



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
MAY 20, 2019**

1. **7:00 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of May 6, 2019 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Conditional Use Permit Request @ Three Oaks of White Bear Township** – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider a Conditional Use Permit Request to Modify the Landscaping Plan.
 - B. **Special Town Board Meeting** – Call a Special Town Board Meeting for Friday, June 14, 2019 Beginning @ 4:30 p.m. to Attend the Manitou Days Grande Parade.
 - C. **Two Side Yard Setback Variance Requests @ 2630 South Shore Boulevard** – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider Two 5' Side Yard Setback Variance Requests.
 - D. **Administrative Driveway Variance** – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 1630 Highway 96 East.
 - E. **West Bald Eagle Boulevard** – Adopt Resolution Ending Discussion of a "One-Way Parkway" on West Bald Eagle Boulevard & Approve Press Release.
 - F. **WBLCD 2018 Financial Report** – Based on Finance Officer Review & Recommendation Receive & Accept the 2018 Financial Report of the White Bear Lake Conservation District.
 - G. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve XcelEnergy Permit to Install Underground Gas Service for the Residence at 5642 Aspen Lane Including Directional Boring.
 - H. **Construction Activity Report** – Receive.

**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.



- 6. **Old Business:**
 - A. **Administrative Office Upgrades** – Review SEH Revised Plan.

7. **Public Hearing:** None.

8. **New Business:**

Town Planer Items:

- A. **White Bear Maker Space, 5966 Highway 61** – Sign Permit Request.
- B. **Sign Ordinance Amendment** – B-2 Zone.
- C. **Joe & Charlotte Mott, 3949 East County Line Road North** – Request for Second Driveway Access.
- D. **Comprehensive Plan Consulting Services** – Revise Agreement to Include Additional Services.
- E. **Brandlwood Park Upgrades** – Approve Upgrades as Recommended by the Park Board.
- F. **FEMA/LOMA Policy** – Adopt Resolution Amending the Policy Providing Township Assistance to Property Owners to Modify FEMA Flood Maps.

Town Engineer Items:

- G. **Lift Station # 9 Rehabilitation:**
 - 1. Approve Plans & Specifications.
 - 2. Authorize Advertisement for Bids.
- H. **GIS** – Authorize Step 2 of Implementation.
- I. **Improvement 2019-3** – Update.

General Business:

- J. **Administration & Public Works Buildings Landscaping** - Approve Request for Proposals & Authorize Advertisement.
- K. **Solicitor License Request** – Window Concepts of Minnesota, Inc.

- 9. **Added Agenda Items.**
- 10. **Open Time.**
- 11. **Receipt of Agenda Materials & Supplements.**
- 12. **Adjournment.**

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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
May 20, 2019**

Agenda Number: 1 - 2 - 3 - 4

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

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

Approval of Minutes of May 6, 2019 (Additions/Deletions)

Documentation: May 20, 2019 Agenda
May 6, 2019 Town Board Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	May 20, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	May 6, 2019 Town Board Minutes

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

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

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted, with the addition movement of Consent Agenda item 5F to a discussion under New Business item 8E; and correction of wording of Consent Agenda items 5B and 5H. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF APRIL 15, 2018 (Additions/Deletions): Ruzek moved to approve of the Minutes of April 15, 2019 with grammatical corrections made earlier in the day. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve 5A) Special Town Board Meeting – Call a Special Town Board Meeting for Tuesday, May 28, 2019 @ 6:30 p.m. @ Otter Lake Elementary School, 1401 County Road H-2, to attend a Neighborhood Meeting regarding the 2019 Road Improvement Project; 5B) National Police Week – Adopt Resolution Recognizing National Police Week as May 12-18, 2019; 5C) Cable Franchise Extension Agreement – Approve extension of expiration date of the current Franchise Agreement from August 31, 2019 to February 29, 2020 & authorize execution by the Town Board Chair; 5D) Lake Links Trail Cooperative Grant – Approve the Lake Links Trail Cooperative Grant modification requesting \$2,500 in additional funding to be split 50/50 with White Bear Lake to perform a traffic study; 5E) Stable Property – Approve the Proposal and Contract for Services to Perform a Property Appraisal @ 5685 Portland Avenue; 5G) Appreciation Gift – Authorize purchase of an appreciation gift for the out-going recording secretary; 5H) National Public Works Week – Adopt Resolution Proclaiming May 19-25, 2019 as National Public Works Week. Ruzek seconded. Ayes all.

OLD BUSINESS: None.

ORDINANCE NO. 35 AMENDMENT & CONDITIONAL USE PERMIT REQUEST @ 2321 LEIBEL STREET: Ruzek moved to note proper publication of the hearing notice in newspaper & waive reading of notice. McCune seconded. Ayes all. Ruzek moved to open the public hearing. McCune seconded. Ayes all.

Linda McGinty and Kevin Shaw from Luther Company were present at the March 28, 2019 Planning Commission Meeting to discuss this agenda item. McGinty had started off with an apology, stating that there were already cars in the lot due to the heavy snowfall in February. The company had to move them from the White Bear Subaru lot. Though Luther knowingly put cars at this site, their intent is to only keep new cars there temporarily, while the company gains access to a developing property. McGinty stated Luther is asking for one year.

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2321 Leibel Street lot space has been used by school busses since 1991. It is not currently in use by the Township. White Bear Luther Subaru is proposing a temporary situation for storing brand new cars. Though there are no density restrictions, there are other restrictions and ordinances put on by the Township. Luther cannot sell cars from this lot; it is storage only.

Due to the length of time the school busses have been on the lot, the Planning Commission recommended the Town Board approve the Zoning Ordinance Amendment, adding #13 "automotive storage" to the list of I-1 Conditional Uses to Section 6-5 of the Zoning Ordinance, specifically giving no timeframe, though Luther was asking for a year.

Ruzek moved to open the Public Comment Portion. McCune seconded. Ayes all. Steve Sabraski spokesperson for Luther, was present to answer questions. He explained that there is no selling on Leibel street and that in order for a client to see the car, Luther has to send a runner to go retrieve it. There was discussion of licensing, and whether or not the cars are considered licensed. The Board discussed the license portion of the ordinance and that the Town's ordinance needs to be clear on storing vehicles. There was discussion of tabling the discussion until the next Town Board meeting, but due to Luther's 60-day review period nearing the completion, the Board wanted to clear either approve or deny the amendment and conditional use permit at tonight's meeting. Ruzek moved to table this agenda item until later in the meeting so the Town Attorney can look into the wording of the Ordinance on this issue. McCune seconded. Ayes all.

Ruzek moved to reopen this agenda item for continued discussion.

At 7:43 p.m. Ruzek made the motion to reopen 7A for continued discussion. McCune seconded. Ayes all.

Lemmons stated that the zoning ordinance on restricting parking unlicensed vehicles applies on residential property; it does not impact commercial property. Lemmons stated that the Board should note that under the Conditional Use Requirements for this Proposed Conditional Use Permit, that number 8 says that all federal and state statutes rules and regulations, and all local ordinances should be complied with. This means that the vehicles have to be licensed under some method under state regulation. So if the vehicles cannot be moved without licensing provision from the state's statutes, then the vehicles wouldn't comply. Another recommendation Lemmons suggested is that the Town Board amends number 9 that states that the vehicles must be operable.

The concept of "new" was discussed. Lemmons advised that a car can be considered "new" if it hasn't been registered because some "current" year cars move. Either way there could be a loophole. It was decided that it would not be worth discussing at this time because the Luther permit will expire May of 2021. The Board noted that the neighbors are okay with it.

Based on Staff review & recommendation McCune moved to approve the amendment to Ordinance No. 35, adding under Conditional Uses in the I-1 Light Industrial District, Section 12. New Automobile Storage. Ruzek seconded. Ayes all.

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Based on Staff review & recommendation McCune moved to approve the Conditional Use Permit / Zoning Certificate with Requirements to allow storage of new automobiles at 2321 Leibel Street with the condition that the Township is adding number 9 stating that the vehicle must be operable. Ruzek seconded. Ayes all.

NEW BUSINESS – 2019 CRACK SEALING PROPOSAL: The Public Works Director stated that this year is similar to previous years in mapping and performing crack sealing on the pavement. Crack sealing is a part of yearly maintenance and management of the Township's roads. The process includes routing cracks to ¾" wide by ¾" deep, blowing out the debris in the cracks, and then filling the crack with a MNDOT 3723 specified sealant. He stated that the proposals were sent out with a "not to exceed" \$28,000.00, but if there is left over funds it will go into the 2020 crack sealing budget.

Public Works received quotes from Sealtech, Inc. for \$1.50 per pound of crack seal and Fahrner Asphalt Sealers, LLC for \$1.82 per pound of crack seal. The Township has worked with both companies in the past and is comfortable with either. Both companies have been made aware of the Town's ordinances in noise regulation and working hours of operation. The recommendation is that the Board approve the low quote. Timing was discussed, Reed explained that Sealtech, Inc. are ready and will begin preparations, with actual sealcoating beginning in July.

Ruzek moved to receive the quotes from Sealtech, Inc., & Fahrner Asphalt Sealers, LLC. McCune seconded. Ayes all.

Ruzek moved to approve the quote from Sealtech, Inc. in the amount of \$28,000 for \$1.50 per pound of crack seal with funding from the 505 Improvement Fund.

NEW BUSINESS – IMPROVEMENT I & I PROJECT: Part of the Town's infrastructure management program is providing funding for Infiltration and Inflow (I/I) investigative work. The Town maintains over 300,000 lineal feet of sewer pipe, and similar to other years, 2019's goal is to continue on schedule with joint sealing and televising the I & I investigative work, with about 50% of the 300,000 feet left.

The Public Works Director has put together a bid sheet in the packet, opening on May 30, 2019. Reed explained that the potential contractor will pressure test every joint to see if it needs seal or not. From there the contractor will come up with the price per tested and sealed joint.

Ruzek made the motion based on Public Works Director review & recommendation to Approve the plans & specifications. McCune seconded. Ayes all.

Ruzek made the motion based on Public Works Director review & recommendation to authorize advertisement for bids noting the bid opening date of May 30, 2019. McCune seconded. Ayes all.

NEW BUSINESS – WELLS 2 & 6 – APPROVE MAG LOW METERS REPLACEMENT: Around 2013 all of the prop meters in the wells were replaced except meters 2 and 6 because they

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were newer. The Public Works Department cleans the wells and the meters in the wells once per year, and it is the recommendation to the Town Board that the Township replace the meters in wells 2 and 6 with Mag Flow Meters. These Mag Meters will increase the flow, accuracy of the reading, and water accountability.

Two quotes have been received from Metering and Technology for a Badger Mag Flow Meter for \$8,250.00 and Tech Sales Company for a Rosemount Mag Flow Meter for \$8,598.15. The Rosemount Meter was higher in price and filled fewer qualifications important to the Township. There will be some additional fees for implementation and programming of the Town's current SCADA Integrator, which will cost around \$2,000. The Public Works Director explained that the total may be around \$10,000 and will come from the Water Operating Fund.

A question regarding how long the wells would be shut down was brought up. Reed explained that if this project is done before too long into the summer, the demand isn't going to be as high and so it will take a shorter amount of time. He estimates at least 3 days.

Ruzek moved based on Public Works Director review & recommendation approve the quote from metering and technology for mag flow meters for Wells 2 & 6 for a total cost of \$8,250.00 with funding from the Water Operating Fund. McCune seconded. Ayes all.

PUBLIC WORKS CANOPY – APPROVE FINAL PAYMENT: In the winter of 2018-2019, the Town Board had approved installment of canopies. The Town Board awarded the Public Works Canopy Project at the March 4, 2019 meeting to Cobra Construction, Inc. for \$29,479.68. The Town has made partial payment application for \$10,229.00, which leaves \$19,250.78. However, the final payment is to be \$24,961.41, with accounts for \$5,719.73 in Change Orders related to unforeseen structural adjustments while Cobra installed the two canopies over the service doors on the south side of the Public Works Building. It was noted that there is \$35,000.00 in the Capital Building Fund for this project, however, the new total is over by \$190.41. The shortage will be derived from other Capital Building Fund projects.

McCune made the motion based on Public Works Director Review & Recommendation approve the final pay application from Cobra Construction, Inc. for \$24,961.41 for the Construction & Installation of Canopies over the two service doors at the Public Works Building with funding from the Capital Building Fund. Ruzek seconded. Ayes all.

WEST BALD EAGLE BOULEVARD – DISCUSSION — CURRENT RESOLUTION: For decades residents in the Township have debated the pros and cons of making West Bald Eagle Blvd a one-way or leaving it a two-way. This item has come and gone on the Town Board agenda for years, only to circulate. As the case may be, it may still recirculate, but not for a couple years.

The Town Board had originally asked the Clerk to write up a summary of what the Board's potential position could be and submit it for discussion. However, as many of the residents feel strongly about this topic, so do the supervisors. It was Ruzek who wrote up a summary for discussion. It is as follows:

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“Over the last few years there have been numerous meetings and discussions regarding changes to Bald Eagle Boulevards, both east and west. Most of the conversation has been about West Bald Eagle Blvd, with proposals to improve safety for biking and walking and to promote enjoyment of the lake for all and I support those goals. However, this is a county road and many of the requested changes require the county to execute them. They are beyond the control of the Township. The County could be asked to turn the road over to the Township, but this cannot happen until the road is reconstructed at county expense. To take this road over in its current state would be a near impossible expense for the Township. We currently have no funds for this and so the quickest and only reasonable path to reconstructing this road is for the county to do it.

“Regardless of who constructs the road, creating a none way poses many problems for areas of our Township well beyond those residing on the Boulevard. Lake Avenue in White Bear Lake is often cited as the kind of road Bald Eagle could be. Lake Avenue is a beautiful avenue with a one way and a dedicated walking/biking path. Bald Eagle Boulevard is, unfortunately, very different from Lake Avenue, with Bald Eagle Blvd being very narrow, much narrower than Lake Avenue, and having fewer access points for emergency vehicles and fewer points of easy entrance and exit from a one way for residents and others using the road. This means a one way creates inconvenience for many and a much greater traffic flow to other streets that would then be negatively impacted. Based on a thorough examination of all information available and of feedback from our citizens I would say that Bald Eagle Boulevard is not a candidate for a one-way and I would like to end that discussion. I would like us to continue to actively promote safety on this road with continued use of speed monitoring, trimming of trees to allow shoulders to be used by bikers and walkers and sheriff patrols to enforce the laws. We should also consider requesting a speed limit reduction from the county or state, as applicable.

“With that said, I am very interested to see how the county reconstructs the Boulevard north of H2 in 2019, as we have been advised it will likely be a narrowing of the lanes and a widening of the shoulders. This will give us a chance to see how this works and whether this would have any value for other parts of the Boulevard. If the narrow lanes work, we should consider the same approach for the area south of H2. In addition to considering a narrowing of the lanes, we might also consider widening the street using available easements, to create two lanes of traffic with a dedicated biking/walking lane on the lake side. That is a formidable task, and may be out of our reach, but I would give it consideration if there is interest, once we see how the expected improvement by the county to West Bald Eagle Boulevard north of County Road H2 turns out.

“So, in summary, I think we should end discussion of the one way and focus on other alternatives to improving Bald Eagle Boulevard.” (sic)

All supervisors have received numerous phone calls and emails. McCune pointed out that they are about 50/50, and so either way the Board isn't going to please everyone. As noted in this and other meetings, there are numerous street improvement projects underway in 2019. Prudhon stated that people do well at sharing the road.

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Ruzek made the motion to deny the resolution of temporarily suspending discussion of a “One-Way Parkway” on West Bald Eagle Boulevard. McCune seconded. Prudhon stated that this is not because the Township is neglecting the safety of that road, far from it. He stated the safest possible avenue for the Township would be to keep it as a two-way. Ayes all.

ADMINISTRATION BUILDING UPDATES – REVIEW: The Clerk presented the two drafts about the reconfiguration of the Town Offices with security in mind to coincide with the Capital Improvement Projects that will be done this year by SEH. There will be new carpet, new tile, new paint, and new secure designs. There will be two doors, the counter will be ADA height proportioned. There was some discussion on safety, like making some of the office fob-access only. There was some discussion on making a small office space rather than a closet. There was discussion on getting sound proof windows or getting half-glass or full-glass windows at the counters with bullet proof glass for safety. The Clerk will meet with SEH again and will bring back the changes by the May 20th Town Board Meeting.

TOWN ENGINEER ITEMS – IMPROVEMENT 2019-3: At the Town Board Executive Meeting of April 26, 2019, the Board authorized continuing the project but there was no quote at that time. The neighborhood meeting will be held on Tuesday, May 28, 2019 at 6:30 p.m. at Otter Lake Elementary. There is also a Public Hearing at the Town Board Meeting of June 4, 2019.

The goal, Poppler stated, is to keep the ball rolling with this project and be all ready to go when it is completely and totally improved. There may be future points to address because the neighborhood meeting and the public hearing haven’t happened yet.

A question was brought up about similar processes for all five years under the Street Improvement Plan. Poppler explained that the process may be similar, but there will be fewer steps to complete each year as time goes on.

The Town Board has already passed a resolution approving plans and specifications.

Ruzek made the motion based on the Town Engineer review & recommendation to authorize TKDA to work with staff and residents to prepare the plans and specifications for an amount not to exceed \$59,500.00. The plans and specifications do not obligate the Board to determine project assessments or funding. The funding for this portion of the proposed projects will be through the Improvement Fund 505. McCune seconded. Ayes all.

GENERAL BUSINESS – CLERK-TREASURER PROBATIONARY PERIOD: It’s the Town Policy to go through a probationary period review. Ruzek suggested filling out evaluation forms outside of the meeting and go through Lemmons to be presented to Christopherson at the Town Board Executive Meeting. There was consensus and agreement with this.

OPEN TIME: No one appeared for Open Time.

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

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Ruzek moved to adjourn the meeting at 8:24 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
May 20, 2019**

Agenda Number: 5A – Consent Agenda

Subject: Conditional Use Permit Request @ Three Oaks of White Bear Township – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider a Conditional Use Permit Request to Modify the Landscaping Plan

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider a Conditional Use Permit Request to Modify the Landscaping Plan for the Three Oaks of White Bear



NOTICE OF HEARING ON REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW MODIFICATION OF THE LANDSCAPING PLAN FOR THE THREE OAKS SUBDIVISION IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town of June 3, 2019, at 7:00 p.m., to consider the request of the granting of the modification of the Landscaping Plan for the Three Oaks Subdivision in the Town of White Bear, Ramsey County, Minnesota, lying and being in the area described as follows:

All that part of the S $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 4, Township 30, Range 22, Ramsey County, Minnesota, lying west of the center line of Peterson Road, except the following described property: Beginning at a point on the west line of the SE $\frac{1}{4}$ of said Section 4, distant 220 feet south of the NW corner of S $\frac{1}{2}$ of the S $\frac{1}{2}$ of said SE $\frac{1}{4}$: thence east along a line drawn parallel with the north line of said S $\frac{1}{2}$, S $\frac{1}{2}$, SE $\frac{1}{4}$, a distance of 1155.59 feet; thence northeasterly a distance of 221.05 feet to point on the north line of said S $\frac{1}{2}$, S $\frac{1}{2}$, SE $\frac{1}{4}$, which point is located 1182.02 feet east of the NW corner of said S $\frac{1}{2}$, S $\frac{1}{2}$, SE $\frac{1}{4}$; thence west along said north line a distance of 1182.02 feet to the NW corner of said S $\frac{1}{2}$, S $\frac{1}{2}$, SE $\frac{1}{4}$; thence south along the west line of said S $\frac{1}{2}$, S $\frac{1}{2}$, SE $\frac{1}{4}$ a distance of 220 feet to the point of beginning,

together with:

All that part of the N $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 9, Township 30, Range 22, Ramsey County, MN., lying west of the centerline of Peterson Road; excepting therefrom that part of thereof conveyed to Ramsey County by Quit Claim Deed filed November 8, 1912, as Document Number 431002, described as follows: A strip of land on the north side of Section 9, 16.5 feet wide on either side of Old Centerville Road; thence south along the centerline of said road a distance of 660 feet to the land of Oliver LeMay.

(Peterson Road & Centerville Road)

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

Given under my hand this 15th day of May, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting
May 20, 2019**

Agenda Number: 5B – Consent Agenda

Subject: **Special Town Board Meeting** – Call a Special Town Board Meeting for Friday, June 14, 2019 Beginning @ 4:30 p.m. to Attend the Manitou Days Grande Parade

Documentation: Meeting Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call a Special Town Board Meeting for Friday, June 14, 2019 Beginning @ 4:30 p.m. to Attend the Manitou Days Grande Parade



Public Notice

Special Town Board Meeting

Friday, June 14, 2019

at 4:30 p.m.

**in the City of White Bear Lake
at the Parade Route**

- To Attend the Manitou Days Grande Parade



**Town Board Meeting
May 20, 2019**

Agenda Number: 5C – Consent Agenda

Subject: Two Side Yard Setback Variance Requests @ 2630 South Shore Boulevard – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider Two Side Yard Setback Variance Requests

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to Consider Two Side Yard Setback Variance Requests @ 2630 South Shore Boulevard



**Town Board Meeting
May 20, 2019**

Agenda Number: 5D – Consent Agenda

Subject: Administrative Driveway Variance – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 1630 Highway 96 East

Documentation: Administrative Variance Driveway Replacement
Application / Administrative Variance Driveway
Replacement

Action / Motion for Consideration:

Receive Information / Discuss

Administrative Driveway Variance – In Accordance with Town Ordinance No. 35, Section 9-6.3(e) & Based on Staff Review & Recommendation & Approval, Ratify the Town Clerk's Issuance of an Administrative Driveway Variance at 1630 Highway 96 East



RECEIVED
MAY 14 2019
TOWN OF WHITE BEAR

ADMINISTRATIVE VARIANCE DRIVEWAY REPLACEMENT APPLICATION

Introduction

In accordance with Section 9-6.3(e).(3) of Ordinance No. 35, the Town Board has authorized the Town Clerk to administratively approve or deny variances for the replacement or resurfacing of existing paved driveways in "R-1" Suburban Residential and "R-2" Urban Residential zones. The driveway shall have a legal non-conforming side yard setback existing at the effective date of this Ordinance or have previously been granted a variance by the Town Board. The applicant shall provide a statement signed by affected property owner(s), recording their approval of the requested action. Affected property owners are defined as those having a recorded legal or equitable ownership interest in property adjacent to the property to which the action relates. All variances shall be ratified by the Town Board. Upon a denial by the Town Clerk, the applicant may proceed with review of their variance request pursuant to the public hearing or public information meeting process.

APPLICANT(S) VICTORI RIBEIRO PHONE (Home)
(Business)
(Cell) 651.503.0482

ADDRESS 1630 HWY 96 E
WHITE BEAR TWP, MN
55110.

PROPERTY OWNER ABOVE / SAME

ADDRESS OF SITE " "

<u>Setbacks:</u>	<u>Required:</u>	<u>Existing:</u>	<u>Requested:</u>
Side Yard	<u>10'</u>	<u>0'</u>	<u>0'</u>
Front Yard	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Rear Yard	<u> </u>	<u> </u>	<u> </u>
Other (specify)	<u> </u>	<u> </u>	<u> </u>

<u>To Be Completed By Office:</u>		REVIEWED FOR CODE COMPLIANCE SUBJECT TO FIELD INSPECTION
Date Request Received <u>5-16-19</u>		
By <u>[Signature]</u> (Staff Member)	APPROVED <u>[Signature]</u>	DATE <u>5-16-19</u>
Date Application Complete <u> </u>		

STATEMENT OF AFFECTED PROPERTY OWNERS

If a signed statement is not provided by the applicant for an administrative driveway variance, the Town Clerk will be unable to review the request, and such request will be denied.

I am the owner of the property at VICTORI RIBEIRO. I am requesting that the Town Clerk grant me an administrative driveway variance for the following purpose:

TO RESURFACE EXISTING DRIVEWAY.

My request will be reviewed by the Town Clerk. I must provide the Town Clerk with a statement signed by the affected property owner(s) abutting the side in which the variance is being requested, and recording their approval of the requested action. 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: Robb Wilcox Address: 1622 HWY 96E
Phone: (Home) _____
(Bus.) _____
(Cell) 651-470-4221

Comments: _____

Date: 5-12-19 Signatures: Robb Wilcox / _____

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

Comments: _____

Date: _____ Signatures: _____ / _____

Overview



Legend

- Tax Parcel
- Ramsey County
- Waterbody
- Parcel Info

Parcel ID<	223022120074	Alternate ID	n/a	Owner Address	
Sec/Twp/Rng	22/030/022	Tax Classification	n/a		VICTORIA RIBEIRO
Property Address	1630 HIGHWAY 96 E WHITE BEAR TOWN	Parcel Area	0.69		1630 HWY 96 E WHITE BEAR TOWNSHIP MN 55110-3631
Tax Authority Group (TAG)	WHITE BEAR TN 624 NO				
Brief Tax Description	Lot 1 Block 3 of M. DILLON'S 1ST ADDITION, TO WH SUBJ TO RD & EX S 385 FT; THE W 153 FT OF E 350.5 FT OF LOT 1 & LOT 4 BLK 3 (Note: Not to be used on legal documents)				

Date created: 5/16/2019
Last Data Uploaded: 5/16/2019 7:05:02 AM

Developed by Schneider
GEOSPATIAL

REVIEWED FOR CODE COMPLIANCE
SUBJECT TO FIELD INSPECTION

APPROVED *[Signature]* DATE 5-16-19



**ADMINISTRATIVE VARIANCE
DRIVEWAY REPLACEMENT**

Property Address: 11630 Highway 96

Pursuant to Section 9-6.3(e).(3) of Ordinance No. 35, the Town Clerk has the authority to review and approve requests for replacement of existing driveways which have non-conforming side yard setbacks, provided the applicant has supplied the necessary signatures of adjacent property owners.

The Town Clerk hereby approves the replacement of the driveway at the above address, in accordance with Section 9-6.3(e).(3).

Date: 5-16-19

PATRICK CHRISTOPHERSON, Clerk-Treasurer

Ratified by the Town Board on _____.



**Town Board Meeting
May 20, 2019**

Agenda Number: 5E – Consent Agenda

Subject: West Bald Eagle Boulevard – Adopt Resolution Ending Discussion of a “One-Way Parkway” on West Bald Eagle Boulevard & Approve Press Release

Documentation: Resolution / Press Release

Action / Motion for Consideration:

Receive Information / Discuss

Adopt the **Resolution Ending Discussion of a “One-Way Parkway” on West Bald Eagle Boulevard**

McCune – Moves

Ruzek – Second

& Approve Press Release

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON MAY 20, 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 May 20, 2019, at 7:00 p.m.

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

Supervisor McCune introduced the following Resolution and moved its adoption:

**RESOLUTION ENDING DISCUSSION
OF A "ONE-WAY PARKWAY" ON
WEST BALD EAGLE BOULEVARD**

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

The Town Board of White Bear Township has ended any further discussion regarding a "one-way" on West Bald Eagle Boulevard.

The motion for the adoption of the foregoing Resolution was seconded by Supervisor Ruzek, 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 20th day of May, 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 West Bald Eagle Boulevard.

WITNESS my hand as such Clerk and the Town Clerk seal this 20th day of May, 2019.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.



PRESS RELEASE

The White Bear Township Board, at its May 20th meeting, resolved that there shall be no further discussion of a “one-way parkway” on West Bald Eagle Boulevard.

The primary reason for this conclusion is the extensive level of street projects already being slated for the Township over the next 3 to 4 years, and the subsequent drain on our already limited resources in terms of staff and time.

And that while the proposed project is noteworthy, the practical application of resources precludes the Town’s consideration to go forward.



**Town Board Meeting
May 20, 2019**

Agenda Number: 5F – Consent Agenda

Subject: **WBLCD 2018 Financial Report** – Based on Finance Officer Review & Recommendation Receive & Accept the 2018 Financial Report of the White Bear Lake Conservation District

Documentation: Finance Officer Report w/ attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Finance Officer Review & Recommendation Receive & Accept the 2018 Financial Report of the White Bear Lake Conservation District

MEMORANDUM

Date: May 15, 2019
To: Town Board
From: Tom Kelly, Finance Officer
Re: WBLCD 2018 Financial Report.

I have reviewed the White Bear Lake Conservation District's 2018 financial report. Based on the information provided their finances appear to be in order.

The District revenues were below budget and expenditures were slightly above budget for 2018. For 2018, the District had revenues of \$20,168.60 and expenditures of \$109,168.60, which generates a net loss of \$88,918.12. The loss does draw down the fund balance to \$211,153.64. The main reason for the loss and for revenues to be below budget, was the District did not collect (charge) the municipalities their 2018 assessments as a way to draw down excess fund balance that have accumulated over the past years.

The District included a summary of changes in fund balance, which decreased to \$137,219.89, which is a little more than one year of expenditures. The District was developing a fund balance policy to address the past excess fund balance, which resulted in the District not charging the municipalities in 2018.

I would recommend receiving and accepting the financial information from the District.



White Bear Lake Conservation District • 4701 Highway 61 • White Bear Lake, MN 55110 • Telephone (651) 429-8520
Email: wblcd@msn.com • Website: wblcd.org

RECEIVED

MAY 13 2019

TOWN OF WHITE BEAR

April 30, 2019

Town Clerk
City of White Bear Township
1281 Hammond Rd
White Bear Township, MN 55110

Re: WBLCD End of Year Financial Reports for 2018

Enclosed are the White Bear Lake Conservation District's End of Year Financial Reports for Fiscal Year 2018.

If you have any questions, please contact Diane Longville the District's Secretary/Treasurer at 651-429-8520.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Johnson", is written over the typed name and title.

Kim Johnson
Executive Administrative Asst.

WBLCD – White Bear Lake Water Conservation District

December 2018

January 15, 2018 - December 31, 2018

TREASURER'S REPORT

ASSETS

DESCRIP OF ACCOUNT & YIELD	YTD BAL. FWD FROM LAST MO	THIS MO. REFUNDS/ DEPOSITS	THIS MO. WITHDRAWALS	YTD EARNED INTEREST	Less THIS MO BANK SAVING FEE	Plus THIS MO. INTEREST	YTD BALANCE thru December (1 mo. Behind)
U.S. Savings .00492%	\$2,389.81	\$15.00	\$0.00	\$0.40	\$5.00	\$0.04	\$2,399.85
LK AreaBank MM account 0.03%	\$50,621.05	\$0.00	\$0.00	\$15.20	\$0.00	\$0.00	\$50,636.25
Total							\$53,036.10

CHECKING ACCOUNT INCOME

	INCOME AMOUNT	RECEIVED FROM	DATE DEP.	POSTING ACCT NUMBER/COMMENT
Brit. Forward				
from 11/20/2018	\$86,570.71			
	\$50.00	Hickory Street Dock Assn	12/26/2018	4050 Permit Fee 2019
	\$50.00	Hickory Street Dock Assn	12/26/2018	4151 Application Fee 2019
	\$50.00	VFW	12/26/2018	4150 App fee softball on ice
	\$50.00	VFW	12/26/2018	4150 App fee horeshoes on ice
	\$49.00	League of MN Cities	12/26/2018	4300 dividend
	\$5,000.00	Docks of WBL	12/31/2018	4151 Application Fee 2019
TTL INC	\$5,249.00			

Bal + Income \$91,819.71
 Chking + Transferred from Lake Area Bank Money Market
 Chking - Transferred from checking to U.S. Bank Savings
 plus Bank Refunds
 less Bank fees

\$91,819.71

CHECKING ACCOUNT EXPENSE

CHECK NUMBER	EXPENSE AMOUNT	CHECK WRITTEN TO	SPLIT AMOUNT	ACCOUNT NUMBER	COMMENTS
✓ 4538	\$1,000.00	H. Alan Kantrud		6120	18-Dec
✓ 4539	\$50.00	Brian Hensien	Cable	6530	Nov-18
✓ 4540	\$3,254.09	City of White Bear Lake			
		Payroll	\$2,576.00	6110	Nov-18
		PERA	\$193.21	6110	Nov-18
		FICA	\$197.07	6113	Nov-18
		EOY Processing	\$44.92	6140	Nov-18
		Rent	\$100.00	6210	Dec-18
		Office Supplies		6410	
		Phone	\$67.30	6460	Oct-18
		Postage	\$75.59	6450	Nov-18
✓ 4541	\$187.50	CJ Merry LLC	Professional Services	6140	Dec-18
✓ 4542	\$ 3,100.00	Blue Water Science	EWM Plant Survey	6036	
✓ 4543	\$ 50.00	Wirebuilt	Website & Website Hosting	6050	Oct-18
	\$ (1.99)	Network Solutions	Refund	6050	Dec-18

TOTAL 12 2018 checks \$7,639.60 TOTAL CHECKS

TTL 11-20-2018 (to carry forward) \$84,180.11

White Bear Lake Conservation District
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · US Bank Checking	84,180.11
1120 · Petty Cash	3.68
1410 · US Bank Savings	2,399.85
1411 · Lake Area Bank Money Market	50,636.25
Total Checking/Savings	<u>137,219.89</u>
Total Current Assets	<u>137,219.89</u>
TOTAL ASSETS	<u>137,219.89</u>
LIABILITIES & EQUITY	
Equity	<u>137,219.89</u>
TOTAL LIABILITIES & EQUITY	<u>137,219.89</u>

White Bear Lake Conservation District
Profit & Loss
November 23 through December 31, 2018

	Nov 23 - Dec 31, 18
Income	
4150 · License Application Fees	150.00
4151 · License Unit Fees	5,050.00
4200 · Interest Income	15.29
4300 · Misc. Income	49.00
	<hr/>
Total Income	5,264.29
Expense	
6036 · EWM Plant Survey	3,100.00
6050 · General Public Info / Education	48.01
6110 · Administrative Services	2,769.21
6113 · US IRS	197.07
6120 · Legal Services	1,000.00
6140 · Misc. Professional Services	232.42
6145 · Bank Charges	-10.00
6210 · Office Rent	100.00
6450 · Postage Costs	75.59
6460 · Telephone Costs	67.30
6530 · Meeting Cablecast	50.00
	<hr/>
Total Expense	7,629.60
	<hr/>
Net Income	-2,365.31

White Bear Lake Conservation District
Profit & Loss
 January through December 2018

	Jan - Dec 18
Income	
4150 · License Application Fees	500.00
4151 · License Unit Fees	19,550.00
4200 · Interest Income	15.60
4300 · Misc. Income	49.00
4501 · Insurance Refunds	54.00
Total Income	20,168.60
Expense	
6010 · Water Patrol Costs	4,920.00
6034 · EWM Treatment / Control	44,296.84
6036 · EWM Plant Survey	3,100.00
6036a · EWM Buoys	568.00
6050 · General Public Info / Education	14,409.80
6060 · Lake Mgmt Misc	250.00
6060a · Swimmers Itch Control Costs	224.00
6110 · Administrative Services	20,752.86
6111 · MN Unempl. Compensation	18.00
6113 · US IRS	1,341.62
6120 · Legal Services	9,450.00
6130 · Insurance Premiums	1,167.00
6140 · Misc. Professional Services	2,512.87
6145 · Bank Charges	0.00
6210 · Office Rent	1,200.00
6330 · Info Systems Hardware	246.95
6410 · Office Supplies	236.61
6450 · Postage Costs	240.32
6460 · Telephone Costs	746.39
6480 · Office Equipment / Repair	846.76
6510 · Memberships/Seminars	1,978.00
6520 · Misc. Operating Expense	30.70
6530 · Meeting Cablecast	550.00
Total Expense	109,086.72
Net Income	-88,918.12

White Bear Lake Conservation District
Profit & Loss Detail
 November 23 through December 31, 2018

2:36 PM
 01/14/19
 Cash Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Original Amount	Paid Amount	Balance
Income										
4150 · License Application Fees										
Deposit	12/26/2018	1130	hickory	2019			1010 · US Ba...	50.00	50.00	50.00
Deposit	12/26/2018	13997	VFW	softball on ic...			1010 · US Ba...	50.00	50.00	100.00
Deposit	12/26/2018	13999	VFW	horseshoes ...			1010 · US Ba...	50.00	50.00	150.00
Total 4150 · License Application Fees										
4151 · License Unit Fees										
Deposit	12/26/2018	1130	hickory	2019			1010 · US Ba...	50.00	50.00	50.00
Invoice	12/31/2018	115	Docks of WBL	Dock Fees	4151		11000 · Acco...	5,000.00	5,000.00	5,050.00
Total 4151 · License Unit Fees										
4200 · Interest Income										
Deposit	11/27/2018			Interest	4010		1410 · US Ba...	0.05	0.05	0.05
Deposit	12/25/2018			Interest	4010		1411 · Lake A...	15.20	15.20	15.25
Deposit	12/26/2018			Interest	4010		1410 · US Ba...	0.04	0.04	15.29
Total 4200 · Interest Income										
4300 · Misc. Income										
Deposit	12/26/2018	176160	League of MN Cities	dividend			1010 · US Ba...	49.00	49.00	49.00
Total 4300 · Misc. Income										
Total Income										
Expense										
6036 · EWM Plant Survey										
Bill	12/26/2018		Steve McComas B...	2018 Milfoil a...			20000 · Acco...	3,100.00	3,100.00	3,100.00
Total 6036 · EWM Plant Survey										
6050 · General Public Info / Education										
Deposit	12/17/2018		Network Solutions	refund			1010 · US Ba...	-1.99	-1.99	-1.99
Bill	12/26/2018	7637	Wirebuilt				20000 · Acco...	50.00	50.00	48.01
Total 6050 · General Public Info / Education										
6110 · Administrative Services										
Bill	12/26/2018	11842	City of WBL rent p...	wages			20000 · Acco...	2,576.00	2,576.00	2,576.00
Bill	12/26/2018	11842	City of WBL rent p...	PERA			20000 · Acco...	193.21	193.21	2,769.21
Total 6110 · Administrative Services										
6113 · US IRS										
Bill	12/26/2018	11842	City of WBL rent p...	FICA			20000 · Acco...	197.07	197.07	197.07
Total 6113 · US IRS										

2:36 PM
01/14/19
Cash Basis

White Bear Lake Conservation District
Profit & Loss Detail
November 23 through December 31, 2018

Type	Date	Num	Name	Memo	Class	Cir	Split	Original Amount	Paid Amount	Balance
6120 · Legal Services										
Bill	12/26/2018	Dec2...	alan kantrud	December re...			20000 · Acco...	1,000.00	1,000.00	1,000.00
Total 6120 · Legal Services								1,000.00	1,000.00	1,000.00
6140 · Misc. Professional Services										
Bill	12/26/2018	11842	City of WBL rent p...	processing fee			20000 · Acco...	44.92	44.92	44.92
Bill	12/26/2018	1257	CJ Merry LLC				20000 · Acco...	187.50	187.50	232.42
Total 6140 · Misc. Professional Services								232.42	232.42	232.42
6145 · Bank Charges										
General Journal	12/14/2018	Dec fee			bank chgs		1410 · US Ba...	-15.00	-15.00	-15.00
Check	12/14/2018			Service Char...			1410 · US Ba...	5.00	5.00	-10.00
Total 6145 · Bank Charges								-10.00	-10.00	-10.00
6210 · Office Rent										
Bill	12/26/2018	100.00	City of WBL rent p...				20000 · Acco...	100.00	100.00	100.00
Total 6210 · Office Rent								100.00	100.00	100.00
6450 · Postage Costs										
Bill	12/26/2018	11841	City of WBL rent p...				20000 · Acco...	75.59	75.59	75.59
Total 6450 · Postage Costs								75.59	75.59	75.59
6460 · Telephone Costs										
Bill	12/26/2018	11857	City of WBL rent p...	October			20000 · Acco...	67.30	67.30	67.30
Total 6460 · Telephone Costs								67.30	67.30	67.30
6530 · Meeting Cablecast										
Bill	12/26/2018	Nov2...	Brian Hensien	Nov Meeting			20000 · Acco...	50.00	50.00	50.00
Total 6530 · Meeting Cablecast								50.00	50.00	50.00
Total Expense								7,629.60	7,629.60	7,629.60
Net Income								-2,365.31	-2,365.31	-2,365.31

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

JANUARY	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 134.20
Less Expenses Jan		\$ 95,153.00	\$ 4,699.92
Net Plus special project income carried over: USG:		\$ -	\$ (4,565.72)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 221,547.09

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

FEBRUARY	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 169.19
Less Expenses Feb		\$ 95,153.00	\$ 7,197.95
Net Plus special project income carried over: USG:		\$ -	\$ (7,028.76)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 219,084.05

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

March	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 969.21
Less Expenses Mar		\$ 95,153.00	\$ 9,062.75
Net Plus special project income carried over: USG:		\$ -	\$ (8,093.54)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 218,019.27

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

April	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 1,034.21
Less Expenses Apr		\$ 95,153.00	\$ 11,461.35
Net Plus special project income carried over: USG:		\$ -	\$ (10,427.14)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 215,685.67

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

May	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 1,234.25
Less Expenses May		\$ 95,153.00	\$ 16,193.42
Net Plus special project income carried over: USG:		\$ -	\$ (14,959.17)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 211,153.64

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

June	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 6,334.29
Less Expenses June		\$ 95,153.00	\$ 19,898.79
Net Plus special project income carried over: USG:		\$ -	\$ (13,564.50)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 212,548.31

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

July	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 7,384.34
Less Expenses July		\$ 95,153.00	\$ 74,291.10
Net Plus special project income carried over: USG:		\$ -	\$ (66,906.76)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 159,206.05

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

August	2018	2018 Budget	Actual
Plus Reven Actual		\$ 95,153.00	\$ 9,729.38
Less Expenses Aug		\$ 95,153.00	\$ 81,278.10
Net Plus special project income carried over: USG:		\$ -	\$ (71,548.72)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 154,564.09

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

	September	2018	2018 Budget	Actual
Plus Reven Actual			\$ 95,153.00	\$ 9,729.42
Less Expenses Sep			\$ 95,153.00	\$ 92,316.67
Net	Plus special project income carried over: USG:		\$ -	\$ (82,587.25)
MM acct			\$ 50,621.05	
	Total Assets Begin YR			\$ 226,112.81
	Total Assets End			\$ 143,525.56

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

	October	2018	2018 Budget	Actual
Plus Reven Actual			\$ 95,153.00	\$ 10,344.42
Less Expenses Oct			\$ 95,153.00	\$ 96,263.75
Net	Plus special project income carried over: USG:		\$ -	\$ (85,919.33)
MM acct			\$ 50,621.05	
	Total Assets Begin YR			\$ 226,112.81
	Total Assets End			\$ 140,193.48

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

	November	2018	2018 Budget	Actual
Plus Reven Actual			\$ 95,153.00	\$ 14,944.46
Less Expenses Nov			\$ 95,153.00	\$ 101,472.07
Net	Plus special project income carried over: USG:		\$ -	\$ (86,522.61)
MM acct			\$ 50,621.05	
	Total Assets Begin YR			\$ 226,112.81
	Total Assets End			\$ 139,590.20

White Bear Lake Conservation District

Cumulative Total Assets Balance Summary 1996 - present

	December	2018	2018 Budget	Actual
Plus Reven Actual			\$ 95,153.00	\$ 20,208.75
Less Expenses Dec			\$ 95,153.00	\$ 109,106.67
Net	Plus special project income carried over: USG:		\$ -	\$ (88,892.92)
MM acct			\$ 50,636.25	
	Total Assets Begin YR			\$ 226,112.81
	Total Assets End			\$ 137,219.89



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

May 16, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
5642 Aspen Lane
White Bear Township, Minnesota
TKDA Project No. 17127.000

Dear Board Members:

XcelEnergy has applied for a permit to install underground gas service for the residence at 5642 Aspen Lane. The project will require directional boring. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect resident driveway during the boring activity.
2. Contractor must protect the roadway during the boring activity.
3. Contractor must protect sewer and water services along the construction route.
4. Disturbed areas shall be restored equal to or better than original condition.
5. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
6. Call Gopher One-Call prior to any work.

Sincerely,

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

Jim Studenski, P.E.
Town Engineer

Enclosures



May 15, 2019

Xcel Project # 103033463

APPLICATION OF XCEL ENERGY

White Bear Township
1281 Hammond Rd
White Bear Lake, MN 55110

Application is hereby made for permission to place, construct, and thereafter maintain natural gas distribution facilities near 5642 Aspen Ln.

- I. Type of Utility:
Install approximately 105' of 5/8" PE gas service pipe.
- II. Work to be started in early July.
Estimated work duration: Approximately 3 days.

Application approved:

By: _____

Title: _____

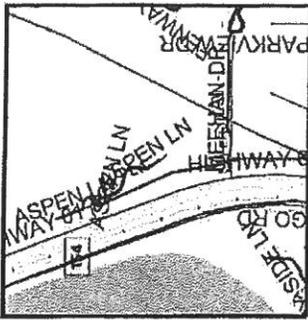
Date: _____

Application submitted by:

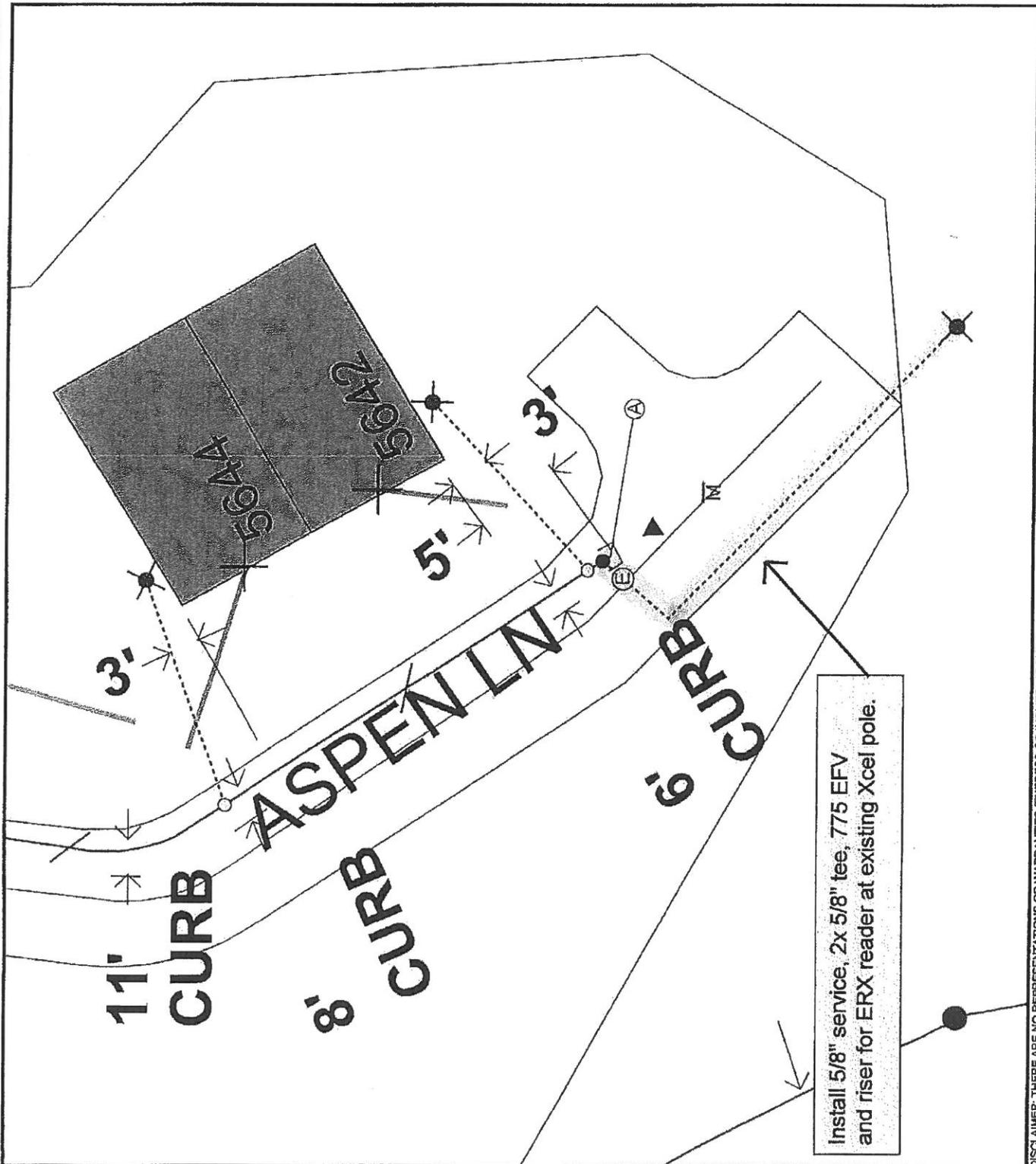
Xcel Energy

Project Designer:

Scott Widmer
Senior Gas Designer
1700 E. County Rd E
White Bear Lake, MN 55112
P: 651-779-3506 F: 651-779-3139
E: scott.a.widmer@xcelenergy.com



Work Order Information:	
Service Request # :	000000899661
Design Number :	wdms01
Designer/Planner Name :	Wildmor, Scott
Designer/Planner Ph # :	861-775-3506
Manager Approval :	
Joint Utility	
E:	G:
T:	C:
Design Location	
Division :	White Bear Lake
County :	Ramsey
City :	White Bear Lake
Address :	5642 Aspen Ln
T:	30N R: 22W S: 1
Map # :	V0696 Permit
Electric	
Feeder:	Voltagge:
Phase:	EquipDevID:
Gas	
System:	Pressure : 60#
Size :	5/8" Material : PE
Dead End :	
Work Order # :	103033463
Date:	05/13/2019
Sketch:	
Scale:	1" equals 20'
CONSTRUCTION USE ONLY	
<input type="checkbox"/> NO CHANGES (BUILT AS DESIGNED)	
<input type="checkbox"/> CHANGES MADE AS INDICATED	
(ALL UTD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)	
RFI:	
FORWARD:	DATE
TEAM LEADER:	



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**Town Board Meeting
May 20, 2019**

Agenda Number: 5H – Consent Agenda

Subject: Construction Activity Report - Receive

Documentation: Report

Action / Motion for Consideration:

Receive Information / Discuss

Receive Report

White Bear Township Construction Activity Report

	April 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	413,915	4	1,333,915	7	1,908,000
TOWN HOME	-	-	-	-	-	-
TOTALS	1	413,915	4	1,333,915	7	1,908,000
<u>MISCELL. RESIDENTIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	6	159,369	13	326,727	20	904,063
SIDING, ROOF. & WIND.	26	318,900	64	786,745	64	692,160
DECKS	3	16,500	4	29,350	4	33,400
SWIMMING POOLS	-	-	-	-	-	-
ACCESSORY BLDG	1	19,100	1	19,100	-	-
OTHER	3	14,555	4	23,335	14	77,727
TOTALS	39	528,424	86	1,185,257	102	1,707,350
<u>COMMERCIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	1	28,000	1	28,000	2	87,000
INDUSTRIAL	-	-	-	-	1	610,000
BUSINESS	-	-	-	-	-	-
REMODEL & ADDITIONS	3	90,000	5	2,025,000	4	2,561,550
OTHER	-	-	-	-	-	-
TOTALS	4	118,000	6	2,053,000	7	3,258,550
<u>MISCELLANEOUS</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	-		1		2	
	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
<u>TOTALS</u>	44	1,060,339	97	4,572,172	118	6,873,900
PERMIT REVENUE		\$ 19,232		\$ 31,012		\$ 46,567



**Town Board Meeting
May 20, 2019**

Agenda Number: 6A – Old Business

Subject: Administrative Office Upgrades – Review SEH Revised Plan

Documentation: Revised Plan

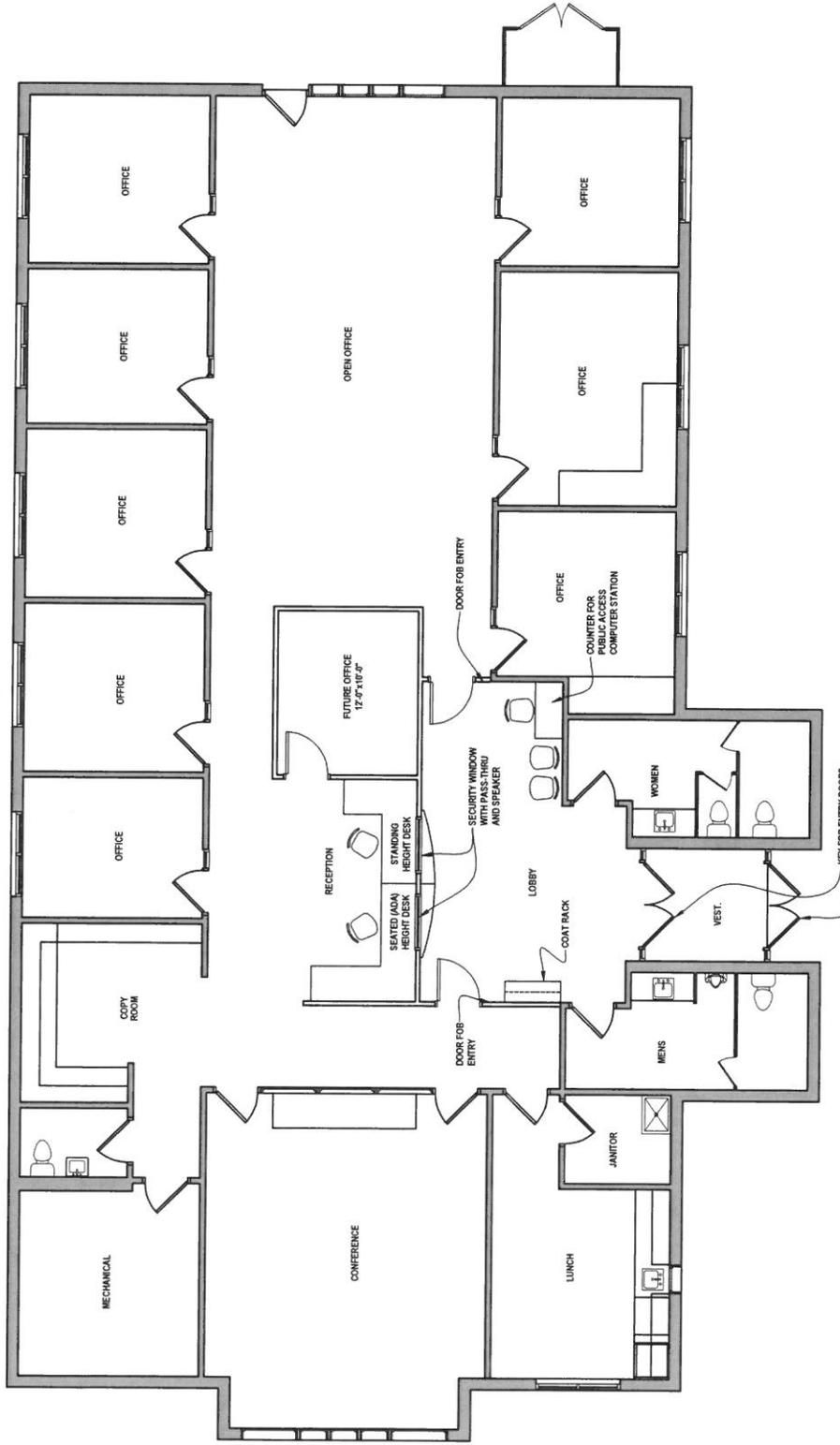
Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Town Board Meeting
May 6, 2019**

ADMIN BUILDING UPDATES – REVIEW: The Clerk presented the two drafts about the reconfiguration of the Town Offices with security in mind to coincide with the Capital Improvement Projects that will be done this year by SEH. There will be new carpet, new tile, new paint, and new secure designs. There will be two doors, the counter will be ADA height proportioned. There was some discussion on safety, like making some of the office fob-access only. There was some discussion on making a small office space rather than a closet. There was discussion on getting sound proof windows or getting half-glass or full-glass windows at the counters with bullet proof glass for safety. The Clerk will meet with SEH again and will bring back the changes by the May 20th Town Board Meeting.

WHITE BEAR TOWNSHIP ADMINISTRATIVE OFFICE



1 FLOOR PLAN OPTION No.1



**Town Board Meeting
May 20, 2019**

Agenda Number: 7A – Public Hearing – None

Subject:

Documentation:

Action / Motion for Consideration:



**Town Board Meeting
May 20, 2019**

Agenda Number: 8A – New Business

Town Planner Item:

Subject: White Bear Maker Space, 5966 Highway 61 – Sign Permit Request

Documentation: Town Planner Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Placement of the White Bear Maker Space Sign on the Bald Eagle Quick Stop Property Noting that the Sign Must be Set Back 10' from all Property Lines.

MEMORANDUM

TO: TOWN BOARD
FROM: TOM RIEDESEL
DATE: MAY 14, 2019

SUBJECT: ADDITION OF SIGN ALONG HIGHWAY 61

REQUEST: SIGN PERMIT
APPLICANTS: WHITE BEAR MAKERSPACE, THERESA LENDWAY
LOCATION: 5966 HIGHWAY 61

The owners of White Bear Makerspace have a landlocked property behind the Bald Eagle Quick Stop & Holiday. The site is accessed through the Holiday property. The location of the Makerspace building, behind the Quick Stop, make the building difficult to see when traveling on Highway 61.

The owner's of Makerspace would like to place a pylon sign on the Quick Stop property to help advertise and provide direction to their business. The Town's Sign Ordinance requires signs to be on the premises of the business which it is advertising. Section 4.1.3 (prohibits) states:

4-1.3. Except for temporary signs, a sign which directs attention to a business or profession or to the commodity, service or entertainment not sold or offered upon the premises where such sign is located or to which it is attached.

As a result, this sign is not permitted without Town Board approval of a variance to the Sign Ordinance.

The Makerspace owners currently have a building mounted sign. The Town permits one building mounted and one pylon sign. The signs are is limited to a total of 100 square feet in area.

The sign, if approved, must be set back 10' from all property lines.

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



Legend



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

= Proposed sign location

Notes

Enter Map Description

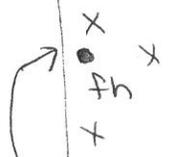
200.0 0 100.00 200.0 Feet

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

stoplight County Rd J

Holiday
station

driveway to Holiday



sign
placement

White
Bear
waterspace

driveway to
Midwest Diving,
Taco place

9
Rd

x = trees
Fh = fire hydrant



WHITE BEAR TOWNSHIP
1281 Hammond Road
White Bear Township, MN 55110
Phone: 651-747-2750
Fax: 651-426-2258
www.whitebeartownship.org

PAID

SIGN PERMIT APPLICATION

2019-00364

Application: New Renewal Temporary (from _____ to _____)

Permit Fee: \$50 per sign

PROPERTY INFORMATION

Business Name: White Bear Makerspace Property Owner: Theresa Lendway
Project Address: 5966 Hwy 61 N
Street Address Suite / Unit #
Business Phone: 651-245-6400 Cell Phone: _____

SIGN CONTRACTOR INFORMATION

Sign Contractor: Bill Weigel Signs
State Bond #: _____ Please Note: Sign contractors need to be Township Contractor Licensed
Address: 470 Koehler Rd
Street Address Suite / Unit #
Vadnais Heights MN 55127
City State ZIP Code
Contact Person: Bill Weigel Business Phone: 651-4296086
Cell Phone: _____ E-Mail Address: _____

ELECTRICAL CONTRACTOR

Electrical Contractor: _____ Contact Person: _____

SIGN TYPE

Wall Free Standing, Monument, Pylon Temporary

SIGN INFORMATION

Location of Sign: Croner of lot - by fire hydrant Sign Dimensions: 4' x 6'
Is Sign Illuminated? Yes No Illumination: Backlit Interior Lit Please Note: Electrical work requires a separate permit.
Sign Purpose: _____

Town Board approval is required before issuance of sign permits. All monument and pylon business identification signs shall include the words "White Bear Township" or the White Bear Township logo on all sign faces. White Bear Township lettering or logo shall occupy an area which is not less than 10% of the sign face. The White Bear Township lettering/logo shall not be included when calculating the display surface square footage of any sign.

I hereby apply for a sign permit and acknowledge: the information above is complete and accurate; the work will be in conformance with the ordinances and codes of White Bear Township and Minnesota State Building Code; I understand this is not a permit but only an application for permit; work is not to start without permit; work will be in accordance with the Approved Sign Plan. A separate permit is required for electrical. I hereby certify that I have read and examined this application.

By checking the box below, the applicant agrees and acknowledges the electronic signature is valid and binding in the same force and effect as a handwritten signature.

I Agree

Applicant Signature: Theresa Lendway Date: 5-9-19

*** This application must be accompanied by a sketch of the proposed sign and site plan

Behind Holiday Enter from 120th



white bear

MAKERSPACE

Bill Weigel Signs®
651-429-6086



**Town Board Meeting
May 20, 2019**

Agenda Number: 8B – New Business

Town Planner Item:

Subject: Sign Ordinance Amendment – B-2 Zone

Documentation: Town Planner Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Approve Amendment to Ordinance No. 33, Section 4-1.4. as follows:

4-1.4. Flashing signs or revolving signs, except those with symbols or numerals indicating time and temperature and word changes, provided the words do not change more frequently than once every _____ seconds.

MEMORANDUM

TO: TOWN BOARD
FROM: TOM RIEDESEL
DATE: MAY 14, 2019

SUBJECT: SIGN ORDINANCE
REQUEST: AMENDMENT TO SECTION 4-1.4, ORDINANCE NO. 33

Section 4 of the Town's Sign Ordinance No. 33 lists a number of signs which are prohibited in White Bear Township. Section 4-1.4 limits word changes on digital signs to no more than once every 30 seconds.

Section 4-1.4 states (prohibits):

4-1.4. Flashing signs or revolving signs, except those with symbols or numerals indicating time and temperature and word changes, provided the words do not change more frequently than once every thirty (30) seconds.

Larry Alm, owner of Bald Eagle Sports & Bald Eagle Liquor currently has two message center signs which are not meeting the 30 second requirement.

Mr. Alm would like the Board to consider amending the Sign Ordinance which would permit more frequent changes to the message center sign.

The Town Board may want to consider amending Section 4-1.4, allowing message center signs to change more frequently than every 30 seconds.

TR/psw
cc:admin/add.file
b:ord33



**Town Board Meeting
May 20, 2019**

Agenda Number: 8C – New Business

Town Planner Item:

Subject: Joe & Charlotte Mott, 3949 East County Line Road North – Request for Second Driveway Access

Documentation: Town Planner Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation & in Accordance with Ordinance No. 8, Section 5-29.L, Approve the Construction of a Second Driveway to Their Property at 3949 East County Line Road Noting the Property Owners will Provide an Area for Snow Storage in the Winter and/or an Easement if required

MEMORANDUM

TO: TOWN BOARD
FROM: TOM RIEDESEL
DATE: MAY 14, 2019

SUBJECT: SECOND DRIVEWAY REQUEST

REQUEST: TOWN BOARD APPROVAL TO ADD SECOND DRIVEWAY
LOCATION: 3949 EAST COUNTY LINE ROAD
APPLICANTS: CHARLOTTE & JOSEPH MOTT

The Mott's are requesting Town Board approval to add a second driveway to their property at 3949 East County Line Road. The Mott property fronts on East County Line Road. The rear of their property abuts Effress Road.

The Mott's would like to add a parking area at the rear of their yard which would include a driveway existing onto Effress Road.

Section 5-29.L of Ordinance No. 8 regulates driveways. It states:

5-29. L. In all residential zoning districts, one driveway access shall be permitted per property. A permit for an additional driveway access to a public right-of-way may be obtained from the Town after review. The Town shall consider, as part of its review, the following:

1. Denial of an additional driveway permit which would cause undue hardship because of circumstances unique to the individual property.
2. Granting the additional driveway only after it is demonstrated that such actions will be in keeping with the spirit and intent of the Ordinance.
3. Undue hardship means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the property owner is due to circumstances unique to the property and not created by the property owner, and the additional driveway would not alter the essential character of the locality.
4. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the Ordinance.

5. That the property owner provide an engineering/traffic study acceptable to the Town to demonstrate support that there is no issue of public health, safety or welfare with the granting of an additional driveway.

The Mott's plan proposes the second driveway on the Effress Road side of the lot. The driveway is proposed approximately 10' from the north lot line. The paved portion at Effress Road ends at the proposed location of the second Mott driveway. Effress Road accessing the Town water tower. Effress also serves the home at 3949 Effress Road and the corner lot at 2719 Martin Way.

Effress Road is a 60' wide public right-of-way. Where the road intersects the Mott property, the right-of-way is reduced to 30'. No right-of-way appears to have been provided from the Mott property for Effress Road.

Staff contacted the Town's Public Works Director to see if there were any concerns with the requested driveway. The driver who plows Effress Road noted that there was very limited snow storage area, due to the lack of right-of-way, fencing, and woods. He felt that by adding the second driveway snow removal could become more difficult.

Staff, including Public Works, met with the Mott's on site. They are willing to provide an area for snow storage, and a related easement if necessary

It must be noted that the Mott's are planning to construct an accessory building at the rear of their lot in the future. The accessory building would use the Effress Road access. Staff noted that a garage must meet right-of-way setback requirements.

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



**Town Board Meeting
May 20, 2019**

Agenda Number: 8D – New Business

Town Planner Item:

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

Documentation: Metropolitan Council Correspondence / HKGI E-mail

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Additional Compensation to Hoisington Koezler Group, Inc. in an Amount Not to Exceed \$10,000 to Complete the 2040 Comprehensive Plan Submittal to the Met Council

April 8, 2019

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

RECEIVED

APR 09 2019

TOWN OF WHITE BEAR

RE: White Bear Township 2040 Comprehensive Plan – Incomplete for Review
Metropolitan Council Review File No. 22083-1
Metropolitan Council District 11, Susan Vento

Dear Mr. Riedesel:

Thank you for the submission of White Bear Township's 2040 Comprehensive Plan (Plan), received on March 12, 2018. Council staff found that there are areas where the Plan is incomplete. Review of the Plan will be suspended until the additional information is submitted and found complete for review. The following items were found incomplete:

REQUIRED INFORMATION

Policy Consideration – Regional Wastewater Service

The Plan establishes guiding land uses for *Residential – Low Density*, *Residential – Medium Density*, and *Residential – High Density* with specific densities (3, 6, and 10 units/acre, respectively). The Plan states that zoning is consistent with the guiding land use, however, the *Residential – Low Density* guiding land use, is clear that the density figures are used as a maximum, rather than a minimum. The Plan must more clearly articulate how low density zoning implements the minimum density requirements for areas served by regional wastewater service (3 units per acre). This represents a potential conformance issue with regard to the *2040 Water Resources Policy Plan*. To be in conformance and consistent with Council policies for regional wastewater service, areas proposed to be connected to regional sewer need be in conformance with the Council's net residential density requirements of at least 3-5 units/acre for new development.

Land Use (Mike Larson, 651-602-1407)

Density Calculations

- Guiding land uses in the Plan must include ranges using whole numbers (e.g., 3 to 5 units/acre).
- Established guiding land uses from the 2030 Plan can be exempt from the community designation density requirement provided that the Township establishes density ranges for each guiding land use. These density ranges must use the established density as a minimum (e.g., 3 to 4 units/acre).
- Of the areas guided with guiding land uses from the 2030 comprehensive plan, only *Residential – Low Density* is a source of land supply to accommodate forecasted growth (51.7 acres). To be consistent with previous and current policy regarding minimum densities for regional wastewater service, the Plan must clearly articulate that the minimum density of development must be 3 units per acre.

Established urban lots of record and undevelopable areas are exempt from this consideration.

Wastewater (Roger Janzig, 651-602-1119)

- Provide a table that details adopted community sewer forecasts in 10-year increments to 2040 for Households and Employment. This should be broken down by areas served by the Metropolitan Disposal System Interceptor and Subsurface sewage treatment systems.
- Provide an electronic map or maps (GIS shape files or equivalent) showing the existing sanitary sewer system including:
 - Lift stations
 - Existing connections points to the metropolitan disposal system
 - Future connection points for new growth if needed
 - Local sewer service districts by connection point
 - Intercommunity connections
 - Proposed changes in government boundaries based on orderly annexation agreements
- Provide a copy of intercommunity service agreements entered into with an adjoining community, or language that confirms the Council's understanding that the communities reimburse each other for the municipal wastewater charges that each will occur by receiving flow from the adjacent community. Include a map of areas covered by the agreements.
 - North Oaks
 - Lino Lakes
 - White Bear Lake
- Provide a table or tables that provide local system information on capacity and design flows for existing trunk sewers and lift stations.
- For local sanitary sewer lines 12" and larger that connect to a Metropolitan Interceptor, provide the 2040 design flow and pipe capacity for each connecting trunk sewer and lift station. Include the assignment of 2040 growth forecasts by Metropolitan interceptor facility.
- Define the Township's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local municipal (township) and private (private property) sanitary sewer systems.
 - Include a summary of activities or programs intended to mitigate I/I from both public and private property sources.
- Describe the requirements and standards in the Township for minimizing inflow and infiltration.
 - Include a copy of the local ordinance or resolution that prohibits discharge from sump pumps, foundation drains, and/or rain leaders to the sanitary sewer system.
 - Include a copy of the local ordinance or resolution requiring the disconnection of existing foundation drains, sump pumps, and roof leaders from the sanitary sewer system.

- Describe the sources, extent, and significance of existing inflow and infiltration in both the municipal and private sewer systems.
 - Include a description of the existing sources of I/I in the municipal and private sewer infrastructure.
 - Include a summary of the extent of the systems that contributes to I/I such as locations, quantities of piping or manholes, quantity of service laterals, or other measures. If an analysis has not been completed, include a schedule and scope of future system analysis.
 - Include a breakdown of residential housing stock age within the community into pre- and post- 1970 era, and what percentage of pre-1970 era private services have been evaluated for I/I susceptibility and repair.
 - Include the measured or estimated amount of clearwater flow generated from the public municipal and private sewer systems.
- For quantifying I/I, some communities have used the EPA guidance to determine the annual I/I and peak month I/I
<https://www3.epa.gov/region1/ss0/pdfs/Guide4EstimatingInfiltrationInflow.pdf>
 - Include a cost summary for remediating the I/I sources identified in the community. If previous I/I mitigation work has occurred in the community, include a summary of flow reductions and investments completed. If costs for mitigating I/I have not been analyzed, include the anticipated wastewater service rates or other costs attributed to inflow and infiltration.
- Describe the implementation plan for preventing and eliminating excessive inflow and infiltration from entering both the municipal and private sewer systems.
 - Include the strategy for implementing projects, activities, or programs planned to mitigate excessive I/I from entering the municipal and private sewer systems.
 - Include a list of priorities for I/I mitigation projects based on flow reduction, budget, schedule, or other criteria.
 - Include a schedule and the related financial mechanisms planned or needed to implement the I/I mitigation strategy.
- Provide a map or maps (GIS shape files or equivalent) showing the location of sub-surface sewage treatment systems and the location of nonconforming systems or systems with problems.

Advisory Comment

Please review the www.metrocouncil.org/iandi website and *Thrive MSP 2040* for current policy.

Forecasts (Todd Graham, 651-602-1322)

The Council requires 2020, 2030, and 2040 forecasts assigned transport analysis zones, or portions of TAZs within the Township boundaries. The Township provides an allocation of 2016-2040 growth increments in table 4.2, but without specifying the 2016 starting point levels. The Council requires total population, households, and employment. The Township can contact Council staff for assistance determining the missing quantities.

Housing (Hilary Lovelace, 651-602-1555)

Projected Housing Need

The Allocation of Affordable Housing Need was changed in conversations with the Township about forecasted population growth in correspondence dated March 12, 2019.

Table 8.8 must be modified to show the new total of 55 units broken down by household income level; 31 units affordable at or below 30% AMI, 20 units affordable between 31-50% AMI, and 4 units affordable between 51-80% AMI.

Implementation Plan

- The housing implementation plan successfully describes circumstance and sequence of use for all tools included in the Plan, and clearly ties each tool to stated housing needs. However, to be consistent with Council housing policy, all widely accepted tools must be considered in the Plan. The following tools must be considered in the Plan and clearly linked to identified needs to be consistent with Council housing policy, and describe circumstance and sequence of use to be complete:
 - Low-income Housing Tax Credit property preservation
 - Rental license and inspections programs
 - Housing Improvement Areas
- More information about each of these tools is included in advisory comments.

Advisory Comments

The Plan could be strengthened by more clearly defining that the Residential - PUD is expected to develop between 2021 and 2030. Table 3.3 appears to indicate that all Residential – PUD land use acres are expected to develop between 2021 and 2030, but adding the following language to the Plan on page 3-32 or 3-33 would make it clearer to readers by making this explicit: “These areas are expected to develop in the 2021 to 2030 time period.”

- HousingLink reports at least one housing development, Cottages of White Bear Township, that is funded with Low-Income Housing Tax Credits (LIHTC) that may expire in the next 30 years. The 60 units at Cottages of White Bear Township are affordable to households earning 60% Area Median Income, and expiration of these tax credits without a preservation plan could result in eviction of these households. <https://www.housinglink.org/streams/propertydetail.aspx?id=H5720>
- Adding some specificity to how the Township plans to enforce the International Property Maintenance Code mentioned on page 8-139 would make it clear that rental license and inspection programs are considered in the Plan. Perhaps enforcement of International Property Maintenance Code is done locally through an existing inspection program that the Township plans to continue. Including this statement in the Plan will address the issue.
- Housing Improvement Areas are a tool that communities in the Twin Cities have successfully used for property maintenance. The Plan mentions home maintenance and preservation as a goal for the Township. Housing Improvement Areas are a tool that the Township can consider to rehab homes that are rented or owned in the Township. Please contact Council staff or refer to the Housing Preservation Tools page of the Local Planning Handbook if you are interested in additional resources related to Housing Improvement Areas.

Water Supply (Dave Brown, 651-602-1072)

The current local water supply plan (LWSP) included in Appendix G of the 2040 Comprehensive Plan must be updated to address the Council's comments that were included in the Department of Natural Resources' (DNR's) January 22, 2019, letter review of the Local Water Supply Plan (LWSP). Any changes made to the LWSP must

be consistent with water supply information included in the 2040 Comprehensive Plan. The updated LWSP must also be submitted to the DNR and Metropolitan Council through the Minnesota Permitting and Reporting System (MPARS). Directions for submitting the Plan to MPARS can be found in the Water Supply Plan Instructions and Checklist. Please contact Council staff if you need assistance.

OTHER ADVISORY INFORMATION

Council staff offer the following additional advisory comments for your consideration.

Transportation (Russ Owen, 651-602-1724)

- References to B-minor arterials were updated in the transportation chapter; however, references to this outdated term for roads are still included in Chapter 7 for Trails (on pages 7-110-115). References to B-minor roadways should be updated to "other arterials."
- On Figures 7-1 and 7-3 in the Trails chapter, the map legend specifies "bike network" when it includes pedestrian-specific facilities such as sidewalks. Council staff suggest editing to better reflect both modes. The Plan could simply delete "bike" from this part of the legend to read "existing network" or "planned network" since the map titles specify bicycle and pedestrian.

Regional Parks (Colin Kelly, 651-602-1361)

- Council staff suggest the Township revise the text under "County Park Property" on pg. 3-31 to refer to the Park as, "Owned and maintained by Ramsey County" for accuracy.
- Council staff suggest the Township revise Figure 3.5 "Developable: Vacant and Under-Developed Land" on pg. 3-32 to depict Bald Eagle-Otter Lake Regional Park (including Tamarack Nature Center) as "County Park Property" to be consistent with Figure 3.4 "2040 Land Use Plan" on pg. 3-29. Referring to Bald Eagle-Otter Lake Regional Park (including Tamarack Nature Center) as "Township Green Space" is not accurate.

Surface Water Management (Jim Larsen, 651-602-1159)

We request that the Township provide to the Council the date the Rice Creek Watershed District approved the LWMP, the date the Township adopted the final LWMP when available, and a copy of the final LWMP it adopts if it differs from the version submitted to the Council on March 19, 2019.

To expedite the Council's review of supplemental materials submitted in response to incomplete items, please provide a cover memo that outlines where and how the incomplete items are addressed in the new material. Also, as with the original submittal, please use the online submittal for supplemental information.

After all of the required elements of the Plan are submitted and found complete, Council staff will begin the official review process.

Tom Riedesel, Township Planner
April 8, 2019
Page 6

If you have any questions or need further information regarding the comments in this letter, please contact Corrin Wendell, Sector Representative, at 651-602-1832 with any questions or for additional assistance.

Sincerely,



Angela R. Torres, AICP, Manager
Local Planning Assistance

CC: Susan Vento, Metropolitan Council District 11
Corrin Wendell, AICP, Sector Representative/Principal Reviewer
Raya Esmaeili, AICP, Reviews Coordinator

N:\CommDev\LPA\Communities\White Bear Township\Letters\White Bear Twp 2019 2040 CPU 22083-1 - Incomplete.docx

Tom Riedesel

From: Laura Chamberlain <laura@hkgi.com>
Sent: Tuesday, April 16, 2019 8:46 AM
To: Tom Riedesel
Subject: Hours Estimate

Follow Up Flag: Follow up
Flag Status: Flagged

Tom,

Since our conversation yesterday, I've looked more thoroughly at what is needed to get the Plan to be resubmitted, and hopefully considered complete by the Met Council. Because there are big unknowns in how much back and forth there will be with the Met Council, and unknown how much TKDA has done for the wastewater section already, my estimate is that everything could be pulled together within a range of \$5,000-\$7,000. If there is a need for us at HKGi to take on the wastewater section instead of TKDA, that would boost the range up more towards \$7,000-\$10,000. I know for sure that whatever we do, it would not exceed \$10,000.

Even with these ranges, I will make it a priority to do this work as efficiently as possible, and to keep costs down wherever I can. I just want to give you a realistic idea of what this could take to get it where the Met Council will let it move forward.

Let me know your thoughts, and I'm available by phone or email if you'd like to chat.

Thank you,

Laura Chamberlain, AICP
Planner



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

Planning Landscape Architecture Urban Design

123 North Third Street, Suite 100
Minneapolis, MN 55401
Direct: 612.252.7126
Fax: 612.338.6838
laura@hkgi.com
web: www.hkgi.com



**Town Board Meeting
May 20, 2019**

Agenda Number: 8E – New Business

Town Planner Item:

Subject: Brandlwood Park Upgrades – Approve Upgrades as Recommended by the Park Board

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Park Board & Staff Review & Recommendation Approve the Upgrades to Brandlwood Park

**Minutes
Park Board Meeting
April 18, 2019**

BRANDLWOOD PARK: 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.

These costs should be deducted from the \$80,000 budgeted for the park upgrade. At the Town Board Meeting on April 1, 2019, it was moved to authorize advertisement for bids opening Tuesday, April 16, 2019 @ 1 p.m. A bid came in at \$70,000 from Northland Recreation LLC. Included in the bid are the Little Tikes Custom Kid Builder Play structure \$32,820.91; an 8" by 12" concrete border \$9,060.00; 220 cubic yards of Certified Woodfiber Resilient Surfacing-Installed \$7,287.50; 9 3' by 5' Rubber Wear Mats under swings and slides \$1,468.75; Install Little Tikes play equipment \$12,762.84; and Excavate site and remove existing play equipment \$6,600.00; totaling \$70,000.00.

Listed in the proposal are a couple of additional options including: 640 square feet Concrete sidewalk to swings with tapered edges \$5,088.00; Poured in Place rubber resilient surfacing under 4 swings \$8,250.00; Backfill black dirt behind new concrete border \$1,125.00; 30' by 30' Concrete Basketball Pad with Post, goal & net \$8,950.00; 12' by 12' Shelter with concrete pad installed \$18,292.00; and Sand Volleyball Court with nets and standards \$5,525.00.

Mike Dorsey of Northland Recreation was present to report and answer questions. There was discussion on each of these items and adult exercise equipment. Placement of equipment was discussed. Riedesel reached out to the neighbors who had input at the public hearing. It was the consensus that they liked it.

Since the Park Board has estimated \$80,000, there is \$10,000 of wiggle room.

It was the discussion that adult fitness equipment would be added on as an extra \$5,000.

Jacobsen suggested removing the track ride and one other piece to see if the Township would have more room for additional items. Without inquiring about the removal of those 2 items, it was discussed that the Park Board would potentially end up a little less than \$4,000 over budget.

It was the consensus that Staff would question Northland Recreation in regard to removing those 2 pieces. There will be more discussion at the May meeting.



**Town Board Meeting
May 20, 2019**

Agenda Number: 8F – New Business

Town Planner Item:

Subject: FEMA/LOMA Policy – Adopt Resolution Amending the Policy Providing Township Assistance to Property Owners to Modify FEMA Flood Maps

Documentation: Proposed Resolution

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation adopt the

Resolution Amending the Policy Providing Township Assistance to Property Owners to Modify FEMA Flood Maps

Ruzek – Moves

McCune – Seconds

& Establishing the Fee at \$_____ - Need to Determine Fee (between \$250-500 Suggested if the Town wishes to Still Subsidize the Effort)

**Minutes
Utility Commission Meeting
May 9, 2019**

FEMA LOMA REQUESTS – RECEIVE: Included in the packet and presented at the meeting is the information regarding the Township’s outdated method of making mapping adjustments regarding the flood zone.

FEMA is a federal program that puts together these insurance rate maps (FIRM) that determine whether or not your home is in a flood zone. The policy came out in the mid-90s that the Town would help its residents get through the LOMA (Letter of Map Amendment) process if their homes are found in a flood zone.

Insurance companies will make sure a resident in the flood zone is paying for flood insurance. Through home elevation survey and individual map amendments, residents can amend the flood map to amend their home from the flood plain. Sometimes a property may be in the flood zone, but the house may not be. In these circumstances a LOMA may be considered.

The Town has subsidized residents if they want TKDA to go out and assess the home, then they draw up letters and send to FEMA. The cost of this policy drafted in the 90's is \$150. There was discussion on other communities' LOMA policies prices. Lino Lakes, for example, has its residents pay \$1000 if one wants to go through process of amending their home in a flood plain. The residents receive any unused funds back.

Staff will review the fees and come up with a new fee for the Policy.

Minutes
Executive Meeting
April 26, 2019

FEMA LOMA REQUESTS: FEMA is a federal program that puts together these insurance rate maps (FIRM) that determine whether or not your home is in a flood zone. The policy came out in the mid-90s that the Town would help its residents get through the LOMA (Letter of Map Amendment) process if their homes are found in a flood zone.

Insurance companies will make sure a resident in the flood zone is paying for flood insurance. Through a home elevation survey and individual map amendments, residents can amend the flood map to remove their home from the flood plain. Sometimes a property may be in the flood zone, but the house may not be. In these circumstances a LOMA may be considered.

The Town has subsidized residents if they want TKDA to go out and assess the home, then they draw up letters and send to FEMA. The cost of this policy drafted in the 90s is \$150. There was discussion on other communities' LOMA policies prices. Lino Lakes, for example, has its residents pay \$1000 if one wants to go through the process of amending their home in a flood plain. The residents receive any unused funds back.

It was the consensus that the Utility Commission look at the policy and come up with a recommendation to include a dollar amount for price recommendation.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON MAY 20, 2019

Pursuant to due call and notice thereof, a Regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on May 20, 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 AMENDING THE POLICY
PROVIDING TOWNSHIP ASSISTANCE TO
PROPERTY OWNERS TO MODIFY FEMA FLOOD MAPS**

WHEREAS, pursuant to requirements established by the National Flood Insurance Act, and Minnesota Statutes, Section 104, White Bear Township on September 15, 1993, adopted Ordinance No. 57 (Flood Plain Management Ordinance) which includes the Flood Insurance Rate Map (FIRM) and,

WHEREAS, the Flood Insurance Rate Map for White Bear Township was prepared by the Federal Emergency Management Agency (FEMA) and which is an effective date of September 18, 1985, **and updated June 4, 2010**, indicates properties that were likely to be flooded during the 100 year flood event (Special Flood Hazard Zone A) and

WHEREAS, properties that are indicated on the FIRM as being in Zone A are required to purchase flood insurance and

WHEREAS, many properties in the Township are located in areas that were developed after the 1985 FIRM was drawn and

WHEREAS, White Bear Township, through its Flood Plain Management Ordinance, Zoning Ordinance, Subdivision Regulations, and other development controls have guided the construction of new developments so that they are not likely to be flooded during the 100 year storm event and

WHEREAS, FEMA revises their Flood Insurance Rate Maps (FIRM) so as to accurately depict the current Flood Hazard Zones, **based on approved LOMA's and**

WHEREAS, many residents of White Bear Township own properties in White Bear Township that have been developed so that they are not likely to flood but are located in areas that were indicated to be in Flood Hazard Zone A.

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

Recognizes that the Flood Insurance Rate Maps may **continue to** need to be amended and further be it

RESOLVED, that the Town Board has established this official Township policy to assist individual property owners in completing the LOMA process by:

- 1) Authorizing Township staff to assist individual property owners in preparing the following LOMA forms:
 - a. Community Acknowledgement of Requests Involving Fill.
 - b. Certificate of Fill Compaction.
- 2) Authorize the use of Township funds to pay for the Township Engineer to complete the Elevation Information Form **and the Department of Homeland Security – Federal Emergency Management Agency Application Form for Single Family Residential/lot or Structure Amendments to Natural Flood Insurance Program maps.**
- 3) Require a fee of \$_____ from the property owner to offset a portion of the cost for the Township Engineer and Town Staff to complete the LOMA application from. (Note: The fee is currently \$150. Actual Engineer's time to complete the work exceeds this amount by a few hundred dollars.)
- 4) **The application (homeowner) shall be responsible for sending the completed form to FEMA.**

RESOLVED, that the property owners will be responsible for performing all other duties of the applicant including completion of the Elevation Certificate.



**Town Board Meeting
May 20, 2019**

Agenda Number: 8G – New Business

Town Engineer Item:

Subject: Lift Station # 9 Rehabilitation:

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

Documentation: Town Engineer Correspondence

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation

- 1) Approve the Plans & Specifications
- 2) Authorize Advertisement for Bids

**Minutes
Town Board Meeting
January 23, 2019**

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

The Town Engineer reported that the Town has ten lift stations within the sanitary sewer collection system at various locations. Public Works provides routine preventive maintenance on these lift stations to keep them functioning. Lift station #9 was installed in 1979 and has reached a point where the components are obsolete and are in need of replacement for the equipment to function reliably. It is part of the Town's infrastructure rehabilitation program. This is the last of the lift stations to be rehabilitated. Lift station #9 is located at 4295 Otter Lake Road. The lift station is surrounded by wetlands. The control panel will be upgraded to the current Town standards along with new pumps, pump rail guides, valves, force main will be lined or replaced, install a new antenna pole, power supply reviewed, and the valve vault will be reviewed. The lift station will have the control panel removed from the top slab and mounted alongside it at grade. The top slab will be lowered to ground elevation to address safety issues. The bituminous driveway will be replaced with concrete and improved to better facilitate working at the site. The lift station site may limit how the improvements are configured. TKDA will work with Public Works staff to determine the specifics of the rehabilitation

improvements that will take place. The project plans and specifications will be completed for bidding this spring and construction in the summer/fall. The preparation of the plans and specifications will be completed for an amount not to exceed \$41,800.00. The project will be funded by the Sewer Utility Fund.

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



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

May 16, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: Lift Station #9 Rehabilitation
White Bear Township, Minnesota
TKDA Project No. 17127.005

Dear Board Members:

The plans and specifications for Lift Station #9 located at 4295 Otter Lake Road have been completed (see attached picture). The lift station is surrounded by wetlands. A full set of plans will be available and the Town Board meeting.

The control panel will be upgraded to the current Town standards along with new pumps, pump rail guides, valves, install a new antenna pole, and make improvements to the valve vault.

The lift station will have the control panel removed from the top slab and mounted alongside it at grade. The top slab will be lowered to ground elevation to address safety issues. The bituminous driveway will be replaced and widened with concrete and improved to better facilitate working at the site.

The existing force main will be replaced due to the previous pipe failures. This force main replacement includes the pipe that exists along the east side of Otter Lake Road.

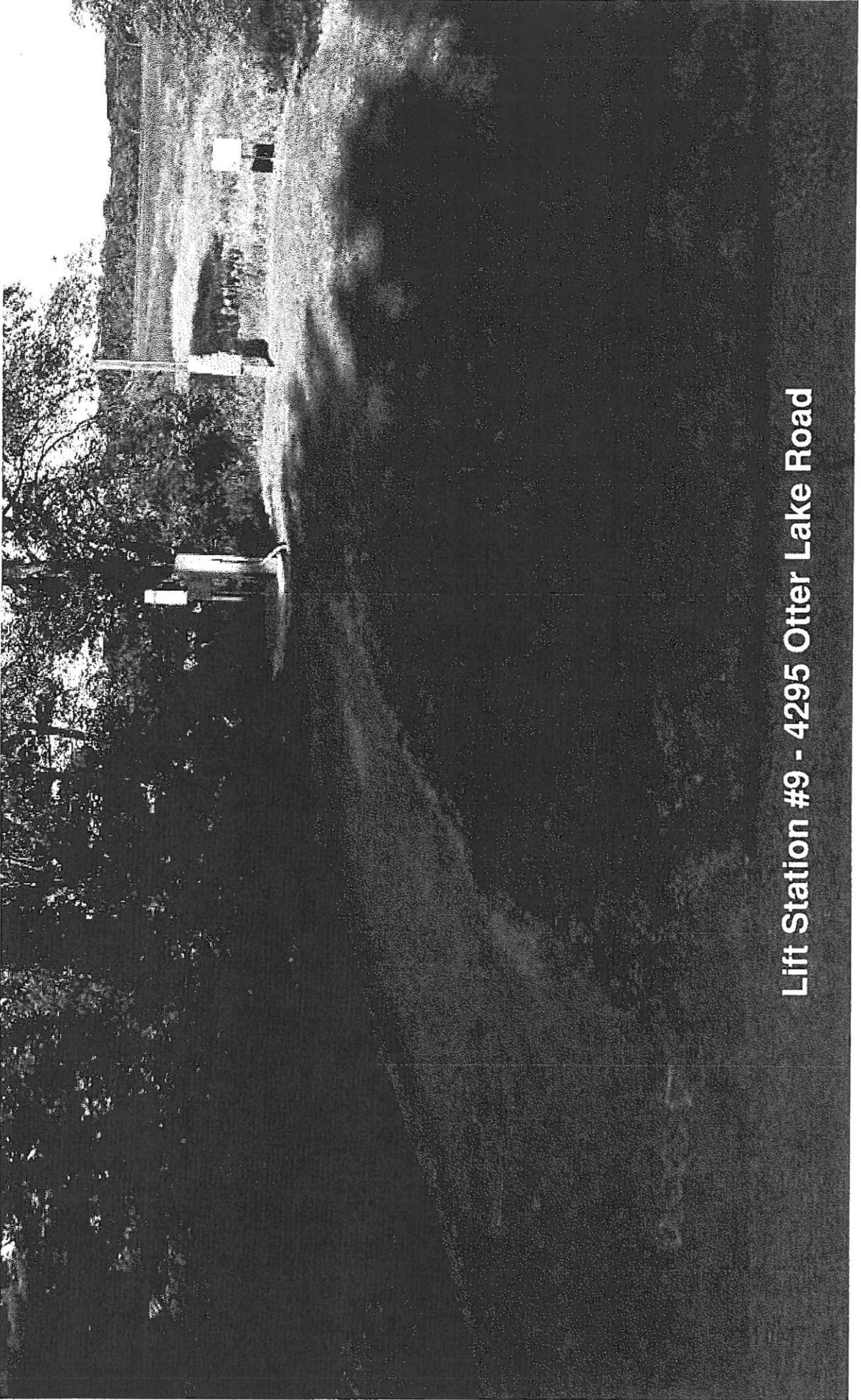
We recommend approving the Plans and Specifications and authorizing the bidding of the Lift Station #9 project. We will open bids in June and anticipate awarding the project at the June 17th Town Board meeting.

We will keep the Town Board updated of the progress. The project will be funded through the Sewer Utility Fund. Please contact me with any questions.

Sincerely,

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

Jim Studenski, PE
Town Engineer
Attachment



Lift Station #9 - 4295 Otter Lake Road



**Town Board Meeting
May 20, 2019**

Agenda Number: 8H – New Business

Town Engineer Item:

Subject: GIS - Authorize Step 2 of Implementation

Documentation: Town Engineer Correspondence

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation Authorize TKDA to Proceed with Step 2 of the GIS & Asset Management Implementation for an Amount Not to Exceed \$19,500.00 With Funding From the Capital Equipment Fund



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

May 15, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: GIS and Asset Management – Step 2
White Bear Township, Minnesota
TKDA Project No. 17127.007

Dear Board Members:

On April 10th, 2019 the Town Board authorized the completion of Step 1 of the GIS and Asset Management Implementation. As a reminder, Step 1 included general setup and mapping conversion from AutoCAD to GIS. The work on Step 1 has progressed nicely and it is now appropriate to proceed with Step 2.

Step 2 of GIS and Asset Management implementation includes data entry for the newly setup GIS files. Existing engineering drawings would be used to fill fields in GIS and link as-built drawings to the water, sewer and storm sewer assets. Engineering drawings are available for most assets to be able to complete this work. If certain drawings are missing or incomplete, a small amount of assets will not be able to be completed with this task.

Based on Staff recommendation, authorize TKDA to proceed with Step 2 of GIS and Asset Management implementation for a not to exceed amount of \$19,500. A newly hired intern would be utilized for significant amount of this work.

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 improve the management of its growing assets.

Sincerely,

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

Larry Poppler, PE
Principal in Charge

Attachment



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.

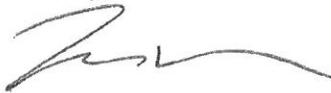
General Setup and Mapping Conversion - TKDA maintains CAD mapping of White Bear Township water, sanitary sewer, and storm sewer assets and can convert this data to Arc GIS software. It is recommended that the following steps be completed to begin this conversion.

- 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
May 20, 2019**

Agenda Number: 8I – New Business

Town Engineer Item:

Subject: Improvement 2019-3 - Update

Documentation: Town Engineer Correspondence

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss



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

May 15, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: 2019 Street Improvements Schedule Update
White Bear Township, Minnesota
TKDA Project No. 17127.003

Dear Board Members:

The Town Board authorized the preparation of plans and specifications for 2019 Street Improvements and has scheduled the neighborhood meeting and Public Hearing. Based on these approvals, the proposed schedule is shown below:

- | | |
|------------------------------------|--------------------------------------------------------------|
| • Neighborhood Meeting | May 28 th at 6:30 at Otter Lake Elementary School |
| • Public Hearing / Order Project | June 4 th at 6:30 at Otter Lake Elementary School |
| • Approve Plans and Specifications | June 17 th |
| • Authorize Advertisement for Bids | June 17 th |
| • Open Bids | Early July |
| • Approve Bids | July 15 th |
| • Begin Construction | End of July |
| • Determine Amount to Assess | September |
| • Neighborhood Meeting | September |
| • Assessment Hearing | October |
| • Construction Completion | October |

This schedule update is provided to inform the Board and Public regarding the 2019 Street Improvements. No action is needed by the Board at this time.

Please contact me with any questions.

Sincerely,

Larry Poppler, PE
Principal in Charge



**Town Board Meeting
May 20, 2019**

Agenda Number: 8J – General Business

Subject: Administration & Public Works Buildings
Landscaping – Approve Request for Proposals &
Authorize Advertisement

Documentation: Staff Memo / RFP

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the RFP & Authorize Staff to Solicit Proposals for the Landscaping Renovation of Both the Administration & Public Works Sites

MEMORANDUM

Date: May 15, 2019

To: Town Board

From: Pat Christopherson, Clerk/Treasurer; Dale Reed, Public Works Director

Re: Approval of Request for Proposal (RFP) for Landscaping Renovation at both the Administration and Public Works sites.

Staff has created a RFP for renovating the existing landscaping around both the Administration and Public Works sites to send out for proposals. The scope of the work will involve tree/shrub, retaining wall removals, regrading, and replanting. There have been no improvements with landscaped areas since the construction of both Administration (1996) and Public Works (2006) sites. Staff is recommending the approval of the RFP and authorization to advertise for proposals. Sealed proposals will be received at 10 a.m. on June 13th. Staff will present the proposals for acceptance and recommend the award of the low proposal at the June 17th Town Board meeting.

Town Board action requested is to approve the RFP and authorize staff to solicit proposals for the landscaping renovation of both the Administration and Public Works sites.



WHITE BEAR TOWNSHIP
1281 Hammond Road
White Bear Township, MN 55110
Phone: 651.747.2750
Fax: 651.426.2258
www.ci.whitetownship.org

**Request For Proposal
For
Landscaping Design Services
Property At 1281 Hammond Road**

I-1 – Purpose:

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms interested in providing professional landscape architectural services as herein outlined.

II – Scope of Work:

The selected firm will be required to perform basic services to be specified more fully in an agreement to be negotiated after selection. The contract will include, but is not limited to:

- Remove & dispose of two (2) retaining walls & regrade slope to a 3:1
- Remove & dispose of all landscaping rock
- Remove current landscaping shrubs around Administration and Public Works Buildings
- Relocate irrigation lines as necessary
- Removal of ten (10) trees as marked
- Design new landscaping plan including irrigation if necessary
- Plant new landscaping materials according to approved plan

Proposal Deadline:

The Township will receive sealed bids for landscaping design services until 10 a.m. local time on June 13, 2019, at which time & place they will be publicly opened & read aloud.

The Township reserves the right to reject any & all bids & waive any formalities in the bidding.



**Town Board Meeting
May 20, 2019**

Agenda Number: 8K – General Business

Subject: Solicitor License Request

Documentation: Staff Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Authorize Issuance of a Solicitor's License to Window Concepts of Minnesota, Inc. 291 Eva Street, Minnesota, subject to the following:

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

Richard Brambrink	William Petka, Jr.
Carrie Husnik	Brandi Jewell

2. Hours of solicitation shall only be:

Monday-Thursday	11:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. – 2:30 p.m.
No Sundays	

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

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: MAY 14, 2019

SUBJECT: SOLICITOR LICENSE REQUEST

Window Concepts of Minnesota, Inc., 291 Eva Street, Minnesota, has submitted a request for a 30-day solicitor's license in White Bear Township.

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

Determine type of license needed:

Window Concepts of Minnesota falls under the definition of "solicitor" as stated in the Ordinance:

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

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

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

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

N/A

Payment of Fee.

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

Background Check.

I have received the background checks from the Ramsey County Sheriff's Office & it is bound separately from your packet.

Other Community Soliciting.

I contacted the City of White Bear Lake where they have a solicitor permit to see if any complaints were received and there were none received.

Requested Action:

Authorize issuance of a Solicitor's License to Window Concepts of Minnesota, In., 291 Eva Street, St. Paul, Minnesota, subject to the following:

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

Richard Brambrink	William Petka, Jr.
Carrie Husnik	Brandi Jewell

2. Hours of solicitation shall only be:

Monday-Thursday	11:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 2:30 p.m.
No Sundays	

**Note - 9:00 a.m. - 8:00 p.m. Monday-Saturday is the most allowed per ordinance.

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

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



LICENSE APPLICATION

Application for: _____ Peddler License
X _____ Solicitor License
_____ Transient Merchant License

X _____ Initial Application OR _____ Renewal Application

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

Number of days you will conduct business in the Town: _____

APPLICANT

Richard L. Brambrink
Full Legal Name

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

W143269707712
Driver's License or MN I.D. Number

Physical Description:

Blue _____ Brown _____ 6'2" _____ 300 _____
Eye Color Hair Color Height Weight

~~281 Evans~~ 1522 Portland Ave. St. Paul _____
Permanent Residence Address Residence Telephone Number

Circle one:

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

List all other individuals to be covered by the license or all individuals accompanying you while conducting the business place-to-place: Carrie Husnik, Bill Petka
Brandi Jewel

Please list the three most recent townships and/or cities where you have conducted business as a peddler, solicitor or transient merchant: Eagan, Apple Valley
Woodbury

If you are applying for a transient merchant license, please attach written permission from the property owner or the property owner's agent for any property to be used by your business to this Application.

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

WINDOW CONCEPTS OF MINNESOTA, INC.
291 EVA STREET
ST. PAUL, MN 55107

U.S. BANK NATIONAL ASSOCIATION
17-2/910

29508

5/8/2019

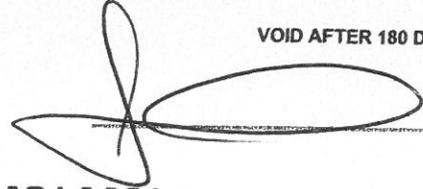
PAY TO THE ORDER OF WHITE BEAR TOWNSHIP

\$ **35.00

Thirty-Five and 00/100***** DOLLARS

WHITE BEAR TOWNSHIP
1281 HAMMOND RD
WHITE BEAR TOWNSHIP, MN 55110

VOID AFTER 180 DAYS



MEMO

⑈029508⑈ ⑆091000022⑆ 104783012271⑈

WINDOW CONCEPTS OF MINNESOTA, INC.

29508

WHITE BEAR TOWNSHIP

Date	Type	Reference	Original Amt.	Balance Due	5/8/2019 Discount	Payment
5/10/2019	Bill		35.00	35.00		35.00
					Check Amount	35.00

CASH IN US BANK N

35.00

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Details on Back Intuit® CheckLock™ Secure Check



**Town Board Meeting
May 20, 2019**

Agenda Number: 9 – 10- 11 - 12

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

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