



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, OCTOBER 26, 2021**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ROLL CALL**

PLEDGE OF ALLEGIENCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on October 12, 2021

B. Minutes of the Special City Council Meeting on October 20, 2021

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Swearing in of Police Officers

B. ACE Study – HGKI

**5. PUBLIC HEARINGS**

A. Resolution certifying delinquent charges related to the municipal utility system assessment

B. Resolution certifying delinquent 2021 miscellaneous private property assessment for recovery of city expenses

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**9. NEW BUSINESS**

A. Resolution authorizing execution of an employment contract with the new City Manager

B. Resolution accepting a donation from the Lions Club for the Caboose Renovation Project

- C. Resolution scheduling a public hearing on the issuance of bonds and related Capital Improvement Project
- D. Resolution approving 2022 Union Contract with the International Association of Firefighters Local No. 5202
- E. Resolution approving 2022 Union Contract with MN Public Employees Association – Patrol Officers
- F. Resolution providing benefits for employees of the City of White Bear Lake who are not covered by employment agreements
- G. Resolution authorizing the City Manager to execute a contract with McGrath Human Resources Group for a Compensation Study

**10. CONSENT**

Nothing scheduled

**11. DISCUSSION**

Nothing scheduled

**12. COMMUNICATIONS FROM THE CITY MANAGER**

**13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, OCTOBER 12, 2021  
7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Jo Emerson called the meeting to order at 7:00 p.m. The clerk took attendance for Councilmembers Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Staff in attendance were City Manager Ellen Hiniker, Community Development Director Anne Kane, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIENCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on September 28, 2021

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve the Minutes of the September 28, 2021 City Council meeting as presented.

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

City Manager Hiniker removed the Land Use Consent item 6A1 at the request of the applicant.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to approve the Agenda as presented.

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

A. Toastmasters Proclamation

Mayor Emerson read and presented the Toastmasters Proclamation to the group, which established October as Toastmasters Month in White Bear Lake, MN. Linda Schmidt received the proclamation on behalf of Toastmasters.

B. Fire Department swearing in new members; retirement of Steven Engstran

Fire Chief Peterson recognized the retirement of Steven Engstran for 30 years of service as a Firefighter, EMT, Lieutenant and Captain and presented him with an engraved axe. Mayor Emerson presented him with the bear plaque in honor of his retirement from the City.

Fire Chief Peterson presented Firefighter, Paramedic Rob Weidman with a Medal of Valor for saving an elderly woman from a smoke-filled, burning home while attending to a medical call in the vicinity.

Fire Chief Peterson recognized the promotion of three Captains position as full-time Firefighters. Family members pinned the Captain's badges on Jeremy Andert, Dylan Berglund and Matt Stallings.

Chief Peterson called up PT Firefighter/EMT Megan Bates of nine months, Captain Dylan Berglund of two years, Firefighter/Paramedic Brad Beuscher of three years (was on a call), FT Firefighter/Paramedic Mitchell Brown of three months, PT Firefighter/Paramedic Tanner Cook of one year, PT Firefighter/EMT Rebecca Florhaug of eight years, PT Firefighter/Paramedic Drew Gadbois of one year, PT Firefighter/Paramedic Jeremy Mach of nine months, FT Firefighter/Paramedic Jake Mellor of one year, Firefighter/EMT Ray Satnik of nine months, PT Firefighter/Paramedic Ryan Snyder nine months, PT Lieutenant/Firefighter/EMT Steve Vobr of nine years.

City Clerk Coustry administered the oath of office to the group.

#### C. WOLD Architects – Preliminary Design of Public Safety Building Project

City Manager Hiniker reviewed the timeline for the Public Safety Building Project, which was first identified by the City Council as a priority in 2017. Ms. Hiniker stated, the total cost of this project is projected to be \$12.5 million including demolition, site work, construction of the fire apparatus bay, addition of the garage for squads, deferred maintenance and some interior improvements.

With the preliminary design completed, Ms. Hiniker said the next step is to consider approving the final design and preparation of the construction documents. At its next meeting, the City Council will consider setting a public hearing regarding the General Obligation Capital Improvement Bonds needed to fund this project. She explained that Council will also discuss the construction manager, and general contractor working with WOLD, and a third party commissioning agent for optimization of energy and mechanical systems. Construction specifications would be expected in January / February at which time Council would consider advertising for bids. Final bids would be presented to the Council in March / April and the City Council would decide whether to proceed with the project, and if awarded, construction would take approximately 12-16 months.

Finance Director Kindsvater reviewed a preliminary schedule of events for the General Obligation Bond issuance in which the Council would consider setting the public hearing at the next meeting. During October and November, the Finance Department would prepare a Capital Improvement Plan specific to this bond. November 23<sup>rd</sup> would be the date of the Public Hearing for the bonds and the Capital Improvement Plan at which time Council would consider approval for issuance of the bond by at least a 3/5 vote. Ms. Kindsvater explained that after approving the bond issuances, there is a 30-day window for a reverse referendum ending on December 23<sup>rd</sup>. Ms. Kindsvater said, the bond process would pick up again in April assuming Council awards the construction project based on the bids it receives.

Councilmember Walsh expressed concern for the timing of this schedule as it related to making a plea to the Legislature to fund the project, or a portion of the project in their bonding process.

He explained that facilities like this around the state with regional significance have received state bonding funds in the past.

Councilmember Edberg noted inflation in the construction trades and cautioned against the impact of delayed funding on the construction schedule. Councilmember Walsh noted that state bonds would not be released until August or September.

Councilmember Edberg asked City Manager Hiniker to provide a written report of the strategies for optimizing operational costs, reduce energy costs, etc.

Councilmember Jones expressed desire to seek external funding, however, he did not want to lose momentum for tackling this project.

It was moved by Councilmember **Engstran** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12856** approving a contract with WOLD Architects for final design and preparation of construction specifications for the Public Safety Building project.

Motion carried unanimously.

## 5. PUBLIC HEARINGS

### A. Resolution establishing the Downtown Area Special Service District Levy for the years 2022 and 2023

Community Development Director Kane reported that following a McComb Study of the Downtown in 1992, Main Street, Inc. formed and created a taxing district. She said, on June 1, 2021, the Main Street Board of Directors approved a petition seeking renewal of the special tax levy totaling not more than \$45,000 a year to promote and beautify the downtown district for a two year period – 2022 and 2023.

Ms. Kane explained that State Statute provides for a veto or over-ride petition by owners representing at least 35% of the building square footage in the district to over-ride the resolution. Ms. Kane stated that no such petition has been received, however, opponents have 45 days from adoption of this resolution to file a petition to invalidate the resolution. If no over-ride is achieved, the resolution becomes effective on November 25, 2021.

Ms. Kane reported that this Special Service District was one of the first established within the state of Minnesota and has been renewed 14 times since its initial establishment. She noted a strong partnership with Main Street in which the City collects the taxes and reimburses eligible expenses, and forwarded a recommendation to approve the resolution authorizing the 2022 and 2023 Special Service District Levy.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to adopt **Resolution No. 12857** establishing the Downtown Area Special Service District Levy for the years 2022 and 2023.

Mayor Emerson opened the public hearing at 7:42 p.m.

Bruce Bushey stated this is his first year as President of Main Street, Inc. He thanked the City for its guidance during the past couple of difficult years for businesses.

Councilmember Biehn thanked Mr. Bushey for ushering this through, which contributes to a fabulous downtown.

As no other members of the public came forward to speak, Mayor Emerson closed the public hearing at 7:43 p.m.

Motion carried unanimously.

## 6. LAND USE

A. Consent

B. Non-consent

1. Consideration of a Planning Commission split decision of a request by Daniel Anderson for three variances at 1481 Birch Lake Boulevard North (Case No. 21-18-V)

Community Development Director Kane reported, the homeowners would like to build a pool on their property, but because of the shape of the lot and the distance of the home from the front property line, the only viable location for a pool is on the west side of the property. To construct the in-ground pool in this location, she explained, the applicants are requesting a three (3) foot variance from the 20 foot side yard setback, a five (5) foot variance from the required 51.16 foot front yard setback and a two (2) foot variance from the four foot height limit for a fence in the front yard.

Rod Kreuser of 1469 Birch Lake Boulevard North stated that he supported a 4-foot viewing variance from the edge of the Anderson's home when it was first built. He just asked if the pool could be moved to another location so that it would not affect their view of the lake.

Daniel Anderson of 1481 Birch Lake Boulevard North stated he worked with staff to find the best location for the pool and stated that there are utilities which made alternate locations difficult.

After considerable discussion, it was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12858** approving three variances at 1481 Birch Lake Boulevard North (Case No. 21-18-V) with a condition that no slide be installed.

Motion carried unanimously.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

- A. Second Reading – A City-Initiated text amendment to Zoning Code Section 1302.120, Subd.3.e, to allow special home occupations to be renewed through the administrative variance process. (Case No. 21-4-Z)

Community Development Director Kane reported that this proposed text amendment is intended to simplify the City's entitlement process for those who operate home-based businesses and need

to secure special home occupation permits. She stated, this change would allow a special home occupation to be renewed through the administrative variance process. The initial special home occupation permit and first renewal after one year would be approved under the same public process currently in place. Each subsequent three-year renewal would be processed by staff. Ms. Kane highlighted benefits as simplifying the process, shortening the turn-around time from two months to one month, and reducing the cost for the applicant (\$85 vs. \$160).

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to adopt **Ordinance No. 21-10-2051** a City-Initiated text amendment to Zoning Code Section 1302.120, Subd.3.e, to allow special home occupations to be renewed through the administrative variance process. (Case No. 21-4-Z).

Motion carried unanimously.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to adopt **Resolution No. 12859** establishing the Title and Summary Approval of Ordinance No. 21-10-2051.

Motion carried unanimously.

## 9. NEW BUSINESS

### A. Resolution of Municipal Consent for Whitaker Street Intersection improvements

City Manager Hiniker revisited Municipal Consent procedures per Minnesota Statute 161.164 in which MnDOT provided a design layout for proposed intersection improvements at Whitaker Street and Highway 61 N. Because MnDOT's design proposes to remove highway access to Alleycat's and assume public right-of-way in order to construct a stormwater treatment pond, the affected jurisdiction is required to provide Municipal Consent for the project.

In following with the process, Ms. Hiniker stated, Council took comment on the proposed improvements during the Public Hearing at the September 28, 2021 City Council meeting. However, while still awaiting the release of final notice of the Federal Government's conclusions following the three year environmental review process for the Rush Line corridor project, Council delayed action until this evening. Ms. Hiniker said, the final environmental decision has now been released, in which the Federal Transit Authority concluded there to be no significant environmental impacts along the corridor.

Ms. Hiniker forwarded staff's recommendation to approve Municipal Consent of the right-of-way acquisition for proposed stormwater management and the proposed Trunk Highway 61 access change – driveway closure north of Whitaker Street intersection.

Councilmember Walsh inquired as to the land acquisition, and Ms. Hiniker stated that this Municipal Consent is for acquisition of public right-of-way. She added that acquisition of private property is not part of this approval tonight. Ms. Hiniker added that MnDOT's plans are completed only at 15% engineering, so they have not yet initiated acquisition of private property, which would be negotiated between MnDOT and private property owners.

Councilmember Walsh said, but for the Rush Line, we would not be talking about this project, and but for this alignment issue, Mr. Eitel would not be facing this lopsided negotiation with the State Government for part of his land. Although this piece of land is small, Mr. Walsh took issue with this alignment as it will eventually lead to the acquisition of private property.

Councilmember Jones wanted the Council to ensure the sign is protected, or replaced to the best of the ability of the City, noting the sign's footings could be on public land currently. He said there are still two other access points to address the proposed closure. Mr. Jones mentioned that Mr. Eitel leases 16 parking spots from the City for \$1.00/year for which no property tax is paid currently, so if these parking spots are lost, they were not his from the beginning.

Councilmember Jones asked the State for design consideration such that the impact to the parking be minimal for the businesses in the shopping mall. He emphasized that this intersection improvement has been on the City's wish list for 40 years and costs \$1.5 million with or without the Rush Line. Councilmember Jones encouraged the No Rush Line protestors to go do their thing, but said that if the Rush Line happens, his job is to make sure the City gets the best deal possible. He believes this intersection is an improvement and also expressed passion for Goose Lake and the need for stormwater treatment at that location.

Similar to Councilmember Jones, Councilmember Edberg asked the State to inflict as little impact on the business owners as possible especially with regard to signage and parking as they flush out the remaining 85% of this design. He expressed desire to exercise whatever tools available in order to favor the business owners at this location and noted the City's past and ongoing support of these business owners through the provision of virtually free parking spots.

Councilmember Biehn said Whitaker and Highway 61 has a critical need for access control and described action he took with his vehicle in order to protect a pedestrian from being hit at that crossing. He agreed with Council and supported whatever steps the City can take to ensure as little impact as possible on these businesses through the completion of this project.

Councilmember Walsh agreed that this intersection is dangerous and needs to be fixed, however, he argued that the price of this intersection is a bus line with 89 buses a day and all that comes with the Rush Line BRT. He relayed MnDOT's consistent past position on the Whitaker intersection in which pedestrians can cross safely at two other nearby signalized locations. He suggested removing this site as a pedestrian crossing altogether to improve safety. He rejected the view that the City of White Bear Lake could not do anything to slow down or stop the Rush Line Project. He mentioned that decisions still have to be made by the Metropolitan Council and the Federal Government and he believed they will listen to the City, especially if other cities like Gem Lake and Vadnais Heights concur.

Councilmember Edberg recapped that either Council provides Municipal Consent, or MnDOT uses remedies under State Statute to gain Municipal Consent. He asked MnDOT whether this signalized intersection would be built if the Rush Line does not get approved. MnDOT's representative Ms. Phlaum said that this project would be funded by Ramsey County, but they would have no reason to build it, if not for the Rush Line. Councilmember Edberg restated, the Rush Line Project is not under the City's control, but if it is going to happen, he wanted this intersection improved. If it doesn't happen, he said, Council can have more discussion about fixing this intersection.



Councilmember Engstran said, the intersection is hazardous and the access should be closed as he has witnessed too many vehicles locking up their breaks here. He did not agree with the layout design and mentioned either removal of the crossing, or a pedestrian bridge over the Highway. He was dismayed that the only way the State will address this dangerous intersection is if somebody dies there, or a bus needs to go through.

Councilmember Biehn believes the City has influence, but no control over the Rush Line Project and cited a few examples of City's influence to date. He said, we cannot pretend the City can stop the Rush Line, which is one of 18 Metropolitan Council bus rapid transit, light rail projects, seven of which are already in place and several more coming – the Rush Line is set for 2026. He explained that there are many decisions yet to be finalized and as more research is done, they can adjust the number of buses. He added, Ms. Vento is the City's representative on the Metropolitan Council and he believed she would not do anything to negatively impact the Bruce Vento Trail - her late husband's legacy. Councilmember Biehn mentioned that there are people who support this project who lack the platform to express themselves over a very loud group who has organized against it.

Councilmember Jones again encouraged the No Rush Line group in their efforts, stating that the City is not the governing body over this project. He asked where any of the protestors were last Tuesday when Ramsey County voted to hand over \$40 million and give the project to the Metropolitan Council. Councilmember Jones reported receipt of many respectful emails with valid points, some of which he agreed and others not, but he cautioned the group not to let hatred represent them.

Councilmember Walsh countered by stating he believes the majority of the Rush Line debate has been positive and mentioned continuing the discussion at the second meeting in November.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12860** providing Municipal Consent for Whitaker Street Intersection improvements.

Motion carried 3:2. Councilmembers Walsh and Engstran Nay.

**B. Resolution authorizing the City Manager to enter into a contract with TRANE for Energy Performance Project**

City Manager Hiniker referenced Thomas Huberty's presentation providing a detailed investment grade energy performance audit at the Sports Center and city-wide lighting analysis from the last City Council meeting. Ms. Hiniker reviewed funding sources for these projects, which when combined under a single contract, have a return on investment of 8.7 years. As shown in the staff spreadsheet she said, \$372,000 of the proposed \$713,685 in total project costs had already been accounted for in the City's Capital Improvement Plan (CIP) and estimated costs have already been incorporated in the City's long range financial plan.

Ms. Hiniker explained, the difference between the \$372,000 in capital projects already identified in the City's CIP and total project costs (including service, maintenance and verification) of \$763,356 as proposed by Trane, is \$391,356. She mentioned that the Council reviewed the proposed budget for 2022 American Rescue Fund (ARPA) expenditures, which included \$360,000 for these energy related improvements. She said, the remaining \$31,356

would be taken from the Park Improvement Fund. Ms. Hiniker noted, this does not account for the racquetball roof or furnace, which are end-of-life building maintenance projects.

Ms. Hiniker stated that in addition to these staff recommended projects, estimates for cost savings were identified for the addition of rooftop solar on the Sports Center racquetball roof. Ms. Hiniker stated that a \$802,500 investment in solar could be paid for with bond revenues, issued as part of the larger 2022 capital bond issuance for the Public Safety Building project and be paid for with resulting energy savings rather than tax increases.

Ms. Hiniker forwarded staff recommendation to enter into a performance contract with Trane Technologies for energy improvements and renewable investments conditioned on legal counsel review of the final contract.

Ms. Hiniker confirmed for Councilmember Walsh, that the City would own the solar panels rather than lease them.

Councilmember Edberg inquired as to the cost of bonding. Finance Director Kindsvater estimated a return of 2.5%. Councilmember Edberg mentioned borrowing from residents versus borrowing from the bond market. He stated, this would provide a level of engagement, education and familiarity for the community. He asked staff to research mechanisms available to the City for this type of financing.

In response to Councilmember Jones, Mr. Huberty explained that solar panels would be warrantied for 25 years, but likely last 30 or more, although they would lose their effectiveness later in life. Mr. Kauppi also stated that solar panel replacement would be timed with roof replacement for the Sports Center.

Councilmember Walsh mentioned that solar panels can become covered in snow and then they do not work. Mr. Huberty mentioned that the way solar panels are designed today, snow will remove itself within one or two days.

Councilmember Edberg thanked Mr. Huberty and his company and asked, "what's next?" for the City to consider. Mr. Huberty mentioned that the Public Safety renovation project offers opportunity to drive the long-term value or savings by leveraging new technologies, like solar-PV, solar-thermal and geo-thermal that could provide some long-term savings for the City. He also mentioned an opportunity with the downtown redesign could offer operational efficiencies from a maintenance and safety / security standpoint.

Ms. Hiniker mentioned that upon seeking a general contractor or third party commissioning for the Public Safety Building Project, this is an opportunity for the City Council to select a company whose focus is on energy and mechanical building efficiencies.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to adopt **Resolution No. 12861** authorizing the City Manager to enter into a contract with TRANE for Energy Performance Project.

Councilmember Walsh made a motion to amend the resolution by removing the solar project, stating solar is stupid because it is unreliable, ends up costing other non-solar users more for panels, and there is not enough metal in the market to produce the panels.

Councilmember Jones seconded the motion for purposes of discussion. He asked for facts on paper to support Councilmember Walsh's claims and said he would be interested in learning the differential in tax payers paying less for City's solar versus an increase in their own bills.

Mayor Emerson called for the vote on the amended resolution: 1:4. Motion defeated.

Mayor Emerson called for the vote on the original motion. Motion carried 4:1, Councilmember Walsh nay.

C. Resolution authorizing purchase of all-inclusive playground equipment and grant acceptance for Lakewood Hills Playground

Public Works Director Kauppi reminded Council of the Lion's Club donation of \$300,000 toward purchase and construction of an all-inclusive playground equipment. He explained that the Lions Club applied for and received \$117,000 grant, which allows the equipment to be purchased while the Lions Club continues to raise funds for this project, approximately \$250,000 more. Mr. Kauppi mentioned seeking opportunities with local contractors to provide earth work and play surface subgrade for the project. He also mentioned the group hopes to receive grant funds from the International Lions Club, and will be launching a community fundraising effort this winter in hopes of acquiring the capital necessary to complete the project, estimated now at \$550,000.

It was moved by Councilmember **Engstran** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12862** authorizing purchase of all-inclusive playground equipment and grant acceptance for Lakewood Hills Playground.

Motion carried unanimously.

D. Resolution establishing 2022 Group Life, Health and Dental Insurance for Employees

Finance Director Kindsvater reported that all regular employees have the option to receive group health and life insurance coverage. Ms. Kindsvater stated that the City conducts an RFP for insurance services every five years. Ms. Kindsvater mentioned that in 2021 the City was invited to join the LOGIS insurance consortium, however, the rates with the larger group were actually higher and the benefits not as good as what the City was getting on its own.

Ms. Kindsvater forwarded the Employee Insurance Committee recommendation to accept Medica health insurance, with a 9% increase in premiums, HealthPartners Dental with a 4% increase in premiums and continuation of Life and Disability coverages with little to no increases.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to adopt **Resolution No. 12863** establishing 2022 Group Life, Health and Dental Insurance for Employees.

Motion carried unanimously.

Councilmember Jones relayed thanks to the Employee Insurance Committee for their time in reviewing this information.

## 10. CONSENT

- A. Acceptance of Minutes: July Environmental Advisory Commission, August Park Advisory Commission, September Planning Commission
- B. Resolution approving lease amendment with AT&T for equipment modification at 3495 Century Avenue Reservoir Sites. **Resolution No. 12864**
- C. Resolution ordering preparation of a feasibility report for the 2021 pavement rehabilitation project, City Project No. 22-01. **Resolution No. 12865**

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to adopt the consent agenda as presented.

Motion carried unanimously.

## 11. DISCUSSION

Nothing scheduled.

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- City Manager interviews are set for Wednesday, Oct. 20, 2021

## 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran** seconded by Councilmember **Jones** to adjourn the regular meeting at **9:52** p.m.

Motion carried unanimously.

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



**MINUTES OF A  
SPECIAL MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, OCTOBER 20, 2021  
7:00 P.M. CITY HALL COUNCIL CHAMBERS**

**7:02 PM Meeting Opened**

**Council in Attendance:** Mayor Jo Emerson, Councilmembers Bill Walsh, Doug Biehn, Dan Jones and Kevin Edberg. Councilmember Engstran was excused.

**Staff in Attendance:** City Clerk Kara Coustry

**Visitors in Attendance:** Mark Casey, David Drown Associates

Out of five total finalist candidates, Mayor Emerson asked each of the Councilmembers to provide their top two choices for City Manager. Department head written comments were also taken into consideration.

Through a brief discussion, candidate Lindy Crawford rose to the top of the list.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to offer the position of City Manager to Lindy Crawford.

Motion carried unanimously.

**7:18 PM Meeting Adjourned**



**City of White Bear Lake**  
Community Development Director

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Samantha Crosby, Planning & Zoning Coordinator

**Through:** Anne Kane, Community Development Director

**Date:** October 21, 2021 for the October 26, 2021 City Council Meeting

**Subject:** **ACE Area Study Presentation**

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## **BACKGROUND**

In December of last year, White Bear Lake community partners undertook a collaborative effort intended to understand how existing and forthcoming plans in the general area immediately west of Highway 61 and north of 6th Street interrelate and affect each other. The collaboration is known as the Arts Culture and Education Area Study – or ACE Study for short – and involves the White Bear Center for the Arts, White Bear Lake Area Schools, Hanifl Performing Arts Center, the City of White Bear Lake, and Ramsey County.

The study parnters hired HKGi to interview the participants and gather information with the main areas of focus being to identify how plans interrelate and explore potential opportunities for synergy, collaboration and shared facilities, such as parking and pedestrian connections. The study is now complete and Rita Trapp from HKGi will be presenting the findings of the study.



City of White Bear Lake  
Finance Department  
**MEMORANDUM**

**To:** Ellen Hiniker, City Manager  
**From:** Kerri Kindsvater, Finance Director  
**Date:** October 20, 2021  
**Subject:** Certification of Delinquent Utility Accounts

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**BACKGROUND**

The City bills property owners or renters for water, sewer, and refuse utilities on a quarterly basis, with the amount due on the statement payable on or before the fifth day of the month following the quarter end. This allows 35 days for payment on the account.

In pre-pandemic operations, the City assessed a 10% penalty on the unpaid balance of the last billing not paid by the appropriate date per the City's Ordinance Code. Resolution 12558 adopted by the City Council at the March 24, 2020 meeting paused this practice during the pandemic to reduce the financial hardship on residents and businesses due to the economic implications of the pandemic. As the economy continues to re-open from the pandemic related shutdowns in 2021, the City Council adopted Resolution 12845 to reinstate all late fees related to utility payments effective immediately for all utility service bills mailed after October 1, 2021.

Minnesota Statutes 444.075, subd.3e addresses the issue of unpaid utility fees and grants municipalities the authority to certify delinquent utility accounts to property owner's real estate taxes as a special assessment for collection. To determine assessable charges, the City reviews all account activities as of June 30 each year. Any accounts with charges more than thirty days past due, that have previously been billed to the occupant of the properties, shall be certified to the appropriate county to be extended by the County Auditor to the tax rolls against the properties in the same manner as other taxes.

The City sent notices of potential certifications to 812 accounts with a total due of \$411,435.66 in September 2021. Customer payments received through October 13, 2021 brought 378 accounts current for billing purposes. The final certification listing has 434 accounts remaining delinquent with a total balance due of \$273,135.65. The following chart compares these figures with recent years:

	Notices		Accounts		Assessments		Percent Change
	sent in Sept.	Total Due	paid during Sept/Oct	Total received	for Council approval	Total due	
2016	2,628	389,239.00	2,041	115,782.00	587	273,457.00	
2017	962	416,500.00	415	133,814.00	547	282,686.00	3.37%
2018	969	452,129.00	453	143,338.00	516	308,791.00	9.23%
2019	1,013	503,725.94	466	155,479.44	547	348,246.50	12.78%
2020	944	470,163.92	485	185,358.32	459	284,805.60	-18.22%
2021	812	411,435.66	378	138,300.01	434	273,135.65	-4.10%

The Council's decision to suspend the utility bill late fees during this time and County bill-pay assistance programs helped reduce the total assessed to property taxes this year.

The City will continue to accept payments on delinquent accounts through the third week of November, which allows property owners additional time to reduce the assessment amount certified to their 2022 property taxes.

The City's policy maintains water, sewer, and refuse services to properties even if the accounts become delinquent. The delinquent certification program provides customers a financing option to pay the amount due and provides the City with assurance that delinquent utility accounts will be close to current status by moving past due amounts as of June 1 to property taxes for collection each year.

### **SUMMARY**

The certification process provides customers with the flexibility to pay delinquent balances as of June 1, 2021 with two payment options. The first option allows partial or complete payment of the delinquent amount by November 19 without incurring any additional costs or interest. The second option allows the City to certify delinquent amounts to property taxes, for payment in two equal installments in May 2022 and October 2022. This option includes a 7.5% interest fee and a \$30 processing fee for each account. With the certification process, the property owner has almost two years to pay their utility fees with no impact on their credit rating.

Due to the length of the delinquent account list, staff has not attached the list to this memorandum but it is available for City Council review in the Finance Department.

The notices of potential certifications explained that property owners can address the City Council if they have special circumstances and believe the City should defer the certification for the year. The City received one request as part of this process:

#### **2282 Lakeaires Blvd**

This property has a pending assessment of \$566.75. The property owner requests a deferral of the special assessment to allow additional time to make payments on the past amount due. The account balance increased after the owner experienced a financial hardship due to a job loss in March 2020. The property owner is now employed and paying down delinquent bills.

Staff recommends the City Council defer the assessment to allow the property owner the opportunity to pay the balance in full. The City retains the ability to certify any delinquent amount in 2022.



**RECOMMENDATION**

City staff works with customers to arrange payment plans to help them remain current in their account. The proposed recommendations relate to specific customer requests and represents staff's proposals based upon the information provided. Staff requests the City Council to review the proposed utility payment recommendations.

If the council concurs with the recommendations, the attached resolution will authorize the City to certify delinquent utility amounts as special assessments against the appropriate properties. Staff will remove the City Council deferral of delinquent accounts from the certification list before submitting the list to Ramsey County. A complete list of delinquent accounts is available upon request.

**ATTACHMENTS**

Resolution

Deferred certification request detail information

**RESOLUTION NO.**

**RESOLUTION CERTIFYING DELINQUENT CHARGES RELATED TO THE  
MUNICIPAL UTILITY SYSTEM ASSESSMENTS**

**WHEREAS**, the City has provided sewer, water, refuse services to users of the municipal utilities to properties within the City; and

**WHEREAS**, the City has invoiced these users for the services and payment on some of these invoices is delinquent, and

**WHEREAS**, Minnesota Statute §444.075 allows the City to certify charges associated with the municipal utilities as special assessments with the County Auditor.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake as follows:

1. Delinquent charges associated with the municipal utilities shall be certified to the County Auditor for collection as special assessments.
2. That a processing fee of \$30.00 per account be applied to the assessment.
3. The special assessments shall be due and payable over a term of one (1) year at an annual rate of seven and one-half percent (7.5%).

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



**City of White Bear Lake**  
Finance Department

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kerri Kindsvater, Finance Director

**Date:** October 20, 2021

**Subject:** **Certification of City expenses incurred servicing private property**

---

### **BACKGROUND**

Throughout the year, the City contracted services to provide lawn care, tree removal and property maintenance fees to several property owners. The City billed all property owners for the services performed on their behalf; however, a few of the invoices remain unpaid.

### **SUMMARY**

The following list summarizes the delinquent invoice balances:

Description of service	Amount
Property maintenance fees	\$ 3,699.00

### **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution certifying the total \$3,699.00 delinquent miscellaneous private billings for a one-year period at an annual interest rate of seven and one-half (7.5%) percent.

### **ATTACHMENTS**

Resolution  
Certification detail for delinquent invoices

**RESOLUTION NO.**

**RESOLUTION CERTIFYING DELINQUENT 2021 MISCELLANEOUS PRIVATE  
PROPERTY ASSESSMENT FOR RECOVERY OF CITY EXPENSES**

**WHEREAS**, Minnesota Statutes §429.101 allows the City to certify special charges associated with servicing property as special assessments with the County Auditor; and

**WHEREAS**, the City has provided various services to the attached listing of properties, invoiced those properties for services completed and has not been reimbursed as of October 20, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake, Minnesota, that:

1. Nuisance charges associated with maintaining private property within the City ordinance are certified to the County Auditor for collection as special assessments.
2. The nuisance assessments are authorized per the attached worksheet totaling \$3,699.00 for recovery of the City incurred expenses.
3. Nuisance assessment shall be payable over a term of one (1) year at an annual rate of seven and one-half percent (7.5%).

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk

CITY OF WHITE BEAR LAKE  
 ASSESSMENT ROLL RAMSEY COUNTY  
 NOVEMBER 24, 2021  
 RESOLUTION:  
 ASSESSMENT: 93202122  
 MISCELLANEOUS ITEMS TO BE CERTIFIED TO TAXES 2021

PROPERTY IDENTIFICATION NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	DESCRIPTION	INV #	DELINQUENT AMOUNT	TRANS-ACTION FEE	TOTAL ASSESSMENT CERTIFIED TO COUNTY	INTEREST RATE 7.50%	LENGTH OF ASSESSMENT	ADDITIONAL ASSESSMENT DAYS
36.30.22.42.0045	Learned, Michael and Kara	2582 Orchard Lane	3 Cubic Yard Bag Removal	12670	159.00	25.00	184.00	7.50%	1 Year	65 Days
36.30.22.22.0003	Vail, Wayne and Rosemary	2360 County Road E E	Remove garbage, secure home		3,540.00	25.00	3,565.00	7.50%	1 Year	65 Days
Total Assessment					3,699.00	50.00	3,749.00			



City of White Bear Lake  
City Manager's Office

# MEMORANDUM

**To:** City Council

**From:** Mayor Jo Emerson

**Date:** October 21, 2021

**Subject:** **Resolution authorizing the Mayor to execute an Employment Agreement with Lindy Crawford for the position of City Manager**

---

At its special meeting on Wednesday, October 20, following an extensive search, review and interview process, the City Council offered its unanimous support for my nomination of Lindy Crawford to serve as the next City Manager. That evening, Ms. Crawford accepted the offer presented, which is described in the attached employment agreement.

Ms. Crawford's agreement is similarly structured to Ms. Hiniker's agreement, which is taken from a template generated by the League of Minnesota Cities. The starting salary is aligned with the City's classification plan at the mid-point for this position and provides the necessary margin between this and the next highest paid position in the City. Other provisions are consistent with those included in similar manager/administrator contracts from other communities.

I am forwarding the attached Employment Agreement for your review and approval.

## ATTACHMENTS

Resolution  
Employment Contract

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN  
EMPLOYMENT AGREEMENT WITH LINDY CRAWFORD FOR  
THE POSITION OF CITY MANAGER FOR THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, the current City Manager has submitted her resignation indicating December 17, 2021 as her last date of employment with the City of White Bear Lake; and

**WHEREAS**, the City entered into contract with David Drown and Associates to coordinate the search and hiring process for a new City Manager;

**WHEREAS**, there were thirty-three (33) applicants for the position, from which the consultant selected thirteen (13) semi-finalists who were then vetted and narrowed down by the Mayor to five finalists;

**WHEREAS**, on October 20, 2021, in a special City Council meeting conducted after the interviews, the Mayor and the City Council unanimously agreed to extend an offer for the position of City Manager to Lindy Crawford; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that authorizes the Mayor to execute the Employment Agreement between the City of White Bear Lake and Lindy Crawford.

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:  
Nays:  
Passed:

---

Jo Emerson, Mayor

**ATTEST:**

---

Kara Coustry, City Clerk

## **City of White Bear Lake, Minnesota Employment Agreement**

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CITY OF White Bear Lake, a Minnesota municipal corporation ("Employer"), and Lindy Crawford ("Employee").

The parties agree as follows:

1.     **POSITION.** Employer agrees to employ Employee as its City Manager. Employee agrees to serve as City Manager in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2.     **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

3.     **SALARY.** Employer shall pay Employee a salary of \$145,000 per year starting December 20, 2021. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months, if satisfactory, an increase of salary to \$150,000. Annually thereafter, the Employer agrees to consider an increase per the City's compensation plan to the Employee dependent upon the results of the performance evaluation.

4.     **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with a bank of 40 hours and accrued sick leave at a rate of 10 days per year. After 10 years of employment, you will be eligible to receive one-half of your accumulated sick leave up to 500 hours as a severance benefit. In addition, Employee shall accrue sick leave in accordance with the City's personnel policies.

5.     **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with a bank of 120 hours (3 weeks) and accrued vacation days at the maximum rate of 20 days per year. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

6.     **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.



7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer.

10. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

11. **AUTOMOBILE AND CELL PHONE.** Employee shall be paid a monthly allowance of \$300 for use of her personal automobile for Employer business, and \$50 per month for use of her personal cell phone for Employer business.

12. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

13. **HOURS OF WORK.** It is understood the position of City Manager requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

14. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer after a six (6) month satisfactory probationary period, during such time that Employee is willing and able to perform the duties of City Manager, then in that event, Employer agrees to pay Employee at the time of receipt of her last paycheck a lump sum cash payment equal to 6 months aggregate salary and to continue to

:

provide and pay for the benefits set forth in paragraph 9 for a period of 6 months following termination. However, in the event Employee is terminated because of her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that she resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns her position with Employer, there shall be no termination pay due to Employee.

15. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with Employer, subject only to the provisions of this Agreement.

**IN WITNESS WHEREOF**, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:  
CITY OF White Bear Lake

EMPLOYEE:  
LINDY CRAWFORD

BY: \_\_\_\_\_  
Its Mayor

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



City of White Bear Lake  
City Manager's Office

## *MEMORANDUM*

**To:** Mayor and Council

**From:** Ellen Hiniker, City Manager

**Date:** October 19, 2021

**Subject:** **Donation from the White Bear Lions Club – Caboose Project**

---

### **BACKGROUND / SUMMARY**

In 2021, Mayor Emerson formed a Caboose Renovation Committee made up of representatives from the Chamber of Commerce, the White Bear Lake Historical Society, Rotary and City staff. The committee created a scope of work and drafted a budget, with the hopes of re-roofing the facility prior to winter.

The White Bear Lake Lion's Club, through its gambling proceeds, issued a donation to the City of White Bear Lake's Park Improvement Fund in the amount of \$20,000. This donation is ear-marked for use on the Caboose Renovation Project.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends the Council adopt the attached resolution to formally recognize the White Bear Lake Lions Club donation of funds to the Park Improvement Fund for the Caboose Renovation Project.

### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**A RESOLUTION ACCEPTING A DONATION FROM THE WHITE BEAR LAKE  
LION'S CLUB TO THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, the City of White Bear Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

**WHEREAS**, the White Bear Lions Club issued a donation to the City of White Bear Lake Park Improvement Fund of \$20,000, earmarked for the Caboose Renovation Project; and

**WHEREAS**, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donation offered.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that the \$20,000 donation is accepted and shall be allocated to the Caboose Renovation Project.

The foregoing resolution offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



**City of White Bear Lake**  
Finance Department

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kerri Kindsvater, Finance Director

**Date:** October 20, 2021

**Subject:** **Call for Public Hearing on issuance of Bonds to finance renovation of the Public Safety Facility and the related Capital Improvement Plan**

---

### **BACKGROUND**

The City Council approved Resolution 12856 at the October 12, 2021 meeting authorizing the City Manager to enter into a contract with Wold Architects for construction document design services for the City's Public Safety Building Project.

As previously discussed with Council, the City's Financial Management Plan relies on the issuance of bonds to fund this project. Minnesota Statutes Chapter 475 authorizes cities to issue bonds and gives guidance on the rules for the different types of bonds and their purposes that are available to issue.

In the case of the Public Safety Building Project, the City plans to issue General Obligation Capital Improvement Bonds. Under the capital improvement program for financing acquisitions and betterments to public lands, buildings or other improvements such as a city hall, public safety or public works facilities, cities have the authority to issue bonds without a city-wide election. Conditions on this authority include issuance is approved by a 3/5<sup>th</sup> vote of the membership of the governing board, project is part of a capital improvement plan, public notice is provided, and issuance is subject to a reverse referendum.

Following the public hearing and approval by Council, there is a 30-period during which a petition signed by at least 5% of the voters from the most recent municipal general election can be submitted to the City Clerk. If no petition is received, the City may proceed with a bond issuance up to the amount stated in the approved Capital Improvement Plan, (amount can be less, but must not exceed). If the City receives a signed petition with the qualified number of signatures and the City Council does not want to hold an election on the project, then the Council must to decide to either to seek an alternative financing method or abandon the project.

### **Bond Issuance**

As discussed in previous meetings and work sessions, the Public Safety Building project includes the replacement of the existing fire apparatus bay at the north fire station, construction of a police squad garage, and interior modifications to better accommodate current fire and police operations.

The refined cost estimate derived from the design development phase completed by Wold Architects is \$12,500,000.

The bond issue amount approved by this resolution sets the highest bond amount the City can issue to fund the project. The approval of the resolution does not obligate the City Council to that debt amount; the Council can choose to reduce the amount after opening project bids before the bonding process begins.

In an effort to meet the 2022 construction schedule, the public hearing for bond issuance is being held in advance of receiving final bids for the project. Subsequently, the exact cost of the project for calculating a bonding issue is unknown at this time. While Wold has provided a project cost estimate of \$12.5 million, staff recommends including an additional 7% to the cost estimate to provide ample margins in consideration of unpredictable market conditions. Staff has also included a \$500,000 allotment for Council to incorporate energy performance elements to the project in the event future decisions are made related to opportunities that provide favorable operational benefits.

Public Safety Building Project estimate	\$12,500,000
Add'l 7% (unforeseen market conditions)	\$875,000
Allotment for Energy Performance add-ons	\$500,000
<b>Maximum Bond Revenues</b>	<b>\$13,875,000</b>

In consideration of the cost of issuance, capitalized interest and underwriter's fees, the total issuance for \$13,900,000 in bond revenues would be \$14,315,000. Staff recommends issuing bonds with a 20 or 25 year life. Though a 30-year life is available, an issue in this length receives fewer bidders and the longer life impacts ratings calculations completed by S&P, which could increase the City's interest rate on the issue. Council does not have to make a decision on the terms of the issuance at this time; rather, it is the total amount that would be considered for approval following the public hearing.

	Annual Average Debt Service	Cumulative Interest Costs
20-year bonds	\$ 898,199	\$ 3,829,302
25-year bonds	\$ 777,545	\$ 5,393,101

#### **RECOMMENDED COUNCIL ACTION**

Staff recommends adoption of the attached resolution scheduling a Public Hearing on November 23, 2021 for consideration of the issuance of bonds to finance the Public Safety Building project.

RESOLUTION NO.

**RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE  
PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN FOR 2022 THROUGH 2026  
UNDER MINNESOTA STATUTES, SECTION 475.521**

**WHEREAS**, pursuant to Minnesota Statutes, Section 475.521 the City of White Bear Lake, Minnesota may issue bonds to finance capital expenditures under its capital improvement plan without an election provided that, among other things, prior to issuing the bonds the City adopts the Plan after a public hearing and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and

**WHEREAS**, the City Council will hold a public hearing on its intention to issue general obligation capital improvement plan bonds and to adopt the capital improvement plan on November 23, 2021; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the bonds and to adopt the capital improvement plan therefore, such hearing to be held on November 23, 2021 at 7:00 pm. The City Council is hereby directed to cause the notice to be published at least 14 but not more than 28 days before the hearing in the official newspaper of the City.

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk

STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF WHITE BEAR LAKE

I, the undersigned, being duly qualified and Clerk of the City of White Bear Lake, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, on October 26, 2021 duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intension to issue general obligation capital improvement plan bonds and proposal to adopt a capital improvement plan therefor.

WITNESS my hand on this 26<sup>th</sup> day of October, 2021.

---

City Clerk









**City of White Bear Lake**  
City Manager's Office

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Rick Juba, Assistant City Manager

**Date:** October 18, 2021

**Subject:** **Proposed Agreement with International Association of Firefighters – Firefighter/Paramedics**

---

### **BACKGROUND / SUMMARY**

The current IAFF – White Bear Lake Firefighters Union contract is set to expire on December 31, 2021. The City and the Union have met and the Union has voted to accept the following amendments to the contract.

#### Article 30 - Duration

One-year Labor Agreement (2022)

#### Article 12.4 – Compensatory Time

Increase maximum amount of accrued compensatory time from forty-four (44) hours to forty-eight (48) hours.

#### Article 13.3 – Call-Back Time

Employees have the right to answer call-backs when they occur as defined by the Employer (~~i.e. department “All Calls,” Mutual Aid requests, Water Emergencies, or any other such call requiring a department wide page.~~ (Such as department “All Calls”, Station call backs, Mutual Aid requests, and Water Emergencies.)

#### Article 19.2 – Shift Leader (New Language)

A Shift Leader shall be assigned by Administration in the event there is no Captain assigned to the shift or the Captain will be absent for longer than twelve (12) hours. Firefighter/Paramedics assigned as a Shift Leader will receive one (1) hour of overtime/compensatory time.

#### Article 23 – Insurance

In line with what being proposed to the City Council for non-bargaining employees and the Patrol Union, the City has proposed to split the health insurance premium increase with the City paying 75% and the Employee's paying 25%. Overall, the City's premiums went up 9%. Health Savings Account contributions will remain at \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

#### Appendix A - Wages

- 2022 Firefighter/Medics 3% on 1/1 and 1% on 6/17
- 2022 Full-time Captains 3% on 1/1 and 5% on 6/17

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City's wages towards market averages. The Captains wages were established within the 2021 budget with the intention to make a significant adjustment in 2022 which will provide a spread between supervisors and their employees that is consistent with other City departments.

Other Items

- Eliminate MOU establishing Full-Time Captains
- Update Seniority List

**RECOMMENDED COUNCIL ACTION**

Both the City and the Union have reached the proposed amendment to the contract through good faith negotiations and its approval as outlined in the attached resolution is recommended.

**ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE 2021  
CONTRACT WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS;  
FIREFIGHTER/PARAMEDIC**

WHEREAS the proposed contract with International Association of Firefighters (IAFF), for the City of White Bear Lake Full-time Firefighter/Paramedics covers the period from January 1, 2022 through December 31, 2022; and

WHEREAS the City has met and negotiated in good faith a proposed contract with, IAFF, Firefighter/Paramedics, agreeing on the following significant changes to the contract:

Article 30 -- Duration

One-year Labor Agreement (2022)

Article 12.4 – Compensatory Time

Increase maximum amount of accrued compensatory time from forty-four (44) hours to forty-eight (48) hours.

Article 13.3 – Call-Back Time

Employees have the right to answer call-backs when they occur as defined by the Employer (~~i.e. department “All Calls,” Mutual Aid requests, Water Emergencies, or any other such call requiring a department wide page.~~ (Such as department “All Calls”, Station call backs, Mutual Aid requests, and Water Emergencies.)

Article 19.2 – Shift Leader (New Language)

A Shift Leader shall be assigned by Administration in the event there is no Captain assigned to the shift or the Captain will be absent for longer than twelve (12) hours. Firefighter/Paramedics assigned as a Shift Leader will receive one (1) hour of overtime/compensatory time.

Article 23 – Insurance

Employee’s selecting **single coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Employee’s selecting **single coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	721.51	678.81	662.48
City Contribution*	618.00	609.00	632.00
Employee Cost	103.51	69.81	30.48

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	649.36	610.93	596.23
City Contribution*	611.00	598.00	584.00
Employee Cost	38.36	12.93	12.23

Employee’s selecting **Employee + 1 coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	1,586.50	1,492.60	1,456.70
City Contribution*	1,201.00	1,184.00	1,233.00
Employee Cost	385.50	308.60	223.70

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
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**RESOLUTION NO.**

Premium	1,427.85	1,343.34	1,311.03
City Contribution*	1,187.00	1,171.00	1,220.00
Employee Cost	240.85	172.34	91.03

Employee’s selecting **Multiple Dependent coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	2,017.06	1,897.67	1,852.03
City Contribution*	1,470.00	1,449.00	1,510.00
Employee Cost	547.06	448.67	343.03

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	1,815.36	1,707.90	1,666.83
City Contribution*	1,452.00	1,432.00	1,493.00
Employee Cost	363.36	275.90	173.83

Health Savings Account contributions will be \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

Appendix A - Wages

- 2022 Firefighter/Medics 3% on 1/1 and 1% on 6/17
- 2022 Full-time Captains 3% on 1/1 and 5% on 6/17

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City’s wages towards market averages. The Captains wages were established within the 2021 budget with the intention to make a significant adjustment in 2022 which will provide a spread between supervisors and their employees that is consistent with other City departments.

Other Items

- Eliminate MOU establishing Full-Time Captains
- Update Seniority List

WHEREAS upon review of its terms and conditions the proposed contract has been found acceptable by the City Council.

THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2022 IAFF, Firefighter/Paramedics contract is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized and hereby directed to execute said amendment to the 2022 contract with IAFF, Firefighter/Paramedics.

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:  
Nays:  
Passed:

ATTEST:

\_\_\_\_\_  
Jo Emerson, Mayor

**RESOLUTION NO.**

---

Kara Coustry, City Clerk



**City of White Bear Lake**  
City Manager's Office

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Rick Juba, Assistant City Manager

**Date:** October 19, 2021

**Subject:** **Proposed Amendment with Minnesota Public Employees Association (MNPEA) – Patrol Officers Contract**

---

## **BACKGROUND**

The current MNPEA – White Bear Lake Patrol Officers Union contract is set to expire on December 31, 2021. The City and the Union have met and the Union has voted to accept the following amendments to the contract.

### Article 29 - Duration

One-year Labor Agreement (2022)

### Article 17 – Insurance

In line with what being proposed to the City Council for non-bargaining employees and the Firefighters Union, the City has proposed to split the health insurance premium increase with the City paying 75% and the Employee's paying 25%. Overall, the City's premiums went up 9%. Health Savings Account contributions will remain at \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

### Appendix A - Wages

- 2022 3% increase on 1/1 and 1% increase on 6/17
- Field Training Officer (FTO pay) increase from \$1.80/hr to \$2.00/hr
- School Resource Officer – Add language stating this is a four (4) year assignment
- Detective – Add language stating this is a four (4) year assignment

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City's wages towards market averages.

### Article 23 - Vacation

Amend to the same accrual schedule that is available to all other City employees (except the Firefighters)

0-2 Years of Service	80 hours per year
2-5 Years of Service	120 hours per year
5+ Years of Service	160 hours per year

### Article 22 – Holidays



- Add Martin Luther King Jr. Day to list of paid Holidays
- Note – Juneteenth will be added as a paid Holiday following the State’s adoption as a State Holiday

Other

Renew all MOU’s

**RECOMMENDED COUNCIL ACTION**

Both the City and the Union have reached the proposed amendment to the contract through good faith negotiations and its approval as outlined in the attached resolution is recommended.

**ATTACHMENTS**

Resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE 2022  
CONTRACT WITH  
MINNESOTA PUBLIC EMPLOYEES ASSOCIATION; PATROL OFFICERS**

WHEREAS the proposed contract with Minnesota Public Employees Association (MNPEA), for the City of White Bear Lake Patrol Officers covers the period from January 1, 2022 through December 31, 2022; and

WHEREAS the City has met and negotiated in good faith a proposed contract with MNPEA, Patrol Officers, agreeing on the following changes to the contract:

Article 29 -- Duration

One-year Labor Agreement (2022)

Article 17 – Insurance

Employee’s selecting **single coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	721.51	678.81	662.48
City Contribution*	608.00	599.00	622.00
Employee Cost	113.51	79.81	40.48

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	649.36	610.93	596.23
City Contribution*	601.00	593.00	584.00
Employee Cost	48.36	17.93	12.23

Employee’s selecting **Employee + 1 coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	1,586.50	1,492.60	1,456.70
City Contribution*	1,131.00	1,114.00	1,162.00
Employee Cost	455.50	378.60	294.70

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	1,427.85	1,343.34	1,311.03
City Contribution*	1,117.00	1,101.00	1,149.00
Employee Cost	310.85	242.34	162.03

**RESOLUTION NO. \_\_\_\_\_**

Employee’s selecting **Multiple Dependent coverage** may select one of the following:

\* *City’s contribution assumes non-smoking incentive*

Open Access Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	2,017.06	1,897.67	1,852.03
City Contribution*	1,411.00	1,390.00	1,451.00
Employee Cost	606.06	507.67	401.03

VantagePlus Network	1,000 CMM	2,000 CMM	2,800 H.S.A.
Premium	1,815.36	1,707.90	1,666.83
City Contribution*	1,393.00	1,373.00	1,434.00
Employee Cost	422.36	334.90	232.83

Health Savings Account contributions will be \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

Appendix A - Wages

- 2022 3% increase on 1/1 and 1% increase on 6/17
- Field Training Officer (FTO pay) increase from \$1.80/hr to \$2.00/hr
- School Resource Officer – Add language stating this is a four (4) year assignment
- Detective – Add language stating this is a four (4) year assignment

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City’s wages towards market averages.

Article 23 - Vacation

Amend to the same accrual schedule that is available to all other City employees (except the Firefighters)

0-2 Years of Service	80 hours per year
2-5 Years of Service	120 hours per year
5+ Years of Service	160 hours per year

Article 22 – Holidays

- Add Martin Luther King Jr. Day to list of paid Holidays
- Note – Juneteenth will be added as a paid Holiday following the State’s adoption as a State Holiday

Other

Renew all MOU’s

WHEREAS upon review of its terms and conditions the proposed contract has been found acceptable by the City Council.

THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2022 MNPEA, Patrol Officers contract is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized and hereby directed to execute said amendment to the 2022 contract with MNPEA, Patrol Officers.

**RESOLUTION NO. \_\_\_\_\_**

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



City of White Bear Lake  
Finance Department  
**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** Kerri Kindsvater, Finance Director

**Date:** October 21, 2021

**Subject:** **Employee Benefits for Non-bargaining Employees**

---

### **BACKGROUND**

Collective bargaining agreements do not represent a majority of the City's workforce. The City classifies these non-union employees as either clerical/technical or management/exempt due to the nature of their work. The City Council establishes compensation parameters for these employees through the acceptance of the annual Position Classification and Compensation Plan. Historically, the City Council establishes medical and life insurance benefit changes for non-bargaining employees with a January 1 renewal date to coordinate with the union contract negotiations and renewals.

The City Council adopted a resolution approving Medica's health insurance proposal to continue the six employee plans beginning on January 1, 2022 through 2022 with a 9% increase in premiums for each plan at the October 12, 2021 meeting.

### **SUMMARY**

#### Health Insurance Coverage and Utilization

The 2022 employee group insurance package includes two network options: one with open access to many providers and one with fewer service provider options. The narrow network plans offer employees an opportunity to reduce their monthly premium costs by accepting fewer choices for participating clinics and hospitals. One major difference between the two networks centers on specialty care facilities; the narrow network covers the University of Minnesota Hospitals and Clinics but does not include services through the Mayo Health System or Hazelden.

The two Comprehensive Major Medical (CMM) plans in each network contain higher monthly premiums with deductibles due for services. Employees selecting one of these plans could incur out-of-pocket costs greater than the HSA plan; however, this would only occur if hospitalization of multiple family members occurred during the year. Each of the CMM plans have either a co-pay or a cost-sharing option to cover part of the ongoing costs for items like prescriptions.

The City's Health Savings Account coverage follows the embedded structure per the IRS Regulations, which provides a \$2,800 deductible per individual and \$5,600 per family. The Health Savings Account plans offer the lowest overall premiums but requires members to manage their medical care and services as clinic visits and prescriptions are entirely their responsibility before

they reach the annual deductible amount. Staff recognizes employees selecting the HSA plan typically incur a higher percentage of their total medical costs; however, their annual out-of-pocket maximum has the potential to be less than the other two plan options.

The City's non-bargaining group contains 56 employees. The following chart reflects the group's insurance coverage by type:

<u>No Dependents:</u>		
Deferred insurance	18	32%
Single coverage	14	25%
	30	57%
<u>Dependents:</u>		
Employee +1	11	20%
Multiple dependents	13	23%
	24	43%
Total	56	100%

Just over a half of non-bargaining employees within the City's health insurance program choose the Health Savings Account (HSA) high deductible plan, which requires the employees to pay the annual deductible before the insurance coverage becomes effective.

#### Proposed City Contribution

In some years, the City splits health insurance premium increases with employees, notably in years when the increases are quite high. However, the City has taken the opportunity, when increases are more reasonable, to expand contributions for employee health insurance premiums in order to remain competitive for both existing and prospective employees. For 2022, staff recommends the City absorb 75% of the 9% increase.

The following tables summarize the City's proposed 2022 health insurance contributions, which includes the non-tobacco incentive, and employees' responsibility for the monthly premiums for both the open access network and the VantagePlus narrow network.

#### **2022 Coverage – Medica Open Access Network:**

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>2,800 HSA</u>
<u>Single</u>			
Premium	721.51	678.81	662.48
City Contribution	618.00	609.00	632.00
Employee Cost	103.51	69.81	30.48
<u>Employee+1</u>			
Premium	1,586.50	1,492.60	1,456.70
City Contribution	1,201.00	1,184.00	1,233.00
Employee Cost	385.50	308.60	223.70

Multiple Dependent

Premium	2,017.06	1,897.67	1,852.03
City Contribution	1,470.00	1,449.00	1,510.00
Employee Cost	547.06	448.67	342.03

**2022 Coverage – Medica VantagePlus Narrow Network:**

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>2,800 HSA</u>
<u>Single</u>			
Premium	649.36	610.93	596.23
City Contribution	611.00	598.00	584.00
Employee Cost	38.36	12.93	12.23
<u>Employee+1</u>			
Premium	1,427.85	1,343.34	1,311.03
City Contribution	1,187.00	1,171.00	1,220.00
Employee Cost	240.85	172.34	91.03
<u>Multiple Dependent</u>			
Premium	1,815.36	1,707.90	1,666.83
City Contribution	1,452.00	1,432.00	1,493.00
Employee Cost	363.36	275.90	173.83

Additional City Contribution

The City acknowledges the financial impact employees accept when choosing the HSA high-deductible coverage by contributing \$58.33 for single coverage and \$116.67 for multiple dependent coverage into the employee's health care account each month. These contributions will remain at this level for 2022.

Employee Deferred Insurance Benefit

All employees must enroll for group health insurance through the City unless they can demonstrate they have coverage through another group plan. An individual plan does not qualify as coverage under a group plan. If an employee provides the required proof of coverage, he/she can opt out of the City's insurance program and receive up to \$294 per month as a deferred insurance payment if they do not use tobacco products. The City Council adopted this contribution amount in July 2010 and it will remain the same in 2022.

Other Non-Bargaining Employee Benefits

The HealthPartners Dental insurance plan offered to employees is a pooled voluntary dental product categorized as a "Distinction 3" plan, which provides employees additional coverage if they select a HealthPartners or Park Dental clinic. The rate increase for dental insurance premiums is 4% for 2022.

Life and long-term disability insurance coverages and rates remain unchanged in 2022.

**RECOMMENDATION**

Staff recommends Council adopt the attached resolution establishing a benefit package for non-bargaining employees effective January 1, 2022.

**ATTACHMENTS**

Resolution





City of White Bear Lake  
Finance Department  
**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** Kerri Kindsvater, Finance Director

**Date:** October 21, 2021

**Subject:** **Employee Benefits for Non-bargaining Employees**

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Life and long-term disability insurance coverages and rates remain unchanged in 2022.

**RECOMMENDATION**

Staff recommends Council adopt the attached resolution establishing a benefit package for non-bargaining employees effective January 1, 2022.

**ATTACHMENTS**

Resolution



City of White Bear Lake  
City Manager's Office

# MEMORANDUM

**To:** Ellen Hiniker, City Manager  
**From:** Rick Juba, Assistant City Manager  
**Date:** October 20, 2021  
**Subject:** **Proposed Compensation Study**

---

## SUMMARY

The City's current Classification and Compensation Plan was originally implemented in 1988. While the City has remained in compliance with the Pay Equity Act, much has changed over the last 30 plus years and a new plan is warranted. At the August budget work session, the Council discussed working with an outside consultant to conduct a classification and compensation study for City employees. The final product of the study is expected to ensure future compliance with the Pay Equity Act, keep the City competitive in the labor market and confirm that positions are internally classified appropriately.

Staff sought proposals from two firms that were recommended by peer Cities to conduct this study. Staff is recommending that McGrath Human Resources Group be selected. McGrath's plan was the most detailed from project orientation, to analysis/plan creation and then implementation. The City Council will have a budgetary role in the final plan implementation and fiscal impact. As it is laid out, the process is expected to take four months. The compensation study and job description work comes at a total cost of \$31,675, which would be taken from the Employee Expense Fund's fund balance. A portion of this cost has been accounted for in the 2021 amended budget with the remaining in the proposed 2022 budget.

## RECOMMENDED COUNCIL ACTION

Staff recommends adoption of the attached resolution authorizing the Mayor and City Manager to execute a contract with McGrath Human Resources Group for a Compensation Study.

## ATTACHMENTS

Resolution  
McGrath proposal

Professional Proposal Prepared for the  
**City of White Bear Lake, Minnesota**



**Compensation Study**

**Submitted By:**  
**McGrath Human Resources Group**  
PO Box 190  
Wonder Lake, IL 60097

**Dr. Victoria McGrath, CEO**  
**victoriaphd@mcgrathconsulting.com**  
**815.728.9111**



**October 5, 2021**



October 5, 2021

Rick Juba  
Assistant City Administrator  
4701 Highway 61  
White Bear Lake, MN 55110

Dear Rick Juba:

Thank you for the opportunity to submit our qualifications to become your compensation business partner and perform a Compensation Study for the City of White Bear Lake, Minnesota.

Developing and maintaining a competitive classification and compensation plan in today's fiscally conservative environment is extremely challenging, yet essential to attract, motivate, engage, and retain a qualified workforce. McGrath Human Resources Group understands the issues public sector entities are facing as our firm provides human resources consulting services primarily for the public sector, with emphasis on compensation, including within the State of Minnesota. We offer a transparent, engaging, and collaborative approach to develop a compensation solution built specifically for each client, which aligns with your compensation philosophy and strategy to attract and retain competent professionals, conform to all legal requirements, and fit within the City's fiscal reality.

### **Why Choose McGrath Human Resources Group?**

#### **We do not ask you to adapt to an off-the-shelf solution.**

- ❖ Even in municipalities that appear to be similar, each entity has unique qualities, culture and needs.
- ❖ We work hard to understand your goals, fiscal realities, and compensation history so we can offer practical and sustainable options for a compensation solution that addresses your needs while holding to best practices to maintain validity and compliance in the system.

#### **We specialize in and understand public employment and local municipalities.**

- ❖ We specialize in public sector consulting; thus, we are in a unique position to understand and work with your stakeholders to make a sound investment that will benefit the City.
- ❖ Our consulting team is comprised of individuals with previous city and county government professional work experience.
- ❖ An investment in your employee's compensation plan is an investment in your community, and we recognize the investment you are making is with taxpayer dollars.



**Our long history brings a unique breadth of experience.**

- ❖ We have experience with the development of innovative or traditional approaches, with the knowledge of climates where those approaches usually succeed to help us tailor the best solutions for you.
- ❖ We wish to foster a partnership with our clients by pursuing a depth of understanding of your philosophy, culture, challenges, and successes so the synergy outcome provides a compensation system that makes sense philosophically and fiscally for your organization.

**We are successful.**

- ❖ In our 21<sup>st</sup> year in business, with over 400 clients in 40 states, we are proud that 99% of our projects have been fully adopted and implemented.
- ❖ Our success stems from sound principles and best practices throughout our work and the relationships we build through collaboration and transparency with the project.

Detailed information regarding our firm, consulting team, scope of work, work plan, methodology and process, proposed work schedule, project fees, and other information is presented within this proposal. The information contained is current as of October 5, 2021. I am happy to discuss any changes or modifications needed after you have had an opportunity to review. All conditions contained in the attached proposal are valid for a minimum of 90 days from October 5, 2021. I am the authorized individual to contractually bind the Firm.

As you review the proposal, if you have any questions or require additional information, please do not hesitate to ask. We look forward to the opportunity to work with the City of White Bear Lake and its employees on this important project.

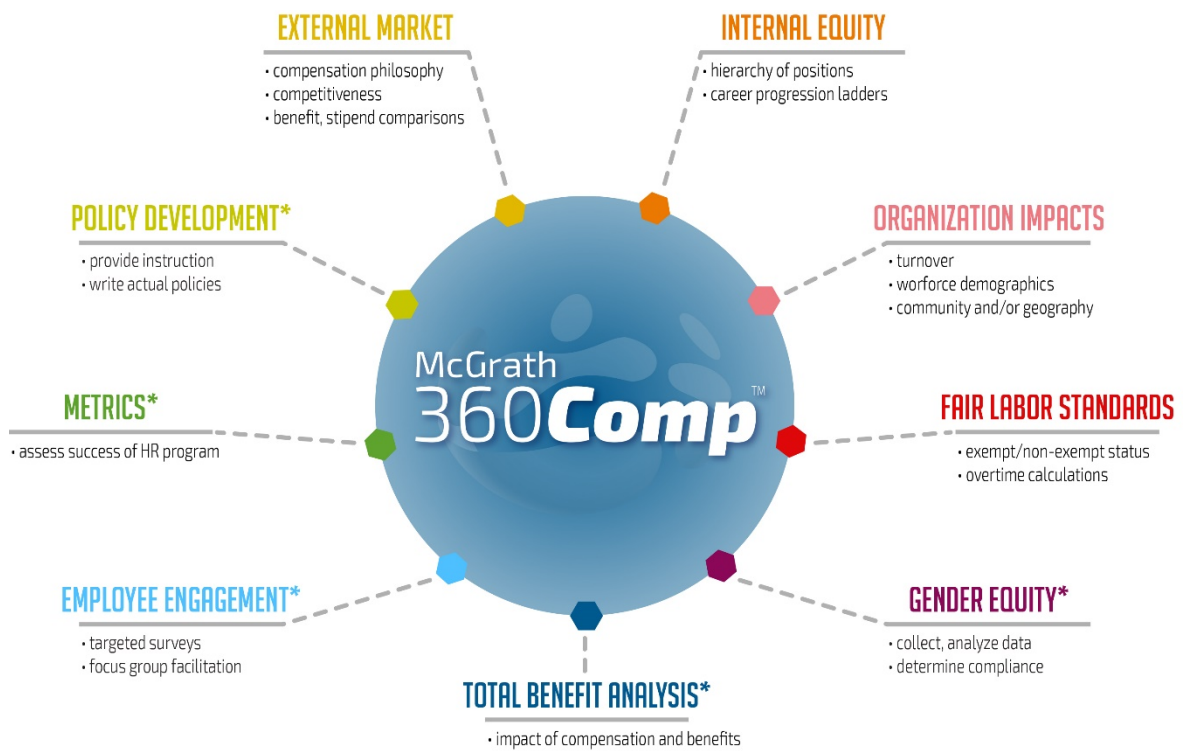
Sincerely,



Victoria J. McGrath, Ph.D., CEO  
815.728.9111 (office)  
815.307.2781 (direct)  
[victoriaphd@mcgrathconsulting.com](mailto:victoriaphd@mcgrathconsulting.com)







\* **OPTIONAL**



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## Firm Profile

Located in Wonder Lake, Illinois, **McGrath Consulting Group, Inc.** was started in 2000, specializing in public sector consulting in the fields of human resource management and public safety (fire, EMS, police, and communications). The principals of the Firm have over 50 years of combined professional public sector experience, in addition to consulting.

Our Firm has over 20 professional consultants who are assigned to projects based upon their professional background and skillset they bring to each client.

### **McGrath Human Resources**

**Group** is the Human Resources Division overseen by Dr. Victoria McGrath. Since 2000, McGrath has conducted hundreds of comprehensive compensation and classification studies nationwide, including Wisconsin. *The Human Resources consulting team is comprised of experienced human resources practitioners from both the private sector and local city and county government and have been part of this human resources consulting team between 7-21 years.*

We do not offer an off-the-shelf work product, but rather, we approach each client with the goal to understand your organization, culture, current and future needs, and fiscal reality to develop total compensation solutions that are developed uniquely for you, align with your compensation philosophy and strategy, while using a collaborative and transparent process.

Our Firm also provides related human resources consulting which includes but is not limited to benefit analysis, job description development, HR Audits, performance management program development, training, policy development, operational studies, and staffing studies. Our Human Resources team is also involved in organizational studies related to public safety. This is important because we have found that having professional expertise in public safety is beneficial in public sector compensation studies to better address the unique laws and best practices these professions add to most public-sector compensation systems, of which, the City of White Bear Lake is no exception.

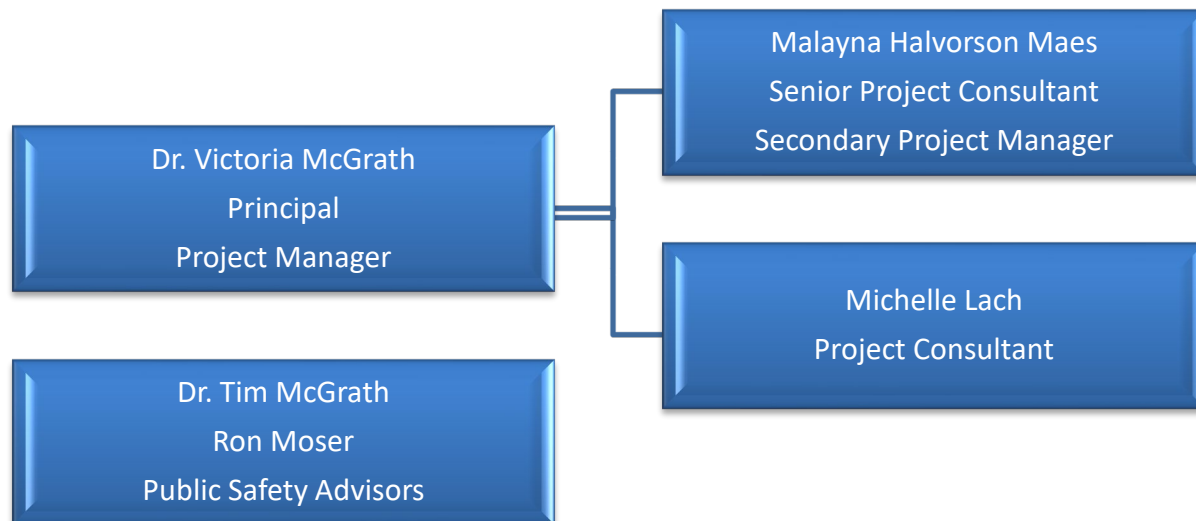
<b>Company Name</b>	<b>McGrath Human Resources Group</b>
<b>Parent Organization</b>	McGrath Consulting Group, Inc.
<b>Established</b>	May 1, 2000
<b>Years of Service</b>	21
<b>Type of Firm</b>	Private Corporation Illinois, USA
<b>Company Mailing Address</b>	P.O. Box 190 Wonder Lake, IL 60097
<b>Physical Address of Services</b>	7614 Barnard Mill Rd Wonder Lake, IL 60097
<b>Responsible Party and Project Administrator</b>	CEO – Dr. Victoria McGrath, Ph.D., SPHR
<b>Email Address</b>	victoriaphd@mcgrathconsulting.com
<b>Phone Number</b>	(815) 728-9111
<b>Fax Number</b>	(815) 331-0215
<b>Insurance</b>	State Farm: Auto, General Liability Travelers: Workers Compensation Accord: Professional Liability Chubb: Cyber Security Liability



## Consulting Team

All consultants are McGrath consultants, and there is no subcontracting.

The Consultants were selected for this project based upon their areas of expertise, specialties, and related project experience. We operate under the philosophy of total team involvement and each team member has experience in all facets of project work and will work together to meet the goals of your project. Further, we have the flexibility to involve other consultants with our organization to bring their unique perspective and expertise as needed. Primary members of the team for the City of White Bear Lake and an overview of their project responsibilities are provided.



**Principal:** A principal of the company is actively involved in every project and is accountable for the project. This position will have authority over the contract and to bind the Firm.

**Project Manager:** This role has project oversight, will coordinate all work with the consulting team, will have direct routine communication with the City's project designee, and will be hands on in all aspects of the project's activities. This role is also the educator/trainer of the system for the City. A *secondary project manager* is also assigned to provide backup support to the project manager, lead the consulting team on targeted project activities, and performs duties of a project consultant.

**Project Consultant:** This role works on various project activities, which will include communication documents/tools, interviews, position questionnaire analysis, job description review and updates, market data collection and analysis, pay plan review, compensation system updating, costing, and drafting reports.

**Advisor:** This role has specific subject matter expertise that may be called upon for additional consultation for the consulting team for public safety positions.



**Victoria McGrath, Ph.D., SPHR**  
**Chief Executive Officer and Project Manager**

Dr. Victoria McGrath has an extensive background in the field of human resources, predominately in the public sector; but she also has a number of years in the private sector having worked in health care, banking, and education. She brings over 19 years as an HR practitioner in Wisconsin in all phases of human resources prior to her years as a consultant.

Her professional experience includes the City of Brookfield, WI, which had over 500 employees, including five (5) labor unions; the Elmbrook School District, WI – the 2<sup>nd</sup> largest school district in Wisconsin, also with 5 labor unions; and Citicorp Banks. She has dealt with labor/employee relations; policy, procedure and labor compliance; benefits and compensation; recruitment and staff development. Dr. McGrath’s local government experience touched all local services including police/sheriff, fire, public works/highway, engineering, library, health department, administration, courts, jail, and more.

Dr. McGrath has provided management assistance to more than 200 local government clients on a variety of management issues. In addition to working with government, she has been a speaker for a number of professional organizations and worked with two (2) organizations in developing courses in human resource management to current and upcoming supervisors. Further, she is an adjunct professor – teaching in areas such as human resources, organizational development, management, and research – at Northwestern University (Master’s in Public Policy Administration Program).

Dr. McGrath’s doctoral dissertation dealt with Government as a Learning Organization. Her research dealt with government efficiency in providing services and how governmental services can become more effective.

**YEARS WITH FIRM: 21**

**EDUCATION**

- ◆ Ph.D. – Municipal Government as a Learning Organization, University of Wisconsin – Milwaukee, WI
- ◆ Master of Science – Management, Cardinal Stritch College, WI
- ◆ Bachelor of Science – Industrial Relations & Finance, University of Wisconsin – Milwaukee, WI

**PROFESSIONAL AFFILIATIONS**

- ◆ Society for Human Resources Management
- ◆ Illinois Public Employer Labor Relations Association
- ◆ National Public Employer Labor Relations Association
- ◆ International City/County Manager Association

**SAMPLE PROJECT EXPERIENCE**

*Barron County, WI*

*Bluffton Township Fire District, SC*

*Dodge County, WI*

*Douglas County, WI*



Burnett County, WI  
CAS, Medicare Ambulance, OH  
Centre Region of Government, PA  
Centre Region Solid Waste Authority, PA  
Chippewa County, WI  
City of Alamosa, CO  
City of Alcoa, TN  
City of Arlington, WA  
City of Ashland, WI  
City of Aspen, CO  
City of Beloit, WI  
City of Bloomington, MN  
City of Burlington, WA  
City of Carthage, MO  
City of Clayton, MO  
City of Clearfield City, UT  
City of Countryside, IL  
City of Des Peres, MO  
City of Dodge City, KS  
City of Durango, CO  
City of Eau Claire, WI  
City of Edwardsville, KS  
City of Fayetteville, NC  
City of Gallatin, TN  
City of Hamilton, OH  
City of Huntington, WV  
City of Huntsville, TX  
City of Kechi, KS  
City of Kirkwood, MO  
City of Lawrence, KS  
City of Manhattan, KS  
City of Mexico, MO  
City of New Berlin, WI  
City of Northfield, MN  
City of O'Fallon, IL  
City of Oak Harbor, WA  
City of Oak Ridge, TN  
City of Paducah, KY  
City of Park Ridge, IL  
City of Rochester Hills, MI  
City of Salina, KS

Eau Claire County, WI  
Everett Roehl Marshfield Public Library, WI  
Ferguson Township, PA  
Fox River Water Reclamation District, IL  
Franklin School District, WI  
Geary County, KS  
Greene County EMS, TN  
Harris Township, PA  
Kansas Sentencing Commission, KS  
Kent County, MI  
Maine Township, IL  
Manhattan Library, KS  
Marion County, KS  
Older People's Commission (OPC), MI  
Patton Township, PA  
Riley County Police Department, KS  
Riley County, KS  
Rochester Avon Recreation Authority, MI  
Somerset School District, WI  
South Lyons Township Sanitary District, IL  
South Snohomish County F&R Authority, WA  
Spring Benner Walker Joint Authority, PA  
St Croix County, WI  
St Croix Indians, WI  
Sumner County, TN  
Town of Avon, IN  
Town of Berwyn Heights, MD  
Town of Greeneville, TN  
Town of Riverdale Park, MD  
Town of Syracuse, IN  
Unified City of Yorkville, IL  
Utah County, UT  
Vernon County, WI  
Village of Bedford Park, IL  
Village of Cary, IL  
Village of Glen Ellyn, IL  
Village of Lake in the Hills, IL  
Village of Mount Pleasant, WI  
Village of North Aurora, IL  
Village of Parkridge, IL  
Village of Riverside, IL



**Malayna Halvorson Maes**  
**Senior Consultant and Secondary Project Manager**

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large *county* in northwestern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in county government, Ms. Maes advised the organization through the significant changes at the State level (referred to as Act-10) that resulted in a reduction from five (5) collective bargaining units to one (1) unit, due to reduced legal authority of organized labor in the public sector. As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which included a rewrite of all job descriptions, and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. She brings a practical understanding to the development and implementation of complex compensation systems.

As a former Wisconsin Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLI Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a Board of Director member as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

Ms. Maes also works with the public safety division on operational studies for police, fire, ems, dispatch services, and is trained in advanced FLSA issue for public safety.

**YEARS WITH FIRM: 7**

**EDUCATION**

- ◆ Bachelor of Arts– Psychology, Luther College, Decorah, IA

**PROFESSIONAL AFFILIATIONS**

- ◆ Society for Human Resources Management
- ◆ National Public Employer Labor Relations Association
- ◆ World at Work, Total Rewards Association

**CERTIFICATION**

- ◆ Certified Compensation Professional (in process)

**SAMPLE PROJECT EXPERIENCE**



*Barron County, WI*  
*Burnett County, WI*  
*Chippewa County, WI*  
*City of Alamosa, CO*  
*City of Alcoa, TN*  
*City of Arlington, WA*  
*City of Ashland, WI*  
*City of Bloomington, MN*  
*City of Burlington, WA*  
*City of Clayton, MO*  
*City of Crossville, TN*  
*City of Denison, TX*  
*City of Dodge City, KS*  
*City of Durango, CO*  
*City of Durant, OK*  
*City of Eau Claire Library, WI*  
*City of Eau Claire, WI*  
*City of Edwardsville, KS*  
*City of Fayetteville, NC*  
*City of Fulshear, TX*  
*City of Gallatin, TN*  
*City of Garden City, KS*  
*City of Hamilton, OH*  
*City of Huber Heights, OH*  
*City of Kirkwood, MO*  
*City of La Pine, OR*  
*City of Lawrence, KS*  
*City of Marshfield, WI*  
*City of Marysville, WA*  
*City of McPherson, KS*  
*City of Northfield, MN*  
*City of Oak Harbor, WA*  
*City of Oak Ridge, TN*

*City of Park Ridge, IL*  
*City of Rochester Hills, MI*  
*City of Sherwood, OR*  
*City of Stayton, OR*  
*City of Watertown, SD*  
*City of Woodstock, IL*  
*Codington County, SD*  
*County of Delaware, PA*  
*Cypress Creek EMS, TX*  
*Dodge County, WI*  
*Douglas County, WI*  
*Eau Claire County, WI*  
*Everett Roehl Marshfield Public Library, WI*  
*Kent County, MI*  
*Marion County, KS*  
*Older People's Commission (OPC), MI*  
*Portage County, WI*  
*Pueblo City-County Library District, CO*  
*Riley County Police Department, KS*  
*Riley County, KS*  
*Rochester Avon Recreation Authority, MI*  
*Somerset School District, WI*  
*St Croix County, WI*  
*St Croix Indians, WI*  
*Town of Berwyn Heights, MD*  
*Town of Greeneville, TN*  
*Vernon County, WI*  
*Village of Glen Ellyn, IL*  
*Village of Lake in the Hills, IL*  
*Village of Mount Pleasant, WI*  
*Village of Parkridge, IL*  
*Winnebago County, WI*  
*Wisconsin Employee Trust Funds, WI*





**Michelle Lach**  
**Project Consultant - Data**

Ms. Lach provides critical research and analytical skills to our compensation and benefits studies. Ms. Lach had nine (9) years of professional human resources experience prior to her time with the Firm. Her experience with the Firm includes the development of employee handbooks and job descriptions, but now works exclusively with compensation and benefit survey designs and execution, and market research. These critical responsibilities include obtaining, compiling, and analyzing complex data and other information for projects, and supporting the project manager as needed. She has been with the Firm for 15 years.

**YEARS WITH FIRM: 15**

**EDUCATION**

- ◆ Bachelor of Arts– Communication and Organizational Development  
Bowling Green State University, KY

**SAMPLE PROJECT EXPERIENCE**

<i>Barron County, WI</i>	<i>City of St Charles, MO</i>
<i>Bluffton Township Fire District, SC</i>	<i>City of Stayton, OR</i>
<i>Burnett County, WI</i>	<i>City of Watertown, SD</i>
<i>Chippewa County, WI</i>	<i>City of Woodstock, IL</i>
<i>City of Alamosa, CO</i>	<i>Codington County, SD</i>
<i>City of Alcoa, TN</i>	<i>Coffey County, KS</i>
<i>City of Arlington, WA</i>	<i>Cypress Creek EMS, TX</i>
<i>City of Ashland, WI</i>	<i>Dodge County, WI</i>
<i>City of Aspen, CO</i>	<i>Douglas County, WI</i>
<i>City of Bloomington, MN</i>	<i>Eau Claire County, WI</i>
<i>City of Burlington, WA</i>	<i>Everett Roehl Marshfield Public Library, WI</i>
<i>City of Carthage, MO</i>	<i>Geary County, KS</i>
<i>City of Clayton, MO</i>	<i>Greene County EMS, TN</i>
<i>City of Clearfield City, UT</i>	<i>Kent County, MI</i>
<i>City of Crossville, TN</i>	<i>Maine Township, IL</i>
<i>City of Denison, TX</i>	<i>Manhattan Library, KS</i>
<i>City of Des Peres, MO</i>	<i>Marion County, KS</i>
<i>City of Dodge City, KS</i>	<i>Older People's Commission (OPC), MI</i>
<i>City of Durango, CO</i>	<i>Patton Township, PA</i>
<i>City of Durant, OK</i>	<i>Pitkin County, CO</i>
<i>City of Eau Claire Library, WI</i>	<i>Portage County, WI</i>
<i>City of Eau Claire, WI</i>	<i>Pueblo City-County Library District, CO</i>
<i>City of Edwardsville, KS</i>	<i>Riley County Police Department, KS</i>
<i>City of Fayetteville, NC</i>	<i>Riley County, KS</i>
<i>City of Fulshear, TX</i>	<i>Rochester Avon Recreation Authority, MI</i>
<i>City of Gallatin, TN</i>	<i>Somerset School District, WI</i>



*City of Garden City, KS*  
*City of Hamilton, OH*  
*City of Huber Heights, OH*  
*City of Huntington, WV*  
*City of Kechi, KS*  
*City of Kirkwood, MO*  
*City of La Pine, OR*  
*City of Lawrence, KS*  
*City of Manhattan, KS*  
*City of Marshfield, WI*  
*City of Marysville, WA*  
*City of McPherson, KS*  
*City of Northfield, MN*  
*City of O'Fallon, IL*  
*City of Oak Harbor, WA*  
*City of Oak Ridge, TN*  
*City of Paducah, KY*  
*City of Park Ridge, IL*  
*City of Platte, MP*  
*City of Rochester Hills, MI*  
*City of Salina, KS*  
*City of Sheridan, WY*  
*City of Sherwood, OR*

*St Croix County, WI*  
*St Croix Indians, WI*  
*Sumner County, TN*  
*Town of Avon, IN*  
*Town of Greeneville, TN*  
*Utah County, UT*  
*Vernon County, WI*  
*Village of Bedford Park, IL*  
*Village of Cary, IL*  
*Village of Lake in the Hills, IL*  
*Village of Mount Pleasant, WI*  
*Village of North Aurora, IL*  
*Village of Oak Park, IL*  
*Village of Parkridge, IL*  
*Village of Riverside, IL*  
*Village of South Elgin, IL*  
*Village of Theresa, WI*  
*Village of Vernon Hills, IL*  
*Village of West Milwaukee, WI*  
*Village of Wilmette, IL*  
*Village of Winfield, IL*  
*Winnebago County, WI*  
*Wisconsin Employee Trust Funds, WI*

**PUBLIC SAFETY ADVISORS**

McGrath Human Resources will partner with the parent company – McGrath Consulting Group in the areas of public safety, as needed.

- Dr. Tim McGrath has over 30 years of experience in fire, EMS, communications and emergency management and currently heads the Fire Division, performing operational studies throughout the United States. He served as Chief of fire departments in Gurnee, Illinois and Brookfield, Wisconsin. Dr. McGrath has been an independent consultant since 1997 and is a speaker well-known for his motivational presentations in the United States and internationally. He earned a doctorate in management, a dual master's degree in public administration and management, a bachelor's degree in industrial education, and an associate degree in fire science management.
- Ron Moser has over 30 years of experience in law enforcement serving six municipalities in three states. Serving as Chief for departments within a metropolitan area. Mr. Moser also served as Director of Emergency Management and Village Manager for Hanover Park, Illinois, a municipality of Cook County. He currently heads the law enforcement division performing operational studies throughout the United States. Mr. Moser has two master's degrees in Criminal Justice and Corrections and Law Enforcement Administration.



## Public Sector Project History

McGrath primarily works with public-sector organizations including counties, cities, villages, townships, districts, and even State agencies. The following is a portion of our prior government project experience, with Wisconsin compensation projects highlighted:

Barron County, WI	College Township, PA
Bluffton Township Fire District, SC	County of Delaware, PA
Burnett County, WI	Cy Fair Volunteer Fire Department, TX
Centre Region of Government, PA	Dodge County, WI
Centre Region Solid Waste Authority, PA	Douglas County, WI
Chippewa County, WI	Eau Claire County, WI
City of Alcoa, TN	Everett Roehl Marshfield Public Library, WI
City of Arlington, WA	Ferguson Township, PA
City of Aspen, CO	Fox River Water Reclamation District, IL
City of Beloit, WI	Franklin School District, WI
City of Burlington, WA	Geary County, KS
City of Carthage, MO	Greene County EMS, TN
City of Clayton, MO	Harris Township, PA
City of Crossville, TN	Kansas Sentencing Commission, KS
City of Denison, TX	Kent County, MI
City of Dodge City, KS	Manhattan Library, KS
City of Durango, CO	Marion County, KS
City of Durant, OK	Older People's Commission, MI
City of Eau Claire Library, WI	Patton Township, PA
City of Eau Claire, WI	Pitkin County, CO
City of Edwardsville, KS	Portage County, WI
City of Fayetteville, NC	Pueblo City-County Library District, CO
City of Fulshear, TX	Reno County, KS
City of Lake Geneva, TN	Riley County Police Department, KS
City of Garden City, KS	Riley County, KS
City of Hamilton, OH	Rochester Avon Recreation Authority, MI
City of Huber Heights, OH	Somerset School District, WI
City of Huntington, WV	South Lyons Township Sanitary District, IL
City of Huntsville, TX	South Snohomish County Fire & Rescue Authority, WA
City of Kechi, KS	Spring Benner Walker Joint Authority, PA
City of Kirkwood, MO	St. Croix County, WI
City of La Pine, OR	Sumner County, TN
City of Lawrence, KS	Town of Avon, IN
City of Lansing, KS	Town of Delavan, IL
City of Marshfield, WI	Town of Greeneville, TN



City of Marysville, WA	Town of Riverdale Park, MD
City of McPherson, KS	Town of Syracuse, IN
City of Mexico, MO	Utah County, UT
City of New Berlin, WI	Vernon County, WI
City of Northfield, MN	Village of Cary, IL
City of Oak Harbor, WA	Village of Glen Ellyn, IL
City of Oak Ridge, TN	Village of Lake in the Hills, IL
City of Paducah, KY	Village of Mount Pleasant, WI
City of Park Ridge, IL	Village of North Aurora, IL
City of Platte, MO	Village of Oak Park, IL
City of Rochester Hills, MI	Village of Parkridge, IL
City of Salina, KS	Village of Riverside, IL
City of Sheridan, WY	Village of South Elgin, IL
City of Sherwood, OR	Village of Theresa, WI
City of St. Charles, MO	Village of Vernon Hills, IL
City of Stayton, OR	Village of Wilmette, IL
City of Watertown, SD	Village of Winfield, IL
City of Woodstock, IL	Winnebago County, WI
Clearfield City, UT	Wisconsin Employee Trust Funds, WI
Codington County, SD	



## References

McGrath Consulting is proud to list over 400 clients in 40 states. Below are a few compensation studies either within the region and/or are similar to your project. **Additional client names, projects and locations are viewable on our website at [www.mcgrathhumanresources.com](http://www.mcgrathhumanresources.com)** and their contact information will be provided upon request.

Client Name	Description
<p>City of Northfield, MN            Contact: Michelle Mahowald            Title: Human Resources Director            Phone: 507-645-3012            Email:  <a href="mailto:michelle.mahowald@ci.northfield.mn.us">michelle.mahowald@ci.northfield.mn.us</a></p>	<p>A comprehensive compensation schedule of union and non-union positions was developed into one (1) classification system, and job descriptions were updated. This Compensation system had to be compliant with the State of Minnesota’s Pay Equity Act. <i>Northfield is in the Minneapolis-St. Paul metropolitan area.</i> A market update is underway in 2021.</p>
<p>Dodge County, WI            Contact: Sarah Hinze            Title: Human Resources Director            Phone: 920-386-3692            Email: <a href="mailto:shinze@co.dodge.wi.us">shinze@co.dodge.wi.us</a></p>	<p>Comprehensive compensation schedule was developed with benefit recommendations for 250+ non-union job classifications, inclusive of a skilled nursing facility. Implementation in 2021 due to COVID delays. Project also included job description updates and performance evaluation process. Services ongoing.</p>
<p>Barron County, WI            Contact: Rachel Richie            Title: Human Resources Director            Phone: 715-537-6825            Email: <a href="mailto:rachael.richie@co.barron.wi.us">rachael.richie@co.barron.wi.us</a></p>	<p>Conducted Performance Evaluation training for supervisors in 2016. Rehired in 2017 to develop new compensation system for approximately 300 job titles. Rehired in 2019 to complete job description updates and develop point factoring process.</p>
<p>Douglas County, WI            Contact: Linda Corbin            Title: Human Resources Manager            Phone: 715-395-1429            Email:  <a href="mailto:Linda.Corbin@douglascountywi.org">Linda.Corbin@douglascountywi.org</a></p>	<p>Comprehensive compensation schedule was updated in a multi-phase process between 2017 and 2018 based upon market updates and implemented new internal comparability indicators into existing Schedule. Provide position updates as needed.</p>
<p>Village of Mount Pleasant, WI            Contact: Carol Thiel            Title: Human Resources Director            Phone: 262-664-7838            Email: <a href="mailto:cthiel@mtpleasant.wi.gov">cthiel@mtpleasant.wi.gov</a></p>	<p>Comprehensive compensation schedule was updated in 2019 based upon market updates and organizational restructuring resulting in significant position adjustments. Job Descriptions were also developed in 2019. <i>Mount Pleasant is part of the Milwaukee area.</i></p>
<p>City of Marshfield, WI            Contact: Jennifer Rachu            Title: Human Resources Director            Phone: 715-349-2181            Email:  <a href="mailto:Jennifer.Rachu@ci.marshfield.wi.us">Jennifer.Rachu@ci.marshfield.wi.us</a></p>	<p>Comprehensive compensation study in 2018 for non-union employees, and compensation recommendations for Police and Fire (union) for collective bargaining purposes. Conducted a Compensation Study for the City Library in 2019 to align with the general City Compensation System.</p>
<p>Burnett County, WI            Contact: Nathan Ehalt</p>	<p>Comprehensive compensation schedule was updated in 2019 based upon market updates and implemented new</p>



<p>Title: County Administrator  Phone: 715-349-2181  Email: nehalt@burnettcounty.org</p>	<p>internal comparability indicators into existing Schedule. Adoption of updates occurred in 2020.</p>
<p>City of Watertown, SD  Contact: Kristen Bobzien  Title: Finance Officer  Phone: 605-753-3563  Email: kbobzien@watertownsd.us</p>	<p>Conducted comprehensive compensation analysis of all union and non-union positions within the City ~120 positions in 2019. Included the development of separate salary schedules for police, fire, AFSCME, and non-union – however, keeping internal equity and compression issues in line. Updated job descriptions in 2020. Services ongoing.</p>
<p>City of Dodge City, KS  Contact: Ernestor De La Rosa  Title: Assistant City Manager  Phone: 620-225-8100  Email: Ernestord@dodgecity.org</p>	<p>Completed a comprehensive compensation study for all positions, with continued support to public safety salary schedules.</p>
<p>City of Crossville, TN  Contact: Leah Crockett  Title: Human Resources Manager  Phone: 931-456-5681  Email: leahcrockett@crossvilletn.gov</p>	<p>Comprehensive compensation schedule for all City positions was developed in 2019.</p>
<p>Town of Greeneville, TN  Contact: Patsy Fuller  Title: Human Resources Director  Phone: 423-639-7105  Email: Pfuller@greenevilletn.gov</p>	<p>Developed a compensation system for all employees within the Town in 2020.</p>
<p>City of Alcoa, TN  Contact: Melissa Thompson  Title: Human Resources Director  Phone: 855-380-4753  Email: mthompson@cityofalcoa.tn.gov</p>	<p>Completed a comprehensive compensation study for all employees. Project was completed in March 2020, and due to COVID, has been put on hold for implementation until the City's fiscal health is determined.</p>
<p>City of Saint Charles, MO  Contact: Shanton Fountain  Title: Human Resources Director  Phone: 636-949-3232  Email: shanton.fountain@stcharlescitemo.gov</p>	<p>Completed a classification and compensation study for all positions in 2016 placing compensation to lead the market average. An update to the Administrative classifications which was completed in March 2020. <i>St. Charles is in the St. Louis metropolitan region.</i></p>

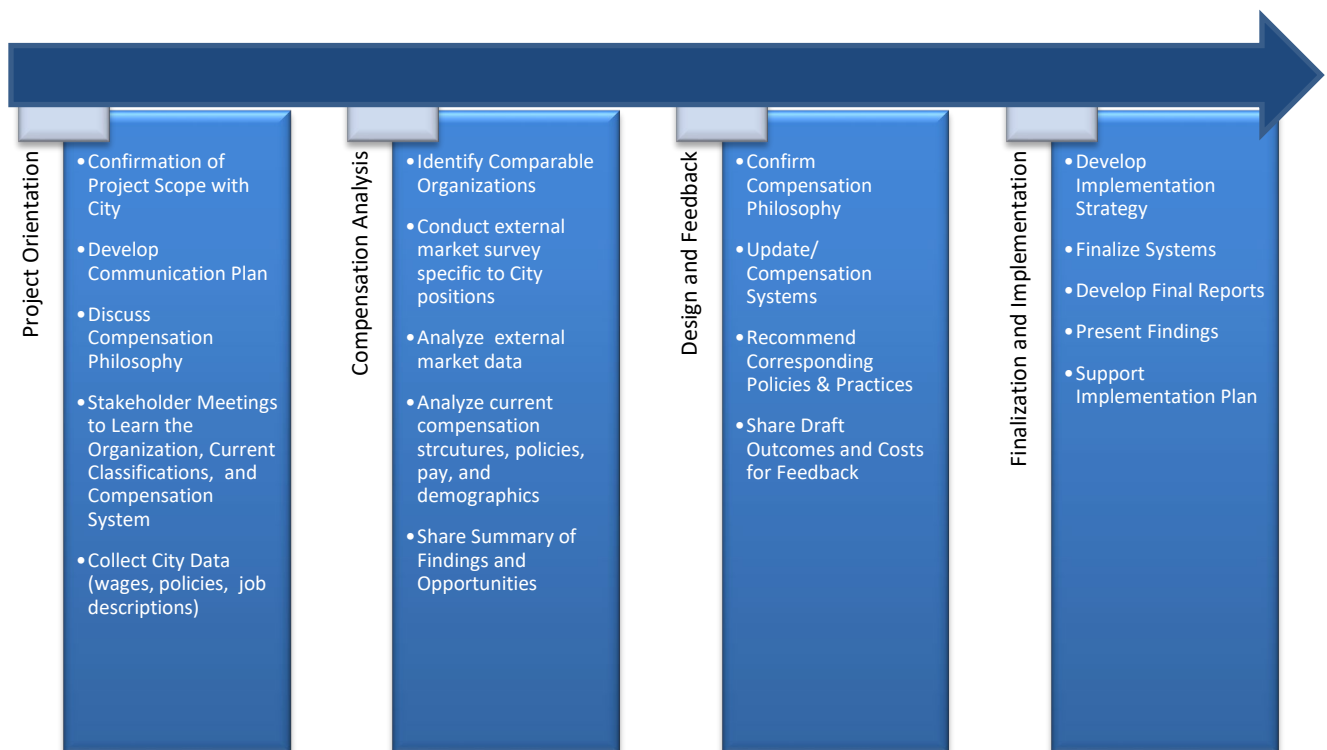


## Project Understanding

In any governmental organization, salaries and benefits are typically the largest budget item. An investment in your employee’s compensation plan is an investment in your community, and we recognize the investment you are making is with tax dollars. We also understand a competitive compensation system is an important element for the City’s ability to hire, cultivate, and retain employees who provide service and value to all City stakeholders, regardless of the organization’s size.

Similarly, internal equity, proper classification, career opportunities and addressing of any compression issues serves to enhance the employee’s feeling of value and willingness to actively engage in their work for the organization. Therefore, it is important for the City to have a system that promotes the active engagement of employees, is non-discriminatory, is legally defensible, is efficient to manage, and can accommodate organizational growth and change. Thus, we tailor our services to meet the needs and unique structure and culture of the City.

Our methodology and approach are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity. After conducting a needs assessment with the City, defining the City’s compensation philosophy with City leaders, and analyzing the current Compensation System in place, our Firm utilizes Best Practices throughout the process, which includes salary data and job content data from multiple City sources and its mutually identify comparables. Data analysis is then utilized to put this information into a meaningful summary format which is shared with the City. A visual summary of the project plan is provided. A detailed methodology and work plan follows.





## Detailed Methodology and Work Plan

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We tailor our projects to meet the needs and unique structure and culture of your organization, with the principles of collaboration, communication and transparency in mind while developing a sound work plan with identified deliverables. The proposal steps can be discussed and adjusted to meet the projects needs for the City.

### 1. Project Orientation

- ❖ Communicate with the City’s project designee to:
  - Provide a list of documents and data needed to begin the project.
  - Discuss project expectations and milestones.
  - Begin developing a communication plan.
  - Schedule initial meetings.

*Our philosophy is to tailor each project to meet the needs, unique structure, and culture of your organization, with the principles of collaboration, communication and transparency in mind while developing a sound work plan with identified deliverables.*

We develop a communication plan at the onset of the project so the Firm can provide routine updates on progress as well as discuss any issues that may result in a delay or a challenge within the project. Our Project Manager coordinates meetings, data sharing, and ensures the work plan is progressing according to the designed work plan so the deliverables are met within the scope and timeline of the project.

### 2. Project Initiation and Assessment

The consultants will conduct the first visit to meet with City leaders and all Department Directors/Managers to:

- ❖ Explore your organization’s current compensation system, compensation philosophy and strategy.
- ❖ Gain an understanding of the goals, values and structure of the overall organization.
- ❖ Gather information for each individual department including any unique responsibilities associated with positions, strengths and weaknesses of the current system, or issues with recruitment/retention.
- ❖ Identify future needs.
- ❖ Review provided documents and data.
- ❖ Finalize project communication expectations and strategies, project timeline, and identifiable milestones.

*Our philosophy is to have direct conversations with management and administration to identify challenges and concerns with the current system and future needs; so we may develop comprehensive recommendations to best address those needs.*

Other Introductory communications may also be recommended:

- ❖ Conduct introductory meetings with the City Council to discuss elements of compensation philosophy and expectations.
- ❖ Introductory employee communications and/or meetings to explain the process of a compensation study, introduce the consulting team, expected assistance, describe the general

*Communication with the Commission and/or employees during the project allows engagement and offers factual information.*





outcome of the Study, and other related topics as desired by the City. This can be done in-person or virtually.

### 3. Compensation Philosophy

*Identifying and establishing a compensation philosophy allows for the development of strategic recommendations.*

From first site visit, the consulting team will identify:

- ❖ The strengths of the current compensation system.
- ❖ Areas that need to be addressed or are concerns to the current programs.
- ❖ Current compensation program success and challenges.
- ❖ Other characteristics about the City which may impact compensation.

An analysis of this data as well as external data collection will be the basis of developing a compensation philosophy that will guide the design and complexity of the City's compensation program. A consistent philosophy will provide a strong foundation for the City. Without a philosophy, leaders often find themselves unsure what to offer as a total compensation package.

### 4. Classification Analysis (Job Analysis)

*Our philosophy is that job analysis is critical not only for internal equity, but also the establishment of a standardized classification system which will be used to establish pay equity between positions.*

A **job analysis** objectively evaluates the duties, responsibilities, tasks, and authority level of each City position and identifies the hierarchy and career progression opportunities.

The classification analysis is recommended to include completion of a Position Questionnaire (PQ), which is a standardized tool used to analyze each position on identified factors. The **McGrath 360Comp™** PQ has been developed **specifically for use in public sector** organizations. This Questionnaire is recommended to be completed on all job titles for purposes of:

- ❖ Expounding upon information provided in job descriptions.
- ❖ Evaluating position responsibilities regarding necessary competencies, experience, education, finances, judgement, decision-making and other expectations which provide value to the City.
- ❖ Clarifying instances where statements in the existing job descriptions are vague or absent.
- ❖ Updating and aligning classification changes.
- ❖ Identifying career progression opportunities.
- ❖ Establishing job categories/job families.
- ❖ Determining FLSA designations.



**Supervisory Review.** Each incumbent’s supervisor or Department Director/Manager will be given time to review the completed PQ for content and accuracy, and to comment in a designated area of the document. They will sign off on their review prior to submission to the Consultants. If needed, the consulting team may speak with Department Director, Supervisors, and Human Resources for additional position clarification.

**Employee Interviews (Optional).**

Group interviews can also be conducted with employees in the City to gain a more complete understanding of the various jobs within the organization and their unique qualities for the job analysis phase, if needed. It is essential that the group interviews have representatives of each job title in order to gain a better understanding of the position. The completed PQ, existing job descriptions, and group interview information will be utilized for a job audit to begin the process of position placement for internal equity.

The **McGrath 360Comp™** point factor process used to complete the job analysis goes beyond the typical “Knowledge, Skills and Abilities” (KSA’s) and explores factors that are unique to public sector positions including the following aspects of a job:

- ❖ Records, Reports and Programs
- ❖ Impact of Decisions and Consequents of Errors
- ❖ Contact with Others (both inside and outside the organization)
- ❖ Equipment, Machines and Tools
- ❖ Budget, Financial, and Cash Handling
- ❖ Education, Experience, Licensure/Certifications
- ❖ Complexity and Judgment
- ❖ Confidential Data
- ❖ Stress (degree of mental or emotional fatigue or stress inherent to the job)
- ❖ Technology
- ❖ Leadership and Supervisory Responsibilities
- ❖ Work Environment and Physical Requirements

From this process, the current classification system will be updated, as needed.

**5. Compensation Analysis**

A Compensation analysis determines the organization’s relative position in the comparable labor market. This analysis allows City leaders to understand the organization’s compensation as a whole and by position, allowing them to make sound compensation decisions. Compensation Analysis will consist of the following:

- ❖ McGrath consultants will prepare and conduct a tailored compensation, and special pay survey specific to the City’s positions to **collect external market data**.
- ❖ The City and consulting team will **cooperatively identify Comparable Organizations** as the labor market. The City will have input into the list and must approve the list of comparables prior to starting the external market survey.

*A market survey is developed specific to the City’s positions. We believe that collecting fresh market data establishes a more accurate look of the current market. We do not utilize third-party market surveys unless requested or discussed with the client in advance.*



- ❖ The consultants will **analyze salary data**. The market survey collects minimum, midpoint, maximum, and incumbent salary information for each benchmark position; and other data points as needed. A statistical analysis is conducted on each dataset to ensure consistent and objective analysis. The outcome is then calculated into a ratio between the market and the City to measure the City's alignment against the market. The following shows a slightly modified data format to fit the proposal.

Position Title	Minimum	Midpoint	Maximum	Mkt Ave Min	Comp Ratio	Mkt Ave Mid	Comp Ratio	Mkt Ave Max	Comp Ratio	Ave Inc.	Mkt Ave Inc	Comp Ratio
	\$18.43	\$20.73	\$23.02									
Clerical Assistant	\$38,331.90	\$43,112.58	\$47,871.62	\$36,066.55	56%	\$44,260.22	47%	\$52,990.22	40%	\$43,025.01	\$45,853.37	44%
Maintenance Worker	\$38,331.90	\$43,112.58	\$47,871.62	\$31,511.15	72%	\$38,557.94	62%	\$46,875.15	52%	\$40,477.80	\$37,603.44	58%
CSR	\$38,331.90	\$43,112.58	\$47,871.62	\$31,625.67	71%	\$36,679.04	68%	\$42,570.67	62%	\$42,744.83	\$34,191.95	75%
Permit Clerk	\$38,331.90	\$43,112.58	\$47,871.62	\$32,228.81	69%	\$38,644.11	62%	\$46,919.72	52%	\$38,604.47	\$36,454.16	56%
Utility Maintenance Tech I	\$38,331.90	\$43,112.58	\$47,871.62	\$32,873.86	67%	\$41,015.96	55%	\$48,420.96	49%	\$39,471.91	\$38,346.94	53%
Utility Services Representative	\$38,331.90	\$43,112.58	\$47,871.62	\$31,350.60	72%	\$36,528.84	68%	\$45,461.41	55%	\$39,089.02	\$36,671.91	57%
	\$20.27	\$22.79	\$25.31									
Code Inspector	\$42,160.77	\$47,395.71	\$52,652.29	\$39,211.06	58%	\$47,405.38	50%	\$58,851.09	39%	\$48,899.14	\$47,040.73	54%
Deputy Court Clerk	\$42,160.77	\$47,395.71	\$52,652.29	\$31,883.28	82%	\$38,457.92	73%	\$47,471.98	61%	\$44,994.56	\$37,490.48	70%
Utility Maintenance Tech II	\$42,160.77	\$47,395.71	\$52,652.29	\$36,330.45	66%	\$43,968.02	58%	\$52,047.19	51%	\$42,182.40	\$41,189.62	52%

- ❖ The consultants will examine the status of your current compensation systems including **structural analysis, compression analysis, and incumbent pay analysis** to give guidance to the consultants for compensation and implementation recommendations and will also provide information to the City regarding overtime, promotional and retention opportunities, internal equity, and how multiple pay plans are working together. The following shows a sampling of raw compression data for analysis.

Position	Total Gross	OT	Other Pays	Total
Sergeant/Sheriff	\$120,161.08	\$42,968.25	\$21,683.87	\$184,813.20
Deputy Sheriff	\$103,928.37	\$29,119.89	\$22,446.00	\$155,494.26
Lieutenant/Sheriff	\$107,701.88	\$46,542.36		\$154,244.24
Deputy Sheriff	\$90,177.67	\$20,414.04	\$22,787.31	\$133,379.02
Deputy Sheriff	\$83,930.00	\$15,343.13	\$25,193.35	\$124,466.48
Deputy Sheriff	\$82,397.26	\$15,783.37	\$21,357.73	\$119,538.36
Deputy Sheriff	\$75,469.97	\$15,170.10	\$22,287.85	\$112,927.92
Deputy Sheriff	\$72,959.66	\$21,004.31	\$18,460.55	\$112,424.52
Corporal/Sheriff	\$80,607.03	\$18,670.22	\$13,104.90	\$112,382.15
Deputy Sheriff	\$75,089.75	\$18,517.53	\$18,517.53	\$112,124.81
Corporal/Sheriff	\$79,479.39	\$29,896.67		\$109,376.06
Bench Warrant Admin	\$80,251.81	\$23,751.55		\$104,003.36
Corporal/Sheriff	\$72,587.67	\$20,889.51		\$93,477.18
Corporal/Sheriff	\$72,355.15	\$21,105.13		\$93,460.28

- ❖ The consultants will **review your compensation-related policies** for compliance and best practices. We will make recommendations for policy updates or considerations that impact the City.



- ❖ The consultants will gather and analyze external and internal demographic data and workforce metrics to define:
  - Employee’s tenure within the organization as well as tenure in current position.
  - Turnover rate for the organization.
  - Local geographic and economic factors impacting the attraction and retention of employees.

*Understanding your employee demographics and external challenges allows for the development of strategic recommendations.*

The outcome of this portion of the project is very important because it identifies current trends and future predictors. This information guides the consulting team in developing strategy options and recommendations for the City’s current and future needs.

## 6. McGrath 360Comp™ Integration

Upon completion of the compensation analysis and job analysis, etc. the consultants will engage the City to:

- ❖ Confirm the recommended compensation philosophy.
- ❖ Discuss the data obtained and share the findings and trends found in the analysis as it compares to the current Compensation System.
- ❖ Discuss the future compensation systems.
- ❖ Discuss the tie between the compensation system, performance, and tenure.

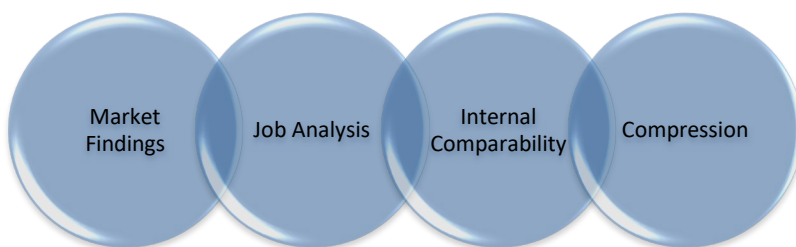
*Our philosophy is to help the City understand the full picture between the job analysis, compensation analysis, and market findings, which allows the City and consulting team to have a meaningful dialogue to confirm the desired place in the market, desired compensation system model, and other compensation solutions identified.*

The consultants will provide recommendations based on our observations and experience with input from the City on which solutions are most favorable for the organization moving forward. After this meeting, the Compensation System will be updated.

## 7. Systems Update and City Review

The Classification and Compensation Systems will be updated or redeveloped with the following information:

*Allowing City leaders and department directors the opportunity to review our recommendations in advance of finalization provides an opportunity for dialogue and sound quality control.*



The consultants will develop a **detailed fiscal impact** of the Compensation Systems and will

present implementation strategy options that fit the fiscal needs, culture, and compensation strategy of the City. While some entities can fully implement the compensation system immediately, some clients have utilized a phased approach. We will work with the City to assure that any phased approach fits with best practices and your fiscal realities.

Once the Systems are updated/developed, the consultants will meet with appropriate City personnel to **review the draft Compensation Systems**. This visit will include meetings with the City’s project designee and each Department Director to review placements within the Compensation System to identify any concerns prior to finalization. This provides an opportunity to discuss any changes in placement in the current system and/or ensure proper placement if the Systems are redesigned.

**Compliance.** The Compensation Systems will then be tested for compliance with the State of Minnesota’s pay equity law.

## 8. Finalization

A **Compensation Policy/Procedure Manual** will be developed for Administration/Human Resources. This report details:

- a. Study methodology and findings.
- b. Recommended compensation structure modifications.
- c. Fiscal impact and implementation strategies.
- d. Policies and procedure modifications or to adopt to administer and maintain the system in-house going forward.

*The City will receive the Compensation documents and cost estimates in editable format for the City to maintain/integrate.*

An **Executive Summary Report** for governing body and public distribution will also be provided as appropriate.

**Union Summary Report(s)** specific to positions within collective bargaining agreements for distribution, if applicable.

These reports will first be provided to City Administration in draft form to allow for feedback before the reports are placed into final form and provided electronically.

## 9. Presentation and Communication

The Study includes a **presentation to the City Council**.

The consulting team will also be available to introduce the recommendations to employee groups to the depth, and in the manner, you prefer and offer suggestions and recommendations on how to best communicate this information. We prepare correspondence and notices tailored to our client, whether for written, verbal or electronic presentation.

*We stand behind our methodology and process, and recommendations. We are available to present findings to the oversight committees or city council.*



## 10. Ongoing Support and Training

McGrath Human Resources Consultants will continue to work with your organization to **support implementation** of the compensation system at no additional cost.

The City may also consider its future needs as follows:

- ❖ McGrath Human Resources believes in providing our clients with the tools to be able to manage their Compensation System independently, if the client desires. In addition to policy recommendations to manage and maintain the Compensation System, we offer to teach the Human Resources staff the point factor/position analysis process.
- ❖ Alternatively, some clients prefer that McGrath Human Resources set current and future pay grade placements, position changes, and job description development rather than completing that in-house. This can be done for a nominal fee depending upon the time involved in the placement.

*We will continue to assist the City through implementation.*

*We embrace client independence. We will train Human Resources and provide the tools necessary for self maintenance, if desired by the City.*



## Proposed Project Timeline

### Project Progress Communication

Since we work closely with our clients, open communication and collaboration between the consulting team and project designee is critical for the project to be most successful. Because of that, we will develop a communication plan at the onset of the project so the Firm can provide routine updates on progress as well as discuss any issues that may result in a delay or a challenge within the project. Our designated project manager coordinates meetings, data sharing, and ensures the work plan is progressing according to the designed work plan so the deliverables are met within the scope and timeline of the project.

The consulting team is prepared to start the project in November 2021. The timeliness of the market data collection is heavily dependent upon the workload and staffing of the comparable organizations we are asking to participate, so additional time is built into the schedule for better survey participation/timely responses to capture current data.

With all those factors in mind, there are defined milestones throughout the process where we will be sharing information about where the City stands in relation to the comparable market. We recommend the following project schedule:

Activity	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>Task 1 - Project orientation/planning</b>																
<b>Task 2 &amp; 3- Project Kickoff meetings with identified stakeholders for information meetings and compensation philosophy</b>																
<b>Task 4 – Job Analysis and Position Questionnaire distribution/collection</b>																
<b>Task 5 –Market Data and Analysis</b>																
<b>Task 6 - Review Findings with City</b>																
<b>Task 7 - Update Compensation and Classification Systems</b>																
<b>Task 7 - Review Draft Systems</b>																
<b>Task 8 -Finalize Position Placements and provide Draft Report for City review. Finalize Reports.</b>																
<b>Task 9 - Presentation</b>																

*There are factors that impact this schedule that may be out of the control of the Consultants. The proposed time frame is contingent upon timely receipt of data from the City, meeting schedules and timely receipt of information and/or feedback from the City. Additions to the scope of work and surveying external comparable organizations for positions that will not be benchmarked will also cause a project schedule adjustment.*



## **COVID-19 Modifications to Our Site Visit Plans**

We understand the concern and uncertainty, as well as resource re-allocation challenges you may be experiencing around COVID-19, and we are committed to being responsive and flexible to meet our customers' needs. We can accommodate onsite or remote site visits, with fluid scheduling as conditions change.





## Cost of Services

---

By submission of the proposal, McGrath Human Resources Group shows its intention to accept and contract with the City of White Bear Lake, Minnesota. McGrath Human Resources sets project fees based on the total project. McGrath Human Resources sets project fees based on the total project. Therefore, the fees listed below include all consulting professional fees, administrative costs, and travel expenses for two onsite visits. It is expected all other visits can occur virtually.

<b>Compensation Study</b>	<b>\$23,675</b>
<b>Job Descriptions</b> (\$160 per document x 50 titles)	<b>\$8,000</b>

## Terms of Payment

Payment for the Project will be made in three (3) installments:

- \$ 5,000 upon completion of the signed contract;
- \$ 9,675 upon submission of the draft report; and
- \$ 9,000 upon submission of the final report.

Job descriptions will be billed upon the start of the project. \$2,000 upon the start of the project and the balance upon submission of all draft job descriptions.

All invoices are due within 30 days of receipt. Proposal cost is good for a minimum of 90 days from October 5, 2021. Dr. Victoria McGrath is the individual with the authority to negotiate and contractually bind McGrath Human Resources in any type of negotiations and contracts.

## Optional Services

In most compensation studies, there are areas that must be addressed that are not planned for. In the 21 years McGrath Consulting Group, Inc., has been in business, it has never increased the agreed upon price and will address these areas. In the event the work is so beyond the scope of the original project, the Consultant will work with the City to either bill the service at an hourly rate, plus travel fees; or determine a fixed price. However, no work will begin until an agreement with the City has been approved.



**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO  
EXECUTE A CONTRACT WITH MCGRATH HUMAN RESOURCES GROUP  
FOR A COMPENSATION STUDY**

**WHEREAS**, the City's current Classification and Compensation Plan was originally adopted in 1988; and

**WHEREAS**, compensation for City employees that is in line with the current market is a key factor in employee retention; and

**WHEREAS**, the City has remained in compliance with the Pay Equity Act; and

**WHEREAS**, a contemporary compensation plan will ensure future compliance with the Pay Equity Act; and

**WHEREAS**, it is common practice for cities to conduct compensation studies to update compensation plans, ensure pay equity and align with current market compensation rates.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of White Bear Lake that the City Manager is hereby authorized to execute all necessary documents to enter into a contract with McGrath Human Resources Group to conduct a compensation study.

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk

# LICENSE BUREAU PERFORMANCE INDICATORS

September 30, 2021

## FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	<u>2021</u>	<u>2020</u>	<u>%</u>		<u>2021</u>	<u>2020</u>	<u>%</u>
<b>FEES</b>	\$58,365	\$22,179	163.2%		\$521,518	\$245,280	112.6%
<b>TAB RENEWALS</b>	1,828	1,127	62.2%		16,758	13,990	19.8%
<b>TITLE TRANSACTIONS</b>	1,459	1,141	27.9%		18,724	8,864	111.2%
<b>EVTR TRANSACTIONS</b>	1,001	0	#DIV/0!		6,638	0	#DIV/0!
<b>DEALERS</b>	1,749	913	91.6%		19,145	6,819	180.8%
<b>TOTAL MV</b>	<b>4,288</b>	<b>2,268</b>	<b>89.1%</b>		<b>39,364</b>	<b>38,082</b>	<b>3.4%</b>
<b>D.L.</b>	1,323	0	#DIV/0!		4,821	5,185	-7.0%
<b>DNR</b>	199	294	-32.3%		3,937	1,894	107.9%
<b>GAME &amp; FISH</b>	12	3	300.0%		209	28	646.4%
<b>GRAND TOTAL</b>	<b>5,822</b>	<b>2,565</b>	<b>127.0%</b>		<b>48,331</b>	<b>45,189</b>	<b>7.0%</b>

\*ADDED EVTR TRANSACTION TYPE - THESE WERE NOT INCLUDED IN OUR TITLE COUNTS  
SAME FILING FEES AS OTHER TITLE TRANSACTIONS. BEGAN DECEMBER 2020

## PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	<u>2021</u>	<u>2020</u>	<u>%</u>		<u>2021</u>	<u>2020</u>	<u>%</u>
<b>TOTAL EMPLOYEE HRS</b>	1,249.25	1,488.50	-16.1%		11,965.60	7,681.07	55.8%
<b>OVERTIME HOURS</b>	0.50	0.00	#DIV/0!		15.27	70.00	-78.2%
<b>TRANS PER HOUR*</b>	<b>4.66</b>	<b>1.72</b>	<b>171.0%</b>		<b>4.04</b>	<b>5.89</b>	<b>-31.4%</b>

## PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	<u>2021</u>	<u>2020</u>	<u>%</u>		<u>2021</u>	<u>2020</u>	<u>%</u>
<b>APPLICATION #</b>	0	0	#DIV/0!		0	420	-100.0%
<b>APPLICATION \$</b>	\$0	\$0	#DIV/0!		\$0	\$14,700	-100.0%
<b>PHOTO #</b>	0	0	#DIV/0!		0	429	-100.0%
<b>PHOTO \$</b>	\$0	\$0	#DIV/0!		\$0	\$6,435	-100.0%

**Code Violations**

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
Refuse / Exterior Storage	3	1	4	2	4	14
Inoperable Vehicle(s)	0	0	1	0	2	3
Parking (including on grass)	2	2	5	0	1	10
Weeds	1	0	0	1	2	4
Miscellaneous	2	4	7	5	7	25
Structure Maintenance	0	0	0	0	2	2
Complaints	3	2	13	3	13	34
Proactive / City Initiated	5	5	4	5	5	24

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
# of Cases Open	2	1	11	3	15	32
# of Cases Closed	6	6	6	5	3	26

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
County Citations						0



Metro Counties Government Center  
2099 University Avenue West  
Saint Paul, MN 55104-3431

(651) 645-9149 ~ [www.mmcd.org](http://www.mmcd.org)

October 15<sup>th</sup>, 2021

White Bear Lake City Manager  
Ellen Hiniker  
4701 Highway 61  
White Bear Lake, MN 55110

Dear Ellen Hiniker,

Enclosed is a summary of work done by the Metropolitan Mosquito Control District (MMCD) in the White Bear Lake area during the 2021 mosquito control season.

Throughout June and July, much of Minnesota was under severe or extreme drought conditions according to the Department of Natural Resources which had a direct impact on mosquito numbers. Most mosquitoes rely on rain for their life cycle and the lack of precipitation brought mosquito numbers down below the 10-year average for the entire season. In 2021 District Staff inspected over 70,000 breeding sites for mosquito larvae and applied 150,593 acres worth of treatments which is less than the 198,678 in 2020 and the 213,800 acres treated in 2019. We also treated 284,863 catch basins in the seven-county metro to control disease mosquitoes.

West Nile virus was more active in Minnesota in 2021 than during the past two years. Confirmations of human WNV illnesses have been delayed this year as COVID has strained the public health system. As of October 5, six WNV illnesses had been confirmed in Minnesota with three of those cases in residents of the District (Hennepin County). Data collected by MMCD through mosquito surveillance and testing suggest the final case total for 2021 will be considerably higher. In 2021, 60 mosquito samples tested in our lab were positive for WNV. In 2020 there were six positive mosquito samples and zero human illnesses reported in Minnesota. In 2019 there were five positive mosquito samples and five human illnesses in the state. The last active WNV year was 2018 when we saw 132 WNV positive mosquito samples and 63 human illnesses in Minnesota. For more information about vector-borne disease in 2021 look for the MMCD Technical Advisory Board report coming in February 2022.

MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2021, 110 black fly larvicide treatments were made to the rivers and streams in the District. In the spring, river flows were slightly above or near normal levels allowing for treatments to be made but the persistent summer drought conditions in the region made for very low river levels which stopped most black fly larval production for rest of the season. In May, high adult black fly populations of a small stream species occurred resulting in increased customer calls from certain areas of the District.

With COVID restrictions loosened for certain public events we were able to return to some in-person activities like the Minnesota State Fair, which helped with our educational offerings. We also created more online resources including a new Residents Guide webpage and video to help people reduce mosquitoes where they live.

If you have any questions, or would like to meet to discuss our agency's activities, please contact me.

Sincerely,

Stephen A. Manweiler, Executive Director  
Phone: (651) 643-8365 // Email: [mmcd\\_sam@mmcd.org](mailto:mmcd_sam@mmcd.org)

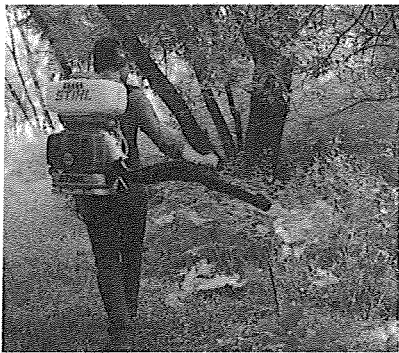
# 2021 Activity Summary for White Bear Lake

## LARVAL CONTROL

The majority of control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae usually develop in standing water and are most common after a rainfall. Larval control materials are applied via helicopter, backpack, or by hand.



**Larval Control in White Bear Lake in 2021:**  
**Sites Inspected: 984 | Acres Treated: 2827.34**



## ADULT CONTROL

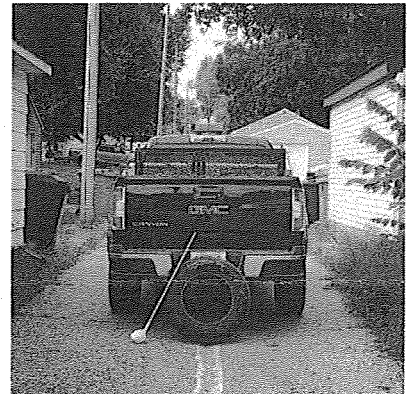
MMCD supplements our larval control program with limited adult mosquito control. Adult control materials are applied via backpack during the day or truck-mounted cold fogger in the evening.

**Adult Mosquito Control in White Bear Lake in 2021:**  
**Sites Inspected: 55 | Acres Treated: 0.00**

## DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

**Disease Prevention Activity in White Bear Lake:**  
**Tires Removed: 104 | Catch Basins Treated: 3045**  
**Disease Prevention Property Inspections: 78**



## CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

**Customer Calls from White Bear Lake in 2021: 11**

For questions about your city's data,  
please contact Alex Carlson -  
[acarlson@mmcd.org](mailto:acarlson@mmcd.org)

