



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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

AGENDA TOWN BOARD MEETING MARCH 4, 2019

1. **7:00 p.m.** - Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of February 20, 2019 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **GIS Implementation** – Authorize TKDA to Prepare a Presentation for the March 18, 2019 Town Board Meeting.
6. **Old Business:**
 - A. **Water Meter Replacement Agreement** - Approve.
 - B. **Pavement Management Program** – Review of Neighborhood Reactions from February 27, 2019 Neighborhood Meeting.
 - C. **HR Project** - Update.
7. **Public Hearings:**
 - A. **5518 & 5520 Shadyside Lane:**
 1. 25' Right-of-Way Setback Variance
 2. 1' Side Yard Setback
 3. Request for Minor Subdivision/Lot Line Rearrangement
 - B. **5858 Centerville Road** – Conditional Use Permit Request to Allow Cell Tower Antenna Additions.

White Bear Township's Mission:

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



recycled paper

8. **New Business:**

Town Engineer Item:

A. **Hammond Road Water Tower Painting:**

1. Approve Plans & Specifications.
2. Authorize Advertisement for Bids.

Public Works Director Item:

B. **Public Works Service Door Canopies:**

1. Receive Quotes.
2. Award Quote.

C. **2019 Sealcoat Project:**

1. Receive Bids.
2. Award Contract.

General Business:

D. **The Stable of White Bear Township – Next Step.**

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

1. Township Administrative Office Upgrades.

10. **Added Agenda Items.**

11. **Open Time.**

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

13. **Adjournment.**

White Bear Township's

Mission:

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



**Town Board Meeting
March 4, 2019**

Agenda Number: 1 - 2 - 3 - 4

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

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

Approval of Minutes of February 20, 2019
(Additions/Deletions)

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

Action / Motion for Consideration:

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

**MINUTES
TOWN BOARD MEETING
FEBRUARY 20, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Planner: Riedesel; Engineer: Studenski.

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

APPROVAL OF PAYMENT OF BILLS: Ruzek moved to approve payment of bills. McCune seconded. Ayes.

APPROVAL OF MINUTES OF FEBRUARY 4, 2019 (Additions/Deletions): Ruzek moved approval of the Minutes of February 4, 2019. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved approval of the Consent Agenda as follows: 5A) Call Public Hearing for Monday, March 18, 2019 Beginning at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Authorize Submittal of the Proposed 2040 Comprehensive Plan to the Metropolitan Council; 5B1) Call Special Town Board Meeting for Thursday, February 21, 2019 Beginning at 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting – Water Gremlin; 5B2) Call Special Town Board Meeting for Wednesday, February 27, 2019 Beginning at 6:30 p.m. at Otter Lake Elementary School, 1401 Country Road H-2 to Attend a Neighborhood Meeting – 2019 Street Pavement Management Program; 5B3) Call Special Town Board Meeting for Thursday, March 7, 2019 Beginning at 6:30 p.m. at the White Bear Lake High School North Campus, 5045 Division Avenue to Attend a Public Informational Meeting – Water Gremlin; 5C) Approve the Kayak Storage Policy with Fees and Placement of a Sign on the Rack at the Recommendation of the Park Board; 5D) Based on Town Engineer Review and Recommendation and Including His Recommended Conditions, Approve the Xcel Energy Permit to Replace 9,500 Feet of 2" Gas Mainline Pipe Along South Shore Boulevard and Along Lakewood Avenue With all Work to be Performed in the Road Right-of-Way; 5E) Receive January Construction Activity Report. Ruzek seconded. Ayes all.

The Town Attorney noted that regarding Consent Agenda 5) Kayak Storage Policy, disclaimer language regarding personal or property damage was placed in the Kayak Storage Policy but recommended that the language be placed in the permit instead. Staff will make the proper amendment to the application for permit.

OLD BUSINESS: There were no Old Business agenda items.

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 continuation of the Public Hearing from February 4, 2019. McCune seconded. Ayes all.

The Planner reported that the continuation of the Public Hearing is to review the proposed addition of 6,000 square feet of classroom space onto the east side of Calvary Church at 4604

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Greenhaven Drive, which is located in the westerly portion of the Township, off County Road 96 and Greenhaven Drive. The addition of 6,000 square feet of classroom is consistent with the master plan that shows additions onto the church on both the east, north and west sides. The master plan also shows additional parking spaces to be constructed on the east side of the church. The additional parking is not proposed tonight but an addition for the 6,000 square foot classroom space is shown on the plan. The Public Hearing has been continued waiting for additional review from the Town's Wetland Scientist, which has been completed and provided in the meeting supplement. The conditions outlined by the Wetland Scientist have been added to Zoning Certificate which will be adopted if the request is approved. There is landscaping that needs to be relocated where the addition is to be constructed. The storm pond on the east side of the site is being expanded slightly in size to accommodate additional storm runoff. Under the west side of the site under the parking lot is the Town's first underground storage storm water treatment system. With the approval is a requirement for annual inspections. To date the inspections have not been performed on a yearly basis but an inspection was performed at the end of 2017. The building materials and colors for the addition will match the existing building. At a previous public hearing comments from several residents via emails and phone calls to the office concerning parking on the street during church services and which could be a potential dangerous situation were reviewed. Greenhaven Drive is a 32' wide street with 12' foot lanes and accommodates parking on both sides. Staff contacted the Ramsey County Sheriff's Office after a Town Board recommendation to see if they had any input. They do not feel that elimination of on-street parking is necessary. Residents attending a previous public hearing stated that they did not feel that posting the street is necessary. The request was reviewed by the Planning Commission as a Conditional Use Permit. The Planning Commission recommends approval of the project as proposed. The next step is for the Board to review the Conditional Use Permit and take action and adopt the Zoning Certificate, which outlines conditions for approval of the project as part of the approval process. Ruzek stated that the report from SEH stated that the Board not approve the request but to table it. The Planner stated that SEH stated that if it is approved it is their recommendation that it be approved subject to the conditions outlined in their recommendations which have been incorporated into the Zoning Certificate. Prudhon noted that there are 34 conditional uses listed, however on page 44 of the packet there are only six listed. The Planner explained that the request originally had conditions listed which have since been satisfied. Conditions which have been satisfied could be removed from the list. Some conditions were added to original specific conditions since they continue to be conditions, such as the inspection of the underground storm water treatment system. In response to a question, the Town Engineer stated that during the past few weeks the documents have been provided to the people who need to review them. Items that remain to be done are minor items. The major activity concerns have already been addressed. The action items are minimal activities and the project can move forward.

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

Ruzek moved, based on Planning Commission and Town Staff review and recommendation, to approve a Conditional Use Permit and Zoning Certificate with attached requirements to allow

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construction of 6,000 square feet of classroom space at Calvary Church, 4604 Greenhaven Drive. McCune seconded. Ayes all.

2019 STREET SWEEPING: 1) RECEIVE QUOTES; 2) APPROVE ALLIED BLACKTOP COMPANY QUOTE:

The Clerk reported that for the past four years the Town has received proposals from street sweeping contractors to sweep the streets in the spring and fall of each year. Two proposals have been received: 1) Allied Blacktop for a total estimated cost for sweeping and disposal in the amount of \$19,650.00 (\$86.50 for sweeper for 180 total hours and \$34.00 per cubic yard disposal fee with estimated 120 cubic yards for disposal); and 2) Pearson Brothers for \$21,600.00 (\$90.00 per sweeper for 180 total hours and \$45.00 per cubic yard disposal fee). The Storm Water Operating budget has \$37,500.00 in 2019 for contractual street sweeping and street debris disposal. Ruzek noted the street sweeping should not begin before 7:00 a.m. based on residents' on concerns about contractors beginning earlier, such as happened with the sealcoating project. The Clerk noted that the Public Works Director was not available when the sealcoating project began and stated that he would assure that neither project begins before 7:00 a.m. Prudhon asked if the City of White Bear Lake contracts for street sweeping, noting that if they do, with the close proximity between the Town and the City, could there be consideration for using the same contractor. He noted that it is something to keep in mind for the future. The Clerk will find out.

McCune moved to receive the quotes from Allied Blacktop Company in the amount of \$19,650.00 and Pearson Brothers in the amount of \$21,600.00. McCune seconded. Ayes all.

Ruzek moved, based on Public Works Director's review and recommendation to approve the proposal from Allied Blacktop Company for \$86.50/hour per sweeper and the disposal fee of \$34.00 per cubic yard for a total of \$19,650.00 with funding from the Storm Water Utility Fund. McCune seconded. Ayes all.

COMPREHENSIVE PLAN CONSULTING SERVICES – REVISE AGREEMENT TO INCLUDE ADDITIONAL SERVICES:

The Planner reported that Hoisington Koegler Group, Inc. is moving forward with the final elements of the comp plan. A final review will be reviewed next week and a presentation will be provided at the March Annual Meeting. He reported that initially the project's budget was \$45,000. In October 2018 there were additional services of \$795 for Social Pinpoint activity/analysis, for a total project budget of \$45,795. After discussion with the Planning Commission in early 2018 they determined that navigating the Township's intention with land use would involve extra work with the Metropolitan Council and internal analysis and would add to the cost of the project. At that time verbal direction was given to HKGI with the intention that there would be additional costs. They estimate that to complete the remainder of the tasks ahead it would require \$3,500, bringing the total budget to \$49,295. Funding in the amount of \$5,000 is budgeted in the Community Development Fund to complete the plan.

Ruzek moved, based on Town Planner report at the meeting to 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. McCune seconded. Ayes all.

INDEPENDENT CONTRACTOR AGREEMENT FOR TOWNSHIP DAY – APPROVE CONTRACT WITH LISA BEECROFT FROM MARCH 2019 THROUGH OCTOBER 2019:

The Planner reported

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that the Town has worked with Lisa Beecroft as consultant for the Township Day event in 2018. Lisa has provided a contract to coordinate the Township Day event in 2019 and Movies in the Park. Lisa is requesting \$7,000 for Township Day and \$350.00 per night for Movie in the Park. This is a slight increase from last year's amount but has been reviewed by the Park Board and recommended for approval. In response to a question if he has reviewed the contract, the Town Attorney stated that he has and that it is fine as recommended. It was noted that the event went very well last year with the largest attendance to date. Lisa did an admirable job with both the Township Day event and Movies in the Park. She arranged for vendors for Movies in the Park and activity to engage kids while waiting for the movie.

Ruzek moved, based on Park Board and Staff review and recommendation to review the form and authorize execution of the Independent Contractor Agreement for Township Day and Movies in the Park with Lisa Beecroft from March 2019 through October 2019. McCune seconded. Ayes all.

EDAB AND PARK BOARD APPOINTMENTS: 1) APPOINT EDAB APPLICANT JUSTIN STOFFERAHN; 2) APPOINT A NEW PARK BOARD MEMBER: The Clerk reported that there are two applicants who staff recommends to fill two open positions on the Economic Development Advisory Board. He asked the Town Attorney if there is a priority for filling the position which expires in two months and the position which expires in two years. The Town Attorney stated that there is no priority for filling the two vacancies. The Clerk noted that these two positions will provide a necessary quorum.

Prudhon invited the applicant in the audience to introduce himself. Justin Stofferahn, 2682 Martin Way stated that he works for Flaherty & Hood, PA, a public affairs firm in St. Paul which represents local government in greater Minnesota. He works around economic development for the coalition of greater Minnesota Cities as well as greater Minnesota partnership in other organizations.

Ruzek moved, based on Staff recommendation to appoint Justin Stofferahn to the Economic Development Advisory Board to fill an unexpired term through April 30, 2021. McCune seconded. Ayes all.

The Clerk reported that Curt Akenson, Park Board member was recommended by the Planner for consideration as an EDAB member. Mr. Akenson just applied to fill that vacancy today. It was noted that EDAB bylaws, dated June 1995, states that Park Board, Utility Commission and Planning Commission members shall receive first opportunity to be involved with the EDAB. Staff recommends that Mr. Akenson fill the vacancy which expires in 2021.

Ruzek moved, based on Staff review and recommendation and pursuant to EDAB bylaws, to appoint Curt Akenson to fill the vacancy on the Economic Development Advisory Board which expires in 2021. McCune seconded.

The Clerk reported that two applications have been received for the one open position on the Park Board. Thomas Wilson and Richard Sinclair have provided applications. The Planner stated that one applicant lives on the south side of the Township. There are already two Park Board members in that geographic location. Richard Sinclair is located in the Otter View neighborhood

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in the northerly portion of the Township near Brandlwood. In regard to geographical location, Richard Sinclair would provide the best representation. There is one other Park Board member in that general area.

Ruzek moved, based on geographical location, to appoint Richard Sinclair to the Park Board to fill an unexpired term through April 30, 2021. McCune seconded. Ayes all.

WATER METER REPLACEMENT AGREEMENT – APPROVE: The Town Attorney stated that a response has been received from Sensus and Core & Main to the Town's settlement agreement. He stated that he is comfortable with their proposed language amendment. However, he recommended tabling the agreement to allow time for Town Board review. McCune asked about Exhibit A which states that the pricing is valid for 90 days and if that is correct since the 90 days will be expired before the agreement has final approval. In response to a question if the agreement addresses storage and cataloging of the removed meters, the Town Attorney stated that it is covered in Section 3 which states: it is hereby understood by the parties that the personal water meters are the property of the Town. As Core & Main remove the old water meters a tag shall be attached to each meter identifying the address from which the meter was removed. Ruzek stated that he would like to have some concept as to how they will tag the meters. The agreement states that the Town and Core & Main shall make arrangements for transferring the old meters to Town control. The Town Attorney stated that a provision that the Board needs to consider is Section 3 which deals with the Town assuring that Core & Main and subcontractors being allowed access to replace all meters. The Engineer noted that water meters is on agenda for the Executive Meeting on Friday, February 22nd and suggested that this be referred to that meeting. Engineering can address any concerns prior to that meeting. He stated that Core & Main and Sensus have committed to the pricing. The Town Attorney stated that in Section 2 it does address the pricing for ninety days. Since that time will have lapsed he suggested that Core & Main be asked to confirm the pricing.

McCune moved to refer the matter of water meter replacement agreement to the Executive Meeting, Friday, February 22, 2019 for further discussion. Ruzek seconded. Ayes all.

RESIGNATION OF PROBATIONARY EMPLOYEE – ACCEPT RESIGNATION: The Clerk recommended acceptance of this resignation and to approve filling of the position on a short term basis through a temporary agency. Staff will extend the search to fill the position with a spring posting to draw a recent college graduate. Ruzek noted that in the interim the position will be temporarily filled but with a spring posting will it provide adequate time to refine staff functions. The Clerk stated that position is the first position which will be refined.

Ruzek moved to accept the resignation of the probationary employee and to authorize filling the position with a temporary accounting firm employee and to post the position within the next week to draw recent college graduates. McCune seconded. Ayes all.

OPEN TIME: Ruzek noted that the Public Works Department has done an outstanding job with the snow plowing and asked the Clerk to convey appreciation to the Public Works Director and Public Works Staff.

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

McCune moved to adjourn the meeting at 7:48 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
March 4, 2019**

Agenda Number: 5A – Consent Agenda

Subject: GIS Implementation – Authorize TKDA to Prepare a Presentation for the March 18, 2019 Town Board Meeting

Documentation: None

Action / Motion for Consideration:

Receive Information / Discuss

Authorize TKDA to Prepare a Presentation on GIS Implementation for the March 18, 2019 Town Board Meeting



**Town Board Meeting
March 4, 2019**

Agenda Number: 6A – Old Business

Subject: Water Meter Replacement - Approve

Documentation: Agreement to be handed out at meeting

Action / Motion for Consideration:

Report at Meeting / Discuss

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

Minutes
Town Board Meeting
February 20, 2019

WATER METER REPLACEMENT AGREEMENT – APPROVE: The Town Attorney stated that a response has been received from Sensus and Core & Main to the Town's settlement agreement. He stated that he is comfortable with their proposed language amendment. However, he recommended tabling the agreement to allow time for Town Board review. McCune asked about Exhibit A which states that the pricing is valid for 90 days and if that is correct since the 90 days will be expired before the agreement has final approval. In response to a question if the agreement addresses storage and cataloging of the removed meters, the Town Attorney stated that it is covered in Section 3 which states: it is hereby understood by the parties that the personal water meters are the property of the Town. As Core & Main remove the old water meters a tag shall be attached to each meter identifying the address from which the meter was removed. Ruzek stated that he would like to have some concept as to how they will tag the meters. The agreement states that the Town and Core & Main shall make arrangements for transferring the old meters to Town control. The Town Attorney stated that a provision that the Board needs to consider is Section 3 which deals with the Town assuring that Core & Main and subcontractors being allowed access to replace all meters. The Engineer noted that water meters is on agenda for the Executive Meeting on Friday, February 22nd and suggested that this be referred to that meeting. Engineering can address any concerns prior to that meeting. He stated that Core & Main and Sensus have committed to the pricing. The Town Attorney stated that in Section 2 it does address the pricing for ninety days. Since that time will have lapsed he suggested that Core & Main be asked to confirm the pricing.

McCune moved to refer the matter of water meter replacement agreement to the Executive Meeting, Friday, February 22, 2019 for further discussion. Ruzek seconded. Ayes all.



**Town Board Meeting
March 4, 2019**

Agenda Number: 6B – Old Business

Subject: Pavement Management Program – Review of Neighborhood Reactions from February 27, 2019 Neighborhood Meeting

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Meeting
March 4, 2019**

Agenda Number: 6C – Old Business

Subject: HR Project - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk to Report at Meeting / Discuss



**Town Board Meeting
March 4, 2019**

Agenda Number: 7A – Public Hearing

Subject: 5518 & 5520 Shadyside Lane:

1. 25' Right-of-Way Setback Variance
2. 1' Side Yard Setback
3. Request for Minor Subdivision/Lot Line Rearrangement

Documentation: Staff Memo w/attachments /
Public Notice / Resident Letter / Mailing List /Map
Affidavit of Publication / Variance Application / Minor
Subdivision Application

Action / Motion for Consideration:

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

Based on Variance Board, Planning Commission & Town Staff Review & Recommendation Approve the 25' Right-of-Way Setback Variance, the 1' Side Yard Setback Variance Request, and the Request for Minor Subdivision/Lot Line Rearrangement at 5518 & 5520 Shadyside Lane to Accommodate Construction of a New Home with Detached Garage

Minutes
Planning Commission Meeting
January 24, 2019

MIKE & KATHERINE FLEMING – 5518 & 5520 SHADYSIDE LANE: Mike and Katherine Fleming, 5518 and 5520 Shadyside Lane request for 25' Right-of-Way setback variance and a 1' side yard setback variance to allow a minor subdivision/lot line rearrangement: Riedesel summarized the Fleming request to construct a new home using the existing foundation and add a new garage at 5518

Shadyside Lane. A lot line rearrangement is also proposed in order to accommodate a new garage at 5518 Shadyside. The additional property would come from 5520 Shadyside Lane.

The majority of the foundation planned to be reused meet setback requirements. An area of approximately 12 square feet encroaches one foot into the side yard setback area however. The new garage is proposed 10' from the public right-of-way. An existing garage and shed, both of which encroach into the right-of-way setback area are proposed to be removed. Both of these structures are located closer to the right-of-way than the proposed garage.

The Variance Board discussed the proposal. All were in agreement that a non-conformity is being decreased as two structures close to the right-of-way are being replaced by a new garage further from the right-of-way.

In addition, the limited lot size and configuration of the lot and right-of-way create a practical difficulty and green area requirements are being met.

Tom Fleming, Mike and Katherine's son was present and ensured the plans were correct according to the 25' right-of-way setback variance and the 1' side yard setback variance allotment.

Artner motioned for item to be passed since the minor subdivision lot line division, 25' right-of-way setback variance, 1' side yard setback variance, meets the standards set forth for approving a variance and minor subdivision, and the overhang will not exceed one foot on the south side of the building. Loes seconded. Ayes all.

Minutes
Variance Board Meeting
January 16, 2019

MIKE & KATHERINE FLEMING, 5518 & 5520 SHADYSIDE LANE – Request for 25' Right-of-Way Setback Variance & a 1' Side Yard Setback Variance to Allow a Minor Subdivision/Lot Line Rearrangement: Riedesel summarized the Fleming request to construct a new home using the existing foundation and add a new garage at 5518 Shady Side Lane. A lot lien rearrangement is also proposed in order to accommodate a new garage for 5518 Shady Side. The additional property would come from 5520 Shady Side Lane.

The majority of the foundation planned to be reused meet setback requirements. An area of approximately 12 square feet encroaches one foot into the side yard setback area. The new garage is proposed 10' from the public right-of-way. An existing garage and shed, both of which encroach into the right-of-way setback area are proposed to be removed. Both of these structures are located closer to the right-of-way than the proposed garage.

Tom Fleming provided a summary of the proposal.

Johnson noted several existing garages along Shady Side Lane are very close to the right-of-way. This garage location will set a setback precedent for future garages along Shady Side Lane.

Short noted other similar requests for variances for lakeshore properties on Shady Side Lane and Hugo Road.

The Variance Board discussed the proposal. All were in agreement that a non-conformity is being decreased as two structures close to the right-of-way are being replaced by a new garage further from the right-of-way.

In addition, the limited lot size and configuration of the lot and right-of-way create a practical difficulty and green area requirements are being met.

Denn noted that the right-of-way where the garage is proposed functions like a side yard due to the configuration, and also that the right-of-way serves only one home north of this property.

Denn moved to recommend to the Planning Commission to recommend to the Town Board to approve a 25' right-of-way setback variance to allow construction of a new garage and a 1' side yard setback variance to allow reuse of an existing foundation since the plan as proposed, will eliminate two non-conforming structures on the property and creates a greater setback on the property, and the plans as proposed, meet the standards set forth by the Zoning Ordinance to approve a variance. Johnson seconded. Ayes all.

MEMORANDUM

TO: VARIANCE BOARD / PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: DECEMBER 24, 2018

SUBJECT: LOT LINE REARRANGEMENT, CONSTRUCTION OF A NEW HOME WITH DETACHED GARAGE

REQUEST: MINOR SUBDIVISION / LOT LINE REARRANGEMENT
25' RIGHT-OF-WAY SETBACK VARIANCE
1' SIDE YARD SETBACK VARIANCE

LOCATION: 5518 & 5520 SHADYSIDE LANE
APPLICANTS: MIKE & KATHERINE FLEMING
ZONING: R-1, SUBURBAN RESIDENTIAL
PUBLIC HEARING: REQUIRED

The Fleming's are requesting approval of a minor subdivision/lot line rearrangement which would permit them to reconfigure a common lot line between their two properties. The Fleming's own the homes at both 5518 & 5520 Shadyside Lane. They are planning to demolish the home at 5518 Shady Side down to the foundation, and the existing garage at 5518 Shady Side. A shed located on the 5520 Shadyside Lane property will also be demolished.

The foundation of the home is proposed to be reused and a new home constructed on it. All but an 11.88' square foot portion of the foundation meets setback requirements. This portion of the foundation is 5' from the side lot line. A 6' minimum setback is required.

There is an existing detached garage on the property which is only a few feet from the Shadyside Lane right-of-way. This garage is proposed to be demolished in favor of a new garage. The new garage is proposed to be set further back from the right-of-way than the existing garage. A portion of the new garage is proposed to be on additional property acquired from the lot at 5520 Shadyside Lane. A minor subdivision is required to add the additional property to 5518 Shadyside Lane.

A triangular portion of the lot at 5520 Shadyside Lane is proposed to be detached and added to 5518. This 1,618 square foot parcel is proposed to have approximately half of the new garage located on it. The angle of the Shadyside Lane right-of-way shifts between the two lots. The right-of-way shift leaves a limited area to construct a garage on the right-of-way side of the home. A 25' right-of-way setback variance is requested to construct the new garage. The existing garage which is proposed to be removed is 6' from the Shadyside Lane right-of-way. An existing shed located on the triangular parcel being added to 5518 is 4' from the right-of-way. This structure is proposed to be removed also.

Minor Subdivision

A minor subdivision / lot line rearrangement is requested to separate 1,618 square feet of land from 5520 Shadyside Lane and attached it to 5518. The lot at 5520 Shadyside Lane is 33,541 square feet in area, and with the subdivision, the lot size will be reduced to 31,923 square feet. The lot at 5518 is 7,860 square feet in area and will increase in size to 9,478 square feet with the additional property.

VariANCES

Two setback variances are being requested:

- a one-foot side yard setback variance to construct a new home on the existing foundation 5' from the side lot line
- a 25' foot right-of-way setback variance to allow construction of a new garage 10' from the road right-of-way

Section 9-6.4 of Ordinance No. 35 sets the standards which must be met in order to approve variances. It states:

(1). Without issuance of a variance, the provisions of this Ordinance would deprive the applicant of a reasonable use of property under the terms of this Ordinance.

(2). That the special conditions and circumstances do not result from the actions of the applicant.

(3). That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

(4). That the proposed action will not unreasonably increase the congestion on public streets.

(5). That the proposed action will not increase the danger of fire or endanger the public safety.

(6). That the proposed action will not unreasonably diminish or impair established property values within the neighborhood or in any other way be contrary to the intent of this Ordinance.

The Fleming's are proposing a lot line rearrangement which will increase the size of an undersized lot of record and will remove two non-conforming structures. A new detached garage will replace the two structures being removed. The new garage will be set back further from the right-of-way than the two existing non-conforming structures.

Reconstruction of the home is proposed on the existing foundation. A small area of the foundation encroaches into the side setback one foot, less than 12 square feet of the home would encroach into the setback area.

The lot is being increased in area to accommodate a new garage and to meet the Town's Green Area requirements. The driveway, patio and sidewalk will be constructed of impervious surfacing. the impervious area proposed for 5518 Shadyside Lane is proposed to be 22.4%. The Town allows 25% coverage.

Two actions are required to approve the Fleming's request:

1. Minor Subdivision / Lot Line Rearrangement.
2. 1' Side Yard Setback Variance
25' Right-of-Way Setback Variance

TR/psw
cc:admin/add.file
b:fleming



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

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

- 25' Right-of-Way Setback Variance

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

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

(5518 & 5520 Shadyside Lane)

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

Given under my hand this 4th day of February, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS



PATRICK CHRISTOPHERSON, Clerk-Treasurer



1858
RAMSEY COUNTY
MINNESOTA

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

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

February 21, 2019

Township Resident
White Bear Township, Minnesota 55110

Re: Variance Request

Dear Resident:

Enclosed please find a **Notice of Hearing Request for a Variance from Ordinance No. 35 (Zoning) of the Town of White Bear, Ramsey County, Minnesota.**

The owner of property at 5518 & 5520 Shadyside Lane is requesting approval of a 25' right-of-way setback variance to allow construction of a new home and garage which also involves a minor subdivision / lot line rearrangement.

The Public Hearing on the matter is scheduled for **Monday, March 4, 2019 @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you have any questions regarding this matter please plan to attend the meeting or you may contact Tom Riedesel, Planner, at 651.747.2761 or via e-mail at tom.riedesel@whitebeartownship.org.

Sincerely,

Patti Walstad
Paralegal

PSW/s
Enc.
cc:admin/add.file



recycled paper

Parcel ID: 123022220047
EDWARD L PARDEE
 4856 BANNING AVE
 WHITE BEAR LAKE MN 55110-2870

Parcel ID: 123022220008
GARY E STRUM, ARLENE R STRUM
 2377 TAYLOR AVE
 WHITE BEAR TOWNSHIP MN 55110-2362

Parcel ID: 013022330022
STEVEN J HALL, PATRICIA V HALL
 5527 HUGO ROAD
 WHITE BEAR LAKE MN 55110-2344

Parcel ID: 123022220024
KRISTEN LIPPERT PEINADO, JOHN LIPPERT
 PO BOX 10849
 SAINT PAUL MN 55110-0849

Parcel ID: 123022210005
KEIF E SVENDSEN
 2391 TAYLOR AVE
 WHITE BEAR LAKE MN 55110-2362

Parcel ID: 013022330023
RICHARD O LONG, MICHAEL C FLEMING
 5520 SHADYSIDE LN
 ST PAUL MN 55110-2359

Parcel ID: 123022220114
DIONNE LEITSCHUH
 2353 TAYLOR AVE
 SAINT PAUL MN 55110-2362

Parcel ID: 123022220011
JACK T RAYMOND, MAUREEN F RAYMOND
 2370 TAYLOR AVE
 WHITE BEAR TOWN MN 55110-2383

Parcel ID: 013022330020
RICHARD O LONG TRUSTEE, JOSEPHINE M LONG TRUSTEE
 5535 HUGO RD
 WHITE BEAR LAKE MN 55110-2344

Parcel ID: 123022220049
JAMES A SENESAC, MARGARET L SENESAC
 5500 BALD EAGLE BLVD E
 ST PAUL MN 55110-2381

Parcel ID: 123022220003
DAN L FANSELOW
 5510 SHADYSIDE LN
 WHITE BEAR TOWN MN 55110-2359

Parcel ID: 013022330021
AARON EKEN, SARA EKEN
 5533 HUGO RD
 WHITE BEAR TOWNSHIP MN 55110-2344

Parcel ID: 123022220048
EDWARD L PARDEE TRUSTEE
 4856 BANNING AVE
 WHITE BEAR LAKE MN 55110-2870

Parcel ID: 123022220119
JAMES A SENESAC, MARGARET L SENESAC
 5500 BALD EAGLE BLVD E
 WHITE BEAR TOWN MN 55110-2381

 RESIDENT
 2360 HOXIE AVENUE
 WHITE BEAR TOWNSHIP MN 55110

Parcel ID: 123022220010
COUNTY OF RAMSEY PUBLIC WORKS
 1425 PAUL KIRKWOLD DR
 ARDEN HILLS MN 55112-3931

Parcel ID: 123022210006
KARI J STIELOW
 2388 TAYLOR AVE
 WHITE BEAR LAKE MN 55110-2383

 RESIDENT
 5515 SHADYSIDE LANE
 WHITE BEAR TOWNSHIP MN 55110

Parcel ID: 123022220004
DAN L FANSELOW
 5510 SHADYSIDE LN
 WHITE BEAR TOWN MN 55110-2359

Parcel ID: 123022220113
BRADLEY C MASON, KRISTINE M MASON
 2341 TAYLOR AVE
 SAINT PAUL MN 55110-5361

Parcel ID: 123022220002
BYRON SUGAHARA, NANCY S SUGAHARA
 PO BOX 64686875
 SIOUX FALLS SD 57186-0001

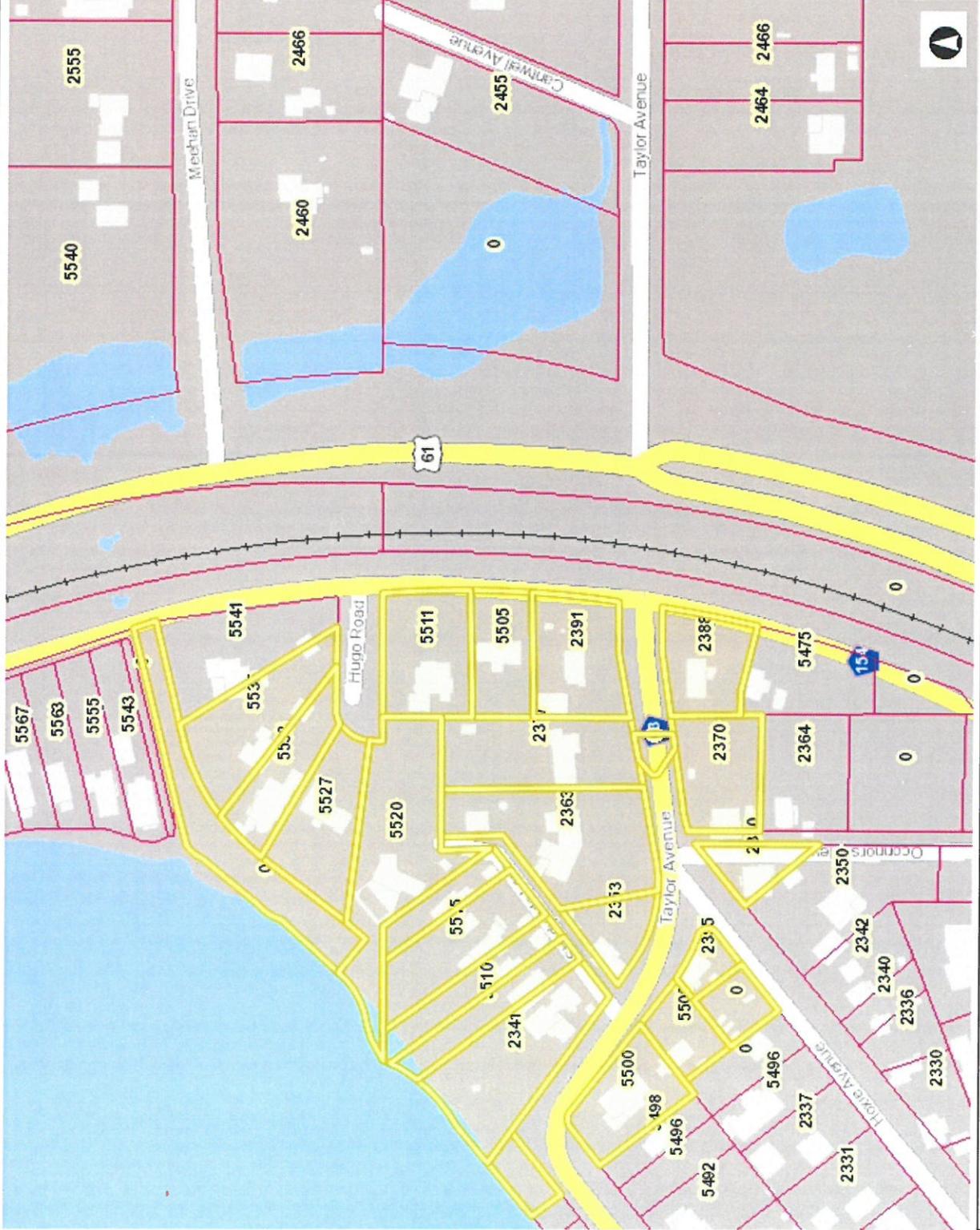
Parcel ID: 123022220007
AMY A HAWLEY, CHRISTOPHER A HAWLEY
 2363 TAYLOR AVE
 WHITE BEAR LAKE MN 55110-2362

Parcel ID: 123022210004
JEROME F GOETZ
 5505 HUGO RD
 WHITE BEAR TOWN MN 55110-2344

Parcel ID: 123022220123
KATHERINE D FLEMING, MICHAEL C FLEMING
 5520 SHADYSIDE LN
 WHITE BEAR TOWNSHIP MN 55110-2359

Parcel ID: 123022210034
PAUL R SISTERMAN, ELLEN A SISTERMAN
 5511 HUGO RD
 WHITE BEAR TOWNSHIP MN 55110-2344

Parcel ID: 123022220124
MICHAEL C FLEMING, KATHERINE D FLEMING
 5520 SHADYSIDE LN
 WHITE BEAR LAKE MN 55110-2359



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

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

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

Once a week, for one week, it was published on Wednesday, the 20th day of February, 2019.

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

- a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 17.37/inch

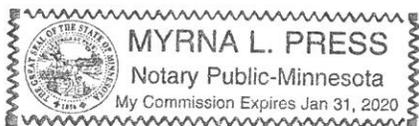
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the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

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 20th day of February, 2019.

[Signature]
Notary Public



WHITE BEAR TOWNSHIP
NOTICE OF HEARING REQUEST FOR A VARIANCE FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA
NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, March 4, 2019 @ 7:00 p.m., to consider the following variance request:
• 25' Right-of-Way Setback Variance to allow a minor subdivision / lot line rearrangement on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:
Lot 2, Block 1, Shadyside Addition & Lot 20, Block 1, Shadyside Addition, all in Ramsey County, Minnesota. (5518 & 5520 Shadyside Lane)
and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.
Given under my hand this 4th day of February, 2019.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on February 20 2019.

November 30, 2018

Mr. Tom Riedesel - Township Planner
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

RE: 5518 Shadyside Lane
Lot 2, Block 1, Shadyside Addition to Bald Eagle

Dear Tom:

We are enclosing the following regarding our request to build a new home at 5518 Shadyside Lane:

- Variance Application
- Subdivision Application
- 15 copies of proposed Site Plan showing new home to be constructed on the foundation of the current home and parcel to be added by minor subdivision.

Our plan is to construct the home during the 2019 construction season.

Please call me if any additional information is required.

Yours truly,



Mike Fleming
5520 Shadyside Lane
(612) 839-1945



VARIANCE APPLICATION FORM

White Bear Township
 1281 Hammond Road
 White Bear Township, MN 55110
 Phone 651-747-2750 Fax 651-426-2258
www.ci.white-bear-township.mn.us

INTRODUCTION

Variations from the literal provisions of this Ordinance shall only be permitted when they are in harmony with the general purposes and intent of this Ordinance, and when the terms of the variance are consistent with the Comprehensive Plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the provisions of this Ordinance. "Practical Difficulties", as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variations shall be granted for earth sheltered construction as defined in Minnesota Statutes, when in harmony with this Ordinance. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Town Board may impose conditions in granting a variance that are directly related to and in rough proportion to an impact created by the variance. Conditions may be imposed in the granting of variations to insure compliance and to protect adjacent properties.

PD Fee \$225

APPLICANT(S) Michael C. Fleming PHONE (Home) 651-429-3610
Katherine D. Fleming (Business) _____
 ADDRESS 5520 Shadyside Lane WBT (Cell) 612-839-1945

PROPERTY OWNER Michael C Fleming and Katherine D. Fleming

ADDRESS OF SITE 5518 Shadyside Lane ZONING Single Family (with Sewer)

EXISTING USE OF SITE Single Family home with detached garage

DESCRIPTION OF VARIANCE REQUEST Variations requested to allow demolition of home, garage and shed and construct new home using existing foundation

| SETBACKS: | Required | Existing | Requested |
|-----------------|------------|-----------|------------|
| Front Yard | <u>35'</u> | <u>0</u> | <u>25'</u> |
| South Side Yard | <u>6'</u> | <u>5'</u> | <u>5'</u> |
| Side Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Other (Specify) | _____ | _____ | _____ |

CHECKLIST:

- _____ Site Plan (with dimensions and to scale)
 - _____ Building locations (dwelling, garage, accessory building).
 - _____ Site improvements (fences, walks, lighting, decks, etc.).
 - _____ Yard (front, side, rear, delineating setbacks).
 - _____ Wetlands, lakes, streams, ditches including 100 year storm elevation.
- _____ Schedule (when does applicant intend to construct).
- _____ Additional information, if required.
- _____ Certificate of Survey, or full legal description.
- _____ Statements from affected (abutting) property owners. (If not provided, a public hearing will be scheduled with all property owners within 350' of your property being notified.)

REVIEW PROCESS:

1. Submit 1 copy of application and supporting information to the Township. Also submit 15 copies of all plans which exceed 11" x 17" in size. Any application must be received by the 1st Thursday of the month in which the applicant would like the Variance Board to review the proposal.
2. Variance Board 1/15th (Approximately one week prior to the Planning Commission Meeting, as necessary. Applicant will be notified of the time of the meeting.)
3. Planning Commission 1/21 (4th Thursday of the month @ 7:00 p.m. at the Town Hall).
4. Town Board _____ (3rd Monday of the following month @ 7:00 p.m. at the Town Hall).

STANDARDS:

The Town Board will approve a variance only if it satisfies the description in the INTRODUCTION on Page 1 of this form, and the following facts are established:

- _____ 1. Without a variance, applicant would be deprived of rights commonly enjoyed by others in the same district.
- _____ 2. The special circumstances do not result from actions of applicant.
- _____ 3. Granting variance will not confer on applicant any special privileges.
- _____ 4. Will not increase traffic congestion on public streets.
- _____ 5. Will not endanger public safety.
- _____ 6. Will not diminish established property value.

Applicant understands that the Variance Application fee will not be refunded if, after being submitted, the application is denied or the applicant chooses to withdraw.

It is the policy of White Bear Township that all identifiable costs associated with a Variance Application within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

Kathleen D Fleming

*Signature of Applicant(s)

November 30 2018
Date

*Prior to applying for a variance it is recommended that the applicant contact Town staff in order to discuss the proposal.

| | |
|-----------------------------------|---|
| <u>To Be Completed By Office:</u> | |
| Date Request Received _____ | |
| By _____ (Staff Member) | \$225.00 Fee Received <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date Application Complete _____ | |



MINOR SUBDIVISION APPLICATION FORM

INTRODUCTION

A minor subdivision is a division of one parcel into two lots. Neither parcel can be further subdivided. The newly created lot must front on an existing street and cannot require the extension of municipal facilities or any public improvement. Utility connection charges and park dedication fees may apply.

APPLICANT(S) Michael C. Fleming, PHONE (Home) 651-429-3610
Katherine D. Fleming (Business) _____
(Cell) 612-839-1945

ADDRESS 5520 Shadyside Lane
White Bear Township MN
55110

PROPERTY OWNER Michael C. Fleming and Katherine D. Fleming

ADDRESS OF SITE 5520 Shadyside Lane ZONING Single Family Residential
White Bear Township MN (with sewer)
55110

EXISTING USE OF SITE Single Family Residential

40

Fee (\$35.00 plus \$150.00 Initial Expense Deposit, Plus All Related Additional Costs Incurred Regarding the Request)

It is the policy of White Bear Township that all identifiable costs associated with a Minor Subdivision within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

#820

Mend Fleming
Katherine D Fleming
Signature of Applicant(s)

November 30 2018
Date

To Be Completed By Office:

Date Request Received _____

By _____
(Staff Member)

\$35.00 Fee + \$150 Deposit Received Yes
 No

Date Application Complete _____



**Town Board Meeting
March 4, 2019**

Agenda Number: 7B – Public Hearing

Subject: 5858 Centerville Road - Conditional Use Permit Request to Allow Cell Tower Antenna Additions

Documentation: Staff Memo /
Public Notice / Resident Letter / Mailing List
Affidavit of Publication / Conditional Use Permit
Application / Proposed CUP/Zoning Certificate &
Requirements

Action / Motion for Consideration:

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

Based on Planning Commission & Town Staff Review & Recommendation Approve the Conditional Use Permit / Zoning Certificate with Attached Requirements for 5858 Centerville Road to Allow for Additional Antennas on the Monopole

Minutes
Planning Commission Meeting
January 24, 2019

SBA COMMUNICATIONS CORP ON BEHALF OF SMC – 5858 CENTERVILLE ROAD – REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW ANTENNA ADDITIONS: SBA Communications Corp, is requesting Town approval of a Conditional Use Permit to allow additional antenna on the monopole located at 5858 Centerville Road. The tower is located behind the SMC building and was added to the site in 2005. The tower is 120' in height with the existing antenna located at that height.

SBA would like to add additional antenna at the 100' elevation. They would also add ground level equipment within the fenced area located at the base of the tower.

When the tower was approved by the Town, one of the conditions of approval required that the tower allow for shared use, anticipating that a future user may want to also use the tower for antenna.

A 29' x 49' fenced area is located at the base of the tower to place cabinets and equipment relating to the antenna. Existing equipment within the fenced area is due north of the tower and takes up approximately 100 square feet. The new equipment is proposed to utilize a 12' x 20' area.

A Conditional Use Permit must be approved by the Town to add the new antenna and related equipment.

Artner motioned to approve this plan going forward, making note that the on-ground equipment will be located in the existing 29' x 49' base area. Loes seconded. Ayes: Artner, Denn, Loes, Ruzek, Riedesel. Nays: Patrick.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: JANUARY 4, 2019

SUBJECT: ANTENNA ADDITIONS

REQUEST: CONDITIONAL USE PERMIT
LOCATION: 5858 CENTERVILLE ROAD, THE SMC PROPERTY
ZONING: I-1, LIGHT INDUSTRIAL
APPLICANT: SBA COMMUNICATIONS CORP – AGENT CASSIE GEORGE

SBA Communications Corp, is requesting Town approval of a Conditional Use Permit to allow additional antenna on the monopole located at 5858 Centerville Road. The tower is located behind the SMC building and was added to the site in 2005. The tower is 120' in height with the existing antenna located at that height.

SBA would like to add additional antenna at the 100' elevation. They would also add ground level equipment within the fenced area located at the base of the tower.

When the tower was approved by the Town, one of the conditions of approval required that the tower allow for shared use, anticipating that a future user may want to also use the tower for antenna.

A 29' x 49' fenced area is located at the base of the tower to place cabinets and equipment relating to the antenna. Existing equipment within the fenced area is due north of the tower and takes up approximately 100 square feet. The new equipment is proposed to utilize a 12' x 20' area.

A Conditional Use Permit must be approved by the Town to add the new antenna and related equipment. If recommended for approval, the following requirements should be considered:

1. The following plans are made a part hereof by reference:

- T-1 - Title Sheet, dated 10/24/18
- T-2 - Specifications & Notes, dated 10/24/18
- A-1 - Site Plan, dated 10/24/18
- A-2 - Enlarged Site Plan, dated 10/24/18
- A-3 - Elevations & Antenna Plan, dated 10/24/18
- A-4 - Equipment Details Plan, dated 10/24/18
- A-4.1 Equipment Details Plan, dated 10/24/18

- A-4.2 Equipment Details Plan, dated 10/24/18
 - A-4.3 Cable Color Coding, dated 10/24/18
 - A-5 - Construction Details, dated 10/24/18
 - A-5.1 Construction Details Continued, dated 10/24/18
 - E-1 - Utility Plans, dated 10/24/18
 - E-2 - Electrical Details, dated 10/24/18
 - G-1 - Grounding Plan, dated 10/24/18
 - G-2 - Grounding Plan One Line Diagram & Details, dated 10/24/18
 - G-3 - Grounding Details, dated 10/24/18
2. Guy wires are prohibited.
 3. The base of the structure shall not exceed 150 square feet.
 4. The antenna shall not exceed 130' in height.
 5. The antenna shall not be lighted unless required by the FAA.
 6. Any trees proposed to be removed shall be offered to the Township for transplanting prior to removal.
 7. Security fencing shall be required around the structure.
 8. If the antenna structure is unused for a period of six (6) months, the structure shall be removed.
 9. Voicestream Minneapolis, Inc., a/b/a T-Mobile USA, and its successors shall commit that the antenna structure owner, property owner, and his, her or its successors, will allow the shared use of the antenna structure if an additional user agrees in writing to meet reasonable terms and conditions for shared use. Any disputes arising out of any shared use agreement shall be resolved through arbitration conducted under the then current rules of the American Arbitration Association.
 10. The antenna structure shall comply with all FAA requirements.
 11. Liability insurance naming the Town as an additional insured shall be provided.
 12. All State and Federal and local laws and ordinances shall be complied with.

TR/psw
cc:admin/add.file
b:smcantenna



NOTICE OF HEARING ON REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW ANTENNA MODIFICATIONS TO A MONOPOLE IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Monday, March 4, 2019, at 7:00 p.m., to consider the request of the granting of a Conditional Use Permit to allow antenna modifications to a monopole in the Town of White Bear, Ramsey County, Minnesota, lying and being in the area described as follows:

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

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

Given under my hand this 4th day of February, 2019.

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

PATRICK CHRISTOPHERSON, Clerk-Treasurer



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

February 21, 2019

Dear Interested Property Owner:

Enclosed please find a **Notice of Hearing on Request for a Conditional Use Permit to Allow Antenna Modifications to a Monopole in the Town of White Bear, Ramsey County, Minnesota.**

SBA Corporation, owner of the monopole, is proposing to add antenna's to the existing monopole located at the SMC site at 5858 Centerville Road.

Please note that the Public Hearing on this matter is scheduled for **Monday, March 4, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you have any questions or concerns regarding this matter, please plan to attend the meeting or contact Tom Riedesel, Planner, at 651.747.2761 or via e-mail at tom.riedesel@whitebeartownship.org.

Sincerely,

Patti Walstad
Paralegal

PSW/s
Enc.
cc:admin/add.file



SMC
5858 CENTERVILLE ROAD
WHITE BEAR TOWNSHIP MN 55127

PRESBYTERIAN HOMES OF NORTH OAKS
5919 CENTERVILLE ROAD
NORTH OAKS MN 55127

SCHWING AMERICA INC
5900 CENTERVILLE ROAD
WHITE BEAR TOWNSHIP MN 55127

NORTH OAKS COMPANY LLC
5959 CENTERVILLE ROAD
NORTH OAKS MN 55127

RESIDENT
5776 CENTERVILLE ROAD
WHITE BEAR TOWNSHIP MN 55127



AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

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

- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
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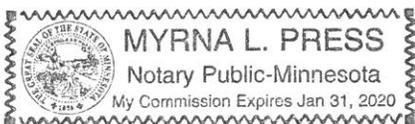
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FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 20th day of February, 2019.

[Signature]
Notary Public



WHITE BEAR TOWNSHIP
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Lot 1, Block 2, Specialty Manufacturing Addition, Ramsey County, Minnesota
(5858 Centerville Road)
and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.
Given under my hand this 4th day of February, 2019.
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on February 20 2019.



RECEIVED
DEC 07 2018
TOWN OF WHITE BEAR

CONDITIONAL USE PERMIT APPLICATION FORM

INTRODUCTION

A Conditional Use Permit may be granted or denied by the Town Board after recommendation by the Planning Commission in accordance with Ordinance No. 35 (Zoning), Section 9-4, Conditional Use Permit Procedure.

#825

APPLICANT(S) Cassie George / authorized agent PHONE (Home) _____
(Business) 412.515.0111 ext. 2404
(Cell) _____

ADDRESS 470 Davidson Road
Pittsburgh, PA 15239

PROPERTY OWNER Ground Owner - Speciality Manufacturing Company

ADDRESS OF SITE 5858 Centerville Road, White Bear MN 55127; Ramsey County

ZONING I-1, Industrial

EXISTING USE OF SITE Telecommunications Tower / Tower Owner is SBA Communications Corporation

DESCRIPTION OF CONDITIONAL USE BEING REQUESTED

Sprint is proposing to install 6 antennas, 6 RRU's (control radios) and 3 hybrid cables on a low-profile platform with handrail at 100' on the existing tower.
They will also install a 10' x 10' grated steel platform within their 12' x 20' lease area. No increase to the tower height or expansion of the compound will occur; Existing CUP approved 2.22.2005

Fee (\$75.00 plus \$200.00 Expense Deposit)

CHECKLIST:

- Site Plan
- _____ Building locations (dwelling, garage, accessory building).
- _____ Site improvements (parking areas, drives, sidewalks, fences, decks, lighting, etc.).
- _____ Yard (front, side, rear setbacks).
- _____ Wetlands (delineation of streams, water bodies, wetlands & 100 year storm elevation).
- _____ Existing trees (6 inch in diameter or more), large shrubs & proposed landscaping.
- _____ Location of site, with adjacent land use.
- _____ Topography, grading.

- _____ Schedule (when applicant intends to construct)
- _____ Additional information, if required.
- _____ Permits or written comments from other agencies (DNR, RCWD, VLAWMO, Ramsey County, MNDot, US Army Corps of Engineers.
- _____ Certificate of Survey, or full legal description
- _____ Building plans (size, intended use of structures, exterior finishes, floor plans and elevations).

REVIEW PROCESS:

1. Submit 15 copies of application and all supporting information to Town Planner (minimum of 3 weeks prior to Planning Commission Meeting).
2. Planning Commission _____ (4th Thursday of the month @ 7:00 p.m. at the Town Hall).
3. Town Board _____ (1st Monday of the following month @ 7:00 p.m. (Call Public Hearing) at the Town Hall).
4. Town Board _____ Public Hearing
5. Town Board _____
(Action subject to Public Hearing Schedule)

STANDARDS:

The Town Board will approve a Conditional Use Permit only if the following facts are established:

- _____ 1. There will be no detracting from the appearance of adjacent properties, or Town as a whole.
- _____ 2. There will not be aesthetic incompatibility.
- _____ 3. There will not be aural incompatibility (noise).
- _____ 4. There will not be damage to vegetation.
- _____ 5. Traffic patterns will not be negatively affected.
- _____ 6. There is no unnecessary loss of existing natural features.
- _____ 7. Will not cause soil erosion.
- _____ 8. Will not increase flood potential.
- _____ 9. The proposal is consistent with Comprehensive Plan and complies with other Ordinances.

It is the policy of White Bear Township that all identifiable costs associated with Conditional Use Permits within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

Cassie George / authorized agent
Signature of Applicant(s)

December 5, 2018
Date

| | |
|-----------------------------------|--|
| <u>To Be Completed By Office:</u> | |
| Date Request Received _____ | |
| By _____ (Staff Member) | \$75.00 Fee + \$200 Deposit Received <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date Application Complete _____ | |



SBA Communications Corporation
470 Davidson Road
Pittsburgh, PA 15239

T + 412.515.0111
F + 412.515.0119

sbsite.com

December 5, 2018

Tom Riedesel – Township Planner
White Bear Township, MN
1281 Hammond Road
White Bear Township, MN 55110
651.747.2761

RE: Sprint Collocation on Cell Tower @ 5858 Centerville Road, White Bear, MN 55127 (Ramsey Co) (MS90XC511)

Mr. Riedesel:

Please find enclosed a conditional use permit application, \$275 check for the plan fee and deposit, 2 structural analyses, 15 sets of construction drawings depicting Sprint's proposed addition to the existing cell tower located at 5858 Centerville Road, White Bear, MN. Sprint is proposing to add a low profile platform with (6) antennas and (6) new RRU's (control radios) at 100' on the tower. No increase to the tower height will occur. They'll also be installing a 10'x10' grated platform within a 12'x20' ground lease area within the existing compound. No expansion of the compound will happen. The project is valued at \$35,000. Expected construction schedule is March 2019.

I've also enclosed the original CUP that we have in our files for your reference as well as a copy of the recorded memorandum of assignment showing SBA as the tower owner.

Please let me know if you have any questions about the proposed scope of work.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Cassie George".

Cassie George
Senior Property Specialist

412.515.0111 x2404 + T
412.515.0119 + F
724.309.4982 + C
CGeorge@sbsite.com

WHITE BEAR TOWNSHIP
651-747-2750

REC#: 00165353 12/07/2018 1:59 PM
OPER: FRONT TERM: 004
REF#: 2136318

PAID BY: SBA NETWORK SERVICES LLC

TRAN: 2.0000 A/R PAYMENTS
01-825 SBA COMMUNICATIONS CORP
201612071713 200.00CR
BALANCE AFTER PAYMENT 200.00CR

TRAN: 20.0010 OTHER PERMITS/ZONING
5858 CENTERVILLE RD-CUP FEE
101-32270 75.00CR
OTHER PERMITS

TENDERED: 275.00 CHECK
APPLIED: 275.00-

CHANGE: 0.00

A \$30.00 NON-SUFFICIENT FUND FEE
WILL BE CHARGED FOR PAYMENTS
RECEIVED ON ACCOUNTS HAVING
INSUFFICIENT FUNDS



Cassie George
Property Specialist I

SBA Communications Corporation
470 Davidson Road
Pittsburgh, PA 15239

T + 412.515.0111 x2404
F + 412.515.0119
C + 724.309.4982

cgeorge@sbsite.com

STATE OF MINNESOTA

TOWN OF WHITE BEAR

COUNTY OF RAMSEY

Office of Town Clerk/Treasurer

CONDITIONAL USE PERMIT

IN CONSIDERATION of the statements made by SBA Communications Corporation, 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 SBA Communications Corporation, to add additional antennas to the monopole and cellular phone antenna, upon a tract of land lying and being in the Town of White Bear, described as follows: The North 411 feet of the South 1,150 feet of the West 807 feet of the Southwest quarter of the Northeast quarter, subject to road, in Section 4, Township 30, Range 22, Ramsey County, Minnesota; Address: 5858 Centerville Road, which tract is of the size and area specified in said application.

This permit is granted upon the express condition that said owner and his 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 4th day of March, 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 4th day of March, 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: The North 411 feet of the South 1,150 feet of the West 807 feet of the Southwest quarter of the Northeast quarter, subject to road, in Section 4, Township 30, Range 22, Ramsey County, Minnesota, and commonly known as: 5858 Centerville Road, is in a(n) I-1 Light Industrial District, and can be used for the following purpose: to add additional antennas to the monopole and cellular phone antenna, in accordance with the attached Requirements, pursuant to Ordinance No. 35, the Zoning Ordinance, and Ordinance No. 73, the Telecommunication Tower and Antenna Ordinance, for the Town of White Bear, Ramsey County, Minnesota.

Dated: March 4, 2019.

TOWN CLERK

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

CONDITIONAL USE PERMIT REQUIREMENTS

SBA Communications Corporation
5858 Centerville Road
White Bear Township, MN 55127

Co-Locator:
Clear Wireless, LLC

This Conditional Use Permit Supersedes the Permit Issued on November 16, 2009.

1. The following plans are made a part hereof by reference:

- T-1 - Title Sheet, dated 10/24/18
- T-2 - Specifications & Notes, dated 10/24/18
- A-1 - Site Plan, dated 10/24/18
- A-2 - Enlarged Site Plan, dated 10/24/18
- A-3 - Elevations & Antenna Plan, dated 10/24/18
- A-4 - Equipment Details Plan, dated 10/24/18
- A-4.1 - Equipment Details Plan, dated 10/24/18
- A-4.2 - Equipment Details Plan, dated 10/24/18
- A-4.3 - Cable Color Coding, dated 10/24/18
- A-5 - Construction Details, dated 10/24/18
- A-5.1 - Construction Details Continued, dated 10/24/18
- E-1 - Utility Plans, dated 10/24/18
- E-2 - Electrical Details, dated 10/24/18
- G-1 - Grounding Plan, dated 10/24/18
- G-2 - Grounding Plan One Line Diagram & Details, dated 10/24/18
- G-3 - Grounding Details, dated 10/24/18
- Drawing #A1N911-T1, dated 3/12/04, Project Info and General Notes;
- Drawing #A1N911-C1, dated 3/12/04, Site Plan;
- Drawing #A1N911-C2, dated 3/12/04, Enlarged Plan;
- Drawing #A1N911-A1, dated 3/12/04, Antenna Info & Tower Elevation;
and
- Drawing #A1N907-E1, dated 3/12/04, Power and Grounding Plan.
- Clearwire Wireless Broadband Plans MN-MSP 0047:
 - T-1, Title Sheet, dated 9/17/09
 - A-1, Site Plan, dated 9/17/09
 - A-2, Enlarged Site Plan, dated 9/17/09
 - A-3, South & West Elevations, dated 9/17/09
 - A-4, East & North Elevations, dated 9/17/09

2. Guy wires are prohibited.

3. The base of the structure shall not exceed 150 square feet.

4. The antenna shall not exceed 130' in height.
5. The antenna shall not be lighted unless required by the FAA.
6. Any trees proposed to be removed shall be offered to the Township for transplanting prior to removal.
7. Security fencing shall be required around the structure.
8. If the antenna structure is unused for a period of six (6) months, the structure shall be removed.
9. Voicestream Minneapolis, Inc., a/b/a T-Mobile USA, and its successors shall commit that the antenna structure owner, property owner, and his, her or its successors, will allow the shared use of the antenna structure if an additional user agrees in writing to meet reasonable terms and conditions for shared use. Any disputes arising out of any shared use agreement shall be resolved through arbitration conducted under the then current rules of the American Arbitration Association.
10. The antenna structure shall comply with all FAA requirements.
11. Liability insurance naming the Town as an additional insured shall be provided.
12. All State and Federal and local laws and ordinances shall be complied with.

TR/psw
cc:admin/add.file
b:SMC19



**Town Board Meeting
March 4, 2019**

Agenda Number: 8A – New Business

Town Engineer Item:

Subject: **Hammond Road Water Tower Painting:**
1. Approve Plans & Specifications
2. Authorize Advertisement for Bids

Documentation: Town Engineer Correspondence

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation

- 1) Approve the Plans & Specifications
- 2) Authorize Advertisement for Bids Noting that the Bid Opening Date is Wednesday, March 27, 2018 @ 11:00 a.m. at the Township Administrative Offices

Minutes
Town Board Meeting
January 23, 2019

HAMMOND ROAD WATER PAINTING – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS: The Town Engineer reported as part of the Township's infrastructure management program, the repainting of the water towers is programmed in the Township's CIP for \$1 million. In 2019, the Hammond Road water tower located at 1283 Hammond Road next to the Town offices is scheduled for repainting. This tower was built in 1982. The paint has reached its typical life span. The tower has been periodically inspected and cleaned, including interior diving over the years. During the inspections and cleanings there were no major concerns with the water tower. There will be minor improvements to areas of the tower as part of this project. The tower will be taken out of service to perform the work over a 3-4 months' timeframe. Temperatures will need to be moderate to allow for proper paint curing. The tower will require a containment enclosure during the process to protect overspray from reaching the adjacent facilities, nearby businesses and park. TKDA will work with Public Works Department through the entire process to make sure all parts of the process meet the

Township's requirement concerns. It is planned to add a concrete floor to the structure, replace aerial lights on top of the tank, replace mud valve, and rebuild/replace altitude valve and step improvements at the service door. Both the Hammond Road tower and Northeast tower will have the pipe in the below grade pit sandblasted and painted. TKDA will prepare the plans and specifications to remove the existing paint coating, to re-recoat the interior surface of the water tower and perform the bidding process for an amount not to exceed \$29,400.00. TKDA will be bidding this project for the construction options of spring or fall. They have been working with the antenna cell carrier relative to their antennae. The project will be funded through the Water Fund.

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



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

February 28, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: Water Tower Painting - Hammond Road 750,000 Gallon
White Bear Township, Minnesota
TKDA Project No. 17127.004

Dear Board Members:

As part of the Township's infrastructure management program, the repainting of the water towers is programmed in the Township's CIP. In 2019, the Hammond Road water tower located at 1283 Hammond Road next to the Township offices is scheduled for repainting.

The Hammond Road water tower was built in 1982. The paint has reached its typical life span. The tower has been periodically inspected and cleaned, including interior diving over the years. During the inspections and cleanings, there were no major concerns with the water tower. There will be minor improvements to areas of the tower as part of this project.

The tower will be taken out of service to perform the work over a 3-4 months' timeframe. Temperatures will need to be moderate to allow for proper paint curing. The tower will require a containment enclosure during the process to protect overspray from reaching the adjacent facilities, nearby businesses and park.

A concrete floor will be added to the structure, replace aerial lights on top of the tank, replace mud valve, and rebuild/replace altitude valve and step improvements at the service door. Both the Hammond tower and Northeast tower will have the pipe in the below grade pit sandblasted and painted.

TKDA has prepared the plans and specifications to remove the existing paint coating, to re-coat the interior and exterior surface of the water tower including the items mentioned above. A copy of the plan set is attached.

We are working with Sprint regarding their equipment.

A pre-bid meeting will be held March 13th for the contractors to review the site and ask questions about the project.

Water Tower Painting – Hammond Road
February 28, 2019
Page 2

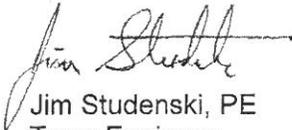
The construction bid opening will be held on March 27th and will be brought to the Town Board on April 1st. Construction will be completed in the fall.

Recommendation

We recommend approving the Plan & specifications and authorize the bidding of the Hammond Road Water Tower Painting.

The project is in the Township's CIP and the funding source will be through the Water Fund.

Sincerely,


Jim Studenski, PE
Town Engineer

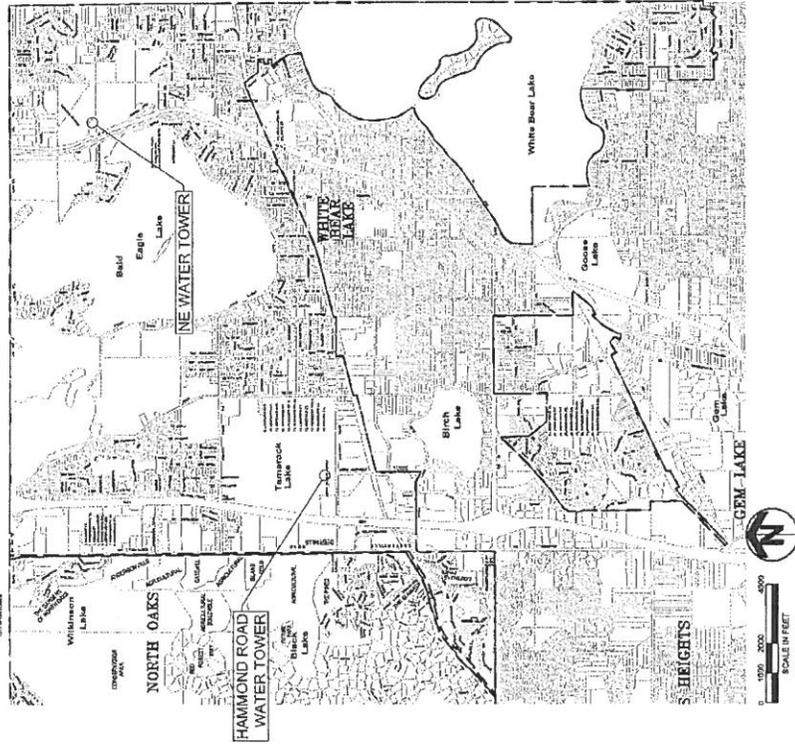
WATER TOWER PAINTING - HAMMOND ROAD

WHITE BEAR TOWNSHIP, MINNESOTA
TOWN PROJECT NUMBER 2019-2



WHITE BEAR TOWNSHIP
1858
RAMSEY COUNTY
MINNESOTA

SITE LOCATION MAP



SHEET INDEX

| SHEET NO. | DESCRIPTION |
|-----------|--|
| G-1 | GENERAL TITLE SHEET |
| C-1 | CIVIL SITE PLAN |
| C-2 | FOUNDATION PLAN AND SECTION |
| C-3 | WATER TOWER SECTION |
| S-1 | STRUCTURAL STRUCTURAL PLAN, SECTIONS, AND DETAILS |

GENERAL PROJECT NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING UNDERGROUND UTILITY LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION. ALL IN PLACE UTILITIES MAY NOT BE SHOWN ON THIS PLAN & THOSE THAT ARE SHOWN, MAY NOT BE SHOWN IN THE EXACT LOCATIONS.
2. THE SUBSURFACE UTILITY INFORMATION IN THIS PLANSET IS UTILITY QUALITY LEVELS "D" AS DEFINED IN ASCE "STANDARD GUIDELINE FOR THE DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
3. GOPHER STATE ONE CALL: 1-800-252-1166.

PROJECT PERSONNEL

TOWN ENGINEER
JIM STUDENSKI
PHONE: 651-292-4503
EMAIL: JAMES.STUDENSKI@TKDA.COM

CIVIL ENGINEER
DANIEL NESLER
PHONE: 651-726-7917
EMAIL: DANIEL.NESLER@TKDA.COM

STRUCTURAL ENGINEER
HEATHER ERICKSON
PHONE: 651-292-4432
EMAIL: HEATHER.ERICKSON@TKDA.COM

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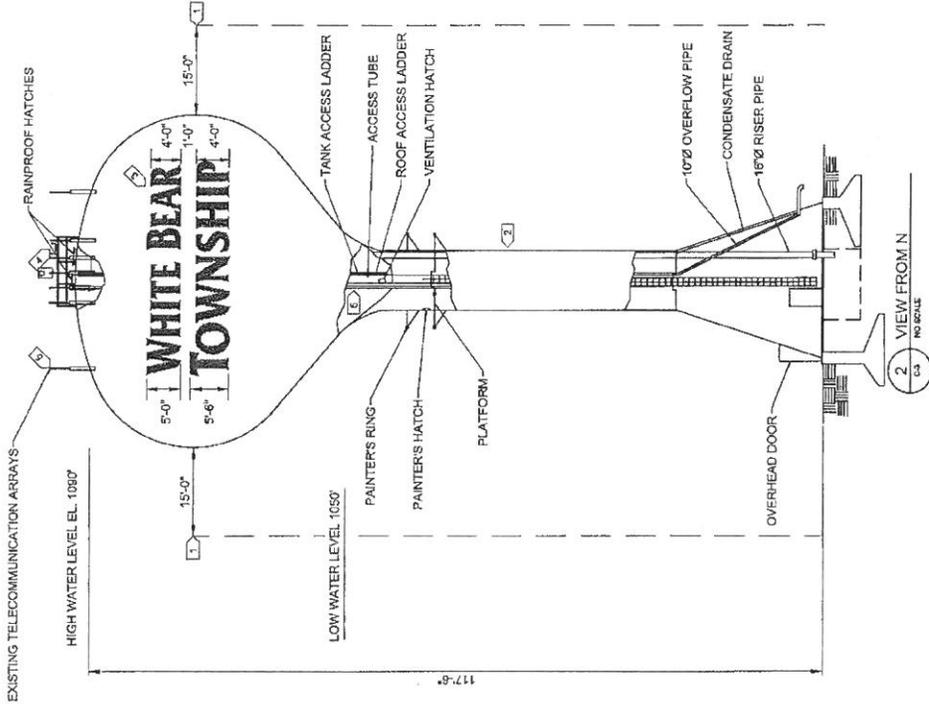
| | | | |
|--|------|------|--------------------------|
| DESIGNED | LES | DATE | 1/23/19 |
| DRAWN | JKK | DATE | 1/23/19 |
| CHECKED | DAN | DATE | 1/23/19 |
| REVISIONS | | | |
| NO. | DATE | BY | DESCRIPTION OF REVISIONS |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 444 Great Street, Suite 1830 Saint Paul, MN 55101 651.292.4400 tkda.com | | | |
| 444 Great Street, Suite 1830 Saint Paul, MN 55101 651.292.4400 tkda.com | | | |
| WATER TOWER PAINTING HAMMOND ROAD | | | TITLE SHEET |
| PROJ. NO. 17172604 DRAWING NO. G-1 | | | |

GENERAL NOTES:

1. A WORK AREA 18' FROM THE BOWL DIAMETER WILL BE CLEARED & GRUBBED PRIOR TO PROJECT START-UP.
2. COORDINATE WITH SPRINT FOR ANTENNA REMOVAL AND ACCESS.
3. REMOVE AND REPLACE MUD VALVE.

KEY NOTES:

1. APPROXIMATE CURTAIN EXTENT.
2. PAINT EXTERIOR STEEL SURFACES OF TOWER.
3. LETTERING AND LOGO. TYP OF 2 LOGO, TYP OF 2 LETTERING.
4. REPLACE EXISTING LIGHT, HUGHEY & PHILLIPS HORIZON L-910 OBSTRUCTION LIGHT PART NUMBER 45-1004-001. VERIFY CONDUIT SIZE AND MOUNTING LOCATION PRIOR TO INSTALL.
5. COORDINATE WITH TELECOMMUNICATION COMPANIES ON REMOVAL / REPLACEMENT OR PROTECTION OF EQUIPMENT DURING PAINTING.
6. REPLACE 4"Ø MUD VALVE.



1 VIEW FROM W
C-1 NO SCALE

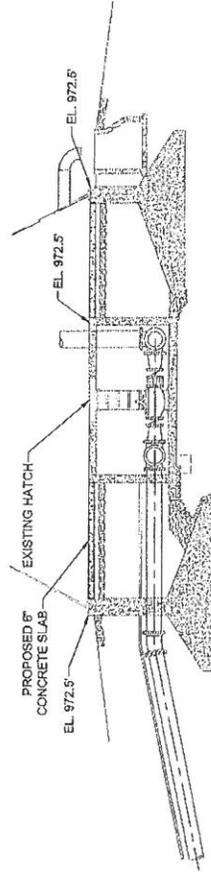
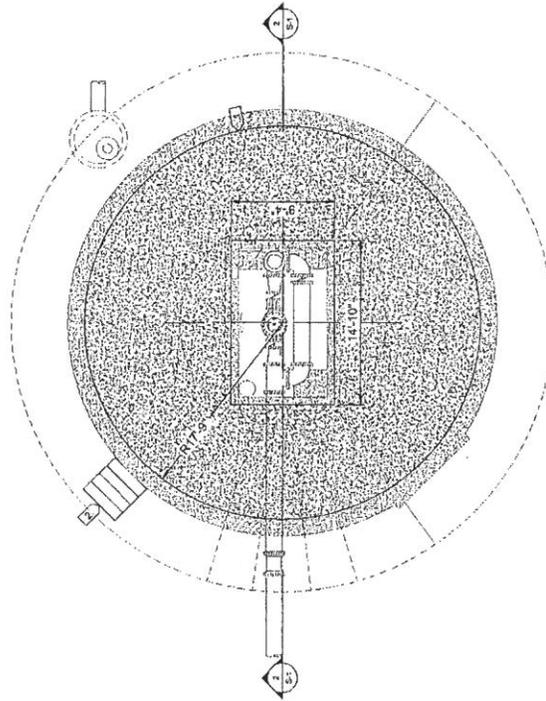
2 VIEW FROM N
C-2 NO SCALE

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| | | | | | | | |
|---|--|------------------------|--|---|--|---------------------|--|
| DESIGNED | | LSP | | PROJECT NO. | | 17127.004 | |
| DRAWN | | DKK | | DRAWING NO. | | C-3 | |
| CHECKED | | DKK | | PROJECT NAME | | WATER TOWER SECTION | |
| DATE | | BY | | DESCRIPTION OF REVISIONS | | | |
| A | | 2/27/19 | | LJ | | ISSUED FOR REVIEW | |
| NAME | | SIGNATURE | | DATE | | LIC. NO. | |
| NAME: DANIEL A. NEUBER | | SIGNATURE: [Signature] | | DATE: [Date] | | LIC. NO.: 47332 | |
| <p>I HEREBY CERTIFY THAT THE PLAN, SPECIFICATION, OR SUPPLEMENTARY NOTES AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF ILLINOIS.</p> | | | | <p>444 Cedar Street, Suite 1000 Saint Paul, MN 55101 651.292.4400 tbd.com</p> | | | |
| <p>TODA</p> | | | | <p>WATER TOWER PAINTING HAMMOND ROAD</p> | | | |

KEY NOTES:

1. POUR CONCRETE FLOOR.
2. REMOVE AND REPLACE EXISTING STAIRS WITH CAST IN PLACE CONCRETE STAIRS.



1 FOUNDATION PLAN
SCALE IN FEET
1" = 5'

2 SECTION
SCALE IN FEET
1" = 5'



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| | |
|---|--------------------------|
| PROJECT NO. 17177.004 DRAWING NO. S-1 | |
| STRUCTURAL PLAN, SECTION, AND DETAILS | |
| WATER TOWER PAINTING HAMMOND ROAD | |
| 444 Cedar Street, Suite 1100 Saint Paul, MN 55101 651.252.4400 tkla.com | |
| TROA | |
| I HEREBY CERTIFY THAT THIS PLAN IS THE WORK OF ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. | |
| DESIGNED | DATE |
| DRAWN | DATE |
| CHECKED | DATE |
| ISSUED FOR REVIEW | DATE |
| NO. | DATE |
| BY | DESCRIPTION OF REVISIONS |



**Town Board Meeting
March 4, 2019**

Agenda Number: 8B – New Business

Public Works Director Item:

Subject: Public Works Service Door Canopies:

1. Receive Quotes
2. Award 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 the Two Quotes
- 2) Award the Quote to Cobra Construction, Inc., in the Amount of \$29,479.68 for the Construction & Installation of Canopies over the Two Service Doors at the Public Works Building With Funding from the Capital Building Fund

Minutes
Town Board Meeting
January 23, 2019

PUBLIC WORKS SERVICE DOOR CANOPIES: 1) APPROVE REVISED PLANS & SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR QUOTES: The Public Works Director reported that late in the summer of 2018 quotes were requested for the installation of canopies over two service doors at the Public Works building. The bidding documents were sent to three area contractors for quotes. Only one contractor was responsive to the quote request. Cobra Construction, Inc. provided the only quote for \$39,686.20. The engineer's estimate was \$26,000.00, considerably less than the quote. The quote was recommended for rejection by the Public Works Director at the October 1, 2018 Town Board meeting since only one quote was received. The Plans and specifications were revised by TKDA since the original quote was based on comments from Cobra Construction, Inc. on the original plans and specifications. The Town will advertise the project in the White Bear Press two times after approval by the Town Board. Quotes will be due February 25, 2019 at 4:30 p.m. They will be presented to the Town Board on March 4, 2019 for acceptance and approval of the low quote.

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

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

MEMORANDUM

Date: February 28, 2019

To: Town Board

From: Dale Reed, Public Works Director

Re: Public Works Canopy Quote Approval

The Town Board approved the Public Works Canopies revised plans and specifications and authorized advertisement for quotes at the January 23, 2019 meeting. The project was advertised in the White Bear Press on 1/30/19 and 2/6/19. Quotes were due on 2/25/19 by 4:30 p.m.. The Town received three quotes, of which one was withdrawn. S.J. Anderson Construction has chosen to withdraw their quote. Below are the two quotes that remain.

| Contractor | Quote |
|-----------------------------------|--------------|
| Cobra Construction, Inc. | \$29,479.68 |
| Parkos Construction Company, Inc. | \$69,200.00 |

I recommending approval of the quote from Cobra Construction, Inc.. I have verified that they understand the scope of the work involved with the construction and installation of the canopies.

There is \$35,000.00 designated in Capital Building Fund for the project.

Board action requested is to accept the two quotes and to approve the quote from Cobra Construction, Inc. for \$29,479.68 for the construction and installation of canopies over the two service doors at the Public Works.



“19-2: QUOTES FOR PUBLIC WORKS CANOPY ADDITIONS”
Public Works Building
White Bear Township, MN 55110

BID FORM:

Furnish all labor and material required for the new Canopy Addition to the Public Works Building in White Bear Township as per plans and specs prepared by TKDA dated October 22, 2018.

TOTAL BID: Twenty nine thousand four hundred seventy nine and 69/100 (\$ 29,479.69)
Dillon

No addendums noted.

Cobra Construction Inc.

By

Date

2/25/19



PARKOS CONSTRUCTION COMPANY, INC.

GENERAL CONTRACTOR
1010 SOUTH ROBERT STREET WEST ST. PAUL, MINNESOTA 55118
PHONE: (651) 455-0031 FAX: (651) 450-7740
"AN EQUAL OPPORTUNITY EMPLOYER"
OFFICE@PARKOSCONSTRUCTION.COM

Date: 2/25/2019
To: White Bear Township – Att: Dale Reed
From: Jack Parkos
RE: Bid – Public Works Canopy

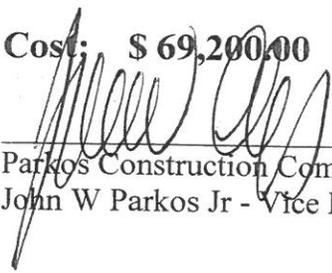
Supply labor, materials, equipment, permits and haul away debris for plans dated 10/22/18 and drawn by TKDA Architects:

Items Include the Following:

- Demo/Saw Cutting
- Carpentry
- Steel
- Drywall
- Metal Roofing
- EFIS Repair
- Caulking
- Metal Framing
- Shoring
- Dumpster
- Testing (Allowance of \$800.00 figured in bid for this item)
- Remove and reset airline.
- Remove and reset electrical work.
- Permits

Note: Owner to supply and install painting.

Cost: \$ 69,200.00


Parkos Construction Company
John W Parkos Jr - Vice President



**Town Board Meeting
March 4, 2019**

Agenda Number: 8C – New Business

Public Works Director Item:

Subject: 2019 Sealcoat Project:
1. Receive Bids
2. Award Contract

Documentation: Public Works Director Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Town Board Meeting
January 23, 2019

2019 SEALCOAT PROJECT; 1) APPROVE PLANS AND SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR BIDS: The Public Works Director reported that as part of the Town's infrastructure management program the Town provides funding for an annual sealcoat project. By treating the road surface with sealcoat the roads useful life can be extended. Maps showing the streets proposed 2019 Sealcoat Project were reviewed as shown on meeting packet pages 141, 142, 143, 144, 145, 146, 147. The timing for the sealcoat of streets is giving the Township the greatest return on investment ultimately increasing the life of the road by providing the right surface maintenance treatment at the right time. Action requested is to approve the 2019 Sealcoat specifications and to authorize bidding. Improvement Fund 505 has \$150,000.00 budgeted for sealcoating and cracksealing. The Public Works Director's estimate for this year's sealcoat project is \$114,741.00, and cracksealing is estimated at \$35,259.00. Dependent on bids, if they are lower than the estimated, the scope of the sealcoat project could increase.

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

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

MEMORANDUM

Date: February 28, 2019

To: Town Board

From: Dale Reed, Public Works Director

Re: 2019 Sealcoat Project Acceptance of Bids and Bid Award of 2019 Sealcoat Project.

As part of the Town's infrastructure management program, the Town provides funding for an annual sealcoat project. By proactively treating the road service with sealcoat (an oil and rock application) on a regular scheduled interval (5-8 years), the road's useful life can be extended. Delaying sealcoat applications can lead to premature deterioration and increased maintenance costs over the life of the roadway. The timing for the sealcoat of these streets is giving the Township the greatest return on investment (ROI), ultimately increasing the life of the road by providing the right surface maintenance treatment at the right time.

This year's project includes the following areas and street segments: the completion of the area east of 35E, north of Otter Ridge Road and west of Otter Lake Road. Along with the following street segments: Birch Pond Townhome streets; the area east of Portland Avenue North, north of Buffalo to Silver Fox Road; Bloom Road, Morgan Trail and Border Pine Court; Leibel Street; and the area south of Stillwater Street from Otter Lake Road to Mead Park.

The project was advertised in the White Bear Press on February 14, 2019 and February 21, 2019. Sealed bids were opened on February 28, 2019 @ 10 a.m. in the Town Administration Building. Bids were received from Allied Blacktop Company, Astech Corporation, and Pearson Brothers, Inc. (see attached bid tab). Public Works staff is recommending that this year's sealcoat project be awarded to Allied Blacktop Company for \$120,956.77. Improvement Fund 505 has \$150,000.00 budgeted for sealcoating, cracksealing, and any necessary engineering costs. The Public Works Director's estimated cost for this year's sealcoat project was \$114,741.00.

Staff is recommending award to Allied Blacktopping Company, Inc. for \$120,956.77. Subtracting this amount from the budgeted \$150,000.00 leaves a balance of \$29,043.23 for cracksealing. This year's cracksealing estimate by the Public Works Director is \$25,000.00. Quotes for cracksealing will be brought to the Town Board for approval at a future meeting.

Action requested is to accept the bids and award the 2019 Sealcoat contract to Allied Blacktop Company for \$120,956.77.

2019 Street Sealcoating Program
PW SM 19-01
FOR WHICH BIDS WERE OPENED AT
WHITE BEAR TOWNSHIP Administrative Building ON
February 28, 2019 @ 10 a.m.

| <i>Contractor</i> | <i>Proposal Guaranty</i> | <i>Bid Amount</i> |
|------------------------|--------------------------|-------------------|
| Allied Blacktop | Yes | \$120,956.77 |
| Pearson Brothers, Inc. | Yes | \$130,996.66 |
| Astech | Yes | \$140,558.46 |
| | | |
| | | |
| | | |

PROPOSAL FORM

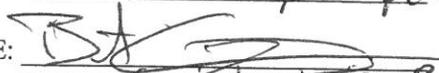
2019
 SCHEDULE OF PRICES
 FOR
 BITUMINOUS SEALCOAT ON VARIOUS STREETS AND CUL-DE-SACS
 IN WHITE BEAR TOWNSHIP, MINNESOTA

| STREETS | | | | |
|------------------------|----------|--|-------------------------|----------------------------|
| APPROXIMATE QUANTITIES | ITEM NO. | ITEM OF WORK | UNIT COST DOLLARS CENTS | TOTAL AMOUNT DOLLARS CENTS |
| 95,618* Sq. Yds. | 1 | Bituminous Material (CRS-2) Cl. A, FA-2 Aggregate | 1.265 | 120,956.77 |
| TOTAL | | | | \$ 120,956.77 |

* Square yardage total includes cul-de-sacs, radii, and parking lots (if applicable).

TOTAL BID: 120,956.77

BIDDER Allied Blacktop Company

TITLE: 
Brent Tapstrom, Vice President

PROPOSAL FORM

2019
 SCHEDULE OF PRICES
 FOR
 BITUMINOUS SEALCOAT ON VARIOUS STREETS AND CUL-DE-SACS
 IN WHITE BEAR TOWNSHIP, MINNESOTA

| STREETS | | | | |
|------------------------|----------|--|-------------------------|----------------------------|
| APPROXIMATE QUANTITIES | ITEM NO. | ITEM OF WORK | UNIT COST DOLLARS CENTS | TOTAL AMOUNT DOLLARS CENTS |
| 95,618* Sq. Yds. | 1 | Bituminous Material (CRS-2) Cl. A, FA-2 Aggregate | 1.37 | 130,996.66 |
| TOTAL | | | | \$ 130,996.66 |

* Square yardage total includes cul-de-sacs, radii, and parking lots (if applicable).

TOTAL BID: 130,996.66

BIDDER: Orvil E. Pearson Bros., Inc.

TITLE: President

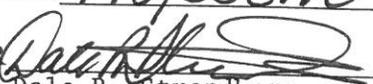
PROPOSAL FORM

2019
SCHEDULE OF PRICES
FOR

BITUMINOUS SEALCOAT ON VARIOUS STREETS AND CUL-DE-SACS
IN WHITE BEAR TOWNSHIP, MINNESOTA

| STREETS | | | | |
|------------------------|----------|--|-------------------------|----------------------------|
| APPROXIMATE QUANTITIES | ITEM NO. | ITEM OF WORK | UNIT COST DOLLARS CENTS | TOTAL AMOUNT DOLLARS CENTS |
| 95,618* Sq. Yds. | 1 | Bituminous Material (CRS-2) Cl. A, FA-2 Aggregate | 1.47 | 140,558.46 |
| TOTAL | | | | \$ 140,558.46 |

* Square yardage total includes cul-de-sacs, radii, and parking lots (if applicable).

TOTAL BID: 140,558.46
 BIDDER: 
 Dale R. Strandberg
 TITLE: Vice-President



Town Board Meeting February 20, 2019

Agenda Number: 8D – General Business

Subject: The Stable of White Bear Township – Next Step

Documentation: Bill Short Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Planning Commission Meeting
January 24, 2019

STABLE OF WHITE BEAR TOWNSHIP – 5685 PORTLAND AVENUE – REVIEW POTENTIAL DEVELOPMENT LAYOUT: The Township currently owns the property at 5685 Portland Avenue after an extended lawsuit with the previous owners. Settlement of the lawsuit included the Town's condemnation of the property and payment to the previous property owners. The Town has reviewed several development proposals for this property over the past 15 years. None have been approved by the Town as all of the proposals requested the Town to modify the Land Use Safety Zones to accommodate additional density on the property. Plans have proposed 14 lots, 19 lots, and other sketch plan alternatives in the past. Once the Town purchased the property Staff was asked to work with E.G. Rud & Sons Surveyors to lay out a development which meets current ordinance requirements. Staff asked Rud to lay out 8 single family home lots on the property for consideration by the Town. Previous layouts were also considered.

At this time the Town Board and EDAB are leaning towards the 8 single family proposal. The proposal includes: 1) 8 single family home lots; 2) 5 of the lots meet a 3 acre minimum size as required by Land Use Safety Zone B; 3) a trail is planned along the western edge of the upland portion of the property; 4) the existing Morgan Trail is planned to extend south into the stable property and extend to Portland Avenue; 5) the existing stormwater treatment pond would be expanded; 6) the Town could retain ownership of the trail corridor and the westerly portion of the property which is wetland.

The Park Board also reviewed this item because of the trails that extend south into the property. It was recommended that the Town take land in lieu of cash for park purposes for this development which would include Outlots A-E.

Denn proposed a one-way along this property. Mike and LuAnn Bailey live at 5695 Portland Ave. and

they greatly opposed that idea because the corner house would not be able to drive the opposite direction toward a second driveway that may go to a garage or the backyard. Artner can see Bailey's point of view because she lives on a one-way. Neighbor Dave Hassinger at 5675 Portland Ave. doesn't have a preference on a one-way or not, he is concerned with traffic and potential accidents that could land in his yard. He has a blind driveway and rides a motorcycle. He hopes the town has control over speed and signs in that area. It's more about the outlet than about the one-way or two-way, Hassinger said

Artner motioned to make a recommendation to the Town Board for additional consideration for the traffic on Portland and possible discussion with the county, but keep the plan as is. Patrick seconded. Ayes all.

MEMORANDUM

TO: Pat Christopherson, Clerk-Treasurer; Town Board/EDA

FROM: William Short

DATE: February 26, 2019

SUBJECT: Portland Ave. Property

A meeting was held at the Town offices at 11:00 AM Monday morning (2/25/19) to discuss plans for selling the Portland Ave. property. In attendance were: Pat Christopherson, Clerk-Treasurer; Tom Riedesel, Town Planner; Chad Lemmons, Town Attorney; Jenny Boulton, Town Bond/EDA Counsel (via teleconference) and me. Following 90 minutes of discussion it was the consensus of the group to recommend the following to the Town Board/EDA:

1. Divide the property into two parts. The westerly 15+ acres would be retained by the Township for drainage, land use safety zone compliance and open space (approximately 16 acres). The remaining 7+/- acres would be sold for residential development per the 8-lot single family lot layout preferred by the Town Board
2. The Town would hire a consultant to complete the preliminary plat.
3. The project would complete the Township's required review steps including concept and preliminary plat review by the Planning Commission and public hearing and approval by the Town Board.
4. The Town would market the property with the approved preliminary plat in place. The developer would complete the normal subdivision development including but not limited to the following activities:
 - A. Correct all blighted conditions including removal a blighted buildings and improvements,
 - B. Grade the site in conformance with the approved preliminary plat.
 - C. Pay the "Utility Connection Fee" (amount to be determined by the Town Board) for the cost of extending sanitary sewer, watermain and street improvements from Morgan Trail.
 - D. Petition the Township for public improvements.
5. Consult with Town Attorney regarding compliance with condemnation statutes. Take necessary steps.

6. Complete sale of property.
7. The Town would create a Redevelopment District (TIF District 23). Tax increments would be used to cover the Township's qualified land acquisition, development and administrative costs.

Next steps will include:

- A. Review the above recommendations with the Town Board/EDA for review and authorization to proceed with TIF application and all related reports.
- B. Present proposed subdivision and TIF application to the Economic Development Advisory Board for review and recommendation to the EDA.
- C. Upon approval of above:
 - proceed to contract with engineering consultant for preparation of the preliminary plat,
 - Authorize Town Board/EDA consultant to advise regarding schedule and proceed with creation of TIF district.



**Town Board Meeting
March 4, 2019**

Agenda Number: 9.1 – Attorney Client/Closed Session

Subject: Township Administrative Office Upgrades

Documentation: TKDA Task Fee Schedule

Action / Motion for Consideration:

Report at Meeting / Discuss



Task Fee Estimate

| Client: White Bear Township | | 2/18/2019 | |
|--|--|------------------|------------------|
| Project: Lobby Recep & Color Finish Scheme REV 02-15-19 | | KPL | |
| Task | Task Description | Task Total Hours | Phase Dollars |
| A | Lobby Reception Remodel Design & CD | | |
| 1 | TKDA Team Project Management/Admin | 6 | |
| 2 | Kickoff Mtg & Site Visit & (1) Design Mtg | 15 | |
| 3 | Town Board Meeting & Prep | 6 | |
| 4 | Prepare CAD Base | 16 | |
| 5 | Prepare 2 Preliminary Design Options | 30 | |
| 6 | Prepare Design & CD Drawings | 82 | |
| 7 | Product Research & Cut sheets | 11 | |
| 8 | Design Review Conf Calls | 5 | |
| 9 | QA QC and Final Submittal | 8 | |
| | | - | |
| | SUBTOTAL HOURS | 179 | \$ 20,500 |
| B | Interior Color & Finsh Design & CD | | |
| 1 | Prepare 2 Prelim Int Color & Finish Design Options | 26 | |
| 2 | Design Meetings in above | | |
| 3 | Prepare Design Presentation Boards | 14 | |
| 4 | Prepare Finish Information on Remodel Drawings | 14 | |
| 5 | QA QC and Final Submittal | 2 | |
| | | - | |
| | HOURS | 56 | \$ 5,500 |
| | DESIGN TOTALS | | |
| SUMMARY | | | |
| | Total Person Hours | 235 | |
| | Total Expenses (Estimated) | | \$ 400 |
| | Total Project (Fees & Expenses) | | \$ 26,400 |



**Town Board Meeting
March 4, 2019**

Agenda Number: 10 – 11- 12 - 13

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

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