 5.2 Final Payment**

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment.

**§ 5.3 Interest**

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Paragraph deleted)*

%

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document

*(Paragraphs deleted)*

A201–2017.

**§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

Init.

**ARTICLE 7 TERMINATION OR SUSPENSION**

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

Zero dollars (\$0.00)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:

Patrick Chirstopherson  
1281 Hammond Road  
White Bear Township, MN 55110  
Telephone Number: 651-747-2750  
Email Address: Pat.Christopherson@whitebeartownship.org

§ 8.3 The Contractor’s representative:  
*(Name, address, email address, and other information)*

Tim Mullaney  
1286 Hudson Road  
St. Paul, MN 55106  
Telephone Number: 651-774-9440

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

**§ 8.5 Insurance and Bonds**

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Supplementary Conditions (document 00 73 10), and elsewhere in the Contract Documents

§ 8.5.2 The Contractor shall provide Performance and Payment bonds as set forth in the Contract Documents.

*(Paragraphs deleted)*

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A201™–2017, General Conditions of the Contract for Construction

*(Paragraphs deleted)*

- .3 Drawings

Number	Title	Date
G001	Title Sheet	September 11, 2019
G002	Code Plan and Code Analysis	September 11, 2019
A001	Demolition Plan and Details	September 11, 2019
A100	Floor Plan	September 11, 2019

A101	Schedules, Door, Frame and Wall Types; Interior Elevations; Details	September 11, 2019
E000	Electrical Demolition Plan	September 11, 2019
E100	Power Plan	September 11, 2019
E200	Lighting Plan	September 11, 2019
E300	Electrical Specifications	September 11, 2019

**.4 Specifications**

Specifications within the Project Manual titled *Administrative Building Improvements* and dated September 11, 2019.

*(Paragraph deleted)*

**.5 Addenda, if any:**

Number	Date	Pages
One	September 30, 2019	One (1) page plus attachments

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

*(Paragraph deleted)*

**.6 Other Exhibits:**

[  
*(Paragraphs deleted)*

**X ] Supplementary and other Conditions of the Contract:**

Document	Title	Date	Pages
00 73 10	Supplementary Conditions	September 11, 2019	Six (6) pages
00 73 15	Additional Supplemental Requirements	September 11, 2019	One (1) page

*(Paragraphs deleted)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

\_\_\_\_\_  
**CONTRACTOR** *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*

Init.

# Additions and Deletions Report for AIA<sup>®</sup> Document A101<sup>™</sup> – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:21:41 ET on 10/15/2019.

## PAGE 1

**AGREEMENT** made as of the Twenty-second day of October in the year Two Thousand Nineteen

...

~~(Name, legal status, address and other information)~~

White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
Telephone Number: 651-747-2750

...

~~(Name, legal status, address and other information)~~

Schreiber Mullaney Construction, Inc.  
1286 Hudson Road  
St. Paul, MN 55106  
Telephone Number: 651-774-9440

...

~~(Name, location and detailed description)~~

Administrative Office Improvements  
1281 Hammond Road  
White Bear Township, MN 55110

...

~~(Name, legal status, address and other information)~~

Short Elliott Hendrickson, Inc.  
3535 Vadnais Center Drive  
St. Paul, MN 55110  
Telephone Number: 651-490-2000

## PAGE 2

A date set forth in a notice to proceed issued by the Owner.

...

*(Check one of the following boxes and complete the necessary information.)*

— Not later than  calendar days from the date of commencement of the Work.

[ ] By the following date: -X [ ] By the following date: February 15, 2020

PAGE 3

**§ 3.4 Final Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Final Completion of the entire Work including, but not limited to, punch list items and submittal of closeout documents on or before March 1, 2020.

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Eighty-one Thousand Ninety Dollars and Zero Cents (\$ 181,090.00 ), subject to additions and deductions as provided in the Contract Documents.

...

One – Replace Interior Lighting                      Ten Thousand Two Hundred Dollars (\$10,200.00)

...

*(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

...

*(Identify each allowance.)*

...

One – Repair Damage Gypsum Board Walls      Square Foot                      \$1.80  
and Ceilings

...

*(Insert terms and conditions for liquidated damages, if any.)*

Liquidated Damages may be assessed in the amount of Five-hundred Dollars (\$500.00) for each calendar day of delay beyond the date of Substantial Completion, as stated in Section 3.3 of this Agreement, until the Work is Substantially Complete as determined by the Architect. Liquidated Damages will be assessed in accordance with the General Conditions and Section 1.07 of the Supplementary Conditions.

...

**§ 4.6 Other:**

*(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

PAGE 4

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the fifth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the fifth day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty ( 30 ) calendar days after the Architect receives the Application for Payment.

~~(Federal, state or local laws may require payment within a certain period of time.)~~

...

~~(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)~~

Five percent (5%)

...

~~(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)~~

Not Applicable

**PAGE 5**

~~(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)~~

Not Applicable

...

~~(Insert any other conditions for release of retainage upon Substantial Completion.)~~

Retainage for work deemed to be incomplete or not in compliance with the Contract Documents as determined by the Architect.

...

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

Payment.

...

~~(Insert rate of interest agreed upon, if any.)~~

...

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, ~~unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.~~

~~(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)~~

A201-2017.

...

Litigation in a court of competent jurisdiction

PAGE 6

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

Zero dollars (\$0.00)

...

(Name, address, email address, and other information)

Patrick Chirstopherson

1281 Hammond Road

White Bear Township, MN 55110

Telephone Number: 651-747-2750

Email Address: Pat.Christopherson@whitebeartownship.org

...

Tim Mullaney

1286 Hudson Road

St. Paul, MN 55106

Telephone Number: 651-774-9440

...

**§ 8.5.1** The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, ~~Exhibit A, Insurance and Bonds, Supplementary Conditions (document 00 73 10),~~ and elsewhere in the Contract Documents.~~Documents~~

**§ 8.5.2** The Contractor shall provide Performance and Payment bonds as set forth in ~~AIA Document A101™-2017 Exhibit A,~~ and elsewhere in the Contract Documents.

**§ 8.6** Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

**§ 8.7** Other provisions:

...

~~2~~ AIA Document A101™-2017, ~~Exhibit A, Insurance and Bonds~~

~~3~~ AIA Document A201™-2017, General Conditions of the Contract for Construction

~~4~~ AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

*(Insert the date of the E203-2013 incorporated into this Agreement.)*

~~.5~~ .3 Drawings

...

<u>G001</u>	<u>Title Sheet</u>	<u>September 11, 2019</u>
<u>G002</u>	<u>Code Plan and Code Analysis</u>	<u>September 11, 2019</u>
<u>A001</u>	<u>Demolition Plan and Details</u>	<u>September 11, 2019</u>
<u>A100</u>	<u>Floor Plan</u>	<u>September 11, 2019</u>
<u>A101</u>	<u>Schedules, Door, Frame and Wall Types; Interior Elevations; Details</u>	<u>September 11, 2019</u>
<u>E000</u>	<u>Electrical Demolition Plan</u>	<u>September 11, 2019</u>
<u>E100</u>	<u>Power Plan</u>	<u>September 11, 2019</u>
<u>E200</u>	<u>Lighting Plan</u>	<u>September 11, 2019</u>
<u>E300</u>	<u>Electrical Specifications</u>	<u>September 11, 2019</u>

~~.6~~ .4 Specifications

Specifications within the Project Manual titled *Administrative Building Improvements* and dated September 11, 2019.

<b>Section</b>	<b>Title</b>	<b>Date</b>	<b>Pages</b>
----------------	--------------	-------------	--------------

~~.7~~ .5 Addenda, if any:

PAGE 7

<u>One</u>	<u>September 30, 2019</u>	<u>One (1) page plus attachments</u>
------------	---------------------------	--------------------------------------

...

~~.8~~ .6 Other Exhibits:

~~(Check all boxes that apply and include appropriate information identifying the exhibit where required.)~~ .6

Other Exhibits:

~~\_\_\_\_\_~~ AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204 2017 incorporated into this Agreement.)*

~~\_\_\_\_\_~~ The Sustainability Plan: X  Supplementary and other Conditions of the Contract:

<b>Title</b>	<b>Date</b>	<b>Pages</b>	
<u>Document</u>	<u>Title</u>	<u>Date</u>	<u>Pages</u>
<u>00 73 10</u>	<u>Supplementary Conditions</u>	<u>September 11, 2019</u>	<u>Six (6) pages</u>
<u>00 73 15</u>	<u>Additional Supplemental Requirements</u>	<u>September 11, 2019</u>	<u>One (1) page</u>

~~\_\_\_\_\_~~ Supplementary and other Conditions of the Contract:

<b>Document</b>	<b>Title</b>	<b>Date</b>	<b>Pages</b>
-----------------	--------------	-------------	--------------

~~.9~~ .9 Other documents, if any, listed below:

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™ 2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal*

*requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)*

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:21:41 ET on 10/15/2019 under Order No. 8117283621 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 7.A – Public Hearing**

**Subject: Improvement 2019-3 – Street Improvement Project –  
Assessment Hearing**

**Documentation: Assessment Notice / Assessment Roll / Clerk’s  
Certificate of Mailing / Affidavit of Publication / TKDA  
Correspondence / Declaration of Costs / Resolution  
Adopting & Confirming Assessments**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Town Engineer & Staff Review & Recommendation Adopt the

**Resolution Adopting & Confirming Assessments for Improvement  
2019-3**

**Ruzek – Moves**

**McCune – Second**



1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

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

1858  
RAMSEY COUNTY  
MINNESOTA

## ASSESSMENT NOTICE INFORMATION

**Public Hearing:** 7:00 p.m. on Monday, October 21, 2019, at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.

The Town Board will meet to consider adopting the proposed assessments.

**Property I.D. Number:**

**Owner Name/Address:**

**Improvement Project:** IMPROVEMENT 2019-3 – Street Improvement Project Consisting of Areas of Paving, Concrete Curb & Gutter, Storm Drainage & Other Improvements as Needed & Necessary

**Assessment Amount:**

**Interest Rate:** 3.5%

**Term:** 10 Years

**PAYMENT INFORMATION:**

**First Year:** You may, at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property with interest accrued to the date of payment, to the Town. **No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment, such date being on or before November 20, 2019.**

**Partial Payment:** Pursuant to Ordinance No. 51, the owner of any lot, piece or parcel of land assessed hereby may make a partial prepayment in the amount of at least One Thousand Dollars (\$1,000.00) to the Town Clerk-Treasurer, no less than five (5) days prior to the date the Resolution Adopting and confirming the Assessment for the Local Improvement directs the Clerk to transmit a certified copy of the assessment roll to the County Auditor.

**Subsequent Years:** You may at any time thereafter, pay to Ramsey County, the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15<sup>th</sup> or interest will be charged through December 31 of the succeeding year.

**Appeal of Assessment:** An owner may appeal an assessment to the District Court pursuant to Section 429.081 of Minnesota Statutes, by serving a Notice of the Appeal upon the Chair of the Town Board or the Clerk of the Town within thirty (30) days after the adoption of the assessment and filing such Notice with the Clerk of the District Court within ten (10) days after service upon the Town Board Chair or Town Clerk, providing a written objection signed by the affected property owner is filed with the municipal Clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

**Deferred Payments:** Sections 435.193 to 425.195 provides that Town making a special assessment may, at its discretion, defer the payment of that special assessment for any homestead property owned by a person 65 years of age or older from whom it would be a hardship to make the payments. The Town of White Bear has elected to defer some special assessments and has adopted Ordinance No. 53 establishing the standards and guidelines. Any assessed property owner meeting the requirements for deferment may, within 30 days of the confirmation of the assessment, apply to the Town Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

**This is the only notice you will receive,  
if you wish to pay, please pay from the attached  
Notice by NOVEMBER 20, 2019.**



## Payment Form

Name / Address:

---

---

---

Parcel I.D. #:

---

Amount Paid:

\$ \_\_\_\_\_

(Make checks payable to "White Bear Township"

Credit Card & Debit Card Payments Will Not be Accepted.)

**Payment Must Be Received No Later than  
November 20, 2019, to be Paid Without Interest**

**NOTICE OF HEARING ON ASSESSMENT FOR  
IMPROVEMENT 2019-3**

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in the Town of White Bear, Minnesota at 7:00 p.m. on Monday, October 21, 2019, to hear and pass upon objections, if any, to the proposed assessment in respect of Improvement 2019-3. A reasonable estimate of the impact of the assessments will be available at the hearing.

The proposed assessment roll is now on file and open to public inspection by all interested persons in the office of the Town Clerk. Each of these assessments will be payable, unless prepared, in ten equal, annual consecutive installments, the first such installment will be payable with the general taxes payable in the year 2020, collectable with such taxes during the year 2020. The first installment will be payable with interest at the rate of 3½% per annum on the entire assessment from October 21, 2019 to December 31, 2020, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments.

The general nature of the improvement is set forth as follows: bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road).

The proposed area to be assessed for such improvement is every lot, piece or parcel of land benefitted within the area of the street improvement, to-wit: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road).

The total amount to be assessed is \$ 597,000.00.

An owner may appeal an assessment to the District Court pursuant to Section 429.081 of Minnesota Statutes, by serving Notice of the appeal upon the Chair of the Town Board or the Clerk of the Town within thirty (30) days after the adoption of the assessment and filing such Notice with the Clerk of the District Court within ten (10) days after service upon the Town Board Chair or Town Clerk providing a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Sections 435.193 to 435.195 provide that a Town making a special assessment may, at its discretion, defer the payment of that special assessment for any homestead property owner by a person 65 years of age or older from whom it would be a hardship to make the payments.

The Town of White Bear has elected to defer some special assessments and has adopted Ordinance No. 53 establishing the standards and guidelines.

Dated: September 16, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS



---

PATRICK CHRISTOPHERSON, Clerk-Treasurer

DESCRIPTION 2019 STREET IMPROVEMENTS HOBE NEIGHBORHOOD

ASSESSMENT UNIT RATE \$ 3,000  
 INTEREST RATE  
 TERM 10  
 INITIAL YEAR 2020  
 TOTAL UNITS 56.5  
 PAYMENT METHOD

NUMBER	PARCEL ADDRESS	PARCEL NUMBER	LEGAL DESCRIPTION	PRIMARY OWNER	JOINT OWNER	OWNER ADDRESS	CITY AND ZIP	ASSESSABLE UNITS	STREET ASSESSMENT	TOTAL ASSESSMENT AMOUNT
1	5976 HOBE LN	023022220002	SECTION 2 TOWIN 30 RANGE 22	DENISE PARKER PETERSON	JOEL D PETERSON	5976 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
2	5974 HOBE LN	023022220003	REGISTERED LAND SURVEY 252 TRACT C	PATRICK R CORBETT	TOVE J CORBETT	5974 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
3	5967 HOBE LN	023022220005	REGISTERED LAND SURVEY 124 TRACT H	TONYA GRUNEWALD		5967 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
4	5963 HOBE LN	023022220007	REGISTERED LAND SURVEY 221 LOT C	JAMES L MENK	PATRICE A MENK	5963 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
5	5959 HOBE LN	023022220009	REGISTERED LAND SURVEY 124 TRACT H	JOHN C ROTSCHAFFER	DONNA K ROTSCHAFFER	5959 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
6	5955 HOBE LN	023022220011	REGISTERED LAND SURVEY 221 TRACT E	DAVID M READ		5955 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
7	5941 HOBE LN	023022220013	REGISTERED LAND SURVEY 124 TRACT H	ANNE M HEGERMAN	NATHANIEL D HEGERMAN	5941 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
8	5939 HOBE LN	023022220015	REGISTERED LAND SURVEY 221 LOT M	JESSE W LEWIS JR	LILLIAN R LEWIS	5939 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
9	5931 HOBE LN	023022220017	REGISTERED LAND SURVEY 221 LOT L	CRAIG LARSON	THUY LINH NGUYEN	5931 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
10	5795 HOBE LN	023022220022	REGISTERED LAND SURVEY 219 LOT A	GLORIA HARTMAN		5795 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	0.5	\$ 3,000	\$1,500
11	5811 HOBE LN	023022220023	REGISTERED LAND SURVEY 219 TRACTS B C AND D	JOEL O JOHNSON TRUSTEE	KAREN L JOHNSON TRUSTEE	5811 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
12	5821 HOBE LN	023022220024	REGISTERED LAND SURVEY 128 TRACT D	THOMAS B CHRISTIAN TRUSTEE	PATRICIA J CHRISTIAN TRUSTEE	5821 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
13	5891 HOBE LN	023022220025	REGISTERED LAND SURVEY 219 LOT F	DAVID W SCHAFER	PEGGY L SCHAFER	5891 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
14	5982 HOBE CT N	023022220028	REGISTERED LAND SURVEY 272 TRACT D	JAMES W PODLICH	JULIE A PODLICH	5982 HOBE CT N	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
15	5978 HOBE CT N	023022220029	REGISTERED LAND SURVEY 272 TRACT E	RICHARD T DONOVAN	DEBRA K DONOVAN	5978 HOBE CT N	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
16	5972 HOBE CT N	023022220030	REGISTERED LAND SURVEY 272 TRACT F	BRAD S RIBAR	LORI K RIBAR	5972 HOBE CT N	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
17	5970 HOBE LN	023022220031	SECTION 2 TOWIN 30 RANGE 22	JASON J VAVRA	JAN ARFORD	5970 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
18	5962 HOBE LN	023022220032	REGISTERED LAND SURVEY 198 TRACTS A & B	PAUL H BOENING TRUSTEE	STEPHANIE A BOENING TRUSTEE	5962 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
19	5960 HOBE LN	023022220033	REGISTERED LAND SURVEY 198 TRACT C	KEITH O HILLESTAD	JULIE A HILLESTAD	5960 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
20	5958 HOBE LN	023022220034	REGISTERED LAND SURVEY 198 TRACT D	G J FREDERICKS	GEORGANNE C FREDERICKS	5958 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
21	5950 HOBE LN	023022220035	REGISTERED LAND SURVEY 198 TRACT E	BARBARA A KREJCAREK TRUSTEE	GARY E KREJCAREK TRUSTEE	5950 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
22	5932 HOBE LN	023022220038	REGISTERED LAND SURVEY 124 TRACT D	KEVIN M LUND	JULIE M LUND	5932 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
23	5926 HOBE LN	023022220039	REGISTERED LAND SURVEY 124 TRACT E	DAVID E CHAYER	SHEILA M GARCIA CHAYER	5926 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
24	5890 HOBE LN	023022220044	REGISTERED LAND SURVEY 128 TRACT F	JOSEPH BOESER	KIMBERLY BOESER	5890 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
25	5918 HOBE LN	023022220045	REGISTERED LAND SURVEY 124 TRACT F	RANDALL J LEE	BARBARA L LEE	5918 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
26	5942 HOBE LN	023022220050	REGISTERED LAND SURVEY 124 TRACT B & TRACT C	DIANE L OEBSEER TRUSTEE	ROBERT C OEBSEER TRUSTEE	5942 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	2.0	\$ 3,000	\$6,000
27	5882 HOBE LN	023022230001	REGISTERED LAND SURVEY 128 TRACT G	ERIC J MOORE	KELLY G MOORE	5882 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
28	5878 HOBE LN	023022230002	REGISTERED LAND SURVEY 128 WITH ESMTS TRACT H	THOMAS R VANDERPOOL	CAROL VANDERPOOL	5878 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
29	5872 HOBE LN	023022230003	REGISTERED LAND SURVEY 128 TRACT I	TOM R NARDINI TRUSTEE	ROBIN NARDINI TRUSTEE	5872 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
30	5868 HOBE LN	023022230004	REGISTERED LAND SURVEY 128 TRACT J	MICHAEL P DORAN	JEAN A DORAN	5868 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
31	5864 HOBE LN	023022230005	REGISTERED LAND SURVEY 128 TRACT J	JAMES M ASICHEMAN	DARLENE M ASICHEMAN	5864 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
32	5860 HOBE LN	023022230006	REGISTERED LAND SURVEY 222 TRACT F	DAVID WILLIAM BROCKEL	MICHELLE MARIE BROCKEL	5860 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
33	5858 HOBE LN	023022230009	SECTION 2 TOWIN 30 RANGE 22	JENNIFER L ANDERSON	JOEL S ANDERSON	5858 HOBE LANE	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
34	5854 HOBE LN	023022230010	REGISTERED LAND SURVEY 240 TRACTS A & D	RONALD W GIPP TRUSTEE	KATHLEEN M GIPP TRUSTEE	5854 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
35	5854 HOBE LN	023022230011	REGISTERED LAND SURVEY 240 TRACT B	ANDREW R TOWNSHEND	ROXANNE L TOWNSHEND	5854 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
36	5852 HOBE LN	023022230012	REGISTERED LAND SURVEY 240 TRACT C	KATHLEEN J BRADLEY TRUSTEE	MICHAEL J BRADLEY TRUSTEE	5852 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
37	5883 HOBE LN	023022230014	REGISTERED LAND SURVEY 219 LOT G	BRENT A MENDEL		5883 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
38	5875 HOBE LN	023022230015	REGISTERED LAND SURVEY 128 TRACT D	LARRY JOHN LAVER		5875 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
39	5827 HOBE LN	023022230016	REGISTERED LAND SURVEY 219 LOT H	MERLIN F KITTELSON	DIANE A KITTELSON	5827 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
40	5831 HOBE LN	023022230017	REGISTERED LAND SURVEY 219 LOT I	PATRICIA A THURIK		5831 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
41	5869 HOBE LN	023022230018	REGISTERED LAND SURVEY 219 LOT J	DAVID K MORTENSON	SUSAN C POPP MORTENSON	5869 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
42	5837 HOBE LN	023022230019	REGISTERED LAND SURVEY 128 TRACT D	ERIC A SHIFE	MERRILY J CALKINS	5837 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
43	5863 HOBE LN	023022230020	REGISTERED LAND SURVEY 128 TRACT D	DIANE J WEYANDT	THOMAS J WEYANDT	5863 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
44	5822 HOBE CT W	023022230022	REGISTERED LAND SURVEY 250 TRACT D	DOUGLAS ZECH	LYUBOV ZECH	5822 HOBE CT W	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
45	5826 HOBE CT W	023022230023	REGISTERED LAND SURVEY 250 TRACT D	ARTHUR R KOTZ TRUSTEE	BEATRICE M KOTZ TRUSTEE	5826 HOBE CT W	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
46	5836 HOBE LN	023022230024	REGISTERED LAND SURVEY 222 LOT A	JOHN C RUDIN	KRISTIN L RUDIN	5836 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
47	5842 HOBE LN	023022230025	REGISTERED LAND SURVEY 222 LOT B	SCOTT A ENGMAN	JESSICA A ENGMAN	5842 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
48	5846 HOBE LN	023022230026	SECTION 2 TOWIN 30 RANGE 22	ANDY SIGL	LINDA SIGL	5846 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
49	5850 HOBE LN	023022230028	REGISTERED LAND SURVEY 222 LOT C	LARRY J DOUGLAS	JANET R DOUGLAS	5850 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
50	5845 HOBE LN S	023022230027	REGISTERED LAND SURVEY 251 TRACT A	ADAM J HURLBLAT	DENBY D ROE	5845 HOBE LN S	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
51	5847 HOBE LN S	023022230030	REGISTERED LAND SURVEY 251 TRACT B	STANLEY OLAF WESSEL BAKKE	JEANNETTE ANDERSON BAKKE	5847 HOBE LN S	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
52	5848 HOBE LN	023022230031	REGISTERED LAND SURVEY 222 TRACT D	GREGORY P ZARAMBO	MARIA LOUISE ZARAMBO	5848 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
53	5818 HOBE CT W	023022230032	REGISTERED LAND SURVEY 250 TRACT C	DENNIS E SACHS	JOAN C SACHS	5818 HOBE CT W	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
54	0 HOBE LN	023022220042	REGISTERED LAND SURVEY 124 TRACT G	TIMBER HILLS BEACH ASSOC		5863 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
55	0 HOBE LN	023022220043	REGISTERED LAND SURVEY 128 TRACT E	TIMBER HILLS BEACH ASSOC		5863 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	1.0	\$ 3,000	\$3,000
56	5989 HOBE LN	023022220049	REGISTERED LAND SURVEY 221 TRACT A	GRAHAM PATRICK BOYD		5989 HOBE LN	WHITE BEAR TOWNSHIP MN 55110	0.5	\$ 3,000	\$1,500
57	5994 BALD EAGLE BLVD W	023022220001	REGISTERED LAND SURVEY 252 TRACT B	WAYNE R LANGSTRAAT	KATHERINE R LANGSTRAAT	5994 BALD EAGLE BLVD W	WHITE BEAR TOWNSHIP MN 55110	0.5	\$ 3,000	\$1,500
								56.5		\$169,500

\$ 169,500 CHECK

DESCRIPTION 2019 STREET IMPROVEMENTS WESTON WOODS NEIGHBORHOOD

ASSESSMENT UNIT RATE \$3,000  
 INTEREST RATE  
 TERM 10  
 INITIAL YEAR 2020  
 TOTAL UNITS 62.0  
 PAYMENT METHOD

NUMBER	PARCEL ADDRESS	PARCEL NUMBER	LEGAL DESCRIPTION	PRIMARY OWNER	JOINT OWNER	OWNER ADDRESS	CITY AND ZIP	ASSESSABLE UNITS	STREET ASSESSMENT	TOTAL ASSESSMENT AMOUNT
1	4599 MOON LAKE CT	163022330033	WESTON WOODS OF WB TWNHP LOT 30 BLK 1	SERGEY BOBKOV	VICTORIA DEMAKOVA	4599 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
2	4597 MOON LAKE CT	163022330034	WESTON WOODS OF WB TWNHP LOT 31 BLK 1	WILLIAM WESTEN JR		4597 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
3	4601 WESTON WOODS WAY	163022330040	WESTON WOODS OF WB TWNHP OUTLOT 1	ANK LLC		2720 MOUNDS VIEW BLVD	MOUNDS VIEW MN 55112	0.5	\$3,000	\$1,500
4	4662 WESTON WOODS WAY	163022330065	CIC NO 424 WESTON WDS OF WB LOT 7 BLK 1	STEVEN KLAERS	VICKI KLAERS	4662 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
5	4666 WESTON WOODS WAY	163022330066	CIC NO 424 WESTON WDS OF WB LOT 9 BLK 1	CUSHMAN K D MINAR TRUSTEE JR	KAREN ANN MINAR TRUSTEE	4666 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
6	4656 WESTON WOODS WAY	163022330067	CIC NO 424 WESTON WDS OF WB LOT 9 BLK 1	RANDALL S RENSTROM	KATHLEEN A RENSTROM	4656 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
7	4654 WESTON WOODS WAY	163022330068	CIC NO 424 WESTON WDS OF WB LOT 10 BLK 1	DAVID A HOMEL		4654 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
8	4650 WESTON WOODS WAY	163022330069	CIC NO 424 WESTON WDS OF WB LOT 11 BLK 1	GERALD C KARBO	JUDY L KARBO	4650 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
9	4648 WESTON WOODS WAY	163022330070	CIC NO 424 WESTON WDS OF WB LOT 12 BLK 1	MICHAEL SPEARMAN	DYANA SPEARMAN	15 IVY POND PLACE	THE WOODLANDS TX 77381	1.0	\$3,000	\$3,000
10	4644 WESTON WOODS WAY	163022330071	CIC NO 424 WESTON WDS OF WB LOT 13 BLK 1	LISA MARIE TROEN		4644 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
11	4642 WESTON WOODS WAY	163022330072	CIC NO 424 WESTON WDS OF WB LOT 14 BLK 1	EDWARD C KUBES	KATHLEEN M KUBES	4642 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
12	4638 WESTON WOODS WAY	163022330073	CIC NO 424 WESTON WDS OF WB LOT 15 BLK 1	JEAN ANN CROONJE		4638 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
13	4636 WESTON WOODS WAY	163022330074	CIC NO 424 WESTON WDS OF WB LOT 16 BLK 1	DIANE B HAHN TRUSTEE		4636 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
14	4632 WESTON WOODS WAY	163022330075	CIC NO 424 WESTON WDS OF WB LOT 17 BLK 1	MICHAEL S WERNER	JUDITH M WERNER	4632 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
15	4630 WESTON WOODS WAY	163022330076	CIC NO 424 WESTON WDS OF WB LOT 18 BLK 1	STEVEN SUNG KYUN JUHN	JANE CHIN KI JUHN	4630 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
16	4628 WESTON WOODS WAY	163022330077	CIC NO 424 WESTON WDS OF WB LOT 19 BLK 1	BARBARA A COSSACK TRUSTEE	MARK D FRANKLIN TRUSTEE	5 HIGH POINT RD	DELLWOOD MN 55110	1.0	\$3,000	\$3,000
17	4624 WESTON WOODS WAY	163022330078	CIC NO 424 WESTON WDS OF WB LOT 20 BLK 1	CATHERINE M SALMUR		4624 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
18	4620 WESTON WOODS WAY	163022330079	CIC NO 424 WESTON WDS OF WB LOT 21 BLK 1	RANDY A KAWCZYNSKI	JACQUELYN A KAWCZYNSKI	4620 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
19	4618 WESTON WOODS WAY	163022330080	CIC NO 424 WESTON WDS OF WB LOT 22 BLK 1	WILLIAM E KLECKER	KATHLEEN L KLECKER	4618 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
20	4614 WESTON WOODS WAY	163022330081	CIC NO 424 WESTON WDS OF WB LOT 23 BLK 1	VIRGINIA M SHEPHERD		4614 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
21	4612 WESTON WOODS WAY	163022330082	CIC NO 424 WESTON WDS OF WB LOT 24 BLK 1	DEAN A HINNERICHS	CONNIE K HINNERICHS	1523 COUNTY ROAD B2 WEST	ROSEVILLE MN 55113	1.0	\$3,000	\$3,000
22	4608 WESTON WOODS WAY	163022330083	CIC NO 424 WESTON WDS OF WB LOT 25 BLK 1	HERB P GIBBS	JANICE M GIBBS	4608 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
23	4606 WESTON WOODS WAY	163022330084	CIC NO 424 WESTON WDS OF WB LOT 26 BLK 1	WENDY A EVERTZ	RANDY R RASMUSSEN	4606 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
24	4602 WESTON WOODS WAY	163022330085	CIC NO 424 WESTON WDS OF WB LOT 27 BLK 1	JOHN TRAVER	BONNIE TRAVER	4602 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
25	4600 WESTON WOODS WAY	163022330086	CIC NO 424 WESTON WDS OF WB LOT 28 BLK 1	ROBERT P HIRTE	ELIZABETH D BENJAMIN	4600 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
26	4615 WESTON WOODS WAY	163022330088	CIC NO 424 WESTON WDS OF WB LOT 1 BLK 2	FERNANDO GUERRERO	CATHRYN SCHNACK-GUERRERO	4615 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
27	4617 WESTON WOODS WAY	163022330089	CIC NO 424 WESTON WDS OF WB LOT 2 BLK 2	RONALD L REED	LINDA M REED	4617 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
28	4621 WESTON WOODS WAY	163022330090	CIC NO 424 WESTON WDS OF WB LOT 3 BLK 2	KELLEY R ANDREASEN	HOLLY ANDREASEN	4621 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
29	4623 WESTON WOODS WAY	163022330091	CIC NO 424 WESTON WDS OF WB LOT 4 BLK 2	CYNTHIA MCNEE	MICHAEL MCNEE	4623 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
30	4627 WESTON WOODS WAY	163022330092	CIC NO 424 WESTON WDS OF WB LOT 5 BLK 2	NANETTE M JONES		4627 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
31	4629 WESTON WOODS WAY	163022330093	CIC NO 424 WESTON WDS OF WB LOT 6 BLK 2	RONALD L LINDEMOEN	JANICE F LINDEMOEN	4629 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
32	4633 WESTON WOODS WAY	163022330094	CIC NO 424 WESTON WDS OF WB LOT 7 BLK 2	LOREEN R PEHL TRUSTEE	CLAUDIA A CLAESSENS TRUSTEE	4633 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
33	4635 WESTON WOODS WAY	163022330095	CIC NO 424 WESTON WDS OF WB LOT 8 BLK 2	CAROL A FROGNER		4635 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
34	4639 WESTON WOODS WAY	163022330096	CIC NO 424 WESTON WDS OF WB LOT 9 BLK 2	GAIL DVORAK		5800 SAINT CROIX AVE N APT C407	MINNEAPOLIS MN 55422	1.0	\$3,000	\$3,000
35	4641 WESTON WOODS WAY	163022330097	CIC NO 424 WESTON WDS OF WB LOT 10 BLK 2	STEPHEN N GAYNER	SALLY A GAYNER	4641 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
36	4645 WESTON WOODS WAY	163022330098	CIC NO 424 WESTON WDS OF WB LOT 11 BLK 2	MICHAEL E MCLAUGHLIN		4645 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
37	4647 WESTON WOODS WAY	163022330099	CIC NO 424 WESTON WDS OF WB LOT 12 BLK 2	JAMES R JAGOE	CAROL A JAGOE	4647 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
38	4651 WESTON WOODS WAY	163022330100	CIC NO 424 WESTON WDS OF WB LOT 13 BLK 2	LARRY E GRUENEWALD	BETTY A GRUENEWALD	4651 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
39	4653 WESTON WOODS WAY	163022330101	CIC NO 424 WESTON WDS OF WB LOT 14 BLK 2	LINDA L GERTEN		4653 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
40	4657 WESTON WOODS WAY	163022330102	CIC NO 424 WESTON WDS OF WB LOT 15 BLK 2	ELLYN W RHEIN		4657 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
41	4659 WESTON WOODS WAY	163022330103	CIC NO 424 WESTON WDS OF WB LOT 16 BLK 2	ARNOLD W LUBRECHT	MARILYN LUBRECHT	4659 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
42	4663 WESTON WOODS WAY	163022330104	CIC NO 424 WESTON WDS OF WB LOT 17 BLK 2	JAMES L DANIELSON TRUSTEE	LOIS A DANIELSON TRUSTEE	4663 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
43	4665 WESTON WOODS WAY	163022330105	CIC NO 424 WESTON WDS OF WB LOT 18 BLK 2	MICHELLE R BONINE	BRUCE N BONINE	4665 WESTON WOODS WAY	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
44	4593 MOON LAKE CT	163022330173	CIC NO 424 WESTON WDS OF WBT 6TH LOT 1 BLK 1	KAREN M FERGUSON		4593 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
45	4591 MOON LAKE CT	163022330174	CIC NO 424 WESTON WDS OF WBT 6TH LOT 2 BLK 1	DEBRA HARDING	TIMOTHY HARDING	4591 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
46	4587 MOON LAKE CT	163022330175	CIC NO 424 WESTON WDS OF WBT 6TH LOT 3 BLK 1	SUSHMA KAMRAN TRUSTEE		4587 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
47	4585 MOON LAKE CT	163022330176	CIC NO 424 WESTON WDS OF WBT 6TH LOT 4 BLK 1	DONALD E WINTZ TR	MARILYN M WINTZ TR	7900 AELINGTON CIR UNIT 216	NAPLES FL 34113	1.0	\$3,000	\$3,000
48	4581 MOON LAKE CT	163022330177	CIC NO 424 WESTON WDS OF WBT 6TH LOT 5 BLK 1	STEVEN J LUCKE	MARY E LUCKE	4581 MOON LAKE CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
49	771 GILFILLAN CT	173022440107	CIC NO 377 SOUTHWND OF GLFLN LOT 5 BLK 3	KELLY T MCGURRAN	BETHANY A MCGURRAN	771 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
50	773 GILFILLAN CT	173022440108	CIC NO 377 SOUTHWND OF GLFLN LOT 6 BLK 3	BARRY M LINDO	SARAH J SEDERSTROM	8700 JEFFREY AVE N	STILLWATER MN 55092	1.0	\$3,000	\$3,000
51	777 GILFILLAN CT	173022440109	CIC NO 377 SOUTHWND OF GLFLN LOT 7 BLK 3	JAMES M LONG	CATHERINE A LONG	777 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
52	779 GILFILLAN CT	173022440110	CIC NO 377 SOUTHWND OF GLFLN LOT 8 BLK 3	SYLVIA HESSE	SHARLENE ANDERSON	5940 PELICAN BAY PLAZA S APT 1006	GULFPORT FL 33707	1.0	\$3,000	\$3,000
53	783 GILFILLAN CT	173022440111	CIC NO 377 SOUTHWND OF GLFLN LOT 9 BLK 3	RONALD J SANTANNI TRUSTEE	JACQUELINE A SANTANNI TRUSTEE	783 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
54	785 GILFILLAN CT	173022440112	CIC NO 377 SOUTHWND OF GLFLN LOT 10 BLK 3	GENE A RAS TRUSTEE	LYNDA J RAS TRUSTEE	2372 LEIBEL ST	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
55	788 GILFILLAN CT	173022440113	CIC NO 377 SOUTHWND OF GLFLN LOT 11 BLK 3	SOUTHWIND HOLDINGS LLC		788 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
56	770 GILFILLAN CT	173022440114	CIC NO 377 SOUTHWND OF GLFLN LOT 12 BLK 3	THOMAS L STRONG	KELLY K STRONG	770 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
57	774 GILFILLAN CT	173022440115	CIC NO 377 SOUTHWND OF GLFLN LOT 13 BLK 3	SIDNEY A VEENSTRA	CHARLOTTE R VEENSTRA	774 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
58	776 GILFILLAN CT	173022440116	CIC NO 377 SOUTHWND OF GLFLN LOT 14 BLK 3	MARY E GEARIN TRUSTEE	JEAN I HANSON TRUSTEE	776 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
59	790 GILFILLAN CT	173022440117	CIC NO 377 SOUTHWND OF GLFLN LOT 15 BLK 3	JING JEN WANG TRUSTEE	BARBARA F WANG TRUSTEE	790 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
60	792 GILFILLAN CT	173022440118	CIC NO 377 SOUTHWND OF GLFLN LOT 16 BLK 3	SUSAN T FREED		792 GILFILLAN CT	WHITE BEAR TOWNSHIP MN 55127	1.0	\$3,000	\$3,000
61	0 GREENHAVEN DR	163022330179	WESTON WOODS OF WBT 6TH ADDN LOT 7 BLK 1	BREMER BANK NAT ASSOC		PO BOX 1000	LAKE ELMO MN 55042-1000	2.5	\$3,000	\$7,500
								62.0		\$186,000

\$186,000 CHECK

DESCRIPTION 2019 STREET IMPROVEMENTS PARKVIEW DRIVE AND FENWAY COURT

ASSESSMENT UNIT RATE \$3,000  
 INTEREST RATE  
 TERM 10  
 INITIAL YEAR 2020  
 TOTAL UNITS 44.0  
 PAYMENT METHOD

NUMBER	PARCEL ADDRESS	PARCEL NUMBER	LEGAL DESCRIPTION	PRIMARY OWNER	JOINT OWNER	OWNER ADDRESS	CITY AND ZIP	ASSESSABLE UNITS	STREET ASSESSMENT	TOTAL ASSESSMENT AMOUNT
1	2637 PARKVIEW DR	013022430004	PARKVIEW VILLAGE CIC NO.304,PA LOT 1 BLK 1	MARY CATHERINE DAUBNEY		2637 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
2	2639 PARKVIEW DR	013022430005	PARKVIEW VILLAGE CIC NO.304,PA LOT 2 BLK 1	LEO J SCHUCH	MARY A SCHUCH	2639 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
3	2643 PARKVIEW DR	013022430006	PARKVIEW VILLAGE CIC NO.304,PA LOT 3 BLK 1	CLIFFORD A BOYUM	JEANNETTE BOYUM	2643 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
4	2645 PARKVIEW DR	013022430007	PARKVIEW VILLAGE CIC NO.304,PA LOT 4 BLK 1	JILL CAMERON	QUENTIN MINKIN	2645 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
5	2619 PARKVIEW DR	013022430009	PARKVIEW VILLAGE CIC NO.304,PA LOT 1 BLK 2	BERTON E GREENSIDE	BARBARA J GREENSIDE	2619 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
6	2617 PARKVIEW DR	013022430010	PARKVIEW VILLAGE CIC NO.304,PA LOT 2 BLK 2	Gloria J KOREEN		2617 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
7	2613 PARKVIEW DR	013022430011	PARKVIEW VILLAGE CIC NO.304,PA LOT 3 BLK 2	TERRY DALE LARGENT		2613 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
8	2611 PARKVIEW DR	013022430012	PARKVIEW VILLAGE CIC NO.304,PA LOT 4 BLK 2	NANCY MCALLISTER BROCK	JOHN F BROCK	2611 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
9	5518 FENWAY CT	013022430013	PARKVIEW VILLAGE CIC NO.304,PA LOT 5 BLK 2	KEVIN J WELSH	NANCY L WELSH	5618 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
10	5520 FENWAY CT	013022430014	PARKVIEW VILLAGE CIC NO.304,PA LOT 6 BLK 2	DENNIS S CUSICK TRUSTEE		5520 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
11	5526 FENWAY CT	013022430015	PARKVIEW VILLAGE CIC NO.304,PA LOT 7 BLK 2	PETER A NASVIK	MARGARET E NASVIK	5526 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
12	5528 FENWAY CT	013022430016	PARKVIEW VILLAGE CIC NO.304,PA LOT 8 BLK 2	ROBERT E MESLOW	KAREN E MESLOW	5528 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
13	5534 FENWAY CT	013022430017	PARKVIEW VILLAGE CIC NO.304,PA LOT 9 BLK 2	ANDREW G ROLLING	ELLEN J ROLLING	5534 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
14	5536 FENWAY CT	013022430018	PARKVIEW VILLAGE CIC NO.304,PA LOT 10 BLK 2	DOROTHY J HOLDEN TR		5536 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
15	5544 FENWAY CT	013022430019	PARKVIEW VILLAGE CIC NO.304,PA LOT 11 BLK 2	ROBERT K MAGILL CUERDEN	KARIN MAGILL CUERDEN	5544 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
16	5546 FENWAY CT	013022430020	PARKVIEW VILLAGE CIC NO.304,PA LOT 12 BLK 2	RICHARD P KAREL	ELIZABETH M KAREL	5546 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
17	5565 FENWAY CT	013022430021	PARKVIEW VILLAGE CIC NO.304,PA LOT 13 BLK 2	MARIAN P COULSON	DON E COULSON	25352 GALASHIELDS CIR	BONITA SPGS FL 34134	1.0	\$3,000	\$3,000
18	5563 FENWAY CT	013022430022	PARKVIEW VILLAGE CIC NO.304,PA LOT 14 BLK 2	CHRISTINE A YON	KENT M THOMAS	5563 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
19	5555 FENWAY CT	013022430023	PARKVIEW VILLAGE CIC NO.304,PA LOT 15 BLK 2	KEITH J LEBLANC	SANDRA M LEBLANC	5555 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
20	5553 FENWAY CT	013022430024	PARKVIEW VILLAGE CIC NO.304,PA LOT 16 BLK 2	RICHARD T SWAN	SHARON M SWAN	5553 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
21	5547 FENWAY CT	013022430025	PARKVIEW VILLAGE CIC NO.304,PA LOT 17 BLK 2	THOMAS J BERRY JR		5547 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
22	5545 FENWAY CT	013022430026	PARKVIEW VILLAGE CIC NO.304,PA LOT 18 BLK 2	ANTOINETTE M COSTA		5545 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
23	5537 FENWAY CT	013022430027	PARKVIEW VILLAGE CIC NO.304,PA LOT 19 BLK 2	EDWARD T COX SR	GERALDINE ANN COX	5537 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
24	5535 FENWAY CT	013022430028	PARKVIEW VILLAGE CIC NO.304,PA LOT 20 BLK 2	TERRENCE JOHN HECOMOVICH		5535 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
25	5527 FENWAY CT	013022430029	PARKVIEW VILLAGE CIC NO.304,PA LOT 21 BLK 2	JUDITH ANN BELL TRUSTEE		5527 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
26	5525 FENWAY CT	013022430030	PARKVIEW VILLAGE CIC NO.304,PA LOT 22 BLK 2	ROSEANN MCLEAN TRUSTEE		5525 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
27	5519 FENWAY CT	013022430031	PARKVIEW VILLAGE CIC NO.304,PA LOT 23 BLK 2	DOUGLAS S ANDERSON		5519 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
28	5517 FENWAY CT	013022430032	PARKVIEW VILLAGE CIC NO.304,PA LOT 24 BLK 2	JOHN F MANTHEY TR	BONNIE K MANTHEY TR	5517 FENWAY CT	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
29	2599 PARKVIEW DR	013022430033	PARKVIEW VILLAGE CIC NO.304,PA LOT 25 BLK 2	RODNEY D OLSON	SUSAN K OLSON	2599 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
30	2597 PARKVIEW DR	013022430034	PARKVIEW VILLAGE CIC NO.304,PA LOT 26 BLK 2	LAURANCE R WALDOCH	DIANE E WALDOCH	2597 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
31	2591 PARKVIEW DR	013022430035	PARKVIEW VILLAGE CIC NO.304,PA LOT 27 BLK 2	VERNE C PICKERING	PATRICIA L PICKERING	2591 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
32	2589 PARKVIEW DR	013022430036	PARKVIEW VILLAGE CIC NO.304,PA LOT 28 BLK 2	RICHARD J HALBERT TRUSTEES	LYNDA J HALBERT TRUSTEES	2589 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
33	2596 PARKVIEW DR	013022430038	PARKVIEW VILLAGE CIC NO.304,PA LOT 1 BLK 3	M DELORES GREEN		2596 PARKVIEW DR BOX 10746	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
34	2594 PARKVIEW DR	013022430039	PARKVIEW VILLAGE CIC NO.304,PA LOT 2 BLK 3	JOHN V TUCCI	THERESA A TUCCI	2594 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
35	2588 PARKVIEW DR	013022430040	PARKVIEW VILLAGE CIC NO.304,PA LOT 3 BLK 3	PATRICIA A MOOR		2588 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
36	2586 PARKVIEW DR	013022430041	PARKVIEW VILLAGE CIC NO.304,PA LOT 4 BLK 3	JAMES CLIFFORD TRUSTEE	DIANE CLIFFORD TRUSTEE	2586 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
37	2610 PARKVIEW DR	013022430042	PARKVIEW VILLAGE CIC NO.304,PA LOT 5 BLK 3	ALAN AND JUDITH WILLETTE TRUST		2193 W CACTUS RUN DR	GREEN VALLEY AZ 85622	1.0	\$3,000	\$3,000
38	2612 PARKVIEW DR	013022430043	PARKVIEW VILLAGE CIC NO.304,PA LOT 6 BLK 3	MARILYN G KLOPP		2612 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
39	2618 PARKVIEW DR	013022430044	PARKVIEW VILLAGE CIC NO.304,PA LOT 7 BLK 3	ROBERT R PATSY TRUSTEE	MAUREEN K PATSY TRUSTEE	2618 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
40	2620 PARKVIEW DR	013022430045	PARKVIEW VILLAGE CIC NO.304,PA LOT 8 BLK 3	MARY K FIGNAR	JAMES JEROME FIGNAR	2620 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
41	2624 PARKVIEW DR	013022430046	PARKVIEW VILLAGE CIC NO.304,PA LOT 9 BLK 3	WARD E BUNKER	DARLENE Y BUNKER	2624 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
42	2626 PARKVIEW DR	013022430047	PARKVIEW VILLAGE CIC NO.304,PA LOT 10 BLK 3	DAVID F KIELSA	NANCY C KIELSA	2626 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
43	2642 PARKVIEW DR	013022430049	PARKVIEW VILLAGE CIC NO.304,PA LOT 1 BLK 4	EARL A SULLWOLD TRUSTEE	PHYLLIS E SULLWOLD TRUSTEE	2642 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
44	2640 PARKVIEW DR	013022430050	PARKVIEW VILLAGE CIC NO.304,PA LOT 2 BLK 4	SUZANNE J HYNAN	GREGORY J HYNAN	2640 PARKVIEW DR	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
								44.0		\$132,000

\$132,000 CHECK

DESCRIPTION 2019 STREET IMPROVEMENTS WHITE BEAR PARKWAY EAST OF OAKMEDE

ASSESSMENT UNIT RATE \$3,000  
 INTEREST RATE  
 TERM 10  
 INITIAL YEAR 2020  
 TOTAL UNITS 50.0  
 PAYMENT METHOD

NUMBER	PARCEL ADDRESS	PARCEL NUMBER	LEGAL DESCRIPTION	PRIMARY OWNER	JOINT OWNER	OWNER ADDRESS	CITY AND ZIP	ASSESSABLE UNITS	STREET ASSESSMENT	TOTAL ASSESSMENT AMOUNT
1	4017 WHITE BEAR PKWY	223022340023	POND VIEW PRESERVE,PLAT THREE LOT 1 BLK 1	ROBERT S ROSE	SUSAN M ROSE	4017 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
2	4011 WHITE BEAR PKWY	223022340024	POND VIEW PRESERVE,PLAT THREE LOT 2 BLK 1	CASSANDRA J GREEN		4011 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
3	4003 WHITE BEAR PKWY	223022340025	POND VIEW PRESERVE,PLAT THREE LOT 3 BLK 1	ROCK J TIERNEY	JACQUELYN J TIERNEY	4003 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
4	3997 WHITE BEAR PKWY	223022340026	POND VIEW PRESERVE,PLAT THREE LOT 4 BLK 1	ANNEMARIE BUCHANAN	WILLIAM BUCHANAN	3997 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
5	3991 WHITE BEAR PKWY	223022340027	POND VIEW PRESERVE,PLAT THREE LOT 5 BLK 1	CLIFFORD D SCHWARTZ	ANN M SCHWARTZ	3991 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
6	3983 WHITE BEAR PKWY	223022340028	POND VIEW PRESERVE,PLAT THREE LOT 6 BLK 1	GARRIAEL DELANEY	OLVIA DELANEY	3983 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
7	3975 WHITE BEAR PKWY	223022340029	POND VIEW PRESERVE,PLAT THREE LOT 7 BLK 1	MICHAEL E LANIGAN	SUZANNE LANIGAN	3975 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
8	3969 WHITE BEAR PKWY	223022340030	POND VIEW PRESERVE,PLAT THREE LOT 8 BLK 1	ALISHA JASINSKI		3969 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
9	3961 WHITE BEAR PKWY	223022340031	POND VIEW PRESERVE,PLAT THREE LOT 9 BLK 1	SCOTT A SAPP	BARBARA J SAPP	3961 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	1.0	\$3,000	\$3,000
10	4221 OTTER LAKE RD	223022420010	WHITE BEAR PARKWAY ADDITION LOTS 1 & LOT 2 BLK 2	WI WHITE BEAR FUNDING COMPANY LLC		9450 W BRYN MAWR STE 750	ROSEMONT IL 60018	23.5	\$3,000	\$70,500
11	3941 WHITE BEAR PKWY	223022420011	WHITE BEAR PARKWAY ADDITION LOT 1 BLK 1	WILLIAM S OLSON TR		3941 WHITE BEAR PKWY	WHITE BEAR TOWNSHIP MN 55110	4.0	\$3,000	\$12,000
12	0 WHITE BEAR PKWY	223022430023	WHITE BEAR PARKWAY ADDITION LOT 3 BLK 2	WI WHITE BEAR FUNDING COMPANY LLC		9450 W BRYN MAWR STE 750	ROSEMONT IL 60018	0.0	\$3,000	\$0
13	0 WHITE BEAR PKWY	223022420012	WHITE BEAR PARKWAY ADDITION, LOT 1 BLK 1	ECONOMIC DEVELOPMENT AUTHORITY		1281 HAMMOND RD	WHITE BEAR TOWNSHIP MN 55110	8.5	\$3,000	\$25,500
14	0 WHITE BEAR PKWY	223022340032	POND VIEW PRESERVE, PLAT THREE LOT 10 BLK 1	TOWN OF WHITE BEAR		1281 HAMMOND RD	WHITE BEAR TOWNSHIP MN 55110	5.0	\$3,000	\$15,000
								50.0		\$150,000
										\$150,000 CHECK

**CLERK'S CERTIFICATE OF MAILING  
OF NOTICE OF HEARING ON ASSESSMENTS**

The undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, does hereby certify that on October 4, 2019 (being fourteen days or more before hearing on said assessments), he gave mailed Notice of Hearing (a true and correct copy of which is attached hereto as Exhibit A) of the following described improvement to-wit:

The improvement consists of bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto with the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road).

(Improvement 2019-3)

to the owners of each parcel of land within the area proposed to be assessed.

For the purpose of giving such mailed notice, the undersigned secured from the County Auditor a list of the names of the property owners within the area proposed to be assessed as shown by the records of said Auditor. Mailed notice of the hearing on said assessments was also given on the same date to the following property owners within the area proposed to be assessed whose names are not listed on the records of the County Auditor.

(Here list the names of any railroad, county, school district, church or other property owner whose name is not on the tax lists of the county.)

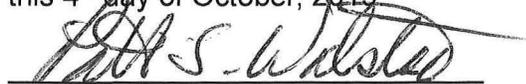
- 1.
- 2.
- 3.

Given under my hand and the Town Clerk's Seal this 4<sup>th</sup> day of October, 2019.

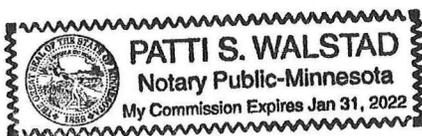


\_\_\_\_\_  
PATRICK CHRISTOPHERSON, Clerk-Treasurer

Subscribed and sworn to before me  
this 4<sup>th</sup> day of October, 2019



\_\_\_\_\_  
Notary Public, Ramsey Cty., Minn.



AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

Carter Johnson, being first duly sworn, on oath states as follows:

- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:

Once a week, for one week, it was published on Wednesday, the 2nd day of October, 2019.

- 4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows:

- a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 17.37/inch

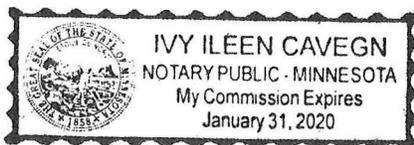
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher
PRESS PUBLICATIONS
4779 Bloom Avenue
White Bear Lake, MN 55110

Subscribed and sworn to before me on this 2nd day of October, 2019.

[Signature]
Notary Public



WHITE BEAR TOWNSHIP
NOTICE OF HEARING ON ASSESSMENT FOR IMPROVEMENT 2019-3
NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in the Town of White Bear, Minnesota at 7:00 p.m. on Monday, October 21, 2019, to hear and pass upon objections, if any, to the proposed assessment in respect of Improvement 2019-3. A reasonable estimate of the impact of the assessments will be available at the hearing.
The proposed assessment roll is now on file and open to public inspection by all interested persons in the office of the Town Clerk. Each of these assessments will be payable, unless prepared, in ten equal, annual consecutive installments, the first such installment will be payable with the general taxes payable in the year 2020, collectable with such taxes during the year 2020. The first installment will be payable with interest at the rate of 3 1/2% per annum on the entire assessment from October 21, 2019 to December 31, 2020, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments.
The general nature of the improvement is set forth as follows: bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road).
The proposed area to be assessed for such improvement is every lot, piece or parcel of land benefitted within the area of the street improvement, to-wit: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road).
The total amount to be assessed is \$ 597,000.00.
An owner may appeal an assessment to the District Court pursuant to Section 429.081 of Minnesota Statutes, by serving Notice of the appeal upon the Chair of the Town Board or the Clerk of the Town within thirty (30) days after the adoption of the assessment and filing such Notice with the Clerk of the District Court within ten (10) days after service upon the Town Board Chair or Town Clerk providing a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Sections 435.193 to 435.195 provide that a Town making a special assessment may, at its discretion, defer the payment of that special assessment for any homestead property owner by a person 65 years of age or older from whom it would be a hardship to make the payments.
The Town of White Bear has elected to defer some special assessments and has adopted Ordinance No. 53 establishing the standards and guidelines.
Dated: September 16, 2019.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on October 2, 2019.



444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
651.292.4400  
tkda.com

October 16, 2019

Honorable Chairman and Town Board  
White Bear Township, Minnesota

RE: 2019 Street Improvements Assessment Hearing  
White Bear Township, Minnesota  
TKDA Project No. 17127.003

Dear Board Members:

Construction of the 2019 Street Improvement project is nearing completion including the following streets:

1. White Bear Parkway
2. Parkview Drive and Fenway Court
3. Weston Woods Way, Moon Lake Court, and Gilfillan Court
4. Hobe Lane, West Hobe Court, and North Hobe Court

The project includes milling and overlay for each of these roadway segments. Paving is planned to be complete prior to the Assessment Hearing. Turf restoration will continue this fall.

As a part of the MN Statutes 429 process for funding public improvements, the Town Board must determine the amount to be assessed and hold the Assessment Hearing for the 2019 Street Improvements. The Assessment Hearing has been noticed and advertised for October 21, 2019.

There are 199 total units within the project area. While the bid received for the project was higher than expected, each unit is proposed to be held at an assessment amount of \$3,000 per unit. This unit rate was communicated to property owners during preliminary public meetings. Certain larger properties were assigned multiple units including Township owned property. The Township owned units were removed from the assessable component of the project and added to the Township costs.

The attached declaration of costs summarizes the costs for the project.

It is recommended that the Town Board take the following actions on October 21, 2019 related to the 2019 Street Improvements:

2019 Street Improvements Assessment Hearing  
October 16, 2019  
Page 2

1. Open the Assessment Hearing and take public testimony
2. Pass a resolution adopting the assessment roll for 2019 Street Improvements

Please contact me with any questions.

Sincerely,

Larry Poppler, PE  
Principal in Charge

Attachments: Assessment Roll, Declaration of Costs



# DECLARATION OF COSTS TO BE ASSESSED

## 2019 Street Improvements

White Bear Township, Minnesota  
Town Project No. 2019-3  
Project No. 17127.003

October 17, 2019

### Project Costs:

Construction	\$937,500
Engineering	\$152,400
Administration	\$0
Legal Fees	\$0
Para Legal	\$0
Planner	\$0
Legal Notices	\$0
Interest	\$0
Miscellaneous	\$0
Permit Fees	\$0
Appraisal	\$1,600
Bond Costs	<u>\$38,900</u>
TOTAL PROJECT	\$1,130,400

### Financing Plan:

Special Assessment	\$597,000
Township Funding	\$533,400

### Method of Assessment:

Rate Per Residential Unit	\$3,000
- 199 Units x \$3,000 =	\$597,000

TERM 10 - YEARS

INTEREST RATE 3.5%

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON OCTOBER 21, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on October 21, 2019.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

The Clerk present the an Affidavit showing publication of a Notice of Hearing on the proposed assessment for Improvement 2019-3 in the official newspaper and Affidavit showing mailing of Notice of Hearing in accordance with the Resolution adopted September 16, 2019, which Affidavits were examined, found satisfactory and ordered placed on file.

The Town Clerk announced that the meeting was open for consideration of objections, if any, to said proposed assessments. All persons present were given an opportunity to present oral objections, and all written objections therefore filed with the Clerk were presented and considered, and all subject objections were tabulated as follows:

<u>Name</u>	<u>Property I.D.</u>	<u>Nature of Objection</u>
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Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION ADOPTING & CONFIRMING  
ASSESSMENTS FOR IMPROVEMENT 2019-3**

BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

1. The Clerk, with the assistance of a qualified person heretofore selected by the Town Board, has calculated the amount property and necessary to be specially assessed for Improvement 2019-3, against every assessable lot, piece or parcel of land affected thereby upon the basis of benefits received, without regard to cash valuation, in accordance with the provisions of Minnesota Statutes, Section 429.051 and 429.061, and notice has been duly published and mailed as required by law that this Board would meet to hear and pass upon objections, if any, and to amend said proposed assessment roll as might be necessary and said proposed assessment roll has at all times since its filing been open for public inspection, and an opportunity has been given to all interested persons to present their objections, if any, to such proposed assessments, and said proposed assessment roll has been amended as to certain parcels of land by Resolution adopted this date.

2. The Board, having heard and considered all objections so presented, and being fully advised in the premises, finds that each of the lots, pieces and parcels of land enumerated in the proposed assessment roll as so amended was and is specially benefitted by the construction of said improvement in not less than the amount of the assessment set opposite the description of each such lot, piece or parcel of land, respectively, and that such amount so set out is hereby levied against each of the respective lots, pieces or parcels of land therein described.

3. The proposed assessment roll as amended, is hereby adopted and confirmed as the special assessments for each of the said lots, pieces and parcels of land respectively, and the assessment against each parcel, together with interest at the rate of 3.5% per annum, accruing on the full amount thereof from time to time unpaid, shall be a lien concurrent with the general taxes upon such parcels and all thereof. The total amount of such assessment shall be payable in equal, annual installments extending over a period of ten (10) years, the first of such installments, together with interest on the entire assessment from October 21, 2019 through December 31, 2020, to be payable with general taxes payable in the year 2020, collectable with such taxes during the year 2020, and each subsequent installment will be payable with one year's interest at said rate on all unpaid installments to be payable with the general taxes for each consecutive year thereafter until the entire assessment is paid.

4. Prior to certification of the assessment roll to the County Auditor, the owner of any lot, piece or parcel of land assessed hereby may at any time pay the whole of such assessment with interest accrued to the date of payment, to the Treasurer of the Town.

5. The Clerk shall, as soon as may be, prepare, and on November 30, 2019, transmit to the County Auditor, a certified duplicate of the assessment roll with each then unpaid installment and interest set forth separately, to be executed upon the property tax lists of the County, and the County Auditor shall thereafter collect said assessments in the manner provided by law.

6. The proposed assessment heretofore made in respect of the improvement shall be and are hereby amended to read as shown below, and the Clerk is authorized and directed to indicate the same amendments on the face of the assessment roll.

<u>NAME</u>	<u>PROPERTY I.D.</u>	<u>AMENDMENT TO ASSESSMENT</u>
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## Town Board Meeting October 21, 2019

**Agenda Number:** 7.B – Public Hearing

**Subject:** Storm Water Pollution Prevention Program – Annual Presentation of the Town’s Program

**Documentation:** E-Mail / Annual Presentation of White Bear Township’s Stormwater Pollution Prevention Program /

### Action / Motion for Consideration:

Report at Meeting / Discuss

- Open Public Hearing
- Continue Public Hearing to Monday, November 18, 2019 to Allow for Proper Publication (Not published by TKDA)
- Close Public Portion of Hearing

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**Minutes**  
Town Board Meeting  
October 14, 2018

**STORM WATER POLLUTION PREVENTION PROGRAM – ANNUAL PRESENTATION OF THE TOWN’S PROGRAM:** The Public Hearing was held at 8:00 p.m. Prudhon moved to waive the reading of Public Notice noting that proper publication was made. Ruzek seconded. Ayes all. Prudhon move to open the Public Hearing. Ruzek seconded. Ayes all.

The Town Engineer provided the annual presentation of the Town’s Stormwater Pollution Prevention Program. He reported that since 2003, owners and operators of municipal storm sewer systems (MS4) were required to obtain a permit from the Minnesota Pollution Control Agency in order to continue operating their drainage systems. In 2004, the Town was issued that permit. The 2013 Re-Authorization permit was approved by the MPCA. One of permit requirements is that a plan be developed to prevent pollution from stormwater related activities. Each year the Town Engineer reports on the accomplishments outlined in the plan.

The Town Engineer revised the requirements and accomplishments for 2017 and 2018. Tonight’s Annual Meeting is a requirement of the Program. Public Education: Public education is provided by the Town’s web site which contains links for stormwater education. The Town relies primarily on RCWD and VLAWMO for educational information; Advisory Committee: the Town’s Utility

Commission advises the Town Board on stormwater issues; Storm Sewer System Map: The Town has developed an electronic system map that is updated annually; Storm Water Discharge Ordinance: The Town's Local Water Management Plan outlines limits on stormwater quality; Construction Site Requirements: The Town's Building Official monitors building sites; Infrastructure Inspection Plan: The Town inspects 20% of its storm sewer system including ponds, outlets, etc. annually; Street Sweeping: The Town sweeps its streets twice annually. This takes place in the spring and in the fall; Spring Clean Up: The Town and its refuse and recycling contractor hold a spring clean-up day each year. Clean up day was held on June 16, 2018; Pollution Control Structures: The Town cleans out structures annually; Reporting: The Town submitted the annual report for 2017 to MPCA on June 12, 2018.

The Town Engineer reported on the projects completed in 2017/2018 as follows: 1) Repaired catch basins through grouting, replacing rings or rebuilding them; 2) cleaned pollution control structures; 3) Barry Lane sediment basin reconstructed and storm pipes cleaned; 4) White Bear Parkway and Hammond Road catch basins replaced; 5) West Avenue rain garden installed; 6) Gilfillan Hills pond drainage valve manhole improvement; 7) replaced flared end section on stormwater pipe outlet from White Bear Parkway. Stormwater Project List with estimated cost are as follows: 1) Outfall #3, #5, #6, #8, #9, #11, #15; #16, #17 - \$120,000; 2) Otterview Trail drainage improvements - \$35,000; 3) Lake Avenue ditch cleaning - \$25,000; 4) Lake Avenue pipe lining - \$25,000; 5) Pioneer Lane ditch cleaning - \$50,000; 6) Allendale Drive ditch cleaning - \$20,000; 7) Beaver Street drainage improvements - \$25,000; 8) Public Works drainage improvement projects – \$13,500; 9) Pond Cleaning – many projects – Significant cost.

The Town Engineer reported that the Document/Requirements/Education included: 1) An MPCA permit renewal application was submitted in 2018; 2) Local Water Management Plan was submitted and addressing minor comments; 3) Pond inventory has been completed; 4) New MPCA permit requirements are expected with expanded storm pond inspection requirements; 5) Educate the general public through website, social media, pamphlets and mailings; 6) Educate contractors about site erosion and waste; 7) Educate Town employees to identify improper disposal of waste; 8) Town Ordinance revisions to make sure they address current issues; 9) Continued inspections and maintenance of storm sewers and ponds.

Prudhon moved to open the public comment portion of the Public Hearing. Ruzek seconded. Ayes all.

There was no public comment. Ruzek moved to close the public comment portion of the Public Hearing. Prudhon seconded. Ayes all.

There was no public comment.

Ruzek moved to close the Public Hearing. Prudhon seconded. Ayes all.

## Patti Walstad

---

**From:** James E. Studenski <jim.studenski@tkda.com>  
**Sent:** Thursday, October 17, 2019 3:23 PM  
**To:** Patti Walstad  
**Subject:** RE: SWPPP Hearing

Caution: This email originated outside our organization; please use caution.

Set it for the second TB meeting in November.  
Jim

-----Original Message-----

**From:** Patti Walstad <Patti.Walstad@whitebeartownship.org>  
**Sent:** Thursday, October 17, 2019 3:16 PM  
**To:** James E. Studenski <jim.studenski@tkda.com>  
**Subject:** RE: SWPPP Hearing

Jim I don't see where it was published, the Board called the hearing on August 21st & I checked the notices online from then on and nothing, also, we don't have an invoice for it.

Patti

-----Original Message-----

**From:** James E. Studenski <jim.studenski@tkda.com>  
**Sent:** Thursday, October 17, 2019 3:00 PM  
**To:** Patti Walstad <Patti.Walstad@whitebeartownship.org>  
**Subject:** Re: SWPPP Hearing

Caution: This email originated outside our organization; please use caution.

Patti,

Does this mean you can't find it in the paper?

Jim

On Oct 17, 2019, at 2:39 PM, Patti Walstad  
<Patti.Walstad@whitebeartownship.org<mailto:Patti.Walstad@whitebeartownship.org>> wrote:

Jim, can you forward to me a copy of the public notice for this?

Thanks

Patti S. Walstad  
Patti S. Walstad  
Paralegal  
White Bear Township  
1281 Hammond Road

# **ANNUAL PRESENTATION OF WHITE BEAR TOWNSHIP'S STORMWATER POLLUTION PREVENTION PROGRAM**

**OCTOBER 21, 2019**

## **BACKGROUND**

Since 2003, owners and operators of municipal storm sewer systems (MS4) were required to obtain a permit from the Minnesota Pollution Control Agency (MPCA) in order to continue operating their drainage systems. In 2004, White Bear Township was issued that permit.

The 2013 Re-Authorization permit was approved by the MPCA. One of the permit requirements is that a plan be developed to prevent pollution from stormwater related activities.

In 2018 the Township applied for a renewal of our MS-4 permit. In early 2020 staff will be updating our current Storm Water Pollution Prevention Plan (SWPPP) to accompany the new permit once it is issued.

Each year the Town Engineer reports on the accomplishments outlined in the plan.

**REQUIREMENTS/ACCOMPLISHMENTS FOR 2018 AND 2019**

Annual Meeting	October 21, 2019.
Public Education	Town's web site contains links for stormwater education. We rely primarily on RCWD and VLAWMO for educational information.
Advisory Committee	Town's Utility Commission advises the Town Board on stormwater issues.
Storm Sewer System Map	Town has developed an electronic system map that is updated annually.
Storm Water Discharge Ordinance	Town's Local Water Management Plan outlines limits on stormwater quality.
Construction Site Requirements	Town's Building Official monitors building sites.
Infrastructure Inspection Plan	Town inspects 20% of its storm sewer system including ponds, outlets, etc. annually. All storm sewer pipes and catch basins were reviewed as part of planning the future necessary improvements.
Street Sweeping	Town sweeps its streets twice annually. This takes place in the spring and in the fall.
Spring Clean Up	Town and its' waste hauler hold a spring clean-up day each year. Clean up day was held on June 15, 2019.
Pollution Control Structures	Town cleans out structures annually.
Reporting	Town submitted annual report for 2018 to MPCA on June 25, 2019.

**PROJECTS COMPLETED IN 2018/2019:**

- Repaired catch basins through grouting, replacing rings or rebuilding them.
- Cleaned pollution control structures.
- Cleaned culverts.
- 2074/2082 Stillwater Street catch basin replacement and pipe extension.
- 5294 Portland Avenue culvert and weir replacement.
- Catch basin repairs with the 2019 street improvement project that includes White Bear Parkway, Gilfillan Court, Weston Woods Drive, Parkview Drive and Fenway Court, and Hobe Lane.
- Re-established sediment pond located on the south end of Otterview Trail. The pond serves two storm pipe outlets that drain from different streets in the area. The pond discharges to I 35E ditch.
- Repaired stormwater outlet pipe that discharges into Lambert Creek on the end of Pondview Lane.
- Re-established ditch along Williams Avenue (north side), between Buffalo Street and Hoxie Avenue.

**STORMWATER PROJECT LIST WITH ESTIMATED COST:**

- |   |           |
|---|-----------|
| • Outfall #5 & 6                        | \$120,000 |
| • Outfalls #3, 8, 9, 11, 15, 16, and 17 | \$200,000 |
| • Otterview Trail Drainage Improvements | \$35,000  |
| • Lake Avenue Ditch Cleaning            | \$25,000  |

- Lake Avenue Pipe Lining \$25,000
- Pioneer Lane Ditch Cleaning \$50,000
- Allendale Drive Ditch Cleaning \$20,000
- Beaver Street Drainage Improvements \$25,000
- Public Works Drainage Improvement Projects \$13,500
- Pond Cleaning – Many Projects Significant

DOCUMENTATION/REQUIREMENTS/EDUCATION

- Local Water Management Plan was approved.
- Pond Inventory has been completed.
- New MPCA permit requirements are expected with expanded storm pond inspection requirements.
- Educate the general public through website, social media, pamphlets and mailings.
- Educate contractors about site erosion and waste.
- Educate Town employees to identify improper disposal of waste.
- Town Ordinance revisions to make sure they address current issues.
- Continued inspections and maintenance of storm sewers and ponds.

COMMENTS FROM PUBLIC



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 8.A – New Business**

**Subject: White Bear Lake Fire Department - Presentation**

**Documentation: None**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 8.B – New Business**

**Public Works Director Item:**

**Subject:**

**On-Site Generator:**

1. Receive Quotes.
2. Approve Purchase & Installation

**Documentation: Staff Memo w/attachments**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation:

- 1) Receive Quotes
- 2) Approve the Purchase & Installation of the Public Works On-Site Generator – Genset, from Kodiak Power Systems in the Amount of \$47,326.00 with Funding from the Capital Building Fund

## MEMORANDUM

Date: 10/15/19

To: Town Board

From: GT Magnuson, Mechanic  
Dale Reed, Public Works Director

Re: Purchase and Install of an On-Site Generator for the Public Works Building

The 2019 Capitol Equipment Plan has scheduled for adding an on-site generator for the Administration and Public Works Buildings. The Township's Capital Improvement Plan has \$160,000 budgeted for the addition of the generator to run both facilities in an outage. These generators would allow staff to continue to function during power outages typically associated with severe weather. Each vendor who provided a quote, reviewed both the Public Works and Administration Building sites to see what was more cost effective, using one generator to run both buildings? Alternatively, each building be a standalone application? It was the consensus of the vendors that it would be more cost effective to have a standalone generator for each building due to the additional cost for electrical work, the distance between both buildings and access to existing electrical supply panels.

The specified Public Works generator is a Cummins 60KW Commercial Stand-by Genset. Three quotes were received for the specified generator. The lowest quote was from Kodiak Power Systems for \$47,326.00, next was Midwest Electric and Generator, Inc. at \$49,889.70, and followed by LakeRidge Electric for \$57,000.00. The Town's Capital Building Fund provides the funding.

Action requested is to accept the quotes and approve the purchase and installation of the Public Works On-site Genset for the cost of \$47,326.00 from Kodiak Power Systems with funding from the Capital Building Fund.



<b>Proposal</b>		
<b>From: Kodiak Power Systems Inc.</b> PO Box 10555 White Bear Lake MN Phone: (612)-508-8424 Email- mproulx@kodiakpowersystems.com Web- www.kodiakpowersystems.com	<b>To:</b>	GT Magnuson
	<b>Title:</b>	Lead Mechanic
	<b>Company:</b>	White Bear Township
	<b>Address:</b>	1281 Hammond Road
	<b>City:</b>	White Bear Township MN
	<b>Phone:</b>	651-395-1396
	<b>Email:</b>	GT.Magnusson@whitebeartownship.org
	<b>Project Name:</b>	Public Works Building & Shop Generator
<input checked="" type="checkbox"/> New Equipment <input type="checkbox"/> Used Equipment  <input type="checkbox"/> Other   Expiry - Demember 31,2019	<b>Date:</b>	7/30/2019
<b>Description:</b> New generator and switch gear quote for the White Bear Township Public Works Shop. Includes gas installation, electrical installation, concrete pads, start-up, testing and project management. Electrical and Mechanical permits included. <b>Note:</b> Items not listed are assumed to be provided by others. No Bonds of any kind.		

***We propose to furnish in accordance with the following specifications terms and conditions***

<b>Quantity:</b>	1
<b>Model:</b>	Cummins 60 KW Commercial Stand-by Genset Color-Beige
<b>Rating:</b>	60 KW
<b>Voltage:</b>	208/120 -3 phase
<b>Breaker:</b>	225 amp
<b>Switch Gear:</b>	1- 600 amp Non -Service Entrance- Transfer Switch 208/120 Nema 1-R
<b>Warranty :</b>	Standard 2-Year- * 5-year warranty available.
<b>Installation:</b>	<input checked="" type="checkbox"/> Turn-Key <input type="checkbox"/> By Others
<b>Other:</b>	Battery heater, 1500 watt jacket water heater & 10 amp DC battery charger included.

<b>Generator Price:</b>	\$ 18,748.00
<b>Switch Gear Price:</b>	\$ 5,804.00
<b>Factory Freight:</b>	\$ Included
<b>Dealer Prep:</b>	\$ 300.00
<b>Start-Up:</b>	\$ 600.00
<b>Extended Warranty:    *Available 5-year for an additional \$ 948.00</b>	\$
<b>Crane Charges:</b>	\$ 300.00
<b>Project Management:</b>	\$ 1,600.00
<b>Electrical Installation:</b>	\$ 10,744.00
<b>Mechanical Installation:</b>	\$ 7,230.00
<b>System Integrator (SCADA):</b>	\$ na
<b>Concrete Pad:</b>	\$ 2,000.00
<b>Approximate Lead Time: ( from date of submittal approval)</b>	9    Weeks
<b>Terms:    50% Down- 40% Upon Delivery- 10% at completion- (15-day Net)</b>	
<b>F.O.B:    On a Truck at the Job Site</b>	
<b><i>Kodiak Power Systems Bid Price</i></b>	<b>\$ 47,326.00</b>
<b><i>Accepted By:</i></b>	
<b><i>Its:</i></b>	Date:    /    / 20__

- ***This Proposal subject to all provisions of the contract and warranty on the reverse side.***

- *Please refer to the attached Bill of Material (Items not listed are assumed to be provided by others)*



Midwest Electric and Generator, Inc  
 10215 Twin Lakes Road NW  
 Elk River, MN 55330  
 612-284-1550  
 www.MidwestGenerators.com

Estimate 2791665  
 Job 2696826  
 Estimate Date 9/15/2019  
 Customer PO

**Billing Address**

White Bear Township  
 1281 Hammond Road  
 White Bear Township, MN 55110 USA

**Job Address**

White Bear Township Public  
 Works  
 1281 Hammond Road  
 White Bear Township, MN  
 55110 USA

**Estimate Details**

Cummins Automatic Generator System : Install automatic generator system on the east side of the building. Cut out tar and install new concrete pad. Install feeder to the building and up over roof trusses, to electrical switchgear location. Install automatic transfer switch next to existing service disconnect. Install feeders from CT, through automatic transfer switch, and re-feed existing electrical equipment.

Task #	Description	Quantity
T40412	<p>1-60kW Cummins Power Systems automatic standby generator            3-Phase - 120/208V            Low Speed            1-600A SER interior rated transfer switch, - 3 Phase            2-Year ltd warranty</p> <p>Generator system to be pad mounted on the east side of the building</p> <p>Transfer switch mounted next to existing electrical switchgear on the interior of electrical switchgear area</p> <p>1-Poured on site            1-Set generator on site            1-Crane work for setting of generator            1-Provide 26RJT generator battery            1-Provide battery heater thermostat            1-Coolant circulator, with thermostat</p> <p>1-Electrical permit            1-Electrical review            1-Mechanical permit            1-Mechanical review</p> <p>1-Complete electrical work, branch circuits and generator feeders            Configure all grounds and neutrals as required by code. Including reconfigured of grounds and neutrals, and extend bonding system per service disconnect locations. Install surface mounted conduit from generator location to transfer switch locations. including wiring tap box as required. Wire all control work for communication, and also charging circuit and cold weather circuit</p> <p>1-Gas work for generator system, including tap from existing high pressure natural gas system located within 30' of new generator location. Install gas line surface mounted to final generator location. To include shut off, regulators, anti-vibration line, and sediment tee</p> <p>1-Factory required testing, generator registration, dealer check out, and customer training</p>	1.00

## OPTION #1 ADD \$650.00

Provide 2-hour load bank testing for the generator system

## OPTION #2 ADD \$585.90

Remote generator monitor, text/email notification, up to 8 contacts. Include monitoring at Midwest facility. Includes 1st-year subscription

## OPTION #3 ADD \$4,277.00

Upgrade to 5-year comprehensive warranty, from standard 2 year

\*\* Upgraded sound enclosures are available \*\*

## Notes:

Downpayment required without a credit account

Offloading and rigging by Midwest  
Installation Included  
Start-up and Testing Service is included  
Load Bank testing is not included  
Permits are included

Installation based on normal business hours, Monday - Friday 7:00 am to 5:00 pm.  
After hours installation requests to be additional charges

Power company fees for any disconnects, reconnects, transformers, vaults, primary work, or other, are not included in this proposal and are to be billed directly from the power provider to the owner

Midwest does not provide structural engineering, roof consulting, or architectural services, and this proposal and Contract shall not be construed as contracting to provide any such professional services. Contractor assumes no responsibility for design, structural adequacy, or compliance of the structure with building codes. If design services are required, Midwest shall not be responsible for the results of such services, whether or not such services are provided in relation to this. If structural engineering is required, fees to be paid by others, and are additional to this proposal

: No retainage without written pre-accepted agreement  
: Startup will not be completed without 100% payment  
: A 3% surcharge will be added to all credit card payments

PRICES : Valid for 30 days from date of this proposal

TAXES : Sales Taxes are NOT included, and will be billed without a tax-exempt certificate

F.O.B.Shipping : Ownership of goods passes to buyer at the time the goods cross the shipping point. Pre-paid freight to jobsite is included.

CANCELLATION : Shall be subject to applicable fees but not less than 50% of the purchase price.

DELIVERY : Expected to be 8-10 weeks after receipt of order and approved submittals. Factory will confirm delivery at the time of order. Storage fees of 4% per month will be assessed to the buyer starting 10 days after the scheduled ship date.

INDEMNIFICATION : Signee is obligated for any and all costs of collection, and associated fees.

PROPRIETARY : This Quote/Bill of Material is proprietary to Midwest Electric and Generator  
Reproduction or sharing of this Quote/Bill of Material is strictly prohibited.

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**Sub-Total** \$49,889.70

<b>Tax</b>	\$0.00
<b>Total</b>	\$49,889.70
<b>Est. Financing</b>	\$748.35

Thank you for choosing Midwest Electric and Generator, Inc

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Please do not hesitate to reach out to us with questions or to book services.

We work hard to offer you Best-In-Class for your project, and can also offer some attractive financing options including 18 months interest free, or fixed 5.99%.

Our technicians are competent, licensed, and highly skilled in their profession, and will leave you confident in your decision.

Midwest Electric and Generator is the only Power Pro Premier Dealer in the 5 state area, a designation meaning we meet the most stringent set of requirements ensuring customers receive an outstanding sales and service experience when purchasing. We employ expert staff, including electricians, plumbers, mechanics, and project managers, consistently receiving high reviews from our customer base.

Thank you again for the opportunity to earn your business.

All projects are subject to Midwest Electric and Generator, Inc Terms and Conditions

# Midwest Electric and Generator, Inc

## Terms & Conditions

All quotes are good for 30 days.

If you contract Midwest Electric and Generator, Inc. to complete work for you, the following terms and conditions will apply to the sale.

### PAYMENT TERMS

The entire invoice is due upon completion of described work, or alternatively the remainder of a contract, minus any down-payments that may have been previously applied. Any payment not received within 10 days from completion of work is subject to interest at the highest amount lawfully allowed by contract in the State of Minnesota until paid. This rate is currently 18% APR. If applicable, sales tax is included in the price, unless otherwise noted. If Midwest Electric and Generator, Inc. commences litigation or employs attorneys to collect payment for any amount due it from Customer, Customer agrees to pay reasonable costs and attorney's fees which may be due. If Customer's check does not clear, Customer may be liable for more than the check amount, plus the face value of the check and court costs. A minimum of \$37.00 will be imposed on all returned checks. All parts will be removed from the Customer's premises and discarded unless specified herein.

### COLLECTION COSTS

Customer agrees that they shall pay all expenses incurred by Midwest Electric and Generator, Inc. for the collection of any delinquent accounts including, but not limited to: All attorney's fees, filing fees and costs. Any and all disputes arising out of this sale shall be interpreted under the laws of the the State of Minnesota. Customer agrees to pay collection fees, reasonable attorney's fees and court costs in the event of legal action. A monthly service charge of 1 ½% will be added after 10 days.

### WARRANTIES AND LIMITATIONS ON WARRANTIES

Standard warranty is 1 year on labor and parts supplied by Midwest Electric and Generator, Inc.. Midwest Electric and Generator, Inc. warrants that all work performed, and parts, and equipment which were installed in the servicing of the electrical or generator unit(s) were completed in a workmanlike manner and that said work shall be free from defects in materials and workmanship for a period 365 days from date said work was performed or manufacturer's warranties (except for the exclusions listed below). Midwest Electric and Generator, Inc's obligation for defective products and/or workmanship or any damage caused thereby, and Customer's exclusive remedy, shall be limited, at Midwest Electric and Generator, Inc's option, to the replacement of any defective parts or workmanship or the refund of amounts paid by Customer for said service. Midwest Electric and Generator, Inc must receiving actual written noticed of said defect within the 365 day period noted herein. Notice may be sent to 10215 Twin Lakes Road NW, Elk River, MN 55330

Items disclosed on invoice & declined by Customer or Customer supplied equipment may be excluded. These exclusions may have limited or no warranty if parts or equipment have been replaced or repaired by Midwest Electric and Generator, Inc. and have not been worked on by anyone else during warranty period. Warranty period may be different if noted herein. (Warranty excludes stop-pages and customer supplied items). All warranty issues must be allowed to be inspected and approved by Midwest Electric and Generator, Inc

before any repair is made or warranty is voided. Warranty is not transferable. Not liable for damage caused by weather, pr normal maintenance items that have not been completed as required, or manufacturer defects.

#### WARRANTY EXCLUSIONS

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESSED OR IMPLIED WARRANTIES (EXCEPT OF TITLE) FROM MIDWEST ELECTRIC AND GENERATOR, INC INCLUDING , BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MIDWEST ELECTRIC AND GENERATOR, INC SHALL NOT BE SUBJECT TO AND DISCLAIMS (1) ANY OTHER OBLIGATION OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR OF WARRANTY; (2) ANY OBLIGATIONS WHATSOEVER ARISING FROM TORT CLAIMS INCLUDING NEGLIGENCE AND STRICT LIABILITY OR ARISING UNDER THEORIES OF LAW WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY MIDWEST ELECTRIC AND GENERATOR, INC OR ANY UNDERTAKING, ACTS OR OMISSIONS RELATED THERETO; AND (3) ALL CONSEQUENTIAL, INCIDENTAL AND CONTINGENT DAMAGES WHATSOEVER.

#### RESTRICTION OF THE PERIOD LIMITATION OF ACTION

Any legal action relating to this Agreement or breach thereof shall be commenced within one (1) year from the date of the work. Consumer shall be deemed to have accepted all delivered goods which he has not rejected within two (2) years of receipt.

#### ALTERATIONS

Any alterations, additions, adjustments or repairs made by others, unless authorized or agreed upon by Midwest Electric and Generator, Inc, will be cause to terminate Midwest Electric and Generator, Inc's obligation under the contract.

#### EXCLUSION OF COURSE OF DEALING

It is agreed that no prior course of dealing or usage of trade not expressly set forth in this contract shall be admissible to explain, modify, or contradict this contract in any way. All warranty work will be performed during normal business hours. Any Customer requiring warranty work not performed during regular business hours will be charged a service charge.

Note: Any alterations or deviations from the above specifications involving extra costs will be executed only upon written consent by customer and will become an extra charge over and above the estimate. All agreements, contingent upon strikes, accidents or delays are beyond our control.

#### MINNESOTA PRE-LIEN NOTICE:

**"(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.**

**(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice."**



17002-260<sup>th</sup> Street  
Lindstrom, MN 55045

Tel: 651-257-7226  
Fax: 651-257-6317

9/30/2019 Revised

White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
Attn: GT Magnuson

Re: Standby Generators

Dear GT:

Lakeridge Electric, LLC proposes to furnish and install the standby generators complete for the above referenced projects.

**Administration Building:** **Amount Proposed: \$30,000.00**

35kw standby natural gas generator.  
Steel enclosure.  
Cold weather kit.  
Automatic transfer switch.

(Note: Existing gas meter is currently sized for 425 CFH, this will need to be reviewed with utility company and possibly upsized)

**Public Works Building:** **Amount Proposed: \$49,000.00**

60kw standby natural gas generator.  
Steel enclosure.  
Cold weather kit.  
Automatic transfer switch.

**Total Amount Proposed: \$79,000.00**

**Alternate:**

**35kw cummins Add: \$6,000.00**

**60kw cummins Add: \$8,000.00**

**Qualifications**

- Our proposal includes sales tax and permit.
- Our proposal includes delivery and hoisting.
- Our proposal includes concrete pads.
- Our proposal includes gas piping.
- Our proposal includes testing and training.
- Our proposal includes 24 month limited warranty.

Please feel free to contact us with any questions or comments you may have concerning this proposal. Thank you for considering Lakeridge Electric, LLC for this project.

Respectfully Submitted,

Justin Carlson  
Lakeridge Electric, LLC  
Email: [jcarlson@lakeridgeelectric.com](mailto:jcarlson@lakeridgeelectric.com)  
O 651-257-7226  
C 651-605-5515



**Town Board Meeting  
October 21, 2019**

**Agenda Number: 8.C – General Business**

**Subject: Township Personnel Items:**

1. Review & Adopt Proposed White Bear Township Employee Handbook & Personnel Policy(s).
2. Review & Adopt Proposed Enhanced Position Pointing System & Wage Scale

**Documentation:** Town Clerk Memo / Job Descriptions / Employee Handbook & Personnel Policy(s) – **Sent Separately Not Bound with Packet**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation:

1. Adopt Proposed White Bear Township Employee Handbook & Personnel Policy(s).
2. Adopt Proposed Enhanced Position Pointing System & Wage Scale

Gentlemen

Attached you will find for your review and approval the finished HR project entailing the new Employee handbook and personnel policy, job descriptions, and our new formatted wage scale. If you would like to have a more in depth discussion regarding the process and our plans going forward, I am more than happy to have this moved to our Executive Committee meeting on 11/24. The actual handbook will be tweaked and refined with all input from you all as well as staff between now and the end of the year as it is a "living document"; that's my way of saying there's no way I got everything, but it's a good start. I am out for MEA Thursday and Friday, so if anything comes up, feel free to call me on my cell phone.

Thanks

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## JOB DESCRIPTION

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POSITION TITLE: Clerk-Treasurer/ Township Administrator  
DEPARTMENT: Administration  
REPORTS TO: Board of Supervisors  
DATE: 09/11/2019

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### JOB SUMMARY

Provides leadership and direction to all functions of the Township. Assists the Township Board in developing policies and resolving issues and carries out the Board's directives. Responsible for the overall direction, coordination and evaluation of the Township.

### ESSENTIAL FUNCTIONS

1. Develops, implements, enforces and evaluates all Township policies including personnel, organization, financial, etc. Develops and issues all administrative rules, regulations, and procedures necessary to insure the proper functioning of all departments and offices within the Township.
2. Prepares, maintains and monitors the annual budget and submits to Township Board. Monitors the preparation of warrants and payment invoices. Monitors account receivables for the liquor, ambulance and fire departments.
3. Enforces all federal and state laws applicable to the Township. Ensures compliance with Township ordinances, and state and federal regulations.
4. Prepares and conducts media communications including notices, press releases, interviews, etc.
5. Develops and implements economic development strategies. Prepares agreements with developers for public improvement and economic development projects.
6. Plans, coordinates and provides technical guidance for Economic Development Advisory Board and Utility Commission.
7. Serves as an advisor to all elected and appointed officials of the Township. Reviews minutes of various Township Board and Commission meetings.

8. Plans, develops, implements and evaluates employee compensation and benefits programs. Works closely with and assists the Township Board and consultants to negotiate, prepare and administer union contracts.
9. Plans and attends meetings as necessary.
10. Responds to citizen inquiries and requests.
11. Represents Township with various organizations including I-35E Corridor Committee, Chamber of Commerce, Metro East Development Partnership, Ramsey County Sheriff's Department Contract Communities Group, etc.
12. Performs other duties as apparent or assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the Township's policies and applicable laws. Responsibilities include interviewing; training employees; planning, assigning, and directing work; evaluating employee performance; rewarding and disciplining employees; transferring employees; adjusting grievances; addressing complaints and resolving problems; hiring, promoting, disciplining and discharging employees.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Master's Degree in Public Administration, Political Science, or related field and a minimum of 10 years of experience in government HR and finance including several years in a responsible management position; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Economic development and project management experience preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret plans and specifications, contracts, state statutes, laws, ordinances, zoning codes, technical journals, financial reports, and legal documents. Ability to prepare contracts, advertising, ordinances, resolutions, policies, reports and correspondence. Ability to prepare and process various government forms including grant applications and permits. Ability to respond to common inquiries or complaints from members of the business community, employees, Commissions, the Township Board and the general public. Ability to

communicate effectively, both orally and in writing with Township Board, elected and appointed officials, staff, volunteer departments, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to coordinate preparation of the annual budget and administer the budget.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- In-depth understanding of municipal government including applicable state, federal and local statutes, laws and ordinances.
- Considerable knowledge of municipal budgeting, accounting and governmental financing practices and procedures, Township policies and codes.
- Knowledge of human resources and management including compensation, discipline, team building, compliance, etc.
- Knowledge of public improvement procedures and construction.
- Knowledge of real estate acquisition and development.
- Knowledge of intergovernmental and joint powers services.
- Ability to understand, negotiate and administer labor agreements.
- Knowledge of investment practices and procedures.
- Knowledge of grant application practices and procedures.
- Knowledge of economic development authority powers and duties and of economic development tools (grants, loans, agreements), statutory requirements, etc.
- General knowledge of computer operations and standard office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, stand, use hands to finger, handle or feel, reach with hands and arms; and stoop, kneel, crouch or crawl. Work requires regular use of a computer, telephone, and other office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. The employee is occasionally required to work in outside weather conditions. Travel to other offices is required to attend meetings. The job involves dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually quiet.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Clerk-Treasurer retains the discretion to add duties or change the duties of this job at any time.*



## JOB DESCRIPTION

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POSITION TITLE: Deputy Clerk  
DEPARTMENT: Administration  
REPORTS TO: Clerk-Treasurer  
DATE: 09/01/2019

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### JOB SUMMARY

Ensures that Township policies, procedures, ordinances, legal requirements, and agreements are completed, followed up on, and/or updated as needed. Manages daily, weekly and monthly organizational and procedural duties as required and/or requested by the Township Board and its Boards and Commissions. Performs in-house legal tasks not requiring Township Attorney's involvement. Performs a variety of administrative and support duties to ensure legal compliance and effective operation of the Township's office functions.

### ESSENTIAL FUNCTIONS

1. Coordinates, prepares and follows up on Township Board and Commission and Board items. Prepares meeting agendas and packets, identifies and lists actions required by Boards/Commission for agenda items in accordance with ordinance, legal, and procedural requirements. Provides references to recommendations made by advisory committees. Tracks timeline for action items. Finalizes all minutes of Boards and Commissions and files.
2. Drafts and maintains records of Township policies, resolutions, ordinances and amendments, legal publications, public notices, resident mailings, postings, deeds, agreements, Joint Power Agreements, development agreements, Zoning Certificates, permits, street vacations, etc. Publishes legal notices in newspaper and notifies residents of activities affecting them per statute requirements.
3. Coordinates assessment procedures and transmits assessments to Ramsey County. Tracks pre-paid assessments, assigns auditor numbers, calculates payoff amounts, and maintains assessment books. Performs all duties relating to assessing of residents in accordance with MSA 429 including notifications and hearings. Prepares pending assessment searches and assists title companies.
4. Performs general legal research. Records legal documents at the Ramsey County Courthouse. Drafts correspondence for staff members. Keeps up to date on State record retention laws.
5. Processes and issues liquor, fireworks, dog, rental, and solicitor licenses. Authorizes background checks for various positions and licensees.

6. Supervises interns.
7. Drafts News & Views and website updates.
8. Assists Public Works and Township Engineer with bid documents, bid openings and related mailings.
9. Performs general office management duties including coordinates service contracts and vendors; provides support for and back-up to Administrative Secretaries; orders supplies and food for meetings; prepares weekly staff meeting agenda; compiles items for auditors.
10. Coordinates and supervises bi-annual and special elections including the training of judges, to ensure the smooth and efficient conduct of these events.
11. Responds to resident complaints regarding various topics such as refuse, street sign placement, requests to add items to Board meeting agendas for resolution, and others Works to resolve complaints and refers to other Township staff when necessary.
12. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree in a Paralegal or Legal Secretary program and a minimum of five years of experience in a township legal support role; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LANGUAGE SKILLS**

Ability to prepare minutes, correspondence, special reports and legal documents. Ability to read and interpret documents, policies, laws, rules, ordinances, and regulations. Ability to communicate effectively, both orally and in writing with Township Board, Clerk-Treasurer, other employees, and the general public. Requires good grammar, punctuation and vocabulary skills.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Township policies and codes.
- Proficient in Microsoft Office suite
- Commitment to serve the public
- Positive attitude

- Punctual, good work habits
- Ability to share and collaborate with and support and respect co-workers.
- Ability to prioritize, work independently and produce accurate work.
- Ability to take on new tasks, solve problems and support a problem-solving process
- Organizational skills
- Ability to operate a full range of typical office equipment

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands to finger, handle, feel, and operate equipment. The employee is frequently required to sit. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Continuous use of computer keyboard and monitor is required. The employee must occasionally lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Administrative Secretary  
DEPARTMENT: Administration  
REPORTS TO: Clerk-Treasurer  
DATE: 09/01/2019

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### JOB SUMMARY

Serves as first point of contact for the Township by greeting visitors and answering incoming calls. Provides general customer service information and directs to other staff as appropriate. Provides building department information, processes various applications, permits, licenses and schedules inspections. Designs communication materials for all departments. Develops, implements and monitors social media and online customer service to ensure a positive online presence and citizen engagement. Performs general administrative duties.

### ESSENTIAL FUNCTIONS

1. Serves as first point of contact for the Township. Answers incoming telephone calls and greets visitors; determines purpose of calls and visits. Provides basic information and forms; listens to concerns, complaints and problems and assists in resolving. Directs inquiries to other staff or other government agencies as appropriate. May involve defusing customers who are difficult or upset.
2. Provides customer service related to building permit process. Responds to routine inquiries concerning building permit process and schedules. Communicates guidelines, policies and permit requirements, provides advice and information on permit review steps. Assists the public and contractors with completing permit applications and verifies that all required documentation is complete. Processes permits by entering into database and routing to proper department for review. Issues building permits and receipts when plan review is complete.
3. Reviews, issues and receipts various permits and licenses, including mechanical, electrical, plumbing, sewer, water, driveway, fence and other basic permits. Processes, issues, and receipts various licenses such as contractor, business, tobacco, rental, and dog licenses. Schedules inspections, reschedules as necessary, and coordinates Building Inspector's route. Researches records and provides customers with site-specific property information. Maintains address, license, board and commission files.

4. Designs, prepares and maintains communications materials for all departments including print and electronic educational and promotional publications, applications, billing inserts, signs, forms, etc. Prepares text, graphics, images and layout using desktop publishing software and other methods. Assists in developing presentations for Township Board, Commissions and the community.
5. Develops, implements and monitors social media and online customer service to ensure a positive online presence and citizen engagement. Serves as co-administrator of the Township website and reviews website regularly to ensure content is accurate, current and relevant. Identifies opportunities to expand the Township's online tools and digital engagement efforts and implements when appropriate. Coordinates with Township departments to implement web based resident engagement and communications. Manages, creates and edits web content for other departments.
6. Provides administrative and clerical support to all departments. Prepares, edits and distributes various reports and correspondence. Sorts and distributes incoming mail. Copies, distributes, and links Township Board and commission agenda packets.
7. Performs other duties as apparent or assigned.

## **QUALIFICATIONS REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or GED and two years of relevant administrative and customer service experience. Experience with Microsoft Office suite, graphic design/desktop publishing applications, website design/maintenance, and automated building permitting and POS systems. Experience with city government preferred.

### **LANGUAGE SKILLS**

Ability to prepare minutes, correspondence and special reports; read and interpret documents, policies, rules, ordinances and regulations; and communicate orally and in writing especially with the public. Requires good grammar, punctuation and vocabulary skills.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Office suite and graphic design/desktop publishing applications, website design/maintenance and experience with automated building permitting and POS systems
- Commitment to serve the public
- Positive attitude
- Punctual, good work habits
- Ability to share and collaborate with and support and respect co-workers.
- Ability to prioritize, work independently and produce accurate work.
- Ability to take on new tasks, solve problems and support a problem-solving process
- Organizational skills
- Ability to operate a full range of typical office equipment

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands to finger, handle, feel, and operate equipment. The employee is frequently required to sit. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Continuous use of computer keyboard and monitor is required. The employee must occasionally lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. The job may involve dealing with individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate.

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## JOB DESCRIPTION

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POSITION TITLE: Building Official-Code Enforcement Officer  
DEPARTMENT: Building  
REPORTS TO: Clerk-Treasurer  
DATE: 09/04/2019

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### JOB SUMMARY

Reviews construction documents submitted for permit approval and performs building inspections to ensure compliance with all applicable codes. Interprets Township Codes and assists the public in achieving compliance.

### ESSENTIAL FUNCTIONS

1. Reviews construction plans for commercial and residential construction to ensure compliance with State Building code and related ordinances. Issues Building Permits. Reviews On-Site Sewage Treatment designs for compliance with State and Town requirements.
2. Performs onsite inspections of residential and commercial building construction, and sewage treatment inspections, for all permitted projects to ensure compliance with applicable codes including plumbing, heating, mechanical, structural and local zoning requirements. Proactively surveys the Township for illegal construction.
3. Provides interpretations and explanations of applicable Building Codes and ordinances to architects, engineers, contractors and the general public.
4. Investigates and responds to potential Building Code and environmental violations, complaints, and hazardous conditions. Enforces all applicable Building Codes and Town Ordinances to ensure compliance, including issuing correction orders and stop work orders.
5. Maintains records including approved plans, inspection results and information needed to prepare monthly building permit reports, quarterly surcharge reports. Attends Town Board meeting to provide quarterly permit reports.
6. Oversees rental property and business licensing. Performs annual and biannual inspections and enforces Zoning Certificate requirements.

7. Enforces Township Zoning and Code Ordinances. Issues and reviews permits for fence, driveway, shed and grading. Investigates and responds to complaints from the public regarding zoning issues, property maintenance, trash and other nuisances. Provides information and education, issues warning notices, compliance notices abatement, and criminal citations. Prepares criminal complaints for Town Prosecuting Attorney and provides testimony in legal proceedings. Mediate and negotiate resolution in neighborhood disputes.
8. Interprets and enforces Storm Water Pollution ordinance. Inspects field investigations at outfalls, manholes, and construction sites.
9. Provides required reports to Met Council, MPCA and other agencies on sewage treatment maintenance and systems.
10. Coordinates and monitors Vacant Building registration and inspection programs.
11. Enforces winter parking restrictions. Issues warning notices, criminal citations and towing.
12. Participates as a member of the Variance Board.
13. Assigns and directs the work of the Building Department Intern.
14. Review, inspect and approve connections to the Township's sewer, water, and stormwater public utilities.
15. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree in Construction Management, Building Inspection Technology, or related field and four to six years of experience combined, in municipal building code inspections and construction; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requires current State of Minnesota Building Official Certification, On-Site Sewage Treatment Inspector Certification, and Storm Water Inspector certification, and Minnesota Class D Driver's License.

## **LANGUAGE SKILLS**

Ability to prepare letters, memos, reports, ordinance amendments, and correspondence. Ability to read and interpret reports, documents, operating and procedure manuals, polices, codes, ordinances, laws, and rules and regulations. Ability to prepare and present written and verbal presentations of permit reports, annual projected permit activity, etc. Ability to communicate effectively, both orally and in writing with Town Board, Clerk-Treasurer, other employees, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages. Ability to calculate areas and volumes.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of building codes.
- Knowledge of construction methods, techniques, tools, materials and equipment
- Working knowledge of computer programs including Windows, Excel, and Word.
- Ability to read and interpret blueprints.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee is frequently required to talk or hear; use hands to finger, handle, or feel; reach with hands and arms; climb, balance, stoop, kneel, crouch or crawl.

Work requires regular use of a computer, telephone, and other office equipment as well as measuring devices, hand tools, metal detectors, shovels, augers and ladder.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works at construction sites and in outdoor weather conditions and at a variety of building, commercial, industrial and residential sites. There is regular exposure to moving equipment, high, precarious places, slippery and uneven surfaces, climbing on ladders and scaffolding, and work on roofs, in trenches, attics, and under floors/ crawl spaces.

Work is also performed in a normal office environment. There is regular attention to detail and deadlines. Frequent travel to job sites and other offices is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Planner  
DEPARTMENT: Administration  
REPORTS TO: Clerk-Treasurer  
DATE: 09/04/2019

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### JOB SUMMARY

Administers and enforces the Township's Planning, Zoning and Community Development programs, Park Development and Recycling programs. Coordinates with School District #624 for recreation programming and other related programs.

### ESSENTIAL FUNCTIONS

1. In all areas of responsibility: prepares and presents reports to Boards and Commissions; attends Board and Committee meetings; prepares agendas for meetings as necessary; assists Township residents and developers in preparation of applications and agendas for review by Township Variance Board, Park Board, Planning Commission and Township Board; researches, prepares and submits grant applications for local, state, and federal funding. Represents the Township at various community, business, and other government agency meetings. Consults with and negotiates with developers, consultants and others to ensure ordinances, policies, and permitting requirements are met.
2. Develops budgets for all areas of responsibility.
3. Supervises contractors, consultants and vendors in all areas of responsibility.
4. Development Program: Reviews development proposals and coordinates the review with other Township staff as necessary. Responds to inquiries relating to development within the Township in accordance with Township ordinances. Provides Community development assistance to current and prospective businesses.
5. Planning and Zoning: Reviews, processes and presents all planning and zoning requests, reviews all proposals submitted, and presents to the Variance board, Planning Commission, Park Board, Township Board, and other Boards and Commissions as necessary. Assists with and coordinates the implementation,

administration, review and update of the Township Comprehensive Plan. Prepares and recommends ordinance amendments and updates.

6. Park development: Administers park development, redevelopment and acquisition. Reviews residential development for future trail and park development. Reviews new and existing parks for development and redevelopment. Initiates and coordinates park and trail proposal review with staff and presentation to Boards and Commissions. Provides technical assistance to the Park Board including preparation for all meetings, park acquisitions, development and Township Events.
7. Recycling Program: Administers Township's recycling program; attends meetings; proposes changes to the program; provides yearly reports to Ramsey County.
8. Coordinates other programs including but not limited to:
  - a. Serves as Township liaison with the school district for the Recreation Program.
  - b. Tree inspection and goose control. Assists with tree inspections, identifies diseases or hazards and mails notices as needed.
  - c. Serves as Township alternate member to VLAWMO. I-35 Corridor Committee representative for the Township.
  - d. Serves as Township Representative on Trail related committees such as Lake Links Trail, Ramsey County Active Living.
9. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Planning or related field and a minimum of 10 years of experience in planning, community development or related area; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Master's Degree is preferred.

### **LANGUAGE SKILLS**

Ability to prepare reports and correspondence. Ability to read and interpret financial reports, documents, operating and procedure manuals, policies, maps, building and grading plans, grant applications, codes, ordinances, laws, and rules and regulations. Ability to prepare and present written and verbal presentations. Ability to communicate effectively, both orally and in writing with Township Board, Clerk-Treasurer, other employees, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Township ordinances, policies and codes.
- Working knowledge of Microsoft Office, Excel, and Word.
- Ability to use engineer and architect scales
- Ability to review and interpret property subdivision, site plans, surveys, and building plans.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger, handle, or feel to operate office equipment. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk, reach with hands and arms, stoop, kneel, crouch or crawl. Work requires frequent use of a computer, telephone, and other office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. The employee is occasionally required to work in outdoor weather conditions. There is considerable attention to detail and deadlines. Regular travel to various Township sites and other offices is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue. Work requires regular evening meeting attendance. The noise level in the work environment is usually moderate.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Finance Officer  
DEPARTMENT: Finance  
REPORTS TO: Clerk-Treasurer  
DATE: 09/06/2019

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### JOB SUMMARY

Provides financial management and oversees and directs all finance and accounting activities including budgeting and financial reporting for the Township and the City of Gem Lake. Acts as Clerk-Treasurer in their absence.

### ESSENTIAL FUNCTIONS

1. Oversees all accounting and finance activities for the Township and the City of Gem Lake including reviewing receipts, payables, receivables, payroll, utility billings, monitoring account balances for budget compliance, and investing of Township and City funds. Develops, reviews, and implements accounting and finance policies and practices for both jurisdictions. Provides various financial reports to the Township Board and City Council.
2. Directs, prepares and monitors the Township budget and ten-year Capital Improvement Plan. Directs, prepares and monitors the budget for the City of Gem Lakes. Develops budget calendar, develops and distributes budget worksheets to department heads, compiles completed budget worksheets into draft budget, presents draft budget to Board, completes and submits all State and County required reports/ certifications, and presents budget and tax levy to residents at the budget meeting/Council meeting.
3. Coordinates and assists with the Township and Gem Lake annual audit process. Works with audit firm to provide necessary reports and documentation so that the audit firm can complete the annual financial report in accordance with GAAP. Completes and submits all State financial forms.
4. Oversees the treasurer activities of the Township and the City of Gem Lake, including cash flows, purchasing, trading, and selling of investments in accordance with Township and City policies and State Statutes.

5. Oversees debt-management of the Township and City of Gem Lake including the coordination of new debt issues to finance project costs, the analysis of existing debt for refinancing opportunities, and the repayment of annual debt principal and interest.
6. Manages the Township's tax increment funds including receipting of payments, coding of expenditures, calculating and preparing pay-as-you-go payments, preparing and submitting all required State reporting requirements. Recommends decertification of TIF districts when appropriate.
7. Performs risk management which includes evaluation of existing insurance programs to ensure the best coverage at the best cost.
8. Oversees and coordinates the Township's computer and software needs through contract with Metro Inet.
9. Reviews and recommends utility rates on an annual basis. Projects utility fund balances and cash flows into the future; presents the projections and rates to both the Township Board and Utility Commission.
10. Performs other duties as apparent or assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervises employees in the Finance Department in accordance with the Township's policies and applicable laws. Responsibilities include training employees, evaluating employee performance; planning, assigning, and directing work; addressing complaints and resolving problems. Recommends hiring, rewards, transfers, promotions, disciplinary actions, suspensions, and demotions.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in finance, accounting, or related field and a minimum of seven years of experience in municipal or public finance, including two years in a responsible management position; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Certified Public Finance Officer designation and GFOA, MNGFOA, and ICMA training preferred.

## **LANGUAGE SKILLS**

Ability to prepare reports and correspondence. Ability to read and interpret financial reports, documents, operating and procedure manuals, policies, laws, and rules and regulations. Ability to prepare and project financial information and data. Ability to prepare and give verbal presentations and speeches. Ability to communicate effectively, both orally and in writing with Township Board and City Council, Clerk-Treasurer, other employees, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Township and City policies and codes.
- Considerable knowledge of financial and accounting practices used in government accounting.
- General knowledge of computer operations.
- Considerable skill in using computer programs including Windows, Excel, Word, and financial software packages.
- Ability to operate a full range of typical office equipment
- Ability to think logically.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl.

Work requires extensive use of a computer, telephone, and other office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. Intermittent travel to other offices is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate. Regular evening work is required to attend meetings.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Clerk-Treasurer retains the discretion to add duties or change the duties of this job at any time.*



## Job Description

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POSITION: Senior Finance Analyst-Assistant Finance Officer  
DEPARTMENT: Finance  
REPORTS TO: Finance Officer  
DATE: 09/06/2019

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### SUMMARY

Manages daily work and processes for accounts payable/receivable, payroll, utility billing and general accounting. Performs finance and accounting responsibilities as delegated including analytical support. Provides financial software support to users and leadership and identifies and implements approved technology and process improvements. Performs human resources administration related to new hires, benefits administration and other areas as assigned. Serves as Finance Officer in their absence.

### ESSENTIAL FUNCTIONS OF THE POSITION

1. Administers Payroll, Benefits and Human Resources. Manages the payroll process and the automated payroll system; processes bi-weekly Township payroll and prepares payroll reporting, including W-2s. Maintains employee benefits programs and coordinates the annual Open Enrollment Process, providing information to staff, assuring timely enrollment, deduction authorizations, etc. Files Public Employee Retirement Association (PERA), Federal, and State payroll related reports. Completes financial information on employment verifications and verifies unemployment notices. Maintains the confidential nature related to payroll and employee benefits. Performs new hire processing and onboarding.
2. Manages the utility billing and the automated utility billing software. Coordinates the quarterly meter reading and utility bill generation with the Accounting Clerk/Administrative Secretary, Public Works and outside vendors. Provides customer service and conflict resolution over the phone, via email and in person. Researches issues, initiates adjustments and final bills. Actively reviews and initiates process improvements. Sets up and processes ACH transactions for utility customers. Sets up new customer accounts. Directs and reviews work of Accounting Clerk/ Administrative Secretary.
3. Performs general accounting, financial analysis, and cash management duties. Monitors and maintains investments. Oversees daily receipts, manages weekly

deposits and monthly cash reconciliation, performs journal entry process and researches issues. Performs Accounts Receivable, Performs general ledger account reconciliation and input of journal entries.

4. Accounts Payable. Reviews, approves and prints checks. Maintains all reporting. Reconciles past due. Monitors policies and procedures ensuring adherence to internal and external controls including IC124s. Actively initiates process improvements. Directs and reviews work of Accounting Clerk/ Administrative Secretary.
5. Maintains the financial data required by GASB34 associated with the recording of infrastructure and fixed asset reporting.
6. Actively participates in annual audit. Solely responsible for fixed asset accounting. Performs other agency audits. Assists Finance Officer with Budget and CIP preparation.
7. Provides backup duties for the position of Accounting Clerk/Administrative Secretary. Staffs the front counter and answers phones as needed.
8. Manages special projects as assigned.
9. Works closely with the Finance Officer in the development, implementation, oversight and evaluation of accounting controls, processes, and guidelines. Creates and updates forms, as necessary, to aid in the collection of financial related data.
10. Maintains records/ filing in accordance with record retentions regulations.
11. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in finance, accounting, or related field and five years of experience in government accounting; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to prepare reports and correspondence. Ability to draft reports, manuals, and policies. Ability to read and interpret financial reports, operating and maintenance

manuals, procedure manuals, policies, laws, and rules and regulations. Ability to communicate effectively, both orally and in writing with elected officials, supervisors, other employees, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages. Ability to calculate utility bills and monthly/yearly water/sewer reports.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Township policies and codes, Minnesota State Statutes and changing legislation
- Considerable knowledge of financial and accounting practices used in government accounting
- Knowledge of payroll, employee benefits, and the Fair Labor Standards Act.
- General knowledge of computer operations.
- Considerable skill in using computer programs including Windows, Excel, Word, and financial software packages
- General knowledge of standard office procedures, practices and equipment
- Ability to think logically
- Commitment to serve the public with proven excellent customer service skills via phone and in person
- Positive attitude

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl.

Work requires extensive use of a computer, telephone, and other office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. Intermittent travel to other offices is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate. Occasional evening work may be required to attend meetings.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Accounting Clerk/Administrative Secretary  
DEPARTMENT: Finance  
REPORTS TO: Finance Officer  
DATE: 09/01/2019

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### JOB SUMMARY

Processes accounting transactions (payables, receivables/payment receipting, payroll, etc.) and related quarterly reporting for the Township and the City of Gem Lake. Provides excellent customer service to residents and others and provides backup for Administrative Secretary and Finance Analyst positions. Performs utility billing receipt functions for all Township utilities.

### ESSENTIAL FUNCTIONS

1. Accounts Payable: Processes invoices in a timely and accurate manner according to policies and procedures regarding approvals, coding, vendor set-up, W-9 requirements, and tax-exempt status for bi-weekly A/P payment runs. Responds to vendor inquiries and reconciles vendor statements. Maintains complete and accurate A/P files. Issues annual 1099 forms.
2. Utilities: Processes and posts utility payments in a timely and accurate manner. Takes weekly deposits to the bank. Posts penalties for past due accounts. Assists with annual preparation of delinquent account information for certification to taxes and with preparation of garbage delinquent lists. Prepares monthly fluoride reporting and other utility related reporting as required. Prepares service orders for Public Works for various services such as final meter readings, and water and meter problems. Assists Finance Analyst with coordination of quarterly meter reading and utility bill generation.
3. Customer Service: Responds to customer/resident inquiries regarding billing and other utility questions. Provides information to title companies or others upon request. Provides backup to Administrative Secretary by greeting customers and visitors at the front counter, answering the phone, and issuing permits.
4. Accounts Receivable: Performs accounts receivable duties including billing for legal, planning, and development services, right-of-way permits, code enforcement activities, and false alarms. Processes payments for accounts receivable invoices

and rent payments. Issues letters to residents and businesses that have had false alarms within the month and invoices for repeat offenders.

5. City of Gem Lake: Processes invoices and issues checks on a monthly basis for accounts payable. Issues 1099 forms annually. Processes bi-weekly payroll for City staff and quarterly payroll for City Council. Prepares bi-weekly, quarterly, and year-end payroll reporting. Enters receipts on a monthly, or more frequent basis. Takes weekly deposits to the bank. Prepares quarterly reporting for Met Council on permits issued.
6. Fixed Assets: Identifies fixed asset expenses, creates and maintains files for fixed asset documentation.
7. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree in Finance/Accounting and a minimum of three years of experience in accounting, payroll, and customer service; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Proficient in Microsoft Office suite. Experience with city government preferred.

### **LANGUAGE SKILLS**

Ability to prepare reports and correspondence. Ability to read and interpret financial reports, documents, operating and procedure manuals, policies, laws, rules and regulations. Ability to communicate effectively, both orally and in writing with the general public, other employees, and elected officials.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages. Ability to calculate payables, utility bills, and other financial information.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to serve the public
- Positive attitude
- Punctual, good work habits

- Ability to share and collaborate with and support and respect co-workers.
- Ability to prioritize, work independently and produce accurate work.
- Ability to take on new tasks, solve problems and support a problem-solving process
- Organizational skills
- Ability to operate a full range of typical office equipment

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands to finger, handle, feel, and operate equipment. The employee is frequently required to sit. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision. Continuous use of computer keyboard and monitor is required. The employee must occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is considerable attention to detail and deadlines. The job may involve dealing with individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate. Intermittent local travel is required to make bank deposits/errands.

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## JOB DESCRIPTION

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POSITION TITLE: Public Works Director  
DEPARTMENT: Public Works  
REPORTS TO: Clerk-Treasurer  
DATE: 09/10/2019

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### JOB SUMMARY

Provides leadership and direction for the Public Works Department, supervising and coordinating staff and all divisions which include streets, utilities (water, sewer, and storm water), parks, government buildings and equipment.

### ESSENTIAL FUNCTIONS

1. Evaluates, plans, directs, and coordinates the functions of the Public Works Department and staff.
2. Works with the Clerk-Treasurer and Finance Officer to develop operational budgets and Capital Improvement Plan. Manages budget and capital expenditures for construction and maintenance projects, and equipment needs.
3. Manages projects and provides oversight of engineering projects. Directs contract administration of internal projects such as well rehabilitation, sealcoating for streets and trails, sanitary sewer infiltration/inflow projects, and building maintenance. Develops bid documents, reviews bid documents, reviews bids, attends pre-construction meetings, coordinates Public Works staff involvement, inspects projects and reviews to completion.
4. Ensures that Clerk-Treasurer and Township Board are informed regarding Public Works matters. Communicates regularly with and provides information to the Utility Commission, Park Board, other Township staff, outside consultants, the public and the media concerning Public Works programs and services. Prepares and presents daily, monthly and annual operational records and reports. Responds to and works to resolve citizen concerns, issues, and complaints.
5. Plans, implements and evaluates programs. Develops policies and procedures. Recommends ordinances Ensure compliance with all regulatory agency requirements.
6. Provides direction on the operation, maintenance, procurement, and replacement

of equipment.

7. Attends evening Commission and Board meetings as necessary.
8. Provides infrastructure maintenance through contract/JPA management to other communities including Gem Lake, Birchwood and North Oaks.
9. Performs other duties as apparent or assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Public Works Department. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the Township's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; evaluating performance; adjusting grievances; rewarding and disciplining employees; hiring, suspension, demotion and discharge of seasonal employees; addressing complaints and resolving problems; and effectively recommends hiring, promoting, demoting and discharge of employees.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Construction Management, Public Administration, Business Administration, or related field and a minimum of seven years of experience in a similar position, including five years of experience in a supervisory role and experience in construction project management; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A valid Minnesota Class A Commercial Driver's License with tanker endorsement is required. The position requires a Class "B" Water Operators Certificate and a Class "SC" Wastewater Treatment Facility Operator Certificate.

A Master's Degree is preferred.

### **LANGUAGE SKILLS**

Ability to prepare reports and correspondence. Ability to read and interpret documents such as safety rules and procedure manuals, policies, laws, rules and regulations. Ability to prepare and give verbal presentations and speeches. Ability to communicate effectively, both orally and in writing with Township Board, Clerk-Treasurer, employees, consultants, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute and communicate rates, ratios, and percentages. Ability to prepare a department budget and ten-year capital budget. Ability to estimate jobs in labor hours and equipment required. Ability to translate volumes, capacity, performance, etc.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Township policies and codes.
- Knowledge of safety policies and procedures.
- Ability to read and interpret plans and specifications for sewer, water, streets, etc.
- Considerable knowledge of public works systems, operations, and maintenance.
- Considerable knowledge of Federal, State, and County regulations and laws.
- Considerable knowledge of occupational hazards.
- General knowledge of computer operations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to talk or hear; and to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl, and taste or smell.

Work requires regular use of a computer, telephone, and other office equipment. The employee must occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment. There is regular attention to detail and deadlines. Intermittent travel to other offices is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually moderate.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Field Maintenance Supervisor  
DEPARTMENT: Public Works  
REPORTS TO: Public Works Director  
DATE: 09/10/2019

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### JOB SUMMARY

Coordinates daily, weekly, monthly and annual Public Works department operations. Supervises Public Works staff and assigns work to be completed. Assists residents with complaint/ problem resolution.

### ESSENTIAL FUNCTIONS

1. Coordinates day-to-day, weekly, monthly, and annual Public Works operations. Completes weekly work schedule. Prioritizes and re-prioritizes tasks as necessary. Estimates material, labor, and equipment for each task.
2. Assigns tasks and provides direction to staff. Supervises staff, monitors performance and inspects work. Reviews weekly timecards for accuracy.
3. Coordinates staff training and serves as first-level technical and training resource for staff. Facilitates and assists with solving problems; suggests improvements and strives for continuous improvement.
4. Monitors compliance with Township practices, policies, procedures. Ensures safety policies and procedures are followed.
5. Documents work daily. Scans and enters information into Public Works electronic files. Designs and/or creates forms for staff to use for various jobs and tasks.
6. Monitors contract work as directed by the Public Works Director.
7. Inspects and evaluates Township infrastructure per schedule or as needed.
8. Performs the hands-on duties of Maintenance Workers as needed, during employee absences, shorthanded crew, and on-the-job training.

9. Works with Public Works Director on budget preparation, ten-year CIP, and long-range planning. Estimates material, labor, and equipment.
10. Obtains quotes for equipment, services, and supplies. Determines most efficient way to accomplish work. Follow Department's purchasing policies.
11. Coordinates snow and ice control program and maintains regular snow removal route.
12. On-Call duties when scheduled. Responds to Township emergencies such as snow removal, water system issues/repairs, SCADA alarms, weather related storm events, sanitary sewer system issues/repairs. Guides other staff members when they are on-call.
13. Responds to residents and property owner issues and complaints via email, phone and in person. Resolves issues or involves other Township staff as appropriate.
14. Performs other duties as apparent or assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Public Works Department. Plans, assigns, and directs work; hires, trains, and directs seasonal employees; addresses complaints and resolves problems. Delegates work and coordinates schedules of employees in coordination with the Public Works Director. Assesses employee performance. Assists in employee selection activities. Monitors and approves subordinates' timecards, flex leave, etc.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Certificate or vocational program in heavy equipment operations, construction, maintenance, equipment maintenance or related field; and six years of related experience; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Formal supervisory/management training.

Requires possession of valid Minnesota Class A Commercial Driver's License; Class SC Sewer Certificate; Class B Water Certificate; Certified Arborist; CPR/First Aid Training; Certified Playground Safety Inspector.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair and procedure manuals. Ability to understand and prepare written and verbal instructions. Ability to maintain accurate records of infrastructure repairs, equipment repairs, and scheduled maintenance. Ability to communicate effectively with supervisors, other employees, consultants, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages, volume, capacity.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of public works operations and maintenance.
- Considerable knowledge of, and skill and ability in using methods, techniques, tools, materials, and equipment used in maintenance and repair work. Equipment includes but is not limited to jet truck, skid loaders, forklift, mowers, loader, crane truck, sweeper plow trucks, pickup trucks, and water testing equipment.
- Considerable knowledge of Federal, State, County and local regulations and laws.
- Considerable knowledge of occupational hazards.
- Ability to ensure safety policies and procedures are followed.
- Proficient with computers and software programs such as Word, Excel, Outlook, etc.
- Working knowledge of Township policies.
- Ability to review Township ordinances for applicability.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; use hands to finger, handle, and feel objects, tools, and controls; climb and balance; and talk and hear. The employee is frequently required to walk, stoop, kneel, crouch, and crawl. The employee is occasionally required to sit, taste and smell.

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a normal office environment and the employee occasionally works outdoors in all weather conditions, in the road right of way (ROW), and near moving mechanical parts. The employee rarely works in high precarious places, extreme cold and heat; enclosed spaces; wet and humid conditions; and is occasionally exposed to dirt, dust, fumes, toxic/caustic chemicals, airborne particles, and the risk of electrical shock. The job regularly involves dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is occasionally loud and usually moderate. Regular driving of Township trucks and equipment is required. There is regular attention to detail and deadlines.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Lead Worker  
DEPARTMENT: Public Works  
REPORTS TO: Field Maintenance Supervisor  
DATE: 09/10/2019

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### JOB SUMMARY

Performs skilled and semi-skilled maintenance, repair and inspection functions of the Township's infrastructure under the guidance of the Public Works Director and the Field Maintenance Supervisor. Provides work direction and technical assistance to Maintenance Workers. Supervises Maintenance Workers in the absence of the Field Maintenance Supervisor. Leads the Department in the absence of the Field Maintenance Supervisor and the Public Works Director.

### ESSENTIAL FUNCTIONS

1. Prioritizes and resolves maintenance functions and problems to make the best possible use of manpower, materials, and equipment to carry out maintenance and repair functions of the Township's infrastructure. Performs all Maintenance Worker functions as part of the Maintenance team to repair and maintain the Township's buildings, streets, storm water, parks, water, and sanitary sewer systems, etc.
2. Performs water testing of the Township's water system including all required Minnesota Department of Health (MDH) tests. Assists in the maintenance of the Town's water system. Submits reports to the Minnesota Pollution Control Agency. Assists the City of North Oaks with these functions.
3. Maintains sanitary sewer system. Prepares annual sewer cleaning maps. Works with Field Maintenance Supervisor to keep the SCADA monitoring system working for all lift stations located in the Township, the City of Birchwood and the City of North Oaks.
4. Identifies and assesses equipment and other vendor products and/or services and makes recommendations for replacement of equipment, infrastructure, and other Public Works related items to the Field Maintenance Supervisor and Public Works Director. Orders parts and tools as needed, obtains quotes for tree removal, gate valve repairs and other contracted services.

5. Contributes to the development of long- and short-range plans and department operating and safety procedures for maintenance and overall operations including water, sewer, storm water, roads, parks and building infrastructure.
6. On-Call duties when scheduled. Responds to Township emergencies such as snow and ice removal, water system\_repairs, SCADA alarms, storm events, sanitary sewer backups. Guides other staff members when they are on-call in the absence of the Field Maintenance Supervisor.
7. Keeps the Field Maintenance Supervisor informed of the status of maintenance projects in a timely manner.
8. Provides and obtains information and answers questions from the general public, other government agencies, vendors and contractors.
9. Follows all safety policies and procedures.
10. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent and a minimum of five years of related experience; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requires possession of, or ability to obtain by the end of the probationary period:

- Class SC Wastewater Certificate
- Class C Water Certificate
- Class SD Sewer Certificate
- Tree Inspector Certificate
- Stormwater Certificate
- Class A CDL MN driver's license.
- Working knowledge of Township policies.

Vocational degree preferred in heavy equipment operations, construction, maintenance, equipment maintenance or related field. Supervisory training preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, plans and specifications, and records

and as-built plans. Ability to understand written and verbal instructions. Ability to communicate effectively with supervisors, other employees, consultants, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of, and skill and ability in using methods, techniques, tools, materials, and equipment used in maintenance and repair work. Equipment includes but is not limited to jet truck, skid loaders, forklift, mowers, loader, crane truck, sweeper plow trucks, pickup trucks, and water testing equipment.
- Working knowledge of bituminous pavement maintenance practices and materials including patching, sealcoating, crack-sealing, overlay and other paving techniques.
- General knowledge of Township operations and procedures.
- Knowledge of safety policies and procedures.
- Working knowledge of Township policies.
- Ability to review Township ordinances for applicability.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; use hands to finger, handle, and feel objects, tools, and controls; climb and balance; and talk and hear. The employee is frequently required to walk, stoop, kneel, crouch, and crawl. The employee is occasionally required to sit, taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors in all weather conditions, in the road right of way (ROW), and near moving mechanical parts. The employee occasionally works in high precarious places, extreme cold and heat; enclosed spaces; wet and humid conditions; and is occasionally exposed to dirt, dust, fumes, toxic/caustic chemicals, airborne particles, and the risk of electrical shock. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually loud. Regular driving of Township trucks and equipment is required.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Public Works Maintenance Worker  
DEPARTMENT: Public Works  
REPORTS TO: Field Maintenance Supervisor  
DATE: 09/10/2019

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### JOB SUMMARY

Performs skilled and semi-skilled labor, maintenance, and repair work on the Township's infrastructure including Township maintained streets, water, sanitary sewer, storm water systems, and parks, including related buildings and equipment.

### ESSENTIAL FUNCTIONS

1. Maintains and repairs Township streets including asphalt, concrete, street signs, culverts, catch basins, and street sweeping/debris removal.
2. Maintains and repairs Township maintained water system including wells, water mains, water towers, fire hydrants, and gate valves.
3. Diagnoses problems, determines corrective action, and coordinates with the public, other utilities and contractors to complete repairs.
4. Monitors and adjusts water treatment chemicals and collects water samples as required by the State of Minnesota.
5. Maintains and repairs Township sewer system including lift stations, force mains, sanitary sewer mainlines and manholes.
6. Maintains and repairs Township buildings including general carpentry and minor plumbing.
7. Removes, trims, and disposes of diseased trees, shrubs, etc. from boulevards, easements, parks and other Township properties using chain saws, wood-chipper, bucket truck, and related equipment.
8. Performs routine maintenance on all Township owned equipment.
9. Removes snow and ice from all Township owned streets, sidewalks, parking lots, trails and skating rinks using appropriate equipment.

10. Maintains park shelters, playground equipment, park turf, athletic fields, and ice rinks.
11. Assigns and directs work of seasonal employees.
12. On-Call duties when scheduled. Responds to Township emergencies such as snow and ice removal, water system related emergencies, SCADA alarms, storm events, and sanitary sewer backups.
13. Follows all safety policies and procedures.
14. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent and a minimum of two years of related experience and/or training in maintenance and repair of streets, water, sanitary sewer, storm water systems, building and equipment maintenance and repair; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requires possession of, or ability to obtain within six months of hire, a valid Minnesota Class B Commercial Driver's License with airbrake and tanker endorsement.

Class C Water Certificate and Class D Sewer Certificate preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair and procedure manuals, records and as-builts plans. Ability to understand written and verbal instructions. Ability to maintain accurate records of equipment repairs and scheduled maintenance. Ability to document water, sanitary sewer, storm water, and park system repairs/replacements. Ability to communicate effectively with supervisors, other employees, consultants, and the general public. Ability to advise/inform the public of Public Works emergencies such as loss of utility service, blocked streets, etc.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge, skills and ability in using methods, techniques, tools, materials, and equipment used in maintenance and repair work. Equipment includes but is not limited to jet truck, skid loaders, forklift, mowers, wheel loader, crane truck, street sweeper, snowplow trucks, pickup trucks, and water testing equipment.
- Working knowledge of streets, storm water, water, sanitary, and park systems; equipment maintenance and repair, including methods, tools and procedures.
- Knowledge of tree trimming techniques.
- General knowledge of carpentry techniques.
- Knowledge of safety policies and procedures.
- Ability to arrive on-site within the Township within one hour and independently respond to public works emergencies on a frequent basis.
- Must comply with drug and alcohol testing requirements such as per-employment, random, post-accident, reasonable suspicion and other testing.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit; reach with hands and arms; use hands to finger, handle, and feel objects, tools, and controls; climb and balance; and talk and hear. The employee is frequently required to stoop, kneel, crouch, and crawl. The employee is occasionally required to taste and smell. The employee is occasionally required to climb up ladders and work in confined spaces.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift with assistance, and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors in all weather conditions, in the road right of way and near moving equipment and mechanical parts. The employee occasionally works in high precarious places, extreme cold and heat; enclosed spaces; wet and humid conditions; and is occasionally exposed to dirt,

dust, fumes, toxic/caustic chemicals, airborne particles, and the risk of electrical shock. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually loud. Regular driving of Township trucks and equipment is required.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Mechanic  
DEPARTMENT: Public Works  
REPORTS TO: Field Maintenance Supervisor  
DATE: 09-10-2019

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### JOB SUMMARY

Performs skilled mechanic work necessary for a comprehensive maintenance program for all Township-owned automotive, light and heavy equipment, in the most effective manner possible. Diagnoses, repairs and maintains equipment. Assists in other Public Works department functions as needed. Communicates effectively with department heads, residents and co-workers.

### ESSENTIAL FUNCTIONS

1. Services, repairs and maintains Township-owned cars, trucks and equipment, and performs other duties as assigned by and under the guidance of the Field Maintenance Supervisor. Fabricates necessary parts.
2. Plans, coordinates, and evaluates all repair and preventive maintenance programs for all Township-owned vehicles and equipment to provide services at the lowest possible cost consistent with keeping equipment available and in good working order when needed, while using good judgment in deciding whether to repair or to replace equipment and/or to perform repair work in-house or contract out for optimum cost benefit to the Township.
3. Reviews and evaluates vehicle and other equipment which has been damaged and obtains estimates where necessary for bodywork and other specialized repair services.
4. Schedules maintenance work to assure that the most effective use is made of all available equipment with a minimum of down time on equipment needing repair.
5. Keeps current on improved repair and maintenance techniques, and new equipment, vehicles, and tools.
6. Recommends tools and equipment purchases for the shop. Anticipates need for replacement parts and tools. Obtains quotes and procures necessary parts and

materials, with supervisors' approval. Maintains control of parts, tool, and supply inventories.

7. Works with the Field Maintenance Supervisor in the development of specifications on all cars, trucks and other special equipment to be ordered.
8. Maintains sound control of expenditures within budget, under supervision of the Field Maintenance Supervisor. Codes invoices and statements accurately.
9. Maintains accurate and detailed records of maintenance performed, preventive maintenance program, inspection, repairs, budget. Uses fleet maintenance program.
10. Provides input and submits information to the Field Maintenance Supervisor on necessary expenditures for the department as well as for the development of a comprehensive departmental budget and capital improvement program.
11. Performs other Public Works department duties as needed, including but not limited to:
  - Repairs and maintains the Public Works, Administration and Heritage Hall buildings
  - Performs parks and grounds maintenance
  - Services, repairs and maintains sanitary sewer, water, stormwater, and streets systems.
  - Assists in snow and ice removal by operating snow and ice removal equipment.
12. Follows all safety policies and procedures.
13. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent and a minimum of five years of experience as an equipment maintenance mechanic; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Two-year degree in diesel repair or related field preferred, fleet management, fabrication and welding experience preferred.

Requires possession of, or ability to obtain by the end of probationary period, Minnesota Class A Commercial Driver's License, Class "D" Water Certificate, Class "SD" Wastewater Certificate.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair, and procedure manuals. Ability to understand written and verbal instructions. Ability to maintain accurate records of equipment repairs and scheduled maintenance. Ability to communicate effectively with supervisors, other employees, vendors, and the general public.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, averages and percentages.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of methods, techniques, tools and materials and equipment utilized in maintaining and repairing light and heavy equipment including small engines.
- Considerable knowledge of welding and hydraulics.
- Knowledge of safety policies and procedures.
- General knowledge of Township operations and procedures
- General knowledge of computer operations.
- Working knowledge of Township policies.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit; reach with hands and arms; use hands to finger, handle, and feel objects, tools, and controls; climb and balance; and talk and hear. The employee is frequently required to stoop, kneel, crouch, and crawl. The employee is occasionally required to taste and smell. The employee is occasionally required to climb up ladders and work in confined spaces.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a non-climate-controlled shop near moving mechanical parts. The employee occasionally works in high precarious places, outdoor weather conditions, extreme cold and heat; wet and humid conditions and in the road right of way; and is occasionally exposed to dirt, dust, fumes, toxic/caustic chemicals, airborne particles, and the risk of electrical shock. The job requires attention to detail. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually loud. Regular driving of Township trucks and equipment is required.

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

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## JOB DESCRIPTION

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POSITION TITLE: Seasonal Worker  
DEPARTMENT: Public Works  
REPORTS TO: Field Maintenance Supervisor  
DATE: 09/10/2019

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### JOB SUMMARY

This is a temporary, generally full-time position not to exceed 180 days within a twelve-month period. Under supervision, assists with various activities in the Public Works department. Work includes maintenance of public streets way and Township owned or maintained properties. The type of work is dependent upon the season. Seasonal work includes but is not limited to duties such as road patching, crack sealing, sewer jetting, mowing and weed whipping, clearing brush, tree trimming, refuse removal, and painting.

### ESSENTIAL FUNCTIONS

1. Works safely and complies with all safety policies. Observes all standard and special safety operating procedures, guidelines, and requirements. Stays alert, works courteously and maintains awareness of surroundings and of others in and around the work area.
2. Performs a wide variety of manual labor as required. Operates equipment including vehicles, power equipment, hand tools and machinery. Performs sustained operation of gas-powered equipment such as blowers, plate tampers, mowers, and weed whips. Uses standard hand tools including, but not limited to, paint brushes, shovels, picks, brooms, wheelbarrows, pump sprayers, rakes, jack hammers, electric drills, saws and grinders.
3. Removes, trims, and disposes of diseased trees, shrubs, etc. from boulevards, easements, parks and other Township properties, with Fulltime staff, using wood-chipper and related equipment.
4. Performs heavy manual labor including lifting heavy objects from ground level into and out of trucks.
5. Performs operator level preventive maintenance on assigned Township equipment.
6. Maintains park shelters, park turf, and athletic fields.

7. Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Valid Minnesota Class D Driver's License

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, repair and procedure manuals. Ability to understand written and verbal instructions. Ability to maintain accurate records of equipment repairs and scheduled maintenance. Ability to communicate effectively with supervisors, other employees, consultants, and the general public.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge, skills and ability in using methods, techniques, tools, materials, and equipment used in maintenance and repair work. Equipment includes but is not limited to mowers and pickup trucks.
- General knowledge of Township operations and procedures.
- Knowledge of safety policies and procedures.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit; reach with hands and arms; use hands to finger, handle, and feel objects, tools, and controls; climb and balance; and talk and hear. The employee is frequently required to stoop, kneel, crouch, and crawl. The employee is occasionally required to climb up ladders and work in confined spaces.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors in all weather conditions, in the road right of way (ROW) and near moving mechanical parts. The employee occasionally works in extreme cold and heat; enclosed spaces; wet and humid conditions; and is occasionally exposed to dirt, dust, fumes, toxic/caustic chemicals, airborne particles, and the risk of electrical shock. The job may involve dealing with and calming individuals who are emotionally charged over an issue. The noise level in the work environment is usually loud. Regular driving of Township trucks and small equipment is required.

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**Town Board Meeting  
October 21, 2019**

**Agenda Number:** 9 – 10- 11 - 12

**Subject:** Added Agenda Items  
Open Time

Receipt of Agenda Materials & Supplements  
Adjournment

**Action / Motion for Consideration:**

Added Agenda Items  
Open Time

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