



# 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

## AGENDA TOWN BOARD MEETING JULY 16, 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 June 2, 2018 (Additions/Deletions).
5. **Consent Agenda:**
  - A. **Special Three Dog License Request @ 5230 East Street** – Call Public Hearing for August 20, 2018 @ 7:00 p.m.
  - B. **VFW On-Sale Liquor License** – Approve Township Day On-Sale License Request.
  - C. **Night to Unite** – Proclaim Tuesday, August 7, 2018, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 7, 2018, Beginning at 5:30 p.m.
  - D. **Tour de Hugo** – In Accordance with the Township's Special Events Policy Approve the Tour de Hugo Community Bike Ride on Saturday, September 22, 2018, Beginning at 9:00 a.m., & Direct the Event Coordinator to Work with the Township Staff Regarding Sign Placement for the Event.
  - E. **2<sup>nd</sup> Quarter Financial Report** – Receive Finance Officer Report.
  - F. **League of Minnesota Cities Liability Coverage** – Approve Waiver of Liability Form.
  - G. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace Cable Service for the Residence at 5395 Reed Place Which Will be Completed in Two Phases & Will Include Directional Boring.
  - H. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Cable Service for the Residence at 1736

### White Bear Township's Mission:

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



recycled paper

Garden Lane Which Will be Completed in Two Phases & Will Include Directional Boring.

6. **Old Business:**

- A. **Special Three Dog License @ 1651 Garden Lane – 6 Month Review.**

7. **Public Hearings: None.**

8. **New Business:**

**Building Inspector Item:**

- A. **2<sup>nd</sup> Quarter Construction Report.**

**Town Engineer Items:**

B. **Sanitary Sewer Pipe Lining Improvements:**

1. Authorize Preparation of Plans & Specifications.
2. Authorize TKDA to Perform the Bidding Process.

- C. **Improvement 2018-2 – Three Oaks of White Bear Township – Approval of Final Plat.**

**General Business:**

- D. **Petition & Request for Feasibility Study – 5474 Peterson Road – Receive Petition & Refer to Town Engineer.**

E. **Joint Purchase of Vehicle Gateway Base Station for Automated Meter Reading With the City of Hugo:**

1. Approve Agreement.
2. Authorize Execution.

9. **Attorney Client/Closed Session:**

1. 5685 Portland Avenue
2. Approve Minutes of June 22, 2018.

10. **Added Agenda Items.**

11. **Open Time.**

12. **Receipt of Agenda Materials & Supplements.**

13. **Adjournment.**

**White Bear Township's**

**Mission:**

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



**Town Board Meeting  
July 16, 2018**

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

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

Approval of July 16, 2018 Agenda  
Approval of Payment of Bills

Approval of Minutes of July 2, 2018 Town Board Meeting

**Documentation:** July 16, 2018 Agenda  
July 2, 2018 Town Board Minutes

**Action / Motion for Consideration:**

Call meeting to order:	7:00 p.m.
Approval of Agenda:	July 16, 2018 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	July 2, 2018 Town Board Minutes

**MINUTES  
TOWN BOARD MEETING  
JULY 2, 2018**

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

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk-Treasurer: Short; Attorney: Lemmons; Planner; Riedesel; Engineer; Studenski.

**APPROVAL OF AGENDA (Additions/Deletions):** Ruzek moved approval of the agenda with the following amendment: Delete Item 8B) Concrete Work at Township Properties: 1) Receive Quotes; 2) Approve Quote and Authorize Work; add Item 9A) Attorney Client Closed Session. 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 JUNE 18, 2018 (Additions/Deletions):** Prudhon moved approval of the Minutes of June 18, 2018. Kermes seconded. Ayes: Prudhon and Kermes. Abstain: Ruzek.

**CONSENT AGENDA:** Ruzek moved approve of the Consent Agenda as follows: 5A) Call Public Hearing for Monday, August 6, 2018 at 7:00 p.m. to Consider a Right-of-Way Setback Variance Request; 5B) 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's Issuance of an Administrative Driveway Variance at 5180 Park Avenue; 5C) Receive Sample Saputo Partnership - Rutherford Park Shelter Agreement and Refer to Town Attorney for Review and Recommendation; 5D) Based on Town Engineer Review and Recommendation and Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace an Elective Service for a Residence at 5180 Park Avenue Including Directional Boring; 5E) Based on Town Engineer Review and Recommendation and Including His Recommended Conditions, Approve the Comcast Permit to Install Underground Coaxial Cable Line to Service a Resident at 5286 Portland Woods Including Directional Boring. Prudhon seconded. Ayes all.

**OLD BUSINESS:** There were no Old Business Items.

**PUBLIC HEARING:** There were no Public Hearings.

**BALD EAGLE LAKE STORMWATER IMPROVEMENTS – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS:** The Town Engineer reported that as part of the Township's stormwater management program, the Town develops projects based on staff inspections and resident issues. There are two structures that are on the south end of Bald Eagle Lake at the Bald Eagle Boulevard intersection with St. Anthony Avenue and at the intersection of Beaver Street. These projects were submitted to the Rice Creek Watershed District and the Township was awarded a \$35,000.00 Cost-Share Grant for the Bald Eagle outfall improvements project. Total project cost is estimated at \$74,000.00. All the work for the cost-share has been completed and the Watershed and the Township has signed the agreement. The Township is now ready to prepare the plans and specifications in accordance with the submitted documents to RCWD. TKDA and Township staff will work with RCWD in the preparation of the documents. The plans and specifications will be brought back to the

MINUTES  
TOWN BOARD MEETING  
JULY 2, 2018

Town Board for acceptance and to authorize bidding of the project. In accordance with the cost-share agreement, the final completion of all project components is December 31, 2020. TKDA will work with Public Works staff to determine the specifics of the rehabilitation improvement that will take place. The project plans and specifications will be completed this fall. Construction could be this fall or next spring. The preparation of the plans and specifications will be completed for an amount not to exceed \$5,800.00. The project will be funded through RCWD and the Storm Water Utility Fund. In response to a question the Engineer stated that outfalls generally run directly to the lake. With this project there will be large structures with baffles to collect debris and will be underground activity.

Prudhon moved, based on Town Engineer review and recommendation to authorize preparation of plans and specifications for Bald Eagle Lake Stormwater Improvements for an amount not to exceed \$5,800 with funding from the Rice Street Watershed District per the Cost-Share Agreement and the Stormwater Utility Fund. Ruzek seconded. Ayes all.

**LEGRANDFEST: 1) AUTHORIZE EXCLUSIVE USE OF PARK ON SATURDAY, AUGUST 18, 2018 FROM 7:00 A.M. TO 10:00 P.M. TO HOLD LEGRANDFEST; 2) APPROVE AGREEMENT; 3) AUTHORIZE EXECUTION BY THE TOWN BOARD CHAIR AND TOWN CLERK:**

The Planner reported that LeGrandfest has held several events in the past few years. Last year they held their event at Polar Lakes Park and it was successful. Last year they had several stages. This year they propose three stages to allow for greater audiences at each stage. There were many musical acts and vendors. They had exclusive use of the park under agreement with the Town. Staff and Public Works received no complaints. This year they are requesting exclusive use of the park on Saturday, August 18, 2018. Town policy allows events such as this to take place with exclusive use of the park by agreement with the Town. This year's event is similar to last year, with the addition of a beer garden. Mitchel LeGrand presented his proposal for this year's event to the Park Board at their June meeting and the Park Board unanimously supported the event. The Planner presented an overhead showing the proposed layout for the event.

Mitchell LeGrand attended the meeting to request use of Polar Lakes Park for their second LeGrandfest. Last year the event went very smoothly for their first year at Polar Lakes Park. LeGrandfest aims to give young people the lead at the event. The majority of the musicians are under the age of 25. They have made themselves known in the Minnesota community. Last year they had 38 bands and musicians. About a dozen artists set up booths to sell their work, and there were several food trucks. There were no security incidents. Attendance was just under 1000 people during the course of the day. This year a beer garden is proposed to attract a slightly older crowd as well. They have a very controlled plan for the beer garden and they have a non-profit as policy requires. Catalyst Music has agreed to be on the license. They will have non-profit beer trucks and 100% of the proceeds from selling the beer will go to feeding the homeless in the Twin Cities area. There will be a tent set up for the beer garden with a fence around it and there will be security to be sure people are of age. Information about the event is on local public radio music stations and is mentioned on a number of local music sites. They are runners-up for a Minnesota Arts Festival Grant. Their good reputation has spread and this year 100 applications have already been received. The proposal for LeGrandfest this year is similar to last year. Due to the number of artists they had last year and their smaller following they will be reducing the number of musicians and stages this year

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TOWN BOARD MEETING  
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to allow for a larger audience. Security at the gate and security throughout the event is planned the same as last year. The Agreement LeGrandfest has with the Town will be the same as last year with the inclusion of a liquor license for beer sales at the event. Ticket sales will begin tomorrow if the request is approved tonight. They advertise using their website Facebook and Instagram and posters placed by the bands. A week before the event they will have a directional sign for the event. They have non-profit partners who will also provide information on their email listings. Staff will provide Mitchell LeGrand with information on applying for a liquor license. The Town Attorney reported that he has reviewed the agreement and included Section 11 pertaining to alcohol to the agreement. Ruzek recommended that Mitchell LeGrand talk with his insurance agent regarding adding a dram shop endorsement to the insurance coverage for the event. Insurance per incident or event needs to be clarified. Mitchell LeGrand has 2,000,000.00 per incident or event. The Town Attorney will verify if \$1,000,000.00 or 2,000,000.000 is needed. Mitchell LeGrand will be informed once clarified.

Prudhon asked if bottles or cans will be used for the beer. Mitchell LeGrand stated that they have a team member who is an environmental intern at the U of M who will be asked to address the best environmental use of containers, bottles, cans versus plastic cups. In response to a question if the Ramsey County Sheriff's Office provided any traffic control, Mitchell LeGrand reported that they were called and informed of the event but no one needed to come out. A local business let them use their parking lot which was more than enough. They will use the lower parking lot with overflow to the business lot. Last year they had 8 security personnel including medical professionals. Last year the security people did not have much to do so they sat and listened to music. The only busy spot was the security checking bags at the gate. They do not feel that more security will be needed this year. They will focus security at the beer garden. The same security company will provide security this year.

Ruzek moved, based on staff review and recommendation to authorize exclusive use of Polar Lakes Park on Saturday, August 18, 2018 from 7: a.m. to 10:00 p.m. to hold LeGrandfest. Prudhon seconded. Ayes all.

Ruzek moved, based on Town Attorney review and recommendation to approve the Agreement as amended, subject to clarification of insurance coverage. Prudhon seconded. Ayes all.

Ruzek moved to authorize execution of the Agreement by the Town Board Chair and Town Clerk. Prudhon seconded. ayes all.

**SPECIALTY MANUFACTURING COMPANY/SUPREME OUTDOOR ADVERTISING, 5858 CENTERVILLE ROAD – PRESENTATION OF SKETCH PLAN FOR ZONING ORDINANCE AND SIGN ORDINANCE AMENDMENTS TO PERMIT OUTDOOR ADVERTISING SIGNS:**

The Planner reported that the presentation is for sketch plan review for zoning ordinance and sign ordinance amendments to permit outdoor advertising. Supreme Outdoor Advertising & SMC are asking the Town to consider amending the Sign and Zoning ordinances which would allow them to place two outdoor advertising signs (billboards) on their property at 5858 Centerville Road. Two two-faced signs are being considered. Currently outdoor advertising

**MINUTES  
TOWN BOARD MEETING  
JULY 2, 2018**

signs are permitted only in the Outdoor Advertising Sign Overlay District. The Sign Overlay District is located along I-35E between North Birch Lake Boulevard and Hammond Road. Currently there are two signs located outside of that district. One at the Schwing America site, and another at the rail corridor in an obscure section of the Town at 694. The sign is considered legal non-conforming as it was in place prior to the adoption of the Overlay Zone. Since the adoption of the Sign Overlay District noise walls have been added along the freeway abutting residential homes. The ordinance amendment creating the Overlay Zone was adopted in 2001. The ordinance amendment allowing outdoor advertising signs was adopted in part so signs would not be placed across the freeway from a residential zoning district. The request is for sketch plan review of their proposal to place two billboard signs at the SMC property. Current ordinance requires minimum spacing between signs of 800 feet. The ordinance does not allow signs in that location because it is across the street from residential. What has changed since 2001 when the Overlay Zone was adopted is the noise wall that has been constructed. As result, the applicant has been working with SMC to place two additional billboards on the property. To allow this the Town would have to amend the Sign Ordinance and Zoning Ordinance and Conditional Use Permit to allow signs to be placed across the street from residential areas. Supreme Outdoor Advertising provided a sketch plan review at the May Planning Commission meeting. The Planning Commission was not opposed to changing the zoning ordinance.

Dan Eischens and Dan Romes, Supreme Outdoor Advertising reported that they have been working with SMC following the Town's lead on the formal application. He stated that the noise wall would block the signs from the residential side of the freeway. He stated that what was the issue at the time was lighting. They provided pictures of what the signs would look like. The sign would be on a steel monopole with a drilled concrete footing. They could put limestone on the bottom to mirror the billboards currently in the Town. The maximum height would be 40 feet and would not be visible from the other side of the freeway. The signs would be 1,100 feet apart, at the extreme northeast and extreme southeast corner of the SMC property. It was noted that because of the spacing allowed, it is conceivable that there could be four more signs in that industrial area. In response to a question if the Town has control of what goes on the signs the Planner stated that the Town does have some limitations of what can be on signs. Dan Eischens stated that they will be using LED up-lighting, from the bottom up and all the lighting will be on the signs. Residents across the freeway would not see the light. It does not reflect out. It is not the same as the LED digital signs. These signs will not be digital signs. Ruzek asked, with this approval, if four other billboards could be approved in that area. The Planner stated additional signs could be considered. The Town Attorney stated that relative to control over messaging, commercial speech has more limits than non-commercial speech. Billboards are only a tool for the message. Dan Eischens reported that SMC has stated that messaging cannot include adult oriented subjects. Family oriented or business messages are preferred. These particular billboards will be business messages, such as real estate, restaurants, etc. They are only leasing the property. The lease spells out what can and cannot be allowed on the signs. The term of the lease is ten years. The Town Attorney noted that the Town cannot control contracts between private parties.

Ruzek asked, looking to the south from the north, if they could see the signs. Dan Eischens stated that they will get measurements and take photos from those areas to satisfy what will

MINUTES  
TOWN BOARD MEETING  
JULY 2, 2018

not be seen. He stated that they do not want to disturb the neighbors. They have not made formal application as yet until they can determine if their proposal is feasible. Kermes suggested that this be referred back to the Planning Commission for a more thorough review of the matter. Supreme Outdoor Advertising will continue to work with staff.

**SUCCESSION PLANNING – APPROVE THE FINAL POSITION PROFILE:** The Clerk reported that the draft of the Profile has been updated and rearranged so that the position is placed on the front page and the description of the Township on the following pages. Compensation has been adjusted as discussed.

Prudhon moved, based on Staff review and recommendation to approve the final Clerk-Treasurer Position Profile. Ruzek seconded. Ayes all.

The Town Board meeting recessed at 7:56 p.m. to go into Attorney Client Closed Session.

Ruzek moved to call the Closed Session to order at 7:56 p.m. Prudhon seconded. Ayes all.

**ATTORNEY-CLIENT CLOSED SESSION:** The Town Attorney reported that the purpose of the Closed Session was for the Town Board to discuss with the Town Attorney future action regarding 5685 Portland Avenue.

Ruzek moved to adjourn the Closed Session at 7:28 p.m.

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

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

Ruzek moved to adjourn the meeting at 8:30 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

William F. Short  
Clerk-Treasurer

Approved at Official Meeting Minutes

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

\_\_\_\_\_  
Date

DRAFT



**Town Board Meeting  
July 16, 2018**

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

**Subject: Special Three Dog License Request @ 5230 East Street –  
Call Public Hearing for August 20, 2018 @ 7:00 p.m.**

**Documentation: Public Notice / Application**

**Action / Motion for Consideration:**

Receive Report

Call Public Hearing for Monday, August 20, 2018 @ 7:00 p.m. to Consider  
Issuance of a Special Three Dog License



**NOTICE OF HEARING REQUEST FOR 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, August 20, 2018 at 7:00 p.m., to consider the request of a Special Three Dog License at the following described property, to-wit:

Lot 10, Block 6, Town of Bald Eagle, Ramsey County, Minnesota  
(5230 East Street)

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 July, 2018.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

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WILLIAM F. SHORT, Clerk-Treasurer



PAID \$

WHITE BEAR TOWNSHIP  
1281 Hammond Road  
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Phone: 651-747-2750  
Fax: 651-426-2258  
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): Lori Christensen  
Owner's Name(s): Lori Christensen  
Property Address: 5230 East St WB Twshp MN 55110  
Home Phone: \_\_\_\_\_ Cell Phone: 651. 226. 1463  
Work Phone: ☎ \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### DOG'S INFORMATION

Breed of Dog: coonhound / x Dog's Name: Jake Age: 22 mos  
Breed of Dog: Catahoula / whippet Dog's Name: Blv Age: 202 mos  
Breed of Dog: Shep / x Dog's Name: Girly Age: 10+ ?

#### PROPERTY INFORMATION

Description of Property (i.e. house with fenced yard): 3/4 acre over 1/2 acre completely fenced w/ cyclone 4' fence + locked gate  
Description of Outside Kennel Area (if any): None - indoor dogs

#### 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: [Handwritten Signature] Date: 07.02.18

#### FOR OFFICE USE ONLY

Date Received 7/2/18 By Karen \$100 Fee  Yes  No Date Completed \_\_\_\_\_



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
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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): Lori Christensen

Address: S230 East St. WB Twshp MN 55110

Home Phone: Cell 651.226.1463 Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### DOG'S INFORMATION

Dog's Name: Jake Male  Female  Age: 2 in Sept. 2018  
22 months

Breed: Coonhound X Color: blk, gry, wht spotted

*\*\*\* 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 [Handwritten Signature] Date 07.07.18

#### FOR OFFICE USE ONLY

Dog License Tag #: \_\_\_\_\_ Rabies Tag #: 1017  
Date Issued: \_\_\_\_\_ Expiration Date: 6/30/21

RABIES VACCINATION CERTIFICATE  
 NASPHV FORM 51 (revised 2007)

Owner's Name & Address		Print Clearly		RABIES TAG #	1017
LAST		FIRST		M.I.	MICROCHIP #
Christensen		Lori			TELEPHONE #
					(651) 226-1463
NO.		STREET		CITY	STATE
5230		East Street		White Bear Township	MN
					ZIP
					55110
SPECIES		AGE		SIZE	
Dog <input checked="" type="checkbox"/>		1 Months <input type="checkbox"/>		Under 20 lbs. <input type="checkbox"/>	
Cat <input type="checkbox"/>		Years <input checked="" type="checkbox"/>		20 - 50 lbs. <input type="checkbox"/>	
Ferret <input type="checkbox"/>		SEX <input checked="" type="checkbox"/> Male		Over 50 lbs. <input checked="" type="checkbox"/>	
Other: <input type="checkbox"/>		<input type="checkbox"/> Female		PREDOMINANT BREED	
(specify)		<input checked="" type="checkbox"/> Neutered		German Shorthaired Pointer	
Animal Control License		<input type="checkbox"/> 1 Yr <input checked="" type="checkbox"/> 3 Yr <input type="checkbox"/> Other <u>0</u> months		PREDOMINANT COLORS/MARKINGS	
DATE VACCINATED		Product Name:		ANIMAL NAME	
06/30/18		Rabies 3 Year		Jake	
Month / Day / Year		Manufacturer:		Veterinarian's Name:	
		(First 3 letters) M e r		Jenna Buley, D.V.M.	
NEXT VACCINATION DUE BY:		<input type="checkbox"/> 1 Yr USDA Licensed Vaccine		License Number: 10218	
06/30/21		<input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine		 Veterinarian's Signature	
Month / Day / Year		<input type="checkbox"/> 4 Yr USDA Licensed Vaccine		Address: Access Veterinary Care	
		<input type="checkbox"/> Initial dose <input checked="" type="checkbox"/> Booster dose		6225 42nd Avenue N.	
		236507B		Minneapolis, MN 55422	
		Vaccine Serial (lot) Number		(763) 390-4050	





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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): Lori Christensen

Address: 5230 East St WB Twshp MN 55110

Home Phone: 651.226.1463 Email: macedna@comcast.net

Cell Phone: ↓ Cell Phone: \_\_\_\_\_

#### DOG'S INFORMATION

Dog's Name: Girly Male  Female  Age: 11

Breed: ShepX Color: black/brn

*\*\*\* 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 [Handwritten Signature] Date 05.02.18

#### FOR OFFICE USE ONLY

Dog License Tag #: 283 Rabies Tag #: 002871

Date Issued: 5/2/18 Expiration Date: 4/7/19



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### DOG LICENSE

April 1, 2018 – March 31, 2020

- New Dog License or Renewal - \$20
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- Replacement Tag - \$1

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

#### OWNER'S INFORMATION

Owner's Name(s): Lori Christensen

Address: 5230 East St WB Twshp MN 55110

Home Phone: to Email: macedna@comcast.net

Cell Phone: \_\_\_\_\_ Cell Phone: 651.226.1463

#### DOG'S INFORMATION

Dog's Name: Blu Male  Female  Age: 2

Breed: Catahoula / mix Color: blu grey, white

*\*\*\* 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: [Handwritten Signature] Date: 05.02.18

#### FOR OFFICE USE ONLY

Dog License Tag #: 282 Rabies Tag #: 82883

Date Issued: 5/2/18 Expiration Date: 8/21/20



**Town Board Meeting  
July 16, 2018**

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

**Subject:** VFW On-Sale Liquor License – Approve Township Day On-Sale License Request

**Documentation:** Staff Memo w/attachments

**Action / Motion for Consideration:**

Receive Information / Discuss

Based on Staff Review & Recommendation Approve Issuance of a Temporary On-Sale Liquor License to VFW Post 1782 for the Township Day Event to be held on September 8, 2018 at Polar Lakes Park

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**Minutes  
Town Board Meeting  
August 7, 2018**

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda as follows: 5E) Approve Township Day On-Sale License Request for VFW. Prudhon seconded. Ayes all.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: JULY 12, 2018**

**SUBJECT: VFW TEMPORARY LIQUOR LICENSE**

VFW Post 1782 will again be participating in the Township Day event being held at Polar Lakes Park on September 8, 2018, and are requesting a license to sell beer at the event.

Section 2-7 of Ordinance No. 32 (Liquor) states as follows:

Temporary "on-sale" licenses may be issued to a club or charitable organization, religious, or non-profit organization in existence for at least three (3) years in connection with social events within the Town, for up to three (3) days in accordance with Minnesota Statutes, Section 340A.404, Subd. 10.

The VFW has submitted the following required documentation:

- Application and Permit for a 1 to 4 Day Temporary On-Sale Liquor License;
- Certificate of Insurance listing White Bear Township as a certificate holder; and
- Payment of the \$250.00 fee.

### **Action Requested:**

Approve issuance of a temporary on-sale liquor license to VFW Post 1782 for the Township Day event to be held on September 8, 2018, at Polar Lakes Park.

PSW/s  
cc:admin/add.file  
b:vfw-18



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
VFW Post 1782	1961	410-839-633	
Address	City	State	Zip Code
4496 Lake Ave So.	W.B.L.	MN	55110
Name of person making application	Business phone	Home phone	
Mike Rush	651-426-4944	651-788-5020	
Date(s) of event	Type of organization		
9-8-2018	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Mike Rush	W.B.L.	MN	55110
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.

Polar Lake Park

1271 Hammond Rd. White Bear Township, MN, 55110

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

VFW Post 1782, 4496 So. Ave. W.B.L. MN 55110

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Wilson Mutual Ins. 1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)





**Town Board Meeting  
July 16, 2018**

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

**Subject:** **Night to Unite** – Proclaim Tuesday, August 7, 2018, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 7, 2017, Beginning at 5:30 p.m.

**Documentation:** Proclamation

**Action / Motion for Consideration:**

Receive Information / Discuss

Authorize Execution of the Proclamation by the Town Board Proclaiming Tuesday, August 7, 2018, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 7, 2017, Beginning at 5:30 p.m.



**Night to Unite 2018  
Proclamation**

**WHITE BEAR TOWNSHIP**



WHEREAS, the Minnesota Crime Prevention Association, along with AAA, and local law enforcement agencies are sponsoring a statewide program called Night to Unite on August 7, 2018; and

WHEREAS, Night to Unite is designed to get to know one another in White Bear Township, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in White Bear Township by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of White Bear Township play an important role in assisting the Ramsey County Sheriff's Office through joint crime, drug and violence prevention efforts;

NOW, THEREFORE, I, Chairman Bob Kermes, and WE, Supervisors, Ed Prudhon and Steve Ruzek, DO HEREBY CALL UPON ALL CITIZENS OF WHITE BEAR TOWNSHIP, RAMSEY COUNTY, to participate in Night to Unite on Tuesday, August 7, 2018.

FURTHER, LET IT BE RESOLVED THAT I, Chairman Bob Kermes, and WE, Supervisors, Ed Prudhon and Steve Ruzek, do hereby proclaim Tuesday, August 7, 2018, as Night to Unite in White Bear Township, Ramsey County, Minnesota.

\_\_\_\_\_  
Chairman, Bob Kermes

\_\_\_\_\_  
Supervisor, Ed Prudhon

\_\_\_\_\_  
Supervisor, Steve Ruzek

\_\_\_\_\_  
Date



**Town Board Meeting  
July 16, 2018**

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

**Subject:** **Tour de Hugo** – In Accordance with the Township’s Special Events Policy Approve the Tour de Hugo Community Bike Ride on Saturday, September 22, 2018, Beginning at 9:00 a.m., & Direct the Event Coordinator to Work with the Township Staff Regarding Sign Placement for the Event

**Documentation:** Staff Memo w/attachments

**Action / Motion for Consideration:**

Receive Information / Discuss

In Accordance With the Township’s Special Events Policy Approve the Tour de Hugo Community Bike Ride on Saturday, September 22, 2018, Beginning at 9:00 a.m., & Direct the Event Coordinator to Work with the Township Staff Regarding Sign Placement for the Event Noting That This is the 3<sup>rd</sup> Year of the Event and No Complaints Have Been Received.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: JULY 9, 2018**

**SUBJECT: TOUR DE HUGO – 3<sup>RD</sup> ANNUAL**

Shayla Denaway, Park Planner for the City of Hugo, has contacted me regarding receiving approval from the Township to have one of their routes involved in the Tour de Hugo run on Township streets. The event will be held on Saturday, September 22<sup>nd</sup>, and Shayla anticipates that bicyclists will be on Township streets between 9:00 a.m. and 10:30 a.m. that morning.

In accordance with the Township's Special Events Policy, the following items have been submitted:

- Certificate of Insurance listing White Bear Township as an additional insured
- Race course

Shayla also states that the Washington County Sheriff's Department will provide the law enforcement presence on the route.

**\*\*Note:** No complaints have been received regarding this event.

PSW/s  
cc:admin.file  
b:tourdehugo18

## **Patti Walstad**

---

**From:** Shayla Denaway  
**Sent:** Friday, June 29, 2018 11:19 AM  
**To:** Patti Walstad  
**Subject:** Tour de Hugo  
**Attachments:** WB Township\_TDH 2018 Ins Cert.pdf; Tour De Hugo 2018 Routes (Metric Century).pdf

Hello Patti,

On behalf of the event organizers, the City of Hugo is looking to apply for a permit for the Tour de Hugo community bike ride again this year. We are looking to hold it on Saturday, September 22. One of the routes includes roadways in the Township on the south side of Bald Eagle Lake. We anticipate 70-90 riders to participate in this route. We estimate that riders would be travelling through the Township between 9:00am and 10:30am. Altogether, this route is 62 miles long and we expect that only very experienced riders who are comfortable bicycling on road to participate. Vehicle traffic will not be stopped. Riders are required to obey all traffic laws. Law enforcement presence is provided by Washington County Sheriff's Department.

A map of the route and a certificate of liability insurance is attached. Let me know if there is any other documentation or info I should provide to submit our permit application. Feel free to call me at 651-762-6342.

Thank you for your consideration! Have a great weekend!

### **Shayla Denaway**

**PARKS PLANNER**

**CITY OF HUGO - MINNESOTA**

14669 Fitzgerald Ave. N., Hugo, MN 55038

o: 651.762.6342 | [www.ci.hugo.mn.us](http://www.ci.hugo.mn.us)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Beulke Insurance Agency, Inc. 4782 Washington Avenue  White Bear Lake MN 55110		<b>CONTACT NAME:</b> Gordon Beulke <b>PHONE (A/C, No, Ext):</b> 651-429-3383 x205 <b>FAX (A/C, No):</b> (651) 429-0843 <b>E-MAIL ADDRESS:</b> gordy@beulkeagency.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> League of Mn Cities Ins Trust	<b>NAIC #</b> 0019
<b>INSURED</b> City Of Hugo 14669 Fitzgerald Ave No  Hugo MN 55038		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL1812602870

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	CMC 1001891-2	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CMC 1001891-2	3/1/2018	3/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			MEL 1001892	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	WC 1001890	3/1/2018	3/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,500,000 E.L. DISEASE - EA EMPLOYEE \$ 1,500,000 E.L. DISEASE - POLICY LIMIT \$ 1,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of White Bear, its officers, employees and assigns are named as Additional Plan Participants as respects the Tour de Hugo 2018

**CERTIFICATE HOLDER****CANCELLATION**

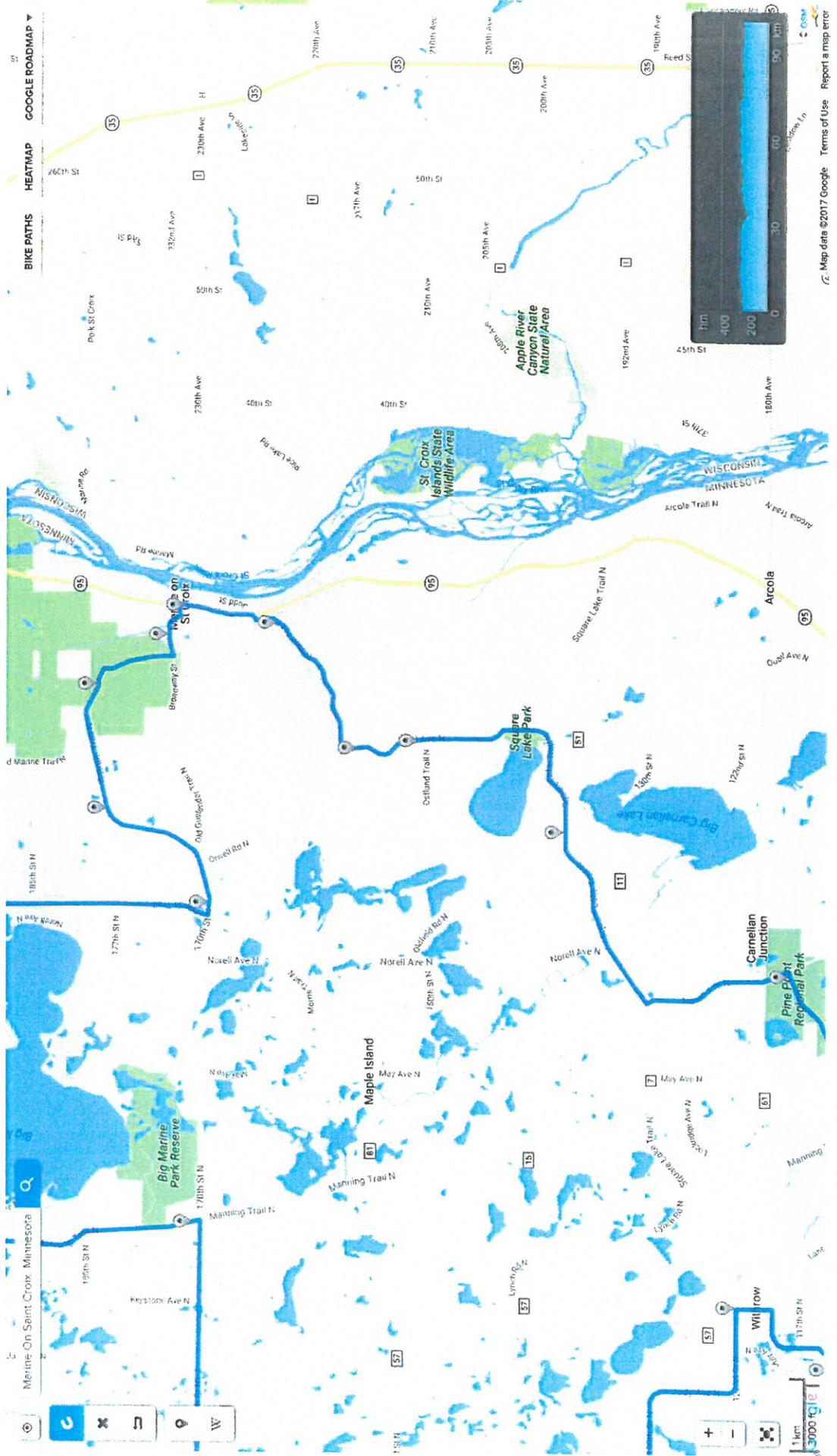
Town of White Bear 1281 Hammond Road White Bear Townhsip, MN 55110	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE B Schumacher/C01
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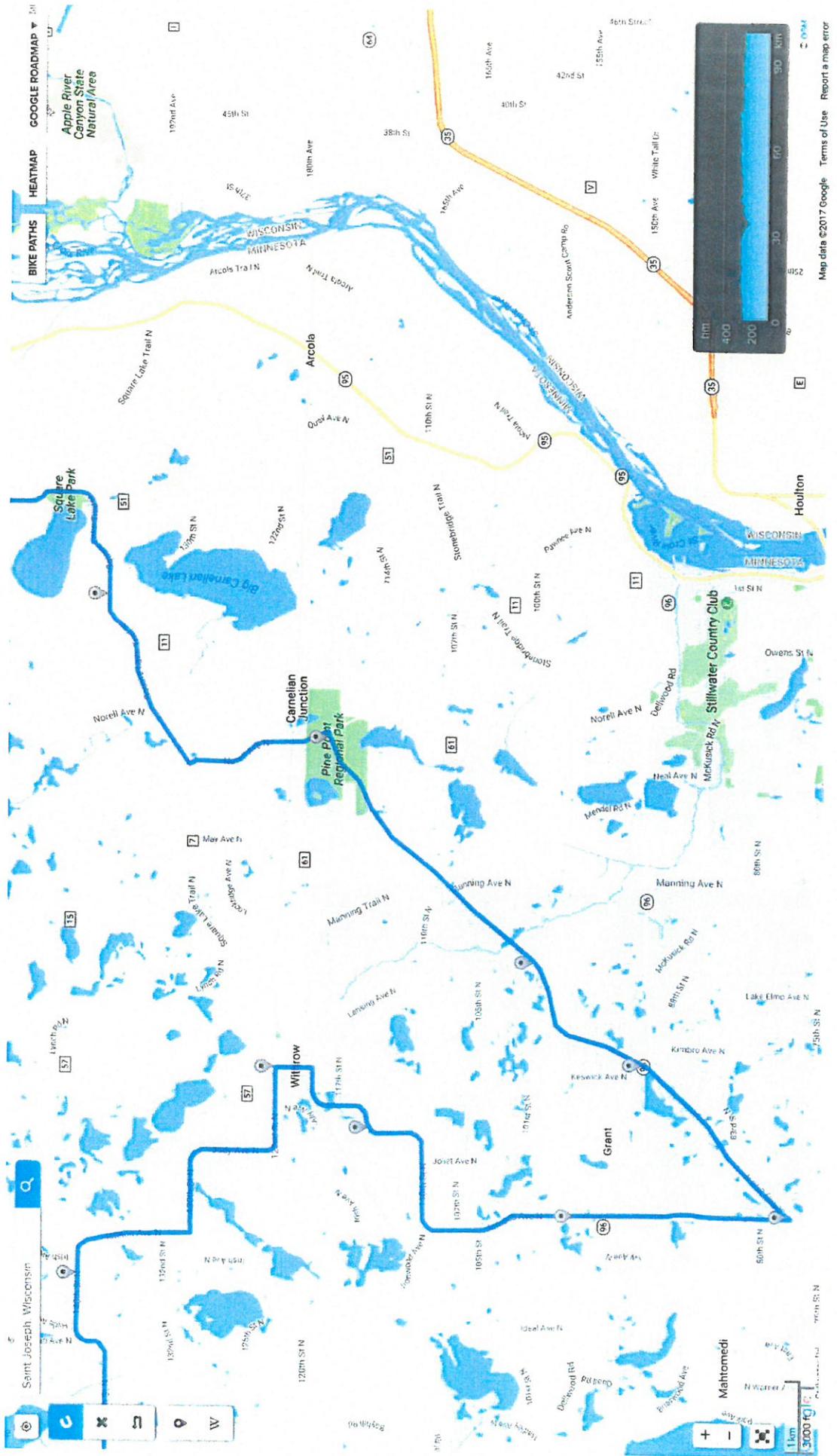




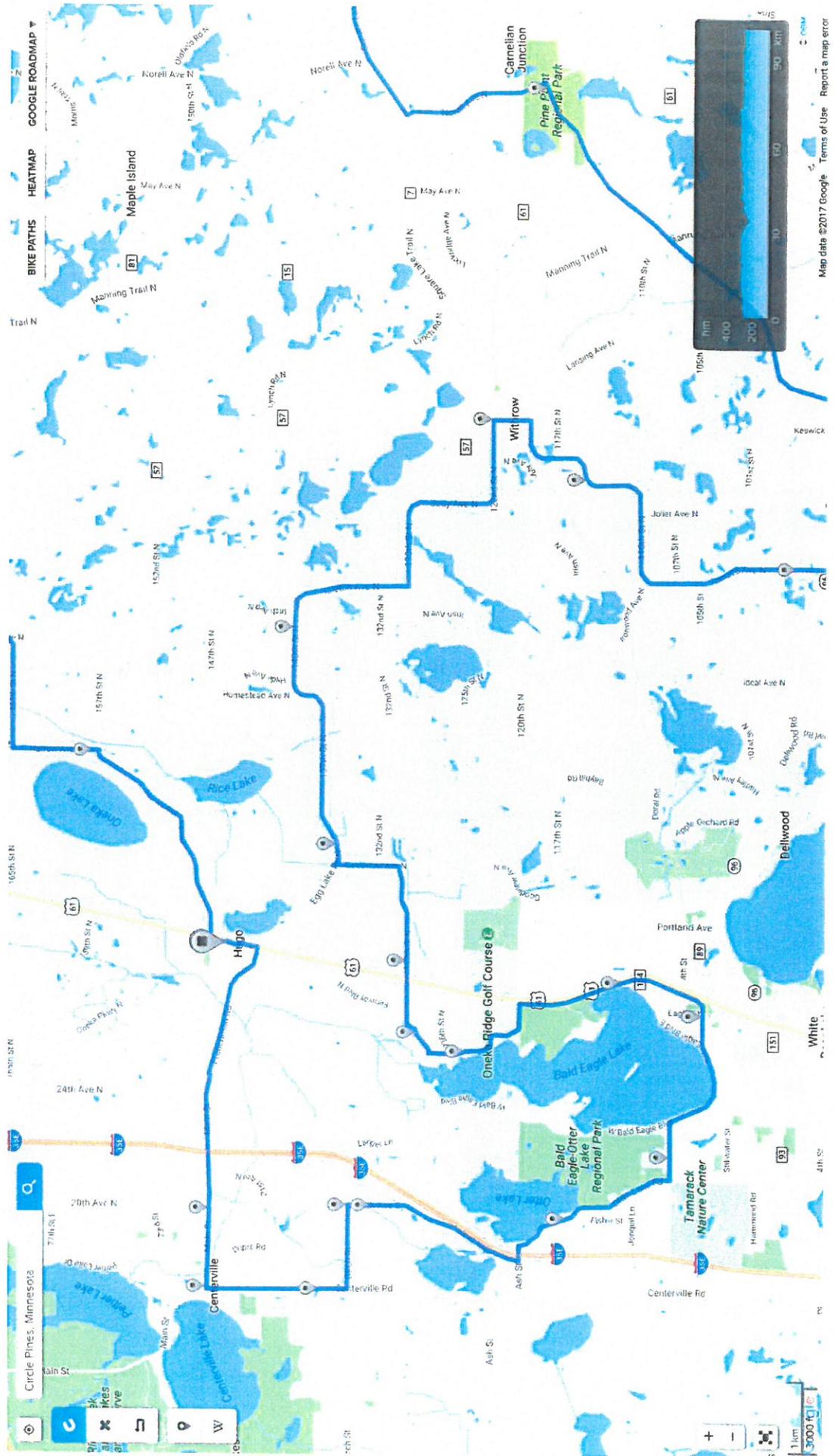
# Tour de Hugo Metric Century Route



# Tour de Hugo Metric Century Route



# Tour de Hugo Metric Century Route



**WHITE BEAR TOWNSHIP  
SPECIAL EVENTS POLICY**

WHEREAS THE TOWN BOARD RECEIVES REQUESTS FROM ORGANIZATIONS FOR SPECIAL EVENTS THAT ARE HELD IN WHITE BEAR TOWNSHIP, THE FOLLOWING POLICY IS HEREBY ESTABLISHED:

- 1) All special events held within the Town limits shall require Town Board approval.
- 2) Applicants shall submit a written request explaining their request, including the date, time of day, maximum number of attendees, responsible person (name and day time phone number), and all streets they are requesting to use during the event.
- 3) The applicant shall submit a Certificate of Insurance for General Liability, in the maximum amount provided by law, naming the Town of White Bear **as an additional insured** for the event. Certificate shall be stated as follows:

**“TOWN OF WHITE BEAR, ITS OFFICERS,  
EMPLOYEES AND ASSIGNS”.**
- 4) Applicant's request shall include a statement regarding their contact with and approval (if required), from all agencies that may be involved with the event (i.e. RAMSEY COUNTY SHERIFF'S DEPARTMENT; RAMSEY COUNTY PARKS & RECREATION DEPARTMENT, RAMSEY COUNTY PUBLIC WORKS DEPARTMENT, WHITE BEAR LAKE FIRE DEPARTMENT, ETC.)
- 5) Applicant shall provide route notification to the residents and businesses in the affected neighborhoods by way of temporary signs along the route, as directed by the Town Board, a minimum of 5 days in advance of the event. Spraying paint on roads, telephone poles and sidewalks is prohibited - chalk is acceptable. Permanent road signage such as speed limit signs and directional signs shall not be covered by event signage.
- 6) Applicant shall be responsible for clean up of all debris, litter, etc., resulting from the event. Applicant shall remove all temporary signage immediately after the event.
- 7) All of the above information must be submitted to the Township Office a minimum of 30 days prior to the Town Board Meeting at which the application will be considered – incomplete applications will not be considered. The 30 day requirement may be waived by the Town Board by petition of the applicant for special circumstances.
- 8) White Bear Township reserves the right to revoke all permits granted.

APPROVED BY THE TOWN BOARD MAY 3, 1999; Amended May 6, 2002, June 2, 2003 & **October 3, 2011**

RAMSEY COUNTY SHERIFF'S DEPARTMENT	651-266-7300 / or 651-484-3366
RAMSEY COUNTY PUBLIC WORKS DEPARTMENT	651-266-7100
RAMSEY COUNTY PARKS & RECREATION DEPARTMENT	651-748-2500
WHITE BEAR LAKE FIRE DEPARTMENT	651-429-8568



**Town Board Meeting  
July 16, 2018**

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

**Subject: 2<sup>nd</sup> Quarter Financial Report – Receive Finance Officer Report**

**Documentation: Finance Officer Report**

**Action / Motion for Consideration:**

Receive Information / Discuss

Receive Finance Officer Report

## MEMORANDUM

Date: July 10, 2018,  
 To: Town Board  
 From: Tom Kelly, Finance Officer  
 Re: Second Quarter 2018 Financial Report

In June, the Town received a positive report from the Town's auditors on the Town's 2017 audit, which has been submitted to GFOA for the Certificate of Achievement award and used to generate the Annual Town Popular Report, which will be mailed with the next utility billing cycle. If the Town is awarded the Certificate of Achievement award, it will be the 22<sup>nd</sup> consecutive year the Town has received the award and the 4<sup>th</sup> consecutive year for the Popular Report award. Now that the second quarter is complete, it is time to update the Board on the Town's year-to-date finances. The key to the Town's finances are that even though we are 50% through the year, revenues and expenditures do not flow evenly through the year. There are some one time expenditure spent at the beginning of the year which makes the Town look like it will over spend its budget, for example the Debt Service Funds, but over the course of the year will actually be in line with budgeted amounts. Likewise, on the revenue side the major revenue source is property taxes and special assessments, which are received in July and December. In addition, utility billing revenues are only received once a quarter. Last year, Debt Service Fund revenue was 163% due to one-time transfers to fund debt retirements. Below is a chart comparing budget to actual revenue and expenditures for the years 2017 and 2018.

Revenues	2017 Budget	2017 Actual	% Received	2018 Budget	2018 Actual	% Received
General Fund	439,465.98	628,198.59	142.95%	408,396.00	590,916.51	144.69%
Debt Service Funds	395,684.50	645,995.87	163.26%	114,324.00	98,824.23	86.44%
Capital Project Funds	529,556.00	220,656.63	41.67%	587,628.50	341,709.14	58.15%
Enterprise Funds	1,841,066.00	1,600,523.89	86.93%	2,084,406.00	1,744,311.25	83.68%
Internal Service Fds	287,382.50	549,405.54	191.18%	408,123.50	564,546.83	138.33%
<b>Total</b>	<b>3,493,154.98</b>	<b>3,644,780.52</b>	<b>104.34%</b>	<b>3,602,878.00</b>	<b>3,340,307.96</b>	<b>92.71%</b>

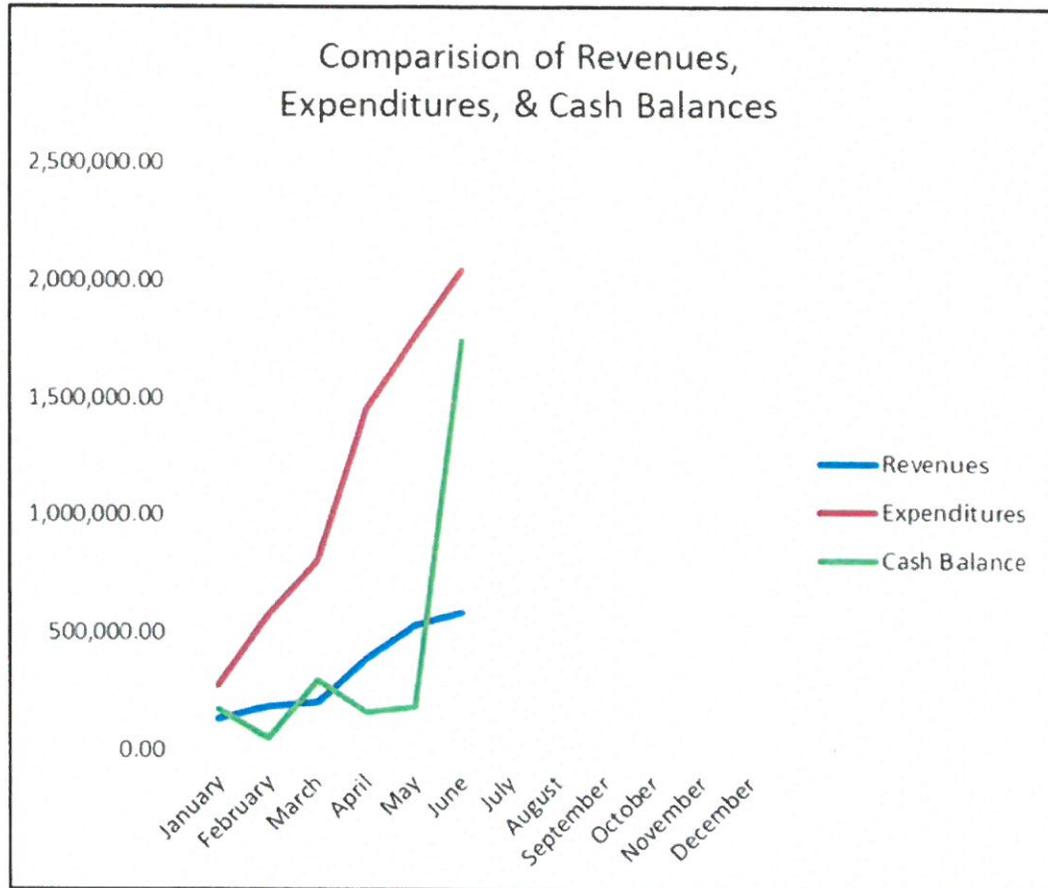
  

Expenditures	2017 Budget	2017 Actual	% Spent	2018 Budget	2018 Actual	% Spent
General Fund	1,939,465.98	1,880,580.97	96.96%	2,021,742.00	2,044,446.00	101.12%
Debt Service Funds	467,698.50	746,394.18	159.59%	170,175.50	330,164.35	194.01%
Capital Project Funds	714,363.50	579,181.42	81.08%	634,966.50	367,959.11	57.95%
Enterprise Funds	3,821,708.00	2,367,555.59	61.95%	2,463,223.50	1,546,952.60	62.80%
Internal Service Fds	248,287.50	192,039.17	77.35%	468,792.50	82,132.21	17.52%
<b>Total</b>	<b>7,191,523.48</b>	<b>5,765,751.33</b>	<b>80.17%</b>	<b>5,758,900.00</b>	<b>4,371,654.27</b>	<b>75.91%</b>

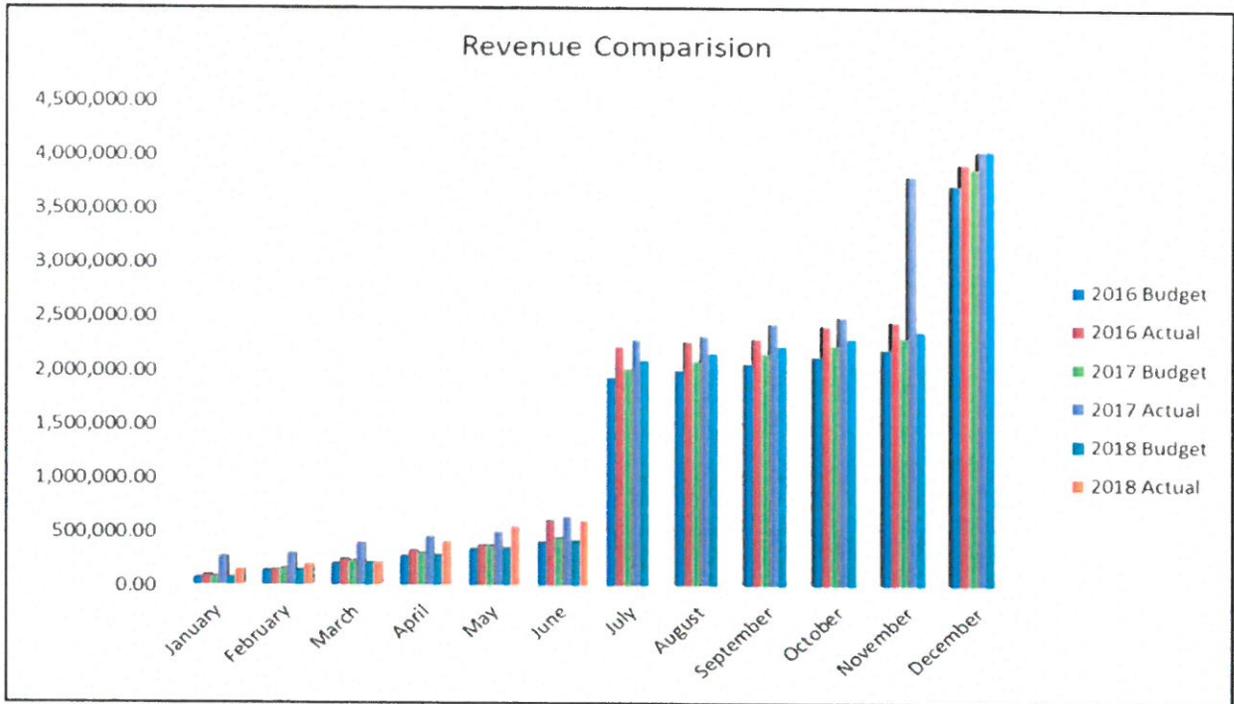
It should be noted that the budget amounts are for half the fiscal year and the actual is year to date. The rest of the report will detail the revenues and expenditures of each of the fund types.

## GENERAL FUND

Through the second quarter, revenues and expenditures are above budget projections, which is shown in future charts. However, the chart below shows how revenues are below expenditures levels for the first half of the year which is typical until the Town receives its first half property tax payment in July. In addition, one can see how the Town depends on reserves (cash balances) until that tax payment is received. The increase in cash from April through June is from receiving an advance payment of the July tax settlement, not from revenues.

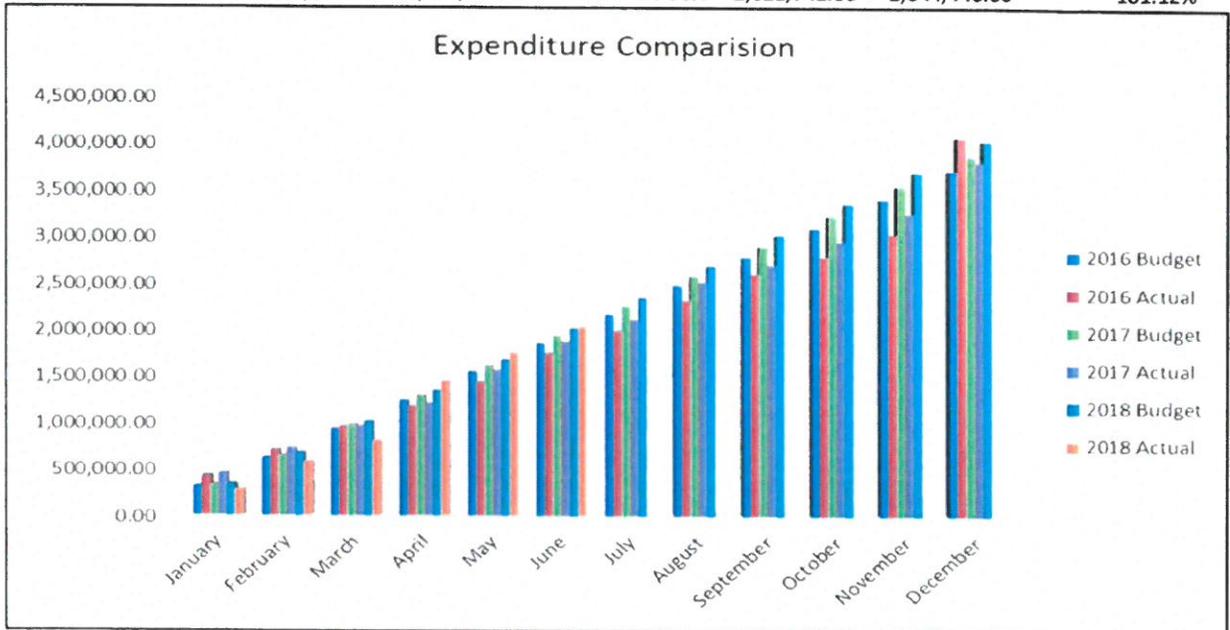


For the year, the Town has received 14.61% of the budgeted revenue through the end of June, which is a bit behind last year at this time. Revenues are below 2017 revenues due to the loss of antenna lease revenues. Licenses and permits have collected 73.65% of their budgets so far, which is ahead of 2017. Also in 2018 rental and dog licenses were renewed, which generated \$16,717.00 in revenue in 2018 compared to \$1,222.00 in 2017. Intergovernmental revenues include cable TV Franchise Fees, which were collected during the second quarter for \$105,789 when only \$82,000 was budgeted. The chart on the following page compares budget to actual revenues for the last three years. For this chart, the monthly revenues are ½ of the total revenue budget with the exception of property taxes, which are included in the July, and December budget numbers only.



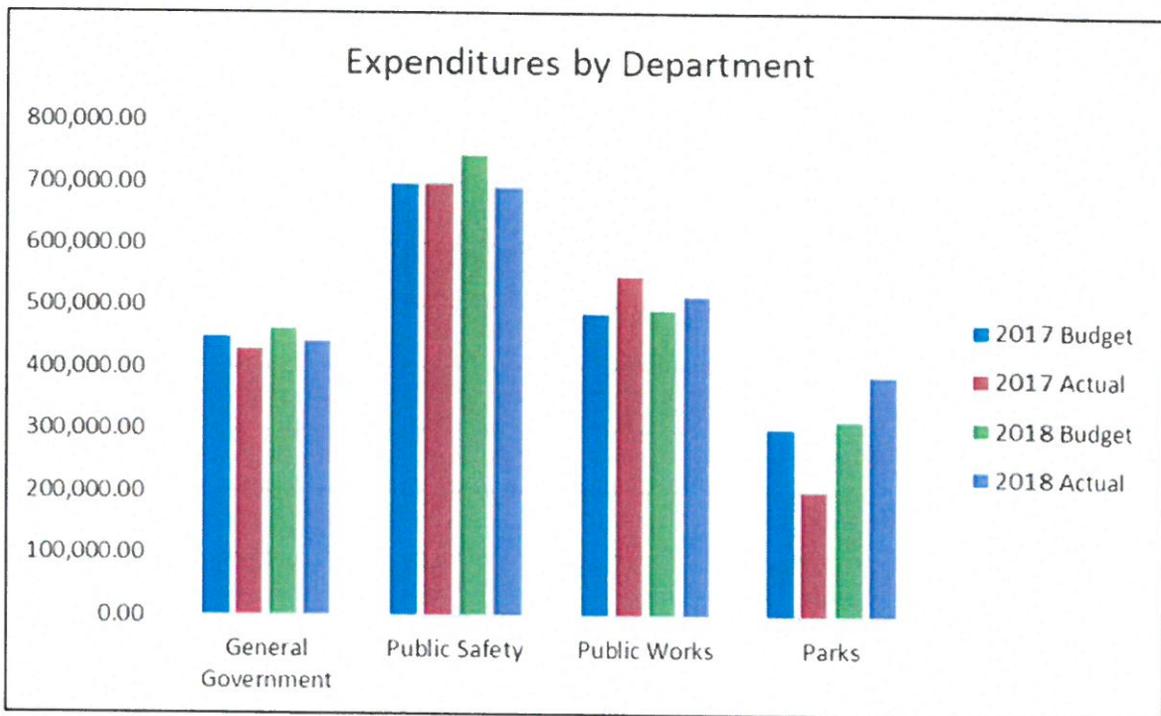
Actual expenditures for the quarter are below the 2018 and 2017 budget but above 2017 actual amounts as shown in the charts below:

	2017 Budget	2017 Actual	% Spent	2018 Budget	2018 Actual	% Spent
General Government	450,200.00	430,500.83	95.62%	464,121.00	442,881.88	95.42%
Public Safety	698,389.00	697,491.13	99.87%	744,631.50	693,268.78	93.10%
Public Works	487,542.00	549,300.36	112.67%	495,252.00	518,106.47	104.61%
Parks	303,335.00	203,288.65	67.02%	317,737.50	390,188.87	122.80%
<b>Total</b>	<b>1,939,466.00</b>	<b>1,880,580.97</b>	<b>96.96%</b>	<b>2,021,742.00</b>	<b>2,044,446.00</b>	<b>101.12%</b>



If expenditures were spent evenly throughout the year, the Town should have spent 50% of its budget, which is the budget amounts in the previous charts. The only activities over 50% spent of their budgets after the 2<sup>nd</sup> quarter are community development due to the comprehensive Plan update, code enforcement, public works, town buildings, and park maintenance which are all due to one-time expenditures for their equipment rental fee paid to the Town's Capital Equipment Fund and a one-time transfer to the Capital Projects Funds for the Town's annual sealcoat project. These one-time transfers were completed in April.

The bad new is that there are expenditures that occur during the summer months, such as, beach operations and part-time public works summer help, all of which will increase expenditures in the coming months for both public works and parks and already have both departments above actual expenditure for last year at this time as shown in the chart below. As the year progresses, staff will monitor these department to keep within budget levels.



Overall, the General Fund appears to be in good shape through the first half of the year. However, we will need to watch some expenditures as we progress through 2018. Based on 1<sup>st</sup> half performance of revenues and expenditures, staff feels both should finish the year near budget amounts.

**DEBT SERVICE FUNDS**

On February 1<sup>st</sup> the Town paid its 2018 debt obligations of \$650,000.00 in principal and \$26,842.50 of interest. The Town now has \$1,640,000.00 in outstanding debt. The next scheduled debt payment is the interest only payment of \$18,747.50 due August 1<sup>st</sup>. Funding comes from Water Utility Fund revenues as well as property taxes, special assessments, and tax increments, which the Town will receive with the first half 2018 property tax settlement in

July. The \$98,824.23 in revenues received through the second quarter are from the budgeted transfers from other Town funds for their share of the debt payments, first quarter prepaid special assessments, and first quarter interest earnings.

### **CAPITAL PROJECT FUNDS**

Revenues received are from first quarter prepaid special assessments, first quarter interest earnings, the billboard lease in the Community Park Fund, and a transfer from the Town's General Fund for the Town's annual sealcoating project and park improvements. The expenditures are transfers from the Town's EDA Fund to the Debt Service Funds for their share of 2018 bond payments. The Town will have expenditures for the sealcoating project in the 3<sup>rd</sup> quarter.

### **ENTERPRISE FUNDS**

The Town's Enterprise Funds second quarter financial information is as follows:

Enterprise Funds						
Revenues	2017	2017	%	2018	2018	%
	Budget	Actual	Received	Budget	Actual	Received
Water Fund	1,568,845.00	640,471.00	40.82%	1,648,241.00	674,774.48	40.94%
Sanitary Sewer Fund	1,716,760.00	711,260.67	41.43%	1,969,845.00	829,013.51	42.09%
Storm Water Fund	396,527.00	248,792.22	62.74%	550,726.00	240,523.26	43.67%
<b>Total</b>	<b>3,682,132.00</b>	<b>1,600,523.89</b>	<b>43.47%</b>	<b>4,168,812.00</b>	<b>1,744,311.25</b>	<b>41.84%</b>
Expenses						
	2017	2017	%	2018	2018	%
	Budget	Actual	Spent	Budget	Actual	Spent
Water Fund	3,029,456.00	1,019,648.55	33.66%	1,766,378.00	606,451.20	34.33%
Sanitary Sewer Fund	3,538,897.00	1,239,996.46	35.04%	2,394,814.00	820,505.89	34.26%
Storm Water Fund	1,075,063.00	107,910.58	10.04%	765,255.00	119,995.51	15.68%
<b>Total</b>	<b>7,643,416.00</b>	<b>2,367,555.59</b>	<b>30.98%</b>	<b>4,926,447.00</b>	<b>1,546,952.60</b>	<b>31.40%</b>

Revenues for the first half of the year are above last year revenues due to the rate increases in all utilities funds. Expenses for the year are similar to prior year expenses, except in 2016 and 2017 when the water tower painting and sewer-lining projects created much higher expenses than in 2018 in the water and sanitary sewer funds. Keeping in mind that the expense budget for the Enterprise Funds includes depreciation, which is not recorded until year-end. Again, nothing is unusual from the budget through the first half of the year for the Enterprise Funds.

### **INTERNAL SERVICE FUNDS**

The Town's Town Building, Capital Equipment, and Risk Management Funds have collected their one-time fees from the General Fund and Enterprise Funds, thus they have collected 69.16% of their revenues, with only interest earnings for the year to be recorded.

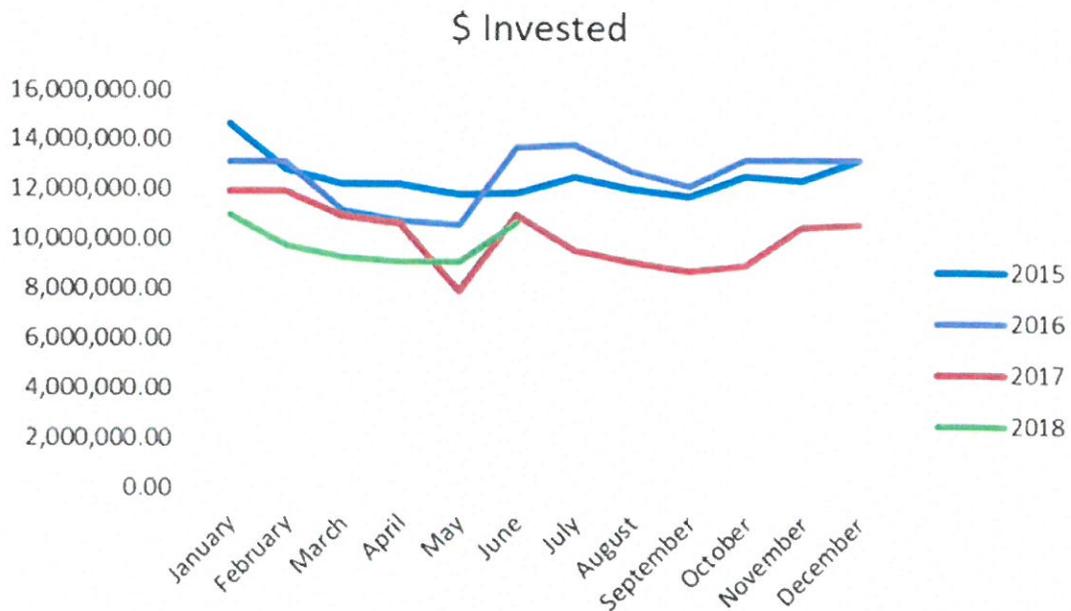
The Town Building Fund has spent some funds on improvements to the fuel storage equipment and the Capital Equipment Fund has spent \$20882.20 or 5.29% of their budget so far.

The Risk Management Fund has paid the worker's compensation premiums, but not any of the 2018 other insurance premiums, so its expense activity is only 37.28% spent for the year. Premiums are anticipated to cost the Town \$120,135.00, which is a decrease of \$26,240 from 2017. All of 2018 the worker's compensation premiums were paid for \$40,226.00 compared to \$31,579.00 in 2017, \$51,254.60 in 2016 and \$43,481.00 for 2015. The increase is due to

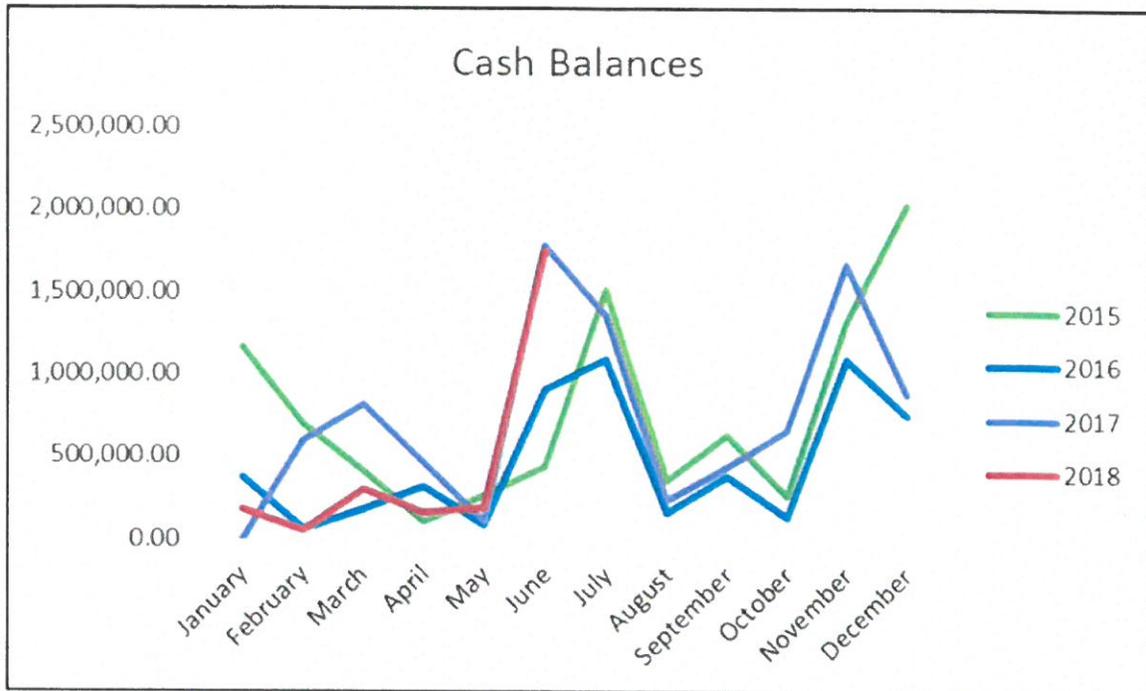
increased wages from adding an additional public works position and reclassifying the accounting clerk position to an accounting analyst position at a higher pay rate. Overall, the Risk Management fund has spent 37.28% of its 2018 budget.

**CASH AND INVESTMENTS**

Finally, the Town had \$10,720,819.38 invested as of June 30<sup>th</sup>. This compares to \$11,023,673.43 invested last year at this time. The investments had an average interest rate of 2.763% compared to 3.078% last year. Even though interest rates have move up slightly from last year the Town had some higher rate investments mature resulting in a lower average interest rate so far in 2018. The chart below shows the Town's invested funds for the last four years.



The other factor and equally important as funds invested is the Town's cash in the bank. These are the funds the Town uses to pay its bills each month. Since the Town receives the majority of its money in July and December from tax settlements, it is not unusual for the Town to have a large amount of cash available in those months with the funds being drawn down in the proceeding months. Depending on expenditures and other revenues collect the Town may draw on its investments to help meet its cash needs, as was the case during the first half of 2018. The chart on the following page demonstrates the cash flow for the Township.



### **CONCLUSION**

The Township had a typical first half of the year financially. Through the second quarter, it appears revenues could finish the year close to or slightly below budgeted amounts for most revenue sources, as will expenditures. The exception to this could be the Enterprise Funds where revenues are higher than anticipated due to the rate increases. The Township has sufficient cash and investments to meet its obligations until the Township receives its first tax settlement in July, however investment earnings remains low. Therefore, it would appear the Township is in good financial shape for 2018.



**Town Board Meeting  
July 16, 2018**

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

**Subject:** League of Minnesota Cities Liability Coverage – Approve Waiver of Liability Form

**Documentation:** Finance Officer Memo  
Waiver Form

**Action / Motion for Consideration:**

Receive Information / Discuss

Based on Staff Review & Recommendation Approve the Selection of “DOES NOT WAIVE” the Monetary Limits on Municipal Tort Liability as Established by Minnesota Statutes 466.04 on the Renewal Application with the LMCIT

-----  
**Minutes  
Town Board Meeting  
August 7, 2018**

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda as follows: 5C) Approve Waiver of the League of Minnesota Cities Liability From. Prudhon seconded. Ayes all.

## MEMORANDUM

Date: July 12, 2018  
To: Town Board  
From: Tom Kelly, Finance Officer  
Re: LMCIT Liability Coverage – Waiver Form

The Town is currently in the renewal process of its property and liability insurance package with the League of Minnesota Cities Insurance Trust (LMCIT) for 2018 - 2019. As part of this renewal process the Town must decide if it wishes to waive or not waive the statutory tort limits.

If the Town DOES NOT WAIVE the monetary limits on municipal tort liability then an individual claimant could not recover more than \$500,000 and the total which all claimants could recover would be limited to \$1,500,000. These limits would be on only those claims which the statutory tort limits apply.

If the Town WAIVES the monetary limits it would then be subject to up to \$1,500,000 on an individual claimant but the total for all claimants would still be limited to \$1,500,000 regardless of the number of claimant.

The Town currently carries \$1,500,000 in liability coverage from the LMCIT. The Town does not currently purchase excess liability insurance at this time.

Staff recommends Town Board approval to select DOES NOT WAIVE the monetary limits on municipal tort liability as established by Minnesota Statutes 466.04 on the renewal application with the LMCIT.



## LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

WHITE BEAR TOWNSHIP  
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 7/16/18

Signature Tom Kelly

Position FINANCE OFFICER





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

July 11, 2018

Honorable Chairman and Town Board  
White Bear Township, Minnesota

Re: XcelEnergy Permit Application  
5395 Reed Place  
White Bear Township, Minnesota  
TKDA Project No. 16627.000

Dear Board Members:

XcelEnergy has applied for a permit to replace cable service for residence at 5395 Reed Place. The project is in two phases and will require directional boring. The maps show entire project.

We recommend approval with the following conditions:

1. Contractor must protect resident driveway during the boring activity.
2. Contractor must protect Reed Place during boring activities.
3. Contractor must protect the storm sewer pipe along east side of Reed Place.
4. Contractor must protect sewer and water services on Reed, Ross and Barry.
5. Contractor must run the cable behind all hydrants when it goes past them.
6. C.R H2 is under the Jurisdiction of Ramsey County and may require a permit from them.
7. Disturbed areas shall be restored equal to or better than original condition.
8. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
9. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski'.

Jim Studenski, P.E.  
Town Engineer

Enclosures



828 Rice St.  
St. Paul MN 55117

July 11, 2018  
Designer; Brad Lynam  
Phone 651 229-5571

<sup>95</sup>  
~~5359~~ Reed Pl  
W/O# 101681151

To; White Bear Lake Township  
1281 Hammond Rd  
White Bear Twp 55110

Xcel Work Order # 101681151

Application is hereby made for permission to replace, construct, and thereafter maintain:

1. An underground service replacement in the area of 5395 Reed Pl.
2. Bore in 500' of #2 AL 1phase cable from T01 to Fo1 ASAP. Then 1500' from T01 to T06 in the near future (Set attached sketch)
3. Work to be started after July 25<sup>th</sup> and completed December 31<sup>st</sup> 2018

Application approved:

Application submitted by:

**XCEL ENERGY**

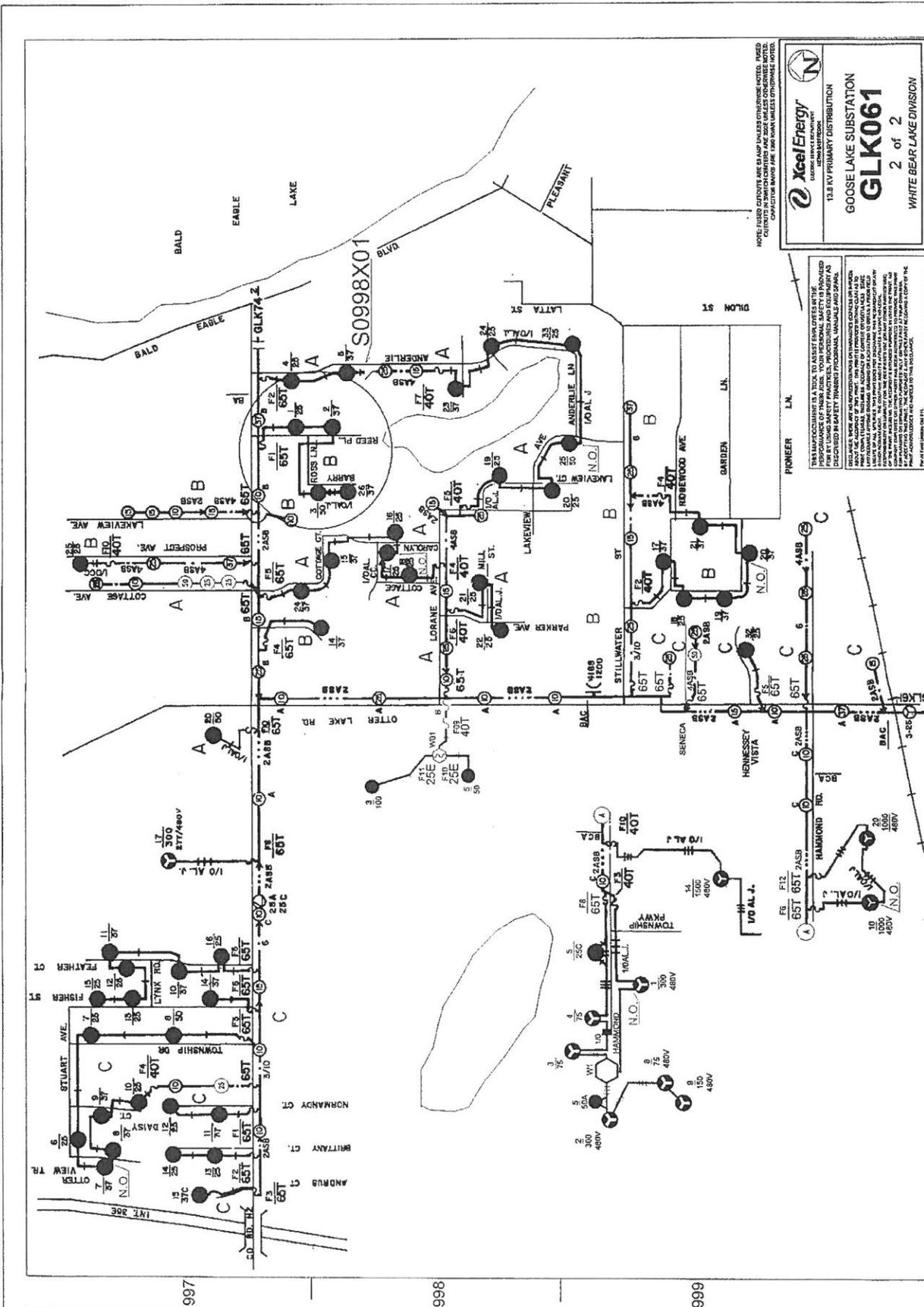
By: \_\_\_\_\_

\_\_\_\_\_

Brad Lynam

Electric Distribution Designer  
825 Rice St St Paul Mn 55117  
651-229-5571

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

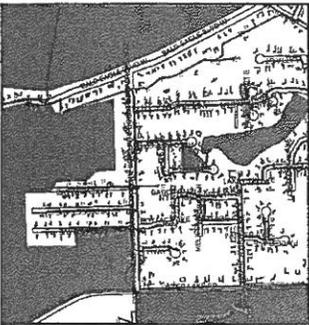


NOTE: FUSES - CONTACT THE 65 AND 40KV FUSES CONTACTS. THESE FUSES ARE NOT TO BE OPENED UNLESS OTHERWISE NOTED. CONTACTS IN SWITCH GEAR ARE 20KV UNLESS OTHERWISE NOTED. CONTACTS IN SWITCH GEAR ARE 10KV UNLESS OTHERWISE NOTED.

**XcelEnergy**  
 13.8 KV PRIMARY DISTRIBUTION  
**GOOSE LAKE SUBSTATION**  
**GLK061**  
 2 of 2  
 WHITE BEAR LAKE DIVISION

THIS DOCUMENT IS A TOOL TO ASSIST ENGINEERS IN THE DESIGN OF ELECTRICAL SYSTEMS. IT IS NOT A SUBSTITUTE FOR THE DESIGNER'S PROFESSIONAL JUDGMENT AND SHOULD BE USED IN CONJUNCTION WITH THE DESIGNER'S KNOWLEDGE AND EXPERIENCE. THE DESIGNER IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DOCUMENT. THE INFORMATION IS PROVIDED AS IS, WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DOCUMENT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AGENCIES.

Escalated Cable Replacement  
 3395 Reed Pl White Bear Lake  
 Feeder, GLK061/C/7.97Kva  
 Directional Bore, bore in 500' of #2 AL, 1-phase cable from  
 T01 to F01  
 Terminations, 2 terminations at F01 and T01  
 Replace basement at T01  
 Restorations.



Brad Lyrum  
 O (651) 229-5517

Work Order Information	
Service Request #	: 00000794280
Design Number	: 233510
Designer/Planner ID	: Brad Lyrum
Designer/Planner Name	: Brad Lyrum
Designer/Planner P#	: (651) 229-5571
Manager Approval	: [Signature]
E:	C:
T:	C:
Division	: White Bear Lake
County	: Ramsey
City	: White Bear Lake
Address	: 3395 Reed Pl
T: 30N	R: 22W
S: 10	Permit :
Map #	: 50977
Feeder: Bear Hops	Voltage: 500 Volts
Phase: See Notes	Blup Bay ID:
System	: Gas
Size	: Material :
Dead End	: Pressure :
Work Order #	:
Date: 07/10/2019	Scale: 1" equals 100'
Sketch #	: Of # Sketch Date

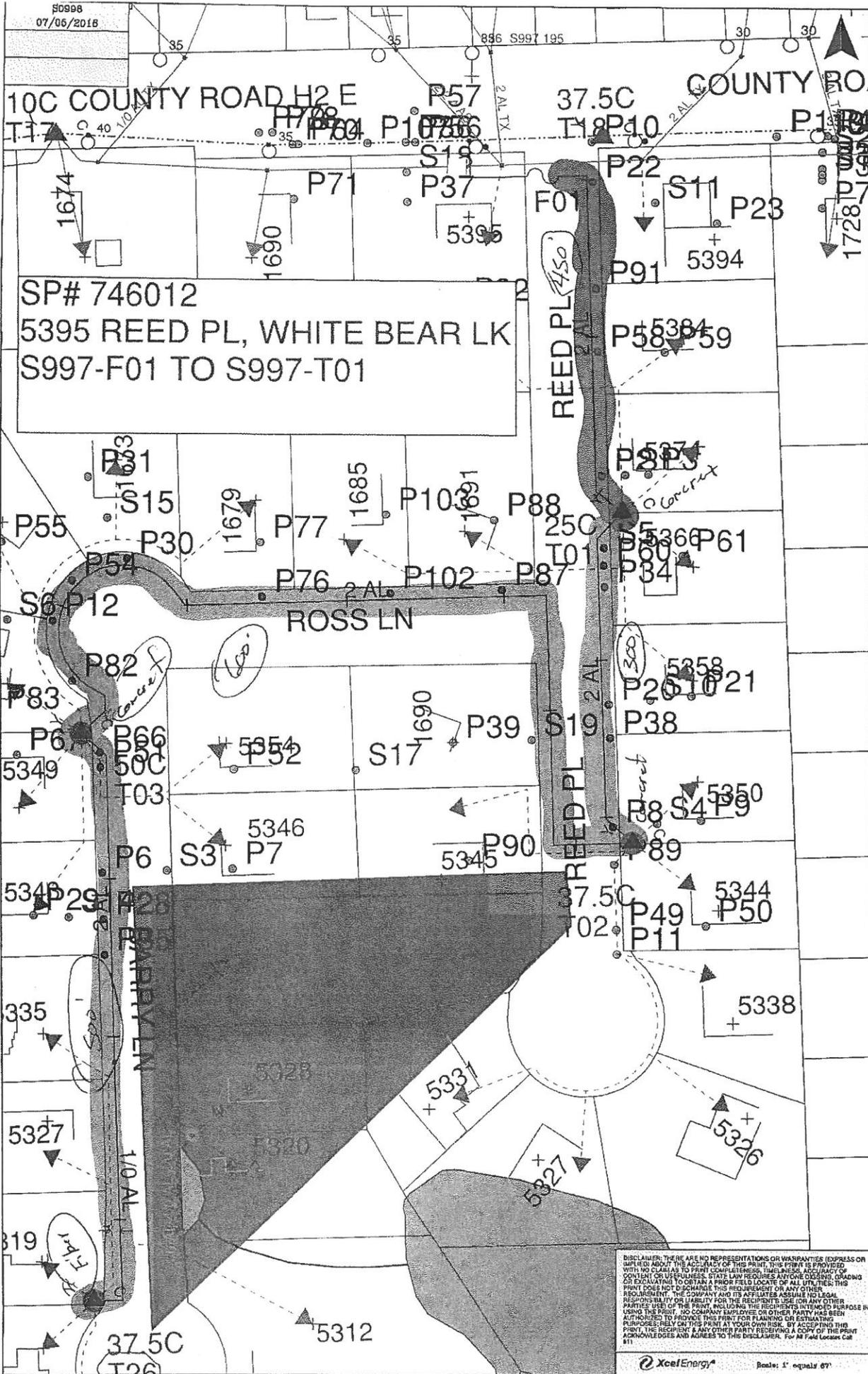


**CONSTRUCTION USE ONLY**  
 NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL ORD MUST HAVE ACTUAL  
 MEASUREMENTS FROM THE FIELD SITE)

RFC  
 FOREMAN \_\_\_\_\_ DATE \_\_\_\_\_  
 TEAM LEADER \_\_\_\_\_



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SP# 746012  
 5395 REED PL, WHITE BEAR LK  
 S997-F01 TO S997-T01

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**Town Board Meeting  
July 16, 2018**

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

**Subject:** **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Cable Service for the Residence at 1736 Garden Lane Which Will be Completed in Two Phases & Will Include Directional Boring

**Documentation:** Town Engineer Correspondence w/ map

**Action / Motion for Consideration:**

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Cable Service for the Residence at 1736 Garden Lane Which Will be Completed in Two Phases & Will Include Directional Boring



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

July 12, 2018

Honorable Chairman and Town Board  
White Bear Township, Minnesota

Re: XcelEnergy Permit Application  
1736 Garden Lane  
White Bear Township, Minnesota  
TKDA Project No. 16627.000

Dear Board Members:

XcelEnergy has applied for a permit to replace cable service for residence at 1736 Garden Lane. The project is in two phases and will require directional boring. The maps show the entire project.

We recommend approval with the following conditions:

1. Contractor must protect resident driveway during the boring activity.
2. Contractor must protect Garden Lane during boring activities.
3. Contractor must protect the storm sewer pipe throughout the area.
4. Contractor must protect sewer and water services along entire construction route.
5. Contractor must run the cable behind all hydrants when it goes past them.
6. Disturbed areas shall be restored equal to or better than original condition.
7. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
8. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink that reads "Jim Studenski".

Jim Studenski, P.E.  
Town Engineer

Enclosures



828 Rice St.  
St. Paul MN 55117

July 11, 2018  
Designer; Brad Lylum  
Phone 651 229-5571

1736 garden lane  
W/O# 101680981

To; White Bear Township  
1281 Hammond Rd  
White Bear Twp 55110

Xcel Work Order # 101680981

Application is hereby made for permission to replace, construct, and thereafter maintain:

1. An underground service replacement in the area of 1736 garden lane
2. Bore in 500' of #2 AL 1phase cable from T24 to T25 ASAP. Then 1600' from T24 to T26 in the near future (Set attached sketch)
3. Work to be started after July 25<sup>th</sup> and completed December 31<sup>st</sup> 2018

Application approved:

Application submitted by:

**XCEL ENERGY**

By: \_\_\_\_\_

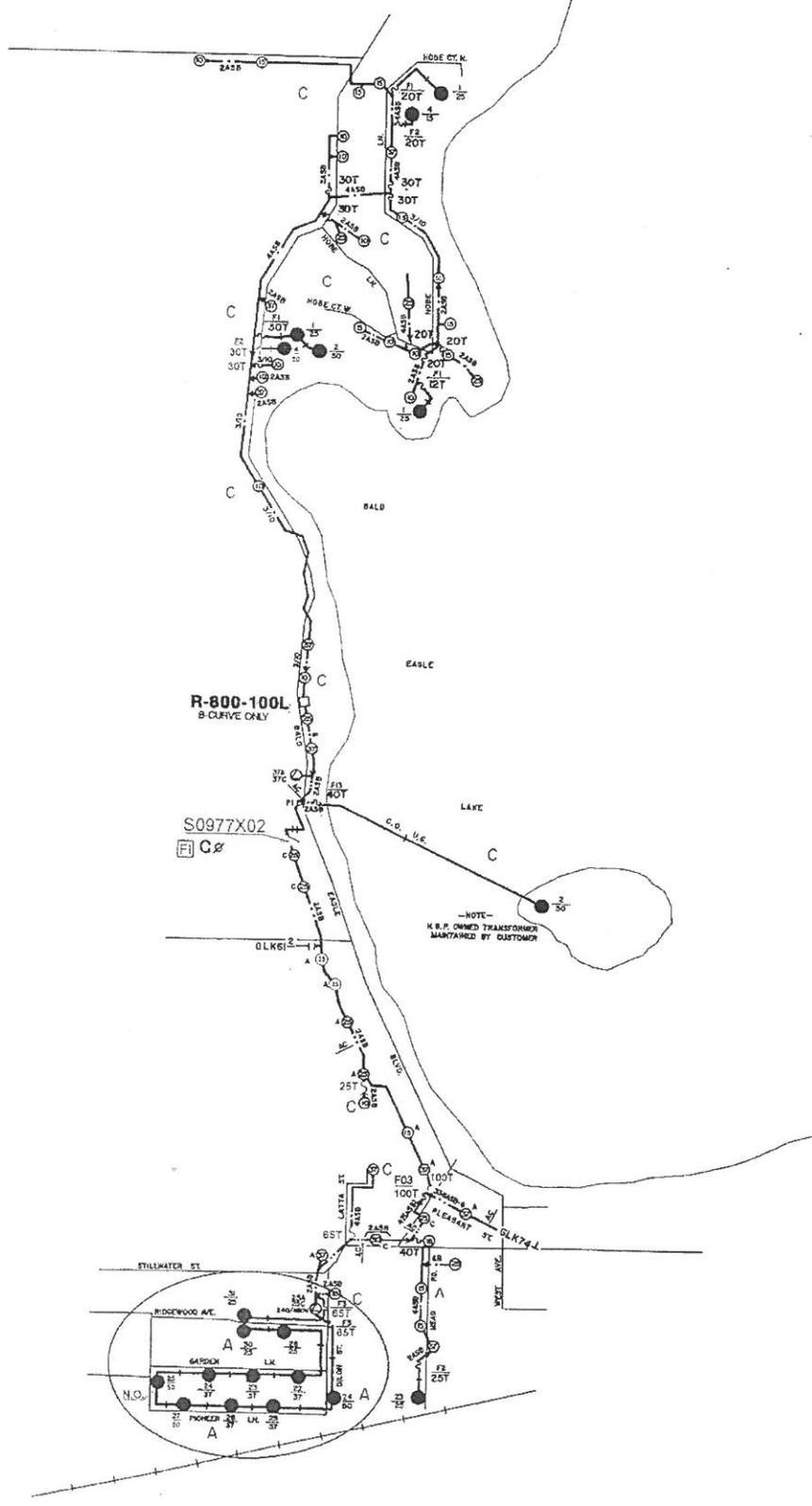
\_\_\_\_\_

Brad Lylum

Electric Distribution Designer  
825 Rice St St Paul Mn 55117  
651-229-5571

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

993  
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**FAULT INDICATOR INSTALLATIONS**  
S-977-X02-C-R

**F** - FAULT INDICATOR

NOTE: FAULT INDICATORS ARE 25 AMP UNLESS OTHERWISE NOTED. PLACE CONTROLS IN SWITCH CENTERS AND CLOSE LANCES ON EXPOSED HOTTER CONDUCTOR BARRING AND 100 KILOVAHLS OTHERWISE NOTED.

**Xcel Energy**  
Electric Service  
METRO LINE REGION

13.8 KV PRIMARY DISTRIBUTION  
(4:1 RATIO)

**GOOSE LAKE SUBSTATION**  
**GLK074**  
2 of 4  
WHITE BEAR LAKE DIVISION

THIS AMPLIFICATION IS A TOOL TO ASSIST EMPLOYEES IN THE PERFORMANCE OF THEIR JOBS. YOUR PERSONAL SAFETY IS PROMOTED FOR BY USING SAFETY PRACTICES, PROCEDURES AND EQUIPMENT AS DESCRIBED IN SAFETY TRAINING PROGRAMS, MANUALS AND SIGNS.

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For All Power Lines, Call 800-477-7777





**Town Board Meeting  
July 16, 2018**

**Agenda Number: 6 – Old Business**

**Subject: Special Three Dog License @ 1651 Garden Lane – 6 Month Review**

**Documentation: Staff Memo /  
Animal Control Officer Email /  
License Requirements**

**Action / Motion for Consideration:**

Receive Information / Discuss

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: JULY 10, 2018**

**SUBJECT: 1651 GARDEN LANE – SPECIAL THREE DOG LICENSE**

In accordance with the terms of the approval of the Special Three Dog License for 1651 Garden Lane, this matter is being brought back for a six month review.

Mario Lee, Animal Control Officer, has not received any complaints pertaining to this property and we at the Township Offices have not either.

PSW/s  
cc:admin/add.file  
b:1651gardenlane

## **Patti Walstad**

---

**From:** Lee, Mario R <mario.lee@co.ramsey.mn.us>  
**Sent:** Monday, July 9, 2018 3:30 PM  
**To:** Patti Walstad  
**Subject:** RE: 1651 Garden Lane

We have no animal complaints on file for that address since my last review in November 2017. There are currently 3 dogs on the property: JASMINE (female Min Pin), LILY (female Chihuahua), and BUMPER (male Chihuahua).

Mario Lee-CSO  
Animal Control Officer  
Ramsey County Sheriff's Office  
1411 Paul Kirkwold Drive  
Arden Hills, MN 55112  
Ph: 651-248-2491  
*Facebook = **Animal Control - Ramsey County Sheriff Office, MN***

**From:** Patti Walstad <Patti.Walstad@whitebeartownship.org>  
**Sent:** Monday, July 09, 2018 10:55  
**To:** Lee, Mario R <mario.lee@co.ramsey.mn.us>  
**Subject:** 1651 Garden Lane

Hi Mario, hope you had a nice 4<sup>th</sup>.

The six month review is up for 1651 Garden Lane, I haven't heard any complaints have you?

I'll just write a short memo to the Board if there is nothing.

Thanks, Patti

***Patti S. Walstad***  
Patti S. Walstad  
Paralegal  
White Bear Township  
1281 Hammond Road  
White Bear Township MN 55110

Direct Dial – 651-747-2756  
Office – 651-747-2750  
Fax – 651-426-2258  
E-mail – [patti.walstad@whitebeartownship.org](mailto:patti.walstad@whitebeartownship.org)

Find us on FaceBook!

## Special Three License Requirements

Amy Chester  
1651 Garden Lane  
White Bear Township, MN 55110

1. This Special Three Dog License shall be limited to the dogs currently residing at the home.
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 public health and safety.
5. 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.
6. The Special Three Dog License shall be revisited by the Animal Control Officer & reviewed by the Town Board in six (6) months to insure compliance.
7. This Special Three Dog License shall expire on March 31, 2020. Application for renewal shall be completed prior to that date.
8. 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.
9. State, Federal and local laws and Ordinances shall be complied with.



**Town Board Meeting  
July 16, 2018**

**Agenda Number: 7 – Public Hearings**

**Subject: None**

**Documentation:**

**Action / Motion for Consideration:**



**Town Board Meeting  
July 16, 2018**

**Agenda Number: 8A – New Business**

**Building Inspector Item:**

**Subject: 2nd Quarter Construction Report**

**Documentation: Building Inspector Reports**

**Action / Motion for Consideration:**

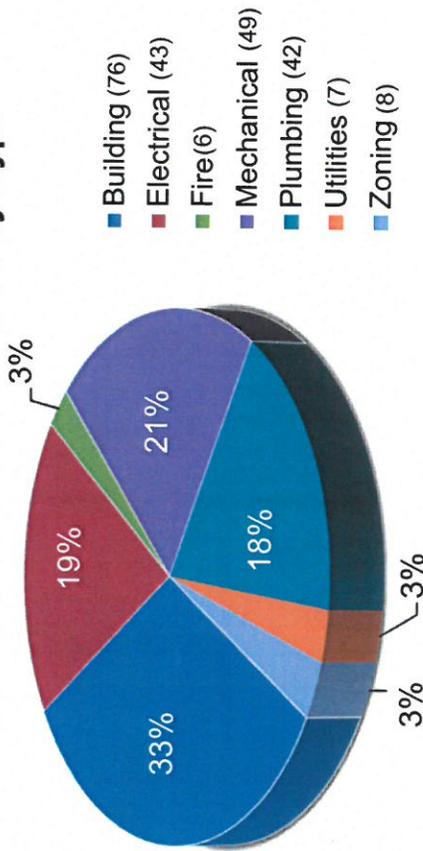
Building Inspector Report at Meeting / Discuss

**White Bear Township Construction Activity Report**

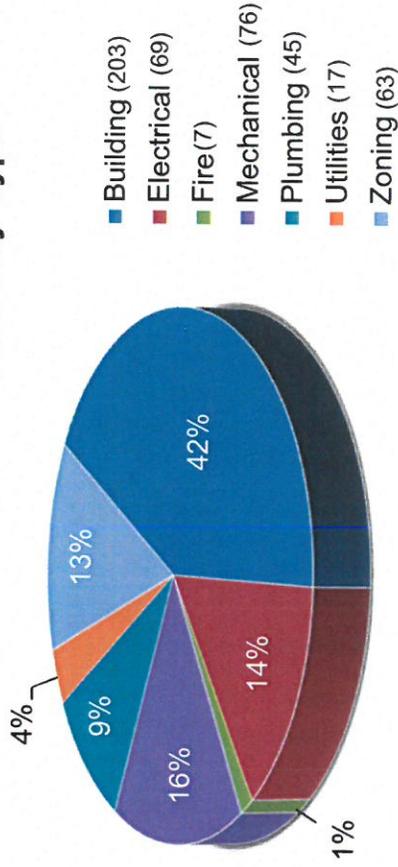
	<b>JUNE 2018</b>		<b>2018 YEAR TO DATE</b>		<b>2017 YEAR TO DATE</b>	
<u>BUILDING PERMIT</u>						
<b><u>HOUSING</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	-	-	7	1,908,000	11	2,611,000
TOWN HOME	-	-	-	-	-	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1,908,000</b>	<b>11</b>	<b>2,611,000</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	9	232,770	32	1,219,833	35	1,113,940
SIDING, ROOF. & WIND.	53	560,809	181	1,917,358	119	1,262,479
DECKS	4	24,500	17	102,400	22	106,060
SWIMMING POOLS	1	2,500	1	2,500	2	2,000
ACCESSORY BLDG	-	-	-	-	8	107,000
OTHER	5	11,100	22	96,827	17	581,107
<b>TOTALS</b>	<b>72</b>	<b>831,679</b>	<b>253</b>	<b>3,338,918</b>	<b>203</b>	<b>3,172,586</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	-	3	87,000		
INDUSTRIAL	-	-	-	-	1	25,000
BUSINESS	-	-	1	610,000		
REMODEL & ADDITIONS	2	503,650	6	3,065,200		
OTHER	1	72,506	7	285,898	4	149,500
<b>TOTALS</b>	<b>4</b>	<b>576,156</b>	<b>17</b>	<b>4,048,098</b>	<b>5</b>	<b>174,500</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		-	-
<b><u>TOTALS</u></b>	<b>76</b>	<b>1,407,835</b>	<b>279</b>	<b>9,295,016</b>	<b>219</b>	<b>5,958,086</b>
PERMIT REVENUE	\$	9,130	\$	66,949	\$	56,685

# 2018 WHITE BEAR TOWNSHIP PERMITS

## 1st Quarter Permits Issued by Type



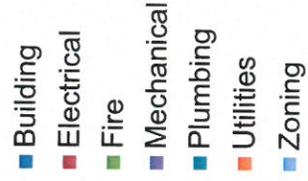
## 2nd Quarter Permits Issued by Type



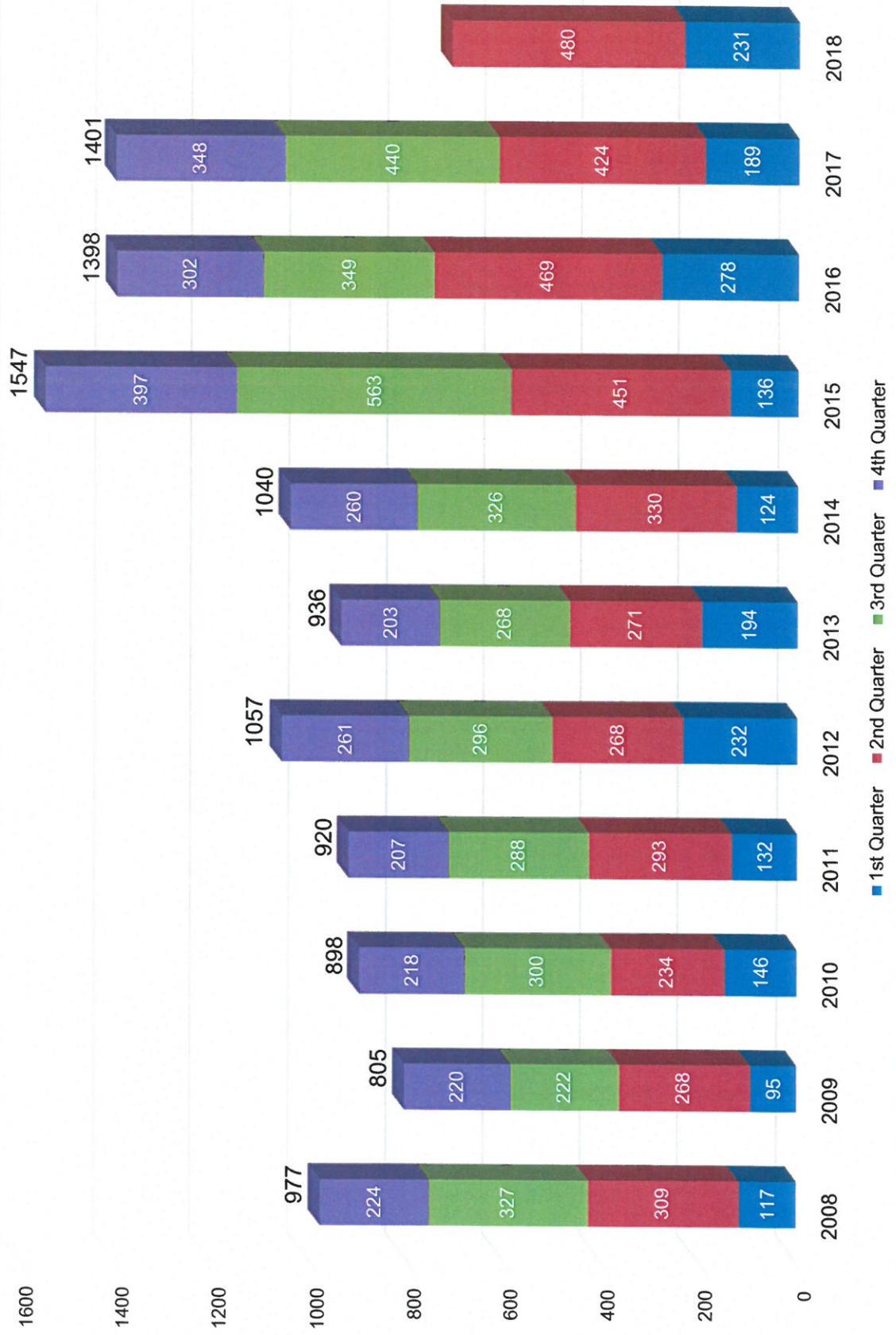
## 3rd Quarter Permits Issued by Type



## 4th Quarter Permits Issued by Type



# White Bear Township Total Number of Permits Issued by Year





**Town Board Meeting  
July 16, 2018**

**Agenda Number:** 8B – New Business

**Town Engineer Item:**

**Subject:** **Sanitary Sewer Pipe Lining Improvements:**  
1. Authorize Preparation of Plans & Specifications  
2. Authorize TKDA to Perform the Bidding Process

**Documentation:** Town Engineer Correspondence

**Action / Motion for Consideration:**

Town Engineer Report at Meeting / Discussion

Based on Town Engineer Review & Recommendation:

- 1) Authorize Preparation of Plans & Specifications
- 2) Authorize TKDA to Perform the Bidding Process for an Amount Not to Exceed \$2,500

Note Funding From the Sanitary Sewer Fund



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

July 12, 2018

Honorable Chairman and Town Board  
White Bear Township, Minnesota

RE: Sanitary Sewer Pipe Lining Improvements  
White Bear Township, Minnesota  
TKDA Project No. 16627.000

Dear Board Members:

As part of the Township's infrastructure management program, the Town televises the sanitary sewer mainlines to determine the pipe's structural condition, evaluate for infiltration leaks, assist in determining cleaning frequency and assist in addressing the Infiltration/Inflow exceedance identified by the Metropolitan Council Environmental Services (MCES).

The Town previously televised the existing condition of the Vitrified Clay pipe (VCP) and it is in good condition with very few structural concerns at this time. The Town recently hired a contractor to perform grouting of the leaking pipe joints. The work went well and many more joint infiltration areas were found as the pipe cleaning activity took place.

This project will continue the joint grouting activity as well as perform continuous pipe lining of the sewer through the low wet area west of Lift Station #3. Lift Station #3 is located on Bald Eagle Boulevard West and north of County Road H2. This pipe connects sanitary sewer service to the north end of Lakeview Avenue, Prospect Avenue and Cottage Avenue.

The Township is now ready to prepare the plans/specifications and go out for bids. TKDA will work with Township staff in the preparation of the documents. The bid results will be brought back to the Town Board for acceptance and awarding of the contract.

The preparation of the plans/specifications and bidding process will be completed for an amount not to exceed \$2,500.00. We will keep the Town Board updated of the process.

The project will be funded through the Sanitary Sewer Utility Fund. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Jim Studenski".

Jim Studenski, PE  
Town Engineer



**Town Board Meeting  
July 16, 2018**

**Agenda Number: 8C – New Business**

**Town Engineer Item:**

**Subject: Improvement 2018-2 – Three Oaks of White Bear Township – Approval of Final Plat**

**Documentation: Proposed Final Plat /  
Proposed Address Chart**

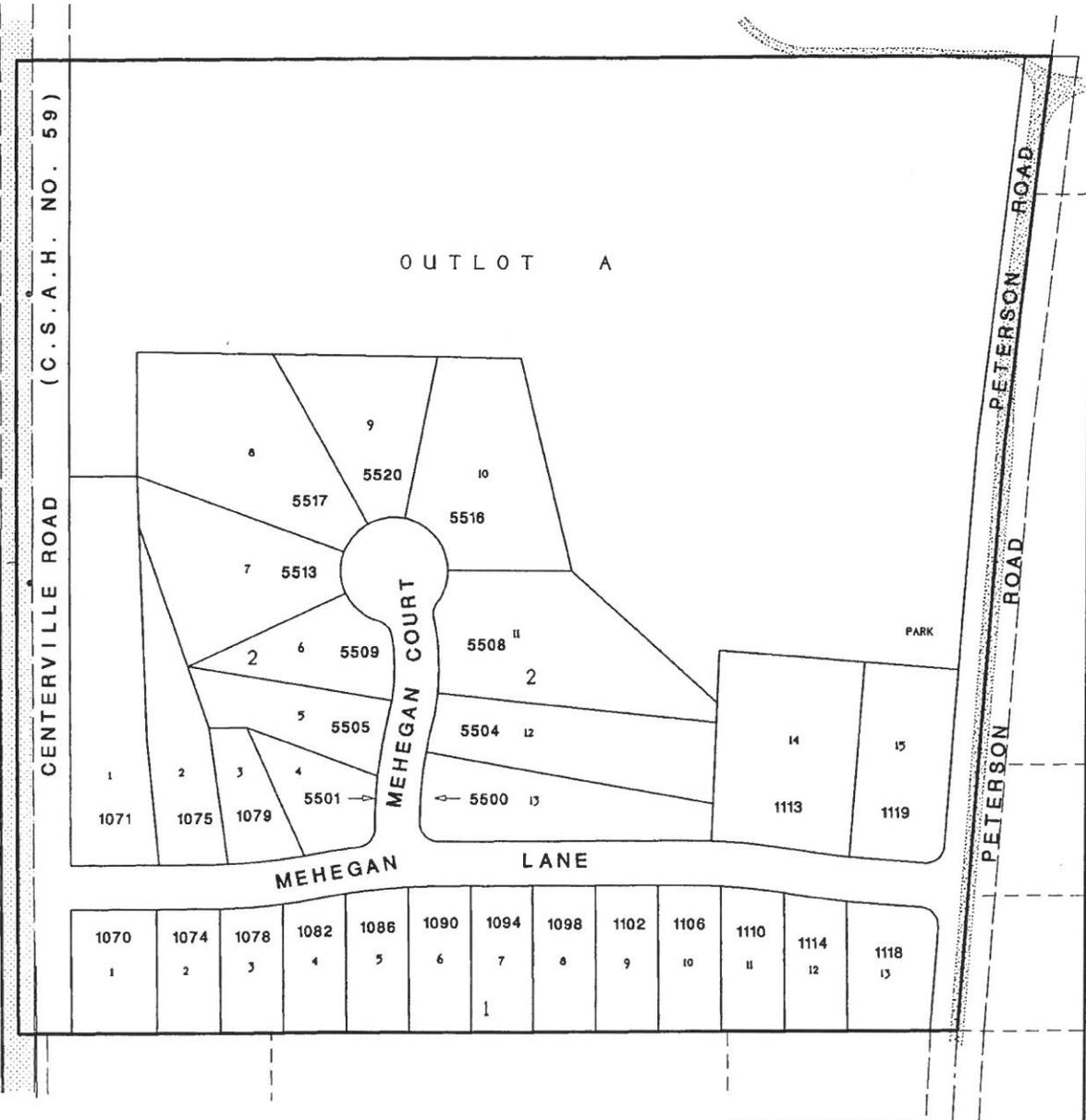
**Action / Motion for Consideration:**

Report at Meeting / Discussion

Based on Town Engineer & Staff Review & Recommendation Approve the Final Plat for Improvement 2018-2 – Three Oaks of White Bear Township



# PROPOSED ADDRESS ' THREE OAKS OF WHITE BEAR TOWNSHIP



KURTH SURVEYING, INC.  
 4903 JEFFERSON ST., N.E.  
 COLUMBIA HEIGHTS, MN 55421  
 PHONE: (763) 766-0760 FAX: (763) 766-7602  
 E-MAIL: kai@kurthsurveyinginc.com



PROJECT:  
 THREE OAKS OF  
 WHITE BEAR  
 TOWNSHIP

SHEET DESCRIPTION  
 ADDRESS  
 MAP

DATE: July 10, 2018



**Town Board Meeting  
July 16, 2018**

**Agenda Number: 8D – General Business**

**Subject: Petition & Request for Feasibility Study – 5474 Peterson Road – Receive Petition & Refer to Town Engineer**

**Documentation: Petition**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

Receive Petition From Dennis & Patricia Peterson, 5474 Peterson Road & Refer to Town Engineer





**Town Board Meeting  
July 16, 2018**

**Agenda Number: 8E – General Business**

**Subject: Joint Purchase of Vehicle Gateway Base Station For Automated Meter Reading With City of Hugo:**

1. Approve Agreement.
2. Authorize Execution.

**Documentation:** Staff Memo /  
Proposed Agreement /  
Invoice

**Action / Motion for Consideration:**

Report at Meeting / Discussion

Based on Town Attorney & Staff Review & Recommendation:

- 1) Approve the Agreement Between the Town of White Bear and the City of Hugo for the Purchase, Operation, and Maintenance of the Vehicle Gateway Base (VGB) Station for Automated Meter Reading
- 2) Authorize Execution by the Town Board Chair & Town Clerk

\*\* In the event the Town Attorney is unable to review the Agreement prior to the meeting, possibly approve subject to review & recommendations by the Town Attorney

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**Minutes  
Town Board Meeting  
May 7, 2018**

**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.

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.

## MEMORANDUM

**TO:** TOWN BOARD  
**FROM;** PATTI WALSTAD  
**DATE:** JULY 13, 2018

**SUBJECT: JOINT PURCHASE OF VEHICLE GATEWAY BASE (VGB) WITH CITY OF HUGO**

The joint purchase of the VGB with the City of Hugo necessitates the execution of an agreement with Hugo which establishes the ownership of the VGB for maintenance and asset management purposes.

The attached invoice has been received and training on the unit is set to begin within the next week or so.

**Requested Action:**

- 1) Approve the Agreement Between the Town of White Bear and the City of Hugo for the Purchase, Operation, and Maintenance of the Vehicle Gateway Base (VGB) Station for Automated Meter Reading.
- 2) Authorize Execution by the Town Board Chair and Town Clerk.

PSW/s

**Agreement Between the Town of White Bear  
and the City of Hugo for the Purchase, Operation,  
and Maintenance of the Vehicle Gateway Base (VGB)  
Station for Automated Meter Reading**

**AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the TOWN OF WHITE BEAR, (the TOWN), a political subdivision under the laws of the State of Minnesota, and the CITY OF HUGO, a political subdivision under the laws of the State of Minnesota (the CITY),

**WHEREAS**, both the TOWN and the CITY are responsible for providing efficient reading of water meters in their respective communities to determine resident consumption;

**AND WHEREAS**, the CITY has purchased the Vehicle Gateway Base (VGB) with the understanding that the TOWN will contribute to its purchase,

**AND WHEREAS**, the TOWN and the CITY wish to jointly utilize the Vehicle Gateway Base (VGB) station to allow more accurate and efficient meter reads;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Purchase, Maintenance, & Ownership of the Vehicle Gateway Base (VGB). The TOWN shall contribute toward the purchase of the Vehicle Gateway Base (VGB), laptop, software, GPS, and mapping and the TOWN as follows:

- A. Payment of \$10,125.00 which represents one-half of the VGB package purchase which consists of:
  - the VGB unit, laptop, software, GPS, set up & training, and Ramsey County mapping module
- B. The CITY shall be listed as the registered owner/contact for all matters relating to the maintenance and repair of the VGB.

- Mutually agreed upon maintenance and repair shall be borne by both the TOWN and the CITY equally.

E. The VGB shall be listed by the CITY as a CITY asset.

2. Term of Agreement. This Agreement shall be for the life of the VGB.
3. Indemnity. The TOWN and the CITY shall defend and hold harmless the other from any claims arising from any act or omission on the part of its own officers, employees, agents, contractors or representatives, including any attorney's fees and expenses incurred in defending any such claim.

**IN WITNESS WHEREOF**, the parties have executed this Agreement the day and year first above written.

TOWN OF WHITE BEAR

By: \_\_\_\_\_  
Town Board Chair

And By: \_\_\_\_\_  
Town Clerk-Treasurer

CITY OF HUGO

By: \_\_\_\_\_  
Its Mayor

And By: \_\_\_\_\_  
Its City Clerk



14669 Fitzgerald Avenue North  
 Hugo, Minnesota 55038  
 651-762-6300

June 27, 2018

**INVOICE**

**Bill To:** White Bear Township  
 Attn: Pete Tholen  
 1281 Hammond Road  
 White Bear Township, MN 55110

RECEIVED  
 JUN 28 2018  
 TOWN OF WHITE BEAR

Description	Amount	Balance
Laptop and Mapping Module from Core & Main for Sensus Radio Reads 1/2 Cost of Laptop Ramsey County Mapping Module	  \$7,375.00 \$2,750.00	  \$7,375.00 \$10,125.00
<i>Due Upon Receipt</i>		
<b>Remit To:</b> City of Hugo Attn: Finance Department 14669 Fitzgerald Avenue North Hugo, MN 55038		<b>Total Due</b>
		<b>\$10,125.00</b>



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # 175345  
Invoice Date 6/12/18  
Account # 09983  
Sales Rep COREY LUI  
Phone # 952-937-966  
Branch #230 Eden Prairie, MN  
Total Amount Due \$20,250.00

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

HUGO WATER DEPT  
14669 FITZGERALD AVE N  
HUGO MN 55038-9301

000/0000  
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Shipped To:  
C/O Public Works Building  
6900 137th Street N.  
Hugo, MN

CUSTOMER JOB- METERS Meters

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/19/18	6/08/18	VGB	Meters	METERS		BEST	1753459

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped			
	CORE & MAIN PO#- 8651450					
42SN4600VGBWLT	SENSUS 4600 VGB WITH LAPTOP	1	1	14750.00000	EA	14,750.00
42SNAVMMCO	AUTOVU MAPPING MODULE COUNTY WO/CD DRIVE S/N 5395480035009 RAMSEY COUNTY MN	1	1	2750.00000	EA	2,750.00
42SNAVMMCO	AUTOVU MAPPING MODULE COUNTY WO/CD DRIVE S/N 5395480035009 WASHINGTON COUNTY MN	1	1	2750.00000	EA	2,750.00
42SNAUTOVU	AUTOVU SOFTWARE FOR VGB SENSUS# 5395414700028	1	1	N/C	EA	
/45015274201	SOFTWARE ARWIN VEMR MDLE 5395454700155	1	1	N/C	EA	
/45015274202	ANTENNA ASSLY FOR VXUII/VGB ROOF MOUNT MAG (NEW STYLE) 5395434600001	1	1	N/C	EA	

EXPENSE CODES 601-4940-221 Equipment Repairs  
Water Meter Reader

[Signature]  
AUTHORIZATION TO PAY

7-02-18  
DATE

[Signature]  
AUTHORIZATION TO PAY

7-3-18  
DATE

Freight

Subtotal: 20,250.00  
Other: .00  
Tax: .00

Terms: NET 30  
Ordered By: MIKE

Invoice Total: \$20,250.00

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



**Town Board Meeting  
July 16, 2018**

**Agenda Number:** 9 – General Business:

**Subject:** Attorney Client/Closed Session – 5685 Portland Avenue  
1. Approve Minutes of June 22, 2018

**Documentation:** Minutes – Bound Separately

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss



**Town Board Meeting  
July 16, 2018**

**Agenda Number:** 10 – 11 - 12 - 13

**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