



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

## AGENDA TOWN BOARD MEETING FEBRUARY 4, 2019

1. **7:00 p.m.** - Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of January 23, 2019 (Additions/Deletions).
5. **Consent Agenda:**
  - A. **March Executive Meeting** – Reschedule Friday, March 22, 2019 Executive Meeting to Friday, March 29, 2019 Due to a Conflict.
  - B. **25' Right-of-Way Setback Variance Request, 5518 & 5520 Shadyside Lane** – Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road to Allow a Minor Subdivision/Lot Line Rearrangement.
  - C. **Conditional Use Permit Request, 5858 Centerville Road** – Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road to Allow Cell Tower Antenna Additions.
  - D. **Special Town Board Meeting** – Call a Special Town Board Meeting for Thursday, February 7, 2019 Beginning @ 6:00 p.m. @ Central Middle School, 4857 Bloom Avenue, White Bear Lake, Minnesota, to Attend a Public Informational Meeting.
  - E. **Board of Audit** – Call Board of Audit Meeting for Friday, February 22, 2019 @ 10:55 a.m., at the Township Administrative Offices, 1281 Hammond Road.
6. **Old Business:** None

### 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.



7. **Public Hearings:**

- A. **Calvary Church, 4604 Greenhaven Drive** – Continuation of Hearing to Consider the Granting of a Conditional Use Permit to Allow Construction of 6,000 Square Feet of Classroom Space.

8. **New Business:**

- A. **MRA Membership** – Approve.
- B. **Solicitor License Request** – Renewal by Anderson.
- C. **GIS Implementation** - Revisit.

9. **Added Agenda Items.**

10. **Open Time.**

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

12. **Adjournment.**

**White Bear Township's**

**Mission:**

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



**Town Board Meeting  
February 4, 2019**

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

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

Approval of February 4, 2019 Agenda  
Approval of Payment of Bills

Approval of Minutes of January 23, 2019  
(Additions/Deletions)

**Documentation:** February 4, 2019 Agenda  
January 23, 2019 Town Board Minutes

**Action / Motion for Consideration:**

Call meeting to order:	7:00 p.m.
Approval of Agenda:	February 4, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	January 23, 2019 Town Board Minutes

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JANUARY 23, 2019**

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

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

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

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

**APPROVAL OF MINUTES OF SPECIAL MEETING OF DECEMBER 28, 2018 & ORGANIZATIONAL & REGULAR MEETING OF JANUARY 7, 2019:** Ruzek moved approval of the Minutes of Special Meeting of December 28, 2018. Prudhon seconded. Ayes: Ruzek and Prudhon. Abstain: McCune.

McCune moved approval of the Organizational and Regular Meeting Minutes of January 7, 2019. Ruzek seconded. Ayes all.

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda with the following amendment: Remove Item 5C2) Kayak Storage Policy with Fees & Placement of a Sign on the Rack and move to New Business 8I) for Discussion. McCune seconded. Ayes all. McCune moved to approve Consent Agenda Items: 5A) Approval of 2019 Auditor Services Contract; 5B) Call Public Hearing for Monday, April 1, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Consider Excess Right-of-Way Vacation Request – 5331 West Bald Eagle Boulevard; 5C) Park Board Recommendations: 1) Authorize TKDA to Put Together a Grading Plan for the Fitness Court at a Cost not to Exceed \$2,000.00; 3) Authorize Staff to Contact Lisa Beecroft Regarding Fundraising and to Negotiate Fundraising as Part of Her Contract; 4) Authorize Work to be Started with Lisa Beecroft to Define Fundraising Opportunities and to Come Back with a Proposal; 5D) Appoint S & S Tree and Horticultural Specialists, Inc. as the Township Arborist for 2019; 5E) Receive 4<sup>th</sup> Quarter Construction Report; 5F) Based on Town Engineer Review and Recommendation and Including His Recommended Conditions, Approve the Xcel Energy Permit to Perform General Maintenance in the Right-of-Way at Stillwater/Division/Park/Eagle/Buffalo/Portland/Lake/Hugo/Leibel Streets With all Work to be Performed in the Right-of-Way. Ruzek seconded. Ayes all.

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

**CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:** Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the continuation of the Public Hearing. McCune seconded. Ayes all.

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The Planner reported that this Public Hearing was continued in the past because some engineer information was lacking on storm water treatment. The information was received late last week but not in time to provide formal review. Representatives of Calvary Church were contacted to see if there would be willing to continue their request to the February 4, 2019 Town Board meeting. They have agreed to a continuation to February 4, 2019. The review will be ready at that time. Prudhon asked how long a public hearing can be waived. The Town Attorney stated that as long as the applicant requests the continuation the public hearing can be waived indefinitely. If the Town elects to continue it, it is subject to the 60 day rule.

Ruzek moved to close the public portion of the Public Hearing and continue the request for Conditional Use Permit to allow construction of a 6,000 square feet classroom space to February 4, 2019 as requested by the applicant. McCune seconded. Ayes all.

**ZONING ORDINANCE AMENDMENT – TO CONSIDER AMENDMENTS TO SECTION 3 & SECTION 8 OF ORDINANCE NO. 35 (ZONING) AS IT RELATES TO VEGETATION CLEARING:** Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the Public Hearing. McCune seconded. Ayes all.

The Planner reported that staff has been working with the Planning Commission for the past several months in discussion of lakeshore properties in clearing of vegetation which seems to be an issue. The Planning Commission has made a recommendation to modify the Shoreland Management section of the Zoning Ordinance dealing with property within 1000 feet or closer to a lake. Clear cutting is not allowed around the lake but it is not defined. The Planning Commission and staff have been working together to come up with some modifications for the Ordinance. Current Ordinance prohibits intensive vegetation clearing. Current definition means "the complete removal of trees or shrubs in a contiguous patch, strip, row or block". Other community ordinances were looked at to come up with a better definition and several zoning ordinance amendments are recommended as a result. The first is to define legacy trees. This would be a new definition under Section 3-35E. A legacy tree is any live tree that is greater than 12" DBH (diameter at breast height) and greater than 150 years old, located in a non-old forest stand. Another definition to be added is significant trees. Significant trees are defined as aspen, (quaking & big tooth), honey locust, butternut, mountain ash, blue beech, tamarack, hickory, oaks, birch, pine, spruce, basswood, hackberry, walnut, maple (except silver maple), apple, cherry and other native fruit bearing trees and trees exceeding 15" in diameter as measured 4 ½ feet above the ground. The recommendation is to adopt those two definitions. The new amendment recommended is: Section 3 – 8-6.5(a). Removal or alterations of vegetation is allowed according to the following standards: (2). Limited clearing of trees and shrubs and cutting, pruning and trimming of trees to accommodate the placement of stairways and landings, picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, as well as providing a view to the water from the principal dwelling site in shore and bluff impact zones and on steep slopes is allowed, provided that: (i). The screening of structures, vehicles, or other facilities as viewed from the water assuming summer, leaf-on conditions, is not substantially reduced; (ii). The above provisions are not applicable to the removal of vegetation that is dead, diseased, hazardous, or storm damaged; must be removed to prevent the spread of disease as or insect pests, as

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diagnosed and recommended by a licensed arborist; removal of invasive non-native species; restoration and erosion control activities consistent with a plan approved by the Town Board and Rice Creek Watershed District or Vadnais Lake Water Management Organization or their successors. (iii) Tree removal in the Shore Impact Zone is limited to 10% of the existing significant trees. (iv) Legacy trees shall not be removed unless they are dead, diseased, dying, hazardous or storm damaged as defined by Town Staff or a licensed arborist. (v) The Town may approve removal of existing significant trees on a lot exceeding 10% of the Shore Impact Zone limitation when a re-landscaping plan is approved by the Town Board. The Planning Commission has reviewed the modifications and recommend approval. The Planner stated that the impetus for the modifications is due to significant tree removal. Prudhon asked if it should say "above grade" and not "above ground". The Planner will make them both consistent. The Public Works Director's suggestion to add "storm damaged" to the list of trees to be removed if necessary in (ii) regarding tree removal was added.

The Clerk asked if the changes suggested by the Town Board should be brought back to the Planning Commission. The Town Attorney stated that the Planning Commission provided recommendations to the Town Board and that it is not necessary for the Board suggestions to be referred back to them. Ruzek, Planning Commission Liaison, stated that there appears no reason for the matter to go back to the Planning Commission since the suggestions are only for clarification.

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

Ruzek moved, based on Planning Commission & Staff review and recommendation to approve the amendments to Section 3 & Section 8 of Ordinance No. 35 (Zoning), as it relates to vegetation clearing. McCune seconded. Ayes all.

Ruzek moved to authorize publication of the amendments to Section 3 & Section 8 of Ordinance No. 35 (Zoning) as it relates to vegetation clearing.

**LAKE LINKS TRAIL – HIGHWAY 96 SECTION, NORTH OF WHITE BEAR LAKE: 1) APPROVE THE JOINT POWERS AGREEMENT WTH THE CITY OF WHITE BEAR LAKE; 2) APPROVE PROPOSAL FROM SEH TO PERFORM TRAIL PLANNING SERVICES:**

The Planner reported that funding from the State will be provided to the Town and City of White Bear Lake to help plan and define a trail route along the Highway 96 corridor. Funding in the amount of \$22,000.00 is available to plan the route. City and Town staff have been working with Toby Muse at SEH to provide a proposal to define trail route options which would be jointly funded by the City and the Town. A Joint Powers Agreement has also been created between the City of White Bear Lake and White Bear Township. The SEH proposal includes the following activities as part of their service: meetings as necessary; review plans with Ramsey County and MnDOT; collect data from aerial photos, etc.; delineate the wetlands; review utility locations; identify trail alignment and additional right-of-way needs based on the trail alignment; identify two separate trail options along the corridor; analyze two crossing configurations at the

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intersection of Portland and Highway 96; provide cost estimates for cross sections and a geometric layout; and identify storm water drainage. The timing for the proposal is to have an alignment within three weeks and completion of the project within six weeks if approved. The process is a two-step process: 1) prepare a Joint Powers Agreement with the City of White Bear Lake; and 2) to approve the proposal from SEH to perform trail planning service. It was noted that the Town Attorney will make changes to the Joint Power Agreement which puts the Town in the primary position and the City is cooperating with any funding request made by the Town. The amended JPA will be sent to the city of White Bear Lake Attorney.

Ruzek moved, based on Planning Commission, Town Attorney & Staff review and recommendation to approve the Joint Powers Agreement Between the Town of White Bear and the City of White Bear Lake for design work regarding the Lake Links Trail – Highway 96 Section, north of White Bear Lake with noted attorney changes; and with funding received from a legislative grant funding source. McCune seconded. Ayes all.

Ruzek move to approve the Agreement for Professional Services from SEH for consulting services for design work regarding the Lake Links Trail – Highway 96 Section, north of White Bear Lake in an amount not to exceed \$22,000.00. McCune seconded. Ayes all.

**2019 STREET IMPROVEMENT PROJECT: 1) AUTHORIZE TKDA TO PREPARE A FEASIBILITY REPORT; 2) ADOPT A RESOLUTION OF INTENT TO REIMBURSE; 3) ASSESSMENT POLICY DISCUSSION:**

The Town Engineer reported that the Town Board accepted and approved the Pavement Management Booklet at their January 7, 2019 meeting. TKDA was then directed to prepare a cost estimate to prepare a feasibility report for the 2019 improvements. The first step in the Public Improvement process is to prepare a feasibility report to determine the existing issues, the extent of the improvements and the cost of the proposed improvements. The five areas for improvement include: 1) Parkview Area – Parkview Drive, Parkview Court, Fenway Court; 2) Weston Woods Area – Weston Woods Way, Moon Lake Court, Gilfillan Court; 3) White Bear Parkway – Oakmede Lane to Otter Lake Road (reclamation); 4) 4<sup>th</sup> Street & 5<sup>th</sup> Street – East of Highway 61; 5) Hobe Area – Hobe Lane, West Hobe Court, North Hobe Court. The streets may have subgrade issues that will need to be addressed during the design. Soil borings of the streets will be necessary to determine what corrections will be necessary. The feasibility report will cover the proposed improvements for mill and overlay of the four areas and reclamation of White Bear Parkway. A residential questionnaire will be sent out, a residential informational meeting will be held, assessments will be determined and a Public Hearing will be held at the end of the process. TKDA will work closely with staff and the Town Board through the entire process. TKDA will prepare all the documents to be sent out and the Township will send out the information. The assessment policy will be adjusted separately through the Township. TKDA will work with Township staff. TKDA will prepare the feasibility report for a total amount not to exceed \$37,400.00. This includes soil borings for an estimated amount of \$9,000.00. The feasibility report will then be presented to the Town Board. The proposed improvement projects will be discussed and determine the schedule of their improvement.

McCune moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare a feasibility report in an amount not to exceed

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\$37,400.00 which includes soil borings in an estimated amount of \$9,000.00 with funding from Improvement Fund 505. Ruzek seconded. Ayes all.

Ruzek moved to adopt the Resolution Declaring Official Intent to Reimburse Expenditures. McCune Seconded. Ayes all.

It was noted that the Assessment Policy will be discussed at an Executive meeting. The Assessment Policy does not cite a specific percentage. Therefore an amendment to the policy is not necessary. However, as a matter of practice a percentage should be determined and then be consistent. It is assumed that the Storm Water Fund would be contributing to these projects to upgrade the storm sewer within these project areas. This will have a strong impact to the Storm Water Fund. If the Storm Water Fund is to be leveraged for these projects, a 70% assessment rate could be used and still meet the benefit test. If the Storm Water Fund is not to be used, the 50% rate seems appropriate.

**HAMMOND ROAD WATER PAINTING – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS:**

The Town Engineer reported as part of the Township's infrastructure management program, the repainting of the water towers is programmed in the Township's CIP for \$1 million. In 2019, the Hammond Road water tower located at 1283 Hammond Road next to the Town offices is scheduled for repainting. This tower was built in 1982. The paint has reached its typical life span. The tower has been periodically inspected and cleaned, including interior diving over the years. During the inspections and cleanings there were no major concerns with the water tower. There will be minor improvements to areas of the tower as part of this project. The tower will be taken out of service to perform the work over a 3-4 months' timeframe. Temperatures will need to be moderate to allow for proper paint curing. The tower will require a containment enclosure during the process to protect overspray from reaching the adjacent facilities, nearby businesses and park. TKDA will work with Public Works Department through the entire process to make sure all parts of the process meet the Township's requirement concerns. It is planned to add a concrete floor to the structure, replace aerial lights on top of the tank, replace mud valve, and rebuild/replace altitude valve and step improvements at the service door. Both the Hammond Road tower and Northeast tower will have the pipe in the below grade pit sandblasted and painted. TKDA will prepare the plans and specifications to remove the existing paint coating, to re-recoat the interior surface of the water tower and perform the bidding process for an amount not to exceed \$29,400.00. TKDA will be bidding this project for the construction options of spring or fall. They have been working with the antenna cell carrier relative to their antennae. The project will be funded through the Water Fund.

McCune moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare plans and specifications to remove the existing paint coating, to re-coat the interior and exterior surface of the Hammond Road water tower and perform the bidding process for an amount not to exceed \$29,400 with funding from the Water Fund. Ruzek seconded. Ayes all.

**LIFT STATION #9 REHABILITATION – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS:**

The Town Engineer reported that the Town has ten lift stations within the

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sanitary sewer collection system at various locations. Public Works provides routine preventive maintenance on these lift stations to keep them functioning. Lift station #9 was installed in 1979 and has reached a point where the components are obsolete and are in need of replacement for the equipment to function reliably. It is part of the Town's infrastructure rehabilitation program. This is the last of the lift stations to be rehabilitated. Lift station #9 is located at 4295 Otter Lake Road. The lift station is surrounded by wetlands. The control panel will be upgraded to the current Town standards along with new pumps, pump rail guides, valves, force main will be lined or replaced, install a new antenna pole, power supply reviewed, and the valve vault will be reviewed. The lift station will have the control panel removed from the top slab and mounted alongside it at grade. The top slab will be lowered to ground elevation to address safety issues. The bituminous driveway will be replaced with concrete and improved to better facilitate working at the site. The lift station site may limit how the improvements are configured. TKDA will work with Public Works staff to determine the specifics of the rehabilitation improvements that will take place. The project plans and specifications will be completed for bidding this spring and construction in the summer/fall. The preparation of the plans and specifications will be completed for an amount not to exceed \$41,800.00. The project will be funded by the Sewer Utility Fund.

Ruzek moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare plans and specifications for the rehabilitation of Lift Station #9 in an amount not to exceed \$41,800.00 with funding from the Sewer Utility Fund. McCune seconded. Ayes all.

**PROBATIONARY PERIOD – TIMOTHY CUNNINGHAM, PUBLIC WORKS DEPARTMENT:**

The Public Works Director reported that pursuant to Section III F. Probationary Period, of the Township Employee Handbook, a report to the Town Board on performance of Tim Cunningham has been prepared. On July 9, 2018 Tim began his position as Public Works Maintenance Worker. The report is based on observations as well as feedback from both Public Works and Administrative staff over the past six months. Tim is performing all of the essential functions of the position as set forth in the Public Works Maintenance Worker Job Description. Tim's performance in all areas either meets or exceeds those in the job description Tim has also passed his class "A" DCL Driver's License written and driver's test as required within the 6-month probationary period. Tim enhances the Public Works Department's personnel dynamics by being a team player and by being willing to tackle any job/task given to him. He also openly communicates to his supervisor and to the other Public Works Maintenance Staff. Staff is pleased with Tim's performance to date and look forward to working with him to further his career goals with the Township. It is recommended that the Town Board appoint Tim Cunningham to Township service as a full-time Public Works employee.

Ruzek moved, based on Public Works Staff review and recommendation to appoint Timothy Cunningham to Township service as a full-time employee. McCune seconded. Ayes all.

**PUBLIC WORKS SERVICE DOOR CANOPIES: 1) APPROVE REVISED PLANS & SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR QUOTES:**

The Public Works Director reported that late in the summer of 2018 quotes were requested for the installation of

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canopies over two service doors at the Public Works building. The bidding documents were sent to three area contractors for quotes. Only one contractor was responsive to the quote request. Cobra Construction, Inc. provided the only quote for \$39,686.20. The engineer's estimate was \$26,000.00, considerably less than the quote. The quote was recommended for rejection by the Public Works Director at the October 1, 2018 Town Board meeting since only one quote was received. The Plans and specifications were revised by TKDA since the original quote was based on comments from Cobra Construction, Inc. on the original plans and specifications. The Town will advertise the project in the White Bear Press two times after approval by the Town Board. Quotes will be due February 25, 2019 at 4:30 p.m. They will be presented to the Town Board on March 4, 2019 for acceptance and approval of the low quote.

Ruzek moved, based on Public Works Director's review and recommendation to approve the revised plans and specifications for Public Works building service door canopies. McCune seconded. Ayes all.

Ruzek move to authorize advertisement for quotes for the two canopies over the two service doors at the Public Works Building noting that the quote will be due February 25, 2019 at 4:30 p.m. at the Administration Building. McCune seconded. Ayes all.

**2019 SEALCOAT PROJECT; 1) APPROVE PLANS AND SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR BIDS:**

The Public Works Director reported that as part of the Town's infrastructure management program the Town provides funding for an annual sealcoat project. By treating the road surface with sealcoat the roads useful life can be extended. Maps showing the streets proposed 2019 Sealcoat Project were reviewed as shown on meeting packet pages 141, 142, 143, 144, 145, 146, 147. The timing for the sealcoat of streets is giving the Township the greatest return on investment ultimately increasing the life of the road by providing the right surface maintenance treatment at the right time. Action requested is to approve the 2019 Sealcoat specifications and to authorize bidding. Improvement Fund 505 has \$150,000.00 budgeted for sealcoating and cracksealing. The Public Works Director's estimate for this year's sealcoat project is \$114,741.00, and cracksealing is estimated at \$35,259.00. Dependent on bids, if they are lower than the estimated, the scope of the sealcoat project could increase.

McCune moved, based on Staff review and recommendation to approve the 2019 Sealcoat specifications noting the Public Works Director's estimate of \$114,741.00 for sealcoating and \$35,259.00 for cracksealing for 2019, and noting that if the bids come in lower than estimated the scope of the sealcoat project could increase since there is \$150,000.00 budgeted in Improvement Fund 505. Ruzek seconded. Ayes all.

McCune moved to authorize advertisement for bids which sets the opening of the bids for Thursday, February 28, 2019 at 10:00 a.m. at the Township Administrative Offices. Ruzek seconded. Ayes all.

**WEST AVENUE HANDICAPPED ACCESS: 1) RECEIVE QUOTES; 2) AWARD QUOTE:**

The Planner presented an overhead of the West Avenue access and reported that the Town has been working with representatives of Ramsey County Parks & Recreation to design a handicapped accessible access to Bald Eagle Lake within the West Avenue right-of-way. Staff

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from Ramsey County Parks, formerly the Ramsey County Soil & Water Conservation District was contacted by the Town to design the access and solicit quotes/bids from the contractors to complete construction. Prior to this project the Town contracted with the Ramsey County Soil & Water Conservation District to design and provide bid documents to construct a raingarden and planting at the site. When that project was completed, residents contacted the Town with a request to provide walking access to the lake from the site, which had existed prior to the raingarden improvement. Providing the lake access was reviewed by the Town at the time the raingarden was being designed. The access was not pursued at that time due to high cost estimates. When neighbors requested access across the property, the Park Board and Town Board reconsidered the construction of the access and approved a design and request for quotes/bids. In late December 2018 staff from Ramsey County Parks held a bid opening. One bid was received to complete the project. Field Outdoor Spaces provided a bid of \$22,955.00. County Staff estimated a project cost of \$30,300.00. Funding for this project is recommended from the Park Acquisition and Development Fund.

Ruzek moved, based on Staff review and recommendation to receive quote for the West Avenue Handicapped Access. McCune seconded. Ayes all.

Ruzek moved to award the quote to Field Outdoor Spaces in the amount of \$22,955.00 with funding from the Park Acquisition & Development Fund. McCune seconded. Ayes all.

**TOWNSHIP ADMINISTRATIVE OFFICE UPGRADES; 1) APPROVE INVITATION TO BID; 2) AUTHORIZE ADVERTISEMENT FOR BIDS:**

The Public Works Director reported that upgrades to the Township's Administrative offices are being considered at this time as the interior of the building has not been carpeted or painted since its original construction in 1996. The project description includes: 1) two color palettes for paint, carpet & kitchen tile which match/incorporate the following fixture colors which are to remain: 1) cabinets by copy machine; cabinets in kitchen; file cabinet doors; office file colors; office and conference room chairs; 2) repair any/all cracked drywall; 3) paint entire interior of building including ceiling; 4) remove and install new carpeting with at least 2' x 2' commercial grade carpet tiles which will require moving all non-fixed in place furniture; etc.; 5) install kitchen tile. Pursuant to Tom Kelly, Finance Officer, there is approximately \$95,000.00 in the CIP for 2019 for replacing the following: carpeting; painting; and front doors. The invitation to bid will be published in the White Bear Press twice, and will also be sent to local and other established painting/decorating contractors around the metro area. There was discussion regarding security. It was noted that TKDA has the expertise to assist in addressing security issues. It was the consensus to table approval for invitation to bid and authorization for advertisement until TKDA can look at security and provide input.

Ruzek moved to table Township Administrative Office Upgrades to the February 4, 2019 Town Board Meeting. McCune seconded. Ayes all.

**APPROVE THE KAYAK STORAGE POLICY WITH FEES & PLACEMENT OF A SIGN ON THE RACK:**

The Town Attorney stated it should be made clear as part of the Kayak Storage Policy that with any permit the Township is not taking any responsibility for any personal injury or property damage. It should be verified with the Town's Insurance Trust that the Town is

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covered. This could create a potential liability for the Township. Whoever uses it uses it at their own risk. The Town Attorney stated that there is some additional language that needs to be added and that the permit should indicate that the user uses the kayak storage at their own risk. It was the consensus to table the matter until the February 4, 2019 Town Board Meeting to allow time for language amendments to be incorporated relative to insurance coverage.

Ruzek moved to table the matter of Kayak Storage Policy to the February 4, 2019 Town Board Meeting to allow time to check with the Town's Insurance Trust relative to coverage. McCune seconded. Ayes all.

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

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

Ruzek moved to adjourn the meeting at 8:37 p.m. McCune seconded. Ayes all.

Respectfully Submitted:

Patrick Christopherson  
Clerk-Treasurer

Approve as Official Meeting Minutes

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

\_\_\_\_\_  
Date



**Town Board Meeting  
February 4, 2019**

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

**Subject: March Executive Meeting – Reschedule Friday, March 22, 2019 Executive Meeting to Friday, March 29, 2019 Due to a Conflict**

**Documentation: None**

**Action / Motion for Consideration:**

Receive Information / Discuss

Reschedule Friday, March 22, 2019 Executive Meeting to Friday, March 29, 2019 Due to a Conflict



**Town Board Meeting  
February 4, 2019**

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

**Subject: 25' Right-of-Way Setback Variance Request, 5518 & 5520 Shadyside Lane – Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road to Allow a Minor Subdivision/Lot Line Rearrangement**

**Documentation: Public Notice**

**Action / Motion for Consideration:**

Report at Meeting

Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road for a 25 Right-of-Way Setback Variance to Allow a Minor Subdivision/Lot Line Rearrangement @ 5518 & 5520 Shadyside Lane



**NOTICE OF HEARING REQUEST FOR A VARIANCE FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA**

**NOTICE IS HEREBY GIVEN**, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, March 4, 2019 @ 7:00 p.m., to consider the following variance request:

- 25' Right-of-Way Setback Variance

to allow a minor subdivision / lot line rearrangement on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:

Lot 2, Block 1, Shadyside Addition & Lot 20, Block 1, Shadyside Addition, all in Ramsey County, Minnesota.

(5518 & 5520 Shadyside Lane)

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

Given under my hand this 4<sup>th</sup> day of February, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

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PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting  
February 4, 2019**

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

**Subject:** **Conditional Use Permit Request, 5858 Centerville Road –**  
Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m.  
@ Heritage Hall, 4200 Otter Lake Road to Allow Cell Tower  
Antenna Additions

**Documentation:** Public Notice

**Action / Motion for Consideration:**

Receive Information

Call a Public Hearing for Monday, March 4, 2019 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road for a Conditional Use Request to Allow Cell Tower Antenna Additions at 5858 Centerville Road



**NOTICE OF HEARING ON REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW ANTENNA MODIFICATIONS TO A MONOPOLE 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, March 4, 2019, at 7:00 p.m., to consider the request of the granting of a Conditional Use Permit to allow antenna modifications to a monopole in the Town of White Bear, Ramsey County, Minnesota, lying and being in the area described as follows:

Lot 1, Block 2, Specialty Manufacturing Addition, Ramsey County, Minnesota  
(5858 Centerville Road)

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

Given under my hand this 4<sup>th</sup> day of February, 2019.

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PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting  
February 4, 2019**

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

**Subject: Special Town Board Meeting** – Call a Special Town Board Meeting for Thursday, February 7, 2019 Beginning at 6:00 p.m. @ Central Middle School, 4857 Bloom Avenue, White Bear Lake, Minnesota, to Attend a Public Informational Meeting

**Documentation:** Public Notice

**Action / Motion for Consideration:**

Receive Information

Call a Special Town Board Meeting for Thursday, February 7, 2019 Beginning at 6:00 p.m. @ Central Middle School, 4857 Bloom Avenue, White Bear Lake, Minnesota, to Attend a Public Informational Meeting



## **Public Notice**

### **Special Town Board Meeting**

**Thursday, February 7, 2019**

**Beginning at 6:00 p.m.**

**at Central Middle School  
4857 Bloom Avenue  
White Bear Lake, MN 55110**

- ◆ Public Informational Meeting



**Town Board Meeting  
February 4, 2019**

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

**Subject: Board of Audit – Call Board of Audit Meeting for Friday, February 22, 2019 @ 10:55 a.m. at the Township Administrative Offices, 1281 Hammond Road**

**Documentation: Public Notice**

**Action / Motion for Consideration:**

Receive Information

Call Board of Auditor Meeting for Friday, February 22, 2019 @ 10:55 a.m.  
at the Township Administrative Offices, 1281 Hammond Road



**Public Notice**

**Board of Audit Meeting**

**Friday, February 22, 2019**

**at 10:55 a.m.**

**at the**

**Township Administrative Offices  
1281 Hammond Road  
White Bear Township, MN 55110**



**Town Board Meeting  
February 4, 2019**

**Agenda Number: 6 – Old Business**

**Subject: None**

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



## Town Board Meeting February 4, 2019

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

**Subject:** **Calvary Church, 4604 Greenhaven Drive** – Continuation of Hearing to Consider the Granting of a Conditional Use Permit to Allow Construction of 6,000 Square Feet of Classroom Space

**Documentation:** TKDA Correspondence

### Action / Motion for Consideration:

- Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice
- Open Continuation of January 23, 2019 Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing & Continue until Monday, February 20, 2019 at the Request of the Applicant

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Minutes  
Town Board Meeting  
January 23, 2019

**CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:** Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the continuation of the Public Hearing. McCune seconded. Ayes all.

The Planner reported that this Public Hearing was continued in the past because some engineer information was lacking on storm water treatment. The information was received late last week but not in time to provide formal review. Representatives of Calvary Church were contacted to see if there would be willing to continue their request to the February 4, 2019 Town Board meeting. They have agreed to a continuation to February 4, 2019. The review will be ready at that time. Prudhon asked how long a public hearing can be waived. The Town Attorney stated that as long as the applicant requests the continuation the public hearing can be waived indefinitely. If the Town elects to continue it, it is subject to the 60 day rule.

**Ruzek moved to close the public portion of the Public Hearing and continue the request for Conditional Use Permit to allow construction of a 6,000 square feet classroom space to February 4, 2019 as requested by the applicant. McCune seconded. Ayes all.**

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Minutes

Town Board Meeting

December 3, 2018

**CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:** The Public Hearing was held at 7:12 p.m. Ruzek moved to waive the reading of Public Notice noting that proper publication was made. Prudhon seconded. Ayes all. Ruzek moved to open the Public Hearing. Prudhon seconded. Ayes all.

The Planner reported that Calvary Church at 4604 Greenhaven Drive is requesting a Conditional Use Permit to allow construction of additional classroom space. He provided an overhead of a master plan of the site as it was proposed in 2002. The master plan showed future additions on the north, east and west sides of the Church with additional parking on the east side of the building. The parking lot is located on the west side of the building. The original master plan for the Church shows approximately 40,000 square feet of future additions. The proposed 6,000 square foot addition on the east side of the building is consistent with the additions shown on the master plan. A Church is listed at a Conditional Use in the R-2 Zoning District. A Conditional Use Permit must be approved by the Town prior to construction of the proposed addition.

Staff has been working with officials of the Church and engineer to complete the plan. At this point there is not a complete application. With the addition of hard surface there will be additional storm water treatment required. They propose to some storm water treatment in the area of the storm water treatment pond that overflows into another treatment pond. They have not prepared the engineering calculations at this point to determine how much larger the storm water treatment pond has to be. Staff is recommending that the request be continued until the December 17, 2018 Town Board meeting to finalize the information. Prudhon asked if the continuation will exceed the 60 day rule. The Planner reported that he has informed the Church that they may have to waive the 60 day rule if necessary and they are aware of that possibility. In response to a question if the 60 day rule could be extended tonight the Town Attorney stated that it could be extended tonight.

Richard Stuerman, BWBR Architects stated that they agree with extending the 60 day rule. He reported that they submitted the plans and the intent of the storm water ponding but there is more data to collect. He stated that they would like to continue the matter to the January 23, 2019 meeting to allow time to get the information to the Town Engineer for review. The Town Attorney stated that if the Town intends to elect its right to extend the 60 day rule it has to be done within the initial 60 day period. The landowner can waive it themselves. He noted that there should a representative of the Church to waive the 60 day rule. Chuck Henne, Chair of the Board introduced himself and stated that Mark Anderson, Treasurer of the Board is also present and they are authorized to waive the requirement. The Town Attorney asked if they are waiving the right under Minnesota Statutes, Section 15.99, Time Deadline for Agency Action, for a period of 60 days. Richard Stuerman stated that was correct.

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

Kermes referenced an email from Jerry Hicks, 4612 Greenhaven Drive, who stated that the Church is an asset to the community except for the parking. He stated that the church goes tend to park on the street even though there is parking on the west end of the lot. This is creating a restriction to the flow of traffic, and especially true when they park on both sides of the street or during the winter. He

suggested that parking be limited to one side of the street and strongly suggested that the church announce that parking on the street is not prudent when parking spaces are open in the lot. Staff will follow up on posting one side of the street for no parking after receiving input from the Ramsey County Sheriff's Office.

The Planner noted that the Minnesota State Fair uses this area as a remote shuttle lot during the fair. It was anticipated that the parking may overflow onto the street so the Town posted the street no parking up to a certain point. No complaints were received about parking on the street but the Town observed on street parking. Public Works Director stated that they did receive some complaints and signs were placed. The street is a 32 foot wide street which allows for drive lanes and parking on both sides. It is up to the Town whether it wants to regulate parking on one side or the other.

**Prudhon moved, based on Staff's recommendation, and applicant's agreement to waive the 60 day rule, to continue the Public Hearing to January 23, 2019, for Calvary Church, 4604 Greenhaven Drive, to consider granting of a Conditional Use Permit to allow construction of 6,000 square feet of classroom to allow time for applicant's engineer to prepare calculations for enlarging storm water treatment pond. Ruzek seconded. Ayes all.**



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

January 29, 2019

Honorable Chairman and Town Board  
White Bear Township, Minnesota

Re: Calvary Church White Bear Township Addition and Remodel  
Development Review  
White Bear Township, Minnesota  
TKDA Project No. 17127.001

Dear Board Members:

We have completed an engineering review of the Calvary Church White Bear Township Addition and Remodel project plans. A separate stormwater quality review will be completed by others.

#### **Documents Reviewed**

1. Preliminary Plans, dated January 15, 2019.
  - a. Architectural plans 101.CO, 401.FL and 500 were not reviewed.
2. Hydrology Report, dated January 15, 2019.

#### **Regulatory Requirements**

No work may begin until Final Plans and Specifications are approved by the Town Board and all required permits have been acquired.

#### **Site Plan**

Plan proposes a 6,000 square-foot addition to the northeast side of the existing structure, and associated site improvements. Stormwater from the addition will run via roof drain and storm sewer to a new infiltration basin, adjacent to the existing infiltration basin, which receives drainage from the existing structure. A 2% drainage swale will be graded into the site east of the addition, directing stormwater into the new infiltration basin.

Confirm and show the necessary drainage and utility easements.

#### **Stormwater Management**

Project must be reviewed by VLAWMO and receive full approval before any work begins.

The existing underground storm system must continue to be inspected and cleaned as necessary.

Any further expansions will require additional storm design and review.

12" HDPE storm sewer is proposed to receive drainage from the new building. The proposed depth is very shallow (1'-2' of cover), requiring the pipe to be insulated. The pipe is in a green area and will not be subject to heavy loads.

The proposed infiltration basin was designed with an assumption that the disturbed area consists of Group C soils. This is based on information from previous projects, which was not provided.

The proposed peak stormwater runoff rates and volumes are lower than existing, providing an improvement over existing conditions.

The volume of the proposed infiltration pond exceeds the volume required to meet the Township's standard of providing treatment for 1.1 inches of runoff from the new impervious or reconstructed surfaces.

### **Grading, Erosion Control and Pollution Prevention**

In addition to the street sweeping listed in the plan, a vehicle tracking BMP must be installed to minimize the track out of sediment from the construction site, or onto paved roads within the site.

Describe sediment control methods to be used at the base of stockpiles on the downgradient perimeter.

Describe methods to preserve topsoil on the site, unless infeasible.

Describe methods for staking off and marking the area of the infiltration basin, so heavy construction vehicles or equipment do not compact the soil in the area.

Describe procedures for inspection/maintenance of erosion prevention and sediment control BMPs.

Include plan and details for containment of any liquid or solid wastes generated by washout operations.

### **Sanitary Sewer & Watermain**

Applicants have indicated that they may be extending sanitary sewer and watermain to the addition. Provide plans and specifications if utility extensions are going to be installed.

Please contact me at (651) 292-4503 with any questions.

Sincerely,



Jim Studenski, P.E.  
Town Engineer

cc: Tom Riedesel, Town Planner  
Dale Reed, Public Works Director



**CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:**

Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the continuation of the Public Hearing. McCune seconded. Ayes all.

The Planner reported that this Public Hearing was continued in the past because some engineer information was lacking on storm water treatment. The information was received late last week but not in time to provide formal review. Representatives of Calvary Church were contacted to see if there would be willing to continue their request to the February 4, 2019 Town Board meeting. They have agreed to a continuation to February 4, 2019. The review will be ready at that time. Prudhon asked how long a public hearing can be waived. The Town Attorney stated that as long as the applicant requests the continuation the public hearing can be waived indefinitely. If the Town elects to continue it, it is subject to the 60 day rule.

Ruzek moved to close the public portion of the Public Hearing and continue the request for Conditional Use Permit to allow construction of a 6,000 square feet classroom space to February 4, 2019 as requested by the applicant. McCune seconded. Ayes all.



**Town Board Meeting  
February 4, 2019**

**Agenda Number: 8A – New Business**

**Subject: MRA Membership - Approve**

**Documentation: MRA Correspondence w/ attachments /  
Resolution**

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss

Based on Staff Review & Recommendation Adopt:

**Resolution Approving a Membership with the Employers'  
Association Known as "MRA"**

**Ruzek – Moves**

**McCune - Seconds**



January 30, 2019

Patrick Christopherson  
Clerk / Treasurer  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110

Via email: pat.christopherson@whitebeartownship.org

Dear Patrick:

Thank you for your interest in MRA. This letter will serve as confirmation of your MRA membership.

As a non-profit organization with fewer than 25 employees, your yearly investment for 2019 will be \$650.

MRA is a nonprofit employers' association that serves both for-profit and not-for-profit organizations throughout Minnesota, Wisconsin, Illinois, and Iowa. We partner with organizations to provide access to HR experts, practical business tools and critical information necessary to make better business decision that will save White Bear Township time, money and resources.

Patrick, I will follow-up with you to discuss any questions you may have. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads 'Jan Edman'. The signature is written in a cursive, flowing style.

Jan Edman  
Member Relations Manager  
Jan.Edman@mranet.org  
763-253-9180

**www.mranet.org**

**Wisconsin**  
N19W24400 Riverwood Drive  
Waukesha, WI 53188  
262.523.9090 | 800.488.4845

**Minnesota**  
9805 45th Avenue N  
Plymouth, MN 55442  
763.253.9100 | 888.242.1359

**Illinois**  
625 North Court, Suite 300  
Palatine, IL 60067  
847.963.9860 | 800.679.7001

**Iowa/Western Illinois**  
3800 Avenue of the Cities, Suite 100  
Moline, IL 61265  
309.764.8354 | 888.516.6357





# Maximize Productivity and Minimize Risk With MRA Membership

MRA Membership is an exceptional value. The more you use MRA's benefits and services included in your membership, the higher the value of your membership – ranging from \$20,000 to \$65,000 or more!

MRA's nearly 2,000 educational events each year allow you to develop your team and support emerging leaders.

**\$160,000**

Average claim settlement  
The average defense and settlement cost for discrimination charges, based on a representative study of 1,214 closed claims reported by small to medium-sized businesses in the 2017 Hiscox Employee Lawsuit Handbook

**More than 1 out of 10**

companies have a charge filed  
For 2016, U.S. companies had a 10.5% chance of having an discrimination charge filed against them.

According to the 2017 Hiscox Employee Lawsuit Handbook, some states have a far higher instance of charge activity than the national average.

**\$46.3 million**

Monetary damages  
In 2017, the EEOC received 6,696 sexual harassment charges alone and obtained \$46.3 million in monetary damages for employees.

## MRA Helps You Save Time and Money

MRA has a proven ability to help organizations build a high-performing workforce and efficient workplace. In today's HR world, it's critical to avoid employee legal complaints, ensure wage and hour compliance, and keep on top of the latest requirements.

Our HR experts help organizations make smart decisions and avoid costly HR mistakes and expensive settlements. Just one call to an MRA HR Advisor can help HR professionals avoid serious issues.

**MRA can help you with your employment decisions to minimize risk and keep your business thriving!**

**Become an MRA member today!**



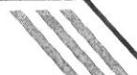
[www.mranet.org](http://www.mranet.org) 800.488.4845 [MemberRelations@mranet.org](mailto:MemberRelations@mranet.org)

Wisconsin  
262.523.9090

Minnesota  
763.253.9100

Illinois  
847.963.9860

Iowa/Western Illinois  
309.764.8354



# 2019 Annual Membership Rates

MRA membership saves you time and money, and helps your organization maximize performance and minimize risk.

## BENEFITS INCLUDED IN YOUR MEMBERSHIP

- **24/7 HR Hotline** - HR Advisors ready to answer your questions.
- **Compensation, Benefits, and Business Trend survey data** - industry specific, and on hot topics
- **HR Resource** - unlimited access to hundreds of templates, tool kits, articles, and sample policies
- **Complimentary Learning Opportunities** - *Business Insights*, member-only events and free webinars
- Complimentary open **HR position job posting** on 20+ job boards
- **Publications** - to keep you up to date on the latest HR and leadership development news
- **CCH Compliance Library** - access to federal and state laws
- **HRCI recertification credits and exam savings** (\$2,000 per employee)
- **Additional Benefits:**
  - » Professional Roundtables
  - » Handbook Quick Check
  - » Free MRA training class
  - » Free set of federal and state employment posters

In addition, as an MRA member you save up to 30 percent on other key MRA services. The savings on many HR products often offset the entire cost of your membership in the first year!

**Join more than 3,000 other organizations in the Midwest and become an MRA Member today!**

2 - 50  
employees | \$1,100

51 - 100  
employees | \$1,250

101 - 250  
employees | \$2,250

251 - 500  
employees | \$3,800

501 - 750  
employees | \$5,800

751 - 999  
employees | \$5,900

1000+  
employees | \$6,000

Your membership comes with a money-back guarantee. We will refund your full membership dues if you don't feel you received tremendous value.



[www.mranet.org](http://www.mranet.org) 800.488.4845 [MemberRelations@mranet.org](mailto:MemberRelations@mranet.org)

Wisconsin  
262.523.9090

Minnesota  
763.253.9100

Illinois  
847.963.9860

Iowa/Western Illinois  
309.764.8354



EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON FEBRUARY 4, 2019

Pursuant to due call and notice thereof, a Regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on February 4, 2019 at 7:00 p.m.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING A MEMBERSHIP  
WITH THE EMPLOYERS' ASSOCIATION KNOWN AS "MRA"**

WHEREAS, MRA is a nonprofit employers' association that serves both for-profit and not-for-profit organizations throughout Minnesota,

AND WHEREAS, MRA provides access to HR experts, practical business tools and critical information necessary to make better business decisions that will save money,

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

1. That the Town Board hereby approves obtaining a membership with the MRA at an annual cost of \$650.00.
2. That the Town Board believes that this membership will help the Township build and maintain a high-performing and efficient workplace that will in turn benefit the residents of the Township.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special Meeting of the Town Board of the said Town held on the 4<sup>th</sup> day of February, 2019, with the original on file in my office and that the same is a full, true and complete transcript therefrom, insofar as the same relates to a Resolution to a MRA membership.

WITNESS my hand as such Clerk and the Town Clerk's seal this 4<sup>th</sup> day of February, 2019.

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PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting  
February 4, 2019**

**Agenda Number: 8B – New Business**

**Subject: Solicitor License Request – Renewal by Anderson**

**Documentation: Staff Memo w/ attachments**  
**\*\* Back-up Info in Distribution File**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff review & recommendation authorize issuance of a Solicitor's License to Renewal by Anderson, 1920 County Road C, Roseville, Minnesota, subject to the following:

1. Only the following individuals are granted permission to solicit under this License:

Tracy Wilborn  
Seamus McNiff  
Cayla Nybeck

John Logan  
Tyler Kurtz  
Patrick Tierney

Kazmine Langness  
Mark Parrent

2. Hours of solicitation shall only be:

9:00 a.m. – 8:00 p.m. (most allowed by ordinance)  
Monday-Saturday (No Sundays)

3. No solicitation shall be allowed on property displaying a sign stating "No Peddlers, Solicitors or Transit Merchants" or a comparable statement.

\*\* Renewal by Anderson has solicited in the Township in the past with no complaints, and I also checked with the City of White Bear Lake & they have not had any complaints there either.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: JANUARY 29, 2019**

**SUBJECT: SOLICITOR LICENSE REQUEST**

Renewal by Anderson, 1920 West County Road C, Roseville, Minnesota, has submitted a request for a 30-day solicitor's license in White Bear Township.

Ordinance No. 37 sets forth the procedures that need to be followed for issuance of a solicitor/peddler license. It states:

Determine type of license needed:

Renewal by Anderson falls under the definition of "solicitor" as stated in the Ordinance:

"SOLICITOR. A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, ware, products, merchandise, other personal property or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above."

License application form and completed Releases from all prospective solicitors must be received.

The applicant has completed the License Application and submitted it to the Town along with signed Releases from each individual who will be soliciting.

Applicant shall show proof of County license if applicable (transient merchant only).

N/A

Payment of Fee.

The applicant has paid the \$35.00 license fee as set forth in Ordinance No. 54 (Fees & Charges).

Background Check.

I have received the background check from the Ramsey County Sheriff's Office (see distribution file) and each individual is passable.

**Requested Action:**

Based on Staff review and recommendation authorize issuance of a Solicitor's License to Renewal by Anderson, 1920 W. County Road C, Roseville, Minnesota, subject to the following:

1. Only the following individuals are granted permission to solicit under this License:

Tracy Wilborn	John Logan	Kazmine Langness
Seamus McNiff	Tyler Kurtz	Mark Parrent
Cayla Nybeck	Patrick Tierney	

2. Hours of solicitation shall only be:  
  
9:00 a.m. – 8:00 p.m. (most allowed by ordinance)  
Monday-Saturday (No Sundays)
  3. No solicitation shall be allowed on property displaying a sign stating "No Peddlers, Solicitors or Transit Merchants" or a comparable statement.
- \*\* Renewal by Anderson has solicited in the Township & the City of White Bear Lake in the past with NO complaints.

PSW/s  
cc:admin.file  
b:2019renewal



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
\_\_\_\_\_ X \_\_\_\_\_ Solicitor License  
\_\_\_\_\_ Transient Merchant License

\_\_\_\_\_ Initial Application OR \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: \_\_\_\_\_

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT**

Full Legal Name

TRACY LEE WILBORN

Any other names/aliases under which you conduct business or officially answer

T900 242099209

Driver's License or MN I.D. Number

Physical Description:

DK Br  
Eye Color

DK Br  
Hair Color

5'4"  
Height

125  
Weight

1841 Laurel Ave  
Permanent Residence Address

St. Paul, MN  
Residence Telephone Number

612 868 3358

Circle one:

I have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Transit ~~2014~~ 2016  
Make Model Year  
white 377UNT 1FBAX2CGXGKA49424  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Andersen 1900 County Rd C 612-616-7332  
Business Name Address Telephone Number  
Roseville MN  
55113

Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent:

Renewal by Andersen

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business:

\* Same as above

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Window manufacturer & installer

Description of how and where the business is to be conducted:

At Property owner's property.

Proposed hours/days of operation: 9AM - 8PM



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
                          X \_\_\_\_\_ Solicitor License  
                          \_\_\_\_\_ Transient Merchant License

\_\_\_\_\_ Initial Application    OR    \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: \_\_\_\_\_  
\_\_\_\_\_

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT**

Seamus Liam McNiff  
Full Legal Name

N/A

Any other names/aliases under which you conduct business or officially answer

A521009544008  
Driver's License or MN I.D. Number

**Physical Description:**

Gray                      Brown                      6'3"                      220 lbs  
Eye Color                      Hair Color                      Height                      Weight

3701 26<sup>th</sup> Ave S Minneapolis, MN                      612-462-2822  
Permanent Residence Address                      Residence Telephone Number

Circle one:

I have have no been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Transit 2016  
White 377-UNT 1FBAX2CGXGKA49424  
Color License Plate Number/State Vehicle Identification Number Year

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Andersen 1920W County Rd C Roseville MN 612-616-7352  
Business Name Address Telephone Number

Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal by Andersen

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business:

\* Same as above

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Window Manufacturer & Installer

Description of how and where the business is to be conducted: Home owners Residence

Proposed hours/days of operation: 9am - 8pm



**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Transit ~~2016~~ 2016  
Make Model Year  
White 377 unit 1FBAX2CGX6KA49424  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Andersen 1920 W County C Roseville, SS113 612 616 7332  
Business Name Address Telephone Number

Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal by Andersen

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business: Same as above

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Windows & Doors

Description of how and where the business is to be conducted: at home owners property

Proposed hours/days of operation: 9am - 8pm



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
\_\_\_\_\_  Solicitor License  
\_\_\_\_\_ Transient Merchant License

\_\_\_\_\_ Initial Application OR \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: \_\_\_\_\_

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT** John Patrick Logan  
Full Legal Name

Any other names/aliases under which you conduct business or officially answer

555 9134 199119  
Driver's License or MN I.D. Number

Physical Description:

<u>Brn</u>	<u>Brn</u>	<u>5'7"</u>	<u>175</u>
Eye Color	Hair Color #103	Height	Weight
<u>1828 St Clair</u>	<u>St. Paul</u>	<u>55105</u>	<u>612 384 6053</u>
Permanent Residence Address	Residence Telephone Number <u>cell</u>		

Circle one:

I have have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

~~Make~~ Ford Transit 350 2016  
Make White 377 UNT Model 1FBAX2CGXGKA Year 49424  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal By Andersen 612 702 5636  
Business Name Address Telephone Number  
~~Renewal By Andersen~~  
Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal By Andersen

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business:

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Free Window/Door Consultation

Description of how and where the business is to be conducted: Door to Door

Proposed hours/days of operation: Monday - Saturday 9A - 6P



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
                  X \_\_\_\_\_ Solicitor License  
                  \_\_\_\_\_ Transient Merchant License

X \_\_\_\_\_ Initial Application    OR    \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: \_\_\_\_\_

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT**

Tyler Conroy Kurtz  
Full Legal Name

N/A  
Any other names/aliases under which you conduct business  
or officially answer

F896051886723  
Driver's License or MN I.D. Number

Physical Description:

BLUE                      Brown                      6'0                      190  
Eye Color                      Hair Color                      Height                      Weight

5126 Lincoln Drive #107 Edina, MN                      612-702-5636  
Permanent Residence Address                      Residence Telephone Number

Circle one:

I have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Transit 2016  
Make Model Year  
WHITE 377-UNT 1FBAX2CGXGKA49424  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Andersen 1920 W County Road C 612-702-5636  
Business Name Address Telephone Number

Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal by Andersen

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business: N/A

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Free Window/Door Consultations

Description of how and where the business is to be conducted: Homeowner's residence

Proposed hours/days of operation: Monday - Saturday, 9am - 8pm



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
X \_\_\_\_\_ Solicitor License  
\_\_\_\_\_ Transient Merchant License

X Initial Application OR \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: ASAP

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT**

Patrick Tierney  
Full Legal Name

Pat  
Any other names/aliases under which you conduct business or officially answer

R 108-100-577-209  
Driver's License or MN I.D. Number

Physical Description:

Green Eye Color      Brown Hair Color      5'11 Height      200lbs Weight

1871 Victoria Cir Victoria MN 55386      62-327-0863  
Permanent Residence Address      Residence Telephone Number

Circle one:

I have/have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Make	Model	Year
Color	License Plate Number/State	Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Andersen 1920 County Road West 651-505-2557  
Business Name Address Roseville, MN Telephone Number

3915269  
Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal by Andersen Window Replacement

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business: 1920 County Road West Roseville MN

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Window Replacement

Description of how and where the business is to be conducted: Meet with potential customers at their homes and schedule free appointments

Proposed hours/days of operation: \_\_\_\_\_



**LICENSE APPLICATION**

Application for: \_\_\_\_\_ Peddler License  
                            X   Solicitor License  
                          \_\_\_\_\_ Transient Merchant License

  X   Initial Application   OR   \_\_\_\_\_ Renewal Application

Dates you intend to conduct business in the Town of White Bear: \_\_\_\_\_

Number of days you will conduct business in the Town: \_\_\_\_\_

**APPLICANT**

  Kazmine Jeroham Langness    
Full Legal Name

Any other names/aliases under which you conduct business or officially answer

  L 525 461 402 587    
Driver's License or MN I.D. Number

**Physical Description:**

<u>  Brown  </u>	<u>  Black  </u>	<u>  5'8  </u>	<u>  155  </u>
Eye Color	Hair Color	Height	Weight

<u>  5940 Stinson Blvd, Fridley, MN  </u>	<u>  55432  </u>	<u>  906-236-1084  </u>
Permanent Residence Address		Residence Telephone Number

Circle one:

I have/have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Focus 2010  
Make Model Year  
gray ASE 445 MI 1FAHP3FNXAW122016  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal by Anderson 1920 County Road C 651-633-9749  
Business Name Address Telephone Number

3915269  
Minnesota Sales Tax I.D. Number

**A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.**

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal By Anderson

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business: 1920 County Road C, Roseville, MN  
651-633-9749

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Windows

Description of how and where the business is to be conducted: Throughout Neighborhoods

Proposed hours/days of operation: 9am - 8pm



LICENSE APPLICATION

Application for:                      Paddler License  
  X                        Solicitor License  
                                          Transient Merchant License

  X   Initial Application OR                      Renewal Application

Dates you intend to conduct business in the Town of White Bear: ASAP

Number of days you will conduct business in the Town:                     

APPLICANT  
Mark Joseph Parent  
Full Legal Name

Any other names/aliases under which you conduct business or officially answer

P053550914240  
Driver's License or MN I.D. Number

Physical Description:

Blue Blonde 5-11 180  
Eye Color Hair Color Height Weight

18160 Emerald 1st Trail SE Farmington MN 55024 (616) 370-0981  
Permanent Residence Address Residence Telephone Number

Circle one:

I have/have not been convicted within the last five years of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance (other than misdemeanor traffic offenses).

**VEHICLE INFORMATION (Please include information for all vehicles to be used in conjunction with the license)**

Ford Transit 2017  
Make Model Year  
White 377 WVT \_\_\_\_\_  
Color License Plate Number/State Vehicle Identification Number

**APPLICANT'S BUSINESS INFORMATION**

Renewal By Anderson 1920 County Rd C (651) 244 8803  
Business Name Address Telephone Number

391 - 5269  
Minnesota Sales Tax I.D. Number

*A Minnesota Sales Tax ID Number can be obtained through the Minnesota Department of Revenue at (651) 282-5225.*

Full legal name of any and all business organizations owned, managed or operated by you or for which you are an employee or agent: Renewal by Anderson

Any and all address(es) and telephone numbers where you can be reached while conducting business in the Town, including a location if you are a transient merchant and intend to set up business: \_\_\_\_\_

Type of business to be conducted and/or items to be sold (attach an additional sheet if necessary): Windows & Doors

Description of how and where the business is to be conducted: Door to Door

Proposed hours/days of operation: 9 AM - 8 PM



**Town Board Meeting  
February 4, 2019**

**Agenda Number: 8C – New Business**

**Subject: GIS Implementation - Revisit**

**Documentation: Town Clerk Memo**

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATRICK CHRISTOPHERSON**  
**DATE: JANUARY 31, 2019**

**SUBJECT: GIS IMPLEMENTATION**

I wanted to let you know that during conversations with our Public Works staff, the topic of GIS within the Township came up. I know that you were all in extended planning and discussions about implementing this resource on behalf of the Township recently, and we would like to re-start a dialogue sooner rather than later. The benefits to the Township, specific to Public Works and the management of our infrastructure, are as follows:

- 1) Easier locates for Water, sewer and storm water
- 2) Efficiencies achieved documenting field data as it is exported directly to the GIS platform
- 3) Overall management of infrastructure is improved as our current electronic mapping is not supported by software.

As I said, in review of past documents and procedures, I am sure you are aware of the benefits, but at this time I would like the Board to reconsider the program so that we may proceed with our overall goal of implementing a new reporting system in and amongst our existent departments.

The Township did set aside \$250,000 on the front end to cover the aforementioned infrastructure applications, and an additional \$225,000 to incorporate GIS to benefit Planning, zoning and other Township applications. I am requesting at this time we address the project at our February Executive Board meeting, and discuss if the timing is appropriate from your standpoint.

b:gis2019



**Town Board Meeting  
February 4, 2019**

**Agenda Number:** 9 – 10- 11 - 12

**Subject:** Added Agenda Items  
Open Time

Receipt of Agenda Materials & Supplements  
Adjournment

**Action / Motion for Consideration:**

Added Agenda Items  
Open Time

Receive All Agenda Materials & Supplements for Tonight's Meeting  
Adjourn Meeting