



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

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Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

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

## AGENDA ECONOMIC DEVELOPMENT AUTHORITY NOVEMBER 19, 2018

1. **6:40 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Minutes of October 15, 2018 (Additions/Deletions).
4. Town Hall:
  - a. Fundraising Update.
  - b. Lease Agreement Renewal with WBLHS.
5. 5685 Portland Avenue – Update.
6. TIF District # 9 - Cottages.
7. Added Agenda Items.
8. Receipt of Agenda Materials/Supplements.
9. 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.



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**EDA  
Meeting  
November 19, 2018**

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

**Subject:** Call to Order – 6:40 p.m.  
Heritage Hall, 4200 Otter Lake Road

Approval of November 19, 2018 Agenda &  
October 15, 2018 Minutes

**Documentation:** November 19, 2018 Agenda  
October 15, 2018 Minutes

**Action / Motion for Consideration:**

Call meeting to order:	6:40 p.m.
Approval of Agenda:	November 19, 2018 (additions/deletions)
Approval of Minutes:	October 15, 2018

**MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
OCTOBER 15, 2018**

The meeting was called to order at 6:42 p.m.

Present: Commissioners: Kermes, Prudhon, Ruzek; Assistant Treasurer / Secretary: Short; Attorney: Lemmons.

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

**APPROVAL OF MINUTES OF SEPTEMBER 17, 2018:** Ruzek moved approval of the Minutes of September 17, 2018. Prudhon seconded. Ayes all.

**5685 PORTLAND AVENUE – DEVELOPMENT GUIDANCE:** The Clerk discussed the development for the stable property with Gary Eagles, who coordinates all land development for the North Oaks Company. Gary has developed many residential projects with several different builders and developers over the last 20 years. He was informed that the Township is trying to decide on what types of R-1 development is preferred and how to market the property. He offered the following: 1) The more expensive the home the more the builder will pay for the lot. As a rule of thumb, the finished lot will equal 25% of the final home price: a) 8 homes at \$700,000 = \$5,600,000 x .25 = \$1,400,000; b) 13 homes at \$450,000 = \$5,850,000 x .25 = \$1,462,500 (with higher development costs). 2) Larger lots generally equate to larger more expensive homes; 3) Consider development costs carefully especially infrastructure costs (sewer, water and street) as they add significantly to the cost of the lot. The shorter the street and utility lines, the lower the cost of the infrastructure; 4) Designate a plan that the Town will approve (layout, number of lots, street configuration, park/trail, stormwater ponding); 5) Seek competitive proposals (Gary has a list of builders that he can recommend).

The consensus is that the 8 single family home option is the best. Staff will ask TKDA how much it would cost to build the road and utilities. The buyer would be told what specific plan the Township wants. The Clerk will ask Gary Eagles the pros/cons between the two plans.

**IMPROVEMENT 2018-3- POSSIBLE FINANCING OPTIONS:** The EDAB reviewed the Centerville Road signal at their February 13, 2018 meeting. They discussed the potential source of Township funding, if necessary. Possible funding may be the following sources: 1) Meadowlands TIF – 1990 Meadowlands Agreement. All of this increment has been spent. 2) Assessments (must prove benefit exceeds cost – appraisals, public hearings, appeals) 3) Tax Abatement. This reduces Township property tax and the process is complicated; 4) Township Gas Tax: \$25,000. These funds are currently placed in the General Fund under road maintenance, and would cause the need to raise the levy; 5) Township “Improvement Fund” (There is \$972,000 in this fund. These funds are not restricted but are set aside for curb replacement and contribution to seal coating programs); 6) EDA Fund / General Surplus Increment. There are no qualified funds in this account at this time. (Cortec, Drill-A-Matic, Thermoform were directed to purchase of 5665 Portland Avenue); 7) EDA Fund / Loan Payback Account. There are no restrictions for these funds. The balance as of January 1, 2018 is \$445,000.

MINUTES  
EDA MEETING  
OCTOBER 15, 2018

The EDAB has recommended to the EDA that if a Township contribution is necessary, that the EDAB sees benefit for the traffic signal and recommends approval of the project and if the EDA chooses to assist in funding the signal, No 5) Township Improvement Fund or No. 7) EDA Fund / Loan Payback Account be used, or a combination of both. The EDAB noted that it was a tough decision for the EDAB to accept who is responsible for what regarding this project.

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

Ruzek moved at adjourn the meeting at 6:56 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

William F. Short  
Assistant Treasurer/Secretary

DRAFT



**EDA  
Meeting  
November 19, 2018**

**Agenda Number:** 4

**Subject:** Town Hall:  
a. Fundraising Update  
b. Lease Agreement Renewal with WBLHS

**Documentation:** Sara Markoe Hanson E-Mail /  
White Bear Lake Area Historical Society  
Historic Site Management Agreement 2019-2021

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss

Based on EDAB Review & Recommendation Receive the White Bear Lake Area Historical Society Historic Site Management Agreement 2019-2021 & Refer to the Town Attorney for Review & Recommendation

## Bill Short

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**From:** Sara Markoe Hanson <sara@whitebearhistory.org>  
**Sent:** Tuesday, November 06, 2018 11:24 PM  
**To:** 'Tom Horak'; Bill Short  
**Subject:** WBTH Materials for the EDAB Meeting  
**Attachments:** Memo Town Hall 11 6 2018.pdf; FINAL Lease Agreement.pdf; WBTH 2019 - 2021 Proposal Cover Letter.docx; WBTH 2019-21 Operating Expenses.xlsx

Hi Bill & Tom,

Attached are a memo with a recap of activities as well as the lease considerations for the for a three year term (2019-2021) in the same format we used last year to be considered and incorporated into the official lease agreement (as recommended by Bill). Last year, the EDAB considered and recommended the items in the proposal and had the Town Attorney review and work them into a document. I have also attached that current lease agreement which expires in December 2018 and a budget summary of proposed operating expenses (2019-2021)for your reference.

A couple of notes in the official lease agreement:

- The maintenance of the landscaping/grounds (i.e. mowing and plowing) are included as part of the WBLAHS responsibilities. In practice, it is more efficient to have the PW crew include the area around the Town Hall as they are doing the park as they have in the past. Is this possible to stipulate?
- For clarification on the insurance status, the WBLAHS maintains coverage on contents within the building and liability coverage for the site with the Town listed as an additional insured, but cannot take out coverage on the building itself as we do not own the structure or the site. It must remain insured as a Town building as well as the coverage brought by the WBLAHS.

I think that is everything, Please review and let me know of any changes. Once finalized, I can sign and scan a complete copy to you.

Thank you!

*Sara Markoe Hanson*  
*Executive Director*  
*White Bear Lake Area Historical Society*  
651-407-5327

www.whitebearhistory.org & www.facebook.com/whitebearhistory  
Armory Office & Resource Library: 2228 Fourth Street (top floor), White Bear Lake, MN 55110  
Fillebrown House: 4735 Lake Avenue, White Bear Lake, MN 55110  
Mailing Address: PO Box 10543, White Bear Lake, MN 55110

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## MEMORANDUM

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**TO:** WHITE BEAR TOWNSHIP ECONOMIC DEVELOPMENT ADVISORY BOARD  
**FROM:** WHITE BEAR LAKE AREA HISTORICAL SOCIETY  
**SUB:** WHITE BEAR TOWN HALL  
**DATE:** 11/6/2018

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### Background

The White Bear Town Hall, designed by Cass Gilbert and originally constructed in 1885, was relocated to the west end of Polar Lakes Park in November of 2015. Throughout 2016 the site was improved creating an accessible path, new stairs and a larger apron for receiving groups. In addition, a basement level was added, foundation work was completed and a much needed new roof was constructed making the building water tight for the winter. In 2017 the Town completed the exterior rehabilitation returning the building to its late 19<sup>th</sup> century appearance and the WBLAHS completed the interior demolition exposing the structural members of the building for study and interpretation lending much to the knowledge of the structure and its evolution through remodels, fires and repair.

### Review of Work To Date – Planning & Research Phase

- Extensive document research in local documents including Town Board Minutes, local & St. Paul Newspapers, photographs, fire logs, etc.
- Research trip to New-York Historical Society to review Cass Gilbert collection including correspondence, drawings and business documents from Gilbert's firm (grant funded)
- Research trip to Library of Congress to review Cass Gilbert collection including correspondence, scrapbooks and sketches
- National Register Evaluation of building compiling known documentation and findings on significance of structure (grant funded)
- Public education and advocacy on significance of building and collecting of public input on demolition or move/restoration
- Physical relocation of structure to Polar Lakes Park & building of foundation
- Significant site improvements including sidewalk, parking lot redesign, stairs & fencing
- Building repairs/reconstruction of roof, support system, etc.
- Research and writing project for a series of historical markers is complete (grant funded). Grant request underway for implementation phase
- Exterior rehabilitation to 1880s appearance
- Removal of interior features and examination and recording of structural conditions
- Electrical & HVAC installation
- Historical Markers research, writing, design & planning

## Summary

- The Town of White Bear has expressed that the regular use and activity surrounding the Town Hall site is a priority.
- The White Bear Lake Area Historical Society has identified the rehabilitation and interpretation of the White Bear Town Hall as a priority.
- Much progress has been made thus far including the physical relocation and rehabilitation of the building and research to extrapolate the story of the White Bear Town Hall and the Town of White Bear for interpretation.
- To this point, significant investment has been made by both the Town of White Bear and the White Bear Lake Area Historical Society to ensure the success of this venture.

With the interior capital projects to be complete in 2019 the Town Hall project transitions into the Operational Phase. Several concerns have been discussed throughout the planning of this project:

- How will the building/site be managed? Town Staff is already over-burdened.
- Who will coordinate scheduling, keys, access for groups?
- How will the WBLAHS be compensated for their time & effort?
- How much will maintaining and operating the site cost?
- How much can the Town be involved in fundraising efforts?
- How many times do we have to meet to discuss these things?

## Recommendation:

In order to achieve the most efficient and effective operations possible the WBLAHS proposes the renewal of the Lease Agreement updated for a three-year term (2019-2021) with considerations attached.

This agreement would do several things:

- Alleviate concerns of Town Staff time as WBLAHS would manage all aspects of the operations of the Town Hall site including:
  - Scheduling
  - Keys/Access for public/group meetings, etc.
  - Fundraising for additional needs – furnishing, changing exhibits
  - Interior maintenance
  - Monthly Utilities – electric, heat, security
- Compensate the WBLAHS for time and effort allowing them to increase staff according to need with the Town Hall site
- Create incentives to have the Town Hall used regularly throughout the year
- Control Town's financial commitment
  - Management fee would be capped
  - WBLAHS would commit to raising or providing funds beyond that amount as needed throughout year

In order to continue to build on the past success and advance toward the goal of expanded public programming, the WBLAHS submits the following for your consideration:

- **White Bear Town Hall Report on Activities 2017-2018**
- **Historic Site Partnership Agreement Lease Considerations for 2019-2021**

# WHITE BEAR TOWN HALL - REPORT ON ACTIVITIES 2017-2018

## Capital Campaign Dashboard as of 10/31/2018

<b>Total Raised</b>	<b>\$89,429.00</b>	<b>Total Outstanding Pledges</b>	<b>\$ 9,600.00</b>
		<b>Total Income Rec'd</b>	<b>\$79,829.00</b>
<b>Breakdown</b>			
\$15,000 donations	2	\$30,000.00	
\$10,000 donations	1	\$10,000.00	
\$5000 donations	6	\$30,000.00	
\$1000 donations	4	\$ 4,000.00	
\$500 donations	2	\$ 1,000.00	
\$250 donations	1	\$ 250.00	
\$100 donations	3	\$ 300.00	
 Grants		 \$13,879.00	

### Visitor Recap

- 4 private group presentations
- 3 WBLAHS meetings
- 2 Class presentations
- Open for White Bear Township Day in 2017 & 2018 with best crowd yet in 2018
- Featured in White Bear Area Historic House Tour in 2017 & 2018
- Dozens of soccer families exploring during evening "painting" sessions

### Exterior/Finishing Highlights

- Northern Bedrock Historic Preservation partnership completed
- Historically accurate shutters currently being installed for weather and security protection

### Interior Construction Highlights

- Electrical wiring rough-in inspection complete
- HVAC unit installed
- Drywall ceiling and walls scheduled for December/January
- Security system install once walls and electrical are complete

### Interpretive Highlights

- Historical Markers research and writing complete
- Design Phase underway
- Pursuing \$10,000 MN Legacy Grant request for implementation phase in 2019

WHITE BEAR LAKE AREA HISTORICAL SOCIETY  
HISTORIC SITE MANAGEMENT AGREEMENT 2019-2021

WHEREAS, the Town of White Bear, 1281 Hammond Road, White Bear, Minnesota (Town) wants to share responsibilities for the operation of the White Bear Town Hall (Site) with the White Bear Lake Area Historical Society (Society);

WHEREAS, the Society wishes to assume these responsibilities; and

WHEREAS, the Town and the Society intend that this Agreement will mutually benefit both organizations and the Site by: conducting a capital campaign to raise funds for the town hall restoration; increasing local interest in and support for the Site; reducing duplication and cost of services and programs; and improving and/or expanding the Site's visitation, interpretation, promotion, security, and operations;

NOW, THEREFORE, THIS AGREEMENT is entered into by and between the Town and the Society in consideration of the mutual promises and obligations set forth herein. The parties hereby agree as follows :

1. The Society shall restore, manage, preserve, use, and otherwise interpret the Site for historical, educational, and other compatible purposes for the Town of White Bear's Fiscal Years (FY) 2019 thru 2021 the Site further described as follows:

The Town owned property at the west end of Polar Lakes Park (1280 Hammond Road) known as the White Bear Town Hall site.

2. The authorized agent of the Society for the purposes of this Agreement is the Executive Director, White Bear Lake Area Historical Society. Any and all notices, reports, or other submissions to the Society shall be made to this individual or her successor in office at the following address:

Sara Hanson  
Executive Director  
White Bear Lake Area Historical Society  
PO Box 10543  
White Bear Lake, MN 55110

The authorized agent of the Town for the purposes of this Agreement is the Town Clerk. Any and all notices, reports, or other submissions to the Town shall be made to him, or his successor, and any Town approvals shall come from this individual or his successor at the following address:

William Short  
Clerk/Treasurer  
Town of White Bear  
1281 Hammond Road  
White Bear, MN 55110

3. The Society shall be responsible for the operation, maintenance, interpretation, utilities, and other expenses of operating the Site, including the hiring, training,

and supervision of any paid or volunteer staff necessary to fulfill the terms of this Agreement. It is hereby expressly understood that any staff, so hired, trained, or supervised, shall be employed by the Society, not the Town.

In general, the Society shall administer, develop, and maintain the premises with reference to this Agreement. More specifically, the Society shall assume regular operational responsibilities for the Site, including, but not limited to, the following tasks:

- A. Procuring additional funds necessary to restore the Site and allowing the WBLAHS to receive donations on behalf of the town hall restoration project.
- B. Recruiting, hiring, training, and supervising all Site personnel.
- C. Keeping the Site's grounds and buildings open to the public for a minimum 20 days per year in 2019, 2020, and 2021 during
- D. Maintaining an interpretive program that is of a quality commensurate with the resources available to the Site using interpretive program formats that meet accepted professional standards, i.e., guided tours, exhibits, living history, interpretive brochures, etc.
- E. Promoting the Site in a manner that follows the Town's applicable brand guidelines and uses such means as news releases, posters, public service announcements, social media, brochures, etc. The cost of such promotion shall be borne by the Society, except as otherwise provided for in this Agreement.
- F. Maintaining and making minor repairs, to all of the Site's physical facilities such as grounds, gardens, buildings, etc. in accordance with this Agreement.
- G. Maintaining and properly caring for the Site's historic interiors, collections, furnishings, artifacts, and objects, whether on display or in storage at the Site.
- H. Managing the collection of donations (monetary or otherwise), including but not limited to solicitation, acknowledgement and cataloguing.
- I. Managing and supervising expenditures approved for the restoration of the site.

4. The Society may charge an admission fee for entrance to the Site.

5. The Society may conduct a museum store resale program at the Site. All costs associated with conducting said program will be the responsibility of the Society. All merchandise for said program will be the property of the Society.

6. As consideration for its duties and responsibilities under this Agreement, the Township shall pay \$15,000.00 per year to be spent for the operation, maintenance, interpretation, and other expenses for the site.

Said funds will be released upon receipt of a letter of request for funds from the Society. Said funds will become the property of the Society, and their distribution and use shall be governed by the conditions of this Agreement. Funds may be used only for the operations, maintenance, interpretation, and/or other expenses of the Site. They may not be used to pay for any other space or property that the Society may otherwise rent, lease, own, operate, or manage, or for any other activities or programs that the Society conducts, operates, manages, or is otherwise associated with.

The Society shall maintain full and complete records of the use of these funds. These records, as well as other books, documents, and accounting procedures and practices of the Society relative to the funds, shall be subject to examination by the Town for a period of five (5) years following the expiration or termination of this Agreement.

As a condition of accepting these funds, Society agrees to submit to the Town a financial report documenting the use of Town funds and donations to the capital campaign. Said report must be received by March 1st for each Fiscal Year. If said report is not received by the Town, future funds will not be released until said report is received.

The funding obligations contained in this Agreement are not effective until the Town has received and approved the necessary information and encumbered the funds in its accounting system.

7. The Society shall report to the Town, on a timely and regular basis, any major repairs that are needed as a result of normal operation of the Site. These include but are not limited to: minor roof repairs, minor structural repairs, limited window or door replacement, painting and finishing, safety, fire and security, and mechanical improvements. The Town will evaluate these needs and, as appropriate, include them in the Town's annual budgeting process. This process does not, however, ensure that any particular need will be funded, nor does it give the Society any specific right regarding such funding.

8. The Society shall account for and assume responsibility for artifacts and other tangible property donated or loaned to the Society by parties other than the Town. The Town is not liable for, nor does it insure, any items at the Site that it does not own.

9. The Society shall maintain the level of security established by the Town and prohibit any use of the Site that violates security levels or is otherwise inappropriate in concert with the Ramsey County Sheriff's Department.

10. The Society shall maintain the Site in a historically correct condition.

11. Upon expiration or termination of this Agreement, the Society shall promptly remove its property and otherwise restore the Site to the Town's satisfaction.

12. The Town hereby agrees to publicize the Site through its relevant marketing initiatives, to include, but not limited to social media, website, and publications.

13. The Society hereby agrees to share marketing materials it creates related to the Site with the Town's staff, to include, but not limited to newsletters, press releases, the Society's website and electronic media related to the Site, and brochures.

14. The Town shall repair or replace signs related to the Site, if necessary.

15. The Society shall comply with all applicable laws, statutes, and ordinances.

16. The Town will maintain its general public liability insurance for the benefit of the Society with respect to the operation of the Site pursuant to this Agreement. The Town shall not be liable to the Society, its officers, directors, agents, or employees for any claim or loss arising as a result of, or related to, this Agreement, except insofar as such claim results from the Town's failure to perform its obligations hereunder.

The Society agrees to hold the Town harmless from any claims or charges arising in any way out of the operation of the premises and to reimburse the Town for any and all losses it incurs

as a result of such claims. This provision shall not, however, apply to such claims or losses for which the Town or the Society is provided coverage under the Town's general public liability insurance policies or umbrella policies. In addition, the Society will maintain general liability coverage and list the Town as an additional insured throughout the term of this Agreement.

17. The Society shall neither assign nor transfer any rights or obligations under this Agreement without the Town's prior written consent.

18. Any and all amendments to this Agreement shall be in writing and executed by the same parties who executed the original Agreement, or their successors in office.

19. This Agreement may be terminated by either party upon thirty (30) days' prior written notice to the other party, in which case the Society shall return any unused funds to the Town.

20. No residential use may be made of the Site.

21. Upon execution of this Agreement, any and all previous agreements relating to the management of the Site shall be of no further force or effect.

IN WITNESS WHEREOF , the parties have set their hands hereunto on dates indicated below.  
TOWN OF WHITE BEAR AND THE WHITE BEAR LAKE AREA HISTORICAL SOCIETY

\_\_\_\_\_  
William F. Short, Town Clerk  
Town of White Bear

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sara Hanson, Executive Director

\_\_\_\_\_  
Date

**Annual Budget**

	<b><u>WBT</u></b>	<b><u>WBLAHS</u></b>	<b><u>Total</u></b>
Personnel	\$ 12,000.00	\$ 15,000.00	\$ 27,000.00
Operating Expense	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
Donor Events	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
Marketing	\$ -	\$ 3,000.00	\$ 3,000.00
	<b>\$ 15,000.00</b>	<b>\$ 23,500.00</b>	<b>\$ 38,500.00</b>



**EDA  
Meeting  
November 19, 2018**

**Agenda Number:** 5

**Subject:** 5685 Portland Avenue - Update

**Documentation:** None

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss

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Minutes  
EDA Meeting  
October 15, 2018

**5685 PORTLAND AVENUE – DEVELOPMENT GUIDANCE:** The Clerk discussed the development for the stable property with Gary Eagles, who coordinates all land development for the North Oaks Company. Gary has developed many residential projects with several different builders and developers over the last 20 years. He was informed that the Township is trying to decide on what types of R-1 development is preferred and how to market the property. He offered the following: 1) The more expensive the home the more the builder will pay for the lot. As a rule of thumb, the finished lot will equal 25% of the final home price: a) 8 homes at \$700,000 = \$5,600,000 x .25 = \$1,400,000; b) 13 homes at \$450,000 = \$5,850,000 x .25 = \$1,462,500 (with higher development costs). 2) Larger lots generally equate to larger more expensive homes; 3) Consider development costs carefully especially infrastructure costs (sewer, water and street) as they add significantly to the cost of the lot. The shorter the street and utility lines, the lower the cost of the infrastructure; 4) Designate a plan that the Town will approve (layout, number of lots, street configuration, park/trail, stormwater ponding); 5) Seek competitive proposals (Gary has a list of builders that he can recommend).

The consensus is that the 8 single family home option is the best. Staff will ask TKDA how much it would cost to build the road and utilities. The buyer would be told what specific plan the Township wants. The Clerk will ask Gary Eagles the pros/cons between the two plans.



**EDA  
Meeting  
November 19, 2018**

**Agenda Number:** 6

**Subject:** TIF District # 9 - Cottages

**Documentation:** None

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss



**EDA  
Regular Meeting  
November 19, 2018**

**Agenda Number:** 7 – 8 - 9

**Subject:** Added Agenda Items  
Receipt of Agenda Materials / Supplements  
Adjournment

**Action / Motion for Consideration:**

Receive Added Agenda Items

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting