



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

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

AGENDA TOWN BOARD MEETING APRIL 15, 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 April 1, 2019 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **South Shore Trinity Lutheran Church** – In Accordance with the Township's Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township's Lifeguard Building to Power the South System.
 - B. **Recording Secretary Independent Contractor Agreement** – Based on Staff Recommendation Approve the Amendment to the Contract.
 - C. **Public Safety Commission Recommendation** - Authorize the Township's Participation in the Educational Tobacco Compliance Checks by the North Suburban Tobacco Compliance Project.
 - D. **Surplus Equipment Disposal** – Based on Staff Review & Recommendation Approve the Disposal of Surplus Town Equipment at a State of Minnesota Surplus Services Auction as Outlined in the Staff Memo with Proceeds Being Deposited into the General Fund.
 - E. **Economic Development Advisory Board** – Re-Appoint Kent Brunner to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2022.
 - F. **Public Safety Commission** – Re-Appoint Stephen Lee, Richard Bruckner, & Connie Anderson & Appoint Mark Griffin to Three Year Terms on the Public Safety Commission to Expire April 30, 2022.
 - G. **Park Board** – Re-Appoint Curt Akenson, Patricia Lee, & Salena Koster to Three Year Terms on the Park Board to Expire April 30, 2022.

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

- H. **Planning Commission** – Re-Appoint David Kotilinek & Monica Loes to Three Year Terms on the Planning Commission to Expire April 30, 2022.
 - I. **Utility Commission** – Re-Appoint Nancy Pehrson & Paul Groschen to Three Year Terms on the Utility Commission to Expire April 30, 2022.
6. **Old Business:** None.
7. **Public Hearing:**
- A. **Lakeshore Variance Request @ 5770 West Bald Eagle Boulevard** – Consider Granting a 18.52’ Lakeshore Variance.
8. **New Business:**
- Building Inspector Item:**
- A. **1st Quarter Construction Report.**
- Town Engineer Items:**
- B. **Improvement 2019-3:**
 - 1. Receive Feasibility Report
 - 2. Call Public Improvement Hearing
 - 3. Adopt Resolution of Intent to Reimburse
 - C. **GIS** – Authorize Step 1 of Implementation.
- General Business:**
- D. **Sherwood Road** – Consider State Aid Designation Change.
 - E. **Nate Landucci, 5508 West Bald Eagle Boulevard** - Updated Plan (Information Only).
9. **Added Agenda Items.**
10. **Open Time.**
11. **Receipt of Agenda Materials & Supplements.**
12. **Adjournment.**

**White Bear Township’s
Mission:**

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



**Town Board Meeting
April 15, 2019**

Agenda Number: 1 - 2 - 3 - 4

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

Approval of April 15, 2019 Agenda
Approval of Payment of Bills

Approval of Minutes of April 1, 2019
(Additions/Deletions)

Documentation: April 15, 2019 Agenda
April 1, 2019 Town Board Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	April 15, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	April 1, 2019 Town Board Minutes

**MINUTES
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APRIL 1, 2019**

The meeting was called to order at 7:01 p.m.

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

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted, with the addition of: 5H) Zoning Ordinance Amendment & Conditional Use Permit Request @ 2321 Leibel Street – Call Public Hearing; 5I) Real Property Fire Loss Escrow Account; and 5J) Part-Time Temporary Administrative Interns, as Added Consent Agenda Items; 9A) The Stable of White Bear Township – Engineering Services; 9B) Contract for services – Township Hall renovations – Architectural services, as Added Agenda Items. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF MARCH 18, 2018 (Additions/Deletions): Ruzek moved to approve of the Minutes of March 18, 2019. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to authorize the Consent Agenda as follows: 5A) Benson Airport Annual Report – Receive; 5B) Bald Eagle Ski Team Slalom Course – Based on Staff Review & Recommendation Authorize Notification to the Ramsey County Sheriff's Office Water Patrol Unit of the Township's Approval of the 2018 Bald Eagle Ski Team's Slalom Course on Bald Eagle Lake; 5C) Variance Request @ 5770 West Bald Eagle Boulevard – Call Public Hearing for Monday, April 15, 2019 @ 7:00 p.m. to Consider a Request for an 18.52' Lakeshore Variance to Allow Construction of a 2nd Story Addition with a Balcony; 5D) Cub Foods Fireworks License – Based on Staff Review & Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2019 through April 30, 2020 Subject to Approval by the Town's Fire Inspector; 5E) Township Day Independent Contractor Agreement – Based on Town Attorney Review & Recommendation Approve Revised Independent Contractor Agreement Township Day with Lisa Beecroft now d/b/a Beecroft Marketing & Events LLC; 5F) WBL School District #624 – The BearPower Family Breakaway Bike Ride – Based on Staff Review & Recommendation Approve WBL School District #624's Use of Township Roads on Saturday, May 18, 2019, from 9:30-11:00 a.m., to Hold the BearPower Family Breakaway Bike Ride & Direct that the Event Coordinator Work with Township Staff Regarding Sign Placement; 5G) Polar Lakes Park – Based on Public Works Director Review & Recommendation Approve White Bear Lake School District 624's Ballfield Preparation/Maintenance Proposal for 2019; 5H) Zoning Ordinance Amendment & Conditional Use Permit Request @ 2321 Leibel Street – Call Public Hearing for Monday, May 6, 2019 @ 7:00 p.m. to Consider a Request for an Amendment to Ordinance No. 35 & a Conditional Use Permit to Allow New Automobile Parking; 5I) Real Property Fire Loss Escrow Account – Approve the Continuation of the Township's Inclusion on the Minnesota Department of Commerce's Insurance Division Real Property Fire Loss Escrow Account List; 5J) Part-Time Temporary Administrative Interns – Authorize up to \$12.00/hour for the Hiring of Two Temporary Administrative Interns. Ruzek seconded. Ayes all.

OLD BUSINESS: None.

PUBLIC HEARING – VACATION OF EXCESS RIGHT-OF-WAY @ 5331 WEST BALD EAGLE BOULEVARD: Ruzek moved to Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice. McCune seconded. Ayes all. McCune moved to Open Public Hearing. Ruzek seconded. Ayes all.

In this instance, the owners of the property of 5331 West Bald Eagle Boulevard are requesting to release about 66 feet of excess right-of-way. County map on page 57 of the packet notes the yellow as the area they are proposing to release and the green as the area they are proposing to acquire. When the Town releases the excess right-of-way, the Town maintains the drainage and utility easements for future purposes, as well as a trail way easement for future purposes if necessary in this area.

Prudhon and Ruzek noted that this is common, especially around the lake area.

Ruzek made the motion to Open Public Comment Portion – Ask for Comments. McCune seconded. Ayes all. There were no comments. Ruzek moved to Close Public Portion of Hearing. McCune seconded. Ayes all.

Based on staff review & recommendation Ruzek made the motion to approve the vacation of excess right-of-way on West Bald Eagle Boulevard as it relates to 5331 West Bald Eagle Boulevard & adopt Resolution Vacating Excess Right-of-Way on West Bald Eagle Boulevard noting that this vacation of excess right-of-way is consistent with others along East & West Bald Eagle Boulevard. McCune seconded. Ayes all.

PUBLIC HEARING – CONDITIONAL USE PERMIT REQUEST @ 2401 BUFFALO STREET: Ruzek moved to Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice. McCune seconded. Ayes all. McCune moved to Open Public Hearing. Ruzek seconded. Ayes all.

Eagle Brook Church is requesting approval of a Conditional Use Permit which would permit them to remodel and add a 4,161 square foot addition onto the entryway to the church. The addition is proposed to create a larger lobby and to create greater flow in the building. The “café” will be relocated and that space will provide room to build a vestibule in front of the worship center. The addition will allow the removal of a partition behind the gym and worship center, making that space part of the worship center. Approximately 250 new seats may be added to the worship center as a result of this change. Currently, the church seats 1,080 people.

No parking will be eliminated with the proposed addition. The Town requires one parking space per four seats. Based on the 500 currently painted and paved parking stalls, 2,000 seats can be provided. The church will seat up to 1,280 people with this proposed addition.

Eagle Brook Church’s proposal meets the standards laid out in section 9-4.4 of Ordinance No. 35. The Town does require the Approval of a Conditional Use Permit for construction. The Planning Commission reviewed this agenda item and recommended the Town Board to Approve the Conditional Use Permit.

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Ruzek noted that the improvements were mostly cosmetic and that it would make good use of available space as the lobby serves as a voting location for the community during polling seasons.

Ruzek moved to Open Public Comment Portion – Ask for Comments. McCune seconded. Ayes all. There were no comments. McCune motioned to Close Public Portion of Hearing. Ruzek seconded. Ayes all.

As the Liaison to the Planning Commission and Based on Planning Commission and staff review and recommendations, Ruzek made the motion to approve the Conditional Use Permit / Zoning Certificate and Requirements for Eagle Brook Church, 2401 Buffalo Street, to allow construction of an entryway expansion. McCune seconded. Ayes all.

PUBLIC HEARING – CONDITIONAL USE PERMIT & VARIANCE REQUEST @ 5508 WEST BALD EAGLE BOULEVARD: Ruzek made the motion to Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice. McCune seconded. Ayes all. Ruzek motioned to Open Public Hearing. McCune seconded. Ayes all.

The Planner summarized Landucci's proposal to tear down the existing garage and replace it with a new two-story structure. The existing garage is 26' x 24'. The new garage is proposed to be 26' x 26' with an upper level 778 square feet in area which includes a stairway and balcony.

It was noted in the Planning Commission February Minutes that Charles Hildebrandt owns the house at 5505 West Bald Eagle Boulevard. The perpetual easement was signed in 1988, which gives the owner of Bald Eagle Island the right to use and build a garage on the West Bald Eagle Boulevard lot. Landucci explained that he has been working with Hildebrandt to correctly define the easement area as it is "currently not described correctly." Yet, Hildebrandt wrote an email to the Planner about his concerns with Landucci's wishes to rebuild the garage and add a loft on top.

The Variance Board had recommended the Planning Commission review the proposal including the modifications discussed at the Variance Board meeting on February 20, without a Variance Board recommendation.

The addition is considered a guest cottage defined by the Zoning Ordinance on Landucci's easement. There are requirements to the ordinance such as it cannot be rented out, has to be hooked up to sewer and water, cannot exceed 700 square feet, and cannot be more than 15' tall, among others. It would need a Conditional Use Permit to build, but Landucci has been proposing this property since mid-2017, and has not fulfilled all of the requirements laid out in the Conditional Use Permit Application or Zoning Ordinances.

Neighbor Gary Phillips, 5776 West Bald Eagle Boulevard brought up the purpose of ordinances and variances, stating his concerns about Landucci's proposed project.

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Landucci explained his proposal as a “place of refuge”; however Lemmons explained that variances are statutory instruments which allow the Town to vary from its adopted ordinances if the absolute application of the ordinance would make it impossible, create a hardship in dealing with the property. Lemmons stated if one can’t show a hardship then one doesn’t have the right to a variance. A hardship means that one can’t use the property in a manner for which it is zoned. Hardship is not a monetary value, but a terrain issue. For example, someone proposes to construct a home or garage that meets all the zoning requirements and building code requirements except for the fact that because of the shape of the lot it would be impossible to meet normal setback requirements, distances from roads or interior lot lines.

Prudhon stated that the proposal for the building may meet some requirements, but the shape of the lot makes it impossible for the property Landucci is proposing to hold true to the intended purpose of the property.

Ruzek motioned to Close the Public Portion of the Hearing. McCune seconded. Ayes all.

Ruzek made the motion to deny the Conditional Use Permit as a garage with a guest cottage. McCune seconded. Ayes all. Ruzek motioned to approve the 19.3’ right-of-way setback variance for use of the garage reconstruction. McCune seconded. Ayes all. Ruzek motioned to approve the 42.8’ lakeshore setback variance for the garage reconstruction. McCune seconded. Ayes all. Ruzek motioned to deny the 11.3’ height variance in keeping with the current garage ordinances to deny the demolition of the existing garage and replacement of a new two-story garage. McCune seconded. Ayes all.

In previous revisions of this proposed agenda item Landucci had requested a 6” side yard setback variance request. The Town Board wanted to make note of this and ensure that this variance request does not need further addressing, which it does not.

BRANDLWOOD PARK UPGRADES: The Planner went over Brandlwood Park’s Upgrades report. Brandlwood Park is on the Town’s improvement list for 2019. A budget of \$80,000 was approved by the residents at the Annual Budget Meeting. Funding for the improvements is being transferred from the 2018 General Fund to the 2019 Park Improvement Fund. Improvements to the Bellaire Beach building in 2019 are also included in the transfer. Staff would like to see the following improvements to Brandlwood Park:

- Replace outdated equipment with new equipment recommended by the neighborhood. this equipment includes the spring riders, climbing structure, teeter totter and possibly the swing set. These structures are in the older part of the playground. The newer multi-use structure and climbing boulder should remain.
- Replace the same portion of the playground with engineered wood fiber. Approximate area (including replacing the existing wood fiber) 222 cubic yards. The estimated cost is \$5,400.
- Replace the plastic border with concrete curbing. Estimate cost using current budget= 385’ x \$30/lineal foot = \$11,550.00.
- The in-ground benches should be replaced with new ones mounted on slab. The cost estimated is approximately \$2,000.
- The backhoe could be eliminated or kept. If the backhoe remains, the sand area around the backhoe should remain.

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These costs should be deducted from the \$80,000 budgeted for the park upgrade. If all the above are replaced, the remaining budget is approximately \$57,500.

Neighbors of Brandwood were present at the meeting in February to participate in the open forum discussing what they would like to see in the park. Changes to the itemized list will be made according to the residents' expressed interest. Riedesel gave out three park equipment catalogues to a couple neighbors to look through and return to the Township office. Neighbors from four properties near the park gave their input. The Considnes from 5788 Meadowview Drive expressed their concerns with removing all of the trees because they do like to look at them. There have been problems with bikes near driveways, cars parked along the streets in front of these neighbors' homes. A bike corral and 'no parking' signs will be considered by the staff.

Residents Allison Knuth from 5824 Meadowview Drive, Cara Cardoso and Elizabeth Bradshaw from 5667 and 5725 Windmill Drive respectively gave input based on what their kids like and what their concerns are as parents. Putting more benches in for picnic areas, a slab of concrete for basketball and other activities, and a zip line were some items from these three residents.

The information from the neighborhood meeting has been discussed by the Park Board and Staff, the next step is to get the invitation for bids, located on pages 117 and 118 of the meeting's packet, out for bidder's proposals. It will be placed in the paper and Staff will be contacting local playground equipment suppliers for proposals for this project.

Ruzek noted that the Park Board made sure the plans met the needs of kids of all ages.

As Liaison to the Park Board, Ruzek moved to approve the specifications, based on Staff review and recommendation. McCune seconded. Ayes all. Based on staff review and recommendation, Ruzek motioned to authorize advertisement for bids noting the bid opening to take place on Tuesday, April 16, 2019 @ 1:00 p.m. at the Township Administrative Offices. McCune seconded. Ayes all.

HAMMOND ROAD WATER PAINTING: At the March 4th Town Board Meeting, the Town Engineer reported as part of the Township's infrastructure management program, the repainting of that 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 three to four month timeframe.

The Town Board authorized advertisement for Bids opening March 27, 2019 and have since received two bids. The Town Engineer's estimate was \$855,450, while the lowest bid was \$660,700, nearly \$200,000 less than the estimate. Though the Town has not worked with M.K. Painting, Inc. before, Poppler is confident this vendor will supply and fulfill all needs laid out in

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the contract. It was noted that other water towers will be able to handle the interruption of Hammond Road water tower for the time frame of June 1 through August 23, 2019, needed for painting and repairs.

Based on Town Engineer review and recommendation, McCune moved to receive bids. Ruzek seconded. Ayes all.

Based on Town Engineer review and recommendation, McCune made the motion to award the contract to the lowest responsible bidder, M.K. Painting, Inc. for the base bid of \$660,700.00. Ruzek seconded. Ayes all.

Based on Town Engineer review and recommendation, McCune motioned to authorize the construction phase to be completed by TKDA for an amount not to exceed \$96,800.00 for specialty inspection, noting that funding is from the Water Operating Fund. Ruzek seconded. Ayes all.

ADDED AGENDA ITEM – THE STABLE OF WHITE BEAR TOWNSHIP: The Town is moving forward in the development of the Stable Property. Staff has put together a preliminary plat and are thinking of doing the civil engineering work (grading, drainage, etc.) to complete a proposal, final plat to put on the market. The proposals are listed in the Supplemental Packet after 9A instead of 9B. The low quote came from Larson Engineering in the amount of \$18,000. Staff recommendation is to move forward with a low quote.

Timing is not an issue with either proposal, and both are near identical, save price. The Town has worked with both of these companies before and has had good experiences with both.

Ruzek made the motion to approve the Larson Engineering bid for \$18,000 as outlined in the packet from their agreement dated March 20, 2019. McCune seconded. Ayes all.

Ruzek made the motion to authorize the Town Chair and Clerk to execute the contract with Larson, as dictated by the Town Attorney. McCune seconded.

ADDED AGENDA ITEM – CONTRACT FOR SERVICES TOWNSHIP ADMINISTRATIVE OFFICE – ARCHITECTURAL SERVICES: Last Friday the Town Board directed the Town Clerk to do some comparative shopping as it relates to the Capital Improvement upgrades that are going on at Township Hall in summer of 2019. Town did receive two proposals: SEH and TKDA.

ADMINISTRATIVE OFFICE UPGRADES: TKDA had given proposals on the Township Administrative Office Upgrades. At the Executive Board Meeting on March 29, 2019, the Board directed the Town Clerk to do some comparative shopping as it relates to the Capital Improvement upgrades that are going on at Township Hall in the summer of 2019. The Town did receive another bid from SEH in the amount of \$19,000. This proposal, if accepted, will tie into the Capital Improvement Fund. Some upgrades that are needed are replacing carpet, painting the interior, and replacing tile. Replacing the roof is scheduled for 2020.

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APRIL 1, 2019**

TKDA had given the Town a proposal, though SEH's proposal included construction administration bidding services and cost estimates to the Town Board which were not included in the TKDA proposal. Based on that, it is Staff's recommendation to work with SEH for the office upgrades at Township Hall this summer.

The Executive Board also requested that the Town Attorney Kelly review the professional services portion of the contract. Kelly had some suggestions which will be implemented before getting into this arrangement.

Prudhon inquired of timeframe before drawings or plans are constructed. The Town Clerk stated that depending on how the Board advises in their motion, he will make the call the following day.

Ruzek moved to approve the SEH bid for \$19,000 for security improvements and the remodel of the Township Offices on Hammond Road. McCune seconded. Ayes all.

OPEN TIME: Before the Board formally opened up open time, Prudhon stated, "On behalf of the Township and Staff, our thoughts and prayers go out to Jan Timmers' family and friends. She passed away about a week and a half [prior to meeting]." Timmers volunteered on the Public Safety Commission of White Bear Township since July of 2006. He also noted her Night to Unite block parties. Prudhon stated his thanks to the recently retired Town Board Chair Bob Kermes for volunteering his services as moderator for the Annual Town Meeting that was held on March 12, 2019.

John Bartholomew, 448 Margaret Street and Sherry Smith, 4345 Whitaker Court, representatives and administrators for the Concerned Citizens group which formed shortly after news of Water Gremlin's violations.

Bartholomew had inquired on Water Gremlin's expansion project and whether the Board had any updates for the Group. The Board stated that all expansions of Water Gremlin are put on hold and the Board will be leery of any requests from them for quite some time, as they have broken public trust.

Bartholomew provided information that the MPCA has tested 5 wells in Gem Lake and they all tested negative.

Smith had inquiries about tree specifics and what the Township's future relationship with Water Gremlin looked like.

The Board explained Water Gremlin's settlement going to the organization Tree Trust. The trees will have to be planted on public property within the three affected entities. The organization plants, prunes, waters, and cares for the trees for 2 years. Prudhon stated that Water Gremlin will be "under a microscope" for at least 3 years because of the broken trust. Ruzek agreed.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Ruzek motioned to receive all Agenda Materials & Supplements for tonight's meeting. McCune seconded. Ayes all.

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Ruzek moved to adjourn the meeting at 7:52 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
April 15, 2019**

Agenda Number: 5A – Consent Agenda

Subject: South Shore Trinity Lutheran Church – In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township’s Lifeguard Building to Power the South System

Documentation: Staff Memo w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

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

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5C) In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard, to Hold Outdoor Worship Services, Weather Permitting, on June 10 & 24; July 8, 22 & 29; and August 12, 26, Beginning at 9:45 a.m. for Two Hours per Service and to Allow Use of Electricity from the Township’s Lifeguard Building to Power the Sound System; Prudhon seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: APRIL 8, 2019

SUBJECT: SOUTH SHORE TRINITY OUTDOOR SERVICES AT BELLAIRE BEACH

We have receive the annual request from South Shore Trinity Lutheran Church to hold outdoor church services at Bellaire Beach on June 9 & 23, July 14 & 28, and August 11 & 25. They are also requesting use of electricity from the lifeguard house to power the sound system. In accordance with the Special Use Policy, the church has provided a Certificate of Insurance listing White Bear Township as a certificate holder.

The church has been holding outdoor worships at Bellaire Beach since 1989.

PSW/s
cc:admin/add.file



Sharing. Caring. Growing in Christ!

April 4, 2019

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

fax: 651-426-2258

Dear Board Members,

On behalf of the of the congregation, I am again asking permission to hold outdoor worship services at Bellaire Beach, across from our church building, on the corners of Bellaire Avenue and South Shore Boulevard.

We plan to hold services at 9:45a.m. on the following Sundays (weather permitting):

June 9 and 23
July 14 and 28
August 11 and 25

With set-up and take down time we will use the area for approximately two hours. We would also appreciate being able to use electricity from the guard house to power the sound system.

I know that members of the congregation and visitors from the community very much enjoy being able to gather outdoors at the park for these services. We very much appreciate your granting us permission over the past several years.

We still have the key to the guard house building from our use last year. We can return that key at the end of the summer if you wish, or earlier if permission is not granted.

Please let us know if this is possible again this year, and again we say thank you for the continued use of the park and electricity.

Sincerely,

Ken Kirchhoff, Chairman
Board of Elders
South Shore Trinity Lutheran Church

Enclosure: Request of certificate of insurance to Helland agency, Inc.

:sa

SA

Home of South Shore Trinity Preschool
A Stephen Ministry Congregation





Sharing. Caring. Growing in Christ!

FAX TRANSMITTAL

Date: April 4, 2019
 TO: Mr. Greg Helland
 Helland Agency, Inc.
 FAX#: 952-475-1363

MESSAGE:

South Shore Trinity Lutheran Church needs a certificate of insurance for our annual request to use the Bellaire Beach for our summer 9:45 a.m. worship services. Attached is the letter of request for this year.

You can fax it directly to WB Township 651-426-2258. Please confirm with me as well.

Don't hesitate to contact me if you have any questions or need further information.

Thank you.

Serving our Savior,

Sally Ackerley
 Office Manager
 South Shore Trinity Lutheran Church
sally@sstwbl.org
 Fax: 651-653-3634
 Office: 651-429-4293

Home of South Shore Trinity Preschool
 A Stephen Ministry Congregation





WHITE BEAR TOWNSHIP SPECIAL EVENTS POLICY

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

- 1) All special events held within the Town limits shall require Town Board approval.
- 2) Applicants shall submit a written request explaining their request, including the date, time of day, maximum number of attendees, responsible person (name and day time phone number), and all streets they are requesting to use during the event.
- 3) The applicant shall submit a Certificate of Insurance for General Liability, in the maximum amount provided by law, naming the Town of White Bear **as an additional insured** for the event. Certificate shall be stated as follows:
"TOWN OF WHITE BEAR, ITS OFFICERS, EMPLOYEES AND ASSIGNS".
- 4) Applicant's request shall include a statement regarding their contact with and approval (if required), from all agencies that may be involved with the event (i.e. RAMSEY COUNTY SHERIFF'S DEPARTMENT; RAMSEY COUNTY PARKS & RECREATION DEPARTMENT, RAMSEY COUNTY PUBLIC WORKS DEPARTMENT, WHITE BEAR LAKE FIRE DEPARTMENT, ETC.)
- 5) Applicant shall provide route notification to the residents and businesses in the affected neighborhoods by way of temporary signs along the route, as directed by the Town Board, a minimum of 5 days in advance of the event. Spraying paint on roads, telephone poles and sidewalks is prohibited - chalk is acceptable. Permanent road signage such as speed limit signs and directional signs shall not be covered by event signage.
- 6) Applicant shall be responsible for clean-up of all debris, litter, etc., resulting from the event. Applicant shall remove all temporary signage immediately after the event.
- 7) All of the above information must be submitted to the Township Office a minimum of 30 days prior to the Town Board Meeting at which the application will be considered - incomplete applications will not be considered. The 30 day requirement may be waived by the Town Board by petition of the applicant for special circumstances.
- 8) White Bear Township reserves the right to revoke all permits granted.

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

RAMSEY COUNTY SHERIFF'S DEPARTMENT 651-767-0640
RAMSEY COUNTY PUBLIC WORKS DEPARTMENT 651-266-7100
RAMSEY COUNTY PARKS & RECREATION DEPARTMENT 651-748-2500
WHITE BEAR LAKE FIRE DEPARTMENT 651-429-8568



**Town Board Meeting
April 15, 2019**

Agenda Number: 5B – Consent Agenda

**Subject: Recording Secretary Independent Contractor Agreement
– Based on Staff Recommendation Approve the Amendment
to the Contract**

**Documentation: Town Clerk Memo /
Amendment & Current Contract**

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Recommendation Approve the Amendment to the Contract

MEMORANDUM

TO: TOWN BOARD
FROM: PATRICK CHRISTOPHERSON
DATE: APRIL 8, 2019

SUBJECT: AMENDMENT TO RECORDING SECRETARY CONTRACT

In your consent agenda you will find an item requesting an adjustment to Megan Cavanaugh's rate for minute taking at our various Commission and Committee meetings. I am requesting this because, as you know, Joan, our long time secretary, has officially retired and we would like to bring Megan on in her place. She has been with us for several months now and has shown that she is a very capable employee. Please consider her meeting salary at \$175 per meeting while keeping in mind this is still less than we had budgeted for with our outgoing Secretary.

**AMENDMENT TO INDEPENDENT
CONTRACTOR RECORDING SECRETARY
AGREEMENT**

This Agreement, made as of this 15th day of April, 2019, by and between the TOWN OF WHITE BEAR, a government political subdivision of the State of Minnesota hereinafter referred to as the "TOWN" and MEGAN CAVANAUGH, an independent contractor, hereinafter referred to as "CAVANAUGH"

Whereas, the TOWN has entered into an Agreement dated December 3, 2018, (the "AGREEMENT") with CAVANAUGH to provide recording secretary services for all TOWN meetings as requested, and all parties collectively referred to above signed this Agreement.

Whereas, the TOWN and CAVANAUGH desire to amend certain provisions of this Agreement as provided herein:

NOW, THEREFORE, in consideration of the promises and of the mutual agreements hereinafter set forth, the parties agree as follows:

1. The TOWN and CAVANAUGH agree to be bound by all of the terms of the Agreement as amended by this Amendment Agreement.

2. The TOWN and CAVANAUGH agree to amend 4. Compensation as follows:

4. **COMPENSATION.** In consideration for the above-described services, the Town shall pay CAVANAUGH a set fee of ~~\$150.00~~ **\$175.00** per meeting for the completion of the services as outlined in 3. Scope of Services above. Such compensation shall be paid by TOWN check upon receipt of an invoice for services. Payments will be made monthly.

3. Except for the terms amended by this Agreement, the original Agreement shall remain in full force and effect according to its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Agreement as of the date first above written.

TOWN OF WHITE BEAR

By: _____
ED M. PRUDHON, Chair

MEGAN CAVANAUGH

ATTEST:

By: _____
PATRICK CHRISTOPHERSON,
Clerk-Treasurer

Independent Contractor Agreement Recording Secretary

This Independent Contractor's Agreement (the "Agreement") is entered into by and between the Town of White Bear herein after ("Town"), a governmental political subdivision of the State of Minnesota with its principal place of business at 1281 Hammond Road, White Bear Township, MN 55110, and Megan Cavanaugh herein after ("Cavanaugh"), an independent contractor residing at 1440 11th Avenue, Newport, Minnesota 55055.

WHEREAS, the Town is desirous of contracting for the services of a Recording Secretary to take minutes of various Township Commissions/Board meetings,

WHEREAS, Cavanaugh desires to enter into an Independent Agreement for Recording Secretary,

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

1. PURPOSE OF CONTRACT.

- a. Cavanaugh shall provide Recording Secretary services to the Town at various Commission/Board meetings as requested.

2. TERM OF CONTRACT.

- a. The Contract shall commence on January 1, 2019 and shall be automatically renewed annually unless terminated upon thirty (30) days' notice by either party.

3. SCOPE OF SERVICES.

Cavanaugh agrees to perform Recording Secretary services as follows:

- Attendance at various Commission/Board meetings as needed
- Preparation of the Commission/Board minutes in Word document form & transmitted to the Town at least two (2) weeks prior to next meeting

4. COMPENSATION.

In consideration for the above -described services, the Town shall pay Cavanaugh a set fee of \$150.00 per meeting for the completion of the services as outlined in 3. Scope of Services above. Such compensation shall be paid by Town check upon receipt of an invoice for service s. Payments will be made monthly.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

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

6. PROPRIETARY RIGHTS.

- a. Cavanaugh acknowledges that she has no right to or interest in her work or product resulting from the services performed hereunder, or any of the documents, reports, or other materials created by Cavanaugh in connection with said services, nor any right to or interest in any copyright therein. Cavanaugh acknowledges that the services and the products thereof have been specially commissioned or ordered by the Town as "works made-for-hire" as that term is used in the Copyright Law of the United States, and that the Town is therefore to be deemed the author of and is the owner of all copyrights in and to such materials.
- b. In the event that the materials, or any portion thereof, are for any reason deemed not to have been works made-for-hire, the Independent Contractor hereby assigns to the Town any and all right, title and interest she may have in and to such materials, including all copyrights, all publishing rights, and all rights to use, reproduce, and otherwise exploit the materials in any and all formats or media and all channels, whether now known or hereafter created. Cavanaugh expressly agrees to execute such instruments as the Town may from time to time deem necessary or desirable to evidence, establish, maintain and protect the Town's ownership and all other rights, title and interest therein.

7. INDEMNIFICATION.

- a. Cavanaugh shall indemnify and hold the Town harmless from any loss or liability arising from performing services under this agreement.

8. TERMINATION.

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

9. NOTICE.

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

To the Town:

Town of White Bear
Clerk-Treasurer
1281 Hammond Road
White Bear Township, MN 55110

Cavanaugh:

Megan Cavanaugh
1440 11th Avenue
Newport, MN 55055

10. GENERAL TERMS.

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

Dated: 12-4-18

Dated: 12-10-18

TOWN OF WHITE BEAR

By: Robert J. Kermes
ROBERT J. KERMES, Chair

Megan R. Cavanaugh
MEGAN CAVANAUGH
Independent Contractor

ATTEST:

By: [Signature]
PATRICK CHRISTOPERSON, Clerk-Treasurer



**Town Board Meeting
April 15, 2019**

Agenda Number: 5C – Consent Agenda

Subject: **Public Safety Commission Recommendation -** Authorize the Township's Participation in the Educational Tobacco Compliance Checks by the North Suburban Tobacco Compliance Project

Documentation: Staff Memo

Action / Motion for Consideration:

Receive Information / Discuss

Based on Public Safety Commission Review & Recommendation
Authorize the Township's Participation in the Educational Tobacco Compliance Checks by the North Suburban Tobacco Compliance Project

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: MARCH 22, 2019

SUBJECT: TOBACCO AGENDA ITEMS

A. Educational Tobacco Compliance Checks Funding

Katie Engman advised the Sheriff's Contract Group last Thursday that there is funding available to the Contract Communities that will allow them to perform educational tobacco compliance checks to help further educate the vendors. The cost of the compliance checks are \$50.00 per vendor; however grant funding is available to cover most of the cost.

The Township has four tobacco licensed establishments:

- White Bear Township Holiday, 1150 County Road J
- Cub Foods, 1059 Meadowlands Drive
- Holiday Stationstores, 5970 Highway 61
- Bald Eagle Investments, 5960 Highway 61

If the Board wishes to have these additional educational compliance checks performed the cost to the Township would be \$10.00 per vendor for a total of \$40.00.

B. Ordinance Amendments

If the Board wishes to amend the Township's Tobacco Ordinance Katie Engman could provide us with a model from which to work from which could include such changes as:

- Prohibiting the sale to anyone under 21
- Restricting the sale of flavored tobacco products
- Updating current tobacco product language

Requested Action:

Provide staff direction as to the above items so that I could coordinate any efforts with Katie Engman.

PSW/s



**Town Board Meeting
April 15, 2019**

Agenda Number: 5D – Consent Agenda

Subject: Surplus Equipment Disposal – Based on Staff Review & Recommendation Approve the Disposal of Surplus Town Equipment at a State of Minnesota Surplus Services Auction as Outlined in the Staff Memo with Proceeds Being Deposited into the General Fund

Documentation: Staff Memo

Action / Motion for Consideration:

Receive Information / Discuss

**Minutes
Town Board Meeting
April 16, 2018**

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5E) Based on Staff Review & Recommendation Approve the Disposal of Surplus Town Equipment at a State of Minnesota Surplus Services Auction as Outlined in the Staff memo with Proceeds Being Deposited into the General Fund. Prudhon seconded. Ayes all.

MEMORANDUM

Date: April 9, 2019
To: Town Board
From: Peter Tholen Field Maintenance Supervisor
Re: Disposal of surplus equipment

Staff is requesting the Town Board to declare surplus Town equipment and materials no longer needed for operations. Declaring certain equipment and materials, as surplus, provides the authorization for staff to dispose of it by sale or other means. It also provides a control for receipting of proceeds as well as an audit trail for the tracking of items that may be listed as inventory or as a capital asset.

After the replacement of some existing equipment and cleaning up the area around the Hammond Road Water Tower, Public Works Department staff has determined that there is surplus equipment and materials to dispose of through the State of Minnesota's Surplus Service's auction.

The item includes the Town's asset I.D. numbers if available:

- 5676 - Balcrank Lube Reel
- 5677 - Balcrank Lube Reel
- 5678 - Balcrank Lube Reel
- 7981 - Echo SMR 266 Weed Whip
- 8018 - Echo SMR 266 Weed Whip
- 6573 - Homelite Trash Pump
- 6595 - Homelite Diaphragm Pump
- 351 Husqvarna chainsaw
- 32' X 16" CMP (corrugated metal pipe)
- 2 - 24' X 16" CMP
- 14' X 10" CMP
- 17' X 12" CMP
- 2 - 12' X 16" CMP
- 3 - 16' X 8" CMP
- 12' X 7.5" CMP
- 10' X 6" CMP
- 4 - Misc. Flared Ends
- 5 - 5' Trash Grates
- 33 - Manhole Steps
- 25' Light Pole W/Ballast

Action requested is for the Board to approve the disposal of the surplus equipment at a State of Minnesota Surplus Services auction with proceeds being deposited into the General Fund.



**Town Board Meeting
April 15, 2019**

Agenda Number: 5E – Consent Agenda

Subject: Economic Development Advisory Board – Re-Appoint Kent Brunner to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2022

Documentation: Application

Action / Motion for Consideration:

Receive Information / Discuss

Re-Appoint Kent Brunner to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2022



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Kent Brunner

Address: 494 Carriage Lane, Hudson, WI 54016

Telephone: Home: (715) 386-1035 Cell: (612) 804-4209 Work: (651) 762-4481

E-Mail Address: kbrunner@specialtymfg.com

How long have you been a resident of White Bear Township? 0

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

If yes, please explain: _____

Your occupation: Chief Financial Officer Employer: The Specialty Mfg. Co.

I am a member of the following civic organizations: Hudson Basketball Association,
Director Caper Beach Club Fort Meyers Beach FL, Mn Society of CPA's, AICPA

Please list your special interests, education, past experiences, etc. which you feel would benefit the Township by your appointment to the Board/Commission you have preferred above:
Over 30 years experience in the Financial field in both Public Accounting and Industry. Experience with multiple developments and facility expansions, 17 years at Specialty Mfg. here in White Bear Township.

Signature: 

Date: 04/01/2019



**Town Board Meeting
April 15, 2019**

Agenda Number: 5F – Consent Agenda

Subject: **Public Safety Commission** – Re-Appoint Stephen Lee, Richard Bruckner, & Connie Anderson & Appoint Mark Griffin to Three Year Terms on the Public Safety Commission to Expire April 30, 2022

Documentation: Applications

Action / Motion for Consideration:

Receive Information / Discuss

Re-Appoint Stephen Lee, Richard Bruckner, & Connie Anderson & Appoint Mark Griffin to Three Year Terms on the Public Safety Commission to Expire April 30, 2022



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Stephen Lee

Address: 1737 Pioneer Ln

Telephone: Home: 651 426 3652 Cell: 651 225 8118 Work: _____

E-Mail Address: Stevejpl57@yahoo.com

How long have you been a resident of White Bear Township? 33 years

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: yes

If yes, please explain: wife is a member of Park Board

Your occupation: _____ Employer: _____

I am a member of the following civic organizations: _____

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

Signature: [Handwritten Signature] Date: 4-4-17



RECEIVED
APR 08 2019

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

TOWN OF WHITE BEAR

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: RICHARD C. BRUECKNER

Address: 4285 POND VIEW CT.

Telephone: Home: 651-653-0353 Cell: 651-448-0234 Work: —

E-Mail Address: _____

How long have you been a resident of White Bear Township? 30 yrs.

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

If yes, please explain: _____

Your occupation: RETIRED Employer: _____

I am a member of the following civic organizations: AIR FORCE ASSOC, MILITARY OFFICERS ASSOC, RAMSEY CNTY SHERIFF'S CCDC AUX, VA VOLUNTEER

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

MBA DEGREE

EXPERIENCE WITH RAMSEY CNTY SHERIFF'S DEPT.

RETIRED LT COL. USAF, VA AND SENIOR CITIZEN VOLUNTEER

Signature: Richard C. Brueckner

Date: 4-5-19



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Connie Anderson

Address: 2545 4th St

Telephone: Home: 651-429-2416 Cell: 651-356-1953 Work: 651-429-8568

E-Mail Address: CAnderson@whitebearlake.org

How long have you been a resident of White Bear Township? 35 years

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

If yes, please explain: _____

Your occupation: Admin / EMT Employer: City of White Bear Lk

I am a member of the following civic organizations: WBL Fire Department

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

Signature: Connie Anderson

Date: 3/22/18



APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Mark Griffin

Address: 4359 Fisher Lane

Telephone: Home: (651) 653-7512 Cell: (612) 670-7213 Work: (612) 348-5318

E-Mail Address: mvgriff@gmail.com

How long have you been a resident of White Bear Township? 20 years

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

If yes, please explain: _____

Your occupation: Attorney Employer: Hennepin County Attorney's Office

I am a member of the following civic organizations: NA

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

I have been a prosecutor for thirty years and I would like to use my experience on the Public Safety Commission.

Signature: Mark V. Griffin

Digitally signed by Mark V. Griffin
Date: 2019.04.09 08:40:27 -05'00'

Date: _____



**Town Board Meeting
April 15, 2019**

Agenda Number: 5G – Consent Agenda

Subject: Park Board – Re-Appoint Curt Akenson, Patricia Lee, & Salena Koster to Three Year Terms on the Park Board to Expire April 30, 2022

Documentation: Applications

Action / Motion for Consideration:

Receive Information / Discuss

Re-Appoint Curt Akenson, Patricia Lee, & Salena Koster to Three Year Terms on the Park Board to Expire April 30, 2022



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Curt Akenson

Address: 5731 Meadowview Drive

Telephone: Home: 651-429-3452 Cell: 651-508-1348 Work: 651-260-1456

E-Mail Address: Bardgerake@hotmail.com

How long have you been a resident of White Bear Township? 27 years

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: yes

If yes, please explain: I am member of WB township Parks Board & EOAB

Your occupation: Director of Strategic Programs Employer: Smiths Medical

I am a member of the following civic organizations: Rotary Club of White Bear Lake / Center for the Arts - WBL

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

MBA - university ST Thomas / BS university of Wisconsin - River Falls. Past youth sports coach.

Signature: [Handwritten Signature]

Date: March 21 2019



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Patricia M. Lee

Address: 1737 Pioneer Lane, WBT, MN, 55110

Telephone: Home: 651-426-3652 Cell: 651-271-9941 Work: retired

E-Mail Address: LeePatricia1950@aol.com

How long have you been a resident of White Bear Township? 37 years

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: ye

If yes, please explain: Husband - Safety Board

Your occupation: _____ Employer: _____

I am a member of the following civic organizations: _____

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

Signature: _____

Date: _____



APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Salena B. T. Koster

Address: 3991 Lakewood Ave, White Bear Township, MN 55110

Telephone: Home: _____ Cell: (651) 431-0326 Work: _____

E-Mail Address: salena.koster@gmail.com

How long have you been a resident of White Bear Township? 3 years

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

If yes, please explain: _____

Your occupation: Attorney Employer: Koster Law Firm (Self Employed)

I am a member of the following civic organizations: MOMS Club of WBL Area,
U of St. Thomas Law School Alumni Association, SD38 DFL,

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

I am a stay at home mom of a 3 year old and 1 year old, and I work part time from home as an estate planning attorney. We spend a lot of time in the parks and I enjoy being connected to my community and giving back through my Park Board service.

Signature: Salena Koster
Digitally signed by Salena Koster
Date: 2019.03.31 16:28:32 -05'00'

Date: 03/31/2019



**Town Board Meeting
April 15, 2019**

Agenda Number: 5H – Consent Agenda

Subject: Planning Commission – Re-Appoint David Kotilinek & Monica Loes to Three Year Terms on the Planning Commission to Expire April 30, 2022

Documentation: Applications

Action / Motion for Consideration:

Receive Information / Discuss

Re-Appoint David Kotilinek & Monica Loes to Three Year Terms on the Planning Commission to Expire April 30, 2022



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: David Kotilinek

Address: 5245 Division Ave

Telephone: Home: (651) 426-0544 Cell: (651) 755-3246 Work: _____

E-Mail Address: fkotilinek10@msn.com

How long have you been a resident of White Bear Township? 40 years

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

If yes, please explain: _____

Your occupation: Retired Employer: _____

I am a member of the following civic organizations: Bald Eagle Yacht Club, Children's Hospital Assn., Bald Eagle Sportsmen's Assn., Roseville Lutheran Church

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

30 years as City Engineer of North St. Paul

Signature: David L. Kotilinek Digitally signed by David L. Kotilinek
Date: 2019.03.22 14:03:23 -05'00'

Date: 03/22/2019



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Monica Loes

Address: 2634 Martin Way

Telephone: Home: _____ Cell: 612-208-8807 Work: _____

E-Mail Address: loes.monica@gmail.com

How long have you been a resident of White Bear Township? 4 years

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

If yes, please explain: _____

Your occupation: Software Engineer Employer: SmartThings

I am a member of the following civic organizations: _____

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

I have served on the planning commission for a year now and greatly enjoyed learning about the Township and understanding city planning. I hope to continue learning by getting a chance to serve another term.

Signature: 

Date: March 4th, 2019



**Town Board Meeting
April 15, 2019**

Agenda Number: **5I – Consent Agenda**

Subject: **Utility Commission** – Re-Appoint Nancy Pehrson & Paul Groschen to Three Year Terms on the Utility Commission to Expire April 30, 2022

Documentation: Applications - (I spoke with Paul he is reapplying)

Action / Motion for Consideration:

Receive Information / Discuss

Re-Appoint Nancy Pehrson & Paul Groschen to Three Year Terms on the Utility Commission to Expire April 30, 2022



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Nancy Behrson

Address: 5235 W. Bald Eagle Blvd WBT MN 55110

Telephone: Home: 615-426-9521 Cell: _____ Work: 612-321-5452

E-Mail Address: wib11153@comcast.net

How long have you been a resident of White Bear Township? 26 years

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

If yes, please explain: _____

Your occupation: Engineering Manager Employer: Center Point Energy

I am a member of the following civic organizations: _____

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

Licensed Professional Engineer 30 year experience in gas utility design + construction, GIS background 15 years experience refining industry project design, construction and controls

Signature: Nancy C Behrson

Date: 4/3/19



**Town Board Meeting
April 15, 2019**

Agenda Number: 6A – Old Business

Subject: None

Documentation:

Action / Motion for Consideration:



**Town Board Meeting
April 15, 2019**

Agenda Number: 7A – Public Hearing

Subject: Lakeshore Variance Request @ 5770 West Bald Eagle Boulevard – Consider Granting a 18.52' Lakeshore Variance

Documentation: Staff Memo / Site Plan / Public Notice / Resident Letter Mailing List / Affidavit of Publication / Variance Application Form

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 Staff Review & Recommendation Approve the 18.52' Lakeshore Variance at 5770 West Bald Eagle Boulevard to Allow a Second Story Addition

**Minutes
Planning Commission Meeting
March 28, 2019**

CONSENT AGENDA – THOMAS FIUTAK & COLET LAHOZ, 5775 WEST BALD EAGLE BOULEVARD – Request for the following Variances: 8.25' Right-of-Way Setback Variance; 18.52' Lakeshore Setback Variance; Fiutak and Lahoz are requesting approval of 2 variances which would permit them to construct a second story addition onto their existing home. The addition is proposed on the southwest corner of the home and is proposed to be 25' x 19' 8". The footprint of the addition is within the footprint of the existing home, save the balcony. The balcony is proposed on the south side of the addition, approximately 40' from the side lot line, lakeshore and right-of-way setback variances must be approved for the second story addition as proposed.

The Variance Board met on March 20th to discuss this agenda item. The Variance Board recommended to the Planning Commission to recommend to the Town Board to approve the 8.25' right-of-way and the 18.52' lakeshore setback variances as requested noting that the proposed balcony could be up to 6' x 6' in area. The balcony will not impact the setback requirements.

Kotilinek made a motion to approve the 8.25' right-of-way setback variance and the 18:52' lakeshore setback variance, adding in a suggestion to conform the style and structure of the addition to the existing house's style and structure, creating uniformity. Artner seconded. Ayes all.

Minutes
Variance Board Meeting
March 20, 2019

TOM FIUTAK & COLET LAHOZ, 5770 WEST BALD EAGLE BOULEVARD – Request for an 8.25' Right-of-Way Setback & 18.52' Lakeshore Setback Variances to Allow a Second Story Addition: Riedesel summarized the request to construct a second story addition onto the existing home. The addition is proposed to be within the footprint of the home with the exception of a small balcony planned on the south side of the addition.

Riedesel noted that the size and shape of the lot makes it necessary to review and approve variances for any home additions.

Denn asked Mr. Fiutak if any trees will be removed as a result of the addition.

Fiutak answered that no trees are planned to be removed because of the addition.

Fiutak noted that he would like to increase the size of the second story balcony to 4' x 6'. This will not impact the setback requirements.

Denn moved to recommend to the Planning Commission to recommend to the Town Board to approve the 8.5' right-of-way and 18.52' lakeshore setback variances as requested noting that the proposed second story balcony could be up to 6' x 6' in area. Christopherson second Ayes all.

MEMORANDUM

TO: VARIANCE BOARD
FROM: TOM RIEDESEL
DATE: MARCH 15, 2019

SUBJECT: CONSTRUCTION OF SECOND STORY ADDITION

REQUEST: 8.25' RIGHT-OF-WAY SETBACK VARIANCE & 18.52' LAKESHORE SETBACK VARIANCE

LOCATION: 5770 WEST BALD EAGLE BOULEVARD
APPLICANTS: TOM FIUTAK & COLET LAHOZ

Mr. Fiutak & Ms. Lahoz are requesting approval of 2 variances which would permit them to construct a second story addition onto their existing home. The addition is proposed on the southwest corner of the home. The addition is proposed to be 25' x 19.' 8". The footprint of the addition is within the existing footprint of the home with the exception of a second story balcony. The balcony is proposed on the south side of the addition and would be located approximately 40' from the side lot line. The proposed setback from the lake is 31.48' requiring an 18.52' lakeshore setback variance and 26.75' setback from the West Bald Eagle Boulevard right-of-way requiring an 8.25' right-of-way setback variance. The height of the home within the addition is 22'.

The Fiutak home is located on a shallow odd shaped lakeshore lot. Based on the location of the home on the lot, almost any addition will require approval of setback variances. The home encroaches into the right-of-way and lakeshore setback areas. Because the second story addition is proposed for the part of the home which encroaches into the setback area, an addition to this legal non-conforming home will require variances.

The Town has reviewed several setback variance requirements which propose to increase the height of a home which encroaches into the setback areas. These types of variances have been approved provided that the height does not exceed ordinance requirements. This request is similar to other approved requests.

In order to approve setback variances, the following standards set forth by the Planning Commission must be considered, they include:

- (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.

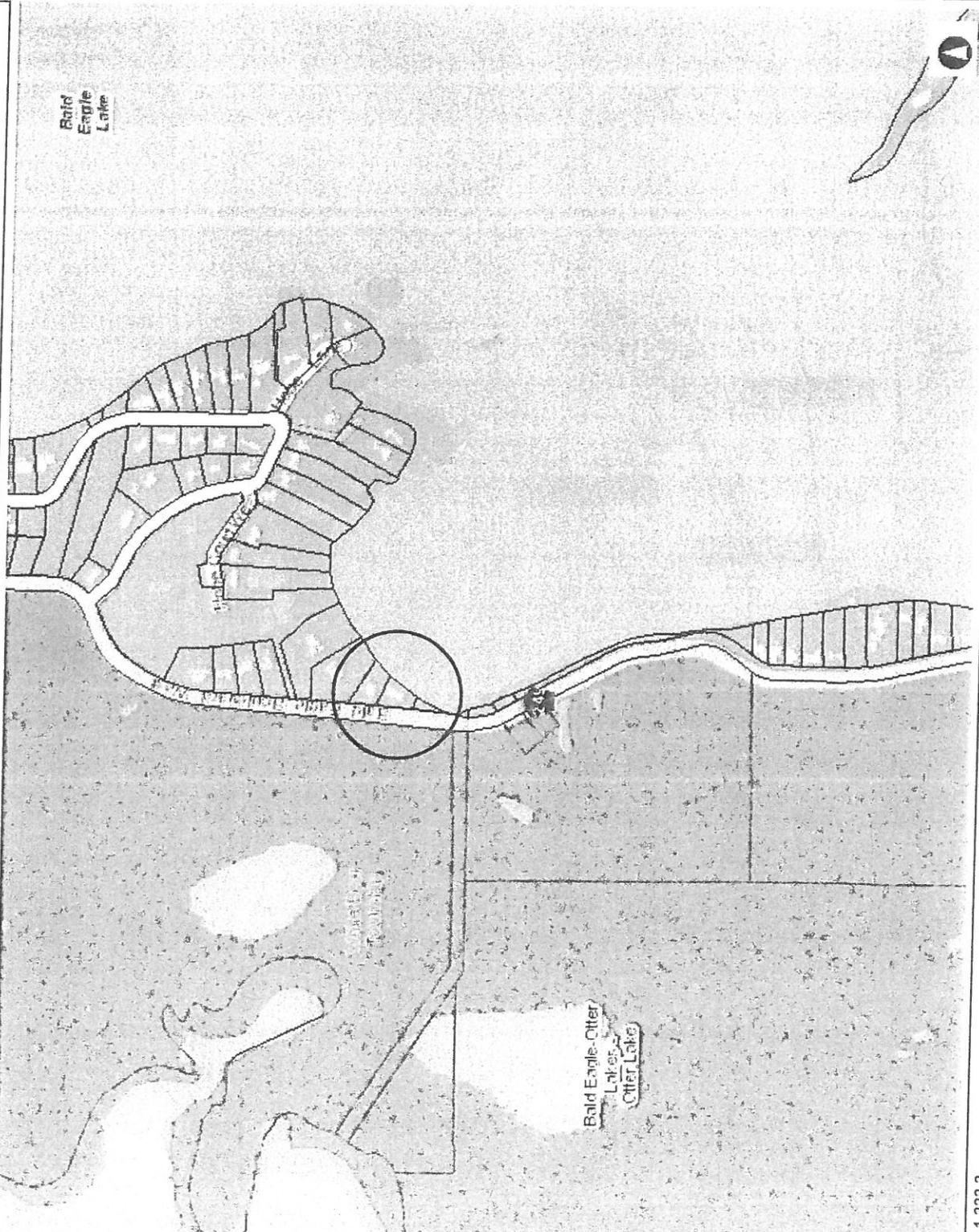
(4). That the proposed action will not unreasonably increase the congestion on public streets.

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

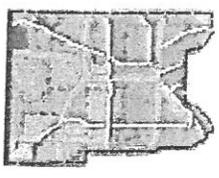
(6). That the proposed action will not unreasonably diminish or impair established property values within the neighborhood or in any other way be contrary to the intent of this Ordinance.

The Fiutak home received approval of a lakeshore setback variance to construct a lakeside deck in 2010. A 29' lakeshore setback variance was approved since the property is considered an undersized lot of record and a hardship is created due to the unique configuration of the lot.

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



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

W BALD EAGLE BLVD

Legend

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

5776

5770

Total 25.75 ft

2ND FLOOR ADDITION

148.91 ft

31.48 ft

Total 31.48 ft

Total 48.94 ft

BALD EAGLE LAKE

100.0 0 50.00 100.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

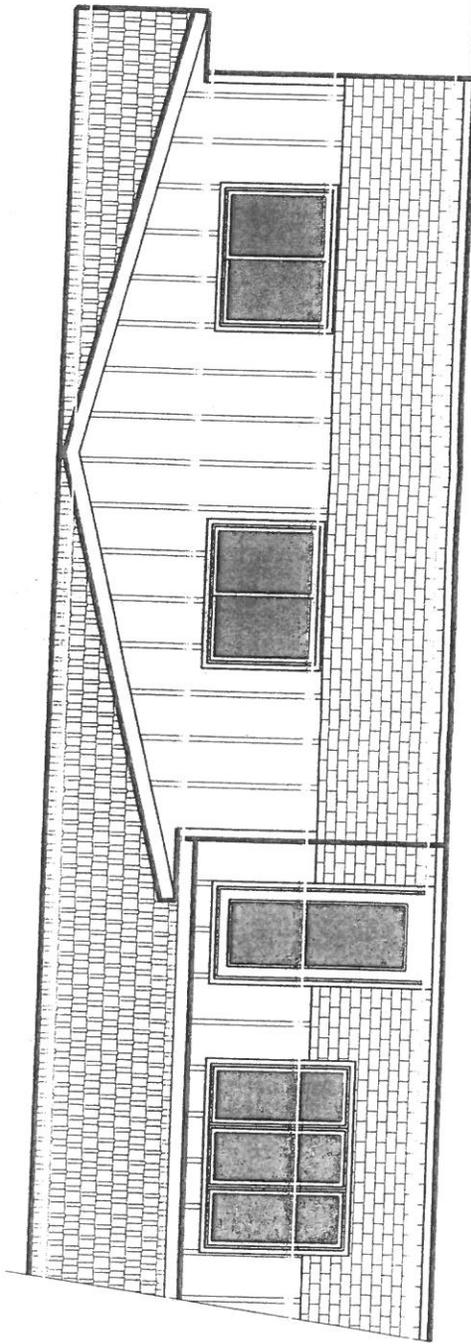
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

ALL CONSTRUCTION WITHIN CURRENT HOUSE BORDERS.

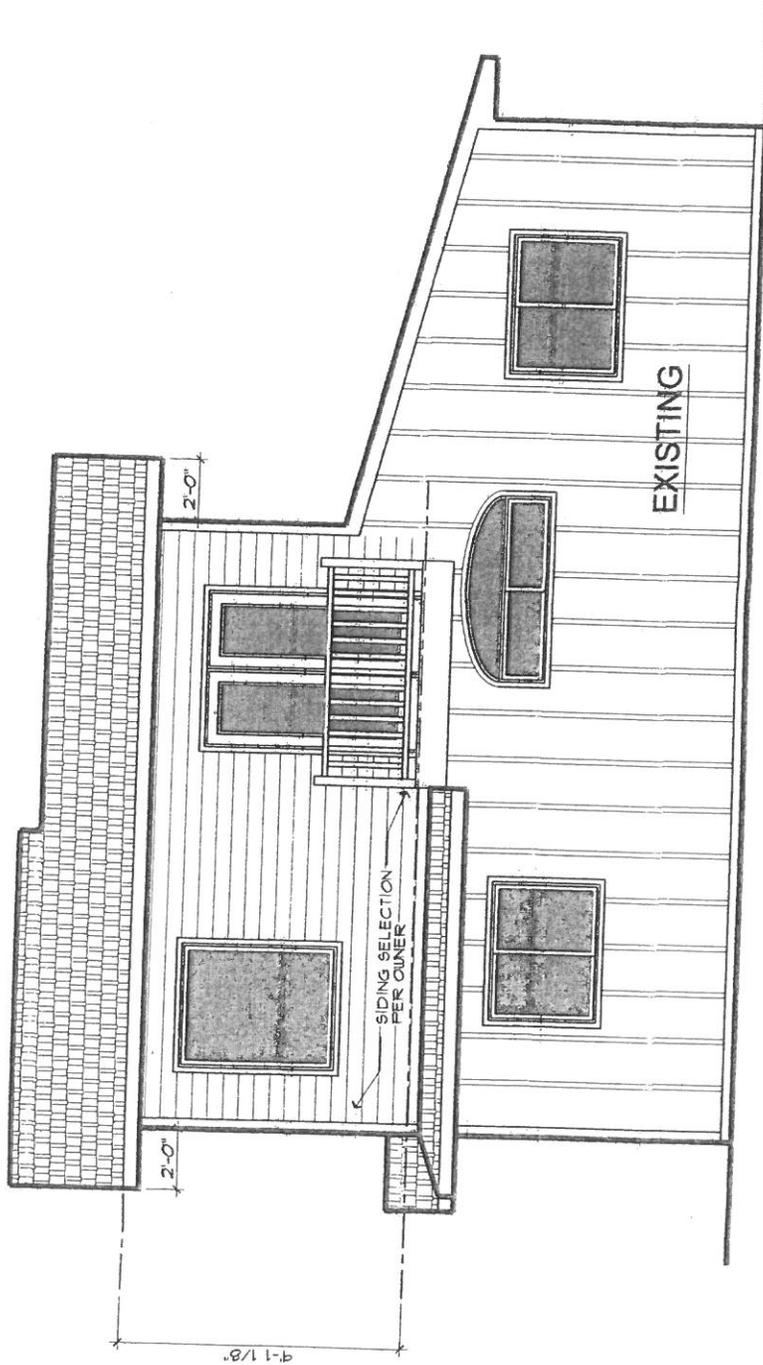




EXISTING
FRONT ELEVATION

GENERAL NOTES

1. SMOKE DETECTORS SHALL BE INSTALLED IN EACH SLEEPING ROOM AND CENTRALLY LOCATED IN THE HALLWAY GIVING ACCESS TO EACH SLEEPING AREA. EACH STORY OF THE DWELLING AND BASEMENT MUST HAVE A SMOKE DETECTOR.
2. ALL WINDOWS LOCATED IN HALLWAYS (IE. MASTER BATH) SHALL BE INSTALLED WITH IN 18" OF A DOOR) ARE TEMPERED GLASS.
3. STRUCTURAL INFORMATION: ALL STRUCTURAL INFORMATION AS HEADERS / BEAM TYPE, LOADS AND LOADINGS ARE TO BE PROVIDED BY THEIR RESPECTIVE TRUSSES.
4. TRUSS SUPPLIER IS TO PROVIDE DRAWINGS THAT HAVE BEEN CHECKED BY A REGISTERED ENGINEER OF THE PROJECT'S LOCATION FOR INSTALLATION.
5. VERIFY FLOOR FINISHES W/ ORIGINAL CONTRACT.
6. VERIFY ACTUAL GRADE CONDITIONS AND REQUIRED MINIMUM FROST DEPTH PER LOCAL CODES.
7. "INTEGRITY" WINDOWS SPECIFIC TO PROJECT TYPE AND AREA W/ OWNER.
8. ALL OPENINGS TO EXTERIOR TO BE FLASHED. FLASHING IS TO MEET ALL ROOF AND VERTICAL MEET. OR WHERE SIDING MATERIAL MEET.
9. PROVIDE DRIP FLASHING AT ALL SIDING CHANGES AS REQ'D.
10. PROVIDE ATTIC VENTILATION TO BE EQUAL TO 1/50TH OF ATTIC AREA. PROVIDE 50% IN UPPER PORTION OF BALANCE IN SOFFIT.
11. ICE DAM PROTECTION TO BE INSTALLED AT THE EAVES TO A LINE 24" INSIDE THE WALL WITH ALL LAPS CEMENTED.
12. INSTALL 1/2" OSB SHEATHING AT SHAKE AND STONE LOCATIONS.



RIGHT ELEVATION

1/4" = 1'-0"



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, April 15, 2019 @ 7:00 p.m., to consider the following variance request:

- 18.52' Lakeshore Variance

to allow construction of a 2nd story addition and balcony on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:

Tract C, Registered Land Survey 230, Ramsey County, Minnesota.

(5770 West Bald Eagle Boulevard)

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 1st day of April, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

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

April 4, 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 5770 West Bald Eagle Boulevard is requesting approval of a 18.52' lakeshore variance to allow construction of a 2nd story addition and balcony.

The Public Hearing on the matter is scheduled for **Monday, April 15, 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: 033022140008

ALEX J SHUDA TRUSTEE, JAYME L SHUDA TRUSTEE
5800 W BALD EAGLE BLVD
WHITE BEAR LAKE MN 55110-6439

Parcel ID: 033022140011

THOMAS R FIUTAK TRUSTEE, S COLET LAHOZ TRUSTEE
5770 BALD EAGLE BLVD W
WHITE BEAR TOWN MN 55110-6440

Parcel ID: 033022140009

REED J EDSTROM, BARBARA M EDSTROM
5780 BALD EAGLE BLVD W
WHITE BEAR TOWN MN 55110-6442

Parcel ID: 033022140010

GARY M PHILLIPS, MARCIA K PHILLIPS
5776 BALD EAGLE BLVD W
WHITE BEAR TOWN MN 55110-6440

Parcel ID: 033022140012

CHELSEA M CALKINS
5830 BALD EAGLE BLVD W
WHITE BEAR LAKE MN 55110-6439

Parcel ID: 033022410004

RAMSEY COUNTY PARKS AND REC
2015 VAN DYKE ST N
SAINT PAUL MN 55109-3711

Parcel ID: 033022410001

CITY OF ST PAUL
25 4TH ST W UNIT 500
ST PAUL MN 55102-1631

Parcel ID: 033022110009

RAMSEY COUNTY PARKS AND REC
2015 VAN DYKE ST N
SAINT PAUL MN 55109-3711

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 3rd day of April, 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

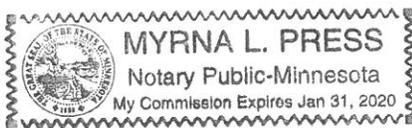
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the 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 3rd day of April, 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, April 15, 2019 @ 7:00 p.m., to consider the following variance request:
18.52' Lakeshore Variance
to allow construction of a 2nd story addition and balcony on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:
Tract C, Registered Land Survey 230, Ramsey County, Minnesota.
(5770 West Bald Eagle Boulevard)
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 1st day of April, 2019.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published one time in the White Bear Press on April 3, 2019.



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

RECEIVED
 MAR 14 2019
 TOWN OF WHITE BEAR

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.

Fee \$225

APPLICANT(S) THOMAS FIUTAK PHONE (Home) _____
STELLA COLET LAHOZ (Business) 651-429-9595
 (Cell) 651-724-1822

ADDRESS 5770 W. PAIDFACIA BLVD.
WHITE BEAR LAKE MN 55110

PROPERTY OWNER THOMAS FIUTAK / STELLA COLET LAHOZ

ADDRESS OF SITE 5770 W. PAIDFACIA BLVD. WBL, MN 55110 ZONING _____

EXISTING USE OF SITE RESIDENCE / BUSINESS

DESCRIPTION OF VARIANCE REQUEST Set backs

SETBACKS:	<u>Required</u>	<u>Existing</u>	<u>Requested</u>
Front Yard	<u>35'</u>	<u>26.75</u>	<u>8.25'</u>
Side Yard	_____	_____	_____
Side Yard	_____	_____	_____
<u>LAKE</u> Rear Yard	<u>50'</u>	<u>31.48</u>	<u>20</u>
Other (Specify)	_____	_____	_____

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.

Tom Fubel
A Colet Sahry
*Signature of Applicant(s)

March 13, 2019
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>		CC
Date Request Received	<u>3/14/19</u>	
By <u>Karen</u> (Staff Member)	\$225.00 Fee Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Complete	_____	

STATEMENT OF AFFECTED PROPERTY OWNERS

If a signed statement is not provided by the applicant for a variance, the Town Board shall order a public information meeting which will include printed notice to all property owners within 350' of the property where the variance is requested. Public Notice publication costs will be the responsibility of the applicant.

I am the owner of the property at: 5776 W. BALD EAGLE BLVD.. I am requesting that the Town of White Bear grant me a variance from Ordinance No. _____, for the following purpose:

My request will be reviewed by the Variance Board and the Planning Commission, with a final decision being made by the Town Board. I must provide the Board with a statement signed by the adjacent property owners, recording their comments relative to my request. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: Chelsea Calkins Address: 5830 W. Bald Eagle Blvd
 Phone: (Home) _____
 (Bus.) _____
 (Cell) 651-244-8786

Comments: Address above is mine, but I own the small property on south side of Tom. No address since not buildable

Date: 3/13/19 Signatures: 

2. Name: GARY PHILLIPS Address: 5776 W. BALD EAGLE
 Phone: (Home) 651 426 0721
 (Bus.) _____
 (Cell) _____

Comments: _____

Date: 3/13/19 Signatures: 

3. Name: _____ Address: _____
 Phone: (Home) _____
 (Bus.) _____
 (Cell) _____

Comments: _____

Date: _____ Signatures: _____ / _____



**Town Board Meeting
April 15, 2019**

Agenda Number: 8A – New Business

Building Inspector Item:

Subject: 1st Quarter Construction Report

Documentation: Report

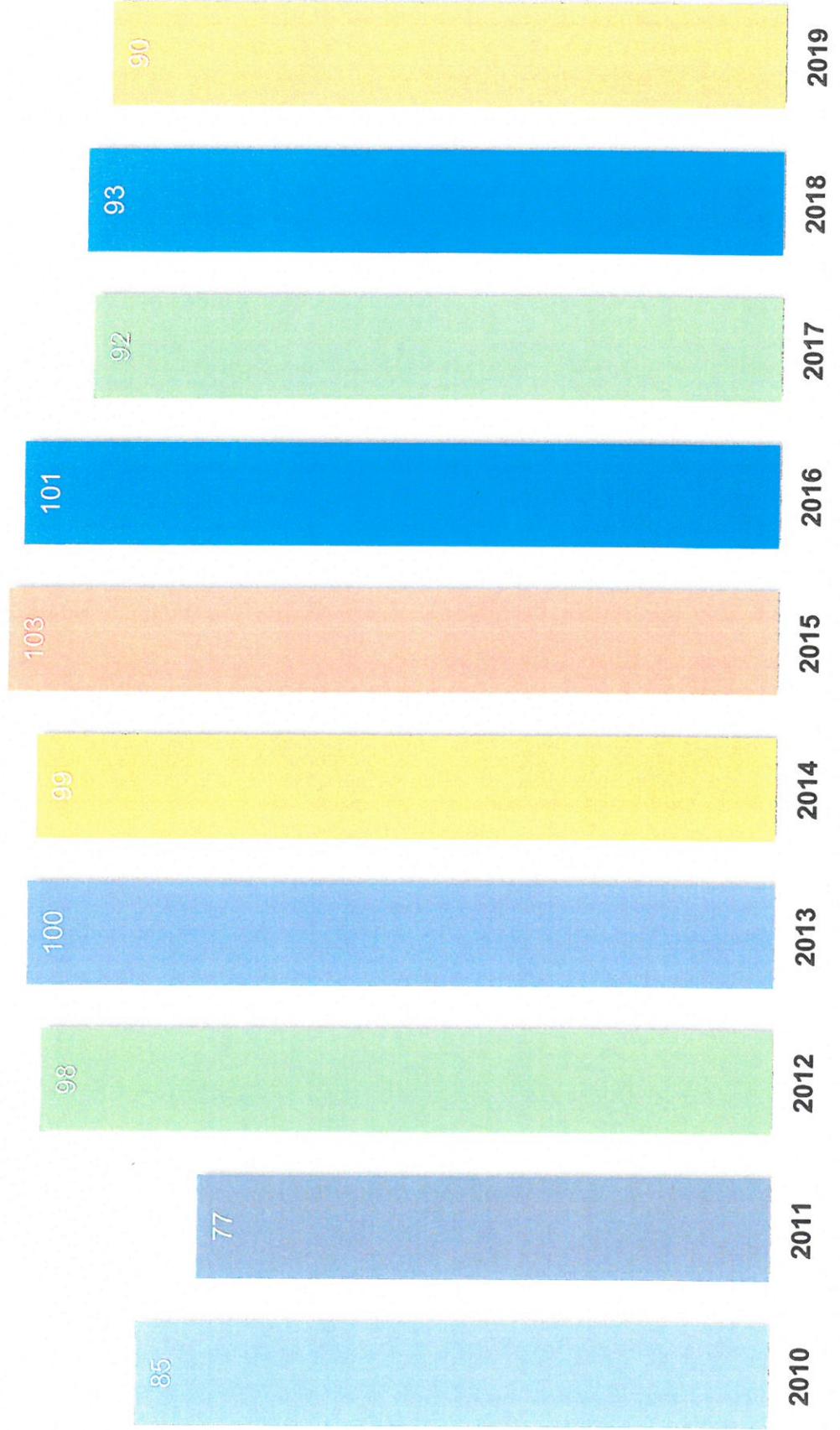
Action / Motion for Consideration:

Building Inspector Report at Meeting / Discuss

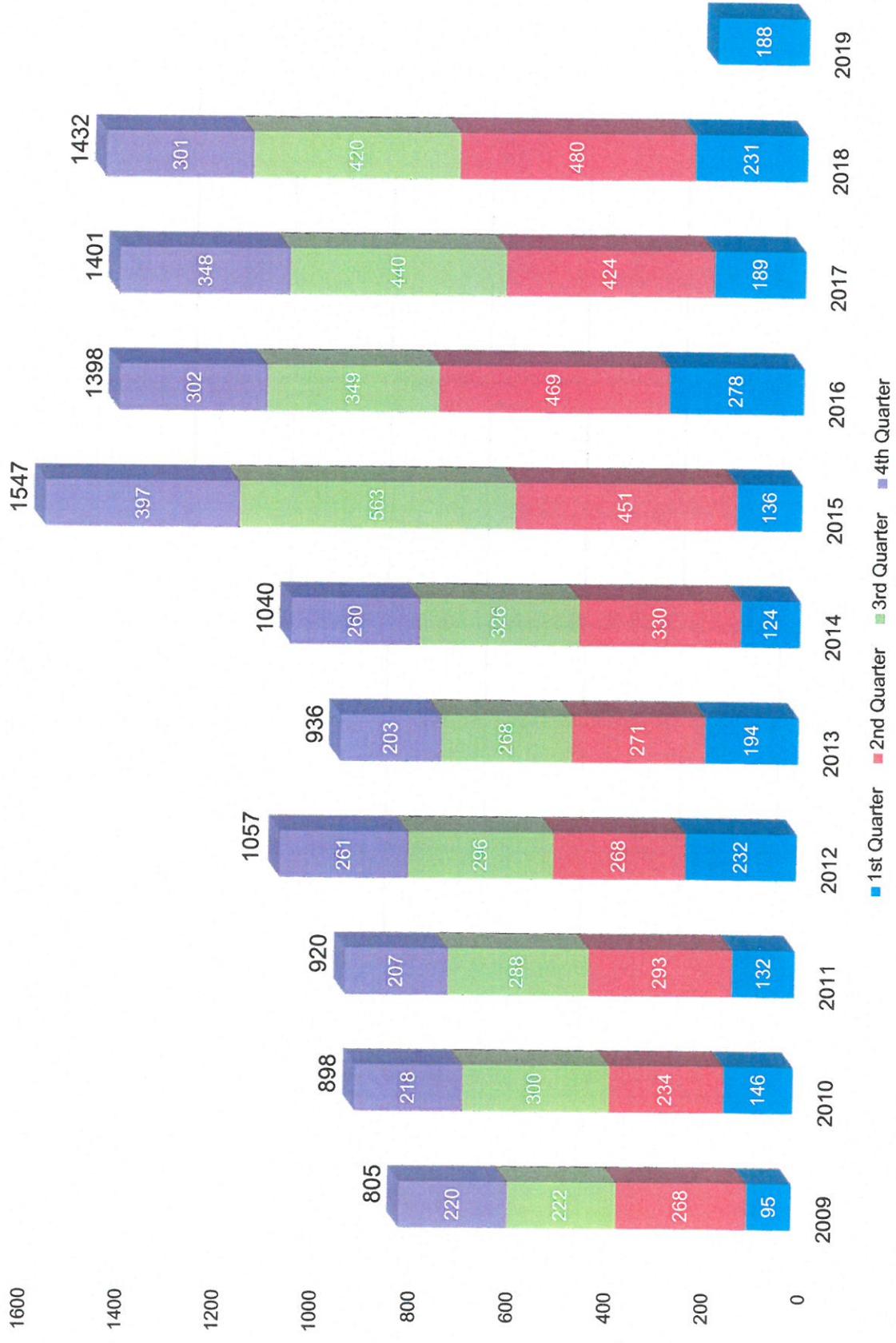
White Bear Township Construction Activity Report

	March 2019		2019 YEAR TO DATE		2018 YEAR TO DATE	
<u>BUILDING PERMIT</u>						
<u>HOUSING</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	1	320,000	3	920,000	4	1,032,000
TOWN HOME	-	-	-	-	-	-
TOTALS	1	\$ 320,000	3	\$ 920,000	4	\$ 1,032,000
<u>MISCELL. RESIDENTIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	3	49,708	7	167,358	17	699,463
SIDING, ROOF. & WIND.	14	160,396	38	467,845	45	548,788
DECKS	1	12,850	1	12,850	4	33,400
SWIMMING POOLS	-	-	-	-	-	-
ACCESSORY BLDG	-	-	-	-	-	-
OTHER	-	-	1	8,780	3	8,827
TOTALS	18	\$ 222,954	47	\$ 656,833	69	\$ 1,290,478
<u>COMMERCIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	-	-	-	-	-	-
INDUSTRIAL	-	-	-	-	1	610,000
BUSINESS	-	-	-	-	-	-
REMODEL & ADDITIONS	1	1,725,000	2	1,935,000	1	1,600,000
OTHER	-	-	-	-	1	12,000
TOTALS	1	\$ 1,725,000	2	\$ 1,935,000	3	\$ 2,222,000
<u>MISCELLANEOUS</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	-	-	1	-	-	-
<u>TOTALS</u>	20	\$ 2,267,954	53	\$ 3,511,833	76	\$ 4,544,478
PERMIT REVENUE		\$ 4,675		\$ 11,780		\$ 27,965

WHITE BEAR TOWNSHIP BUSINESS LICENSES 2010-2019

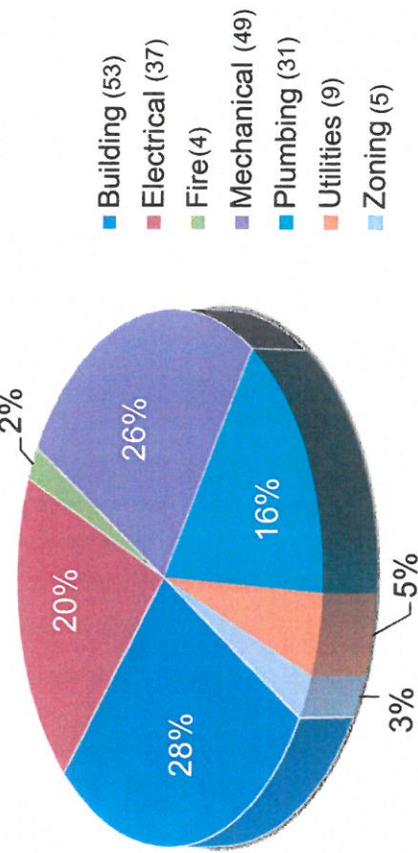


White Bear Township Total Number of Permits Issued by Year



2019 WHITE BEAR TOWNSHIP PERMITS

1st Quarter Permits Issued by Type



2nd Quarter Permits Issued by Type

- Building (-)
- Electrical (-)
- Fire (-)
- Mechanical (-)
- Plumbing (-)
- Utilities (-)
- Zoning (-)

3rd Quarter Permits Issued by Type

- Building (-)
- Electrical (-)
- Fire (-)
- Mechanical (-)
- Plumbing (-)
- Utilities (-)
- Zoning (-)

4th Quarter Permits Issued by Type

- Building (-)
- Electrical (-)
- Fire (-)
- Mechanical (-)
- Plumbing (-)
- Utilities (-)
- Zoning (-)



**Town Board Meeting
April 15, 2019**

Agenda Number: 8B – New Business

Town Engineer Items:

Subject: Improvement 2019-3:
1. Receive Feasibility Report
2. Call Public Improvement Hearing
3. Adopt Resolution of Intent to Reimburse

Documentation: Town Engineer Correspondence / Resolution Receiving Report for a Street Improvement / Resolution Calling Hearing on Improvement 2019-3 / Resolution Declaring Official Intent to Reimburse Expenditures

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation:

- 1) Adopt Resolution Receiving Report for a Street Improvement
Ruzek – Moves McCune – Seconds
- 2) Adopt Resolution Calling Hearing on Improvement 2019-3
Ruzek – Moves McCune – Seconds
- 3) Adopt Resolution Declaring Official Intent to Reimburse Expenditures
Ruzek – Moves McCune – Seconds

Minutes
Town Board Meeting
January 23, 2019

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

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

McCune moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare a feasibility report in an amount not to exceed \$37,400.00 which includes soil borings in an estimated amount of \$9,000.00 with funding from Improvement Fund 505. Ruzek seconded. Ayes all.

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

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



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

April 10, 2019

Honorable Chairman and Town Board
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

Re: 2019 Street Improvements
White Bear Township, Minnesota

Dear Board Members:

On January 23, 2019 the White Bear Township Board commissioned the Feasibility Report for 2019 Street Improvements. The report is now complete and provides details regarding the street improvements including: existing conditions, proposed improvements, public input, project costs, project funding, assessments, schedule, and recommendations.

Based on the Feasibility Report the following areas are recommended for improvement in 2019:

- The Hobe Area – Edge Mill and Overlay
- Parkview Drive – Mill and Overlay
- Fenway Court – Mill and Overlay
- Weston Woods Way – Mill and Overlay
- Moon Lake Court – Mill and Overlay
- White Bear Parkway (Oakmede Ln to Otter Lake Rd) – Mill and Overlay
- Gilfillan Court – Full Depth Pavement Replacement

Other areas were studied but because of site conditions including pavement thicknesses, pavement condition, curb condition, or underlying soils these other areas are recommended for full pavement replacement or reconstruction in a future year.

Recommendations:

1. Accept the Feasibility Report for 2019 Street Improvements
2. Call for a Public Hearing for the 2019 Street Improvements

Accepting the Feasibility Report does not obligate the Board to determine project assessments or funding. Future approvals would be needed after the Public Hearing has been held.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry Poppler'.

Larry Poppler, PE
Town Engineer

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON APRIL 15, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on April 15, 2019, at 7:00 p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION RECEIVING REPORT FOR
A STREET IMPROVEMENT**

WHEREAS, pursuant to a Resolution of the Town Board adopted January 23, 2019, a report has been prepared by TKDA, consulting engineers for the Town of White Bear, with reference to the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road), all in Ramsey County, Minnesota,

AND WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effect, and feasible,

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

That the report heretofore prepared by TKDA is hereby received by the Town Board.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special Meeting of the Town Board of the said Town held on the 15th day of April, 2019, with the original on file in my office, and that the same is a full, true and complete transcript thereto, insofar as the same relates to a Resolution relating to a street improvement.

WITNESS my hand as such Clerk and the Town Clerk's seal this 15th day of April, 2019.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON APRIL 15, 2019

Pursuant to due call and notice thereof, a Special Meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on April 15, 2019 at 7:00 p.m.

The following members were absent: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION CALLING HEARING ON
IMPROVEMENT 2019-3**

WHEREAS, pursuant to a Resolution adopted April 15, 2019, a report has been received by the Town Board from TKDA with reference to the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto, within the following areas: Located within Section 2, Township 30, Range 22, as described on the following plats: Part of Government Lot 1, Registered Land Surveys 124, 128, 199, 219, 221, 222, 240, 250, 251, 252, 272, 273 in Ramsey County, Minnesota. Located within Section 1, Township 30, Range 22, as described on the following plats: Parkview Village CIC No. 304 in Ramsey County, Minnesota. Located within Section 16, Township 30, Range 22, as described as the following plats: Weston Woods of White Bear, Weston Woods of White Bear Township 6th Addition, CIC No. 424 Weston Woods of White Bear in Ramsey County, Minnesota. Located within Section 17, Township 30, Range 22, as described as CIC No. 377 Southwind of Gilfillan Hills in Ramsey County, Minnesota. Located within Section 22, Township 30, Range 22, as described as the following plats: Pondview Preserve Plat 3 and White Bear Parkway Addition in Ramsey County, Minnesota, estimated the cost of the improvement to be \$1,151,824.00,

AND WHEREAS, Minnesota Statutes provide that no such improvement shall be made until the Board shall have held a public hearing on such improvement following two publications in the official newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost thereof, and the area proposed to be assessed, which notice shall

also be mailed to the owner of each parcel within the area proposed to be assessed not less than ten days before the hearing,

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

1. Said improvement is hereby designated Improvement 2019-3.
2. A Public Hearing will be held in the Town of White Bear at _____ on _____, _____, 2019 at 6:30 p.m.
3. The nature of the improvement, the estimated cost thereof, and the area proposed to be assessed therefore are described in the form of Notice of Hearing hereinafter set forth.
4. The notice of said Public Hearing shall be in substantially the following form:



NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT

Notice is hereby given that the Town Board of the Town of White Bear, Minnesota, will meet at _____, in the Town of White Bear, Minnesota, on _____, _____, 2019, at 6:30 p.m., to consider the improvement. A reasonable estimate of the impact of the assessment will be available at the hearing.

The general nature of the improvement is set forth as follows: Street Improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road)

The area proposed to be assessed for such improvement is every lot, piece or parcel of land benefitted by said improvement.

Located within Section 2, Township 30, Range 22, as described on the following plats: Part of Government Lot 1, Registered Land Surveys 124, 128, 199, 219, 221, 222, 240, 250, 251, 252, 272, 273 in Ramsey County, Minnesota. Located within Section 1, Township 30, Range 22, as described on the following plats: Parkview Village CIC No. 304 in Ramsey County, Minnesota. Located within Section 16, Township 30, Range 22, as described as the following plats: Weston Woods of White Bear, Weston Woods of White Bear Township 6th Addition, CIC No. 424 Weston Woods of White Bear in Ramsey County, Minnesota. Located within Section 17, Township 30, Range 22, as described as CIC No. 377 Southwind of Gilfillan Hills in Ramsey County, Minnesota. Located within Section 22, Township 30, Range 22, as described as the following plats: Pondview Preserve Plat 3 and White Bear Parkway Addition in Ramsey County, Minnesota.

The estimated cost of the improvement is \$1,151,824, with \$1,034,324 estimated to be assessed.

The Board proposes to proceed under authority granted under Minnesota Statutes, Chapter 429.

All persons desiring to be heard with reference to the proposed improvement will be heard at this meeting.

Dated: April 16, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

PATRICK CHRISTOPHERSON, Clerk-Treasurer

5. The Town Clerk is authorized and directed to cause notices of said hearing to be given two publications in the official newspaper, which publications shall be one week apart, and at least three days shall lapse between the last publication and hearing.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the Town held on the 15th day April, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to a Resolution relating to Improvement 2019-3.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 15th day of April, 2019.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON APRIL 15, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on April 15, 2019 at 7:00 p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following voted against the same: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION DECLARING OFFICIAL
INTENT TO REIMBURSE EXPENDITURES**

WHEREAS, Federal regulations relating to tax-exempt bonds treat bond proceeds used to reimburse prior expenditures as expended only if certain requirements are met, including as to some expenditures, the requirement of declaring an official intent to reimburse,

AND WHEREAS, expenditures to be reimbursed have been paid and will continue to be paid by the Town of White Bear for various improvement projects initiated under Minnesota Statutes, Chapter 429, prior to the issuance of bonds to finance such improvements,

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

That the Town hereby declares is intent to reimburse expenditures for the improvement project listed below:

Project Name	Reimbursement Amount
2019 Street Improvement Projects	\$ 3,000,000.00

with proceeds of the bonds to be used by the Town in the maximum expected principal amount of \$3,000,000.00.



**Town Board Meeting
April 15, 2019**

Agenda Number: 8C – New Business

Town Engineer Items:

Subject: GIS – Authorize Step 1 of Implementation

Documentation: Town Engineer Correspondence

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation:

- 1) Authorize Step 1 to be Initiated which Consists of the General Setup & Mapping Conversation
- 2) Authorize TKDA to Perform These Tasks in an Amount not to Exceed \$19,800.00, With Funding From the Capital Equipment Fund



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

April 10, 2019

Honorable Chairman and Town Board
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

Re: GIS and Asset Management
White Bear Township, Minnesota

Dear Board Members:

White Bear Township owns and maintains assets which amount to an estimated \$180 Million in today's dollars. The assets include sanitary sewer, watermain, storm sewer, streets, signage, fleet, buildings, materials inventory, and park equipment. Together these features total over 12,000 individual assets.

Currently, Township staff utilize paperwork, spreadsheets, and institutional memory to keep track of Township assets. In some cases when locating assets Township staff must travel back and forth from the office to the field to perform work functions. Efficiency, accuracy, and timeliness are gained by converting a paper based system of tracking to a mobile location based digital system. During a watermain break, catch basin flooding, or other emergency, timeliness and efficiency is important to reduce property damage or loss of water. Accurate location information assists in promptly responding to requests for service.

Over the last few years, the Township has explored the purchase of a geographic information system (GIS) and asset management software. In 2019, the Township is re-engaging in this effort. Township staff have agreed with the overall goal below:

"Purchase and establish location based software which will be convenient and easy to use to allow for White Bear Township Staff to manage Public Works assets and the use of software by other Township departments. The software should allow for field retrieval of mapping, as-built documents, photos, and any other data attributes (type, year of install, maintenance history, elevations, etc). As maintenance is completed it is automatically updated once field personnel enter their activity from the field. The software should be able to create maps and reports as desired by the user."

It will take several years for the Township to achieve this goal because each of the over 12,000 assets have important background data which needs to be set up within the software. The data includes location, elevations, history, type, photos, as-builts, and more. A number of assets have been located but many others need to be field located or verified.

TKDA recommends completing GIS and Asset Management Implementation in six steps:

Step 1 – General Setup and Mapping Conversion – Arc GIS is the industry standard used by municipalities for location based assets. This is powerful software that allows for mapping and record keeping of location based assets. This step sets up the GIS system and converts the Town's current AutoCAD utility mapping to Arc GIS. This work can be performed for costs estimated at \$19,800 and could be completed over the next 2-3 months. GIS specialists or engineers should be used to perform this function.

Step 2 – Specific Data Entry from Existing Engineering Drawings – This step populates the Arc GIS data fields once the general setup has occurred in Step 1. The original engineering drawings are referenced and used for the purposes of filling in the data fields for specific utility assets. The work can be performed after Step 1 over the course of 2 months for an estimated cost range of \$15,000 to \$20,000. Engineering interns, Engineering specialists or Engineers should be used for this step to assure the engineering drawing information is entered properly to the Arc GIS database.

Step 3 – Hardware / Software Purchase – This step includes the purchase of GPS Tablets and one high accuracy GPS receiver as well as two Arc GIS licenses. Training for the new software would also be included with this step. The estimated cost for this step ranges between \$40,000 - \$50,000 depending on the type of hardware / software selected and amount of training. This step could occur in tandem with Steps 1 or 2 within the next 2 months. Once the Arc GIS software is purchased the Township should plan to pay \$7,000 - \$15,000 annually depending on the type or number of licenses.

Step 4 – Field Data Gathering and Data Management – The full power of the software is in the location based information that is gathered in the field. With this step, accurate GPS location is performed using the GPS receiver and tablet purchased in Step 3. The conditions of the asset are documented and pictures are taken. Considering the over 12,000 assets, this step will take considerable time to visit and document each asset. For example, the field person must travel to and find the asset which may be hidden or buried, perhaps open a manhole lid which may be stuck, document the condition, take pictures, perform a location shot, take measurements, and then secure the asset before moving to the next asset. The costs for this activity are expected to range from \$150,000 to \$250,000 which will also include management and quality review of the field data. Summer interns who are properly trained and supervised can be utilized to perform the field functions to bring these costs down. It is expected that this work would occur over a two to possibly three-year period.

Step 5 – Asset Management Software Selection – Other software platforms work in tandem with Arc GIS to offer additional functionality and allow other divisions to utilize the location based technology. There are many software choices which must be vetted to find the most appropriate software for White Bear Township. To navigate this selection process it is expected to cost between \$9,000 - \$12,000. Once the selection is made the software costs will depend on the modules selected and the number of licenses. It can be expected that licensing could cost between \$10,000 - \$20,000 per year in addition to upfront costs between



\$30,000 - \$80,000 for process setup, conversion of data, and training. It could be determined that Arc GIS is sufficient for the needs of the Township and Step 5 will not be necessary.

Step 6 – Information Management and General Use of the Software – Once the first 5 steps are completed the information must be managed each year. The management will include running reports, updating data fields as work is performed, and adding new assets. The annual software costs are estimated to range from \$20,000 to \$30,000 per year. Approximately 400 hours of time can be expected to manage the data. In addition, Public Works employees will utilize tablets to document their daily activities during regular maintenance or emergencies.

To begin, it is recommended that Step 1 be initiated.

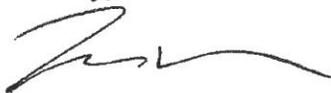
General Setup and Mapping Conversion - TKDA maintains CAD mapping of White Bear Township water, sanitary sewer, and storm sewer assets and can convert this data to Arc GIS software. It is recommended that the following steps be completed to begin this conversion.

- Create GIS database for water, sanitary sewer and storm sewer infrastructure
- Convert White Bear Township base map to GIS
- Update infrastructure locations based on aerial imagery (estimated 1-foot accuracy) which will assist in field locating activities.

TKDA can perform these tasks for a not to exceed amount of \$19,800. Graduate Engineers and Engineering Interns will be utilized to complete a good portion of this work with guidance from TKDA GIS experts and Registered Engineers. Future Town Board approvals would be sought for future steps.

Asset management is an important function of municipal government. Using technology to increase efficiency, accuracy, and timeliness provides value to the Township. TKDA appreciates partnering with White Bear Township on this important venture and is excited for the Township to be better able to manage its growing assets.

Sincerely,



Larry Poppler, PE
Town Engineer





**Town Board Meeting
April 15, 2019**

Agenda Number: 8D – General Business

Subject: Sherwood Road – Consider State Aid Designation Change

Documentation: Joe Lux, Ramsey County Email / Map / Proposed Resolution

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Discuss Adopting Resolution

Option: Adopt Resolution Approving New County State Aid Highway (CSAH) Designation for Sherwood Road

Ruzek – Moves

McCune – Seconds

Patti Walstad

From: Pat Christopherson
Sent: Friday, April 5, 2019 9:46 AM
To: Patti Walstad
Subject: FW: Proposed County State Aid Designation Changes
Attachments: sample-con-res-new-csah.docx

Let's add this to the 4/15 agenda

Thanks!

From: Lux, Joseph <Joseph.Lux@CO.RAMSEY.MN.US>
Sent: Wednesday, April 3, 2019 9:30 AM
To: Pat Christopherson <Pat.Christopherson@whitebeartownship.org>
Cc: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: FW: Proposed County State Aid Designation Changes

Hi, Pat:

We're contemplating changing the designation of Sherwood Road from a CSAH to a county road. This would allow us to shift our CSAH designation to a higher volume road and draw more Needs funding. In order to do this, we need all municipalities' support. I sent the email below out and inadvertently left you off the address list. We'll provide you with a map to go along with the attached sample resolution ASAP. This change would not affect anything with the road, except we'd change the road number from 4 to 87; otherwise nothing would change. Please let me know if you have questions or comments.

Joe Lux

Joseph Lux
Senior Transportation Planner
Ramsey County Public Works
1425 Paul Kirkwold Drive, Arden Hills, MN 55112
651-266-7114



From: Lux, Joseph
Sent: Wednesday, March 27, 2019 2:26 PM
To: mmaloney@shoreviewmn.gov; 'Sue Polka' <SPolka@cityofardenhills.org>; Robertson, Mike <mrobertson@cityofnorthoaks.com>
Cc: 'Tom Wesolowski' <twesolowski@shoreviewmn.gov>; 'dswearingen@cityofardenhills.org' <dswearingen@cityofardenhills.org>
Subject: Proposed County State Aid Designation Changes

Hi, Everyone:

In order to more appropriately align our County State Aid routes with our arterial system, we're proposing the following changes to our County State Aid system:

- Revoke the CSAH 4 designation from Sherwood Road, in Shoreview, North Oaks, and White Bear Township and re-designate it as County Road 87.
 - This road is classified as a major collector.
 - This requires a resolution from each municipality supporting our request. A sample resolution is attached.
 - I discussed whether this change would affect Shoreview's MSAS designation or funding in any and was told it would not by Kim DeLaRosa, MnDOT CSAH manager. She will verify this with the MSAS division and we will forward those findings to Mark and Tom.
- Designate the segment of Old Highway 8, between County Road H and County Road I as CSAH 16
 - This requires a resolution of support from Arden Hills.
- Designate the future "spine road" through the TCAAP site as CSAJ 17
 - This has been designated as a Class A Minor Arterial- Expander.
 - This requires an Arden Hills resolution of support.

I can provide maps and other data as needed for you to move the resolutions forward- just let me know what you need. Please let me know if you have questions or comments or have any issues with these changes. Thanks for helping us expedite this!

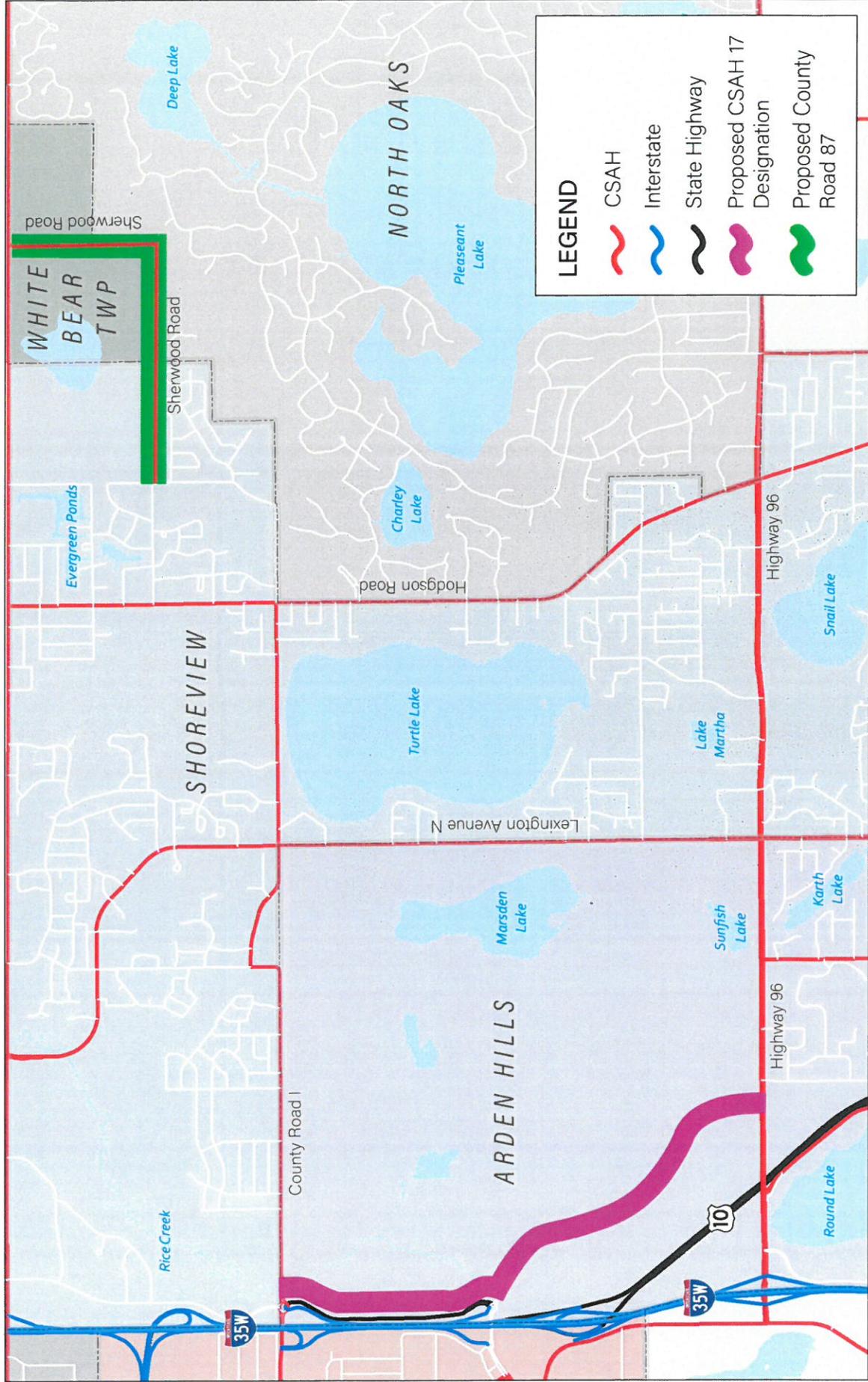
Joe Lux

Joseph Lux
Senior Transportation Planner
Ramsey County Public Works
1425 Paul Kirkwold Drive, Arden Hills, MN 55112
651-266-7114



Proposed CSAH 17 Designation & Proposed County Road 87

Map Produced April 3, 2019 by Ramsey County Public Works



The information on this map is a compilation of Ramsey County Records. THE COUNTY DOES NOT WARRANT OR GUARANTEE THE ACCURACY OF THIS DATA. The county disclaims any liability for any injuries, time delays, or expenses you may suffer if you rely in any manner on the accuracy of this data.

Prepared by Ramsey County Enterprise GIS | RGISMetaData@Co Ramsey.MN.US
4/3/2019
ProposedCSAH17&CR87

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EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON APRIL 15, 2019

Pursuant to due call and notice thereof, a Special meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on April 15, 2019, at 7:00 p.m.

The following members were present: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING NEW
COUNTY STATE AID HIGHWAY (CSAH)
DESIGNATION FOR SHERWOOD ROAD**

WHEREAS, the County Board of the County of Ramsey will pass a resolution locating, establishing, designating and numbering the County State Aid Highway System of Ramsey County,

AND WHEREAS, said resolution locates and establishes certain County State Aid Highways within the corporate limits or the Town of White Bear,

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of White Bear that the resolution adopted by the County Board, a copy of which is attached hereto and made apart thereof, locating or establishing the County State Aid Highway system within the Town limits (and revoking certain portions of said system) is in all things approved.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special Meeting of the Town Board of the Town held on the 15th day of April, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to a Resolution relating to Sherwood Road.

WITNESS my hand as such Clerk and the Town Clerk seal this 15th day of April, 2019.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.



**Town Board Meeting
April 15, 2019**

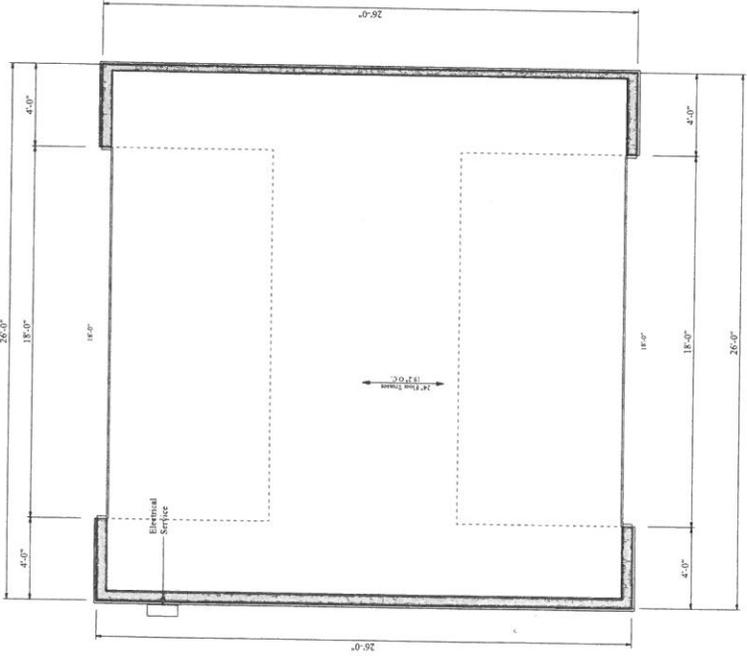
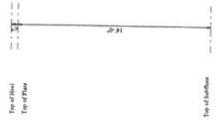
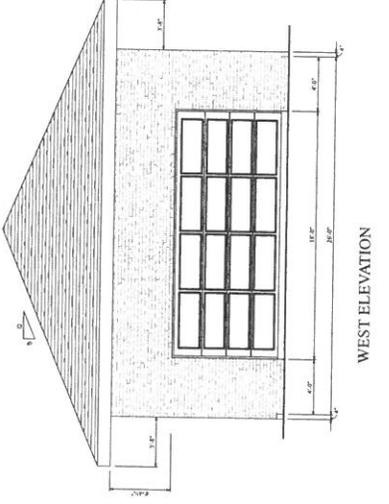
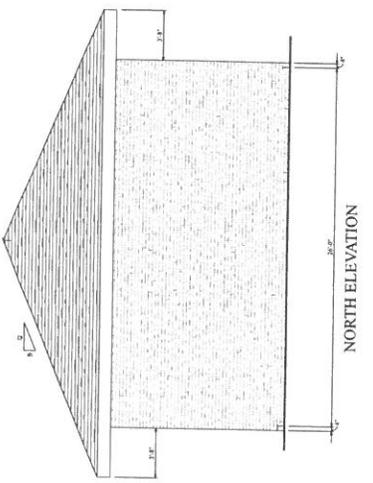
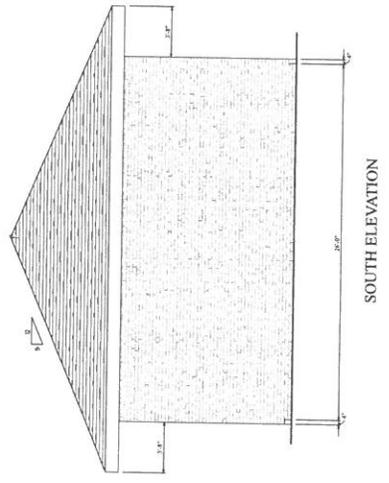
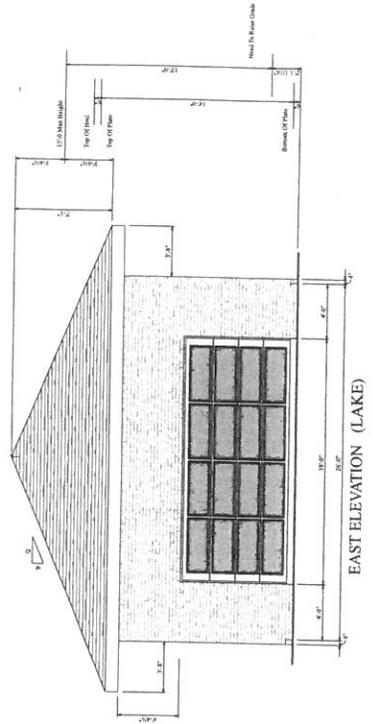
Agenda Number: 8E – General Business

**Subject: Nate Landucci, 5508 West Bald Eagle Boulevard –
Updated Plan (Information Only).**

Documentation: Plan

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss



MAIN FLOOR GARAGE - 4.9.2019
SF = 676

SITE PLAN

FOR: Landucci Homes

PROPOSED BUILDING ELEVATIONS

HOUSE TYPE = SLAB ON GRADE
GARAGE FLOOR = 914.5

PROPOSED LEGEND

- ⊗ DENOTES OFFSET HUB
- ⊗ DENOTES EXISTING ELEV.
- ⊗ DENOTES PROPOSED ELEV.
- ↖ DENOTES DIRECTION OF PROPOSED SURFACE DRAINAGE
- PROPOSED CONTOURS
- X=931.6
- EXISTING CONTOURS
- 930

EROSION CONTROL MEASURES

- 5' DENOTES SILT FENCE

NOTE: SEE OTHER SHEETS FOR EASEMENT SKETCH AND DESCRIPTION AND LOCATION SURVEY PREPARED BY CORNERSTONE LAND SURVEYING, INC FOR THIS PROJECT.



NORTH



CERTIFICATION

I hereby certify that this survey, plan or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of MINNESOTA.

Daniel L. Thurm

DANIEL L. THURMES
License No. 25718

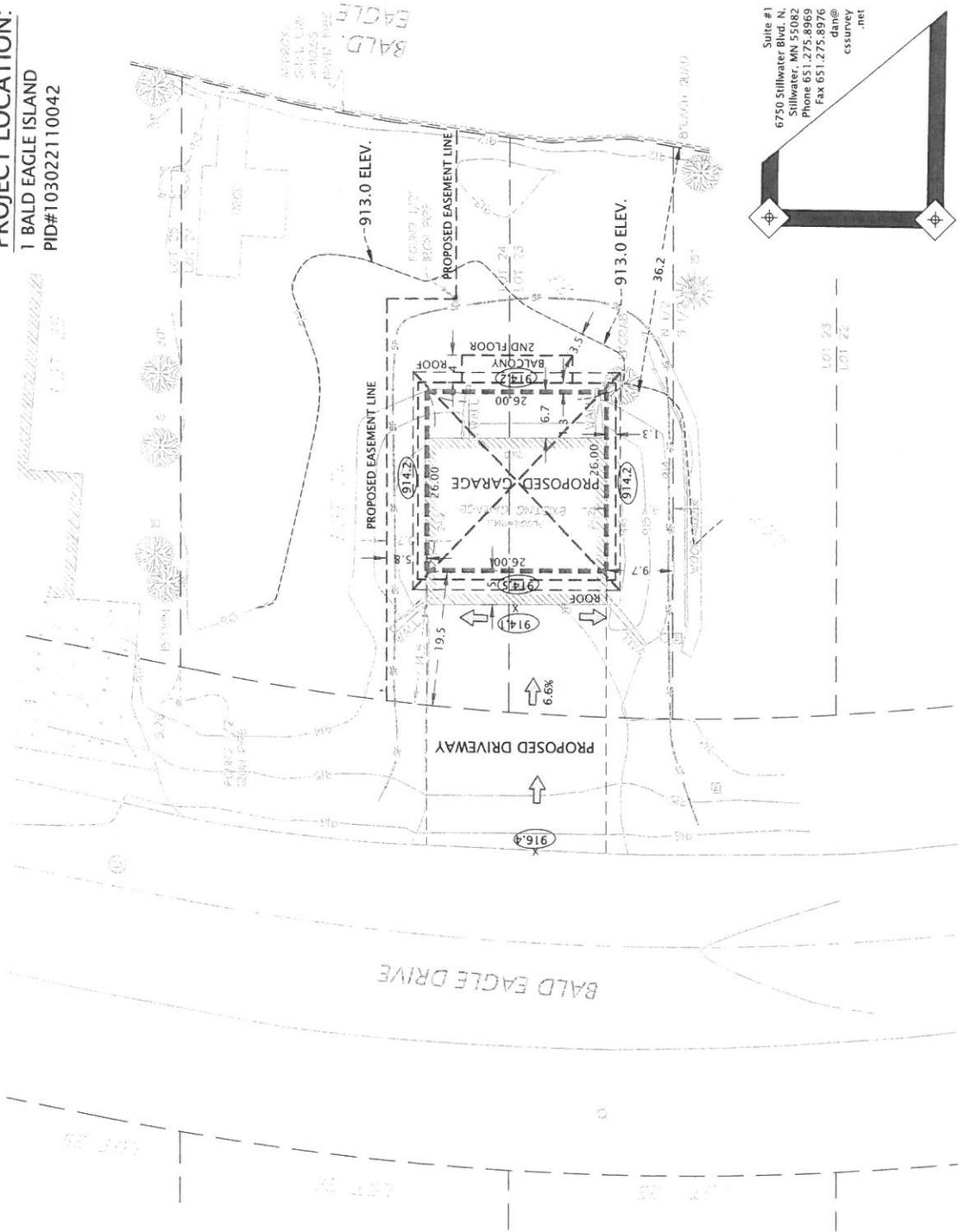
REVISED 2-12-19
REVISED 3-7-18

Date: 2-16-18
Project: LAD18004

PROJECT LOCATION:
1 BALD EAGLE ISLAND
PID# 103022110042

Suite #1
6750 Stillwater Blvd. N.
Stillwater, MN 55082
Phone 651.275.8969
Fax 651.275.8976
dan@
cssurvey
.net

CORNERSTONE
LAND SURVEYING, INC.





**Town Board Meeting
April 15, 2019**

Agenda Number: 9 – 10- 11 - 12

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

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