



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebear township.org

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

**AGENDA
TOWN BOARD MEETING
FEBRUARY 20, 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 February 4, 2019 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **2040 Comprehensive Plan** – Call Public Hearing for Monday, March 18, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Authorize Submittal of the Proposed 2040 Comprehensive Plan to the Metropolitan Council.
 - B. **Special Town Board Meetings**
 1. Call Special Town Board Meeting for Thursday, February 21, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting
 2. Call Special Town Board Meeting for Wednesday, February 27, 2019 Beginning @ 6:30 p.m. at Otter Lake Elementary School, 1401 County Road H-2 to Attend a Neighborhood Meeting
 3. Call Special Town Board Meeting for Thursday March 7, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting
 - C. **Kayak Storage Policy** – Approve the Kayak Storage Policy with Fees & Placement of a Sign on the Rack at the Recommendation of the Park Board.
 - D. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the

**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.



XcelEnergy Permit to Replace 9,500 Feet of 2” Gas Mainline Pipe Along South Shore Boulevard & Along Lakewood Avenue With All Work to be Performed in the Road Right-of-Way.

E. **Construction Activity Report** – Receive Report.

6. **Old Business:** None.

7. **Public Hearing:**

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:**

Public Works Director Item:

A. **2019 Street Sweeping:**

1. Receive Quotes
2. Approve Allied Blacktop Company Quote

Town Planner Items:

B. **Comprehensive Plan Consulting Services** – Revise Agreement to Include Additional Services.

C. **Independent Contractor Agreement for Township Day** – Approve Contract with Lisa Beecroft From March 2019 Through October 2019.

General Business:

D. **EDAB & Park Board Appointments:**

1. Appoint EDAB Applicant Justin Stofferahn,
2. Appoint a New Park Board Member.

E. **Water Meter Replacement Agreement** - Approve.

F. **Resignation of Probationary Employee** – Accept Resignation.

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 20, 2019

Agenda Number: 1 - 2 - 3 - 4

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

Approval of February 20, 2019 Agenda
Approval of Payment of Bills

Approval of Minutes of February 4, 2019
(Additions/Deletions)

Documentation: February 20, 2019 Agenda
February 4, 2019 Town Board Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	February 20, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	February 4, 2019 Town Board Minutes

**MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 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): Ruzek moved approval of the agenda with the following amendments: 9A) Tobacco Compliance; 9B) Recording Secretary Resignation. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF JANUARY 23, 2019 (Additions/Deletions): Ruzek moved approval of the Minutes of January 23, 2019 with minor corrections. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved approval of the Consent Agenda as follows: 5A) Reschedule Friday, March 22, 2019 Executive Meeting to Friday, March 29, 2019 due to a Conflict; 5B) Call a Public Hearing for Monday, March 4, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road to Allow a Minor Subdivision/Lot Line Rearrangement at 5518 & 5520 Shadyside Lane; 5) Call a Public Hearing for Monday, March 4, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road for Conditional Use Permit Request, 5858 Centerville Road, to Allow Cell Tower Antenna Additions; 5D) Call a Special Town Board Meeting for Thursday, February 7, 2019 Beginning at 6:00 p.m. at Central Middle School, 4857 Bloom Avenue, White Bear Lake, Minnesota, to Attend a Public Informational Meeting; 5E) Call Board of Audit Meeting for Friday, February 22, 2019 at 10:55 a.m. at the Township Administrative Offices, 1281 Hammond Road. Ruzek seconded. Ayes all.

CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF PUBLIC HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE: Ruzek moved to open the Public Hearing. McCune seconded. Ayes all. The Planner reported that this is continuation of a Public hearing initially held on December 3, 2018, continued to January 23, 2019 and now to tonight. The proposal is to add a 6,000 square foot addition to the east side of Calvary Church at 4604 Greenhaven Drive. At previous reviews there were outstanding engineering items that needed to be addressed. The Board asked staff to contact the Ramsey County Sheriff's Department regarding posting one side of Greenhaven Drive for no parking. Area residents provided input stating that posting for no parking should not be necessary since services are limited to Sundays. A response has not been received from the Ramsey County Sheriff's Office as yet. The Planner was in contact with the engineers today regarding outstanding engineer issues. There is an underground storm water treatment system that treats the storm water. The current Zoning Certificate requires annual inspection of the system. That inspection has not occurred in a while. Public Works has been contact with the church who stated that they have not had an inspection or cleaned out the system. That issue will be taken care of. They would like Town Staff to contact the Town's environmental consultants to make sure that the plans are in compliance and to have the Vadnais Lake Water Management

MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 2019

Organization to review the plans as well. Those details are being acquired. In discussion with Richard Stuerman, BWBR Architects today, it appears that plans are pretty complete with the exception of looking into the engineering items and for staff to prepare a Zoning Certificate which lists approval criteria. Prudhon noted that the correspondence from TKDA, dated January 29, 2019 states that the 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 Engineer stated he will talk with the architect further regarding this.

Ruzek noted that the continuance of the Public Hearing at the January 23, 2019 meeting was at the request of the applicant. He asked if the continuance being requested tonight is from the applicant or Town staff. The Planner stated that the continuance is at the request of staff in agreement by the applicant. The Town Attorney stated that the initial request was by the applicant. Under the statute an extension requested by the Town would be for 60 days, but a request by the applicant has no limitation. He noted that the Board has never asked for a continuance and the matter has been operating from the request of the applicant. However, the matter needs to be dealt with and suggested that after this continuance no further extensions be considered. The Planner stated that the matter is near ready for consideration for approval. The Board does not have the Zoning Certificate which lists the requirements is not available tonight and a continuation will allow Staff time to clarify some requirements.

Ruzek moved to open the public comment portion of the Public Hearing. McCune seconded. Ayes all.

Richard Stuerman, BWBR Architects, stated that he is representing Calvary Church. He stated that the architect requested a continuation of the Public Hearing when it was known that there was more engineering information needed in December. That information was provided and comments were received from that information. Those comments were just received today and he and the Planner discussed taking care of matters in the next two weeks which would fit in with the project schedule to begin in the next month or six weeks. He stated the matter is now in staff's hands to be taken care of. Prudhon asked if there were any updated plans. He noted that the plans that the Board is operating with is dated October 2018. Mr. Stuerman stated that they do have updated plans which they submitted to civil engineering a few weeks ago. Those plans are dated January 15, 2019. The Planner noted that the revised plans have been received and are dated January 15, 2019.

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

Ruzek moved to continue the Public Hearing for Calvary Church, 4604 Greenhaven Drive to consider the granting of a Conditional Use Permit to allow construction of 6,000 square feet classroom space to February 20, 2019 at the request of the applicant. McCune seconded. Ayes all.

MRA MEMBERSHIP – APPROVE: The Clerk noted that the Board requested that the Town get a proposed membership in Management Resource Association and to put into resolution

MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 2019

format for Board approval. He reported that he has had ongoing discussions with MRA customer representatives. He reported that the Town, as a non-profit has a yearly cost of \$650.00 versus the initial \$1,100.00 cost. MRA is awaiting approval for what the Town has in mind. The proposed confirmation of MRA membership for the Township was reviewed. The initial project proposed is website management which will lead to a complete audit of HR operations which will consolidate all levels of Human Resources. In response to a question what happens once the Board gives approval, how this affects staff, the Clerk explained that MRA will have a field management individual evaluate the site, regarding what the Town has in place in terms of HR, what is needed with HR, and they will put together a strategy for what the Town needs. He stated that he expects this to happen within the next 45-60 days. In response to a question if there will be someone assigned to assist staff if there is an issue, the Clerk stated that he will be the initial point of contact. The Finance Office will be the contact for initial audit.

Ruzek moved, based on Staff review and recommendation to adopt the Resolution Approving a Membership with the Employers' Association known as "MRA" (Management Resource Association). McCune seconded. Ayes all.

SOLICITOR LICENSE REQUEST – RENEWAL BY ANDERSEN: The Clerk reported a request from Renewal by Andersen, which does window replacement for 30-day solicitor's license in the Township. Staff contacted the City of White Bear Lake regarding their contract with Renewal by Andersen. The City has had no issues with the solicitors. Background checks were clear and Staff has reviewed the Town's conditions for issuance of a solicitor's license.

McCune moved, based on Staff review & recommendation to authorize issuance of a Solicitor's License to Renewal by Andersen, 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. – 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. Ruzek seconded. Ayes all.

GIS IMPLEMENTATION – REVISIT: The Clerk reported that during conversations with Public Works staff the topic of GIS within the Township were recently held. Monthly discussions with the Public Works crew will be held to work on administrative connections and improvements. Extended planning and discussions about implementing this resource had been held recently but stopped. Administrative departments had questions if the system would address their needs. With discussions re-starting these questions will be addressed. The benefits to the Town, specific to Public Works and the management of infrastructure are: 1) easier locates for water, sewer, and storm water; 2) efficiencies achieved documenting field data as it is exported directly to the GIS platform; and 3) overall management of infrastructure is improved as current electronic mapping is not supported by software. Staff requests the Board to reconsider the program so that staff may proceed with the overall goal of implementing a new reporting system in and amongst the existing Town departments. The Township has set aside \$250,000 to cover the infrastructure applications and an additional \$225,000 to incorporate GIS to benefit

MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 2019

planning, zoning, and other Township applications. Staff requests that TKDA provide information on the benefits of GIS and how to manage the system. It is an effective strategy to adopt. The Town Engineer stated that staff is looking for Board direction to direct a process and timeline for GIS. He stated that GIS is a form of asset management and implementation. He stated that Town assets to be managed are: 42.9 miles of Town roads; 1,036 regulatory informational signs; 319 street identification signs; 3,000 trees; 654 catch basins; 136 manholes; 340 flared end-sections; 16 miles of storm sewer; 73 ponds; 1,486 sanitary manholes; 975 valves; 792 hydrants with valves; 4,800 curb boxes (water service valves). He reported that GIS is a location based program that helps to administer those assets. The Clerk would like to have the Engineer provide a presentation to the Board to see if they would like to go ahead with an RFP. In response to a question how long it takes to get the assets located, the Clerk noted that the Town went up to an RFP process last year that spelled out a lot of the information. Staff would like Larry to make a presentation to the Board to see if it is determined to go ahead to an RFP. The Public Works Director reported that the Rice Creek Watershed District and the Vadnais Lake Water Management Organization have asked that communities have a regional-wide map that shows the connections because the storm water is getting into the interconnects.

Ruzek moved to proceed with the GIS process. McCune seconded. Ayes all.

NORTH SUBURBAN TOBACCO COMPLIANCE REPORT: Information received from the North Suburban Tobacco Compliance Report informed that White Bear Township has achieved 100% compliance in both compliance checks performed in 2018. Other communities include Arden Hills, Falcon Heights, North St. Paul, St. Anthony Village, and Vadnais Heights. In 2018, 21 communities in Minnesota raised the tobacco sales age from 18 to 21 years old, including Shoreview, Falcon Height, Roseville, and Lauderdale. Tobacco companies heavily target teens, and nearly all adult smokers start before age 21. Increasing the tobacco sales age reduces teens' ability to buy tobacco products themselves or to access tobacco from friends who are 18.

McCune moved to receive the report from the North Suburban Tobacco Compliance. Ruzek seconded. Ayes all.

OPEN TIME: Water Gremlin: Prudhon reported that specific to the recent MPCA findings regarding Water Gremlin the State of Minnesota has jurisdiction in this matter. White Bear Township will be cooperating with the MPCA and Minnesota Department of Health and provide the State with any information that these agencies may request. Residents seeking further information are welcome to attend a public meeting which is being held this Thursday, February 7, 2019 from 6:00 p.m. – 9:00 p.m. at Central Middle School, 4587 Bloom, White Bear Lake. The Town does not have any specifics on the meeting. Water Gremlin will have someone present at the meeting.

John Barthlomew, 4448 Margaret Street, stated that lives near Water Gremlin. He reported that they have concern about the air quality. He asked if the Town requested the meeting. The Chair stated that the Town did not request the meeting. Mr. Bartholomew stated the letter stated that when Water Gremlin was doing maintenance last year they had an unprecedented break

**MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 2019**

down of the environmental equipment. They contacted the MPCA last summer. On January 14, 2019 Water Gremlin was asked to shut down. He stated that is quite a time gap between being notified and the shut-down. On January 31, 2019, the Township was notified and the MPCA put information on the website. On February 1, 2019 notice was published in the newspaper about the shutdown. Today, February 4, 2019, residents received a letter informing of the meeting on February 7th. He asked if anyone knew why there was such a gap between notification to the MPCA last summer and the shutdown. The Chair stated that the Town was notified about two hours before MPCA went public.

Recording Secretary Resignation: The Clerk reported that the Recording Secretary has submitted a resignation effective March 1, 2019. Megan Cavanaugh, who has been supplementing minute taking, and will take over the meetings to provide continuity.

Ruzek moved to receive the recording secretary resignation. McCune seconded. Ayes all.

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

McCune moved to adjourn the meeting at 7:43 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson,
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date



**Town Board Meeting
February 20, 2019**

Agenda Number: 5A – Consent Agenda

Subject: 2040 Comprehensive Plan – Call Public Hearing for Monday, March 18, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Authorize Submittal of the Proposed 2040 Comprehensive Plan to the Metropolitan Council

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call Public Hearing for Monday, March 18, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Authorize Submittal of the Proposed 2040 Comprehensive Plan to the Metropolitan Council



PUBLIC NOTICE

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 18, 2019 at 7:00 p.m., to authorize submittal of the proposed 2040 Comprehensive Plan to the Metropolitan Council, 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 20th day of February, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

PATRICK CHRISTOPHERSON, Town Clerk



**Town Board Meeting
February 20, 2019**

Agenda Number: 5B.1 – Consent Agenda

Subject: Special Town Board Meetings - Call Special Town Board Meeting for Thursday, February 21, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting

Documentation: Public Notice

Action / Motion for Consideration:

Report at Meeting

Call Special Town Board Meeting for Thursday, February 21, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting



Public Notice

Special Town Board Meeting

Thursday, February 21, 2019

Beginning at 6:30 p.m.

**at White Bear Lake High School –
South Campus
5045 Division Avenue
White Bear Lake, MN 55110**

- ◆ Public Informational Meeting



**Town Board Meeting
February 20, 2019**

Agenda Number: 5B.2 – Consent Agenda

Subject: Special Town Board Meetings - Call Special Town Board Meeting for Wednesday, February 27, 2019 Beginning @ 6:30 p.m. at Otter Lake Elementary School, 1401 County Road H-2 to Attend a Neighborhood Meeting

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information

Call Special Town Board Meeting for Wednesday, February 27, 2019 Beginning @ 6:30 p.m. at Otter Lake Elementary School, 1401 County Road H-2 to Attend a Neighborhood Meeting



Public Notice

Special Town Board Meeting

Wednesday, February 27, 2019

Beginning at 6:30 p.m.

at

**Otter Lake Elementary School
1401 County Road H-2
White Bear Township, MN 55110**

- ◆ 2019 Street Improvement Neighborhood Meeting



**Town Board Meeting
February 20, 2019**

Agenda Number: 5B.3 – Consent Agenda

Subject: Special Town Board Meetings - Call Special Town Board Meeting for Thursday March 7, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information

Call Special Town Board Meeting for Thursday March 7, 2019 Beginning @ 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting



Public Notice

Special Town Board Meeting

Thursday, March 7, 2019

Beginning at 6:30 p.m.

**at White Bear Lake High School –
South Campus
5045 Division Avenue
White Bear Lake, MN 55110**

- ◆ Public Informational Meeting



**Town Board Meeting
February 20, 2019**

Agenda Number: 5C – Consent Agenda

Subject: Kayak Storage Policy – Approve the Kayak Storage Policy with Fees & Placement of a Sign on the Rack at the Recommendation of the Park Board

Documentation: Policy

Action / Motion for Consideration:

Receive Information

Approve the Kayak Storage Policy with Fees & Placement of a Sign on the Rack at the Recommendation of the Park Board



KAYAK STORAGE POLICY

BACKGROUND

The storage of kayaks at Township parks for resident convenience has been determined to be beneficial.

PURPOSE

The intent of this policy is to allow the users of Summit Lane the convenience of storing their kayak at these locations when not in use.

POLICY

Kayaks not in use must be stored in racks, and must be properly licensed and registered with the Town. All kayaks must have a permit displayed on their watercraft in the form of a sticker obtained at the Town Offices. The cost of the permit is \$20.00 and must be renewed annually. Kayaks cannot be placed on the racks until a permit has been purchased and a slot assigned. The Season officially opens May 1st and closes November 1st each year, with registration opening March 1st.

Kayaks placed on the racks prior to May 1st and after November 1st and/or without a permit will be impounded at the owner's expense. There is a fee of \$50.00 for residents using racks without a permit, and a fee of \$100.00 for all kayak that must be removed by the Town due to lack of a permit or failure to remove a kayak after November 1st.

To register your kayak for a slot, complete the application (below) and deliver to the Town Offices with a \$20.00 check to select your spot (first come first serve).

Adopted by the Town Board on February 20, 2019.



**Town Board Meeting
February 20, 2019**

Agenda Number: 5D – Consent Agenda

Subject: Right-of-Way Permit – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace 9,500 Feet of 2” Gas Mainline Pipe Along South Shore Boulevard & Along Lakewood Avenue With All Work to be Performed in the Road Right-of-Way

Documentation: Town Engineer Correspondence w/ map

Action / Motion for Consideration:

Receive Information

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace 9,500 Feet of 2” Gas Mainline Pipe Along South Shore Boulevard & Along Lakewood Avenue With All Work to be Performed in the Road Right-of-Way



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

February 14, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
South Shore Boulevard and Lake Avenue
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

XcelEnergy has applied for a permit to replace 9,500 feet of 2" gas mainline pipe along South Shore Boulevard and along Lakewood Avenue. All work will be performed in the right-of-way. The attached maps show the entire project.

We recommend approval with the following conditions:

1. Contractor must protect the sanitary sewer, watermain and storm sewer during any activities including guide wire replacement.
2. Contractor must protect all roadways and driveways during the replacement work.
3. Disturbed areas shall be restored equal to or better than original condition.
4. The project may also need permits from Ramsey County.
5. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
6. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski', written over a white background.

Jim Studenski, P.E.
Town Engineer
Enclosures

Small vertical text on the right edge of the page, likely a scanning artifact or page number.



February 8, 2019

White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

Xcel Work Order # 102552601

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

A 2" PE 60 PSI gas main

I. Type of Utility – General Description

Install approx. 9500' of 2" PE 60 PSI gas main on South Shore Blvd and Lakewood Ave. Project is to replace existing gas main due to age, and to renew and/or transfer the existing gas services to new main. Tie into the existing 2" PE gas main on South Shore Blvd at 2052 South Shore Blvd. as shown on attached sketch. New main to be directional bored.

II. Work to begin in May 1, 2019 and be completed before November 30, 2019.

Application Approved:

By: _____

Date: _____

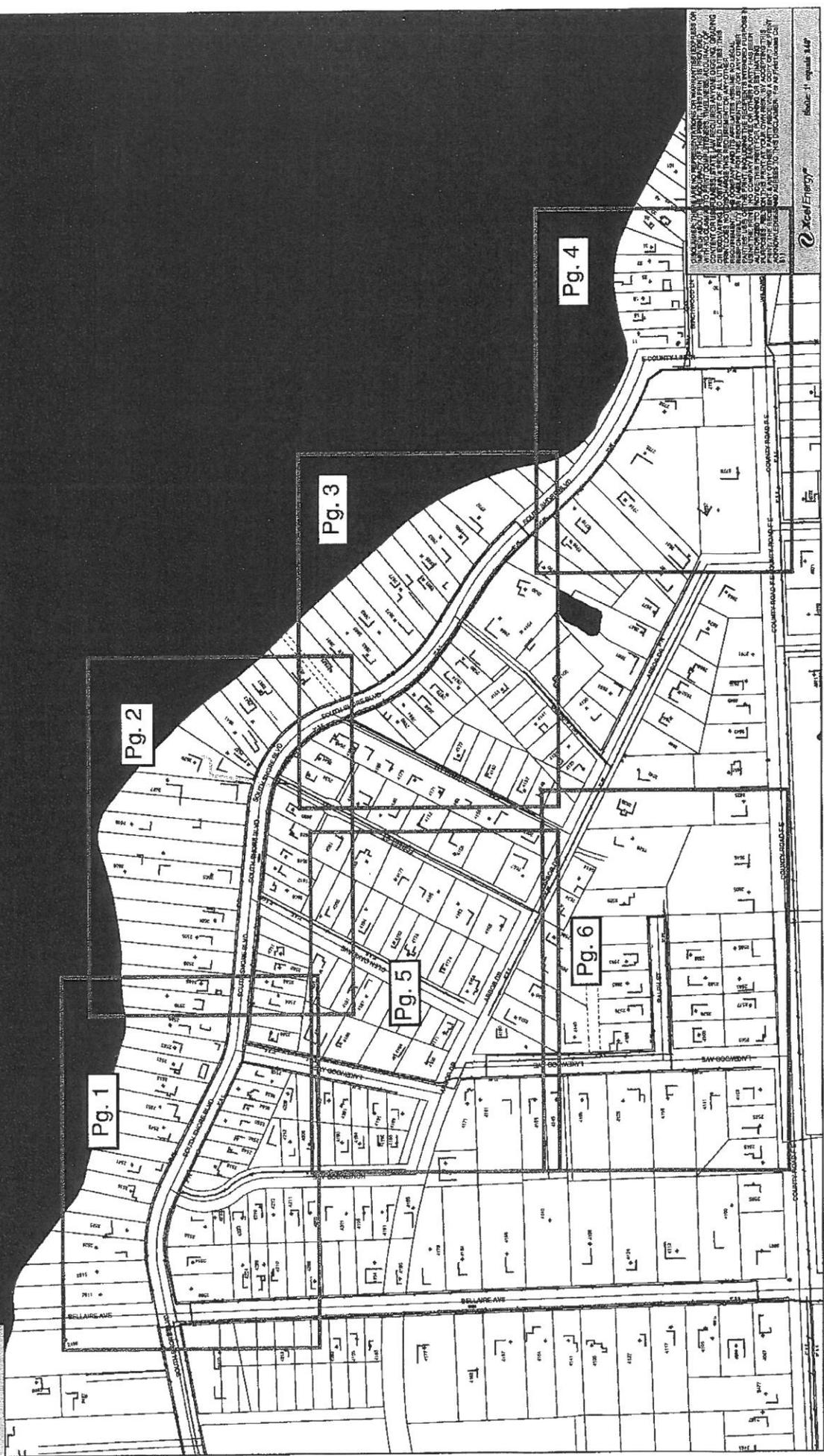
Application submitted by:

XCEL ENERGY

Ben Shimko
Xcel Energy / Responsible By Nature
Designer, Q3 Contracting
3066 Spruce St
Little Canada, MN 55117
612-772-1800
E: benjamin.w.shimko@xcelenergy.com
E: bshimko@prim.com



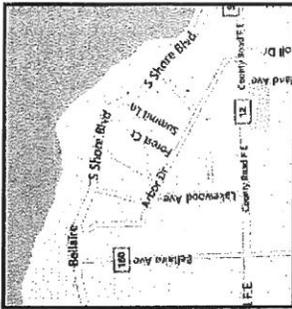
700006
01/15/2019



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Scale: 1" equals 50'



Work Order Information	
Service Request #	B3628
Design Number	23501
Design/Planner ID	Shirley Berglin
Design/Planner Name	810.728.1900
Design/Planner Ph #	
Manager Approval	
Job Utility	
E: N/A	G: N/A
T: N/A	C: N/A
Design Location	
Division	White Bear Lake
County	Ramsey
City	WHITES BEAR TWP
Address	
T: 30N	R: 22W
S: 24	
Map #	110305
Permit	
Block	
Fracture: N/A	Volume: N/A
Phase: N/A	Block Day ID:
System	
System: 6009	Pressure: 60 PSIG
Size: 2"	Material: PE
Dead End: NO	
Work Order #:	
Date: 01/15/2018	
Sketch:	
Scale: 1" equals 75'	
	
	

CONSTRUCTION USE ONLY

NO CHANGES (BUILT AS DESIGNED)

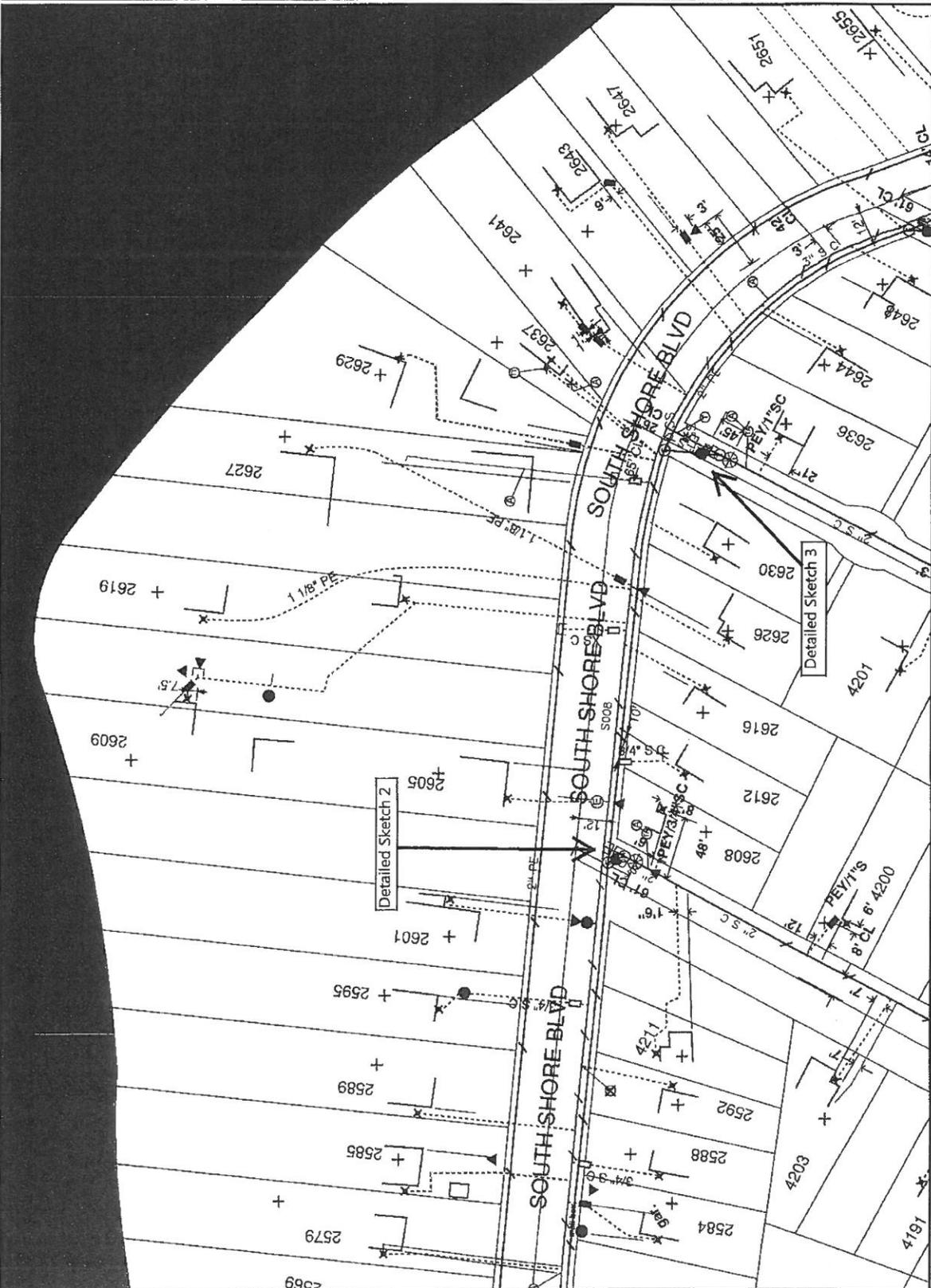
CHANGES MADE AS INDICATED

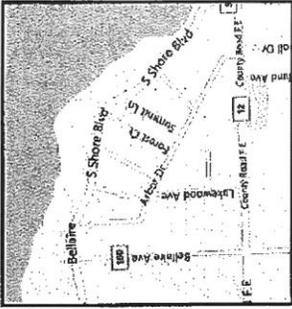
(ALL LORO MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO _____ DATE _____

FOHMAN _____

TEAM LEADER _____





Project Information	
Service Request #	652229
Design Number	23801
Design/Phase ID	03000/01000
Design/Phase Name	Stormwater
Design/Phase Ph #	612-775-1800
Manager/Approver	
Site/Utility	
E: N/A	G: N/A
T: N/A	C: N/A
Design Location	
Division	White Bear Lake
County	Ramsey
City	WHITE BEAR TWP
Address	
T: 201	R: 22W
S: 24	
Map #	W0028
Permit #	
Block/Sheet	
Block: N/A	Sheet: N/A
Phase: N/A	Block Dev ID:
System	
System	807806
Size	2"
Material	PE
Work Order #	
Date: 01/19/2019	Scale: 1" equals 70'
Sketch:	



CONSTRUCTION USE ONLY

NO CHANGES (BUILT AS DESIGNED)

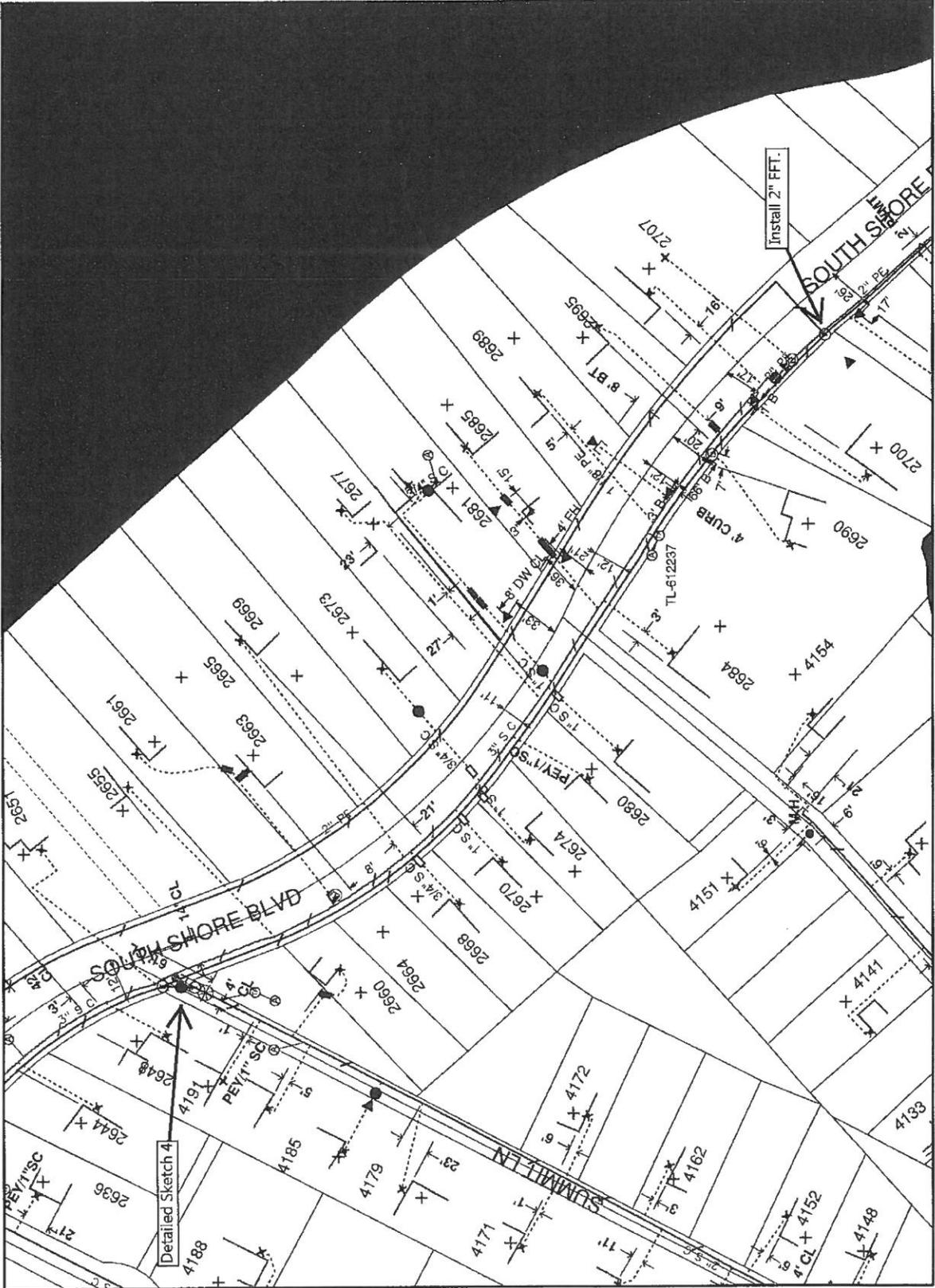
CHANGES MADE AS INDICATED

ALL LIND MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE

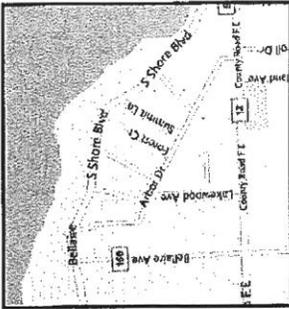
RFO _____ DATE _____

FOREMAN _____

TEAM LEADER _____



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Work Order Information	
Service Request #	B30256
Design Number	23391
Designer/Planner Name	Shirley Reynolds
Designer/Planner P#	019-776-1000
Manager Approval	
E: NA	G: NA
T: NA	C: NA
Design Location	
Division	White Lake Lake
County	Ramsey
City	WHITE BEAR TWP
Address	
T: 30N	R: 22W
S: 24	
Map #	W0000
Permit #	
System Information	
Feeder: NA	Voltage: NA
Phase: NA	Bus: Dvr ID:
System: S000	Phase: 60 PSIG
Size: 2"	Material: PE
Dead End: NO	
Work Order #	
Date: 01/15/2019	
Sheet: 1 of 1	
Scale: 1" equals 75'	

CONSTRUCTION USE ONLY

NO CHANGES (BUILT AS DESIGNED)

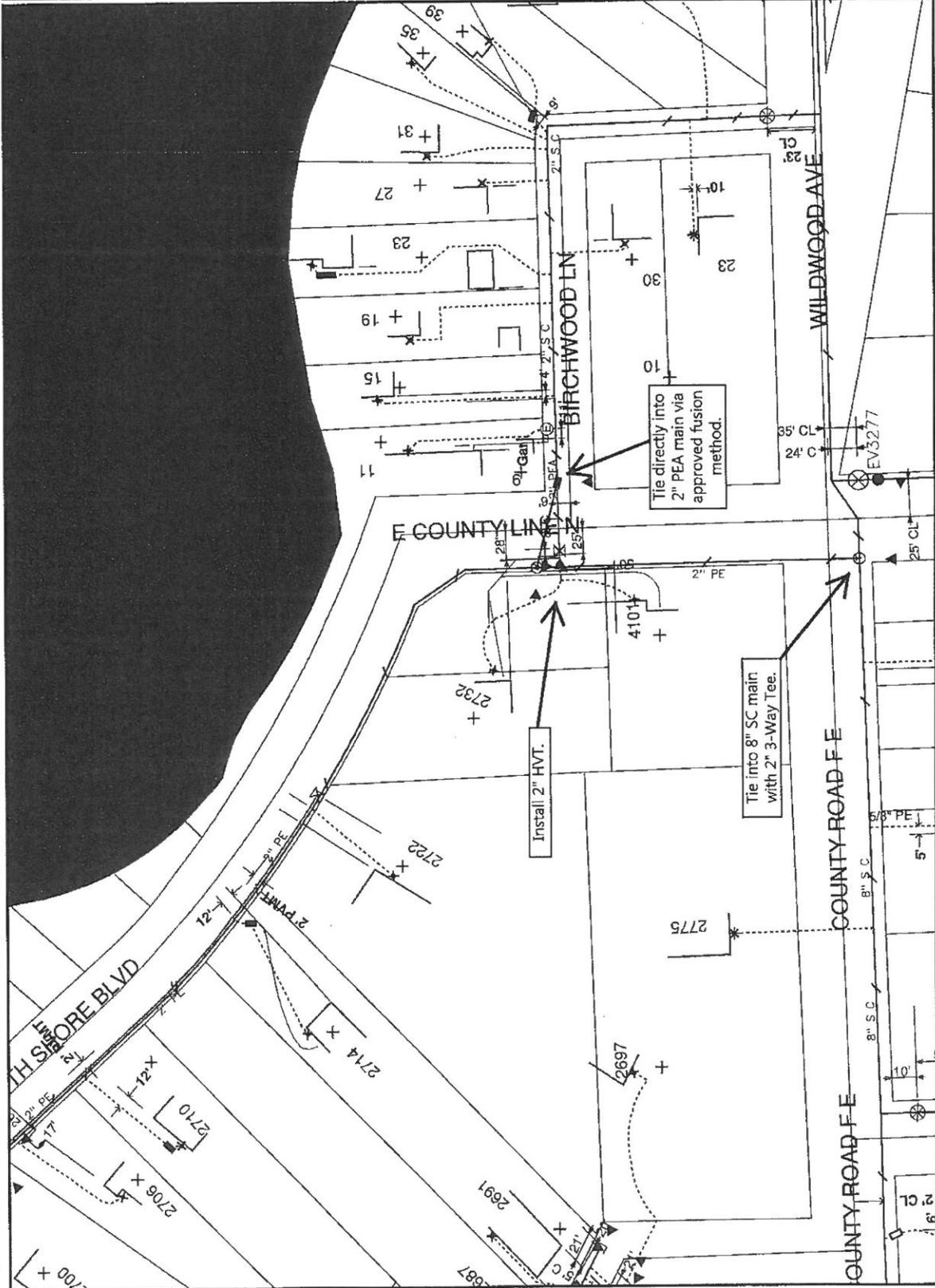
CHANGES MADE AS INDICATED

ALL LINES MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE

RFO: _____ DATE: _____

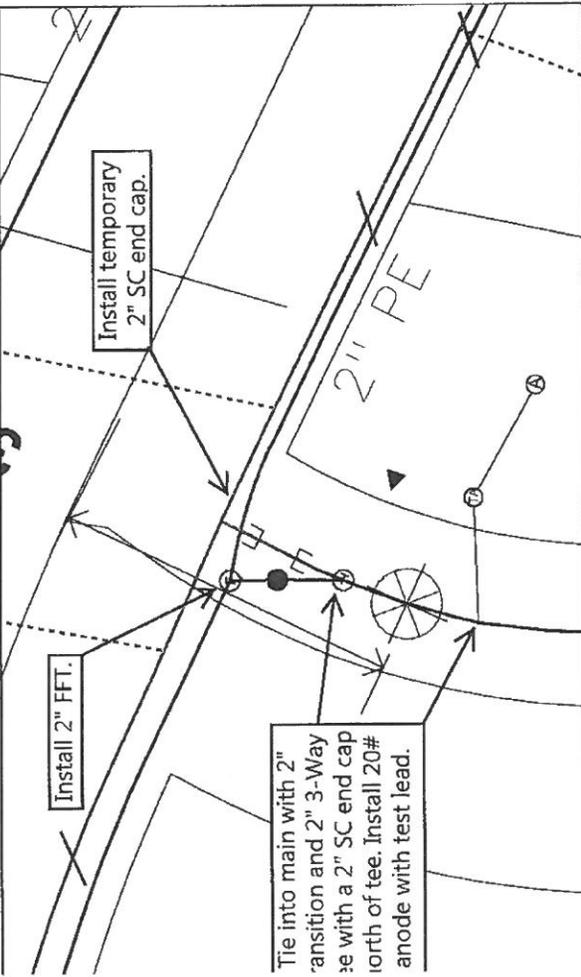
FOREMAN: _____

TEAM LEADER: _____

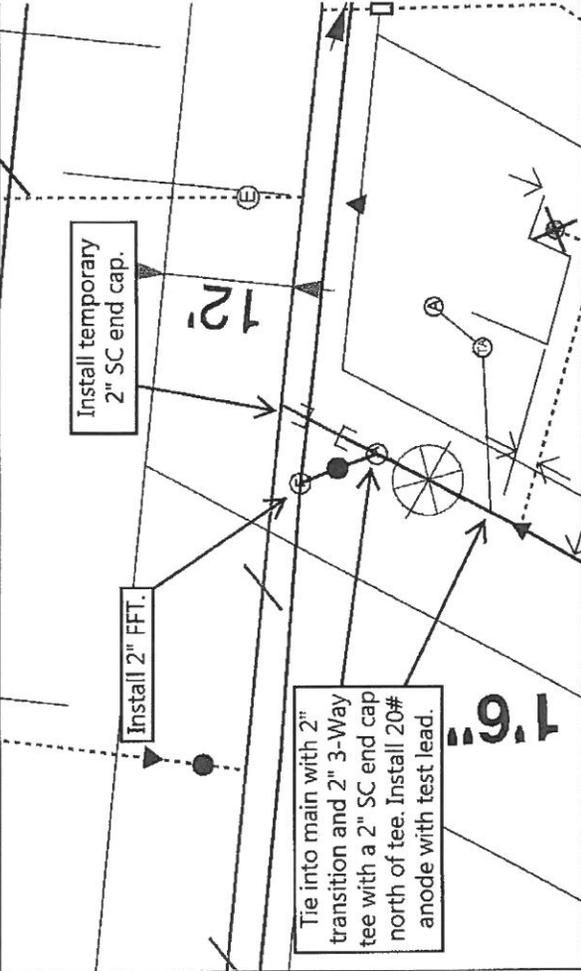


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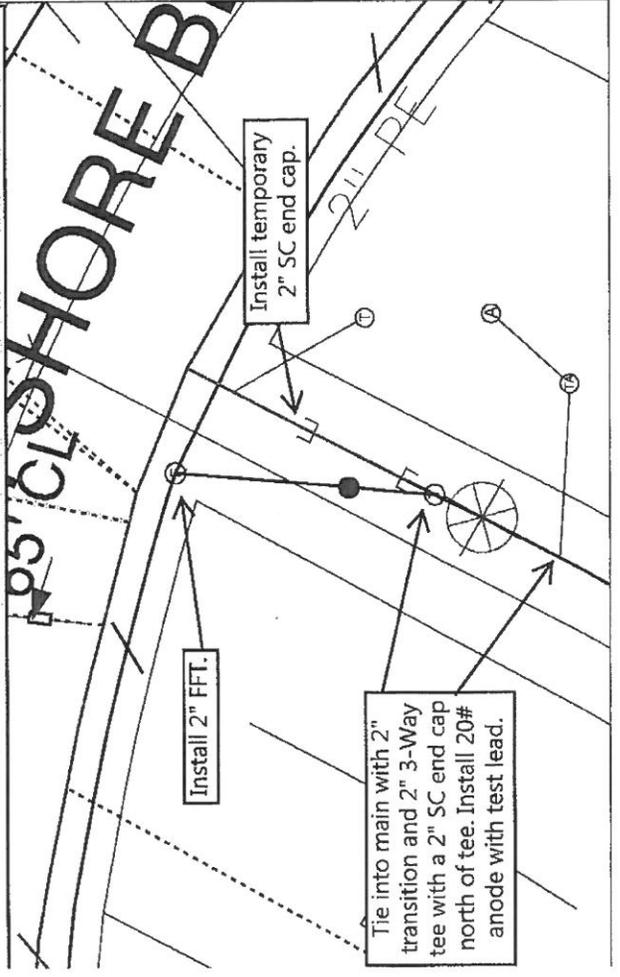
Detailed Sketch 1



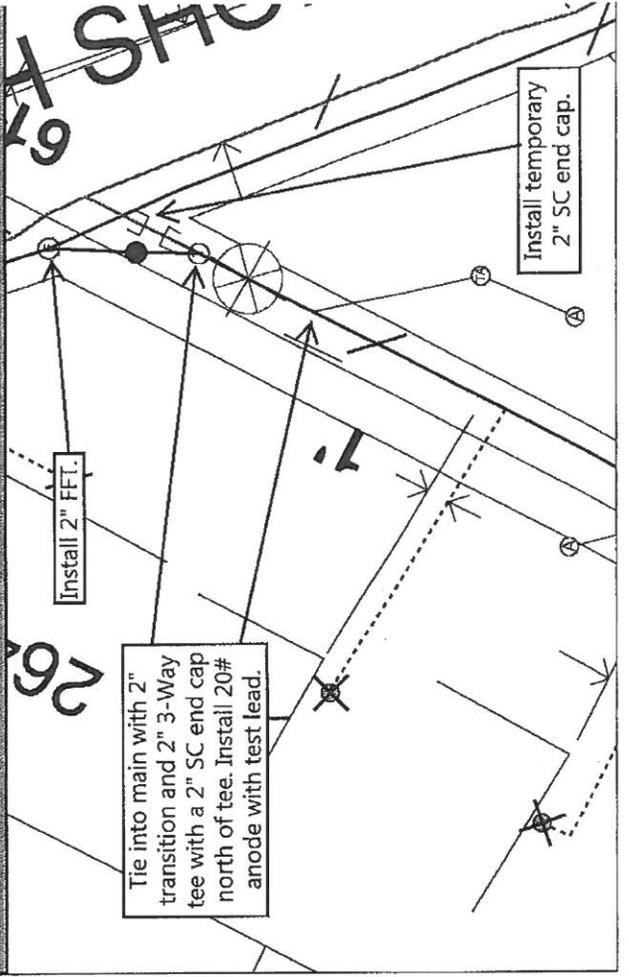
Detailed Sketch 2



Detailed Sketch 3



Detailed Sketch 4





**Town Board Meeting
February 20, 2019**

Agenda Number: 5E – Consent Agenda

Subject: Construction Activity Report – Receive Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

White Bear Township Construction Activity Report

	JANUARY 2019		2019 YEAR TO DATE		2018 YEAR TO DATE	
<u>BUILDING PERMIT</u>						
<u>HOUSING</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	1	300,000	1	300,000	-	-
TOWN HOME	-	-	-	-	-	-
TOTALS	1	300,000	1	300,000	0	-
<u>MISCELL. RESIDENTIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	3	113,500	3	113,500	8	547,963
SIDING, ROOF. & WIND.	10	92,900	10	92,900	9	68,329
DECKS	-	-	-	-	2	18,400
SWIMMING POOLS	-	-	-	-	-	-
ACCESSORY BLDG	-	-	-	-	-	-
OTHER	-	-	-	-	1	4,740
TOTALS	13	\$ 206,400	13	\$ 206,400	20	\$ 639,432
<u>COMMERCIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	-	-	-	-	-	-
INDUSTRIAL	-	-	-	-	-	-
BUSINESS	-	-	-	-	-	-
REMODEL & ADDITIONS	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>MISCELLANEOUS</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	-	-	-	-	-	-
	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
<u>TOTALS</u>	14	\$ 506,400	14	\$ 506,400	20	\$ 639,432
PERMIT REVENUE		\$ 3,765		\$ 3,765		\$ 3,671



**Town Board Meeting
February 20, 2019**

Agenda Number: 6 – Old Business

Subject: None

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss



Town Board Meeting February 20, 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: Town Engineer Correspondence / Conditional Use Permit, Zoning Certificate & Requirements

Action / Motion for Consideration:

- Open Continuation of February 4, 2019 Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Planning Commission & Town Staff Review & Recommendation Approve the Conditional Use Permit, Zoning Certificate with attached Requirements for Calvary Church, 4604 Greenhaven Drive to Allow Construction of 6,000 Square Feet of Classroom Space

Minutes
Town Board Meeting
February 4, 2019

CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF PUBLIC HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE: Ruzek moved to open the Public Hearing. McCune seconded. Ayes all. The Planner reported that this is continuation of a Public hearing initially held on December 3, 2018, continued to January 23, 2019 and now to tonight. The proposal is to add a 6,000 square foot addition to the east side of Calvary Church at 4604 Greenhaven Drive. At previous reviews there were outstanding engineering items that needed to be addressed. The Board asked staff to contact the Ramsey County Sheriff's Department regarding posting one side of Greenhaven Drive for no parking. Area residents provided input stating that posting for no parking should not be necessary since services are limited to Sundays. A response has not been received from the Ramsey

County Sheriff's Office as yet. The Planner was in contact with the engineers today regarding outstanding engineer issues. There is an underground storm water treatment system that treats the storm water. The current Zoning Certificate requires annual inspection of the system. That inspection has not occurred in a while. Public Works has been contact with the church who stated that they have not had an inspection or cleaned out the system. That issue will be taken care of. They would like Town Staff to contact the Town's environmental consultants to make sure that the plans are in compliance and to have the Vадnais Lake Water Management Organization to review the plans as well. Those details are being acquired. In discussion with Richard Stuerman, BWBR Architects today, it appears that plans are pretty complete with the exception of looking into the engineering items and for staff to prepare a Zoning Certificate which lists approval criteria. Prudhon noted that the correspondence from TKDA, Dated January 29, 2019 states that the 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 Engineer stated he will talk with the architect further regarding this.

Ruzek noted that the continuance of the Public Hearing at the January 23, 2019 meeting was at the request of the applicant. He asked if the continuance being requested tonight is from the applicant or Town staff. The Planner stated that the continuance is at the request of staff in agreement by the applicant. The Town Attorney stated that the initial request was by the applicant. Under the statute an extension requested by the Town would be for 60 days, but a request by the applicant has no limitation. He noted that the Board has never asked for a continuance and the matter has been operating from the request of the applicant. However, the matter needs to be dealt with and suggested that after this continuance no further extensions be considered. The Planner stated that the matter is near ready for consideration for approval. The Board does not have the Zoning Certificate which lists the requirements is not available tonight and a continuation will allow Staff time to clarify some requirements.

Ruzek moved to open the public comment portion of the Public Hearing. McCune seconded. Ayes all.

Richard Stuerman, BWBR Architects, stated that he is representing Calvary Church. He stated that the architect requested a continuation of the Public Hearing when it was known that there was more engineering information needed in December. That information was provided and comments were received from that information. Those comments were just received today and he and the Planner discussed taking care of matters in the next two weeks which would fit in with the project schedule to begin in the next month or six weeks. He stated the matter is now in staff's hands to be taken care of. Prudhon asked if there were any updated plans. He noted that the plans that the Board is operating with is dated October 2018. Mr. Stuerman stated that they do have updated plans which they submitted to civil engineering a few weeks ago. Those plans are dated January 15, 2019. The Planner noted that the revised plans have been received and are dated January 15, 2019.

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

Ruzek moved to continue the Public Hearing for Calvary Church, 4604 Greenhaven Drive to consider the granting of a Conditional Use Permit to allow construction of 6,000 square feet classroom space to February 20, 2019 at the request of the applicant. McCune seconded. Ayes all.

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 foot classroom space to February 4, 2019 as requested by the applicant. McCune seconded. Ayes all.

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 churchgoers 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

February 14, 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 storm water quality review was performed by SEH and is in the memorandum dated February 13, 2019.

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.
3. Remodel Stormwater Review, dated February 13, 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.

Remodel Stormwater review items must be addressed.

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

Any further expansions will require additional storm design and review.

An employee-owned company promoting affirmative action and equal opportunity.

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



STATE OF MINNESOTA
COUNTY OF RAMSEY

TOWN OF WHITE BEAR
Office of Town Clerk/Treasurer

CONDITIONAL USE PERMIT

IN CONSIDERATION of the statements made by CALVARY CHURCH, in their application therefor duly filed in this office, which Application is made a part hereof, and a showing by the applicant that the standards and criteria set forth in Ordinance No. 35 (Zoning) for Conditional Use Permits will be satisfied, a public hearing thereon having been held as provided by statute and ordinance, PERMISSION IS HEREBY GRANTED To said CALVARY CHURCH, to allow a 6,000 square foot classroom addition space onto the east side of the Church building, upon a tract of land lying and being in the Town of White Bear, described as follows: Together with easements; Lot 17, Block 3, Southwind of Gilfillan Hills; Address: 4604 Greenhaven Drive, which tract is of the size and area specified in said application.

This permit is granted upon the express condition that said owner and their contractors, agents, workmen and employees shall comply in all respects with the ordinances of the Town of White Bear and the Special Requirements attached hereto and made a part hereof.

Given under the hand of the Town Clerk/Treasurer and the Seal of the Town Clerk this 20th day of February, 2019.

TOWN CLERK/TREASURER

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

THIS INSTRUMENT WAS DRAFTED BY:
WHITE BEAR TOWNSHIP
1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP MN 55110

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 Conditional Use Permit with the original records and files of said Town, and that the same is a full, true, and correct transcript therefrom.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the Town Clerk's Seal this 20th day of February, 2019.

TOWN CLERK/TREASURER

ZONING CERTIFICATE
Town of White Bear, Minnesota

I hereby certify that the real estate situated in the Town of White Bear, Ramsey County, Minnesota, described as follows, to-wit: Together with easements; that part of Lot 17, Block 3, Southwind of Gilfillan Hills, and commonly known as: 4604 Greenhaven Drive, is in a(n) B-2 General Business District and can be used for the following purpose: to allow a 6,000 square foot classroom addition space onto the east side of the Church building, all in accordance with the attached Requirements, pursuant to Ordinance No. 35, the Zoning Ordinance for the Town of White Bear, Ramsey County, Minnesota.

Dated: February 20, 2019.

TOWN CLERK

- CONDITIONAL USE
- PERMITTED USE
- NON-CONFORMING USE
- SPECIAL HOME OCCUPATION
- OTHER: _____

CONDITIONAL USE PERMIT REQUIREMENTS

Calvary Church
4604 Greenhaven Drive
White Bear Township MN 55127

This Conditional Use Permit Supersedes the Permits Issued on May 19, 2003 & May 6, 2002.

1. The following plans shall be made a part hereof by reference:
 - Site Plan #100 dated 1/15/19;
 - Existing Conditions & Demolition Plan #200ex dated 1/15/19;
 - Grading & Erosion Control Plan 230.CG, dated 1/15/19
 - Utility Plan 240.LU, dated 1/15/19
 - Civil Details Plan 250.CD, dated 1/15/19
2. Confirm and show the necessary drainage and utility easements to the infiltration basin on the east side of the building.
3. Project must be reviewed by VLAWMO and receive full approval before any work begins.
4. Any further expansions will require additional storm design and review.
5. In addition to the street sweeping listed in the plan, a vehicle tracking BMP must be installed to minimize the tracking of sediment from the construction site, or onto paved roads within the site.
6. Describe sediment control methods to be used at the base of stockpiles on the down gradient perimeter.
7. Describe methods to preserve topsoil on the site.
8. 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.
9. Describe procedures for inspection/maintenance of erosion prevention and sediment control BMPs.
10. Include plan and details for containment of any liquid or solid wastes generated by washout operations.

11. 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.
12. The building addition shall be fully sprinklered to meet NFPA 13 standards to match existing system.
13. The sprinkler system shall be properly monitored by a qualified monitoring company.
14. The Fire Department Lock Box shall be located near the main entrance in an approved location.
15. Sprinkler and alarm rooms shall be properly labeled.
16. Address number shall be plainly visible from the street fronting the property and shall contrasting color from the background.
17. A yearly inspection of the stormwater treatment system shall be performed to insure that the system is working properly. The inspection shall be performed by representatives of the property owner and the Town. The inspection shall take place in the fall of each year. If it is determined by the Town that the system is failing, the underground system shall be replaced by surface water ponding in accordance with all Town requirements.
18. Any stormwater system maintenance or replacement deemed necessary by the Town and not performed in a timely manner by the property owner shall be performed by the Town or at the direction of the Town. All costs incurred shall be billed by the Town to the property owners on its utility bill.
19. Supporting soil boring information that was referred to in the hydrology report should be provided to support ensure the proposed construction conforms to the White Bear Township Ordinance No. 87 freeboard policy that states the low floor and low opening elevation must be at least 4 feet above normal groundwater levels and at least 3 feet above the 100-year, 24-hour storm event relative to the ponds onsite.
20. Soil borings from the proposed infiltration site should also support the NPDES (see item 16.10 and 16.12) permit requirements that state soil borings or infiltrometer tests must confirm infiltration rates and that there must be at least 3 feet of separation from the seasonally saturated soils or bedrock and the bottom of the proposed infiltration system.

21. Proper documentation should be established for the maintenance of the proposed stormwater facilities that follow Section 5-9 from the White Bear Township Ordinance No. 87.
22. Due to the close proximity of the project site to an impaired water body, Gilfillan Lake, the contractor should follow items 23.9 and 23.13 of the NPDES permit which state the stabilization of exposed soil areas, as described in item 8.4, should be completed within 7 days after the construction in that portion of the site temporarily or permanently ceases and that routine site inspections should be conducted every 3 days instead of every 7 days as described in item 11.2.
23. Storm drain inlets should be protected with appropriate BMP's during construction.
24. Stockpiles should be located outside of natural buffers or stormwater conveyance systems.
25. Low-impact earth moving equipment should also be used in areas that final vegetation stabilization will occur to minimize compaction.
26. Any signs proposed for the site or building shall meet Township Sign Ordinance requirements.
27. The lighting shall consist of Stonco MCL Series Medium Cutoff Roadway Luminaries using a "shoebox" type fixture with a recessed light fixture using high pressure sodium bulbs. The light fixture shall not hang below the "shoebox".
28. Areas identified for overflow parking shall be utilized only when paved parking areas are full. The grass paved overflow parking pavers shall be removed and replaced with sod if it cannot be maintained in a manner that makes it appear like a properly maintained sodded area.
29. Traffic control shall be provided by the applicant on an "as-needed" basis.
30. All requirements of the Town Engineer shall be complied with.
31. All requirements of the Town's Environmental Engineer shall be complied with.
32. Landscaping materials shall be consistent with those used at the Bradshaw Funeral Home site.
33. Trees planted between the rear of the units on the west side of Gilfillan Court shall be maintained by Christ Community Church. Any dead or dying plant materials shall be replaced with the same or similar plant materials in the same location. Replacement materials shall be the same size as the replaced plant. Larger trees

may be replaced by smaller plant materials provided that the size of the replacement material adds up to the same caliper size as the dead or dying plant. In no case shall a replaced tree be less than 2 ½" in caliper for overstory trees, 2" in caliper for ornamental trees, or 6' in height for coniferous trees.

34. All State and Federal and local laws and ordinances shall be complied with.

Previous Requirements Which Have
Been Satisfied as of the Date of this Document

1. The building shall have fire sprinklers throughout.
2. The underground stormwater treatment system shall be inspected and approved for operation after completion of construction and prior to use of the system.
3. A permanent easement shall be provided to the Town over the stormwater treatment system to ensure access to the system.
4. The driveway apron between the sidewalk and street gutter shall be constructed of concrete.
5. Colors and construction materials shall be similar to the materials used in construction of the Bradshaw Funeral Home.
6. The park dedication fee in the amount of \$55,728.00 shall be paid at the time that the building permit is issued for the property.



**Town Board Meeting
February 20, 2019**

Agenda Number: 8A – New Business

Public Works Director Item:

Subject: 2019 Street Sweeping:

1. Receive Quotes
2. Approve Allied Blacktop Company Quote

Documentation: Public Works Director Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Director Review & Recommendation:

- 1) Receive Quotes from Allied Blacktop Company & Pearson Brothers
- 2) Approve the Proposal from Allied Blacktop Company for \$86.50/hour per Sweeper & the Disposal Fee of \$34.00 per Cubic Yard for a Total of \$19,650.00

Noting Funding From the Stormwater Utility Fund

2019 street sweeping for all Town owned streets

A. REFERENCE AND BACKGROUND:

The Town had historically used Public Works resources (staff and equipment) for both spring and fall sweeping. The program uses one staff member to operate the sweeper and another to haul sweepings to Public Works and takes approximately three (3) weeks to complete. This program uses twenty five percent of the staffing available (the percentage is more, if there are staff vacations factored in) The Public Works Director is recommending revising the Town's spring street sweeping program in order to ensure the streets are cleaned of organic matter in a timely fashion allowing staff to begin hydrant flushing and other Public Works Department activities earlier. Dependent on the number of sweepers contracted and the weather (rain), sweeping is estimated to be completed within 2 to 3, 10-hour days using the Town dump trucks and staff to haul sweepings back to the Public Works yard. The sweepings would then be loaded into dumpsters by staff and hauled away by a vendor who specializes in this type of disposal or loaded into end dump trucks and hauled away by a sweeping contractor for disposal.

The Town has received proposals from two street sweeping contractors (Allied Blacktop and Pearson Brothers...attached). The lowest cost proposal was provided by Allied Blacktop Company. The Storm Water operating budget has \$37,500.00 in 2019 for contractual street sweeping and street sweeping debris disposal. Estimated cost for the 2019 sweeping program is \$19,650.00 based on the low proposal from Allied Blacktop Company. See table below.

<u>Contractor</u>	<u>Hourly Rate for Sweeper (Estimated 180 Total Hours for 2019)</u>	<u>Per Cubic Yard Disposal Fee (Estimated 120 Cubic Yards for Disposal in 2019)</u>	<u>Total Estimated Cost (For Sweeping and Disposal)</u>
Allied Blacktop Company	\$86.50	\$34.00	\$19,650.00
Pearson Brothers	\$90.00	\$45.00	\$21,600.00

B. ALTERNATIVE ACTIONS:

1. Approve the proposal from Allied Blacktop Company for \$86.50/hr. per sweeper and the disposal fee of \$34.00 per cubic yard.
2. Not approve the proposal and direct staff to continue performing in-house street sweeping program.

C. STAFF RECOMMENDATION:

1. Staff recommends approving the proposal for street sweeper services for \$86.50/hr. and the disposal fee of \$34.00 per cubic yard.

D. SUPPORTING DATA:

Proposals from Allied Blacktop Company and Pearson Bros., Inc.

Allied Blacktop Company
10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Phone: 763.425.0575
Fax: 763.424.6791
Cell: 612-834-0158

Sweeping Proposal

Date: January 22, 2019

White Bear Township
Public Works Department
1281 Hammond Rd.
White Bear Township, MN 55110
Attn: Dale Reed

Phone: 651-747-2777 Cell: 651-775-4295 email: Dale.Reed@whitebeartownship.org

Project: 2019 Spring and Fall Sweeping

We hereby submit specifications and a quotation on the following:

Elgin Pelican (pick up style broom) Total: \$86.50 per hour per broom

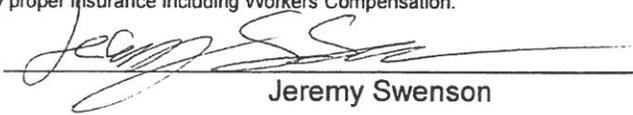
Trucking Total: \$86.50 per hour per truck

Sweepings Disposal: \$34.00 per cubic yard

Note: Sweeping to begin in spring of 2019 once weather permits. Fall sweeping to commence upon request in fall of 2019. City to provide trucking for hauling sweepings to disposal site.

Payment terms are net 30 days. Note: This proposal may be withdrawn if not accepted within 30 days. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature: _____


Jeremy Swenson

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

"(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

PEARSON BROS., INC.

**11079 LAMONT AVE N.E. HANOVER, MN 55341
PHONE (763) 391-6622 – FAX (763) 391-6627**

PROPSAL FOR 2019 STREET SWEEPING

**WHITE BEAR TOWNSHIP
1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110**

**ATTN: DALE REED
PHONE: 651-747-2750
EMAIL: Dale.Reed@whitebeartownship.org**

WE HEREBY SUBMIT THE FOLLOWING ITEMS FOR BID:

2 ELGIN DOUBLE GUTTER PICKUP SWEEPER TYPE WITH OPERATOR:

TOTAL FOR SWEEPING \$90.00 PER HOUR

TOTAL FOR TRUCK RENTAL \$92.00 PER HOUR

TOTAL FOR DISPOSAL OF SWEEPINGS \$45.00 PER TON *

****PROVIDING THE CITY COMPLETES A PROFILE WITH VEIT
IF NO PROFILE IS COMPLETED A \$350.00 MATERIAL TESTING FEE WILL APPLY***

***CITY TO PROVIDE TRUCK AND DISPOSE OF SWEEPINGS**

***CITY TO PROVIDE WATER FOR TRUCK**

**JACK E. PEARSON
PRESIDENT**



**Town Board Meeting
February 20, 2019**

Agenda Number: 8B – New Business

Town Planner Items:

Subject: Comprehensive Plan Consulting Services – Revise Agreement to Include Additional Services

Documentation: Email from Laura Chamberlain

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Additional Compensation to Hoisington Koegler Group, Inc. in the Amount of \$3,500 to Complete the 2040 Comprehensive Plan With Funding From the General Fund

Tom Kelly

From: Tom Riedesel
Sent: Tuesday, February 12, 2019 12:48 PM
To: Tom Kelly
Cc: Pat Christopherson
Subject: FW: WBT Budget Check In

T.K. Feedback?

From: Laura Chamberlain [mailto:laura@hkgi.com]
Sent: Tuesday, February 12, 2019 12:41 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: WBT Budget Check In

Tom,

As we're moving forward with the final elements of the comp plan, I wanted to check in with you about the budget of our project.

Initially, the project's budget was \$45,000, and in October 2017 we had additional services of \$795 for additional Social Pinpoint activity/analysis, for a total project budget of \$45,795.

At the beginning of 2018, after discussion with the Planning Commission, we determined that navigating the Township's intention with land use (maintaining 2030 LU and assigning growth to PUD) would involve extra work with the Metropolitan Council and internal analysis. At that time you had given Rita and I verbal direction that the Township understood that these elements would add to the cost of the project. Although we did not spell out additional services in a different contract, we have been tracking those Land-Use related items within our billing comments. To date, these specific elements have cost around \$4,500 to work through (including last week's meeting with the MC staff).

Because of these additional costs, we are now running into our original budget limit. I believe that this week our offices sent you an invoice with total costs just under \$45,795.

Looking forward, I have estimated the time it will take to complete the remainder of the tasks ahead:

- Address Land Use & Forecast Items from MC Preliminary Review: 5.0 hrs.
- Address remaining MC Preliminary Review comments & Adj/Affected Jurisdiction Comments: 14.0 hrs.
- Prepare for and Attend Planning Commission Meeting: 8.5 hrs.
- Prepare for and Attend Annual Town Meeting: 4.5 hrs.
- Prepare for and Attend Town Board Meeting/Public Hearing: 3.5 hrs.
- Submit Final Plan to Met Council: 4.0 hrs.

These tasks, plus expenses, will require around \$3,500 to complete, bringing the total budget to around \$49,295.

Obviously, I want to be sensitive to our original budget and try to accomplish the remaining elements as quickly and efficiently as possible. But I also wanted to let you know my realistic guess of what it will take to get this plan submitted. We can set up a time soon to discuss how you would like to proceed.

Thank you,

Laura Chamberlain, AICP
Planner



Hoisington Koegler Group Inc.
Creating Places that Enrich People's Lives

Planning Landscape Architecture Urban Design

123 North Third Street, Suite 100

Minneapolis, MN 55401

Direct: 612.252.7126

Fax: 612.338.6838

laura@hkgi.com

web: www.hkgi.com



**Town Board Meeting
February 20, 2019**

Agenda Number: 8C – New Business

Town Planner Items:

**Subject: Independent Contractor Agreement for Township Day –
Approve Contract with Lisa Beecroft From March 2019
Through October 2019**

Documentation: Agreement

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss

**Minutes
Park Board Meeting
January 17, 2019**

TOWNSHIP DAY / MOVIE IN THE PARK: There was discussion regarding planning of Township Day and Movie in the Park. Lisa Beecroft was present to discuss her ideas on community outreach. Beecroft's draft of responsibilities and pricing for her 2019 contract was presented and discussed. Staff decided to select the second Saturday of each month for the Movies in the Park, \$350 per night. Beecroft and the Staff will be looking into mosquito repellent that does not harm the environment or pollinators, deciding only the midsummer movie nights will need the most attention.

Beecroft's price for Township Day is \$7,000 for 2019, a \$1,000 increase from 2018. Beecroft will be looking into musical numbers, one local band or artist and one more popular band or artist. Beecroft proposed that the VFW have a second tent for beverages, and Township Day to have a second smaller stage for kids. Kid-friendly entertainment such as magicians, kid groups, kid bands, etc. will be researched before next meeting. Beecroft stated that most activities she would run the same way, but she would change a few things with the bands. Something Beecroft has been thinking about is growing the audience. If the Township wants to try and get more people, larger age ranges, a band that encompasses a large demographic would be smart. Beecroft will be emailing samples of the bands discussed to the Staff.

Reeves motioned to approve contract, but to first send it to the Town's attorney before the Town Board Meeting. Koster seconded. Ayes all.

Independent Contractor Agreement Township Day

This Independent Contractor Agreement (the "Agreement") is entered into by and between the Town of White Bear hereinafter ("Town"), a governmental political subdivision of the State of Minnesota with its principal place of business at 1281 Hammond Road, White Bear Township, Minnesota 55110, and Lisa Beecroft hereinafter ("Beecroft"), an independent contractor residing at 4986 Campbell Avenue, White Bear Lake, Minnesota.

WHEREAS, the Town is desirous of contracting for the services of an Independent Contractor to coordinate the annual Township Day event of 2019 and Movies in the Park (4),

WHEREAS, Beecroft desires to enter into an Independent Contractor Agreement for Township Day of 2019 and Movies in the Park (4),

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Purpose of Contract.

- a. Beecroft shall provide consultant services and serve as Director and coordinator of Township Day and Movies in the Park from May 2019 to October 2019.

2. Term of Contract.

- a. The term of the Contract shall start March 2019 through October 2019.

3. Scope of Services.

Township Day:

Beecroft agrees to perform services as stated below. Beecroft will also present all ideas to the Park Board for their consideration, and at the direction of the Town, Beecroft agrees to be responsible for the complete operation of Township Day and movie in the park (four), which includes, but is not limited to the following:

- Plan and hire entertainment (with Park Board approval) including kids activities, bands/sound, car show/bean bag tournament, petting zoo, Touch a Truck, etc. and any new activities (eg Bingo?)
- Sell and manage vendor spaces
- Procure sponsorships
- Communicate event information and responsibilities to Board, vendors, sponsors, entertainers, etc.
- Plan festival logistics and layout
- Coordinate participation with Township, Fire Department, and Ramsey County Sheriff, WB Historical Society, etc.
- Work with Ramsey County Health Department

- Maintain records of contracts and contributors
- Maintain an event budget (working with the Park Board)
- Plan and execute marketing plan (working with Park Board)
- Schedule and coordinate event day volunteers
- On-site event coordination the day of the event
- Post-event follow-up and thank you's, event summary, and report to Park Board

- ~~Hiring entertainment: musical and entertainment the Park Board approves~~
- ~~Selling Vendor Space~~
- ~~Procuring Sponsorships~~
- ~~Communication responsibilities to Board, Vendors, Sponsors etc.~~
- ~~Helping with Festival Layout~~
- ~~Coordinate participation with Township, Fire Department, and Ramsey County Sheriff~~
- ~~Notify Ramsey County Health Department in regard to food vendors~~
- ~~Maintain records of contracts and contributors~~
- ~~Maintain an event budget working with the Park Board~~
- ~~Work with the Park Board to plan and execute a Marketing Plan to appropriately promote the event~~
- ~~To ensure success I request access to past vendor and entertainment contact lists, promotional and communication files, contracts and budget information.~~
- ~~On site during the event to organize the event~~

Movies in the Park:

Beecroft agrees to perform services as stated below. Beecroft will also present all ideas to the Park Board for their consideration, and at the direction of the Town, Beecroft agrees to be responsible for the complete operation of the Movies in the Park (4) which includes, but is not limited to the following:

- Book movies/projection company
- Movie selection shall be recommended by the Park Board, with the final selection made by Beecroft with staff approval.
- Promotion print, WBP ads, web calendars, billboard, social media
- Schedule 4 nights (2nd Saturday, or adjustable depending on Monthly Host**)
- Lead contact for event, including being onsite at each movie - setup, movie and teardown
- Each month feature a local organization/student group as the monthly host to do performances/activities, help promote the movie to their audience and to sell concessions (I will provide tent/table). Magnuson has expressed interest in May, also contact baseball, soccer, WBL Music Boosters, WBL Ambassadors, theater/dance groups, local preschools, etc.

It is hereby understood that any contract with third parties for the matters set out in this Section 3 will not be effective until approved by the Town Board.

4. Compensation.

Township Day Director/Coordinator:

In consideration for the above-described services, the Town shall pay Beecroft a set fee of ~~Six~~ Seven Thousand (\$7,000.00) Dollars in the following installments:

- a. \$1,000.00 due on the first of each month from ~~May~~ March 2019 through October 2019.

Movie in the Park:

In consideration for the above-described services, the Town shall pay Beecroft a set fee of Three Hundred Fifty (\$350.00) Dollars per night for each Movie in the Park.

5. Independent Contractor Relationship.

- a. No Agency Relationship. Beecroft agrees to perform the services pursuant to this Agreement solely as an independent contractor. This Agreement does not create any actual or apparent agency, partnership, franchise, or employer and employee relationship between the parties. Beecroft is not authorized to enter into or commit the Town to any agreements and shall not represent or hold herself out as an employee agent with legal authority to bind the Town.
- b. No Benefits. Beecroft shall not be entitled to participate in any of the Town's employee benefits, including without limitation any health or retirement plans. Beecroft shall not be entitled to any remuneration, benefits, or expenses other than those specifically provided for in this Agreement.
- c. No Taxes. The Town shall not be liable for federal, state, and local taxes, workers' compensation, unemployment insurance, employer's liability, employer's FICA, social security, withholding tax, or any other taxes or withholding for or on behalf of Beecroft in performing the services under this Agreement. All such costs shall be the sole responsibility of Beecroft.

6. Proprietary Rights.

- a. Beecroft acknowledges that she has no right to or interest in her work or product resulting from the services performed hereunder, or any of the documents, reports, or other materials created by Beecroft in connection

with said services, nor any right to or interest in any copyright herein. Beecroft acknowledges that the services and the products thereof have been specially commissioned or ordered by the Town as “works made-for-hire” as that term is used in the Copyright Law of the United States, and that the Town is therefore to be deemed the author of and is the owner of all copyrights in and to such materials.

- b. In the event that the materials, or any portion thereof, are for any reason deemed not to have been works made-for-hire, the Independent Contractor hereby assigns to the Town any and all right, title and interest she may have in and to such materials, including all copyrights, all publishing rights, and all rights to use, reproduce, and otherwise exploit the materials in any and all formats or media and all channels, whether now known or hereafter created. Beecroft expressly agrees to execute such instruments as the Town may from time to time deem necessary or desirable to evidence, establish, maintain and protect the Town’s ownership and all other rights, title and interest therein.
- c. All proceeds or fees received by Beecroft relating to the operation of Township Day and/or Movie in the Park (including but not limited to, selling of vendor space and procuring sponsorships) shall be the property of the Township.

7. Non-Discrimination.

- a. Beecroft agrees that during the life of the contract, Beecroft will not, within the State of Minnesota, discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry, or sex, and will include a similar provision in all subcontracts entered into for the performance thereof. The contract may be cancelled or terminated by the Town and all money due or to become due may be forfeited for a second or subsequent violation of the terms or conditions of this Paragraph. This paragraph is inserted in the Contract to comply with the provisions of Minnesota Statutes, 181.59.

8. Indemnification.

- a. Beecroft agrees to indemnify and hold harmless the Town, its agents, officers, and employees from any and all claims, causes or action, liabilities, losses, damages, costs, expenses, including reasonable attorneys’ fees, suits, demands and judgments of any nature because of bodily injury to or death of any person or persons and/or because of damages to property of Beecroft or others, including loss of use from any cause whatsoever, including copyright claims, which may be asserted against the Town on account of any act or omission, including negligence of Beecroft, or Beecroft’s employees or agents in connection with Beecroft’s performance of this Contract. Beecroft agrees to defend any action brought against the

Town on any such matter, and to pay and satisfy any judgment entered thereof, together with all cost and expenses incurred in connection therewith. The Town shall in no way be liable for any claims or charges incurred by Beecroft in the performance of this Contract.

- b. The Town agrees to indemnify and hold harmless Beecroft, her agents, officers, and employees from any and all claims, causes or action, liabilities, losses, damages, costs, expenses, including reasonable attorneys' fees, suits, demands and judgments of any nature because of bodily injury to or death of any person or persons and/or because of damages to property of the Town or others, including loss of use from any cause whatsoever, including copyright claims, which may be asserted against Beecroft on account of any act or omission, including negligence of the Town, or the Town's employees or agents in connection with the Town's performance of this Contract. The Town agrees to defend any action brought against Beecroft on any such matter, and to pay and satisfy any judgment entered thereof, together with all cost and expenses incurred in connection therewith. Beecroft shall in no way be liable for any claims or charges incurred by the Town in the performance of this Contract.

9. Termination.

- a. It is understood the essence of this Contract is high quality service to those whom frequent Township Day. As such, if the Town determines that Beecroft is in breach of any provision of this Contract, written notice will be sent to Beecroft allowing her thirty (30) days to comply. Upon failure by Beecroft to comply with the Contract by the end of the thirty (30) day period, the Town will terminate the Contract and shall be released of its obligations.
- b. Upon any failure of Beecroft to fulfill any of the provisions of the Contract, the Town shall be authorized to hire services and equipment, or assign the Town employees and equipment, as may be necessary to do such work, and the cost of such expenses thereof may be charged and deducted from any monies due the Contract.

10. Notice.

- a. Except as otherwise herein provided, all notices required to be served by either party on the other, shall be placed in writing and forwarded by certified mail to the principal office of the party to which notice is given, as follows:

To the Town:

Town of White Bear
Clerk-Treasurer
1281 Hammond Road

To Beecroft:

Lisa Beecroft
4986 Campbell Avenue
White Bear Lake, MN 55110

11. General Terms.

- a. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- b. Entire Agreement. This Agreement represents the entire Agreement between the parties and may not be amended, changed, or supplemented in any way except by written agreement signed by both parties.
- c. Severability. Should any provision of this Agreement be determined to be unenforceable or illegal, the validity of the remaining provisions shall not be affected.

Dated: _____, 2019.

Dated: _____, 2019.

Town of White Bear

By: _____
ED M. PRUDHON, Chair

LISA BEECROFT
Independent Contractor

Attest:

By: _____
PATRICK CHRISTOPHERSON,
Clerk-Treasurer



**Town Board Meeting
February 20, 2019**

Agenda Number: 8D.1 – General Business

Subject: EDAB & Park Board Appointments:
1. Appoint EDAB Applicant Justin Stofferahn,

Documentation: Justin Stofferahn Application /
EDAB Member List /
Justin's email

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation Appoint Justin Stofferahn to the EDAB to Fill an Unexpired Term thru April 30, 2021



RECEIVED

FEB 04 2019

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

TOWN OF WHITE BEAR

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

RETURN APPLICATION TO:

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

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

By E-Mail: wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Justin Stofferahn

Address: 2682 Martin Way

Telephone: Home: Cell: (612) 594-1252 Work:

E-Mail Address: justinstofferahn@gmail.com

How long have you been a resident of White Bear Township? 2 years

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

If yes, please explain:

Your occupation: Policy Analyst Employer: Flaherty & Hood, PA

I am a member of the following civic organizations: Giving Gardens, League of Women Voters

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

I work on economic development issues at the Capitol on behalf of the Coalition of Greater Minnesota Cities and the Greater Minnesota Partnership.

Have worked in a volunteer capacity with the Minnesota Main Street Alliance and Growth & Justice to build their economic development agendas.

Have a masters degree from the Humphrey School of Public Affairs where I studied economic and community development.

Signature: [Handwritten Signature]

Date: 02/02/2019

ECONOMIC DEVELOPMENT ADVISORY BOARD

COMMISSIONER

Ed Prudhon
5435 Peterson Road
White Bear Township, MN 55127
651-429-6772 (home) 612-868-7669 (cell)
ed.prudhon@whitebeartownship.org

RECORDING SECRETARY

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

ADVISOR

Patrick Christopherson
651-747-2768 (office)
pat.christopherson@whitebeartownship.org

MEMBERS

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

Term Expires: April 30, 2021

Appointed: 1/22/08 to fill an unexpired term
Reappointed: 8/17/09, 4/19/10, 7/7/12, 5/7/12,
5/1/15, 5/21/18

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

Term Expires: April 30, 2020

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

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

Term Expires: April 30, 2021

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

VACANT

Term Expires: April 30, 2021

Appointed:
Reappointed:

VACANT

Term Expires: April 30, 2021

Appointed:
Reappointed:

VACANT

Term Expires: April 30, 2019

Appointed:
Reappointed:

Kent Brunner
494 Carriage Lane
Hudson, WI 54016
651-762-4481 (work) 612-804-4209 (cell)
kbrunner@specialtymfg.com

Term Expires: April 30, 2019

Appointed: 4/16/2018
Reappointed:

Patti Walstad

From: Patti Walstad
Sent: Thursday, February 14, 2019 6:53 AM
To: 'Justin Stofferahn'
Subject: RE: EDAB

Yes it is

From: Justin Stofferahn <justinstofferahn@gmail.com>
Sent: Wednesday, February 13, 2019 6:24 PM
To: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Subject: Re: EDAB

Great, the Wed board meeting is at 7 pm correct?

Sent from my iPhone

On Feb 13, 2019, at 11:12 AM, Patti Walstad <Patti.Walstad@whitebeartownship.org> wrote:

Great!

I would say anywhere from 1 to 2 hours depending.

I will put your appointment on next Wednesday's Town Board Meeting.

Patti

From: Justin Stofferahn <justinstofferahn@gmail.com>
Sent: Wednesday, February 13, 2019 10:57 AM
To: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Subject: Re: EDAB

Hi Patti - I would be honored to serve on the EDAB. How long do the meetings usually last? Just trying to plan out childcare scenarios.

Thanks again!

Justin

On Wed, Feb 13, 2019 at 8:38 AM Patti Walstad <Patti.Walstad@whitebeartownship.org> wrote:

Good Morning Justin, the Township has an opening on the Economic Development Advisory Board, the Board meets on the second Tuesday of each month at the Township Administrative Offices. The informal meeting begins at 5:30 p.m. where a pizza dinner is provided, and the actual meeting starts at 6:00.

We are wondering if you would be interested in being a part of the EDAB, below is an outline of the duties of the Board:

The EDAB advises the Economic Development Authority (the Town Board) on issues pertaining to economic development, tax increment financing, and other related issues.

Please let me know and thank you for your interest.

Patti

Patti S. Walstad

Patti S. Walstad

Paralegal

White Bear Township

1281 Hammond Road

White Bear Township MN 55110

Direct Dial – 651-747-2756

Office – 651-747-2750

Fax – 651-426-2258

E-mail – patti.walstad@whitebeartownship.org

Find us on FaceBook!



**Town Board Meeting
February 20, 2019**

Agenda Number: 8D.2 – General Business

Subject: EDAB & Park Board Appointments
2. Appoint a New Park Board Member

Documentation: Thomas Wilson & Richard Sinclair Applications /
Park Board Member List /
Map of Current Members

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss

Appoint a New Park Board Member to Fill an Unexpired Term thru April 30, 2021



APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail: wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Thomas Wilson
Address: 2580 S. Shore Blvd., White Bear TWP., MN 55110
Telephone: Home: (952)212-4348 Cell: (952)212-4348 Work: (763)505-2062
E-Mail Address: thomaswilson2007@gmail.com

How long have you been a resident of White Bear Township? 1.5 months

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

If yes, please explain: N/A

Your occupation: Finance Manager Employer: Metronic

I am a member of the following civic organizations: None

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

Although I have just moved to the Township, my experience in finance and Accounting (C.P.A., inactive), along with my passion for the outdoors and involvement in my children's development, would provide benefit to the Park Board. Resume attached

Signature: Tom Wilson

Date: 9/26/2018

Thomas B. Wilson, CPA (inactive)

thomas.wilson@medtronic.com

952.212.4348

2580 S. Shore Blvd., White Bear TWP., MN 55110

EXPERIENCE

Medtronic, Inc.

Minneapolis, Minnesota

Finance Manager – CRHF FP&A, Nov 2016-Present

- Lead the Global Annual Operating Plan process for the \$5 billion Cardiac Rhythm and Heart Failure business
- Develop, maintain, and improve forecasting, targeting and planning processes to assist senior leadership in achieving revenue and EBITA targets
- Prepare and present financial overviews of our Annual Operating Plan, Strategic Plan, and Quarterly Forecasts/Results to senior CVG and senior CRHF leadership

Principal Finance Analyst – Bradycardia, Aug 2015–Nov 2016

- Provided financial partnering to Senior Bradycardia business Leaders and their staffs
- Created and maintained financial models for Bradycardia research and development programs with collaboration from Development and Marketing teams
- Developed and presented to leadership the forecast for the >\$500 million US Bradycardia business
- Identified, explained, and presented revenue and expense variances vs. forecasts and targets to Senior CRHF staff

Sr. and Principal Finance Analyst - CRHF Clinical and Health Economics, Feb 2014–Aug 2015

- Provided financial partnering to Clinical and Health Economics Leaders and their teams
- Created and communicated budgets and actual vs. budget results
- Launched, trained, and supported a new and award-winning CRHF Global Forecasting Tool, which improved forecast accuracy of clinical spending to within +/- 5%
- Created and successfully launched new accrual process for clinical studies, resulting in over 260 hours in annual efficiencies and receipt of a Quality at the Roots award

Sr. Finance Analyst – External Reporting, Jan 2012–Feb 2014

- Prepared 10-K, 10-Q, 8-K, and 11-K SEC filings
- Planned, coordinated, and updated the template for the annual Microsoft Excel-based closing package for over 150 Medtronic legal entities for tax and reporting uses
- Researched and provided guidance on technical accounting issues
- Forecasted stock-based compensation expense and present results to executives
- Presented quarterly consolidated balance sheet fluctuation analysis to the CFO
- Assisted in the implementation of new SEC reporting software

KPMG LLP

Minneapolis, Minnesota and Chicago, Illinois

Audit Intern, Audit Associate, Senior Audit Associate, Winter 2008, Sep 2008-Dec 2011

- Supervised first and second year associates
- Led audit engagement for the 1.7 billion dollar revenue, publicly traded, The Toro Company, including filings of 10-K's, 10-Q's, 8-K's, and 11-K's
- Researched and applied technical accounting standards
- Implemented new firm audit technology on 3 audit engagements
- Recognized multiple times for exceptional client service, process improvement, dedication, and problem resolution

University of Wisconsin – Madison Accounting Department

Madison, Wisconsin

Accounting 100 Teaching Assistant, January 2008–May 2008

- Taught a 50 minute class, four times a week to 40 students

EDUCATION

University of Wisconsin-Madison

Master of Accountancy, May 2008

Overall GPA: 3.4/4.0

Honors: Grant recipient, qualified for Graduate School with GMAT score in the top 5%

University of Wisconsin-Madison

Bachelor of Business Administration, Accounting Major, August 2007

Overall GPA: 3.8/4.0

Honors: Graduate of Academic Distinction, Dean's List - 4 Semesters



RECEIVED

FEB 04 2019

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

TOWN OF WHITE BEAR

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail: wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Richard Sinclair

Address: 5727 Otter View Trail

Telephone: Home: 6513879174 Cell: same Work: 9528548212

E-Mail Address: richardsinclair00001@gmail.com

How long have you been a resident of White Bear Township? 1 year

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

If yes, please explain:

Your occupation: product Quality Coworker Employer: IKEA

I am a member of the following civic organizations:

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

My education is a BA, in history. I have been an amateur naturalist from an early age.

I am a father of two daughters who has loved exploring and introducing my girls to nature and the parks in the township. I am also a landscape painter and avid camper

Signature: [Handwritten Signature]

Date: 2/1/2019

Patti Walstad

From: Richard Sinclair <richardsinclair00001@gmail.com>
Sent: Saturday, February 2, 2019 10:42 AM
To: WBTFrontDesk
Subject: commission volunteer application
Attachments: form.pdf

Hello.

My name is Richard Sinclair, and I have seen that you are looking for volunteers for the commissions. I would love to see how I could help out on the park board. I hold a bachelors in history, with a minor in natural history. I have been an avid camper and hiker as well as an amateur naturalist. I have filled out the application and I have attached it. You can contact me via this email address or by phone at 6513879174

thank you for your time

Richard s

PARK BOARD

COMMISSIONER

Steve Ruzek
5529 Fisher Court
White Bear Township, MN 55110
651-247-3673
steve.ruzek@whitebeartownship.org

RECORDING SECRETARY

Megan Cavanaugh
1440 11th Ave
Newport, MN 55055
507-329-5775 (cell)
mcavanaugh@blc.edu

ADVISOR

Tom Riedesel
651-747-2761 (office) 651-261-2706 (cell)
tom.riedesel@whitebeartownship.org

ADVISOR

Dale Reed, Public Works Director
651-747-2777 (office) 651-775-4295 (cell)
dale.reed@whitebeartownship.org

MEMBERS

Curt Akenson
5731 Meadowview Drive
White Bear Township, MN 55110
651-429-3452 (home) 651-508-1348(cell)
badgerake@hotmail.com

Term Expires: April 30, 2019

Appointed: 6/4/2018 to fill unexpired term
Reappointed:

Erik Josephson
4188 Forest Court
White Bear Township, MN 55110
703-859-4054 (cell)
erjosephson@gmail.com

Term Expires: April 30, 2021

Appointed: 1/3/2018
Reappointed: 5/7/18

Scott Lombardi (Chair)
5471 Franklin Ave
White Bear Township, MN 55110
651-274-1594 (cell)
scottlombardi81@gmail.com

Term Expires: April 30, 2021

Appointed: 3/2/15
Reappointed: 5/7/18

Patricia Lee
1737 Pioneer Lane
White Bear Township, MN 55110
651-426-3652 (home) 651-271-9941 (cell)
leepatricia1950@aol.com

Term Expires: April 30, 2019

Appointed: 7/16/01
Reappointed: 9/20/04, 2007, 4/19/10, 6/3/13,
6/6/16

Steve Reeves
5341 Cedarwood Court
White Bear Lake, MN 55110
651-755-6072 (cell)
reeves23@comcast.net

Term Expires: April 30, 2021

Appointed: 1/23/17 to fill unexpired term
Reappointed: 5/7/18

Salena Koster (Vice Chair)
3991 Lakewood Ave
White Bear Township, MN 55110
651-431-0326 (cell)
salena.koster@gmail.com

Term Expires: April 30, 2019

Appointed: 3/6/17 to fill unexpired term
Reappointed:

VACANT

Term Expires: April 30, 2021

Appointed:
Reappointed:

E-mail Agenda to: jon.anderson@isd624.org

□ = PARK BOARD APPLICANT
 ○ = CURRENT PARK BOARD MEMBER



WHITE BEAR TOWNSHIP

Parks and Open Spaces

Figure 6-1

LEGEND

- County Park Property
- Township EDA Property
- Township Green Space
- Township Park Property
- Existing Neighborhood Park or Larger Facility
- Existing Playground or Small Neighborhood Park
- Proposed Neighborhood Park or Larger Facility

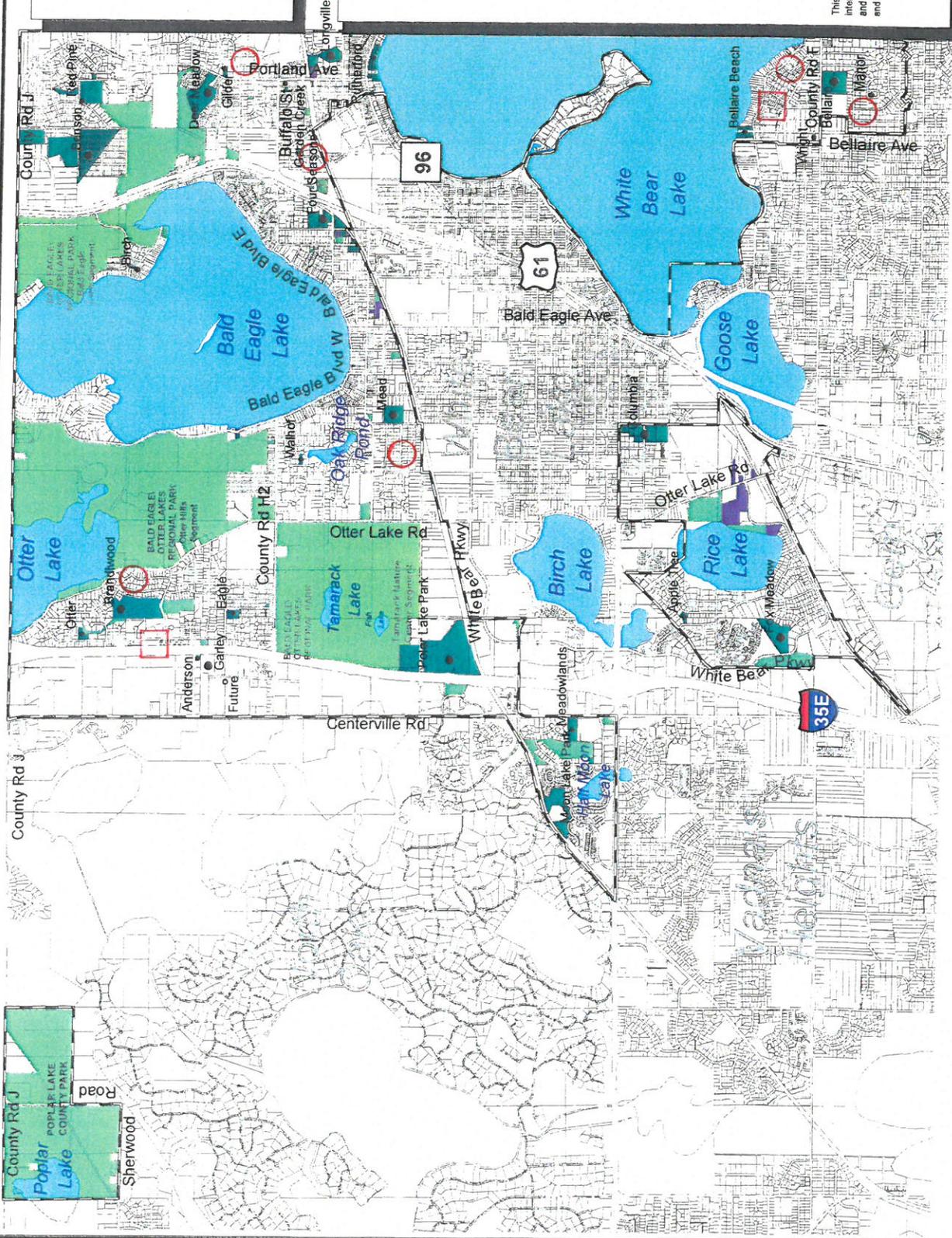
- Lakes
- Parcels
- Township Limits



**For Further Information
 Contact White Bear Township at
 (651) 429-5827**

Limitation of Liability
 This document is not a legally recorded map or survey and is not intended to be used as one. This map is a compilation of records and information from various state, county, and township offices, and other sources.

Created By: **TKDA**
ENGINEERS - ARCHITECTS - PLANNERS





**Town Board Meeting
February 20, 2019**

Agenda Number: 8E – General Business

Subject: Water Meter Replacement Agreement - Approve

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Attorney Review & Recommendation Approve the Water Meter Replacement Agreement



**Town Board Meeting
February 20, 2019**

Agenda Number: 8F – General Business

**Subject: Resignation of Probationary Employee - Accept
Resignation**

Documentation: Town Clerk Memo

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Accept Resignation of Probationary Employee & Authorize Hiring an
Accounting Temp from an Employment Agency to Fill the Position
Temporarily & to Re-Open the Position within 6-8 Weeks

MEMORANDUM

TO: TOWN BOARD
FROM: PATRICK CHRISTOPHERSON
DATE: FEBRUARY 14, 2019
SUBJECT: RESIGNATION OF PROBATIONARY EMPLOYEE

Staff was presented with an official letter of resignation from our probationary employee on 2/12/2019. In light of this notice falling within the 6 month probationary time period, we are recommending that the Town Board accept the resignation. We also recommend hiring an accounting temp from an employment agency to fill the spot and re-open the position to be filled within 6-8 weeks.



**Town Board Meeting
February 20, 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