



# WHITE BEAR TOWNSHIP

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RAMSEY COUNTY  
MINNESOTA

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

## AGENDA TOWN BOARD MEETING MAY 21, 2018

1. **7:00 p.m.** - Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of May 7, 2018 (Additions/Deletions).
5. **Consent Agenda:**
  - A. **Ramsey-Washington Suburban Cable Commission 2017 Financial Report** – Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission's 2017 Annual Financial Report.
  - B. **Vadnais Lake Area Water Management Organization (VLAWMO) 2017 Financial Report** – Based on Finance Officer Review & Recommendation, Receive & Accept the 2017 VLAWMO Audited Financial Report.
  - C. **Administrative Driveway Variance** – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 5410 Portland Avenue.
  - D. **2018 Benson Airport Archery Deer Hunt** – Approve the 2018 Ramsey County Cooperative Deer Management Implementation Program for the Benson Airport in 2018 for October 5-7 & October 26-28.
  - E. **Economic Development Advisory Board**- Re-Appoint Paul Keleher to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2021.
  - F. **Utility Commission** – Re-Appoint Sylvia Hesse to a Three Year Term on the Public Safety Commission to Expire April 30, 2021.
  - G. **Construction Activity Report** – Receive.

### White Bear Township's Mission:

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



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6. **Old Business:** None.
7. **Public Hearings:**
  - A. **7:10 p.m. – Special Three Dog License Renewal – 5941 Otter View Trail**  
– Request for Renewal.
  - B. **Improvement 2018-3 – Centerville Road Improvements:**
    1. Order Improvement.
8. **New Business:**

**Town Engineer Items:**

  - A. **Improvement 2018-2 – Cambridge Downs:**
    1. Approve Plans & Specifications.
    2. Authorize Advertisement for Bids.
  - B. **Lift Station # 10 Rehabilitation:**
    1. Approve Plans & Specifications.
    2. Authorize Advertisement for Bids.

**Public Works Director Items:**

  - C. **Eagle Park Tennis Court** – Approve Quote for Replacement of Fencing.
9. **Attorney Client Closed Session:**
  1. Approval of Minutes.
  2. DNR Lake Level Lawsuit.
10. **Added Agenda Items.**
11. **Open Time.**
12. **Receipt of Agenda Materials & Supplements.**
13. **Adjournment.**

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Mission:**

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## **Town Board Meeting May 21, 2018**

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

**Subject:** Call to Order – 7:00 p.m.  
Heritage Hall, 4200 Otter Lake Road

Approval of May 21, 2018 Agenda

Approval of Payment of Bills

Approval of Minutes of May 7, 2018 Town Board Meeting

**Documentation:** May 21, 2018 Agenda  
May 7, 2018 Town Board Minutes

### **Action / Motion for Consideration:**

Call meeting to order:	7:00 p.m.
Approval of Agenda:	May 21, 2018 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	May 7, 2018 Town Board Minutes

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

Present: Supervisors Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons; Public Works Director: Reed; Planner: Riedesel.

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

**APPROVAL OF PAYMENT OF BILLS:** Prudhon moved approval of the payment of bills. Ruzek seconded. Ayes all.

**APPROVAL OF MINUTES OF APRIL 16, 2018 (Additions/Deletions):** Ruzek moved approval of the Minutes of April 16, 2018. Prudhon seconded. Ayes all.

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda as follows: 5A) In Accordance with Section 1-9 of Ordinance No. 17, Approve the "No Parking Zone" Waiver Permit for 5228 East Street for Saturday, June 9, 2018, from 10:00 a.m. – 10:00 p.m. for a Graduation Party, Noting that the Signs Must be Uncovered by 10:00 p.m. After the Party; 5B) Adopt Resolution Recognizing National Police Week as May 13-19, 2018; 5C) In Accordance with the Township's Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard, to Hold Outdoor Worship Services, Weather Permitting, on June 10 & 24; July 8, 22 & 29; and August 12, 26, Beginning at 9:45 a.m. for Two Hours per Service and to Allow Use of Electricity from the Township's Lifeguard Building to Power the Sound System; 5D) Call Public Hearing for Monday, June 4, 2018 at Heritage Hall, 4200 Otter Lake Road, to Consider the Request of Independent School District 624, Otter Lake Elementary School, 1401 County Road H-2 for a Conditional Use Permit to Allow Construction of a 65' x 75' Accessory Structure; 5E) Adopt Resolution Declaring Official Intent to Reimburse Expenditures for Improvement 2018-2 – Cambridge Downs;

5F) Reschedule May Executive Meeting to Wednesday, May 30, 2018 at 10:30 a.m.; 5G) Approve Adjustment of Invoice – 4133 Oakmede Lane; 5H) In Accordance with Town Ordinance No. 35, Section 9-6.3(e) and Based on Staff Review and Recommendation and Approval, Ratify the Town Clerk Issuance of an Administrative Driveway Variance at 1343 Horseshoe Court; 5I) Re-Appoint Scott McCune and Beth Artner to Three Year Terms on the Economic Development Advisory Board to Expire April 30, 2021; 5J) Re-Appoint Sandra LeBlanc to a Three Year Term on the Public Safety Commission to Expire April 30, 2021; 5K) Re-Appoint Erik Josephson, Jason DeMoe, Scott Lombardi and Steve Reeves to Three Year Terms on the Park Board to Expire April 30, 2021; 5L) Re-Appoint Scott McCune to a Three Year Term on the Utility Commission to Expire April 30, 2021; 5M) Re-Appoint Beth Artner and Steve Swisher to Three Year Terms on the Planning Commission to Expire April 30, 2021. Prudhon seconded. Ayes all.

**OLD BUSINESS:** There were no Old Business agenda items.

**7:15 P.M. – PUBLIC HEARING – IMPROVEMENT 2018-3 – CENTERVILLE ROAD IMPROVEMENTS: 1) RECEIVE FEASIBILITY REPORT – PRESENTATION BY STEVE**

**WESER; 2) RECEIVE APPRAISAL; 3) ORDER IMPROVEMENT; 4) ADOPT RESOLUTION OF INTENT TO REIMBURSE:** The Public Hearing was held at 7:16 p.m.

**Presentation by Steve Weser:** Steve Weser, Alliant Engineering, Consulting Engineers for the Centerville Road Improvement Project, provided an overview of the project. The location of the project is Centerville Road from County State Aid Highway 95 to CP Railroad crossing. The project is a joint effort by the City of White Bear Lake, Ramsey County, White Bear Township, and private development partners. The need for the project is due to existing safety issues on Centerville Road, existing operations issues, and to accommodate future traffic from Tower Crossings. There are significant existing safety issues on Centerville Road as indicated by the 48 crashes between Highway 96 and the Cub Foods entrance in five years. Over one third of these crashes involved an injury or possible injury and over one half of the crashes are right-angle or left turn crashes. These types of crashes can be reduced by adding a median to reduce conflict points. There are no pedestrian crossing facilities north of Highway 96. The existing operations issues are long delays and back-ups for traffic on both east and west approaches and southbound left turn vehicles at the Highway 96 /Centerville Road intersection frequently back up through the Meadowlands intersection. To accommodate future traffic from Tower Crossings, the roadway will be widened; median installed; turn lanes installed; traffic signal system installed; pedestrian facilities at signal; new sidewalk along east side; mill and overlay of the road; storm sewer system; water quality improvements; and utility adjustments. Steve Weser stated that the County does not fund traffic signals as it is the County's position that a signal is generally added if there is additional traffic and it is up to the affected cities to fund. The work for the project includes modifications at the Cub Foods / Tower Crossings driveway intersection. This will include an additional exit lane from Cub; traffic signal improvements; curb line revisions on Centerville Road to accommodate U-turn movement; and pedestrian crossings. The benefits of the proposed improvements include: additional lane capacity and optimized signal timing which improves operations on Centerville Road; installation of median reduces conflicts and improves safety on Centerville Road; improved pedestrian safety – signalized pedestrian crossing at Cub Foods / Tower Crossings; safer access for traffic heading south from the east side of Centerville Road – senior facility and Lunds/Byerlys use proposed traffic signal; southerly driveways right-only onto Centerville Road and perform U-turn at signalized intersection; and use service road through Lunds/Byerlys parking lot to access traffic signal. Estimated construction cost of \$960,000 includes \$150,000 for additional County mill and overlay for a \$1,300,000 total estimated project costs. Costs will be funded through a combination of County State Aid funds; developer funds; special assessments to benefitting properties; and possibly City and Township funds. Through traffic will be maintained throughout construction phase. The project schedule had a Public Informational Meeting on April 4, 2018 and Public Hearing (City of White Bear Lake) held April 24, 2018. WBL City Council considers bids on May 8, 2018; construction begins late May/early June 2018; and substantial completion is expected in September 2018.

Prudhon asked about an area at the Cub intersection shown in red. Steve Weser explained that indicates added concrete. With the additional width it will accommodate stacking in the left or right lane. Currently it is a landscaped taper of land. Ruzek asked if there are two pedestrian crossings at the intersection. Steve Weser stated that it will be on all four legs, north, south, east and west. There is a sidewalk planned as part of the Lunds/Byerlys development and will be graded as part of the roadway project.

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Ruzek asked about Tires Plus. Steve Weser stated that Tires Plus is the only parcel that is land locked. Tires Plus will only have one access because grade will not permit cross connections. It was investigated but the grades would not permit it. Traffic leaving Tires Plus will have to turn north on Centerville Road. Access to southbound Centerville Road will require a u-turn at the new signal at Lunds/Byerlys/Cub Foods.

Erin Laberee Ramsey County Traffic Engineer stated that in situations where private developments generate enough traffic that requires a traffic signal it is the county policy not to fund that signal. It is left up to the private businesses. This is a unique situation where there are two private legs on Centerville and because it is between two cities the County leaves it up to them to figure out how to fund the signal. The signal is required because of private developments. The recently completed traffic study found that the existing traffic volumes were high enough to warrant a signal even without the proposed Lunds/Byerlys project. Now that the last remaining undeveloped parcel is being built on it is a good time to build the signal. In response to when the traffic study was done, Erin Laberee stated that it was done in January 2017. Steve Weser stated that the original traffic study was done for the HyVee development proposed at that time, the study has been updated to reflect Lunds/Byerlys instead of HyVee. That portion of the report was finalized in October 2017. There was a reduction in the number of trips with the smaller store. The current store is 47,000 square feet. The HyVee store was significantly bigger. There are 33% less trips with the smaller Lunds/Byerlys store. Regardless, the warrant for a signal system existed even before adding traffic from Lunds/Byerlys.

The Clerk reported that mailed notice of the public hearing was sent to the affected property owners and to the White Press for publication in the newspaper. There is a requirement that the notice be published twice with the publication date closest to the hearing date, no sooner than three days prior to the hearing. In this particular case the first public notice was published and the second one was not. When the original order for publication was sent the two dates were included, but in the process only one date was published. The Town Attorney recommended a process to maintain the statutory requirements. He stated that under the statute a public hearing must be held to order the project. If there is intention to assess the cost of the project all property owners who may be assessed that cost must be notified. In this case there is only one – Cub Foods. If a hearing is not published twice, with the second publication three days before the hearing, the Town has not met the statutory requirements. The Clerk stated that the Town did mail notice to all property owners and the first notice was published. However, a second notice was not published. The Town Attorney recommended re-publishing the two notices of public hearing. Testimony can be accepted at tonight's meeting, but no action may be taken. This public hearing can be conducted at the next Town Board Meeting on May 21, 2018 at which time the public testimony given tonight will be received, and the Board can take action.

The floor was opened for public comment.

Michael Oase, Chief Operating Officer of Kowalski Companies who owns the Cub Foods store in the Meadowlands thanked all who were helpful in assisting them with their concerns regarding this development and impact to their customers. He thanked Ramsey County, Joe Lux, and Erin Laberee regarding the proposed left turn out of Meadowlands Drive onto Centerville Road. Cub Foods had a lot of concern about the businesses behind them with their customers having to cut

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through the Cub parking lot or to go back through the local residential streets. He appreciated the County's efforts to work with them. He stated that they started this process when the HyVee project was proposed. He stated that it is not about a food business going in across the street from them. They understand competition but needed to express their concern about the changes to the roadway, the cost of the road, who would pay those costs, and the impact it would have to their business and customers. Mr. Oase stated that it was, and is, their opinion that the Township should not have to bear any cost with this project. It is their opinion that the changes are being driven by the development across the street. Cub Foods has been there for 24 years. This is the first that they have heard about a median going in and a traffic signal going in. Changes need to be made and they are working with all the parties to be sure that there needs are being met, the needs of their customers, and the needs of the general public. He stated that Cub has had a long working relationship with the Township and the community. They feel strongly that the only reason a traffic signal is going in across the street is because of this development. They have stated that the Township and residents should not bear the cost of that signal, but rather that the developer should bear the cost. The County has been very helpful, as well as Mr. Short, in understanding the stacking of the traffic in their parking lot. It is already a problem and they have worked with Cub to modify the parking lot. He stated that cost is of concern as it relates to Cub, and if assessed, what the assessment would be, and the impact on the customers and residents of the community. In response, if Cub Foods feels that the changes made will take care of stacking, Mr. Oase stated, that the changes that are being made are at the request of Cub. They want their customers to be able to get in and out of the parking lot as easily as possible. Right now it is a free flow so customers can come and go as they want. Now with the stop light it helps with safety, but affects people coming and going as they want. The modification of the curbing in their driveway area will definitely help but they are still concerned about stacking there. The modification of the lane will help some. He stated that they have concerns with the development but everyone has been very helpful. They will stay engaged in the process with the timeline as it would impact their customers. In response if Cub Foods had any other suggestions about the changes, Mr. Oase stated, that stacking was the main concern but this is being addressed. The U-turn is a necessary evil. A lot of those people will make the U-turn. He stated they would not like to see people making the U-turn while Cub Food customers were leaving their parking lot. In response to Cub Food's thoughts about the assessment, Mr. Oase stated that any assessment is hard. It was determined that Cub Foods was the only benefitting property on the west side of Centerville Road. He stated that there are some benefits and also some disadvantages for their customers. He stated that one disadvantage is that they will lose business. They feel it is hard to accept the cost when there are disadvantages for something not being driven by their business.

Erin Laberee described the process for placing and putting the signal in operation, such as cars stacking up in the Cub Foods parking lot. Erin Laberee stated that they are confident that the process will work and if tweaking is needed they can come back and make adjustments. The signal will be connected with the light on Highway 96 because they are so close. They will have to monitor it and be sure there is a good balance. The new signal will filter traffic through Highway 96. Some relief may be seen on Highway 96. They will work with Cub Foods regarding stacking. There will be flashing yellow going onto Centerville. The nice thing about flashing yellow is that there is an option to turn it on or off and use green arrow if needed. The speed limit zone on Centerville Road will not be changed. The only entity that can change speed limits is the State of Minnesota. Ramsey County does not have that authority. Prudhon stated that the Township is

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concerned about stacking at Cub Foods. Erin Laberee stated that they will work with Cub Foods and Lunds/Byerlys on this situation.

Prudhon moved to accept the appraisal from Dahlen, Dwyer, Foley & Tinker, Inc. for the Centerville Road Improvement Project. Ruzek seconded. Ayes all.

Prudhon moved to receive the report on the Improvement 2018-3 Centerville Road Improvements. Ruzek seconded. Ayes all.

The Town Clerk reported that an email has been received from Faulkner Companies, LLC regarding Centerville Improvements regarding assessments.

Ruzek moved to receive the email from Faulkner Companies, LLC regarding assessment against the property at 1011 Meadowland Drive for the Centerville Road improvements. Prudhon seconded. Ayes all.

Prudhon moved to schedule the public improvement hearing for 7:00 p.m. on Monday, May 21, 2018 due to the publication error and to officially receive all public input given tonight at that time. Ruzek seconded. Ayes all.

**WHITE BEAR LAKE CONSERVATION DISTRICT BOARD MEMBERS – BRYAN DESMET AND DIANE LONGVILLE PRESENTATION:** Bryan DeSmet and Diane Longville, Township representatives on the WBL Conservation District provided an update on the Conservation District's Board current activities. Bryan DeSmet stated that they appreciate the Town's interest in what the Conservation District Board is doing and for the cooperation of the Township. Diane Longville reported that the Conservation District has been doing many things on the lake. They have partnered with the Boy Scouts for lake clean-up which has been very successful. They are finding many things on the lake that do not belong there. This summer they have licensed many docks and commercial docks and they will have a summers-worth of sailing on the lake. The Ramsey County Sheriff's Office has been hired for 120 hours for the summer. They also reimburse the communities around the lake for swimmers' itch. Now that the ice is out they will concentrate on doing their plant survey. They hire Blue Water Science. They take a survey of the lake and determine where the concentration of Eurasian water milfoil is. The DNR takes a look at the map and issues a permit to treat. The Conservation District hires an applicator to do a treatment. This year Blue Water Science has suggested that they try treating deeper, treating earlier, and treating with a higher concentration of the chemical. The Board is considering if this is something they will do. After treatment Blue Water Science comes out and re-surveys to see how the treatment has gone. They provide a summary on milfoil and the aquatic plants on the lake as well as a water quality summary. In October/November they will provide a report. Bryan DeSmet reported that the Executive Committee of the Water Conservation Board consists of the Chair, Vice Chair and Treasurer. The committee set a goal of meeting with their five member communities. Last year they met with three of the communities and had a conversation with the fourth. They met with the fifth community within the last few months. The intent was to find out how the communities felt the Board was doing and what they felt the Board should focus on and other input relative to how they can improve their operation. They received good feedback. The

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Board is trying to continue to make their website more up to date with information and as a resource for the members relative to events going on around the lake. They are initiating a Facebook page to get a message out regarding activities. There will be a calendar of events and question and answer section. Diane Longville reported that the WBL Conservation District Board meets the third Tuesday of each month except December and anyone is invited to attend. She encourages the communities to do anything that they can do to conserve water. She stated that the Township website has good information which they appreciate. She stated that the Township is unique because it is on both the north and south sides of the lake. The Township has Bellaire Beach which is a great swimming area. Diane Longville stated that people should go out and enjoy the lake. In response to a question regarding hiring Ramsey County Sheriff's Office, Diane Longville reported that the Conservation District Board feels that they need the Sheriff's Office present more often than regular would provide patrol so they hire the Sheriff's Office to provide the additional patrol. The Conservation District does not specifically give duties to the Sheriff's Office. They patrol the lake and enforce the laws in effect on the lake. They provide a report of violations and warnings and how many had to go to court. In response to a question why they are treating milfoil differently Bryan DeSmet stated that historically they treated down to a depth of 3-5 feet and now they will treat to a depth of 8 feet to try to get better control of the milfoil. Blue Water Science provides the benefit of working a lot with lakes and brings expertise to White Bear Lake. There are some areas that are perennial problems. In response to a question if there is anything being done about zebra mussels, the best practice is to prevent the travel of the zebra mussels from boats. Blue Water Science, the County and DNR provides information if new treatment methods are available and the Conservation gets the information. People are encouraged that boats are cleaned out when leaving the lake. Bryan DeSmet reported that in 2017 the Board adopted a fund reserve policy. They identified potential needs and expenditures that may occur that they don't budget for and adopted a policy that identified that they should have 150% - 200 % of fund reserves. That may sound like a high percentage but with their budget the reserve would be about \$135,000. Those funds could be used quickly with lawsuit or additional treatment of the lake. The Board set their budget in June and advise the communities and inform them of what their individual assessment will be. The assessments don't come due until the following year. In January when they pay the previous year's bills, and have a good balance in the bank, they look at what the fund balance is. This year it was in excess of their policy and they informed the communities that the assessments for 2018 would be eliminated in order for them to stay within their fund reserve policy.

**INSTITUTION COMMUNITY WORK CREW (ICWC) CONTRACT – APPROVE RENEWAL OF**

**CONTRACT:** The Planner reported that the Contract which the Township has with the State of Minnesota, Institution Community Work Crew for supervised Public Works activities has been used by the Town in the past. The Public Works Director stated that the program has worked great and there have been no issues with utilizing this resource. This year there is an option to have either a one year or two year renewal. The Town pays \$475.00 per day worked (Monday-Thursday) and \$75.00 for each overtime hour worked (Friday-Sunday) by the ICWC Crew.

Ruzek moved, based on Staff review and recommendation to approve renewal of the Institution Community Work Crew (ICWC) Contract from October 21, 2018 through October 20, 2020, and to authorize execution by the Town Board Chair and Town Clerk. Prudhon seconded. Ayes all.

**COMPREHENSIVE PLAN EXTENSION – AUTHORIZE SUBMISSION OF EXTENSION AND APPROVE RESOLUTION REQUESTING SUBMISSION EXTENSION:** The Planner reported that the consultants and staff have been working to finalize the 2040 Comprehensive Plan. A Comp Plan extension request has been submitted to the Metropolitan Council. Revised date of submission to the Metropolitan Council is March 20, 2019. Issues contributing to the need for the requested extension include: 1) population, household, employment forecast; and 2) community designation. Consulting staff are working with the Township and Metropolitan Council to finalize projections for households and population. Once those are established, the projections will be used for TAZ analysis, Wastewater, and Water Supply. Additionally, the Township Engineer is working with the Watershed district to complete a surface water management plan which will have a draft document in July, 2018.

Prudhon moved, based on Staff review and recommendation to authorize submission of the Extension Request and to Adopt a Resolution Requesting Additional Time Within Which to Complete Comprehensive Plan “Decennial” Review Obligations. Ruzek seconded. Ayes all.

**INDEPENDENT CONTRACTOR AGREEMENT FOR TOWNSHIP DAY – APPROVE CONTRACT WITH LISA BEECROFT FROM MAY 2018 THROUGH OCTOBER 2018:** The Independent Contractor Agreement for Township Day with Lisa Beecroft was reviewed by the Park Board at its April meeting. The Agreement is from May 2018 to October 2018 in the amount of \$6,000. The Agreement was recommended for approval as submitted. Lisa Beecroft updated the Park Board at that meeting of the Township Day plans and activities in process.

Ruzek moved, based on Park Board and Staff review and recommendation to approve the Independent Contractor Agreement for Township Day with Lisa Beecroft in the amount of \$6,000 from May 2018 through October 2018 and to authorize execution by the Town Board Chair and Town Clerk. Prudhon seconded. Ayes all.

**LITTLE FREE LIBRARY – BRANDLWOOD PARK – APPROVE LICENSE AGREEMENT FOR CONSTRUCTION OF A LITTLE FREE LIBRARY AT BRANDLWOOD PARK:** Justin and Elizabeth Bradshaw attended the last Park Board meeting to discuss their request to construct a Little Free Library at Brandlwood Park. The Bradshaw’s lost their baby girl just before her birth and in her name, using memorial contributions they would like to give back to the community in her honor. The small library structure would be 2’ x 4’ on a concrete slab. They will work with the Public Works Director regarding placement of the library. After the library is installed they would like to do a dedication welcoming the neighbors and introduce them to the library. The Planner stated that there is a Little Free Library at Birch Park and a License Agreement was used for that request. He noted that a License Agreement has been drafted for the Bradshaw’s request. In response to a question if he has reviewed the License Agreement, the Town Attorney stated that he has and that it is fine.

Ruzek moved, based on Park Board review and recommendation to approve the License Agreement for a Little Free Library at Brandlwood Park and to authorize execution by the Town Board Chair. Prudhon seconded. Ayes all.

**ADAM AND NICOLE MOORE, 5707 BIRCH ROAD – APPROVE REQUEST FOR 8.4% GREEN AREA VARIANCE TO ALLOW A DRIVEWAY ADDITION:** The Moore’s are requesting approval

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of an 8.4% green area variance which would allow them to add to their driveway. The Moore's are completing an addition which includes a garage with living space above it on the Birch Road side of the home. The lot area is 9,583 square feet, is long and narrow lot with 40' of frontage on the Birch Road right-of-way. The existing driveway does not allow them to access and exit the garage without damaging the yard and would like to expand the driveway. The Town requires lakeshore lots to not exceed 25% coverage. The Moore's would like to cover 33.4% of the lot requiring an 8.4% green area variance. The Town has reviewed and permitted green area variances in this neighborhood. A 7% green area variance was approved at 5735 Birch Road in 2002 on a 9,148 square foot lot; a 13% green area variance was approved at 5717 Birch Road in 2010 on a 10,880 square foot lot; a 9.9% green area variance at 5711 Birch Road in 2005; and a 13% green area variance was approved at 5713 Birch Road in 2005. The Moore's request appears to be consistent with others in the neighborhood. The Variance Board recommended approval of the request since it was felt that the Moore's should not be held to a higher standard than others in the neighborhood. The Planning Commission also reviewed the request and recommends the approval of the green area variance as requested.

Ruzek moved, based on Variance Board, Planning Commission, and Town Planner review and recommendation to approve the 8.4% green area variance to allow a driveway addition at 5707 Birch Road. Prudhon seconded. Ayes all.

**JASON LECLAIRE, 2064 STILLWATER STREET – APPROVE REQUEST FOR 9% GREEN AREA VARIANCE TO PAVE A DRIVEWAY:** Mr. LeClaire is requesting approval of a 9% green area variance which would allow him to pave/replace his driveway. The driveway is paved from the house to Stillwater Street. The back half of the driveway is gravel. The garage is located in the rear portion of the property. The lot is 70' wide and 10,454 square feet in area. It is considered an undersized lot of record. The Town requires 75% of the lot be maintained as green area. The property is located in the Shoreland Management Zone (within 1000' of Bald Eagle Lake). If the lot were outside the shoreland zone, the green area requirement is reduced to 70%. The paved area of the driveway is approximately 780 square feet. An area of approximately 1,080 square feet is planned to be paved in addition to the existing paved area. The total square footage of the driveway is proposed to be 1,860 square feet, or 18% of the lot. The Town has reviewed and approved several green area variances for undersized lots. The approved variances are primarily located along the lakeshore of Bald Eagle Lake. The location of the garage behind the home creates the need for a long driveway. The Variance Board reviewed the request for a 9% green area variance and discussed options with Mr. LeClaire to reduce the coverage on the lot by eliminating the pavement leading to the door of the house and reducing the width of the driveway from 12' to 11'. Drainage on the property was also discussed with Mr. LeClaire. The new driveway will be sloped to allow the drainage to flow as it currently does, noting that in the spring is the only time there is water pooling in that area. The Variance Board recommends approval of a green area variance based on a new proposal to be reworked and submitted which will reduce the amount of hard surface on the property, thereby reducing the size of the variance needed since the lot of record is substandard and is located in the shoreland zone and similar variances have been approved in the neighborhood and the applicant is willing to reduce the hard surface in two locations – between the driveway and the house and the side of the driveway.

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The Planner reviewed a drawing that shows the modifications made to reduce the green area variance from 9% to 6.1%. Mr. LeClaire stated that he actually likes the modified plan better and will work better for them.

Ruzek moved, based on Variance Board, Planning Commission and Town Planner review and recommendation to approve a 6.1% green area variance to allow a driveway addition at 2064 Stillwater Street. Prudhon seconded. Ayes all.

**LAKE LINKS TRAIL SAPUTO REST STOP – UPDATE:** The Planner reported that consideration is being given to establishing a rest area and bike repair station in Rutherford Park. This would serve pedestrians and bicyclists and be located adjacent to the old rail bed of the Stillwater, St. Paul and Pacific Railroad, soon to be the route of the Lake Links Trail. The proposal is to consider a structure that evokes the railroad stations that existed from the first establishment of tracking 1872. There were nine stations in the Mahtomedi to White Bear Lake stretch of the railroad. The design of any structure at this location must be transparent so as not to restrict the view of the lake. The proposal for the structure is a 10' x 24' structure built of treated lumber material. Seating will be in the form of benches similar to those prevailing in old train stations. It would be located immediately adjacent to the railroad bed. It will be an open structure constructed of eight posts of 6x6 treated timbers installed in the fashion of pole barn construction. The roof will be simple trusses and the inside of the roof will be flat, with cedar ceiling. Other structural materials will be treated lumber, with cedar used in trim location. The ends of the structure will carry a sign similar to such stations identifying it as the Town of White Bear Station – All Aboard. The side of the building will identify this as a transportation junction and will identify Saputo as the donor of the funds needed to build this. A photo of what the structure will look like was provided in the meeting packet. The Park Board has reviewed the proposal and will come back with formal recommendation for approval. The Planner stated that the Lake Links Trail Saputo Rest Stop proposal is for information purposes only at this point.

**REPLACEMENT OF #25 PICKUP TRUCK – AUTHORIZE PURCHASE:** The Public Works Director stated that the 2018-2027 Capital Improvement Plan includes replacement of a 2008 Ford F-150 pickup truck with 69,000 miles. The Township's Capital Equipment Fund has \$47,500.00 budgeted for its replacement. This pickup is used daily by the Field Maintenance Supervisor to perform field checks on Public Works activities. The proposed replacement is a 2018 Ford F-150, 4x4 pickup truck. At the previous Town Board meeting the Town Board asked staff to review the option of a more fuel efficient motor that will still meet the horsepower needs for towing a mowing trailer. Staff consulted the sales representative for the specified pickup and it was stated that the 2.7 liter Eco boost motor would meet these needs. The reduction in the quote equaled \$852.00. The 2.7 liter Eco boost motor will also provide an annual fuel savings over the originally proposed 5.0 liter motor. The quotes for the revised specified replacement pickup truck are: Tenvoorde Ford in the amount of \$28,893.00 and Midway Ford for \$29,198.92. There will be some additional after-market items such as emergency lighting, toolbox, and a headache rack to be added to the pickup once it has been received by the Town. The 2008 Ford F-150 pickup truck would be a non-replacement to be used by park maintenance seasonal staff to tow a mowing trailer.

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Prudhon moved, based on Public Works review and recommendation to approve the purchase of the 2018 Ford F-150 from Tenvoorde Ford for \$28,893.00 with funding from the Capital Equipment Fund. Ruzek seconded. Ayes all.

**FOX MEADOW PARK SHELTER – APPROVE ROOF REHABILITATION QUOTE:** The Public Works Director reported that the Fox Meadow Park shelter was built in the summer of 1990 by Town staff. Since then the structural components of the shelter have been stained multiple times to prevent weathering. The asphalt shingle roof is now due for rehabilitation due to the age of the existing asphalt and due to some spot replacement of the roof decking and fascia due to moisture damage caused by the lack of a drip edge. There are also come structural bracing improvements needed to stabilize the shelter. Three quotes have been received for removing the existing asphalt shingles, adding the required 2" x 4" bracing, spot repair of the roof decking and fascia, installing standing seam steel roofing, installing steel gable ends to the roof and wrap the fascia in aluminum to make everything maintenance free. Quotes were received from: 1) American Eagle Home Improvement for \$5,275.00; 2) SJ Anderson Construction for \$6,970.00; and 3) Patriot Metal Roofing for \$7,107.50. The project is identified in the 2018-2027 Capital Improvement Plan. There is \$5,000.00 designated funding in the Park Improvement Fund for this project. The remaining balance above the designated amount would be provided by other CIP projects that came in under budget in 2018.

Ruzek moved, based on Public Works Director's report at meeting and discussion, to approve the quote for the Fox Meadow Park shelter re-roofing project from American Eagle Home Improvement in the amount of \$5,275.00 with funding from the Park Improvement Fund. Prudhon seconded. Ayes all.

**VEHICLE GATEWAY BASE (VGB) STATION FOR AUTOMATED METER READING – APPROVE JOINT PURCHASE WITH THE CITY OF HUGO:** The Public Works Director reported that the Town currently reads the water meters using a handheld device. Staff has been considering the purchase of another handheld model, 6502 GB, identical to the one purchased in 2016 for \$6,500.00. Recently the City of Hugo and staff discussed the possibility of jointly purchasing a VGB to be shared between both communities. The VGB can be placed on the passenger side or in a rear seat of a vehicle with a portable antenna mounted on the exterior. The VGB is connected to a laptop in the vehicle that has a screen with a GIS map that has each of the radio read locations shown. All the radio read locations are marked with a red dot and when the meter is successfully read the dot turns green. If a read is not successfully taken the meter reader can revisit the site to troubleshoot the failed read. The VGB will allow utility billing to upload all the meter read routes into it. The handheld unit has only the capacity of one route loaded at a time. Staff is recommending the purchase of a VGB to expedite reading time, which in turn will expedite utility billing processing time. Currently meter reading is completed within two days with 3 meter readers. With the VGB reading it should take one meter reader less than one day. The expected operational life is 15 years. With a quarterly savings of \$1,520.00 the payback period will be less than two years. The payback estimate is based on the reduction of staff and vehicle time from the current method of reading. In response to a question regarding an agreement with the City of Hugo, the Town Attorney stated that it would be a straight forward agreement.

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Prudhon moved, based on Public Works Director's report at the meeting and discussion, to approve the quote and to authorize the cost share purchase with the City of Hugo of one Vehicle Gateway Base Station, with laptop, software, GPS, Ramsey County Mapping Module, set up and training for \$10,125.00 with funding from the Water Fund and authorized the Town Attorney to assist in preparation of the Agreement. Ruzek seconded. Ayes all.

**SOLICITOR LICENSE REQUEST – CUSTOM REMODELERS, INC.:** Custom Remodelers, Inc., 474 Apollo Drive, Lino Lakes has submitted a request for a 30-day solicitor's license in White Bear Township. Custom Remodelers, Inc. received a solicitor license in 2015 and no complaints were received at that time. They have completed the application form and completed Releases from all prospective solicitors who will be soliciting. Application fee has been paid and the background check from the Ramsey County Sheriff's Office for each individual is clear. The Solicitor's License allows that: 1) Only the following individuals are granted permission to solicit under this license: Devin Sellin, Alyssa Smith, Thomas Bannochie, Dakotah Schulte, Carter Nelson, Alexander Swenson, Avery Petersen, and Kayla Dietsch; 2) The License shall be valid for a period of thirty days from the date of issuance with an automatic renewal for additional thirty day periods for a maximum of six months provided no complaints have been received and payment of the monthly \$35.00 is received; 3) Hours of solicitation shall only be: 2:00 p.m. – 8:00 p.m., Monday through Friday; 9:00 a.m. – 2:00 p.m., Saturday; 4) No solicitation shall be allowed on property displaying a sign stating "No Peddlers, Solicitors or Transient Merchant" or a comparable statement. It was noted that in October of last year the Town Board approved the automatic renewals of a Solicitor's License with no complaints.

Prudhon moved, based on Staff review and recommendation to authorize the issuance of a Solicitor's License to Custom Remodelers, Inc. 474 Apollo Drive, Lino lakes, Minnesota, subject to the above conditions. Ruzek seconded. Ayes all.

**NORTHWOODS ENTERTAINMENT, LLC d/b/a EMAGINE WHITE BEAR – ON-SALE AND SUNDAY LIQUOR LICENSE REQUEST:** Northwood Entertainment, LLC, d/b/a/ Emagine White Bear, has applied for an On-Sale and Sunday liquor license. In accordance with Ordinance No. 32 (Liquor), the following items have been received: 1) All applicable licensing forms have been completed and received by the Township along with the \$3,000 license fee; 2) A background check has been performed by the Ramsey County's Sheriff's Office and it was clear and the application has been signed off by the Sheriff's Office; 3) A Certificate of Insurance listing White Bear Township as the certificate holder.

Ordinance No. 32 also requires restaurants to have seating for at least 100 guests at one time and that 50% of the gross sales of the establishment are attributable to food sales. The theatre greatly exceeds that 100 minimum seating and the foods sales will not be expected to be an issue. Staff dispensing liquor are all trained and customers will be carded. Their policy is for a two-drink maximum per customer.

Ruzek moved to approve an On-Sale and Sunday Liquor License for Northwood Entertainment, LLC d/b/a Emagine White Bear, 1180 County Road J, White Bear Township, Minnesota 55127, for a period of May 7, 2018 through December 31, 2018, to authorize signature of the license by

MINUTES  
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MAY 7, 2018

the Town Clerk; and to authorize Staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing. Prudhon seconded. Ayes all.

**5250 EAST COUNTY LINE ROAD, CITY OF DELLWOOD – APPROVE JOINT POWERS**

**AGREEMENT:** The Clerk reported that Don Pantz has requested information as to how Township sewer could be hooked up to his sister's home at 5350 East County Line Road, Dellwood, as her sewer system had failed. Mr. Pantz was informed to contact the City of Dellwood and advise them of the failing system and that his sister wished to hook up to the Township sewer which is available; that an agreement would have to be entered into between the Township and the City of Dellwood; and that utility connection fees would have to be paid prior to hook-up. Mr. Pantz and his sister, Gwendolyn LaChaplle have provided the required signed agreement. The Township contacted the City Clerk of the City of Dellwood informing of the urgent situation and that a portable restroom has been delivered to Ms. LaChaplle's home for her temporary use. It was noted that the last Township hook-up of a home to sewer and water in Dellwood on East County Line Road was in 2003. The Town's Public Works Director has stated that he has no problem with the hook up. It was noted that an Agreement was included in the meeting supplement. A minor change was to identify that the charges will certified to the Auditor of Washington County, not Ramsey County.

Ruzek moved, based on Staff review and recommendation to approve the Joint Powers Agreement between the Town of White Bear and the City of Dellwood allowing Gwendolyn LaChaplle, 5250 East County Line Road, City of Dellwood, Minnesota, to hook up to Township sewer upon payment of the related fees in the amount of \$13,155.00, noting that other Dellwood residents on that street are currently hooked up to Township utilities.

**OPEN TIME:** Ruzek reminded the viewing audience that on Saturday, May 12<sup>th</sup>, the Movie in the Park will be "Bugs Life". One Saturday per month from May – August a free Movie in the Park is provided. The White Bear Food Shelf accepts nonperishable or monetary donations at this event.

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

Prudhon moved to adjourn the meeting at 9:12 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

William F. Short  
Clerk-Treasurer

Approve as Official Meeting Minutes

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

\_\_\_\_\_  
Date



**Town Board Meeting  
May 21, 2018**

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

**Subject: Ramsey-Washington Suburban Cable Commission 2017 Financial Report – Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission’s 2017 Annual Financial Report**

**Documentation: Finance Officer Report**

**Action / Motion for Consideration:**

Receive Report

Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission’s 2017 Annual Financial Report

## MEMORANDUM

Date: May 11, 2018  
To: Town Board  
From: Tom Kelly, Finance Officer  
Re: Ramsey-Washington Suburban Cable Commission 2017 Financial Report.

The Town has received the 2017 Annual Financial Report and Management Letter for the Ramsey-Washington Suburban Cable Commission. I have reviewed these documents and found nothing of significance to report. Revenue and Expenditure are reasonable and comparable to last year. Expenditures exceed revenues by \$217,951, which is better than 2016. 2017 actual revenues were below budgeted revenues by \$570,369, with franchise fees below budget by \$1,789,145 but grants exceeded budget by \$1,195,853. Expenditures exceeded budgeted expenditures by \$1,242,319, which is again due to a redistribution payment to member cities and the Township. The Commission's net position decreased in 2017 to \$305,432.

I would recommend receiving and accepting the Ramsey-Washington Suburban Cable Commission's 2017 Annual Financial Report. Copy of the full report is available in distribution file.



**Town Board Meeting  
May 21, 2018**

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

**Subject: Vadnais Lake Area Water Management Organization (VLAWMO) 2017 Financial Report – Based on Finance Officer Review & Recommendation, Receive & Accept the 2017 VLAWMO Audited Financial Report**

**Documentation: Finance Officer Report**

**Action / Motion for Consideration:**

Receive Report

Based on Finance Officer Review & Recommendation, Receive & Accept the 2017 VLAWMO Audited Financial Report

## MEMORANDUM

Date: May 15, 2018

To: Town Board

From: Tom Kelly, Finance Officer

Re: Vadnais Lake Area Water Management Organization (VLAWMO) 2017 Financial Report.

I have reviewed the Vadnais Lake Area Water Management Organization's (VLAWMO) audited financial report for the year ending December 31, 2017. Included in the management report were three reported deficiencies and three material weakness. One of the material weakness has to do with internal control procedures, which is common for organization with very small staff sizes. The other was for not reconciling bank statements to the general ledger on a timely basis, which could lead to undetected errors in the financial records. The three deficiencies considered deficiencies include not having proper documentation to support financial activities (second year in a row), not having proper receipts for credit card disbursements, and not following the Organization's fund balance policy, as the organization only has 13% of expenditures in fund balance compared to the policies 35-50%.

For the year revenues exceeded expenditures by \$101,644. This is due primarily to amounts received for grants (\$356,049 more than budget) and charges for services (\$87,946 more than budget). Expenditures were below budget amounts. The fund balance has increased to \$417,049 of which \$316,550 is committed to various Organization activities as seen on page 34 of the report. This leaves \$100,499 as unassigned.

In conclusion, I recommend accepting the 2017 VLAWMO audited financial report.



CliftonLarsonAllen

CliftonLarsonAllen LLP  
CLAconnect.com

Board of Directors and Management  
Vadnais Lake Area Water Management Organization  
Vadnais Heights, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Vadnais Lake Area Water Management Organization (the Organization) as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

### **Material weaknesses**

We consider the following deficiencies in the Organization's internal control to be material weaknesses.

#### **Financial reporting process**

The board of directors and management share the ultimate responsibility for the Organization's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced.

The Organization engages CliftonLarsonAllen LLP (CLA) to assist in preparing its financial statements and accompanying disclosures, including adjustments for the conversion from modified to full accrual balances. Adjustments also included recording special assessments receivable and other receivables and payables. However, as independent auditors, CLA cannot be considered part of the Organization's internal control system. As part of its internal control over the preparation of its financial statements, including disclosures, the Organization has implemented a comprehensive review procedure to ensure that the financial statements, including disclosures, are complete and accurate. Such review procedures should be performed by an individual possessing a thorough understanding of accounting principles generally accepted in the United States of America and knowledge of the Organization's activities and operations.

## **Material weaknesses (continued)**

### **Financial reporting process (continued)**

The Organization's personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the Organization's financial statements and related disclosures, to provide a high level of assurance that potential omissions or other errors that are material would be identified and corrected on a timely basis. If the financial statements are not properly monitored, the financial statements on a monthly basis may not be consistent with the annual financial statements.

The outsourcing of this service is not unusual in organizations of your size and is a result of management's cost benefit decision to use our accounting expertise rather than to incur internal resource costs.

## **Significant deficiencies**

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Organization's internal control to be a significant deficiency:

### **Bank reconciliation process**

During our testing of cash balances, we noted the checking account is not being reconciled to the general ledger. It is our understanding the bank statement is being compared to the general ledger and reviewed; however, there is no review of uncleared transactions that are on the general ledger but not on the bank statement. Without proper and monthly reconciliations of the checking account, errors may not be reconciled timely. We recommend implementing a formal bank reconciliation process including documentation of review.

None of the identified significant deficiencies are considered to be material weaknesses.

## **Other deficiencies in internal control and other matters**

During our audit, we became aware of other deficiencies in internal control and other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. While the nature and magnitude of the other deficiencies in internal control were not considered important enough to merit the attention of the board of directors they are considered of sufficient importance to merit management's attention and are included herein to provide a single, comprehensive communication for both those charged with governance and management.

### **Documentation and review**

During our testing of internal controls, it was noted in several areas the documentation of review was not retained or indicated on the supporting statements. These areas include payroll registers, invoices, expense reimbursements, credit card statements, and journal entries. We recommend the Organization review their policies and procedures and ensure a formal review process is in place for all areas. These review processes should include proper documentation of the reviews.

**Other deficiencies in internal control and other matters (continued)**

**Credit cards**

During our testing of credit card disbursements, it was noted there were multiple instances where transactions were missing receipts. Proper receipts should be included for all charges to ensure appropriate charges. We recommend reviewing the credit card policy and implement a policy surrounding receipts

**Fund balance policy**

During our preparation of the financial statements, it was noted the Organization is not meeting their own fund balance policy of keeping unassigned fund balance at 35-50% of next year's budgeted expenditures. In prior year unassigned fund balance was 8% of next year's budgeted expenditures and in the current year unassigned fund balance was 13%. Not aligning with policies related to fund balance can lead to cash flow problems in the future. We recommend reviewing the next year's budget and reviewing the fund balance policy to ensure proper cash flow and adherence to such policy.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

\* \* \*

This communication is intended solely for the information and use of management, board of directors, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
April 25, 2018

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION  
BALANCE SHEET  
GENERAL FUND  
DECEMBER 31, 2017  
(WITH SUMMARIZED COMPARATIVE INFORMATION AS OF DECEMBER 31, 2016)**

	2017	2016
<b>ASSETS</b>		
<b>ASSETS</b>		
Cash and Temporary Investments	\$ 458,142	\$ 417,256
Restricted Cash	29,643	39,438
Receivables:		
Accounts	75,503	27
Special Assessments	773,497	674,422
Due from Other Governments	-	41,988
 Total Assets	 \$ 1,336,785	 \$ 1,173,131
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>		
<b>LIABILITIES</b>		
Accounts Payable	\$ 85,376	\$ 74,755
Escrow Deposits Payable	29,591	39,438
Salaries Payable	32,176	30,715
Due to Other Government	10,461	10,591
Unearned Revenue	752,436	650,521
Total Liabilities	910,040	806,020
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable Revenue - Special Assessments	9,696	51,706
<b>FUND BALANCES</b>		
Committed	316,550	257,175
Unassigned	100,499	58,230
Total Fund Balances	417,049	315,405
 Total Liabilities, Deferred Inflows of Resources, and Fund Balances	 \$ 1,336,785	 \$ 1,173,131

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**  
**STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GENERAL FUND**  
**YEAR ENDED DECEMBER 31, 2017**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016)

	2017	2016
<b>REVENUES</b>		
Charges for Services	\$ 652,306	\$ 502,687
Intergovernmental Grants	361,049	2,802
Interest on Investments	2,319	577
Miscellaneous	2,432	2,020
Total Revenues	1,018,106	508,086
<b>EXPENDITURES</b>		
Current:		
General and Administrative	454,060	437,675
Programs	32,407	36,384
Projects	429,995	213,086
Total Expenditures	916,462	687,145
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	101,644	(179,059)
Fund Balances - January 1	315,405	494,464
<b>FUND BALANCES - DECEMBER 31</b>	<b>\$ 417,049</b>	<b>\$ 315,405</b>

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 3 DETAILED NOTES ON ACCOUNTS (CONTINUED)**

**Fund Balance Classifications**

At December 31, 2017, portions of the Organization's fund balance are not available for appropriation due to board of directors' action (committed). The following is a summary of the commitments:

Commitments:	
Insurance	\$ 500
Information Systems	2,500
Legal Assistance	3,900
Storm Sewer Utility	3,000
Training	500
Misc and Mileage	4,000
Admin-Payroll	4,000
Goose Lake	57,365
Birch Lake	4,700
Gil, Black, Tam, Wilkin	5,185
Pleasant Charley	3,700
Education and Marketing	700
Equipment	3,500
Sucker Vadnais	65,000
Lambert Creek Restoration	106,290
Project Research and Feasibility	16,500
Community Blue	5,000
Landscape	4,500
Facilities Maintenance	25,710
Total Committed	<u>\$ 316,550</u>

**NOTE 4 DEFINED BENEFIT PENSION PLANS - STATEWIDE**

**Plan Description**

The Organization participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota statutes, chapters 353 and 356. PERA's defined benefit pension plans are tax-qualified plans under Section 401 (a) of the Internal Revenue Code.

**General Employees Retirement Fund (GERF)**

All full-time and certain part-time employees of the Organization, other than teachers, are covered by the General Employees Retirement Fund (GERF). GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.



**Town Board Meeting  
May 21, 2018**

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

**Subject: Administrative Driveway Variance – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk’s Issuance of an Administrative Driveway Variance at 5410 Portland Avenue**

**Documentation: Administrative Variance Driveway Replacement / Administrative Variance Driveway Replacement Application / Statement of Affected Property Owners**

**Action / Motion for Consideration:**

Receive Information / Discuss

In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk’s Issuance of an Administrative Driveway Variance at 5410 Portland Avenue



**ADMINISTRATIVE VARIANCE  
DRIVEWAY REPLACEMENT**

Property Address: 5410 Portland Ave

Pursuant to Section 9-6.3(e).(3) of Ordinance No. 35, the Town Clerk has the authority to review and approve requests for replacement of existing driveways which have non-conforming side yard setbacks, provided the applicant has supplied the necessary signatures of the affected property owner(s) abutting the side in which the variance is being requested.

The Town Clerk hereby approves the replacement of the driveway at the above address, in accordance with Section 9-6.3(e).(3).

Date: 5/17/16

  
\_\_\_\_\_  
WILLIAM F. SHORT, Clerk-Treasurer

Ratified by the Town Board on \_\_\_\_\_.



## ADMINISTRATIVE VARIANCE DRIVEWAY REPLACEMENT APPLICATION

### Introduction

In accordance with Section 9-6.3(e).(3) of Ordinance No. 35, the Town Board has authorized the Town Clerk to administratively approve or deny variances for the replacement or resurfacing of existing paved driveways in "R-1" Suburban Residential and "R-2" Urban Residential zones. The driveway shall have a legal non-conforming side yard setback existing at the effective date of this Ordinance or have previously been granted a variance by the Town Board. The applicant shall provide a statement signed by affected property owner(s), recording their approval of the requested action. Affected property owners are defined as those having a recorded legal or equitable ownership interest in property adjacent to the property to which the action relates. All variances shall be ratified by the Town Board. Upon a denial by the Town Clerk, the applicant may proceed with review of their variance request pursuant to the public hearing or public information meeting process.

APPLICANT(S) DAN SILTBERG PHONE (Home) 651-426-0894  
(Business) \_\_\_\_\_  
(Cell) \_\_\_\_\_

ADDRESS 5410 PORTLAND AVE

PROPERTY OWNER DAN SILTBERG

ADDRESS OF SITE 5410 PORTLAND AVE

<u>Setbacks:</u>	<u>Required:</u>	<u>Existing:</u>	<u>Requested:</u>
Side Yard	<u>10'</u>	<u>5'</u>	<u>5'</u>
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Other (specify)	_____	_____	_____

<u>To Be Completed By Office:</u>	
Date Request Received _____	REVIEWED FOR CODE COMPLIANCE SUBJECT TO FIELD INSPECTION
By _____ (Staff Member)	
Date Application Complete _____	APPROVED <u>[Signature]</u> DATE <u>5-10-18</u>

*Site Insp. 5-9-18*

**STATEMENT OF AFFECTED  
PROPERTY OWNERS**

If a signed statement is not provided by the applicant for an administrative driveway variance, the Town Clerk will be unable to review the request, and such request will be denied.

I am the owner of the property at 5410 PORTLAND AVENUE I am requesting that the Town Clerk grant me an administrative driveway variance for the following purpose:

REPLACE EXISTING ASPHALT DRIVEWAY.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My request will be reviewed by the Town Clerk. I must provide the Town Clerk with a statement signed by the affected property owner(s) abutting the side in which the variance is being requested, and recording their approval of the requested action. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: MATT KEESE Address: 5406 PORTLAND AVE.  
Phone: (Home) 651-426-2363  
(Bus.) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date: 5/7/18 Signatures: *Matt Keesse*

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_  
(Bus.) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signatures: \_\_\_\_\_ / \_\_\_\_\_



**Town Board Meeting  
May 21, 2018**

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

**Subject: 2018 Benson Airport Archery Deer Hunt – Approve the 2018 Ramsey County Cooperative Deer Management Implementation Program for the Benson Airport in 2018 for October 5-7 & October 26-28**

**Documentation: Ramsey County Deer Hunt Chart**

**Action / Motion for Consideration:**

Receive Information / Discuss

Approve the 2018 Ramsey County Cooperative Deer Management Implementation Program for the Benson Airport in 2018 for October 5-7 & October 26-28

## Ramsey County Cooperative Deer Management Implementation Program for 2018

Site	Cities	Max # hunters	Hunt Dates	Orientation
<b>Monday-Wednesday</b>				
Battle Creek	Maplewood, St. Paul	26	Oct 8-10, Nov 5-7	Sept 26
Vadnais Lake	Vadnais Heights	20	Oct 22-24, Nov 12-14	Oct 3
Rice Creek Trail	Shoreview	7	Oct 22-24, Nov 12-14	Oct 3
<b>Friday - Sunday</b>				
Poplar Lake	WBT, Shoreview	16	Oct 5-7, Oct 26-28	Sept 26
Fish Creek	Maplewood, St. Paul	12	Oct 19-21, Nov 9-11	Sept 26
Pig's Eye	St. Paul	24	Nov 9-11, Nov 30 - Dec 2	Oct 3
Turtle Creek	Shoreview	10	Nov 30 - Dec 2, Dec 14-16	Oct 3
<b>Non-Ramsey County Park Hunts</b>				
MN DNR	St. Paul	4	Oct 8-10, Nov 5-7	Sept 26
Benson Airport	White Bear Twp.	4	Oct 5-7, Oct 26-28	Sept 26
Priory	Maplewood	10	Oct 19-21, Nov 9-11	Oct 3
Highland (sharp shooters)	St. Paul	4	Oct 8-10, Nov 5-7	Sept 26



**Town Board Meeting  
May 21, 2018**

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

**Subject: Economic Development Advisory Board- Re-Appoint Paul Keleher to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2021**

**Documentation: Application & Commission List**

**Action / Motion for Consideration:**

Receive Information / Discuss

Re-Appoint Paul Keleher to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2021



**APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION**

Dear Applicant:

We welcome you as an applicant for one of our Boards/Commissions. Any resident of White Bear Township for at least one year is generally eligible for nomination to any of the Township's standing Commissions established by Ordinance. However, preference will be given to registered voters.

You are encouraged to attach any additional information which you believe qualifies you for appointment to the Commission you have selected.

**BOARD OR COMMISSION PREFERENCE:**

- Economic Development Advisory Board
- Park Board
- Planning Commission
- Public Safety Commission
- Utility Commission
- Ramsey/Washington Suburban Cable Commission
- VLAWMO Technical Commission (TEC)
- WBL Conservation District

**RETURN APPLICATION TO:**

By Mail:  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110

By E-Mail:  
[wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

**PERSONAL INFORMATION:**

Name: Paul Keleher

Address: 4650 Hillaire Road

Telephone: Home: \_\_\_\_\_ Cell: 651-280-1352 Work: \_\_\_\_\_

E-Mail Address: pjkele@aisn.com

How long have you been a resident of White Bear Township? 33 yrs

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: No

If yes, please explain: \_\_\_\_\_

Your occupation: Property Manager Employer: Self Advantage Townhome Mgt.

I am a member of the following civic organizations: Chow of Lakes Rotary Club

Please list your special interests, education, past experiences, etc. which you feel would benefit the Township by your appointment to the Board/Commission you have preferred above:

Serve my neighbors, contribute to Township growth

Signature: Paul J. Keleher

Date: 5/8/18

# ECONOMIC DEVELOPMENT ADVISORY BOARD

## COMMISSIONER

Bob Kermes  
4358 Fisher Lane  
White Bear Township, MN 55110  
651-426-7337 (home)  
[bob.kermes@whitebear township.org](mailto:bob.kermes@whitebear township.org)

## RECORDING SECRETARY

Joan Clemens  
651-738-0921 (home) 612-618-0602 (cell)  
[goldendelta@comcast.net](mailto:goldendelta@comcast.net)

## ADVISOR

Bill Short  
651-747-2758 (office)  
[bill.short@whitebear township.org](mailto:bill.short@whitebear township.org)

## MEMBERS

Scott McCune  
5250 Anderlie Lane  
White Bear Township, MN 55110  
651-470-8660 (cell) 612-436-6280 (work)  
[scott\\_mccune@icloud.com](mailto:scott_mccune@icloud.com)

**Term Expires:** April 30, 2021

Appointed: 8/17/15  
Reappointed: 5/7/18

Paul Keleher, Chair  
4150 Hillaire Road  
White Bear Township, MN 55110  
651-429-4048 (home) 651-248-1552 (cell)  
[pjkele@msn.com](mailto:pjkele@msn.com)

**Term Expires:** April 30, 2018

Appointed: 1/22/08 to fill an unexpired term  
Reappointed: 8/17/09, 4/19/10, 7/7/12, 5/7/12, 5/1/15

Beth Artner  
5414 Bald Eagle Blvd E  
White Bear Township, MN 55110  
651-426-8160 (home) 651-503-4471 (cell)  
[beth.artner@mac.com](mailto:beth.artner@mac.com)

**Term Expires:** April 30, 2021

Appointed: 7/20/15  
Reappointed: 5/7/18

Robert Scherman  
2453 Buffalo Street  
White Bear Township, MN 55110  
651-426-2511 (home) 651-208-2826 (cell)  
[bobscherman@msn.com](mailto:bobscherman@msn.com)

**Term Expires:** April 30, 2018

Appointed: 9/21/09  
Reappointed: 5/7/12, 5/18/15

Thomas J. Horak, Vice Chair  
2670 Bartylla Court  
White Bear Township, MN 55110  
651-699-4828 (home) 651-226-4150 (cell)  
[t.horak@comcast.net](mailto:t.horak@comcast.net)

**Term Expires:** April 30, 2020

Appointed: 11/17/08 to fill an unexpired term  
Reappointed: 4/18/11, 4/21/14, 4/2017

VACANT

**Term Expires:**

Appointed:  
Reappointed:

Tom Brunner  
494 Carriage Lane  
Hudson, WI 54016  
651-762-4481 (work) 612-804-4209 (cell)  
[kbrunner@specialty mfg.com](mailto:kbrunner@specialty mfg.com)

**Term Expires:** April 30, 2019

Appointed: 4/16/2018  
Reappointed:



**Town Board Meeting  
May 21, 2018**

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

**Subject: Utility Commission – Re-Appoint Sylvia Hesse to a Three Year Term on the Public Safety Commission to Expire April 30, 2021**

**Documentation: Application & Commission List**

**Action / Motion for Consideration:**

Receive Information / Discuss

Re-Appoint Sylvia Hesse to a Three Year Term on the Public Safety Commission to Expire April 30, 2021



RECEIVED

MAY 11 2018

TOWN OF WHITE BEAR

**APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION**

Dear Applicant:

We welcome you as an applicant for one of our Boards/Commissions. Any resident of White Bear Township for at least one year is generally eligible for nomination to any of the Township's standing Commissions established by Ordinance. However, preference will be given to registered voters.

You are encouraged to attach any additional information which you believe qualifies you for appointment to the Commission you have selected.

**BOARD OR COMMISSION PREFERENCE:**

- Economic Development Advisory Board
- Park Board
- Planning Commission
- Public Safety Commission
- Utility Commission
- Ramsey/Washington Suburban Cable Commission
- VLAWMO Technical Commission (TEC)
- WBL Conservation District

**RETURN APPLICATION TO:**

By Mail:  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110

By E-Mail:  
[wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

**PERSONAL INFORMATION:**

Name: Sylvia Hesse

Address: 779 Gilfillan Ct

Telephone: Home: \_\_\_\_\_ Cell: 651-336-6220 Work: \_\_\_\_\_

E-Mail Address: shesse@icloud.com

How long have you been a resident of White Bear Township? 16 yrs

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: No

If yes, please explain: \_\_\_\_\_

Your occupation: Retired Employer: \_\_\_\_\_

I am a member of the following civic organizations: \_\_\_\_\_

Please list your special interests, education, past experiences, etc. which you feel would benefit the Township by your appointment to the Board/Commission you have preferred above:

Past service on the Utility Comm.

\_\_\_\_\_  
\_\_\_\_\_

Signature: S. Hesse

Date: 5/10/18

# UTILITY COMMISSION

## COMMISSIONER

Bob Kermes  
4358 Fisher Lane  
White Bear Township, MN 55110  
651-426-7337 (home)  
[bob.kermes@whitebeartownship.org](mailto:bob.kermes@whitebeartownship.org)

## RECORDING SECRETARY

Joan Clemens  
651-738-0921 (home) 612-618-0602 (cell)  
[goldendelta@comcast.net](mailto:goldendelta@comcast.net)

## ADVISOR

Bill Short  
651-747-2758 (office)  
[bill.short@whitebeartownship.org](mailto:bill.short@whitebeartownship.org)

## MEMBERS

Paul Groschen, Chair (6/3/13)  
2494 8th Street  
White Bear Township, MN 55110  
651-429-8696 (home) 651-400-0155 (cell)  
763-551-7419 (work)  
[paul.groschen@selectcomfort.com](mailto:paul.groschen@selectcomfort.com)

**Term Expires:** April 30, 2019

Appointed: 10/3/88 & 6/22/98  
Reappointed: 7/16/01, 9/20/04, 6/18/07, 4/19/10,  
6/3/13, 5/2/16

Nancy C. Pehrson, Vice-Chair (6/3/13)  
5235 Bald Eagle Blvd W  
White Bear Township, MN 55110  
651-426-9521 (home) 612-321-5452 (work)  
[nancy.pehrson@centerpointenergy.com](mailto:nancy.pehrson@centerpointenergy.com)

**Term Expires:** April 30, 2019

Appointed: 4/30/95 to fill unexpired term  
Reappointed: 3/4/96, 4/20/98, 7/16/01, 9/20/04,  
6/18/07, 4/19/10, 6/3/13, 5/2/16

Trent Bernstein  
2580 Randy Avenue  
White Bear Township, MN 55110  
651-429-6014 (home) 651-329-9105 (cell)  
952-925-7555 (work)  
[tbernstein@usfamily.net](mailto:tbernstein@usfamily.net)

**Term Expires:** April 30, 2020

Appointed: 5/16/11  
Reappointed:

Dennis DeLoach  
3903 Lakewood Avenue  
White Bear Township, MN 55110  
651-426-7306 (home)

**Term Expires:** April 30, 2020

Appointed: 6/20/11  
Reappointed:

Scott McCune  
5250 Anderlie Lane  
White Bear Township, MN 55110  
651-470-8660 (cell) 612-436-6280 (work)  
[scott\\_mccune@icloud.com](mailto:scott_mccune@icloud.com)

**Term Expires:** April 30, 2021

Appointed: 4/7/14 to fill unexpired term  
Reappointed: 9/9/15, 5/7/18

Sylvia Hesse  
779 Gilfillan Court  
White Bear Township, MN 55127  
\* 5949 Pelican Bay Plaza S Apt 1006  
Gulfport, FL 33707  
651-336-6220 (cell) **unlisted don't give out**  
[shesse@mac.com](mailto:shesse@mac.com)

**Term Expires:** April 30, 2018

Appointed: 3/3/03 to fill unexpired term  
Reappointed: 5/19/03, 7/5/06, 8/17/09, 6/4/12,  
7/20/15

George Fredricks  
5958 Hobe Lane  
White Bear Township, MN 55110  
651-331-0105 (cell)  
[georgef@mnmechmpls.com](mailto:georgef@mnmechmpls.com)

**Term Expires:** April 30, 2020

Appointed: 1/3/2018  
Reappointed:

Agenda Packets: Jim Studenski-as needed

\* Winter Address (November - April)



**Town Board Meeting  
May 21, 2018**

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

**Subject: Construction Activity Report - Receive**

**Documentation: Reports**

**Action / Motion for Consideration:**

Receive Information / Discuss

Receive Reports

## White Bear Township Construction Activity Report

	April 2018		2018 YEAR TO DATE		2017 YEAR TO DATE	
<u>BUILDING PERMIT</u>						
<b><u>HOUSING</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	3	876,000	7	1,908,000	5	1,269,000
TOWN HOME	-	-	-	-	-	-
<b>TOTALS</b>	<b>3</b>	<b>876,000</b>	<b>7</b>	<b>1,908,000</b>	<b>5</b>	<b>1,269,000</b>
<b><u>MISCELL. RESIDENTIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	3	204,600	20	904,063	22	469,040
SIDING, ROOF. & WIND.	19	143,371	64	692,160	63	721,776
DECKS	-	-	4	33,400	7	26,200
SWIMMING POOLS	-	-	-	-	1	1,000
ACCESSORY BLDG	-	-	-	-	5	74,500
OTHER	11	68,900	14	77,727	11	164,561
<b>TOTALS</b>	<b>33</b>	<b>416,871</b>	<b>102</b>	<b>1,707,350</b>	<b>109</b>	<b>1,457,077</b>
<b><u>COMMERCIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	1	75,000	2	87,000	-	-
INDUSTRIAL	-	-	1	610,000	1	25,000
BUSINESS	-	-	-	-	-	-
REMODEL & ADDITIONS	3	961,550	4	2,561,550	-	-
OTHER	-	-	-	-	2	120,000
<b>TOTALS</b>	<b>4</b>	<b>1,036,550</b>	<b>7</b>	<b>3,258,550</b>	<b>3</b>	<b>145,000</b>
<b><u>MISCELLANEOUS</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	2		2		-	
<b><u>TOTALS</u></b>	<b>42</b>	<b>2,329,421</b>	<b>118</b>	<b>6,873,900</b>	<b>117</b>	<b>2,871,077</b>
<b>PERMIT REVENUE</b>		<b>\$ 18,602</b>		<b>\$ 46,567</b>		<b>\$ 27,162</b>



**Town Board Meeting  
May 7, 2018**

**Agenda Number: 6 – Old Business**

**Subject: None**

**Documentation:**

**Action / Motion for Consideration:**



**Town Board Meeting  
May 21, 2018**

**Agenda Number: 7A – Public Hearings:**

**Subject: 7:10 p.m. – Special Three Dog License Renewal – 5941  
Otter View Trail – Request for Renewal**

**Documentation:** Staff Memo w/attachments  
Public Notice / Resident Letter / Mailing List / Map  
Affidavit of Publication  
Proposed Hobby Kennel License

**Action / Motion for Consideration:**

- Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Staff Review & Recommendation Approve the Renewal of the Special Three Dog License @ 5941 Otter View Trail for a Four-Year Period through March 31, 2022, Subject to the Following Conditions:

1. This Special Three Dog License shall be limited to three (3) dogs.
2. All dogs shall have current licenses obtained from White Bear Township.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of the public and safety.
5. This Special Three Dog License shall expire on March 31, 2022. Application for renewal shall be completed prior to that date.

6. White Bear Township reserves the right to revisit the action to approve this renewal of the Special Three Dog License if complaints are received during the license period.
7. State, Federal and local laws and Ordinances shall be complied with.

-----  
**Minutes**  
**Town Board Meeting**  
**May 16, 2016**

**7:30 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST – 5941 OTTER VIEW TRAIL:**

The Public Hearing was held at 7:30 p.m. Prudhon moved to waive the reading of Public Notice noting that proper publication was made. Ruzek seconded. Ayes all.

The Clerk reported that Laura Phelan and Kristin Thornwall have applied for renewal of the Hobby Kennel License to keep their three dogs, a Beagle, a Retriever/Terrier mix, and a Mini-Pinscher/Dachshund mix as private pets. They have met the conditions of the Hobby Kennel License. The Animal Control Officer provided a Residential Kennel Inspection Report noting that all the conditions were satisfactorily met and recommends approval. Prudhon noted that last year there was a neighbor who was opposed to the Hobby Kennel License. The Clerk explained that the neighbor mistakenly identified the dogs at this address and the dog belonged to another property.

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

Prudhon moved, based on Staff review and recommendation to approve the renewal request for the Hobby Kennel License at 5941 Otter View Trail for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of the Hobby Kennel License. Ruzek seconded. Ayes all.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: MAY 15, 2018**

**SUBJECT: SPECIAL THREE DOG LICENSE – 5941 OTTER VIEW TRAIL**

Laura Phelan and Kris Thornwall, have applied for renewal of the Special Three Dog License. Ordinance No. 5 (Animal), sets forth the following procedures that should be followed:

The dogs shall have current rabies certificates:

Copies of the rabies certificates have been provided for all three dogs.

The dogs shall have current Township licenses:

The licenses will be paid for and issued if the Special Three Dog License is renewed.

Completion of an Application for Special Three Dog License along with the \$100 fee:

The Application has been completed and the fee paid.

Report by Animal Control:

Officer Lee's report was not available at time of printing.

Neighbor Comments Received:

**Subject:** Special Three Dog License

Patti Walstad:

With regard to the renewal of the three dog license for the family at 5941 Otter View Trail, from all that we can observe, this family takes good care of their dogs. We never hear them barking, and they are always kept in the house or in the yard. We support them in their renewal application process.

Harlan M. Baxter  
Jane M. Baxter  
5933 Otter Lake Road

-----

Subject: Three dog license at 5941 Otter View Trail

I live directly across the street from the property at 5941 Otter View Trail requesting renewal of their Three Dog License. The dogs have been there for some time and I have no problem with them. I support this request.

Mary Santi  
5935 Otter Lake Rd

**Requested Action:**

Based upon Staff review and recommendation approve the Renewal of the Special Three Dog License to Laura Phelan and Kris Thornwall, subject to the following conditions:

1. This Special Three Dog License shall be limited to three (3) dogs.
2. All dogs shall have current licenses within ten (10) days of approval of the Special Three Dog License.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of the public and safety.
5. This Special Three Dog License shall expire on March 31, 2022. Application for renewal shall be completed prior to that date.
6. White Bear Township reserves the right to revisit the action to approve this renewal of the Special Three Dog License if complaints are received during the license period.
7. State, Federal and local laws and Ordinances shall be complied with.

PSW/s  
cc:admin/add.file  
b:5941otterviewtrailtbmemo



**NOTICE OF HEARING REQUEST FOR RENEWAL OF A SPECIAL THREE DOG LICENSE IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA**

**NOTICE IS HEREBY GIVEN,** That the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, May 21, 2018 at 7:10 p.m., to consider the request for renewal of a Special Three Dog License at the following described property, to-wit:

Commencing at a point on the north line of and 2,193.16 feet east of the northwest corner of the northeast ¼; thence south 04 degrees west 125 feet; thence south 21 degrees east 237 feet; thence south 39 degrees, 30 minutes east 400 feet; thence south 45 degrees, 40 minutes east 100 feet to the point of beginning; thence south 42 degrees 44 minutes, 45 seconds west 261.26 feet; thence south 33 degrees 14 minutes east 138.58 feet; thence north 52 degrees 29 minutes 22 seconds

(5941 Otter View Trail)

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

Given under my hand this 16<sup>th</sup> day of April, 2018.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

A handwritten signature in black ink, appearing to read "W. Short", written over a horizontal line.

WILLIAM F. SHORT, Clerk-Treasurer

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

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

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

Once a week, for one week, it was published on Wednesday, the 2nd day of May, 2018.

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

- a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 16.55/inch

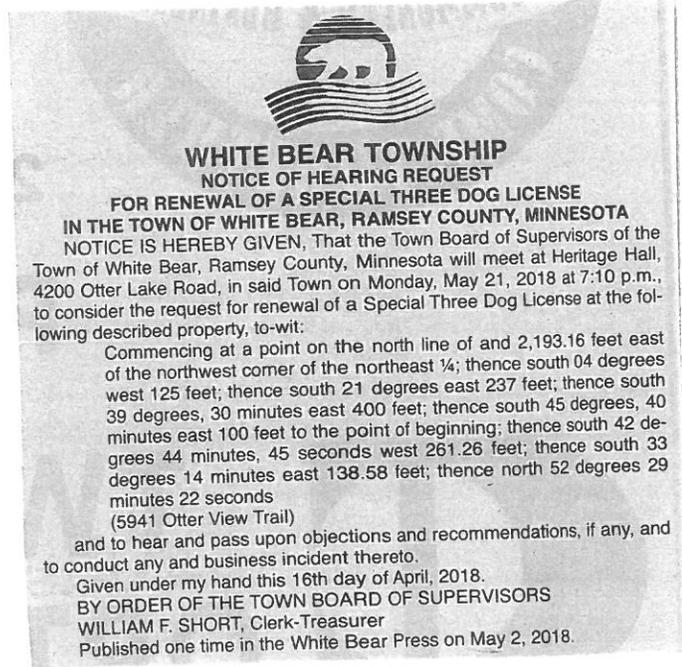
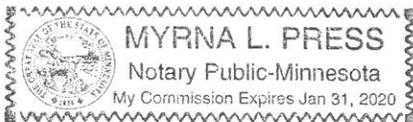
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the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

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 2nd day of May, 2018.

[Signature]
Notary Public





1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

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

May 8, 2018

Township Resident  
White Bear Township, Minnesota

**Re: Special Three Dog License**

Dear Resident:

Enclosed please find a **Notice of Hearing Request for Renewal of a Special Three Dog License in the Town of White Bear, Ramsey County, Minnesota.**

The owners of the property at 5941 Otter View Trail are requesting renewal of their Special Three Dog License.

Pursuant to Town Ordinance a Public Hearing must be held on the matter. Therefore, a Public Hearing has been scheduled for **Monday, May 21, 2018 @ 7:10 p.m., at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you have any comments or questions regarding this request, please plan to attend the Public Hearing. If you cannot attend the hearing you may forward your comments or concerns to me by letter, e-mail at [patti.walstad@whitebeartownship.org](mailto:patti.walstad@whitebeartownship.org) or telephone at 651.747.2756 and they will be presented to the Town Board at the hearing.

Sincerely,

Patti Walstad  
Paralegal

PSW/s  
Enc.  
cc:admin/add.file  
b:5941ovtrail



recycled paper



Parcel ID: 043022110016

**Lloyd R Burback**  
2363 10th Ave E Apt 103  
North Saint Paul MN 55109-2214

Parcel ID: 043022110008

**Alana D Kay Trustee**  
5955 Otter Lake Rd  
White Bear Lake MN 55110-6473

Parcel ID: 043022110017

**Ryan R Pillsbury, Natalie M Pillsbury**  
5928 Otter View Cir  
White Bear Lake MN 55110-2251

Parcel ID: 043022110051

**Robin A Schwarten**  
5949 Otter Lake Rd  
White Bear Township MN 55110-6473

Parcel ID: 043022110014

**Lorin J Palmer, Shirley A Palmer**  
5932 Otter View Trl  
White Bear Town MN 55110-2231

Parcel ID: 033022220009

**Ramsey County Parks And Rec**  
2015 Van Dyke St N  
Saint Paul MN 55109-3711

Parcel ID: 043022110013

**Kenneth L Munger, Karen A Munger**  
5938 Otter View Trl  
White Bear Town MN 55110-2231

Parcel ID: 043022110012

**Hpa Borrower 2017-1 Lic**  
180 N Stetson Ave #3650  
Chicago IL 60601-6709

Parcel ID: 043022110032

**Thomas F Hobday**  
5926 Otter View Tr  
White Bear Township MN 55110-2231

Parcel ID: 033022220008

**Clinton R Hansen, Kate Franssen hansen**  
5929 Otter Lake Rd  
White Bear Township MN 55110-6420

Parcel ID: 043022110040

**Kenneth L Munger, Karen A Munger**  
5938 Otter View Trl  
White Bear Town MN 55110-2231

Parcel ID: 033022220022

**Eugene A Santi, Mary E Santi Trustee**  
5935 Otter Lake Rd  
White Bear Lake MN 55110-6420

Parcel ID: 043022110018

**Lisa Johaneck, Michael R Morris**  
5934 Otter View Cir  
White Bear Lake MN 55110-2251

Parcel ID: 033022220023

**Harlan M Baxter, Jane M Baxter**  
5933 Otter Lake Rd  
White Bear Town MN 55110-6420

Parcel ID: 043022110015

**Gregory D Dorau**  
5935 Otter View Tr  
White Bear Lake MN 55110-2297

Parcel ID: 043022110019

**Be T Xiong**  
5942 Otter View Cir  
White Bear Township MN 55110-2251

Parcel ID: 043022110052

**Laura L Phelan, Kristin D Thornwall**  
5941 Otter View Trl  
White Bear Lake MN 55110-2251



PAID

WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
[www.whitebeartownship.org](http://www.whitebeartownship.org)

### SPECIAL THREE DOG LICENSE

The Town Board may grant, deny or refuse to review any application for license under Ordinance No. 5 Section 5.2, and may impose conditions to the granting of the license.

#### APPLICANT'S INFORMATION

Applicant's Name(s): Laura Phelan

Owner's Name(s): Laura Phelan ; Kris Thornwall

Property Address: 5941 Otter View Trail

Home Phone: 651-308-6331 Email: y.b.-normal@hotmail.com

Cell Phone: 763-221-1406 Cell Phone: \_\_\_\_\_

#### DOG'S INFORMATION

Breed of Dog: Beagle Dog's Name: Roofus Age: 13

Breed of Dog: Golden Retriever cross Dog's Name: Zoeey Age: 5

Breed of Dog: Black & Tan mutt ? Dog's Name: Tweeter Age: 3

#### PROPERTY INFORMATION

Description of Property (i.e. house with fenced yard): House with fenced yard

Description of Outside Kennel Area (if any): Not currently in use. 10' x 10' w/ 6' tall privacy vinyl fence. Dog door through garage

#### DATA PRACTICES ADVISORY (TENNESSEN WARNING)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your dog license request to be denied. By completing this information, you are consenting to allow White Bear Township staff to share this information in order to administer White Bear Township Ordinances regarding dog licenses. Please sign below to affirm that you have read this notice.

Signature Laura Phelan Date 3/26/18

#### FOR OFFICE USE ONLY

Date Received 3/30/18 By Karen \$100 Fee  Yes  No Date Completed \_\_\_\_\_



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### DOG LICENSE

April 1, 2018 – March 31, 2020

- New Dog License or Renewal - \$20
- New Dog License after April 1, 2019 - \$10
- Late Renewal after May 1, 2018 - \$30
- Replacement Tag - \$1

*Please note: we do not accept bank checks via online bill pay*

#### OWNER'S INFORMATION

Owner's Name(s): Laura Phelan & Kris Thornwall

Address: 5941 Otter View Trail

Home Phone: 651-~~308~~<sup>308</sup>-6331 Email: y.b.\_normal@hotmail.com

Cell Phone: 763-221-1406 Cell Phone: \_\_\_\_\_

#### DOG'S INFORMATION

Dog's Name: Rufus Male  Female  Age: 13

Breed: Beagle cross Color: Black, white, brown

*\*\*\* If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)*

**License Fee is not Refundable!**

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Signature Laura Phelan Date 3/26/18

#### FOR OFFICE USE ONLY

Dog License Tag #: \_\_\_\_\_ Rabies Tag #: 7036

Date Issued: \_\_\_\_\_ Expiration Date: 3/25/19

**Client : Kris Thornwall**  
5941 Otter View Trail  
White Bear Township, MN 55110

Phone : (763) 221-1406

Pet : Roofus  
Microchip Number :

<u>Species</u>	<u>Sex</u>	<u>Age</u>	<u>Weight</u>	<u>Breed</u>	<u>Color</u>
Canine	MN	03/09/2007	31 lbs.	Beagle	Tricolor

**RABIES VACCINATION INFORMATION**

Rabies Vaccination Tag Number	Date Vaccinated	Vaccination Expires
7036	03/25/2016	03/25/2019

Producer: Pfizer      Product Name: Defensor 3  
Serial Number: 105836A  
Dr John Baillie 047583

*John W Baillie, DVM*

**\*\*Important\*\***

**We encourage you to attach your pet's new rabies tag to its collar as soon as possible. It is a good way for your pet to be tracked back to you, if he/she should get lost.**



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**DOG LICENSE**

April 1, 2018 – March 31, 2020

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- New Dog License after April 1, 2019 - \$10
- Late Renewal after May 1, 2018 - \$30
- Replacement Tag - \$1

*Please note: we do not accept bank checks via online bill pay*

**OWNER'S INFORMATION**

Owner's Name(s): Laura Phelan & Kris Thornwall

Address: 5941 Otter View Trail

Home Phone: 651-308-6331 Email: y.b. normal@hotmail.com

Cell Phone: 763-221-1406 Cell Phone: \_\_\_\_\_

**DOG'S INFORMATION**

Dog's Name: Zoey Male  Female  Age: 5

Breed: Golden Retriever cross Color: Red

*\*\*\* If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)*

**License Fee is not Refundable!**

**DATA PRACTICES ADVISORY (TENNESSEN WARNING)**

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Signature Laura Phelan Date 3/26/18

**FOR OFFICE USE ONLY**

Dog License Tag #: \_\_\_\_\_ Rabies Tag #: 9692

Date Issued: \_\_\_\_\_ Expiration Date: 3/25/19

**Client : Kris Thornwall**  
5941 Otter View Trail  
White Bear Township, MN 55110

Phone : (763) 221-1406

Pet : Zoey  
Microchip Number :

<u>Species</u>	<u>Sex</u>	<u>Age</u>	<u>Weight</u>	<u>Breed</u>	<u>Color</u>
Canine	FS	03/30/2013	47.9 lbs.	Beagle Mix	Red

<b>RABIES VACCINATION INFORMATION</b>
---------------------------------------

Rabies Vaccination Tag Number	Date Vaccinated	Vaccination Expires
9692	03/25/2016	03/25/2019

Producer: Pfizer      Product Name: Defensor 3  
Serial Number: 105836A  
Dr John Baillie 047583

*John W Baillie, DVM*

**\*\*Important\*\***

**We encourage you to attach your pet's new rabies tag to its collar as soon as possible. It is a good way for your pet to be tracked back to you, if he/she should get lost.**



PAID \$

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[www.whitebeartownship.org](http://www.whitebeartownship.org)

**DOG LICENSE**

April 1, 2018 – March 31, 2020

- New Dog License or Renewal - \$20
- New Dog License after April 1, 2019 - \$10
- Late Renewal after May 1, 2018 - \$30
- Replacement Tag - \$1

*Please note: we do not accept bank checks via online bill pay*

**OWNER'S INFORMATION**

Owner's Name(s): Laura Phelan & Kris Thornwall

Address: 5941 Otter View Trail

Home Phone: 651-308-6331 Email: y.b.-norma@hotmail.com

Cell Phone: 763-221-1406 Cell Phone: \_\_\_\_\_

**DOG'S INFORMATION**

Dog's Name: Tweeter Male  Female  Age: 3

Breed: ? Rchshond / Beagle ? Color: Black and tan

*\*\*\* If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)*

**License Fee is not Refundable!**

**DATA PRACTICES ADVISORY (TENNESSEN WARNING)**

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your dog license request to be denied. By completing this information, you are consenting to allow White Bear Township staff to share this information in order to administer White Bear Township Ordinances regarding dog licenses. Please sign below to affirm that you have read this notice.

Signature Laura Phelan Date 3/26/18

**FOR OFFICE USE ONLY**

Dog License Tag #: \_\_\_\_\_ Rabies Tag #: 200076

Date Issued: \_\_\_\_\_ Expiration Date: 5/19/20

**Client : Kris Thornwall**  
5941 Otter View Trail  
White Bear Township, MN 55110

Phone : (763) 221-1406

Pet : Tweeter  
Microchip Number :

<u>Species</u>	<u>Sex</u>	<u>Age</u>	<u>Weight</u>	<u>Breed</u>	<u>Color</u>
Canine	FS	04/06/2015	29.5 lbs.	Miniature Pinscher Mix	Black/Tan

**RABIES VACCINATION INFORMATION**

Rabies Vaccination Tag Number	Date Vaccinated	Vaccination Expires
200076	05/20/2017	05/19/2020

Producer: Pfizer      Product Name: Defensor 3  
Serial Number: 176728B  
Dr John Baillie 047583

*John W Baillie, DVM*

**\*\*Important\*\***

**We encourage you to attach your pet's new rabies tag to its collar as soon as possible. It is a good way for your pet to be tracked back to you, if he/she should get lost.**



## Special Three Dog License

I hereby certify that Laura Phelan and Kris Thornwall, who resides at 5941 Otter View Trail, White Bear Township, Minnesota, which is legally described as follows:

Commencing at a point on the north line of and 2,193.16 feet east of the northwest corner of the northeast  $\frac{1}{4}$ ; thence south 04 degrees west 125 feet; thence south 21 degrees east 237 feet; thence south 39 degrees, 30 minutes east 400 feet; thence south 45 degrees, 40 minutes east 100 feet to the point of beginning; thence south 42 degrees 44 minutes, 45 seconds west 261.26 feet; thence south 33 degrees 14 minutes east 138.58 feet; thence north 52 degrees 29 minutes 22 seconds

(5941 Otter View Trail)

and is located within a(n) R-1 – Suburban Residential District, has been granted a Special Three Dog License for the keeping of up to three (3) dogs for private pets, all in accordance with the attached requirements, and pursuant to Ordinance No. 5, the dog/animal ordinance for the Town of White Bear, Ramsey County, Minnesota.

Dated: May 21, 2018.

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WILLIAM F. SHORT, Clerk-Treasurer

## Requirements

### Special Three Dog License

Laura Phelan and Kris Thornwall  
5941 Otter View Trail  
White Bear Township, MN 55110

1. This Special Three Dog License shall be limited to three (3) dogs.
2. All dogs shall have current licenses within ten (10) days of approval of the Special Three Dog License.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of the public and safety.
5. This Special Three Dog License shall expire on March 31, 2022. Application for renewal shall be completed prior to that date.
6. White Bear Township reserves the right to revisit the action to approve this Special Three Dog License if complaints are received during the license period.
7. State, Federal and local laws and Ordinances shall be complied with.



**Town Board Meeting  
May 21, 2018**

**Agenda Number: 7B – Public Hearings:**

**Subject: Improvement 2018-3 – Centerville Road Improvements:**  
1. Order Improvement

**Documentation:** Public Notice / Resident Letter / Mailing List / Map  
Affidavit of Publication / Memo to File /  
Resolution Ordering Improvement 2018-3 /  
City of White Bear Lake Resolution Ordering  
Improvement & Approving Plans & Specifications /  
City of White Bear Lake Memorandum /

**Action / Motion for Consideration:**

- Note Publication of the Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Staff Review & Recommendation:

Adopt Resolution Ordering Improvement 2018-3

**Prudhon – Moves**

**Ruzek – Seconds**

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Minutes  
Town Board Meeting  
May 7, 2018

**7:15 P.M. – PUBLIC HEARING – IMPROVEMENT 2018-3 – CENTERVILLE ROAD IMPROVEMENTS: 1) RECEIVE FEASIBILITY REPORT – PRESENTATION BY STEVE WESER; 2) RECEIVE APPRAISAL; 3) ORDER IMPROVEMENT; 4) ADOPT RESOLUTION OF INTENT TO REIMBURSE:** The Public Hearing was held at 7:16 p.m.

**Presentation by Steve Weser:** Steve Weser, Alliant Engineering, Consulting Engineers for the Centerville Road Improvement Project, provided an overview of the project. The location of the project is Centerville Road from County State Aid Highway 95 to CP Railroad crossing. The project is a joint effort by the City of White Bear Lake, Ramsey County, White Bear Township, and private development partners. The need for the project is due to existing safety issues on Centerville Road, existing operations issues, and to accommodate future traffic from Tower Crossings. There are significant existing safety issues on Centerville Road as indicated by the 48 crashes between Highway 96 and the Cub Foods entrance in five years. Over one third of these crashes involved an injury or possible injury and over one half of the crashes are right-angle or left turn crashes. These types of crashes can be reduced by adding a median to reduce conflict points. There are no pedestrian crossing facilities north of Highway 96. The existing operations issues are long delays and back-ups for traffic on both east and west approaches and southbound left turn vehicles at the Highway 96 /Centerville Road intersection frequently back up through the Meadowlands intersection. To accommodate future traffic from Tower Crossings, the roadway will be widened; median installed; turn lanes installed; traffic signal system installed; pedestrian facilities at signal; new sidewalk along east side; mill and overlay of the road; storm sewer system; water quality improvements; and utility adjustments. Steve Weser stated that the County does not fund traffic signals as it is the County's position that a signal is generally added if there is additional traffic and it is up to the affected cities to fund. The work for the project includes modifications at the Cub Foods / Tower Crossings driveway intersection. This will include an additional exit lane from Cub; traffic signal improvements; curb line revisions on Centerville Road to accommodate U-turn movement; and pedestrian crossings. The benefits of the proposed improvements include: additional lane capacity and optimized signal timing which improves operations on Centerville Road; installation of median reduces conflicts and improves safety on Centerville Road; improved pedestrian safety – signalized pedestrian crossing at Cub Foods / Tower Crossings; safer access for traffic heading south from the east side of Centerville Road – senior facility and Lunds/Byerlys use proposed traffic signal; southerly driveways right-only onto Centerville Road and perform U-turn at signalized intersection; and use service road through Lunds/Byerlys parking lot to access traffic signal. Estimated construction cost of \$960,000 includes \$150,000 for additional County mill and overlay for a \$1,300,000 total estimated project costs. Costs will be funded through a combination of County State Aid funds; developer funds; special assessments to benefitting properties; and possibly City and Township funds. Through traffic will be maintained throughout construction phase. The project schedule had a Public Informational Meeting on April 4, 2018 and Public Hearing (City of White Bear Lake) held April 24, 2018. WBL City Council considers bids on May 8, 2018; construction begins late May/early June 2018; and substantial completion is expected in September 2018.

Prudhon asked about an area at the Cub intersection shown in red. Steve Weser explained that indicates added concrete. With the additional width it will accommodate stacking in the left or right lane. Currently it is a landscaped taper of land. Ruzek asked if there are two pedestrian crossings at the intersection. Steve Weser stated that it will be on all four legs, north, south, east and west. There is a sidewalk planned as part of the Lunds/Byerlys development and will be graded as part of the roadway project.

Ruzek asked about Tires Plus. Steve Weser stated that Tires Plus is the only parcel that is land locked. Tires Plus will only have one access because grade will not permit cross connections. It was investigated but the grades would not permit it. Traffic leaving Tires Plus will have to turn north on Centerville Road. Access to southbound Centerville Road will require a u-turn at the new signal at Lunds/Byerlys/Cub Foods.

Erin Laberee Ramsey County Traffic Engineer stated that in situations where private developments generate enough traffic that requires a traffic signal it is the county policy not to fund that signal. It is left up to the private businesses. This is a unique situation where there are two private legs on Centerville and because it is between two cities the County leaves it up to them to figure out how to fund the signal. The signal is required because of private developments. The recently completed

traffic study found that the existing traffic volumes were high enough to warrant a signal even without the proposed Lunds/Byerlys project. Now that the last remaining undeveloped parcel is being built on it is a good time to build the signal. In response to when the traffic study was done, Erin Laberee stated that it was done in January 2017. Steve Weser stated that the original traffic study was done for the HyVee development proposed at that time, the study has been updated to reflect Lunds/Byerlys instead of HyVee. That portion of the report was finalized in October 2017. There was a reduction in the number of trips with the smaller store. The current store is 47,000 square feet. The HyVee store was significantly bigger. There are 33% less trips with the smaller Lunds/Byerlys store. Regardless, the warrant for a signal system existed even before adding traffic from Lunds/Byerlys.

The Clerk reported that mailed notice of the public hearing was sent to the affected property owners and to the White Press for publication in the newspaper. There is a requirement that the notice be published twice with the publication date closest to the hearing date, no sooner than three days prior to the hearing. In this particular case the first public notice was published and the second one was not. When the original order for publication was sent the two dates were included, but in the process only one date was published. The Town Attorney recommended a process to maintain the statutory requirements. He stated that under the statute a public hearing must be held to order the project. If there is intention to assess the cost of the project all property owners who may be assessed that cost must be notified. In this case there is only one – Cub Foods. If a hearing is not published twice, with the second publication three days before the hearing, the Town has not met the statutory requirements. The Clerk stated that the Town did mail notice to all property owners and the first notice was published. However, a second notice was not published. The Town Attorney recommended re-publishing the two notices of public hearing. Testimony can be accepted at tonight's meeting, but no action may be taken. This public hearing can be conducted at the next Town Board Meeting on May 21, 2018 at which time the public testimony given tonight will be received, and the Board can take action.

The floor was opened for public comment.

Michael Oase, Chief Operating Officer of Kowalksi Companies who owns the Cub Foods store in the Meadowlands thanked all who were helpful in assisting them with their concerns regarding this development and impact to their customers. He thanked Ramsey County, Joe Lux, and Erin Laberee regarding the proposed left turn out of Meadowlands Drive onto Centerville Road. Cub Foods had a lot of concern about the businesses behind them with their customers having to cut through the Cub parking lot or to go back through the local residential streets. He appreciated the County's efforts to work with them. He stated that they started this process when the HyVee project was proposed. He stated that it is not about a food business going in across the street from them. They understand competition but needed to express their concern about the changes to the roadway, the cost of the road, who would pay those costs, and the impact it would have to their business and customers. Mr. Oase stated that it was, and is, their opinion that the Township should not have to bear any cost with this project. It is their opinion that the changes are being driven by the development across the street. Cub Foods has been there for 24 years. This is the first that they have heard about a median going in and a traffic signal going in. Changes need to be made and they are working with all the parties to be sure that their needs are being met, the needs of their customers, and the needs of the general public. He stated that Cub has had a long working relationship with the Township and the community. They feel strongly that the only reason a traffic signal is going in across the street is because of this development. They have stated that the Township and residents should not bear the cost of that signal, but rather that the developer should bear the cost. The County has been very helpful, as well as Mr. Short, in understanding the stacking of the traffic in their parking lot. It is already a problem and they have worked with Cub to modify the parking lot. He stated that cost is of concern as it relates to Cub, and if assessed, what the assessment would be, and the impact on the customers and residents of the community. In response, if Cub Foods feels that the changes made will take care of stacking, Mr. Oase stated, that the changes that are being made are at the request of Cub. They want their customers to be able to get in and out of the parking lot as easily as possible. Right now it is a

free flow so customers can come and go as they want. Now with the stop light it helps with safety, but affects people coming and going as they want. The modification of the curbing in their driveway area will definitely help but they are still concerned about stacking there. The modification of the lane will help some. He stated that they have concerns with the development but everyone has been very helpful. They will stay engaged in the process with the timeline as it would impact their customers. In response if Cub Foods had any other suggestions about the changes, Mr. Oase stated, that stacking was the main concern but this is being addressed. The U-turn is a necessary evil. A lot of those people will make the U-turn. He stated they would not like to see people making the U-turn while Cub Food customers were leaving their parking lot. In response to Cub Food's thoughts about the assessment, Mr. Oase stated that any assessment is hard. It was determined that Cub Foods was the only benefitting property on the west side of Centerville Road. He stated that there are some benefits and also some disadvantages for their customers. He stated that one disadvantage is that they will lose business. They feel it is hard to accept the cost when there are disadvantages for something not being driven by their business.

Erin Laberee described the process for placing and putting the signal in operation, such as cars stacking up in the Cub Foods parking lot. Erin Laberee stated that they are confident that the process will work and if tweaking is needed they can come back and make adjustments. The signal will be connected with the light on Highway 96 because they are so close. They will have to monitor it and be sure there is a good balance. The new signal will filter traffic through Highway 96. Some relief may be seen on Highway 96. They will work with Cub Foods regarding stacking. There will be flashing yellow going onto Centerville. The nice thing about flashing yellow is that there is an option to turn it on or off and use green arrow if needed. The speed limit zone on Centerville Road will not be changed. The only entity that can change speed limits is the State of Minnesota. Ramsey County does not have that authority. Prudhon stated that the Township is concerned about stacking at Cub Foods. Erin Laberee stated that they will work with Cub Foods and Lunds/Byerlys on this situation.

Prudhon moved to accept the appraisal from Dahlen, Dwyer, Foley & Tinker, Inc. for the Centerville Road Improvement Project. Ruzek seconded. Ayes all.

Prudhon moved to receive the report on the Improvement 2018-3 Centerville Road Improvements. Ruzek seconded. Ayes all.

The Town Clerk reported that an email has been received from Faulkner Companies, LLC regarding Centerville Improvements regarding assessments.

Ruzek moved to receive the email from Faulkner Companies, LLC regarding assessment against the property at 1011 Meadowland Drive for the Centerville Road improvements. Prudhon seconded. Ayes all.

Prudhon moved to schedule the public improvement hearing for 7:00 p.m. on Monday, May 21, 2018 due to the publication error and to officially receive all public input given tonight at that time. Ruzek seconded. Ayes all.

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Minutes  
Town Board Meeting  
April 16, 2018

**CENTERVILLE ROAD ROADWAY IMPROVEMENTS: 1) APPROVE COOPERATIVE AGREEMENT BETWEEN WHITE BEAR TOWNSHIP & THE CITY OF WHITE BEAR LAKE; 2) AUTHORIZE EXECUTION BY THE TOWN BOARD CHAIR & TOWN CLERK:** The Town Attorney reported that this is the same document previously discussed regarding a Cooperative Agreement with the City of White Bear Lake. The purpose of the document is to enter into an agreement with the City of White Bear Lake regarding improvements to Centerville Road. The City would contract and manage the construction of the improvements subject to review and approval by the Town Engineer. In addition,

the Town reserves the right to consider assessments on the project. Any costs are to be agreed to by the Town Board. The agreement allows the Town to monitor the work by the City of White Bear Lake within the boundaries of the Township. The Clerk noted that the Agreement has been forwarded to the City of White Bear Lake for review and comment.

Ruzek moved to approve the Cooperative Agreement and to forward to the City of White Bear Lake. Prudhon seconded. Ayes all.

Ruzek moved to authorize execution by the Town Board Chair and Town Clerk of the final Cooperative Agreement, subject to review of any amendment by the City of White Bear Lake and reviewed by the Town Attorney. Prudhon seconded. Ayes all.

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Minutes  
Town Board Meeting  
April 2, 2018

**CENTERVILLE ROAD ROADWAY IMPROVEMENTS: 1) AUTHORIZE PREPARATION OF A REPORT ON A STREET IMPROVEMENT; 2) CALL PUBLIC IMPROVEMENT HEARING; 3) AUTHORIZE TOWN ATTORNEY TO COMPOSE A COOPERATIVE AGREEMENT BETWEEN THE TOWNSHIP & THE CITY OF WHITE BEAR LAKE:** The Clerk noted that as discussed at past Town Board meetings, Ramsey County has established requirements for improvements to Centerville Road now that the last northeast quadrant of the Centerville/Highway 96 intersection area is being developed. Ramsey County has established the requirement for extending the current median from Highway 96 north to the driveway between Cub and the proposed Lunds-Byerlys store. They are requiring the installation of a traffic signal. Ramsey County, while they are requiring the signal, they do not have the capacity to manage the project and has asked that the City of White Bear Lake manage it. White Bear Lake has accepted the responsibility of managing the project and has hired the consultant who is working for Lunds-Byerlys to manage the project for them on a consulting contract. While Ramsey County is requiring the improvements, they are proposing to fund their part of the median extensions, but would not be funding the signal, per County Public Works policy and practice. The cost of constructing the signal will be borne by the local properties and the development, local communities and the developer. White Bear Lake has proceeded, ordered a feasibility report which has been completed, and directed their consulting engineer to proceed with construction documents. The method for paying for the median improvements will be picked up by Ramsey County; the addition of the northbound lane which is required by the County, and some other improvements related to that extension to be picked up by the developer; the cost of the signal has not yet been determined. The Town has discussed in the past, possible sources of funding should the Town Board decide to contribute. One of the funding sources is assessments. If the Town would like to leave the option open for assessing, the Town would have to take some steps now. White Bear Lake is proposing to award a bid on May 8, 2018. If the Town wants to retain the authority of assessments, then the Town would have to approve the project prior to May 8<sup>th</sup>. A schedule has been provided to keep that option open. The Town Attorney and Town Clerk met with the City Attorney for White Bear Lake and City staff last Friday to go over the steps. The most practical option for the Town to retain the authority of assessments is to handle it as though it were a project in White Bear Township. The steps for that option is to order the feasible report (in this case the feasibility report has been done), scheduling a public hearing, conducting the public hearing, and considering ordering the project. The Town properties, so far, that would benefit from the project is Cub and retail businesses on Meadowlands Drive. The City of White Bear Lake is proceeding with an appraisal. The Town has authorized the appraisal to identify the benefit and performing the appraisal for those properties as it relates to this improvement. That appraisal will be completed prior to the City of White Bear Lake public hearing improvement scheduled on April 24, 2018 and be available to the Township for a public hearing by May 7, 2018. In order to take advantage of the benefit to assess, the Town needs to schedule a hearing before receiving the appraisal. The action tonight is to adopt the resolution ordering preparation of a report on a street improvement; adopt the resolution calling hearing on Improvement 2018-3 for May 7, 2018; and to authorize the Town Attorney to compose a Cooperative Agreement

Between White Bear Township and the City of White Bear Lake. Prudhon asked if the appraisal would include all the businesses in the Meadowland or only the property owner. The Clerk stated that the appraisal would be for the owner of the property. Prudhon asked, if by doing this the Town would be committing to any funds for the signal, the Clerk stated the Town is not committing at this time.

Prudhon moved, based on Staff review and recommendation to adopt the Resolution Ordering Preparation of a Feasibility Report on a Street Improvement. Ruzek seconded. Ayes all.

Prudhon moved to adopt the Resolution Calling Hearing on Improvement 2018-3 for May 7, 2018. Ruzek seconded. Ayes all.

Prudhon moved to authorize the Town Attorney to compose a Cooperative Agreement Between White Bear Township and the City of White Bear Lake. Ruzek seconded. Ayes all.



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

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

May 10, 2018

Dear Township Business:

On May 7<sup>th</sup>, the Town Board received a presentation on the proposed Centerville Road improvements. Following the presentation, the meeting was opened for questions and comments from affected property owners. Those questions and comments were addressed, answered and recorded.

While mailed notice and publication were completed for that meeting, the required second public notice was not. Therefore, a public hearing will occur again on Monday, May 21, 2018 at 7:00 p.m. The Town Board will officially enter the questions and comments previously entered into the record at that time.

You are invited to attend this hearing also if you wish.

If in the meantime you have any questions I can be reached at 651.747.7258 or via e-mail at [bill.short@whitebeartownship.org](mailto:bill.short@whitebeartownship.org).

Sincerely,

William F. Short  
Clerk-Treasurer



recycled paper

CUB FOODS  
1059 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

RIC 25 LTD  
PO BOX 6760  
PORTLAND OR 97228-6760

ARBY'S  
1028 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

FLAGSHIP BANK MINNESOTA  
7525 OFFICE RIDGE CIR  
EDEN PRAIRIE MN 55344-3644

KINDER CARE  
1000 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

JMK LIMITED PARTNERSHIP  
1646 DIFFLEY ROAD  
EAGAN MN 55122-2213

VALVOLINE OIL  
1008 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

MEADOWLANDS ENTERPRISES LLC  
1570 DELAWARE AVENUE  
WEST ST PAUL MN 55118-3850

APPLEBEE'S  
1018 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

BROADSTONE APLB MINNESOTA LLC  
6200 OAK TREE BLVD STE 250  
INDEPENDENCE OH 44131-6943

AUTO ZONE  
1039 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

FLAGSHIP BANK  
1048 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

JIMMY JOHNS  
1048 MEADOWLANDS DRIVE  
WHITE BEAR TOWNSHIP MN 55127

VALVOLINE LLC  
POI BOX 55630  
LEXINGTON KY 40555-5630

FAULKNER COMPANIES LLC  
2350 COUNTY ROAD J  
WHITE BEAR TOWNSHIP MN 55110



**NOTICE OF PUBLIC HEARING ON  
PROPOSED CENTERVILLE ROAD IMPROVEMENTS**

Notice is hereby given that the Town Board of the Town of White Bear, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in the Town of White Bear, Minnesota, at 7:15 p.m. on Monday, May 7, 2018, to consider the improvement. A reasonable estimate of the impact of the assessment will be available at the hearing.

The general nature of the improvement is set forth as follows: Improvements to Centerville Road (near Cub Foods) in Section 16, Township 30, Range 11, Ramsey County, Minnesota.

The area proposed to be assessed for such improvement is every lot, piece or parcel of land benefitted by said improvement.

The estimated cost of said Improvement is \$75,000.00.

The Board proposes to proceed under authority granted under Minnesota Statutes, Chapter 429.

All persons desiring to be heard with reference to the proposed improvement will be heard at this meeting.

Dated: April 2, 2018.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

  
\_\_\_\_\_  
WILLIAM F. SHORT, Clerk-Treasurer

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

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

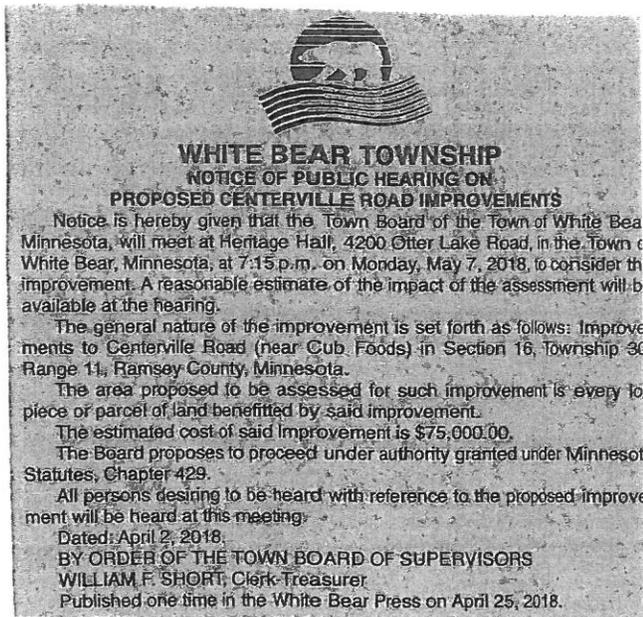
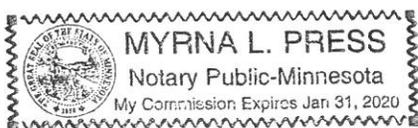
- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:
Once a week, for one week, it was published on Wednesday, the 25th day of April, 2018.
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows:
a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 16.55/inch
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 25th day of April, 2018.

[Signature]
Notary Public



RESOLUTION NO.: 12216

RESOLUTION ORDERING IMPROVEMENTS, AND  
APPROVING PLANS AND SPECIFICATIONS FOR  
THE CENTERVILLE ROAD IMPROVEMENT PROJECT

CITY PROJECT NO. 18-16

WHEREAS, a resolution of the City Council, adopted on the 27<sup>th</sup> day of March, 2018, fixed a date for a Council hearing on the proposed improvements of the Centerville Road Improvement; and

WHEREAS, ten days mailed notice and published notice of the hearing was given, and the hearing was held thereon on the 24<sup>th</sup> day of April, 2018, and all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, Alliant Engineering, Inc. has prepared plans and specifications for utility, street, curb and gutter and traffic signal improvements for **Centerville Road** (from County Road 96 to the Cub Foods/water tower driveway).

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

1. Said improvements are hereby ordered as proposed.
2. The City Engineer is hereby designated as the Engineer for these improvements with plans and specifications prepared by Alliant Engineering, Inc. for the making of such improvements.
3. Such plans and specifications are hereby approved.
4. Bids will be received by the Public Works Director/City Engineer until 11:00 A.M. on Friday, April 27, 2018, at which time they will be publicly opened in the City Hall by the City Engineer and City Clerk, will then be tabulated and will be considered by the City Council at 7:00 P.M. on Tuesday, May 8, 2018.

The foregoing resolution offered by Councilmember **Jones**, and supported by Councilmember **Walsh**, was declared carried on the following vote:

Ayes:	Biehn, Edberg, Engstran, Jones, Walsh
Nays:	None
Passed:	April 24, 2018

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

ATTEST:

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



City of White Bear Lake  
City Engineer's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager

**From:** Mark Burch, Public Works Director/City Engineer

**Date:** April 20, 2018

**Subject:** **Public Hearing on the Centerville Road Street and Traffic Signal Improvements**

### **BACKGROUND / SUMMARY**

The City of White Bear Lake, in cooperation with Ramsey County and White Bear Township, is working toward constructing improvements to Centerville Road from County Road 96 north to the Cub Foods/water tower drive intersection. The improvements include median modifications, lane widening and installation of a traffic control signal at the Cub Foods/water tower drive intersection. The improvements are intended to improve the safety and efficiency of traffic traveling on Centerville Road to the commercial and residential properties along Centerville Road.

The City of White Bear Lake has committed to being the lead agency on this project to facilitate the fast track schedule proposed by the developer of the commercial property south of the water tower site (Lunds/Byerlys Grocery Store). The project involves improvements to Centerville Road, a Ramsey County roadway, with proposed agreements from the City and Township to assist with funding a portion of the project cost through assessments to benefiting property owners. The total project cost will be shared between Ramsey County, White Bear Township and City of White Bear Lake (through assessments to the benefiting properties) and the developer. The developer has agreed to provide a full financial guarantee to ensure that the project moves forward if the cost-sharing agreements are not ready at the time a construction contract is presented to Council for approval. A financial guarantee agreement would be presented to the City Council before a contract is recommended for approval.

As the lead agency in the Centerville Road Improvement Project, the City has ordered the project advertised for bids and has ordered a public improvement hearing to be held at its April 24, 2018 meeting. Notice of the Public Hearing has been published in the White Bear Press and notices mailed to all property owners who would be affected by special assessments for these improvements. Property owners from White Bear Township who may be affected by special assessments for this project have also been notified by the Township of the hearing so that they can attend to learn about the project as well. White Bear Township will also be conducting a public hearing for their property owners in May. All of the property owners notified of the public hearing were also invited to a public informational meeting, which was held on Wednesday, April 4<sup>th</sup> at White Bear Lake City Hall.

A benefit appraisal was prepared by the City's appraisal consultant Dahlen, Dwyer, Foley & Tinker, Inc.. The City has the authority to assess benefitting properties up to, but may not exceed the amounts defined assigned in the appraiser's report. The benefit appraisal is included with this memo and includes benefit assigned to the City-owned water tower site.

At the public hearing on April 24<sup>th</sup>, a report on the proposed improvements will be presented by Alliant Engineering who is acting as the consulting engineer on this project. The City staff and Alliant engineers will be available for discussion with the City Council and members of the public present at the hearing.

A resolution has been prepared for Council consideration following the public hearing which would officially order the project. The Council has previously ordered the project advertised for bids to keep the project in motion while the appraisal report was completed and the various interagency and developer agreements are drafted. The bids for this project are scheduled to be opened on April 27<sup>th</sup> and will be presented to the City Council for consideration as soon as all the necessary agreements are finalized which would allow the Council to enter into a contract for the work.

#### **RECOMMENDED COUNCIL ACTION**

Our recommendation is that the City Council conduct a public hearing on the proposed improvements and order the Centerville Road Street and Traffic Signal Improvement Project.

#### **ATTACHMENTS**

Resolution

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON MAY 21, 2018

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on May 21, 2018 at 7:00 p.m.

The following members were present: Kermes, Prudhon, Ruzek; and the following voted against the same: None.

Supervisor Prudhon introduced the following Resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT  
2018-3**

WHEREAS, pursuant to a Resolution of the Town Board adopted April 2, 2018, the Board selected a date for hearing on the improvements to Centerville Road including street re-construction and appurtenances thereto on Centerville Road located in Section 16, Township 22, Range 30, all in Ramsey County, Minnesota,

AND WHEREAS, ten days' notice of hearing through two weekly publications and mailing of the required notice was given, and the hearing was continued from May 7, 2018 to May 21, 2018, at which hearing all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. That the Town Board deems it necessary, cost effective and expedient that the City of White Bear Lake construct the improvements to Centerville Road including street re-construction and appurtenances thereto on Centerville Road located in Section 16, Township 22, Range 30, all in Ramsey County, Minnesota, in accordance with the preliminary plans and report prepared by the consulting engineers.

2. That the Board has advised the City of White Bear Lake that the proposed improvements to Centerville Road in the area described above are feasible and should best be made as proposed.

3. That said Improvement is hereby ordered at an estimated cost of \$75,000.00, contingent upon execution of the Joint Powers Agreement with the City of White Bear Lake.

4. That said improvement is hereby designated as Improvement 2018-3.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the said Town held on the 21<sup>st</sup> day of May, 2018, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to a Resolution relating to Improvement 2018-3.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 21<sup>st</sup> day of May, 2018.

\_\_\_\_\_  
WILLIAM F. SHORT, Clerk-Treasurer



**Town Board Meeting  
May 21, 2018**

**Agenda Number: 8A – New Business**

**Town Engineer Item:**

**Subject: Improvement 2018-2 – Cambridge Downs:**  
1. Approve Plans & Specifications.  
2. Authorize Advertisement for Bids.

**Documentation:** Town Engineer Correspondence

**Action / Motion for Consideration:**

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation:

- 1) Approve the Plans & Specifications for Improvement 2018-2 – Cambridge Downs
- 2) Authorize Advertisement for Bids with the Bid Opening Date to be Scheduled for Thursday, June 14 @ 9:00 a.m.

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**Minutes  
Town Board Meeting  
April 16, 2018**

**IMPROVEMENT 2018-2 – CAMBRIDGE DOWNS: 1) RECEIVE NORTH OAKS COMPANY CORRESPONDENCE REGARDING PROJECT DEPOSIT; 2) RECEIVE FEASIBILITY REPORT; 3) ORDER THE IMPROVEMENT PURSUANT TO A 100% PETITION OF THE PROPERTY OWNERS; 4) AUTHORIZE PREPARATION OF PLANS & SPECIFICATIONS; 5) AUTHORIZE APPRAISAL BY MCKENZIE METRO APPRAISERS TO DETERMINE THE PARK DEDICATION FEE FOR CAMBRIDGE DOWNS:** The Engineer reviewed the Feasibility Report for the Cambridge Downs subdivision. He noted that on April 2, 2018 the Town Board ordered the feasibility report. He reported that the subdivision will include 28 single family lots and one 11.8 acre outlot. The outlot contains a DNR protected wetland. Sanitary sewer is available from an existing main within Ramsey County right-of-way, adjacent to Centerville Road. An 8-inch PVC sanitary sewer will be extended into the

subdivision. All units will have gravity sewer connection into the public system via 4-inch PVC sanitary sewer services. The sanitary sewer will be installed at a depth to allow for future service of area.

There are existing 16-inch watermain stubs within Ramsey County right-of-way along Centerville Road north and south of the subdivision sites. The proposed watermain system will connect to the existing stubs, completing the loop along Centerville Road. A new 8-inch watermain will run under the proposed streets. All units will connect to the public system via copper water services. Looping of the watermain into and out of the cul-de-sac is proposed to improve water quality, reduce maintenance, provide increased fire protection, and to increase system reliability. Five fire hydrants are proposed.

The stormwater will be collected via catch basins. The water will be routed to two proposed stormwater treatment ponds and an infiltration area. The stormwater treatment ponds and infiltration area have been designed to meet the Town's rate control and water quality requirements prior to the newly created runoff reaching an existing wetland on site. Pipe sizes will be between 12 and 24-inches in diameter.

The soils on site require a thicker road section than the Town's standard for local 7-ton road design. There will be a 1-1/2 inch bituminous wear course; 2-inch bituminous base course; 8-inch Class 5 gravel; 12-inch select granular subbase, as necessary; and D412 concrete curb and gutter. It is proposed to install the D412 concrete curb and gutter and pave only the initial 2-inch base course during the initial construction season. The final wearing surface would be paved once 80% of all new homes have been constructed or as directed by the Engineer. Ramsey County is requiring a minimum of a 150 foot north bound right turn lane with design details including striping, signing, dimensions and construction details. A 15:1 taper is recommended for a right turn lane. This design would conflict with the existing driveway of 5440 Centerville Road. A 100 foot turn lane with a 50 foot taper is proposed, subject to Ramsey County approval. The road will be designed to meet County standards.

It has been determined that the project is feasible and should be built as proposed. The proposed improvements are a cost-effective method of providing the required improvements to the development. A number of permits will be required and obtained.

The following is a summary of the estimated Project costs for the recommended street, drainage, sanitary, and watermain improvements: Sanitary Sewer - \$458,400; Watermain - \$360,000; Storm Sewer - \$209,800; Street - \$387,300. Total Costs: \$1,415,500. It is proposed that 100% of the costs attributable to the development be paid by the Developer. Total Project Costs: \$1,415,500 minus Township Credit (watermain extension Centerville Road 16-inch to 8-inch - \$75,800); Sanitary Sewer lateral to residents to south - \$34,600); Sanitary Sewer extra 6' depth for future extension - \$77,300). The Township Credit results in a total Developer cost of \$1,227,800.

The Project schedule remaining is: May 21, 2018 – Town Board approves Plans and Specifications and orders Advertisement for Bids; May 23, 2018 – Advertisement on QuestCDN.com and Advertisement in White Bear Press; June 13, 2018 – Receive contractor bids; June 18, 2018 – Town Board accepts bids and awards contract; July 2018 – Conduct pre-construction meeting; Contractor begins work; November 2018 - Construction completion with restoration in the spring; Spring 2019 – Restoration completion.

Mark Hougé, North Oaks Company, publicly thanked the Town Board, Town Staff and Town Engineer for helping them to get to this point by expediting things. He stated that they are anxious to get started. He asked the Engineer regarding the estimate which shows that soils may need some additional depth either in sub base or bituminous. He wanted to be sure that soil borings will show that the road will be designed to meet the standards of a 7-ton road and if costs can be saved in the subbase it would be considered. The Town Engineer stated that it would be considered. The Town Engineer stated that more information will be forthcoming with the project and if it can be reduced it will be done. Mark Hougé stated that they plan to provide telephone and cable to the project and will pursue that with the

providers. He asked if for some reason they would not be installed prior to the Township's project if there would be discussion down the road. He was assured there would be discussion. Mark Houge asked if any portion of the watermain project will be assessed to the properties on the west side of Centerville Road? The Clerk stated that future access to that watermain will not be assessed at this time, rather, they will pay a connection or access fee at a later date.

**North Oaks Company Correspondence:** The correspondence from the North Oaks Company, dated April 16, 2018, regarding the Cambridge Downs development was reviewed. The North Oaks Company will agree to fund the actual cost of the proposed improvements outlined in the feasibility report directly, versus the Township employing a special assessment process. The Company requests monthly updates on the estimated project costs vs actual project costs. Upon authorization of TKDA to design the project by the Town Board, the North Oaks Company will deposit with the Township cash in the amount of \$57,500. It is their understanding that these funds will be used by the Township to pay for the actual costs to prepare plans and specifications for the project. Based on the design and construction costs being similar to the estimate of costs outlined in the feasibility study, they intend to move the project forward following the Town Board's resolution to order the improvements outlined in the feasibility study. They request that TKDA complete the plans and specifications for the project in time to present to the Town Board at its May 21, 2018 meeting, for review and approval of the final plat Plans and Specifications and to order advertisements for project bids.

Ruzek moved, based on Town Engineer review and recommendation to receive the Feasibility Report. Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.

Ruzek moved, based on Town Engineer review and recommendation to receive North Oaks Company correspondence, dated April 16, 2018, regarding project deposit. Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.

**Ruzek moved to authorize preparation of Plans and Specifications. Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.**

Ruzek moved to order Improvement pursuant to a 100% petition of the property owners Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.

Ruzek moved to authorize appraisal by McKenzie Metro Appraisers to determine the value of the property for purposes of calculating a park dedication fee for Cambridge Downs. Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.



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

May 17, 2018

Honorable Chairman and Town Board  
White Bear Township, Minnesota

RE: Cambridge Downs - P&S and Bidding  
White Bear Township, Minnesota  
TKDA Project No. 16627.006

Dear Board Members:

The Plans and Specifications for the Cambridge Downs project have been substantially completed. We are working with Public Works and the Developer on the final review of the documents and any adjustments that will need to be made prior to advertising. We are now preparing to go out for bids on the project.

Copies of the documents will be brought to the Town Board meeting.

The project will be funded by the Developer and there won't be any assessments. The Township will contribute to trunk watermain on Centerville Road, sanitary sewer stub to the south existing properties and trunk sanitary sewer extra depth as defined in the feasibility report.

The Township will work closely with the Developer through the process of the project. We are coordinating with the Developer's grading activities and removals.

We recommend approving the Plans & Specifications and authorizing the bidding of the Cambridge Downs project. All permits are currently being processed. The construction bid opening is scheduled for June 14<sup>th</sup> and the results will be brought to the Town Board meeting on June 18<sup>th</sup>. Construction work is scheduled to be completed by late fall. We will keep the Town Board and the Developer updated on the process.

The project will be funded through the Developer and the Water Utility Fund. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski', with a horizontal line extending to the right.

Jim Studenski, PE  
Town Engineer



**Town Board Meeting  
May 21, 2018**

**Agenda Number: 8B – New Business**

**Town Engineer Item:**

**Subject: Lift Station # 10 Rehabilitation:**  
1. Approve Plans & Specifications.  
2. Authorize Advertisement for Bids.

**Documentation: Town Engineer Correspondence**

**Action / Motion for Consideration:**

Town Engineer Report at Meeting / Discussion

Based on Town Engineer Review & Recommendation:

- 1) Approve the Plans & Specifications for Lift Station # 10 Rehabilitation
- 2) Authorize Advertisement for Bids with the Bid Opening Date to be Scheduled for Thursday, June 14 @ 9:30 a.m.

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**Minutes  
Town Board Meeting  
April 2, 2018**

**LIFT STATION #10 REHABILITATION – AUTHORIZE PREPARATION OF PLANS & SPECIFICATIONS:** The Town Engineer noted that the Township has ten lift stations within the sanitary sewer collection system at various locations. Public Works performs routine preventive maintenance on these lift stations to keep them functioning. Lift Station #10 was installed in 1980 and has reached a point where the components are obsolete and is in need of rehabilitation of the equipment to function reliably. The rehabilitation is part of the Town's infrastructure rehabilitation program. Lift Station #10 is located at 2545 Buffalo Street, east of highway 61. The lift station is a very deep wet well system located close to Rice Creek Watershed District Judicial Ditch 1. The control panel will be upgraded to the current Town standards along with new pumps, pump rail guides, valves, the existing forcemain will be evaluated for potential lining, the existing SCADA antenna pole will be salvaged and reinstalled, the electrical supply power to the site will be reviewed with Xcel Energy for modifications, and the existing driveway will be reconstructed in concrete and increased in size. This design follows the latest upgrades to Lift Stations #6, #8, #1, #2, #7, #5, and #3 respectively. The lift

station site may limit how the improvements are configured. TKDA would work with the Public Works staff to determine the specifics of the rehabilitation improvements that will take place. The project plans and specification will be completed this spring with bidding this summer and the construction work completed in late 2018. In preparation of the plans and specifications will be completed for an amount not to exceed \$38,900.00. The project will be funded through the Sewer Fund. The Town Engineer noted that only one lift station remains to be rehabilitated. Lift Station #9 will be rehabilitated in 2019.

Prudhon moved, based on staff review and recommendation to authorize TKDA to prepare plans and specifications for Lift Station #10 rehabilitation for an amount not to exceed \$38,900.00, with funding from the Sewer Fund. Ruzek seconded. Ayes all.



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

May 17, 2018

Honorable Chairman and Town Board  
White Bear Township, Minnesota

RE: Lift Station #10 Rehabilitation  
White Bear Township, Minnesota  
TKDA Project No. 16627.005

Dear Board Members:

The plans and specifications for Lift Station #10 Rehabilitation project have been completed. Attached is a copy of the final draft plan sheets C100 and C400 showing the proposed improvements and location. A full set of plans and specifications will be available at the Town Board meeting.

Lift Station #10 is located at 2545 Buffalo Street east of Highway 61. The lift station wet well is an 8-foot diameter concrete structure. The valve vault concrete structure will have interior improvements.

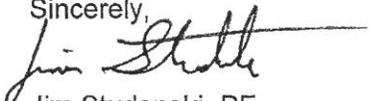
The lift station will have the control panel replaced and located at grade. The bituminous driveway will be replaced with concrete and improved to better facilitate working at the site.

The existing 6" forcemain will be cleaned, televised and lined. The forcemain pipe runs along the north side of Buffalo Street.

We recommend approving the Plans and Specifications and authorizing the bidding of the Lift Station #10 project. We will open bids on June 14, 2018. We anticipate awarding the project at the June 18th Town Board meeting. The construction work is scheduled to be completed by late fall.

We will keep the Town Board updated of the process. Please contact me with any questions.

Sincerely,

  
Jim Studenski, PE  
Town Engineer  
Attachments







**Town Board Meeting  
May 21, 2018**

**Agenda Number: 8C – New Business**

**Public Works Director Item:**

**Subject: Eagle Park Tennis Court – Approve Quote for Replacement of Fencing**

**Documentation: Public Works Director Memo**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

Based on Public Works Director Review & Recommendation Approve the Quote for the Replacement of the Eagle Park Tennis Court Fencing from Town & Country Fence in the Amount of \$17,585.00 With Funding from the Park and Recreation Fund Noting that this was Identified in the 2018-2027 Capital Improvement Plan

## MEMORANDUM

Date: May 16, 2018  
To: Town Board  
From: Dale Reed, Public Works Director  
Re: Eagle Park Tennis Court Fencing Quote Approval

As part of the Town's infrastructure management program, the Town budgets money in the Capital Improvement Plan to rehabilitate our existing tennis courts. This year the double tennis court at Eagle Park had the old asphalt court and fencing removed, the new asphalt court will be placed early this summer. The tennis court fencing will need to be replaced. There is 448 ln. ft. of 10' tall galvanized chain link fence (9 gauge) with top and bottom rails, 2 new 4' X 7' single gates with hinges and latches, all line posts will be 2-1/2" diameter, with terminal posts at 3" diameter.

Quotes were received from Town & Country Fence for \$17,585.00 and from Modern Fence for \$17,600.00. Both companies have completed fencing replacement projects to the Towns previously

The project is identified in the 2018-2027 Capital Improvement Plan (CIP). To date, the expenses have been \$35,490.00 for the new asphalt court, an estimated \$8,500.00 for new tennis court surfacing, leaving a \$16,010.00 balance of the \$60,000.00 designated in Park and Recreation Fund for the fencing. The \$1,575.00 shortfall can be supplemented by other projects that came under cost from the Park and Recreation Fund.

Action requested is to approve the quote, for the Eagle Park Tennis Court fencing from Town & County Fence for \$17,585.00.



**ESTIMATION WORKSHEET**

8511 Xylon Avenue North • Brooklyn Park, MN 55445-1820  
Office (763) 425-5050 Fax (763) 425-9006

www.tcfence.com



**CUSTOMER INFORMATION**

Name: White Bear Township (Parks)  
Address: 1281 Hammond Road  
City: White Bear Township, MN. 55110  
Attention: Dale Reed \_\_\_\_\_

Salesperson: JEFF BECKER  
Date of Contact: 05-07-18  
Date of Quote: 05-07-18  
Date to Install: \_\_\_\_\_  
Terms: \_\_\_\_\_

**PRICES QUOTED ARE GUARANTEED FOR 15 DAYS**

**Eagle Park– Tennis court gate replacement**

**Furnish and Install**

Install 448 lf of 10' tall galvanized chain link fence with top and bottom rails.  
Install 2 ea. 4' wide x 7' tall gates with hinges and latch  
Fence will have 3" terminal posts, 2 1/2" line posts (8' o.c.), 1 5/8" top and bottom rails, and 2" 9 gauge 10' fabric. All posts set in concrete footings, with terminals brace to first adjacent line posts.

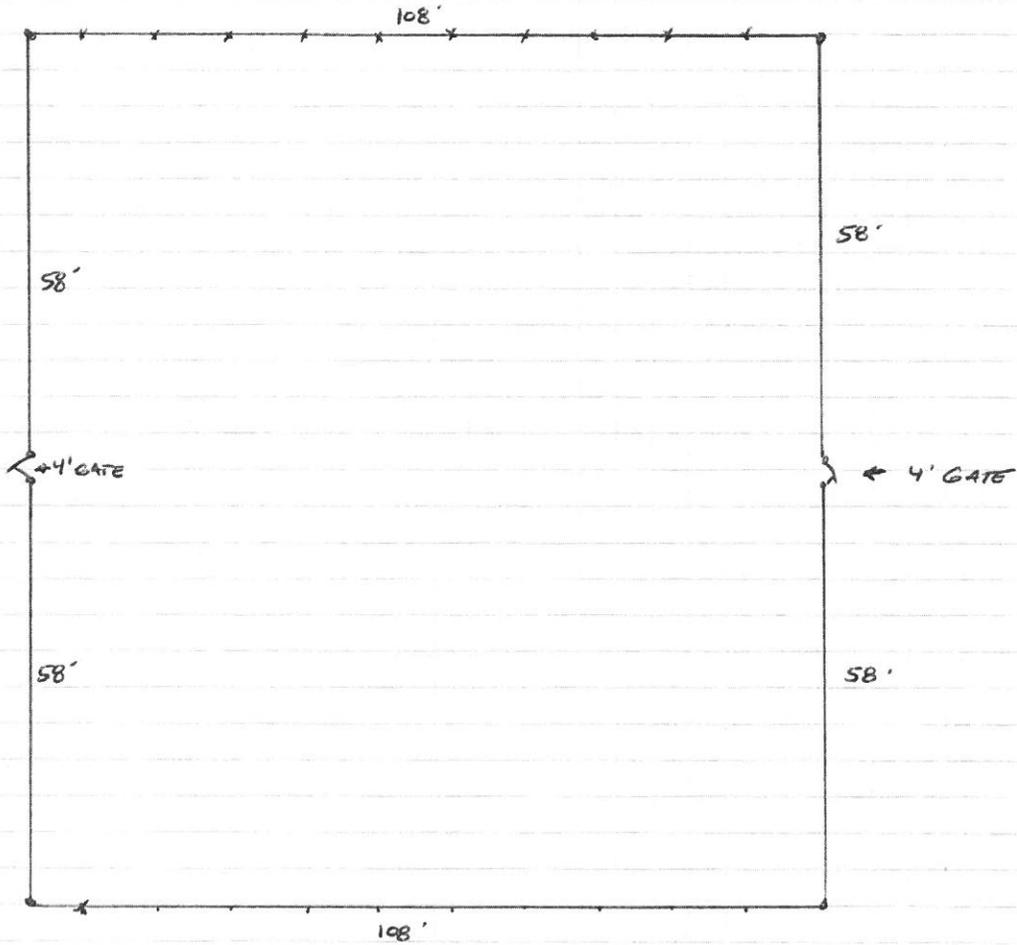
**Total = \$17,585.00**

Thank you for the opportunity to provide you fence costs for this project. If you have any questions concerning our bid, please do not hesitate to call.

Sincerely Yours,  
Jeff Becker, TCFence

DALE ROED  
651-715-4295

WHITE BEAR TOWNSHIP  
@ EAGLE PARK  
5535 TOWNSHIP PARKWAY  
WHITE BEAR TOWNSHIP, MN.



448 LF

- 10' TALL GALVANIZED CHAIN LINK
- w/ TOP & BOTTOM RAILS
- 2 EA. 4' X 8' SINGLE GATES
- 3" TERMINALS
- 2 1/2" LINES 10' O.C.
- 1 5/8" RAILS
- 2" 9GA 10' GALV. FIBRIC

## Patti Walstad

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**From:** Randy Kleve <randykleve@comcast.net>  
**Sent:** Wednesday, May 9, 2018 3:31 PM  
**To:** Dale Reed  
**Subject:** Eagle Park Tennis Court

Hi Dale,

Modern Fence proposes to furnish materials and labor for installation of 456' of 10' high chain link fence and gates complete.

10'h x 9ga x 2" mesh wire  
3"od terminal posts  
2.5"od line posts  
1.66"od top, middle & bottom rail  
2ea - 3'w x 7'h swing gates

Total \$17,600.00

\*\* Price is good for 14 days

Thank you,  
Randy Kleve  
Modern Fence & Construction Inc.  
info@modern-fence.com  
651-426-4097 Work  
651-426-5335 Fax



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**Town Board Meeting  
May 21, 2018**

**Agenda Number:** 8 – 9 - 10 - 11

**Subject:** Added Agenda Items  
Open Time  
Receipt of Agenda Materials & Supplements  
Adjournment

**Action / Motion for Consideration:**

Added Agenda Items  
Open Time  
Receive All Agenda Materials & Supplements for Tonight's Meeting  
Adjourn Meeting