



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
JULY 15, 2019**

1. **7:00 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of July 1, 2019 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Night to Unite** – Proclaim Tuesday, August 6, 2019, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 6, 2019, Beginning at 5:30 p.m.
 - B. **Special Town Board Meeting** – Call a Special Town Board Meeting for Thursday, August 1, 2019, Beginning at 7:00 p.m. @ Columbia Park, 1756 Highway 96 to Tour the Whitaker Treatment Wetlands, Sponsored by VLAWMO.
 - C. **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 5412 Eagle Street.
 - D. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Failed Electrical Underground Service for the Residence at 5671 Orchard Avenue Which Will Require Directional Boring.
 - E. **Monthly Financial Report** – Receive.
6. **Old Business:** None.
7. **Public Hearing:** None.

**White Bear Township's
Mission:**

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



8. **New Business:**

Building Inspector Item:

- A. **2nd Quarter Construction Report.**

Town Planner Items:

- B. **Anthony & Morgan Abbott, 5216 Grand Avenue** – Request for 13.5' Right-of-Way Setback Variance to Construct a 3 Season Porch.
C. **Patrick O'Brien, 1382 Top Lane** – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance.
D. **Nextern, 1185 North Birch Lake Boulevard** – Request for Permitted Use Standards Permit to Add Temporary Driveway from 1185 North Birch Lake Boulevard to 4843 White Bear Parkway.

Public Works Director Items:

- E. **Joint Powers Agreement - City of Birchwood** – Approve 2019 Utility/Sanitary Sewer Management Improvement Project.
F. **800 MHZ Radio Replacement:**
 1. Receive Quotes.
 2. Approve Quote.
G. **2019 I & I Project** – Approve Cleaning & Televising.

Town Engineer Items:

- H. **Improvement 2019-3 – Street Improvement:**
 1. Receive Bids.
 2. Award Contract.
 3. Authorize Construction Observation.
I. **GIS Implementation Step 4** – Authorize Field Data Gathering & Data Management.
J. **Portland Woods Storm Sewer Replacement:**
 1. Receive Quotes.
 2. Approve Quote.
 3. Authorize Construction Observation.

**White Bear Township's
Mission:**

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General Business:

- K. **Computer Replacement – Approve Purchases.**
- 9. **Added Agenda Items.**
- 10. **Open Time.**
- 11. **Receipt of Agenda Materials & Supplements.**
- 12. **Adjournment.**

White Bear Township's

Mission:

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



**Town Board Meeting
July 15, 2019**

Agenda Number: 1 - 2 - 3 - 4

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

Approval of July 15, 2019 Agenda
Approval of Payment of Bills
Approval of Minutes of July 1, 2019

Documentation: July 15, 2019 Agenda
July 1, 2019 Minutes

Action / Motion for Consideration:

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

**MINUTES
TOWN BOARD MEETING
JULY 1, 2019**

The meeting was called to order at 6:59 p.m.

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

Absent: Town Planner: Riedesel, with notice.

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

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

APPROVAL OF MINUTES OF JUNE 17, 2019 (Additions/Deletions): Ruzek moved to approve of the Minutes of June 17, 2019, with the correction of a few minor grammatical errors. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF JOINT PARK BOARD/TOWN BOARD MEETING OF JUNE 20, 2019 (Additions/Deletions): McCune moved to approve of the Minutes of the Joint Park Board/Town Board Meeting of June 20, 2019. Ruzek seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve 5A) Special Town Board Meeting – Call a Special Town Board Meeting for Wednesday, July 31, 2019 @ 6:00 to attend the White Bear Lake Area Schools Municipalities Summer Connection @ the Vadnais Heights Commons; 5B) Planning Commission – Appoint Howard Blin to fill an unexpired term through April 30, 2020; 5C) League of Minnesota Cities Liability Coverage – Approve Waiver of Liability form; 5D) Side Yard Setback Variance Request @ 3940 Lakewood Avenue – Call Public Hearing for Monday, August 5, 2019 @ 7:00 p.m. to consider a side yard setback variance request; 5E) Right-of-Way Variance Request @ 5216 Park Avenue – Call Public Hearing for Monday, August 5, 2019 @ 7:00 p.m. to consider a right-of-way variance request; 5F) Park Board Recommendations: 1) Polar Lakes Park – Approve Loucks Agreement to draft a conceptual site layout focusing on restroom location(s) & design services proposal including the playground in an amount not to exceed \$9,300; 2) Chair & Vice Chair – Confirm Scott Lombardi as Park Board Chair & Salena Koster as Vice Chair for 2019-2020; 3) Bellaire Beach – Approve obtaining a master plan to improve Bellaire Beach Park; 5G) Right-of-Way Permit – Based on Town Engineer review & recommendation & including his recommended conditions, approve the CenturyLink Permit to replace a buried cable to serve 5918 Polar Bear Lane which will be performed through boring & open trenching; 5H) First Quarter Financial Report – Receive. Ruzek seconded. Ayes all.

SOLICITOR LICENSE REQUEST – TOPLINE CONSTRUCTION FIRM, INC. – APPROVE: The Town Clerk reported that Topline Construction Firm, Inc. has requested a 30-day solicitor license and that they have met all the requirements to do so. The criminal background checks were brought up and it was the consensus that the Board wants the employees to be properly vetted by the employer.

MINUTES
TOWN BOARD MEETING
JULY 1, 2019

Ruzek moved to approve based upon the background check requirement. McCune seconded. Ayes all.

ADMINISTRATION & PUBLIC WORKS LANDSCAPING RENOVATION – RECEIVE PROPOSALS – AWARD PROPOSAL: The Public Works Director reported that the Request for Proposal was approved by the Town Board and the Town has received 3 proposals for landscaping work at the Administrative Offices and Public Works building. The scope of the work will involve tree/shrub, retaining wall removals, regrading, and replanting. The 3 proposals were from the following Landscape Contractors: Birch for \$50,015.00; Landscape Sculpture Garden, LLC for \$56,265.00; and Prescription Landscape for \$53,625.42. The lowest bid, Birch, also proposed adding curbing and gutter for an additional \$2,450, which still makes the total less than the second lowest bid.

There was discussion of timing and the Public Works Director explained that the landscape work would begin before the administrative office upgrades. The work would be done before October. It was noted that there are some minor irrigation adjustments, modifications near the flag poles that will be done.

Based on Staff review & recommendation, Ruzek moved to receive all proposals. McCune seconded. Ayes all.

Based on Staff review & recommendation, Ruzek moved to award the proposal for the Administration & Public Works landscaping renovation to the lowest responsible company, Birch, in the amount of \$52,465.00, with funding from the Capital Building Fund, including the amount of \$2,450.00 for additional curbing work. McCune seconded. Ayes all.

2019 SEALCOAT OF VARIOUS BITUMINOUS SURFACES PROJECT – APPROVE SPECIFICATIONS – AUTHORIZE ADVERTISEMENT FOR BIDS: The Public Works Director reported that the last sealcoat was completed in 2012 and should be done every 5-7 years. The Trail Sealcoat Project is estimated to be \$25,000.00 coming from the Park Improvement Fund. The Public Works Director is also expanding the scope of the project to include lift station driveways. The bids should be in by August 1st. Timing was discussed and it was determined that this Sealcoat project should be done by about October 1st. The trails by Otter Lake Elementary and Jonquil need to be sealcoated, it was the consensus that the Public Works Director will ensure that those trails are completed before school starts or on the weekends to make foot traffic more convenient. There was discussion on whether or not to include the paved trail near the water's edge at Summit Lane Park since it is a part of the Shoreline Management Program. Reed will ensure that project will be done soon and will remove it from the sealcoat project list if that project is soon.

Based on Staff review & recommendation, McCune moved to approve specifications. Ruzek seconded. Ayes all.

Based on Staff review & recommendation, McCune moved to authorize advertisement for bids noting a bid due date of August 1, 2019, with Town Board Approval on August 5, 2019. Ruzek seconded. Ayes all.

800 MHZ RADIO REPLACEMENT – RECEIVE QUOTES – AWARD QUOTE: The Public Works Director summarized that the current radios Staff are using daily are 5 years old and were obtained with a grant through Ramsey County. These radios are now at the point where they cannot be upgraded and have loss of support for current model. The plan is to use the old radios seasonally if needed, for example on Township Day perhaps. With these radios Staff can communicate locally, regionally, and state wide, in case of emergency. Quotes have been received from Ancom for \$18,380.65, Motorola Solutions for \$21,963.63, and R&D Communications Inc. for \$22,399.00. Funding for the 800 MHZ radio replacement will come from the Capital Equipment Fund, which has \$18,710.00 budgeted.

There was a discrepancy in the name and email of the proposal. It appeared to be from Motorola Solutions, which was bid number two, but the email on the proposal was from Ancom, the first bid. It was also brought up that the Building Inspector uses these radios as well, so staff would need 8 or 9, maybe more, this will need to be determined and that may change the price. The Public Works Director will check into the number of radios needed and clarify any discrepancy in the proposal to ensure the Township gets the lowest bid.

Ruzek moved to Continue discussion to the July 15th Town Board Meeting. McCune seconded. Ayes all.

2019 GATE VALVE REPAIR – RECEIVE QUOTES – APPROVE QUOTE: The Public Works Director reported that a couple gate valves are in need of repair: the Centerville Road gate key valve doesn't work, and the one on Otter Lake Road has bolts in need of repair. These repairs are needed in order to properly open the gates, and have been needed since Reed has been at the Township. The Quotes were requested from the following vendors: Miller Excavating Inc. for \$10,262.32, Olson's Sewer Service Inc. for \$10,995.00, and Valley-Rich Co Inc. for \$12,650. Repair work will be funded by the Water Operating Budget/Fund. It was noted that the Township hasn't contracted with Miller before but that they have done notable work.

Based on Public Works Review & Recommendation, Ruzek moved to Receive Quotes. McCune seconded. Ayes all.

Based on Public Works review & recommendation, Ruzek moved to approve quote for the 2019 Gate Valve repair work to the lowest responsible company, Miller Excavating, Inc., in the Amount of \$10,262.32 with funding from the Water Operating Budget/Fund. McCune seconded. Ayes all.

WINDSTREAM NORTHSTAR, LLC – APPROVE FIRST AMENDMENT TO SITE USE AGREEMENT @ 4151 OLD HOFFMAN ROAD: The Town Clerk reported that the last lease is required to extend before the Township can receive any proposal to purchase cell tower leases from other firms. Two of the three were automatic renewals; the Township is waiting on one, but should have news on that by the July 15th Board Meeting. Once the leases are extended, the Town Clerk will get an outline to share with the Town Board before any commitment is needed for anything. The leases exist just like before, it is no different.

MINUTES
TOWN BOARD MEETING
JULY 1, 2019

Based on Town Attorney & Staff review & recommendation Ruzek moved to approve the First Amendment to Site Use Agreement Between White Bear Township & Windstream NorthStar, LLC for the premises at 4151 Old Hoffman Road beginning November 1, 2019 through October 31, 2024. McCune seconded. Ayes all.

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 49 – APPROVE UNION MEMBERS PARTICIPATION IN THE CENTRAL PENSION FUND OF THE IUOE LOCAL 49:

The Town Clerk summarized the simple plan of IUOE Local 49 being an option for Township employees who are represented by the International Union of Operating Engineers Local 49 who can participate in this pension fund with no commitment from the Town Board or Township, solely based on employees' contribution.

McCune moved to allow the employees of White Bear Township who are represented by the International Union of Operating Engineers Local 49 to participate in the Central Pension Fund noting that the contributions are 100% employee funded by payroll deduction & are not funded at all by the Township. Ruzek seconded. Ayes all.

RED LUNA TACO FACTORY – APPROVE 2019 3.2% MALT LIQUOR LICENSE & ON-SALE WINE LICENSE WITH STRONG BEER AUTHORIZATION FOR RED LUNA TACO FACTORY, 5960 HIGHWAY 61, SUITE 3:

The Town Clerk reported that Red Luna Taco Factory has applied for this liquor license on premise and they have met all requirements. It isn't open yet, having some construction yet, it is looking to open mid-July. There was discussion on the Town's Building Inspector's request to hold off until the SAC determination issue is resolved. The Town Attorney stated that the SAC doesn't have anything to do with Red Luna obtaining a liquor license, nor opening its doors for business.

There was discussion on potential outdoor seating, safety, etc., with the Town Board wanting to ensure clarity in the approval that it is only on premises.

Ruzek moved to approve issuance of a Wine License & a 3.2% Malt Liquor License with a strong beer authorization for the Red Luna Taco Factory, 5960 Highway 61, Suite 3, White Bear Township, from July 1, 2019 through December 31, 2019, noting that the premise is only for the interior of the building. McCune seconded. Ayes all.

SECOND AMENDMENT (2019) TO THE JPA TO PROTECT & MANAGE THE VADNAIS LAKE AREA WATERSHED:

The Town Clerk reported the Vadnais Lake Area Water Management Organization (VLAWMO) is requesting that the Board consider and approve the amendment to the Joint Powers Agreement including cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake, and the Township of White Bear. It was noted that the Town Attorney sees no issues with the agreement.

Because Prudhon is on the Board of Directors for VLAWMO, Prudhon moved to approve the Second Amendment (2019) to the Joint Powers Agreement to Protect and Manage the Vadnais Lake Area Watershed. McCune seconded. Ayes all.

OPEN TIME: No one was present for open time.

MINUTES
TOWN BOARD MEETING
JULY 1, 2019

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

McCune moved to adjourn the meeting at 7:42 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
July 15, 2019**

Agenda Number: 5A – Consent Agenda

Subject: Night to Unite – Proclaim Tuesday, August 6, 2019, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 6, 2019, Beginning at 5:30 p.m.

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Proclaim Tuesday, August 6, 2019, as Night to Unite in White Bear Township & Call a Special Town Board Meeting for Tuesday, August 6, 2019, Beginning at 5:30 p.m.



Public Notice

Special Town Board Meeting

Tuesday August 6, 2019

Beginning At 5:30 p.m.

At

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

◆ **To Attend Night-To-Unite Events**



**Town Board Meeting
July 15, 2019**

Agenda Number: 5B – Consent Agenda

Subject: Special Town Board Meeting – Call a Special Town Board Meeting for Thursday, August 1, 2019, Beginning at 7:00 p.m. @ Columbia Park, 1756 Highway 96 to Tour the Whitaker Treatment Wetlands, Sponsored by VLAWMO

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call a Special Town Board Meeting for Thursday, August 1, 2019, Beginning at 7:00 p.m. @ Columbia Park, 1756 Highway 96 to Tour the Whitaker Treatment Wetlands, Sponsored by VLAWMO



Public Notice

Special Town Board Meeting

Thursday, August 1, 2019

Beginning at 7:00 p.m.

**at Columbia Park
1756 Highway 96
White Bear Township, MN 55110**

- ◆ Tour of the Whitaker Treatment Wetlands Area



**Town Board Meeting
July 15, 2019**

Agenda Number: 5C – 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 5412 Eagle Street

Documentation: Administrative Variance Driveway Replacement /
Administrative Variance Driveway Replacement
Application /
Statement of Affected Property Owners

Action / Motion for Consideration:

Receive Information / Discuss

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 5412 Eagle Street



ADMINISTRATIVE VARIANCE DRIVEWAY REPLACEMENT APPLICATION

RECEIVED

JUL 05 2019
TOWN OF WHITE BEAR

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) Leatte Lovelace PHONE (Home) _____
(Business) _____
(Cell) 651-216-4846

ADDRESS 5412 Eagle St
WBT

PROPERTY OWNER Leatte Lovelace

ADDRESS OF SITE 5412 Eagle St.

<u>Setbacks:</u>	<u>Required:</u>	<u>Existing:</u>	<u>Requested:</u>
Side Yard	<u>10'</u>	<u>7' (TB 7feet)</u>	<u>7' (TB 7ft)</u>
Front Yard	_____	<u>3' (TB curb)</u>	<u>2' (TB curb)</u>
Rear Yard	_____	<u>7'</u>	<u>7'</u>
Other (specify)	_____	_____	_____

<u>To Be Completed By Office:</u>	
Date Request Received <u>7/5/19</u>	REVIEWED FOR CODE COMPLIANCE SUBJECT TO FIELD INSPECTION
By <u>Nancy</u> (Staff Member)	APPROVED <u>[Signature]</u> DATE <u>7-11-19</u>
Date Application Complete _____	

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 5412 Eagle St.. I am requesting that the Town Clerk grant me an administrative driveway variance for the following purpose:

Re-pave driveway, grade to keep water away from house + garage

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: Rbt Dell Address: 5418 Eagle
 Phone: (Home) _____
 (Bus.) _____
 (Cell) 651-366-9403

Comments: See page 1 for initials
agreeing to 7 (seven) feet away from fence, 2 feet from curb

Date: _____ Signatures: _____ / _____

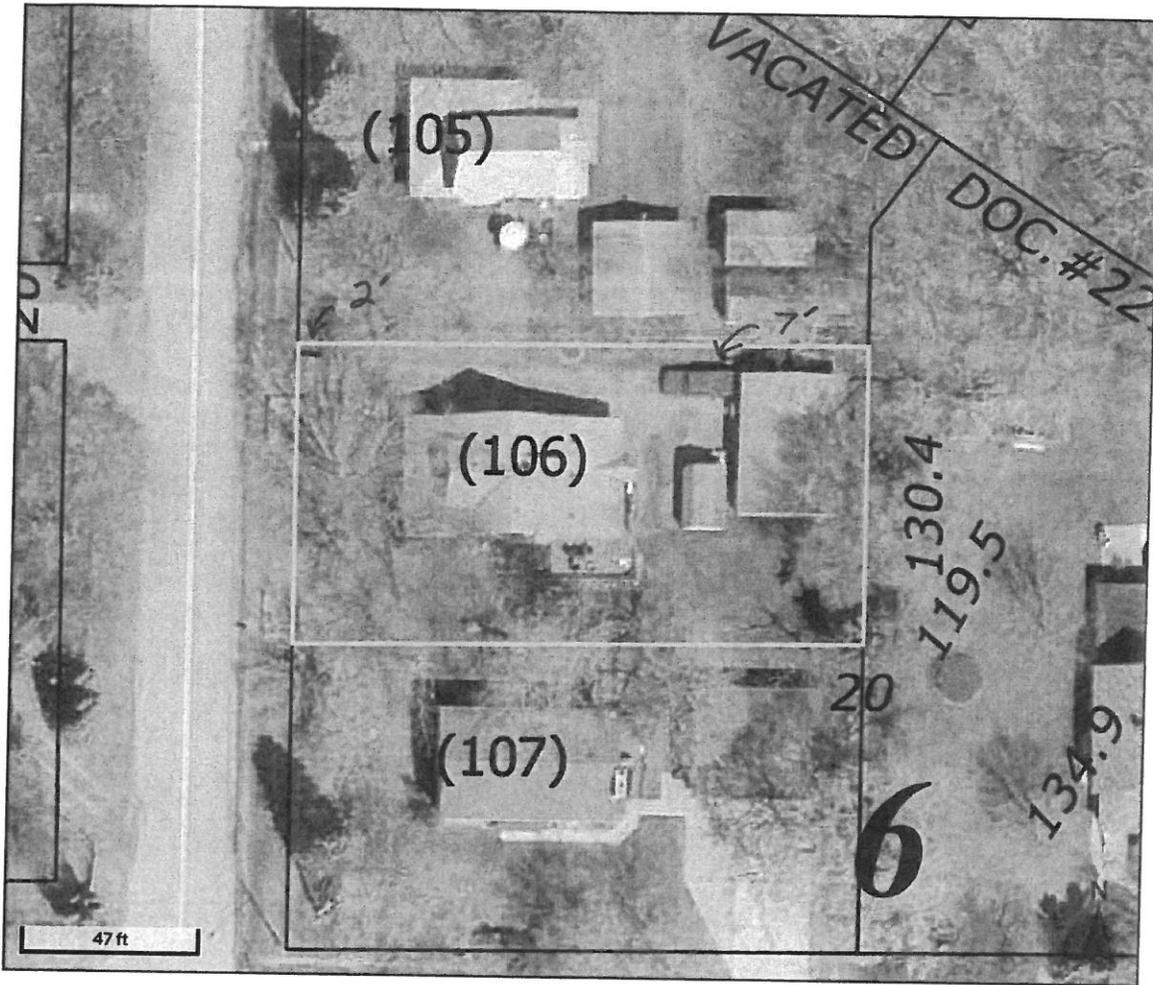
2. Name: J Belland Address: 5418 Eagle ST
 Phone: (Home) _____
 (Bus.) _____
 (Cell) _____

Comments: Agreed to let owner put new driveway in located 7 (seven) feet from current fence @ 5418 Eagle St.

Date: _____ Signatures: _____ / _____

See page 1 for initials

	agreed to: required	Existing	Requested
Side yard	10'	7'	7'
Front yard		3'	2'
Rear yard		7'	7'



Overview



Legend

- Tax Parcel
- Ramsey County
- Waterbody
- Parcel Info

Parcel ID<	123022220106	Alternate ID	n/a	Owner Address	
Sec/Twp/Rng	12/030/022	Tax Classification	n/a		LEATTE LOVELACE
Property Address	5412 EAGLE ST WHITE BEAR TOWN	Parcel Area	0.28		5412 EAGLE ST WHITE BEAR TOWNSHIP MN 55110-2377
Tax Authority Group (TAG)	WHITE BEAR TN 624 R				
Brief Tax Description	Lot 3 Block 6 of SHADY SIDE ADDITION TO, BALD EA VAC ALLEY ACCRUING; LOTS 3 & LOT 4 BLK 6 (Note: Not to be used on legal documents)				

Date created: 7/1/2019
Last Data Uploaded: 7/1/2019 7:05:58 AM

Developed by Schneider
GEOSPATIAL

REVIEWED FOR CODE COMPLIANCE
SUBJECT TO FIELD INSPECTION

APPROVED *[Signature]* DATE 7-11-19



**ADMINISTRATIVE VARIANCE
DRIVEWAY REPLACEMENT**

Property Address: 5412 Eagle St.

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: 7-11-19

PATRICK CHRISTOPHERSON, Clerk-Treasurer

Ratified by the Town Board on _____.



**Town Board Meeting
July 15, 2019**

Agenda Number: 5D – Consent Agenda

Subject: **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Failed Electrical Underground Service for the Residence at 5671 Orchard Avenue Which Will Require Directional Boring

Documentation: Town Engineer Correspondence w/Map

Action / Motion for Consideration:

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace a Failed Electrical Underground Service for the Residence at 5671 Orchard Avenue Which Will Require Directional Boring



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

July 10, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
5671 Orchard Avenue
White Bear Township, Minnesota
TKDA Project No. 17127.000

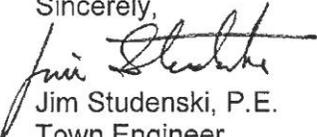
Dear Board Members:

XcelEnergy has applied for a permit to replace a failed electrical underground service for the residence at 5671 Orchard Avenue. 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.
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,


Jim Studenski, P.E.
Town Engineer

Enclosures



5363 260th St N
Wyoming, MN 55092

May 20th, 2019
Designer: Kyle Hauge
Phone 651-462-6212
Fax: 651-462-6217

RECEIVED

JUN 10 2019

5671 Orchard Ave, White Bear Township
Order 103073582

TOWN OF WHITE BEAR

APPLICATION XCEL ENERGY d/b/a NORTHERN STATES POWER COMPANY

To: White Bear Township
1281 Hammond Rd
White Bear Twp, MN 55110

Application is hereby made for the permission to replace, construct and therefore maintain: an underground service replacement to 5671 Orchard Ave(see attached sketch).

I. Type of Utility – General Description

Replacing existing service due to faulting underneath new retaining wall area. (See sketch)

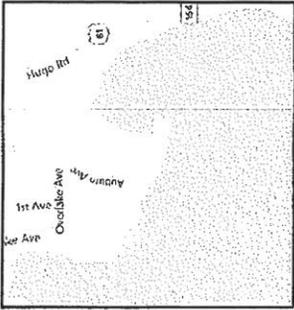
II. Work to be started after May 28th and completed by August 1st, 2019

Application Approved

XCEL ENERGY d/b/a NORTHERN STATES POWER COMPANY

Kyle Hauge
Designer
5363 260th St N
Wyoming, MN 55092

Date: _____



Work Order Information

Service Request # : 0000000326
 Design Number : hg004
 Designer/Planner ID : Hagan, Kyle
 Designer/Planner Name : Hagan, Kyle
 Designer/Planner Ph # : (51) 452-8212
 Manager Approval :

Job Utility

E : G : C :

Design Location

Division : White Bear Lake
 County : Ramsey
 City : WHITE BEAR TWP
 Address : 5671 Orchard Ave
 T: 30N R: 22W S: 2
 Map # : L0098

Electric

Feeder: GL074 Voltage: 13.8 KV
 Phase: A Blup Dev ID:

System

Pressure :
 Size : Material :

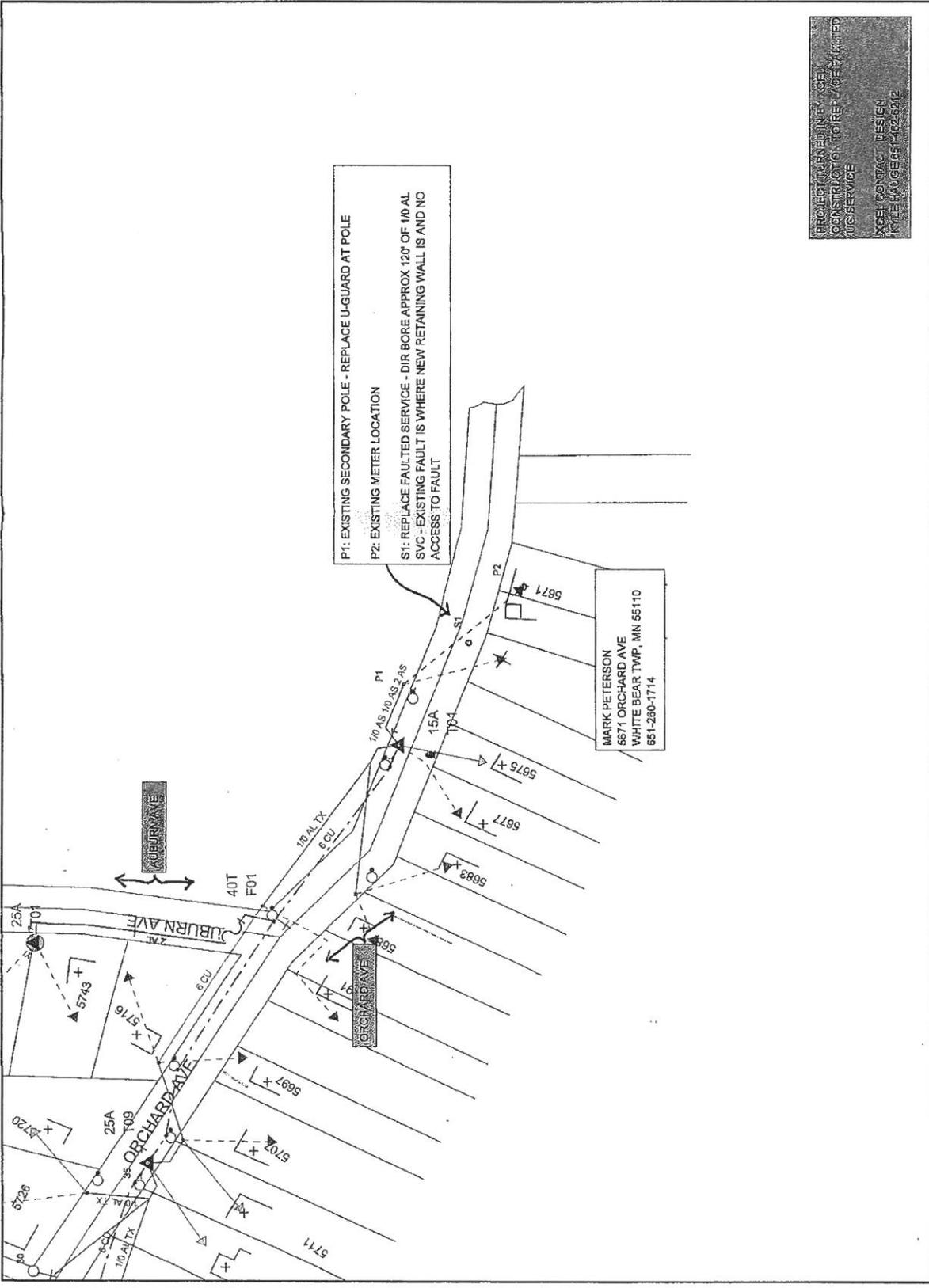
Work Order #

Date: 05/20/2018
 Switch #1 Of #1 Sketch Date
 Scale: 1" equals 100'



CONSTRUCTION USE ONLY
 NO CHANGES (BUILT AS DESIGNED)
 CHANGES MADE AS INDICATED
 ALL ORD MUST HAVE ACTUAL
 MEASUREMENTS FROM THE FIELD (SITE)

RFO _____
 FOREMAN _____
 TEAM LEADER _____
 DATE _____



PROJECT TURNED IN BY GEL
 CONSTRUCTION TO BE RELEASED
 XCEL ENERGY
 XCEL CONTACT DESIGN
 KYLE HAUGER 651-422-5312

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**Town Board Meeting
July 15, 2019**

Agenda Number: 5E – Consent Agenda

Subject: Monthly Financial Report - Receive

Documentation: Report

Action / Motion for Consideration:

Receive Report / Discuss



**Town Board Meeting
July 15, 2019**

Agenda Number: 6A – Old Business

Subject: None

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Meeting
July 15, 2019**

Agenda Number: 7A – Public Hearing

Subject: None

Documentation:

Action / Motion for Consideration:



**Town Board Meeting
July 15, 2019**

Agenda Number: 8A – New Business

Building Inspector Item:

Subject: 2nd Quarter Construction Report

Documentation: Report

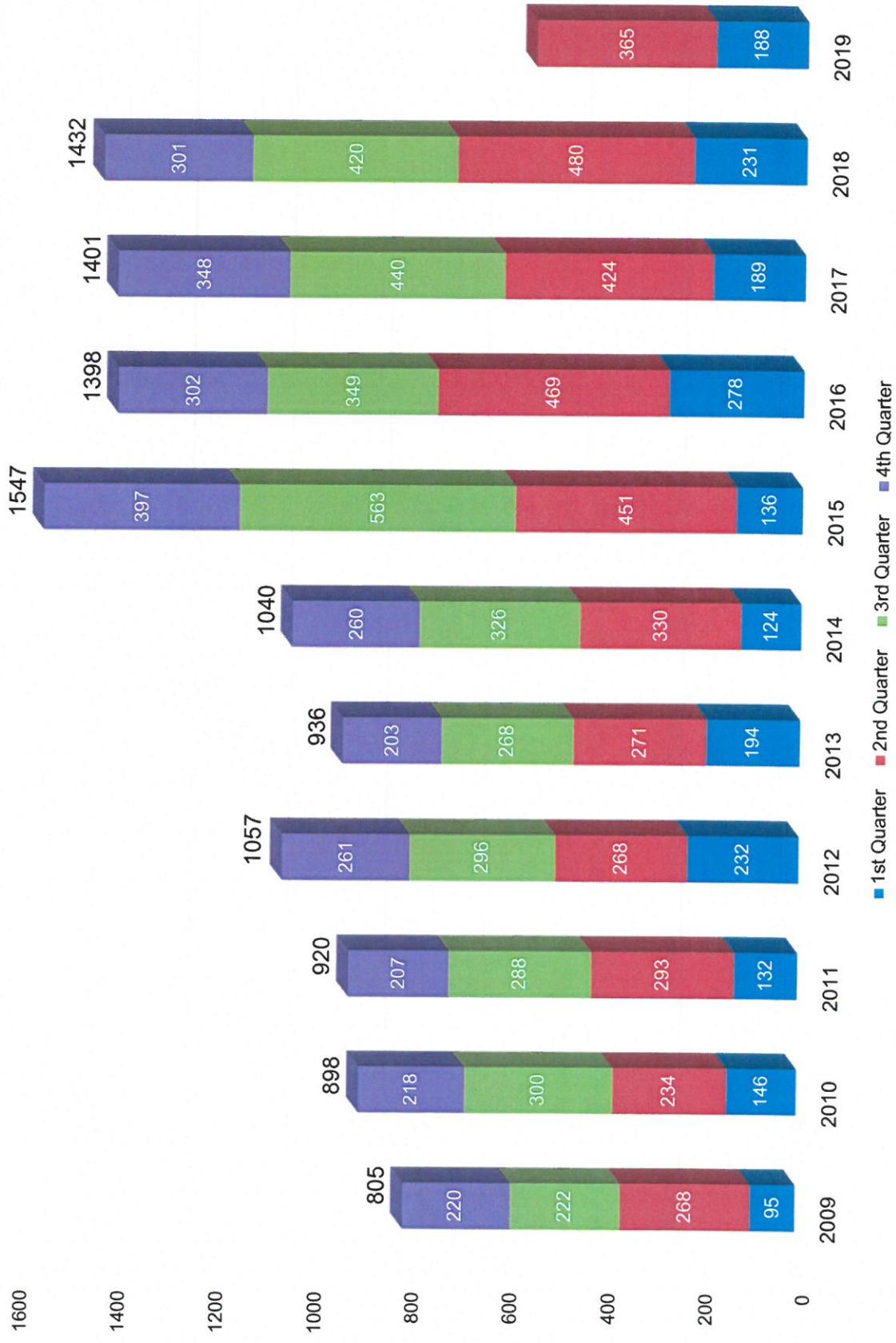
Action / Motion for Consideration:

Report at Meeting / Discuss

White Bear Township Construction Activity Report

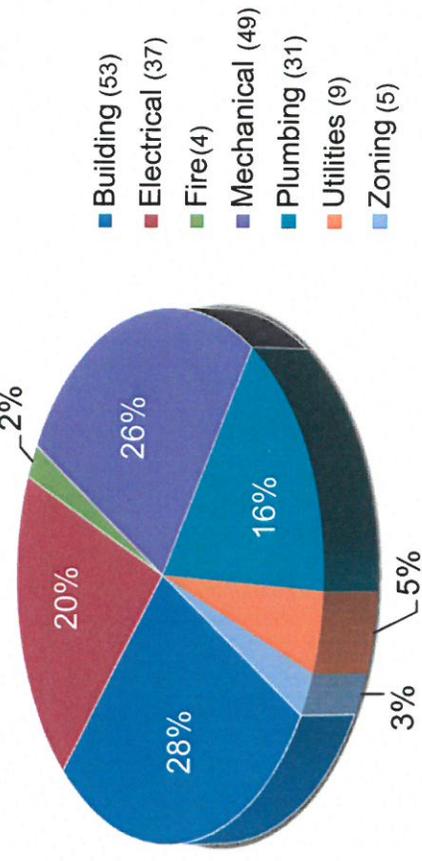
	JUNE 2019		2019 YEAR TO DATE		2018 YEAR TO DATE	
<u>BUILDING PERMIT</u>						
<u>HOUSING</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	-	-	4	1,333,915	7	1,908,000
TOWN HOME	-	-	-	-	-	-
TOTALS	0	0	4	1,333,915	7	1,908,000
<u>MISCELL. RESIDENTIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	5	172,320	19	503,047	32	1,219,833
SIDING, ROOF. & WIND.	36	446,759	161	1,904,297	181	1,917,358
DECKS	7	44,740	21	129,040	17	102,400
SWIMMING POOLS	-	-	-	-	1	2,500
ACCESSORY BLDG	2	25,000	4	124,100	-	-
OTHER	5	49,777	15	170,612	22	96,827
TOTALS	55	738,596	220	2,831,096	253	3,338,918
<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	3	87,000
INDUSTRIAL	-	-	-	-	-	-
BUSINESS	-	-	-	-	1	610,000
REMODEL & ADDITIONS	-	-	7	2,090,000	6	3,065,200
OTHER	2	30,892	2	30,892	7	285,898
TOTALS	2	30,892	10	2,148,892	17	4,048,098
<u>MISCELLANEOUS</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	-	-	3	-	2	-
<u>TOTALS</u>	57	769,488	237	6,313,904	279	9,295,016
PERMIT REVENUE	\$ 10,006		\$ 50,937		\$ 66,949	

White Bear Township Total Number of Permits Issued by Year

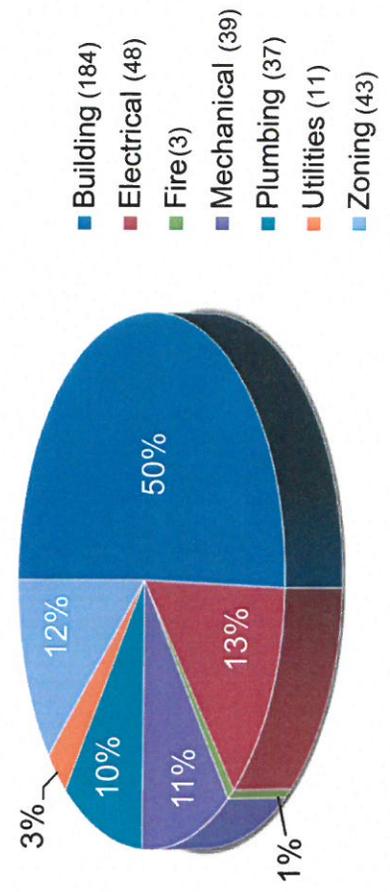


2019 WHITE BEAR TOWNSHIP PERMITS

1st Quarter Permits Issued by Type



2nd Quarter Permits Issued by Type



3rd Quarter Permits Issued by Type

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

4th Quarter Permits Issued by Type

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



**Town Board Meeting
July 15, 2019**

Agenda Number: 8B – New Business

Town Planner Item:

Subject: Anthony & Morgan Abbott, 5216 Grand Avenue – Request for 13.5' Right-of-Way Setback Variance to Construct a 3 Season Porch

Documentation: Staff Memo w/attachments / Variance Application Form

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Variance Board, Planning Commission & Staff Review & Recommendation Approve the 13.5' Right-of-Way Setback Variance to Construct a 3 Season Porch at 5216 Grand Avenue

**Minutes
Planning Commission Meeting
June 27, 2019**

CONSENT AGENDA – ANTHONY MORGAN ABBOT, 5216 GRAND AVENUE – Request for a 13.5' Right-of-Way Setback Variance to Construct a 3-Season Porch: Riedesel summarized the request to add a 3-season porch above the existing deck. Riedesel noted that a variance was requested and received by the previous owner in 1997 allowing construction of the deck. This lot is considered an undersized lot of record at the corner of Grand and Stillwater Street.

The Variance Board discussed this agenda item and no issues were noted.

There was some discussion of what the porch will look like, elevation, what the yard is like, etc. Mr. Abbott was present and stated that he is extending the roof, extending the walls of the deck, and adding screens, to make sure the Commission could visualize his porch. There were no issues found.

Artner moved to Approve the Consent Agenda as follows: 13.5' Right-of-Way Setback Variance to Construct a 3-Season Porch. Kotilinek seconded. Ayes all.

Minutes

Variance Board meeting

June 19, 2019

ANTHONY & MORGAN ABBOTT, 5216 Grand Avenue – Request for a 13.5' Right-of-Way Setback Variance to Construct a 3 Season Porch: Riedesel summarized the request to add a 3 season porch onto the existing deck. Riedesel noted that a variance was requested and received by the previous owner in 1997 allowing construction of the deck. This lot is considered an undersized lot of record at the corner of Grand and Stillwater Street.

In 1997 it was noted that 6 of the 8 homes on this block did not meet right-of-way setback requirements and it was found that the average setback of the homes on this block was consistent with the setback of the proposed deck. The average setback along this block is currently 24' +/-.

The Variance Board discussed the request and no issues were noted.

Johnson moved to recommend to the Planning Commission to recommend to the Town Board to approve the 13.5' right-of-way setback which will allow construction of a 3 season porch based on the previous variance approval of the deck in 1997. Christopherson seconded. Ayes all.

MEMORANDUM

TO: VARIANCE BOARD
FROM: TOM RIEDESEL
DATE: JUNE 12, 2019

SUBJECT: CONSTRUCTION OF A 3 SEASON PORCH
REQUEST: 13.5' RIGHT-OF-WAY SETBACK VARIANCE

LOCATION: 5216 GRAND AVENUE
APPLICANTS: ANTHONY & MORGAN ABBOTT
PUBLIC
HEARING: NOT REQUIRED

The Abbott's are requesting approval of a 13.5' right-of-way setback variance which would permit them to add a 3 season porch to the Stillwater Street side of the home. A 35' right-of-way setback is required. In 1997 a previous property owner was granted approval of a variance to construct a deck in the location where the porch is proposed. The porch is planned to be built on the footprint of the deck.

The porch which is approximately 6' above grade is proposed to be the same height as the home. The existing deck is 6' above grade.

The corner lot which the home is located on is considered an undersigned lot of record. In 1997, it was noted that 6 of the 8 homes on this block did not meet right-of-way setback requirements. It was found that the average setback of the homes on this block was consistent with the setback of the proposed deck. The average setback along this block is currently 24' +/- . Five of the eight homes/structures on this block do not meet the current setback requirements. It should be noted that one of the homes not meeting setback requirements burned down in 1997 and was replaced by a home meeting right-of-way setback requirements.

The proposed setback for the Abbott home/deck is 21.5' from the right-of-way.

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

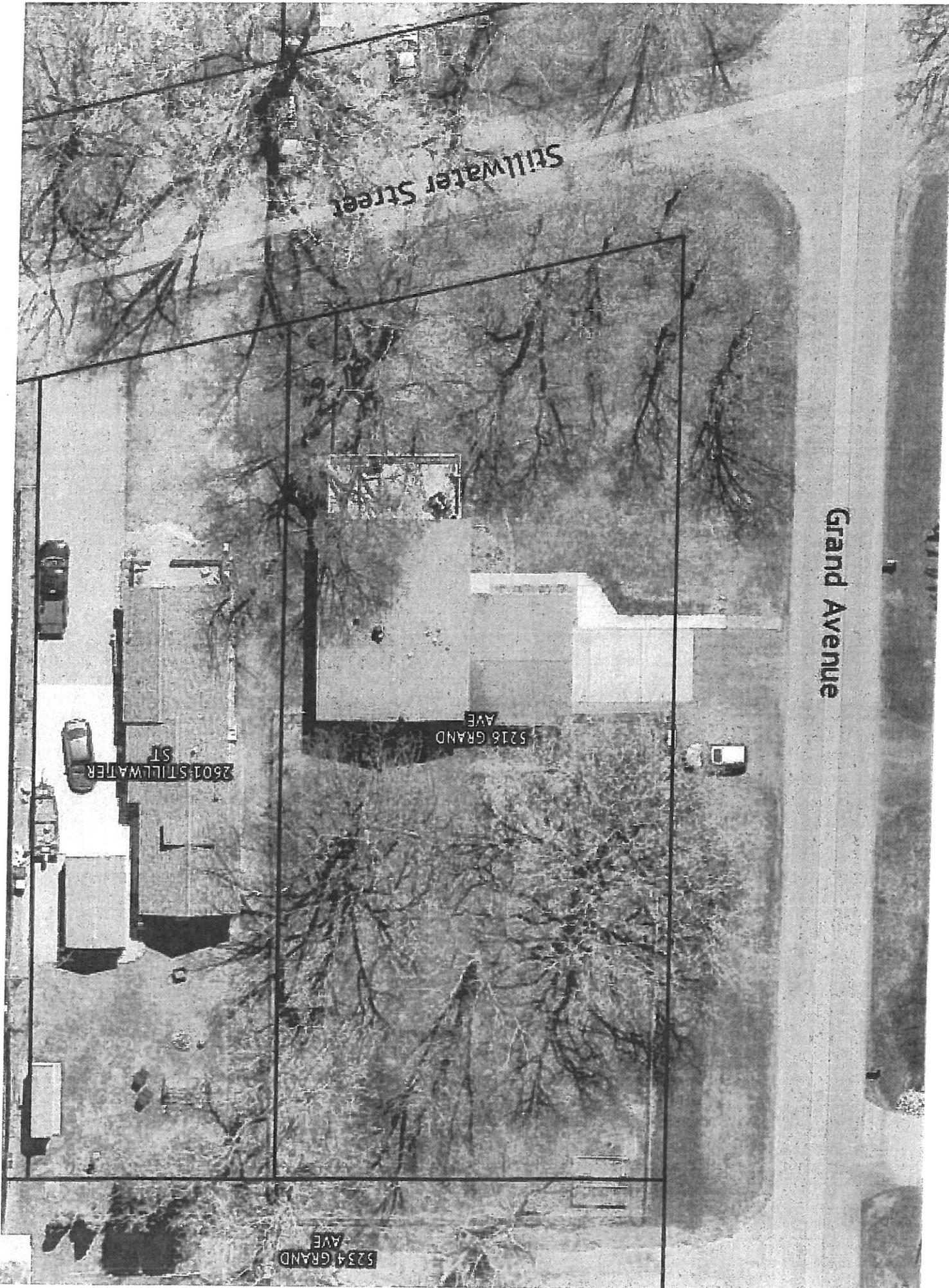
Stillwater Street

Grand Avenue

2601 STILLWATER ST

5218 GRAND AVE

5234 GRAND AVE





VARIANCE APPLICATION FORM

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

RECEIVED
 JUN 05 2019
 TOWN OF WHITE BEAR

INTRODUCTION

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

Fee \$225

APPLICANT(S) Anthony Abbott PHONE (Home) 612-708-4389
Morgan Abbott (Business) _____
 (Cell) _____

ADDRESS 5216 Grand Ave
White bear Township, MN, 55110

PROPERTY OWNER Anthony and Morgan Abbott

ADDRESS OF SITE 5216 Grand Ave ZONING _____

EXISTING USE OF SITE Deck

DESCRIPTION OF VARIANCE REQUEST: Install Roof and 3 season an existing deck, the deck had to have an approved Variance to be built by the prior owners. Attached are Plot measurements and deck design

SETBACKS:	Required	Existing	Requested
Front Yard	_____	_____	_____
Side Yard	_____	_____	_____
Side Yard	_____	<u>21'-6'</u>	<u>21'-6' + 1 foot overhang</u>
Rear Yard	_____	_____	_____
Other (Specify)	_____	_____	_____

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

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

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

M. Chappell
Charles Walker
*Signature of Applicant(s)

6/5/2019
Date

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

<u>To Be Completed By Office:</u>		<u>ck# 7008</u>
Date Request Received	<u>6/5/19</u>	
By <u>Karen</u> (Staff Member)	\$225.00 Fee Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Complete	_____	

STATEMENT OF AFFECTED PROPERTY OWNERS

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

I am the owner of the property at: 5216. I am requesting that the Town of White Bear grant me a variance from Ordinance No. _____, for the following purpose:

Install Roof and 3 season my existing deck

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

PROPERTY OWNERS

1. Name: Daniel R. Monroe Address: 5200 Grand Avenue
Mary S. Monroe Phone: (Home) 651-583-1595
 (Bus.) N/A
 (Cell) 651-249-6149
 Comments: All for their improvement!

Date: 6-04-2019 Signatures: Daniel R. Monroe

2. Name: Lenny Hess Address: 2601 STILLWATER
Susan Robinson-Hess Phone: (Home) _____
 (Bus.) N/A
 (Cell) 651 246 0406
 Comments: _____

Date: _____ Signatures: _____ / _____

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

Date: _____ Signatures: _____ / _____



**Town Board Meeting
July 15, 2019**

Agenda Number: 8C – New Business

Town Planner Item:

Subject: Patrick O'Brien, 1382 Top Lane – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance

**Documentation: Staff Memo w/attachments /
Minor Subdivision Application Form**

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Variance Board, Planning Commission & Staff Review & Recommendation

- 1) Approve the Minor Subdivision of the Property at 1382 Top Lane & Noting that no Future Variances will be Granted on the Newly Created Lot
- 2) Approve the 2,210' Lot Size Variance & the 15.95' Lot Width Variance

**Minutes
Planning Commission Meeting
June 27, 2019**

PATRICK O'BRIEN, 1382 TOP LANE – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance: Riedesel summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The home fronts on Top Lane and the driveway accesses Top Lane. The Property is n "L" shaped with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

O'Brien would like to split the property into two lots. One lot approximately 90' wide by 207.56' deep fronting on Top Lane. This lot has the O'Brien home on it. The second lot would be a vacant corner lot 89.05' wide by 110' deep.

The lot containing the O'Brien home would be approximately 18,000 square feet in area meeting lot size and width requirements. The corner lot requiring variances is proposed to be approximately 9,790 square feet in area. The Town's minimum lot size is 12,000 square feet in area with a minimum of 105' width along each right-of-way.

Therefore the applicant is requesting a 15.95' lot width variance and a 2,210 lot square footage variance for the newly created lot.

The Variance Board met to discuss this agenda item and it recommended the Planning Commission to recommend to the Town Board to approve the minor subdivision subject to the applicant downsizing the size of the lot on which the house is located in order to add an additional 900 square feet to the other, smaller lot. There was discussion of this, but the Commission looked at the lot and other lots in the area and saw similar sizes. The property has only been assessed as one unit.

Lemmons stated that the Commission can put conditions on variances, and he gave some examples.

Kotilinek moved to recommend approval of the split as requested with the stipulation that no future variances would be needed on the new lot. Artner seconded. Ayes Artner, Flann, Kotilinek, Loes. Abstention Denn.

The public hearing for this agenda item is set to be at the Town Board Meeting of July 15th.

**Minutes
Variance Board Meeting
June 19, 2019**

PATRICK O'BRIEN, 1382 Top Lane – Request for Minor Subdivision Requiring Approval of a Lot Size & Lot Width Variance: Riedesel summarized the request for approval of a minor subdivision which requires approval of a lot size and lot width variance. The property is located at the corner of Top Lane and South Birch Lake Boulevard. The home fronts on Top Lane and the driveway accesses Top Lane. The property is "L" shaped with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

O'Brien would like to split the property into two lots. One lot approximately 90' wide by 207.56' deep fronting on Top Lane. This lot has the O'Brien home on it. The second lot would be a vacant corner lot 89.05' wide by 110' deep.

The lot containing the O'Brien home would be approximately 18,000 square feet in area meeting lot size and width requirements.

The corner lot is proposed to be approximately 9,790 square feet in area. The Town's minimum lot size is 12,000 square feet in area with a minimum of 105' width along each right-of-way. Therefore, the applicant is requesting a 15.95' lot width variance and a 2,210 lot square footage variance for the newly created lot.

The configuration of the O'Brien property seems as though it should be split; however, no stub was constructed and the property was only assessed for one unit.

Denn stated that he is not in favor of creating undersized lots which will may require variances in the future to construct houses.

O'Brien stated that any home constructed on the new lot would not be a two story dwelling but a single story home that would fit on the lot.

Johnson proposed an option whereby O'Brien could increase the size of the newly created lot by downsizing the size of his lot to 80' wide thereby adding an additional 900 square feet onto the new lot which will decrease the size of the lot size variance needed.

Denn stated he could support Johnson's proposal as it would get the new lot closer to the minimum lot requirement and that no variances be allowed on either parcel in the future.

Johnson moved to recommend to the Planning Commission to recommend to the Town Board to approve the minor subdivision subject to the applicant downsizing the size of the lot on which the house is located to be 80' wide which would add approximately 900 square feet onto the new lot thereby getting it closer to the minimum lot requirement and decreasing the amount of the lot size variance, and noting that no variances will be permitted for the newly created corner lot. Christopherson seconded. Ayes all.

The Variance Board stated that a revised sketch plan should be presented prior to or at the Planning Commission meeting.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: JUNE 13, 2019

SUBJECT: LOT SPLIT

REQUESTS: MINOR SUBDIVISION / LOT WIDTH & SIZE VARIANCE
LOCATION: 1382 TOP LANE
APPLICANTS: PATRICK O'BRIEN
ZONING: R-1, SUBURBAN RESIDENTIAL
PUBLIC
HEARING: NOT REQUIRED

Mr. O'Brien is requesting Town approval to subdivide his property into two parcels. The property is located at the corner of Top Lane and South Birch Lake Boulevard. Mr. O'Brien's home fronts on Top Lane. The driveway also accesses Top Lane. His property is "L" shaped with 89.05' of frontage on South Birch Lake Boulevard and 200' of frontage on Top Lane.

Mr. O'Brien would like to split his property into two lots. One lot approximately 90' wide by 207.56' deep fronting on Top Lane. This lot has the O'Brien home on it. The second lot would be a corner lot, 89.05' wide by 110' deep. This part of the property is currently vacant.

The lot with the O'Brien home would be approximately 18,000 square feet in area and meets lot size and width requirements.

The corner lot is proposed to be approximately 9,790 square feet in area.

The Town's minimum lot size requirement is 12,000 square feet. A corner lot should have a minimum of 105' of width along each right-of-way.

As proposed, Mr. O'Brien is asking the Town to consider two lot size related variances. They are: A 15.95' lot width variance and a 2,210 lot square footage variance. Both variances are required for the corner lot as proposed.

There is an existing lot abutting the O'Brien parcel which is approximately 90' wide by 110' deep equaling approximately 9,900 square feet.

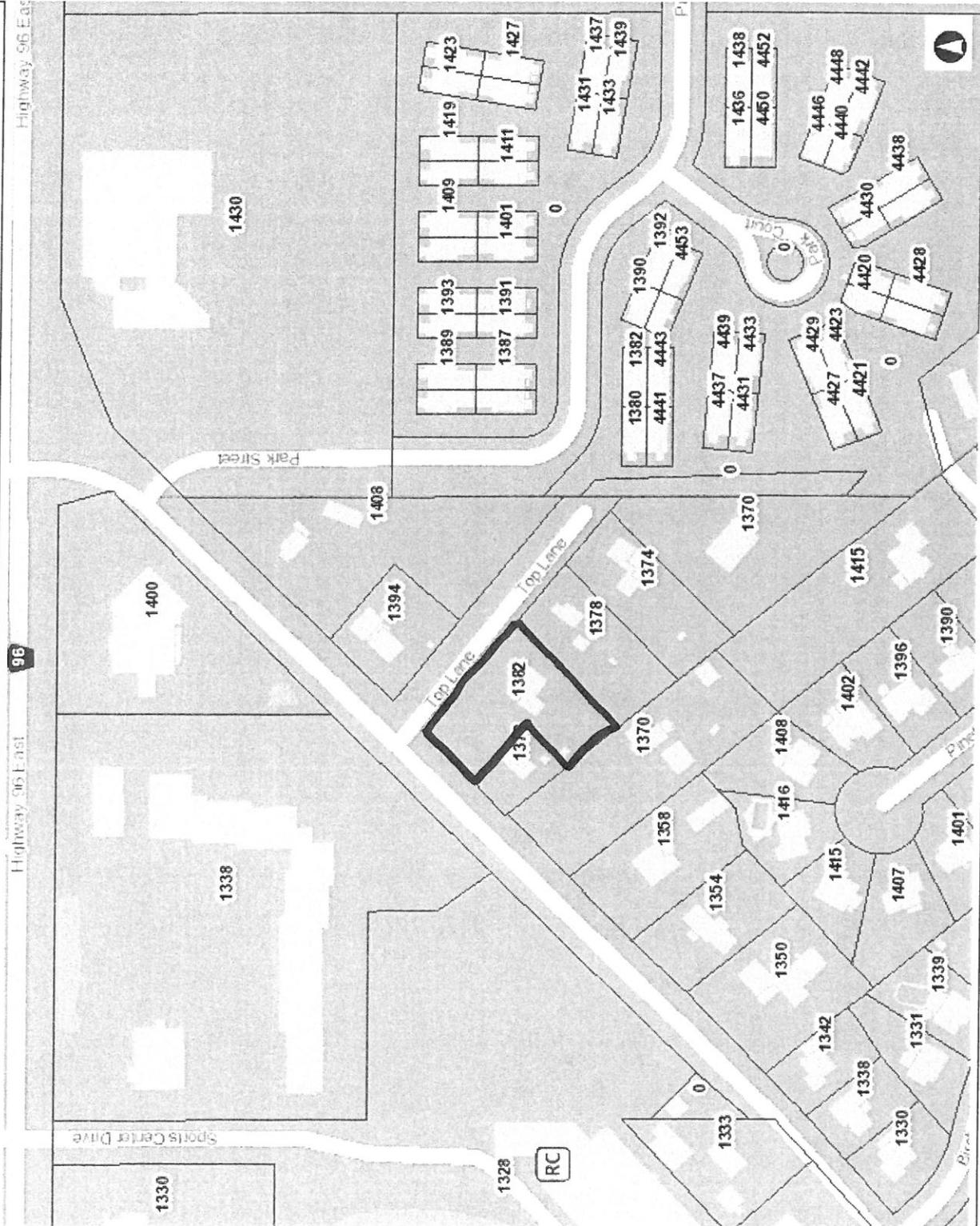
The configuration of the O'Brien lot makes it seem like it should be split into two parcels. The lot as it currently exists was assessed for only one unit. Larger lots which are

subdividable have historically been assessed multiple units, based on how many lots can be created meeting minimum Town requirements.

If approved, the subdivision should be subject to:

1. Payment of one park dedication fee.
2. Payment of the Utility Connection Fee for sewer & water.
3. Payment of SAC, WAC and local SAC when home is constructed on the lot.
4. Provision of 10' drainage and utility easements along all lot lines, avoiding existing structures currently located on the Top Lane property.

TR/psw
cc:admin/add.file
b:o'Brien



Legend



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

Notes

Enter Map Description

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

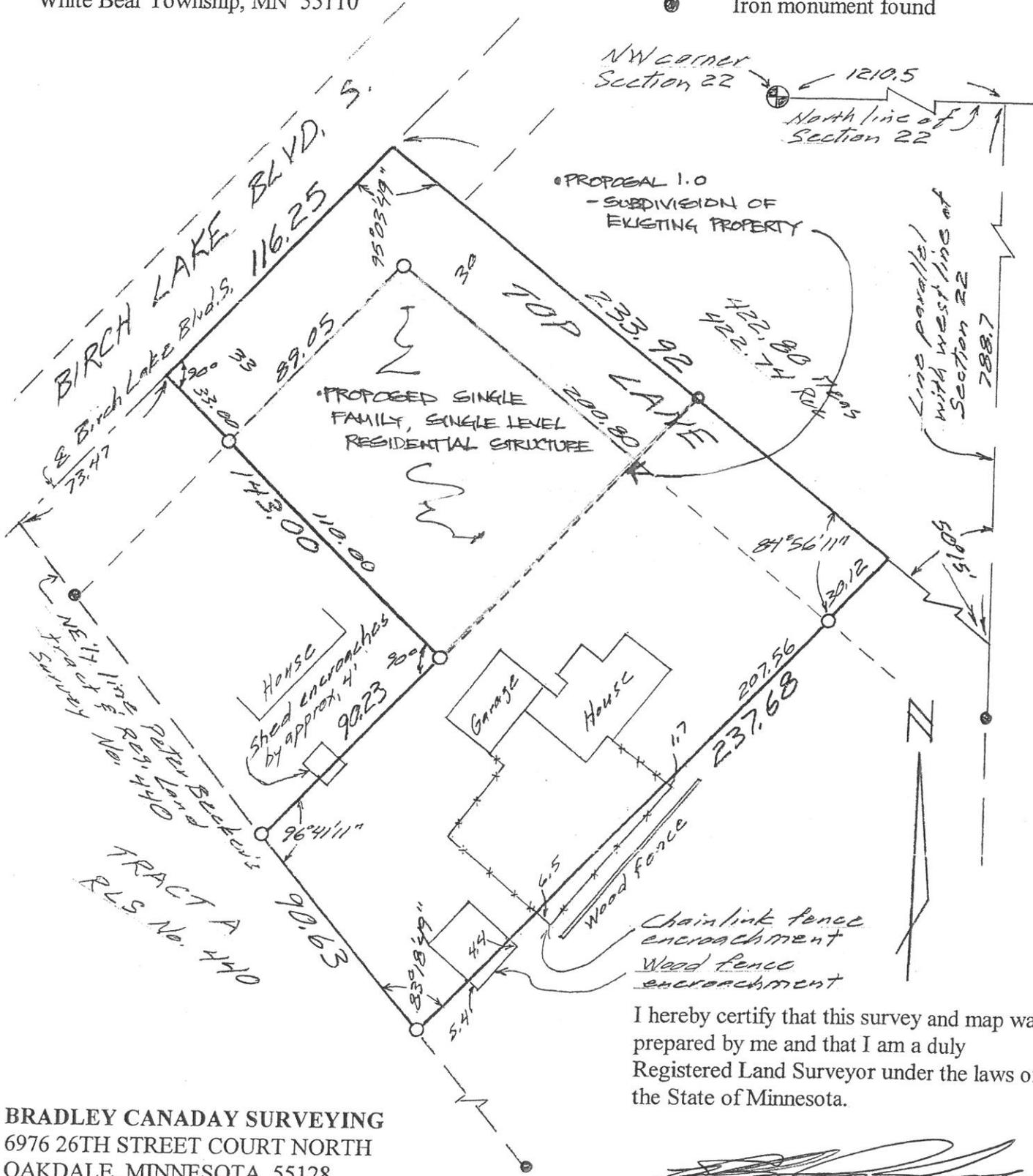


CERTIFICATE OF SURVEY

SURVEYED FOR:
 Patrick O'Brien
 1382 Top Lane
 White Bear Township, MN 55110

SCALE
 1 inch = 50 feet

LEGEND:
 ○ Iron monument set and capped
 RLS 17496
 ● Iron monument found



I hereby certify that this survey and map was prepared by me and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.


 Reg. No. 17496 Date: 5/3/05

BRADLEY CANADAY SURVEYING
 6976 26TH STREET COURT NORTH
 OAKDALE, MINNESOTA 55128
 651-779-6435

Job No. 05-05



MINOR SUBDIVISION APPLICATION FORM

INTRODUCTION

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

APPLICANT(S) PATRICK J. O'BRIEN PHONE (Home) 651.398.8704
(Business) 651.366.5820
(Cell) 651.398.8704

ADDRESS 1382 TOP LANE
WHITE BEAR TOWNSHIP, MN

PROPERTY OWNER PATRICK J. O'BRIEN

ADDRESS OF SITE 1382 TOP LANE ZONING RES.

EXISTING USE OF SITE SINGLE FAMILY RESIDENTIAL

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

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

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

Pat Johnson

Signature of Applicant(s)

6-4-19

Date

To Be Completed By Office:

Date Request Received _____

By _____
(Staff Member)

\$35.00 Fee + \$150 Deposit Received

Yes
No

Date Application Complete _____



**Town Board Meeting
July 15, 2019**

Agenda Number: 8D – New Business

Town Planner Item:

Subject: Nextern, 1185 North Birch Lake Boulevard – Request for Permitted Use Standards Permit to Add Temporary Driveway from 1185 North Birch Lake Boulevard to 4843 White Bear Parkway

Documentation: Staff Memo w/ attachments /
Permitted Use Standards Permit Application /
Proposed PUS & Requirements

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Planning Commission & Staff Review & Recommendation Approve Nextern's Request for a Permitted Use Standards Permit Subject to the Requirements Set out in the Permit which Allows the Addition of a Temporary Driveway from 1185 North Birch Lake Boulevard to 4843 White Bear Parkway

Minutes
Planning Commission meeting
June 27, 2019

NEXTERN, 1185 NORTH BIRCH LAKE BOULEVARD – Request for Permitted Use Standards Permit to Add Temporary Driveway from 1185 North Birch Lake Boulevard to 4843 White Bear Parkway: Riedesel summarized the request for a Permitted Use Standards Permit which would permit the addition of a driveway access between their building and an abutting building which they are leasing. Nextern employees currently go all the way around the lot to access the new building but they plan to add a gravel drive to make traffic flow of trucks easier. There is a 16' wide culvert underneath. There was discussion on the type of material, asphalt regrind or concrete, that would be used for this driveway. It was noted that gravel is planned, but Nextern would use asphalt if recommended.

Right now Nextern is using 1 large truck to remove materials between the buildings. If this driveway is implemented they could use 4 smaller trucks. There was discussion on the difference of residential driveway standards. It was noted that the term of the lease is 4 years, though they do have the option to extend and right of first proposal to purchase.

Denn noted his and the Town's Building Inspector's concern of the other items the Township has asked of Nextern and their incomplete status. It was also noted that the date for the landscaping is in August, the dumpster enclosure would be resolved with the approval of this request as the dumpster slab is where the new driveway is proposed. Nextern stated that they will revise the proposal and plan to show the changes and completion of these items.

Kotilinek motioned to approve the request for permitted use standards permit for the life of the lease with an asphalt surface. Flann seconded. Ayes all.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: JUNE 17, 2019

SUBJECT: CONSTRUCTION OF TEMPORARY DRIVEWAY

REQUEST: PERMITTED USE STANDARDS PERMIT
APPLICANT: NEXTERN, INC., WESLEY OMER
LOCATION: 1185 NORTH BIRCH LAKE BOULEVARD
4843 WHITE BEAR PARKWAY
ZONING: I-1

Nextern, Inc., is expanding their business and has signed a lease agreement with the owners of the VALID building to their north. The Town recently reviewed a proposal from Camp Bow Wow to locate in the suite in which Nextern plans to lease. The Camp Bow Wow plans are no longer being pursued.

Nextern, which has also leased a building in the abutting Comstock industrial park, would like to connect their site with the VALID site using a temporary Class V driveway. The driveway is planned to connect the two properties but would be removed when the suite is no longer leased.

The 16' wide driveway connection is proposed in a location which would not require any tree removal. A culvert is planned under the temporary driveway to keep drainage flowing from west to east into the VALID stormwater treatment pond.

A Permitted Use Standards Permit must be approved by the Town to allow the planned improvements.

Section 9-3.4 of the Town's Zoning Ordinance lists the standards which must be met prior to approving a Permitted Use Standards Permit. They are:

9-3.4(a) The use shall be planned, designed, constructed and maintained to avoid:

- (1). Unnecessary detracting from the appearance of adjacent properties or from the Town as a whole.
- (2). Aesthetic incompatibility.
- (3). Aural Incompatibility.
- (4). Damage to vegetation.
- (5). Traffic pattern incompatibility.
- (6). Erosion of soil.

(7). Unnecessary loss of existing natural features (vegetation, steep slopes, wetlands, water bodies).

(8). Increased flood potential.

9-3.4(b). No development shall be allowed which will result in unusual maintenance or repair costs of road, parking areas or utility lines.

9-3.4(c). Development shall be permitted only in such a manner that the maximum number of trees shall be preserved. It shall be the duty of the applicant to demonstrate that there are no feasible alternatives to the cutting of trees on the site.

9-3.4(d). The types and density of land use proposed for the site shall be suited to the site conditions and shall adequately correct problems due to soil limitations, including but not limited to, bearing strength, shrink-swell potential, slope stability, high groundwater, or wetness.

9-3.4(e). The proposed use shall be sited, designed, oriented and landscaped to produce a harmonious relationship of building and grounds to buildings and properties in the neighborhood.

9-3.4(f). The proposed use shall show sufficient landscaping to screen undesirable features and to enhance the development.

9-3.4(g). The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the policy and recommendations of the Comprehensive Plan.

9-3.4(h). Fire prevention and fighting equipment acceptable to the Board of Fire Underwriters and Town Board shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.

The proposed temporary driveway appears to meet the standards set forth by ordinance to approve the Nextern request for the temporary driveway. A recommendation for approval of the Permitted Use Standards Permit should include a requirement that:

“The temporary driveway shall be removed and the site restored upon expiration of the Nextern lease with the property at 4843 White Bear Parkway.”

TR/psw
cc:admin/add.file
b:nextern19



Legend



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

Notes

Enter Map Description

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

600.0 Feet

300.00

0


Larson Engineering, Inc.
 5524 Labore Road
 White Bear Lake, MN 55110
 651.491.9200 (F) 651.491.9201
 www.larsoneng.com

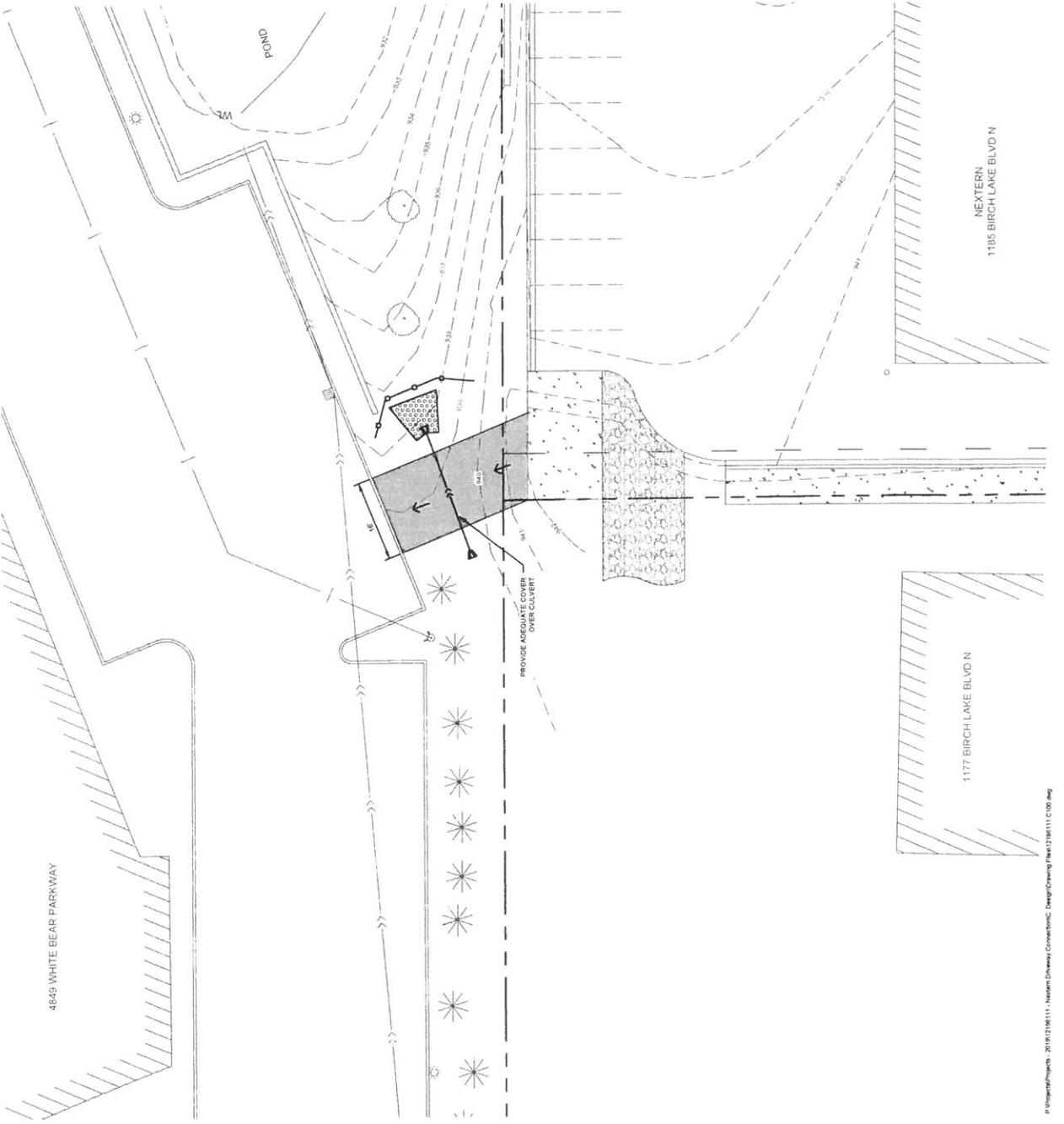
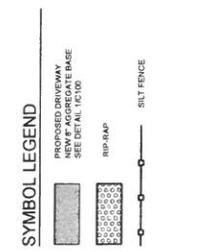
NEXTERN
 1185 BIRCH LAKE BOULEVARD N,
 WHITE BEAR LAKE, MN 55110

PROPOSED DRIVEWAY CONNECTION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer in the State of Minnesota.

Date	Reg. No.
Date	Description

Project # 17196111
 Drawn By JBC
 Issue Date 05/24/19
 Sheet Title EXHIBIT PLAN
C100



Runway Plan 7/11/2018
WJG

4849 WHITE BEAR PARKWAY

Larson Engineering, Inc.
 3524 Labore Road
 White Bear Lake, MN 55110
 651.481.9120 (F) 651.481.9201
 WWW.LARSONENGINEERING.COM
 © 2018 Larson Engineering, Inc. All Rights Reserved

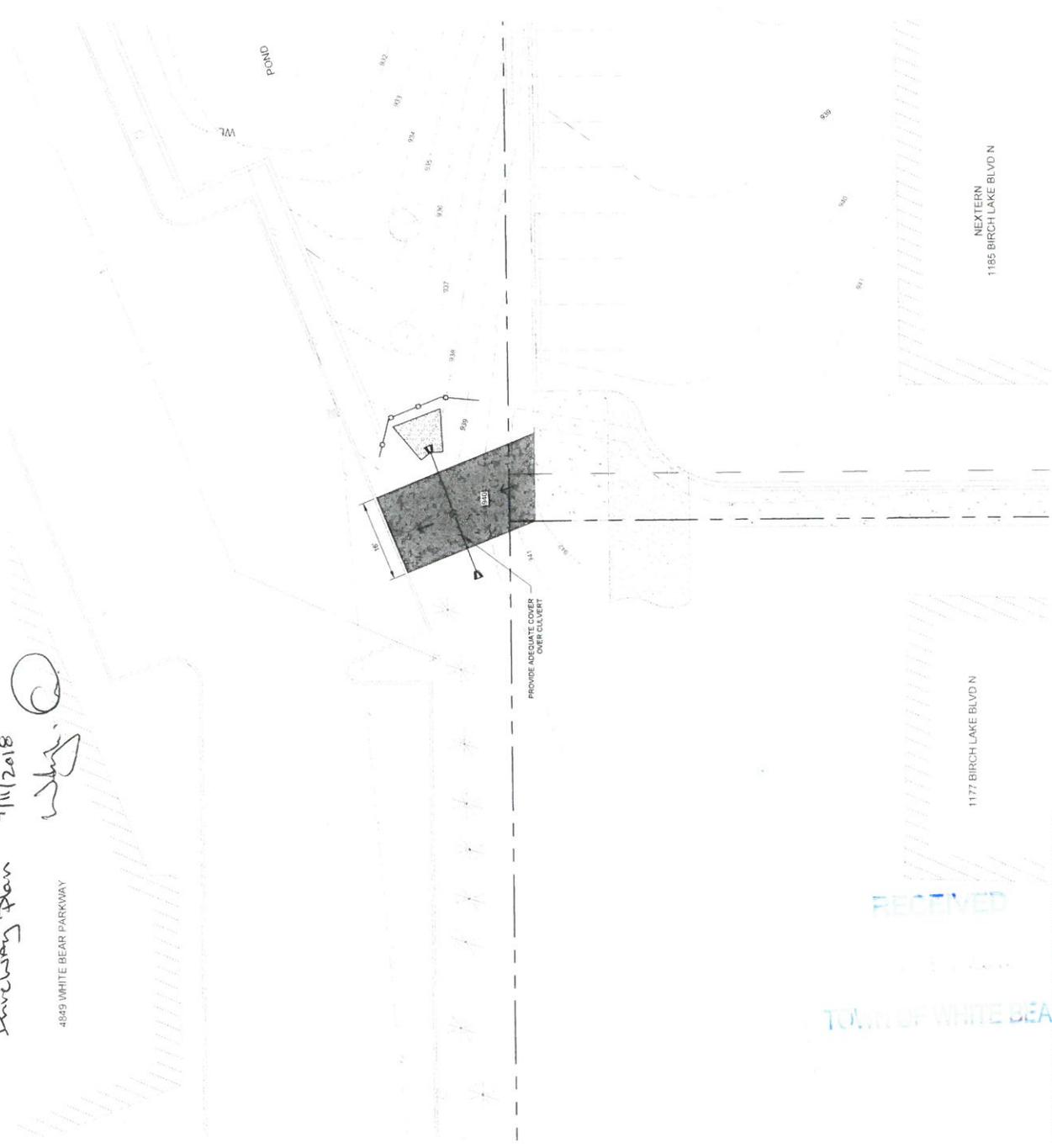
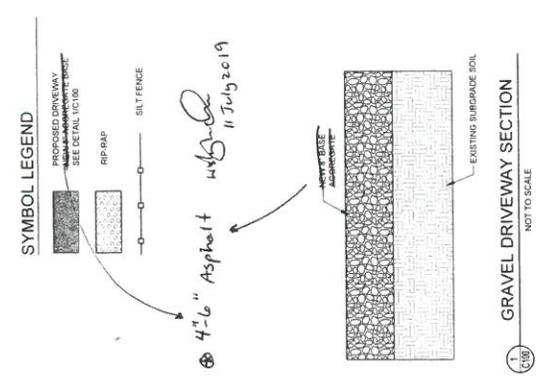
NEXTERN
 1185 BIRCH LAKE BOULEVARD N
 WHITE BEAR LAKE, MN 55110

PROPOSED DRIVEWAY CONNECTION

Project Title
 Date
 Rev. Date
 Description

Project # 1508111
 Drawn By KDK
 Checked By JAN
 Issue Date 05/24/19
 Sheet Title

EXHIBIT PLAN
C100

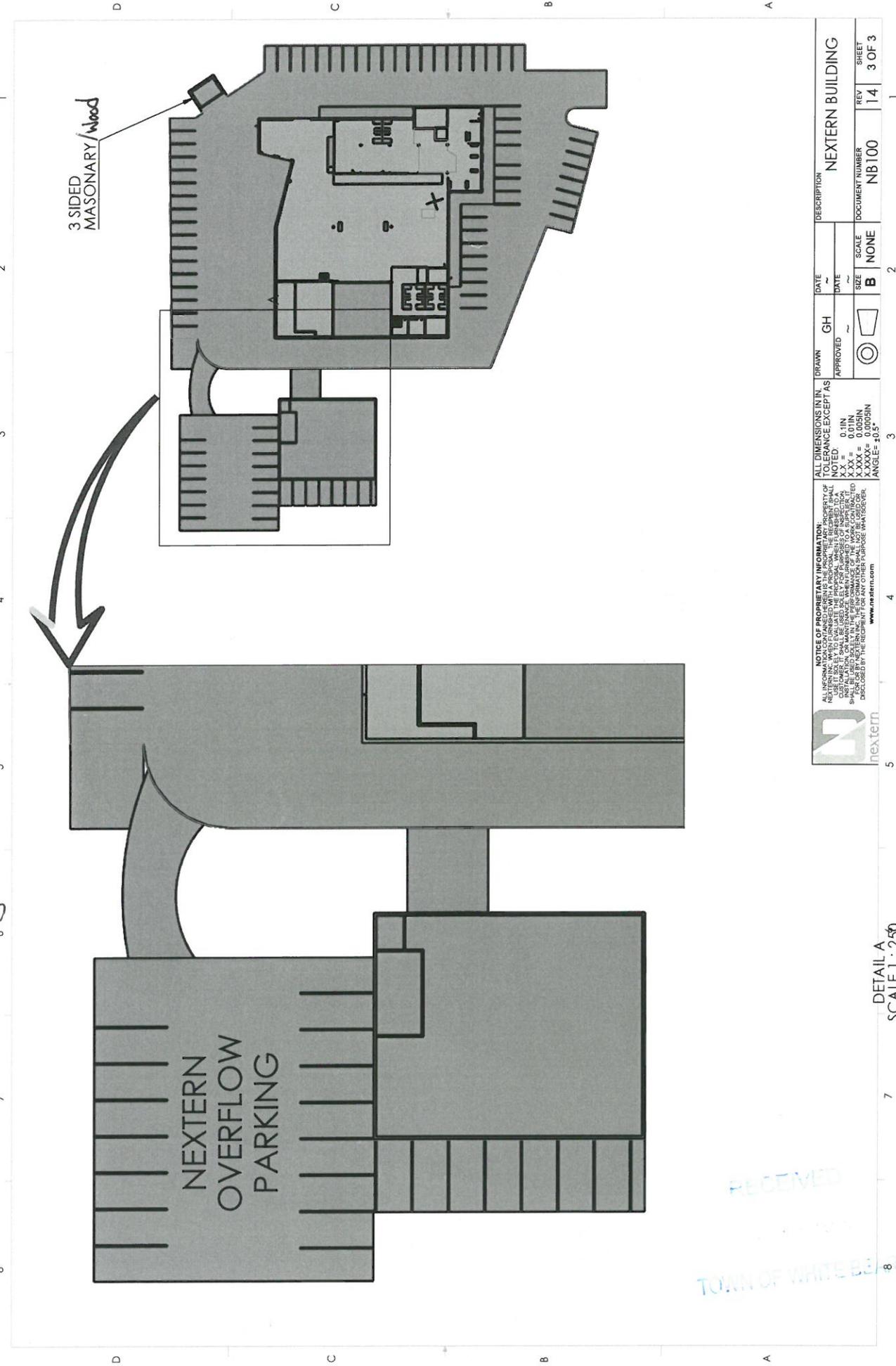


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 TOWN OF WHITE BEAR

Dumpster Plan

7/11/2018

W. J. G. C.



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ALL DIMENSIONS IN INCHES UNLESS NOTED OTHERWISE:
 X.X = 0.1 IN
 X.XX = 0.01 IN
 X.XXX = 0.001 IN
 X.XXXX = 0.0001 IN
 ANGLE = ±0.5°

DATE	DATE	DATE	DATE
APPROVED	APPROVED	APPROVED	APPROVED
SIZE	SIZE	SCALE	SCALE
B	B	NONE	NONE
DOCUMENT NUMBER	DOCUMENT NUMBER	REV	REV
NB100	NB100	14	14
DESCRIPTION		DESCRIPTION	
NEXTERN BUILDING		NEXTERN BUILDING	
SHEET		SHEET	
3 OF 3		3 OF 3	

DETAIL A
 SCALE 1 : 250

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 TOWN OF WHITE BELL

Lease Duration



7/11/2019

LEASE

THIS LEASE, made and entered into this May 16, 2019 (“**Effective Date**”), by and between MIRUMI PROPERTIES LLC, hereinafter called “**Landlord**”, and NEXTERN, INC., a Minnesota corporation, hereinafter called “**Tenant**,” for the Premises as defined hereafter located in the Building located at 4843 White Bear Parkway, White Bear Township, Minnesota (the “**Building**”).

1. PREMISES LEASED: Subject to the terms and conditions herein contained, the Landlord hereby leases to the Tenant the following premises (“**Premises**”) of approximately 11,459 square feet of total area consisting of 1,185 square feet office space (“**Office Space**”) and 10,274 square feet of warehouse space (“**Warehouse Space**”), which equals 29.5175% of the total square footage in the Building (“**Proportionate Share**”). Tenant shall also have the right to use in common with Landlord and other tenants of the Building, and its and their employees, agents, customers and invitees, all common areas. The Building, the land upon which it sits and all common areas are referred to herein as the “**Project**”.

2. TERM: The terms and conditions of this Lease shall be effective on the Effective Date. The Lease term (“**Term**”) shall commence (“**Commencement Date**”) the earlier of (i) thirty (30) days after the Effective Date, provided that “**Landlord’s Work**,” as defined hereafter in paragraph 32(b) below is complete; or at such later date as Landlord’s Work is complete, or (ii) the date that Tenant commences business from the Premises, and shall continue for a period of forty eight (48) full months thereafter.

3. USE: The Tenant shall use and occupy the Premises as general office and, warehouse use and uses incidental thereto. The Tenant shall not use the Premises, nor permit them to be used, for any unlawful business or other purposes whatsoever.

RECEIVED

TOWN OF WHITE BEAR



PERMITTED USE STANDARDS APPLICATION FORM

INTRODUCTION

All permitted uses outlined in the Zoning Ordinance, Section 6-4, with the exception of single family dwellings and their accessory buildings are required to meet the standards set forth in Section 9-3, Permitted Use Standards Procedure of the Zoning Ordinance.

APPLICANT(S) Wesley Omer PHONE (Home) _____
Nextern Inc (Business) 612 203 2100 x8208
(Cell) 612 865 9742

ADDRESS 1185 N. Birch Lake Blvd
White Bear Lake, MN

#455

PROPERTY OWNER MIRUMI Properties LLC

ADDRESS OF SITE 4843 White Bear Parkway ZONING I1

EXISTING USE OF SITE Office & Warehouse

DESCRIPTION OF PERMITTED USE REQUESTED Pathway (temporary)
connecting the parking lots between properties. No removal
of trees or additional landscaping.

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

CHECKLIST:

✓ Site Plan – 15 full-sized copies (larger than 11 x 17) and one reduced size (8 ½ x 11)

✓ Existing conditions (all buildings, open space, retention areas, utility areas, service areas, and storage areas).

✓ Site improvements (proposed locations of buildings, parking areas, drives, fences, walls, signs, lighting, walkways, patios, decks and barriers).

- Site locations and adjacent land use.
- Site grading and drainage plan. (*straight grade from lot to lot*)
- Topography (no greater than 2 foot intervals).
- Wetlands (delineation of streams, water bodies, wetlands and 100 year storm elevation). *No change*
- Paved or surfaced area (include type or materials and function of area to be paved).
- Proposed landscaping (include existing trees 7 inches or greater and large shrub massings). *No change*
- NA Building plans (size, intended use of structures, exterior finishes, floor plans and elevations).
- Schedule (when applicant intends to construct.) *ASAP.*
- Additional information if required.
- NA Certificate of Survey. - *existing*
- NA Permits or written comments from other agencies (DNR, COE, RCWD, VLAWMO, Ramsey County Public Works, MPCA).

REVIEW PROCESS:

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

STANDARDS:

The Town Board will approve a Permitted Use Standards Permit only if the following facts are established.

1. There will be no detracting from the appearance of adjacent properties or Town as a whole.
2. There will not be aesthetic incompatibility.
3. There will not be aural incompatibility (noise).
4. There will not be damage to vegetation.
5. Traffic patterns will not be negatively affected.
6. There is no unnecessary loss of existing natural features.
7. Will not cause soil erosion.
8. Will not increase flood potential.

ZONING CERTIFICATE

TOWN OF WHITE BEAR, MINNESOTA

I hereby certify that the real estate situated in the Town of White Bear, Ramsey County, Minnesota, described as follows, to-wit: See Attached Exhibit A, and commonly known as 1185 Birch Lake Boulevard North, is in a(n) I - 1 Light Industrial District and can be used for the following purpose: Construction of an approximate 20,000 square foot office/manufacturing building and the addition of a temporary driveway all in accordance with the attached plans & specifications, pursuant to Ordinance No. 35, the Zoning Ordinance for the Town of White Bear, Ramsey County, Minnesota.

Dated: July 15, 2019.

TOWN CLERK

- CONDITIONAL USE PERMIT
- PERMITTED USE
- NON-CONFORMING USE
- SPECIAL HOME OCCUPANCY PERMIT
- OTHER: _____

**Permitted Use Standard Permit
Requirements**

**Nextern
1185 Birch Lake Boulevard North
White Bear Township, MN 55110**

1. The following plans are made a part hereof by reference:
 - Demolition & Existing Conditions Plan C-1 dated 4/27/16
 - Paving & Dimension Plan C-2 dated 4/27/16
 - Grading & Erosion Control Plan C-3 dated 4/27/16
 - Utility Plan C-4 dated 4/14/16
 - Details Plan C-5 dated 9/29/15
 - Site Plan A1.2 dated 3/16/16
 - Main Floor Plan A2.0 dated 3/16/16
 - 2nd Floor Plan A2.1 dated 3/16/16
 - Exterior Elevations A3.0 dated 3/16/16
 - Exterior Elevations A3.1 dated 3/16/16
 - Landscaping Plan
 - Exhibit Plan C100 dated 5/24/19
2. Parking lot lighting shall consist of concealed source type lighting with a shoe box fixture and a globe that does not extend below the box.
3. Wall pack lighting shall cast light downward so glare does not extend beyond the property line.
4. Exterior mechanical fixtures shall be painting to match the building.
5. A Grading/Erosion & Sediment Control plan shall be provided and approved by Town staff.
6. Any monument sign will require a sign permit and must include the words "White Bear Township" or the Town logo pursuant to the Town's Sign Ordinance.
7. Rooftop mechanical shall be set back from the sides of the building in order to provide screening from surrounding property. In the alternative, rooftop mechanical shall be screened with 100% opaque material which compliments the building.
8. Additional landscaping/plant screening shall be provided between the north parking lot and property line in order to screen the loading docks from the abutting property. If the additional plant material will not fit due to the 5' setback and retaining wall, Nextern shall work with the abutting neighbor to plant material between the retaining wall and storm pond on the abutting property.

9. Retaining walls exceeding 4' in height shall be designed by a professional engineer licensed in the State of Minnesota.
10. Details of the retaining wall on the north side of the site shall be provided.
11. Drainage and utility easements shall be provide around the perimeter of the property.
12. A NPDES Permit must be obtained from the MPCA.
13. A PIV valve shall be provided where the watermain is extended to the building per the Town Fire Inspector.
14. The temporary driveway connection between 1185 North Birch Lake Boulevard and 4849 White Bear Parkway shall be paved and shall be removed at the time that the lease terminates and is not extended.
15. A dumpster containment area shall be defined on a site plan.
16. All Federal, State Statutes, rules and regulations, and all local Ordinances shall be complied with.

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



**Town Board Meeting
July 15, 2019**

Agenda Number: 8E – New Business

Public Works Director Item:

**Subject: Joint Powers Agreement - City of Birchwood –
Approve 2019 Utility/Sanitary Sewer Management
Improvement Project**

**Documentation: Staff Memo /
Joint Powers Agreement w/ exhibits**

Action / Motion for Consideration:

Report at Meeting / Discuss

Based Town Attorney & Staff Review & Recommendation Approve the
Joint Powers Agreement – City of Birchwood & Town of White Bear 2019
Utility/Sanitary Sewer Management Improvement Project including
Birchwood Lane Lift Station Connection to South Shore Boulevard

MEMORANDUM

Date: July 10, 2019

To: Town Board

From: Dale Reed, Public Works Director

Re: City of Birchwood Joint Powers Agreement for the Connection of Sanitary Sewer.

The City of Birchwood has been pursuing options to eliminate one of their three (3) lift stations that the Township Public Works Department currently maintains. Birchwood's Lift Station #1 is in need of rehabilitation. The estimated cost of rehabilitation of the lift station that only serves 13 homes was extraordinary. The City of Birchwood's Engineer, Thatcher Engineering, began to look at options other than rehabilitation. One option was to make a direct gravity line connection to the Township's sanitary sewer system. Earlier this year, they looked at obtaining easements from Township residents to connect to the Township's sanitary sewer manhole located within a Township easement. This option proved to be challenging for the City. Most recently, they have been working with both Washington and Ramsey Counties to place a line in the Right of Way (ROW) of their respective roadways, Century Avenue (120) and South Shore Boulevard. The line would run from Lift Station #1, which is located at the Southeast corner of Century Avenue and Birchwood Lane, to the Township's sanitary sewer manhole #50, located between 2722 and 2732 South Shore Boulevard. The Township has the capacity to accommodate the increased flow from the 13 homes that the City is proposing to add.

With this connection, the Metropolitan Council Environmental Services (MCES), is requiring that the City provide them with a Joint Powers Agreement (JPA) between the City and the Township. A JPA draft was prepared by the City's attorney and reviewed by Township staff. The incorporation of the requested edits are included in copy that you have for signature. We currently have a JPA for the maintenance of sanitary sewer system within the City. This agreement is to allow the connection to the Township's sanitary sewer system, authorizing the Town to bill the 13 City residents, and details ownership of the line.

Staff is recommending that the Town Board approve the JPA and authorize its execution.

JOINT-POWERS AGREEMENT
City of Birchwood & Town of White Bear
2019 Utility/Sanitary Sewer Management Improvement Project including
Birchwood Lane Lift Station connection to South Shore Boulevard

THIS JOINT-POWERS AGREEMENT made and entered in this _____ day of July, 2019, by and between the City of Birchwood, Washington County, Minnesota, and the Town of White Bear, Ramsey County, Minnesota.

WHEREAS, the parties, pursuant to the provision of Minnesota Statutes Chapter 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, the City of Birchwood is proposing to connect its lift station located east of Century Avenue (aka East County Line) on Birchwood Lane; and,

WHEREAS, the connection point is located along the boundary between the City of Birchwood and the Town of White Bear on South Shore Boulevard in the Town of White Bear as shown on the attached Exhibit A; and,

WHEREAS, the City of Birchwood would transfer 13 residential addresses serviced from this connection to the Town of White Bear, as customers, to manage their sanitary sewer service as shown on the map attached hereto as Exhibit B, and,

WHEREAS, the City of Birchwood has contracted with a consulting engineer, Steven Thatcher, to prepare a feasibility report and final plans and specifications for said re-orientation of the line to run along Century Avenue and South Shore Boulevard to make its connection, and,

WHEREAS, the City of Birchwood will solicit competitive bids for the construction of said improvements.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows, to wit:

1. The City of Birchwood shall be responsible for the design, permitting, construction and associated costs with the re-orienting, routing and connection from its Lift Station #1 to the manhole/sewer access on South Shore Boulevard.

2. Upon the completion of the re-orientation improvement work, the Town of White Bear shall invoice the City of Birchwood for any incidental related costs incurred because of this project. The City of Birchwood shall pay the Town of White Bear within 45 days of receipt of the invoice.
3. The Town of White Bear shall be responsible for setting up the 13 residential addresses as sanitary sewer customers and establish accounts for them internally.
 - 3.a. The 13 residential addresses in the City of Birchwood shall be billed at the current prevailing sewer rate charged to all Town of White Bear utility customers.
 - 3.b. The City of Birchwood shall be responsible for conveying to the Town of White Bear the metered amount of water used by each resident covered under this Agreement on a quarterly basis to allow for calculation of the sewer rate to be billed to them.
4. The City of Birchwood shall be perpetually and solely responsible for the upkeep and cleaning of the line constructed at its sole expense. Should the Town be conducting a project wherein the line may be cleaned as part of that project, the City and Town may agree to have the line cleaned as part of that project with the Town invoicing the City of Birchwood for the time and materials to do so. The City of Birchwood shall pay the Town of White Bear within 45 days of receipt of the invoice.
5. The parties agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this agreement or for damages caused to other parties as a result of the manner in which the offending party performs or fails to perform duties imposed on each party by the terms of this agreement.

6. This agreement shall remain in full force and effect until terminated by mutual agreement of the parties or by an independent arbitrator in the event that there is not a mutual agreement.
7. It is agreed that, except as specifically provided hereby the execution of this agreement, neither party relinquishes any rights or powers possessed by it, neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
8. Data Practices:
 - a. The parties agree to comply with the Minnesota Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. The parties will immediately report to each other any requests from third parties for information relating to this Agreement.
 - c. The parties agree to promptly respond to each other's inquiries concerning data requests.
9. Arbitration of Disputes: Any controversy claim arising out of or relating to this Agreement or breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representatives.

Dated

TOWN OF WHITE BEAR

By _____
Its Town Board Chair

By _____
Its Clerk-Treasurer

Dated

CITY OF BIRCHWOOD

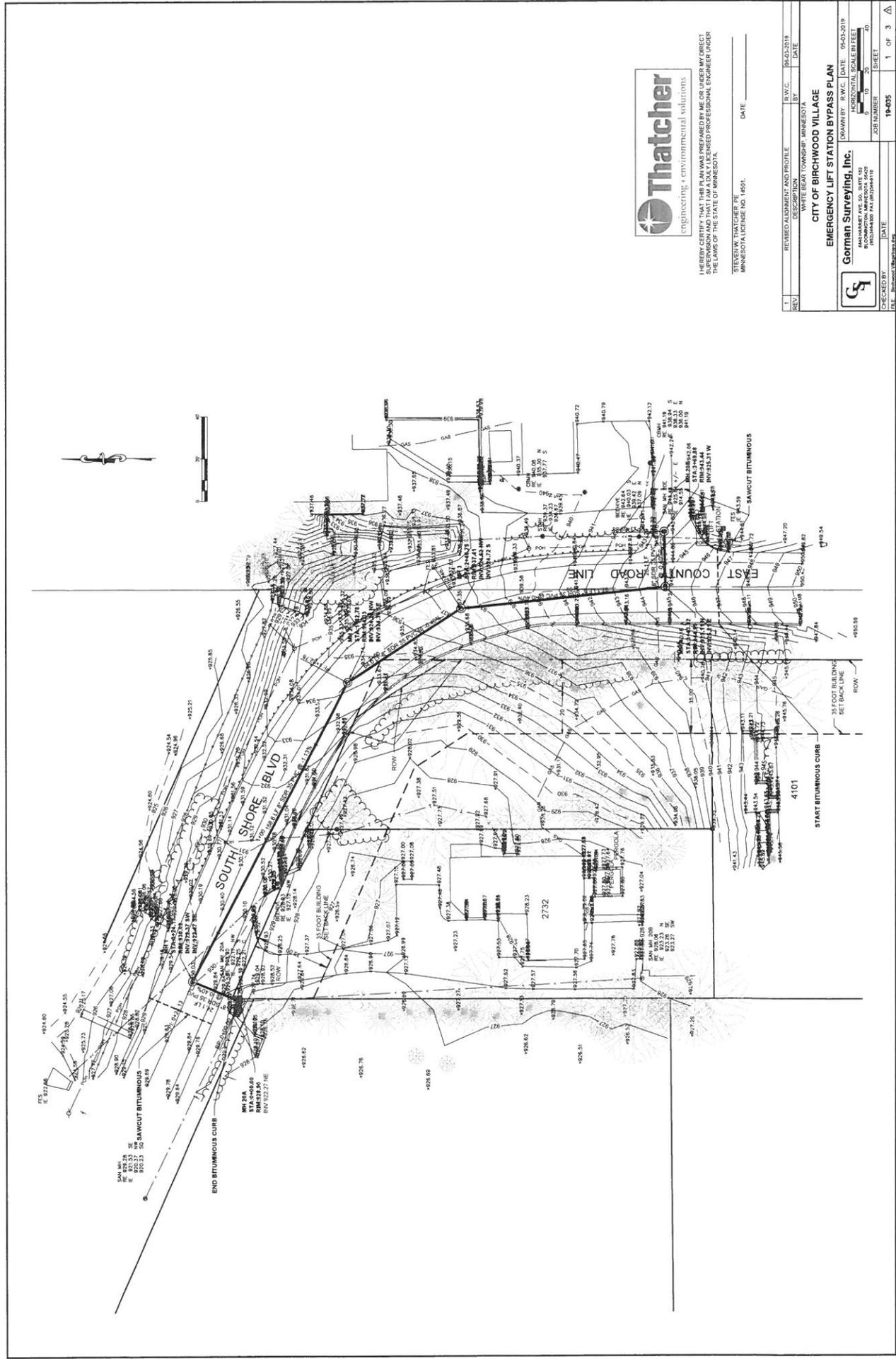
By _____

Its Mayor

By _____

Its City Administrator

EXHIBIT A



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RESIDENT: THATCHER, P.E.
MINNESOTA LICENSE NO. 1491.
DATE: _____

REV	REVISION	DATE	BY
1	REVISED ALIGNMENT AND PROFILE	06-02-2018	WHITEHEAD, CHANG, MINNESOTA

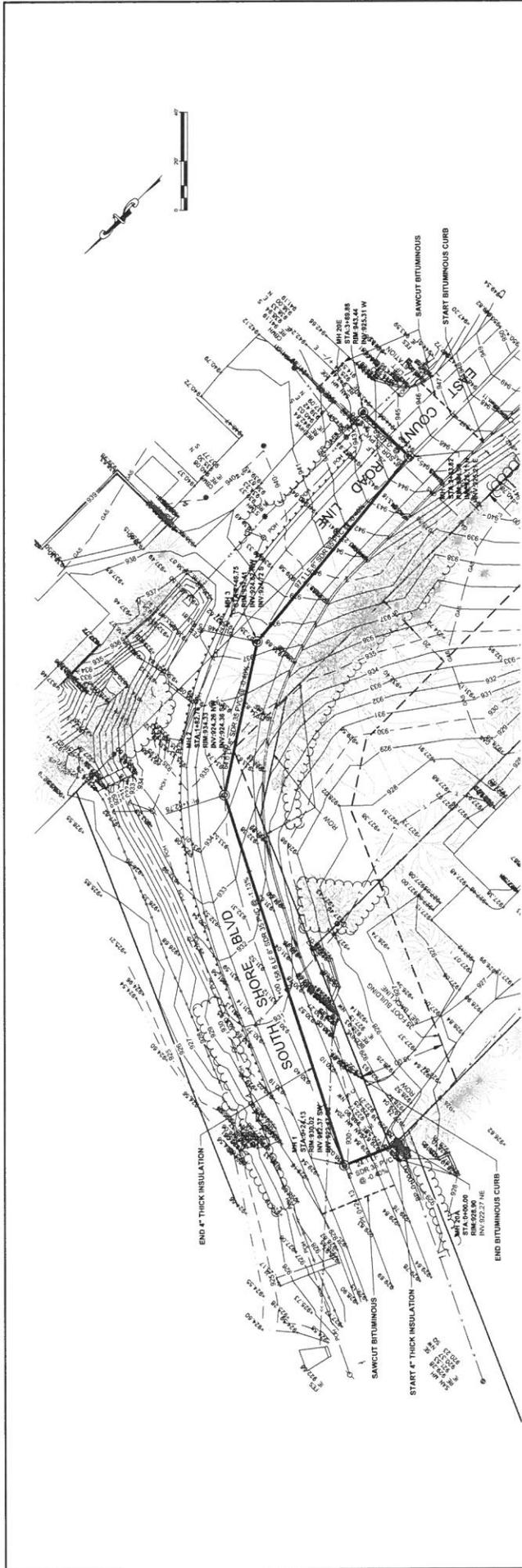
**CITY OF BIRCHWOOD VILLAGE
EMERGENCY LIFT STATION BYPASS PLAN**

Drawn by: R.W.C. DATE: 06-02-2018
 Horizontal Scale in Feet: 1" = 20'
 Vertical Scale in Feet: 1" = 2'
 Job Number: 19-035
 Sheet: 1 of 3

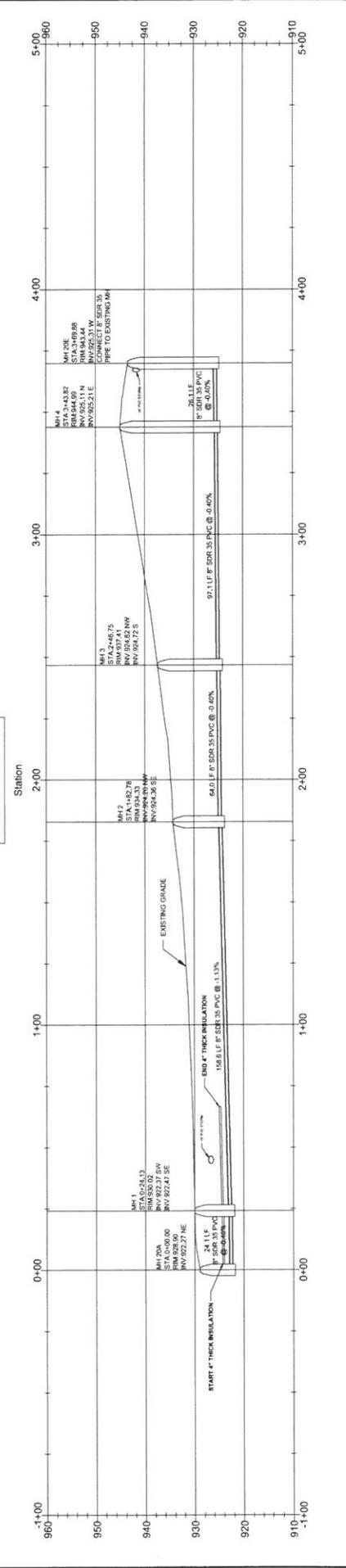
Gorman Surveying, Inc.
 10000 UNIVERSITY AVE
 BLOOMINGTON, MINNESOTA 55425
 (612) 885-1111



CHECKED BY: _____ DATE: _____
 P.L. - BIRCHWOOD VILLAGE



SAN PROFILE

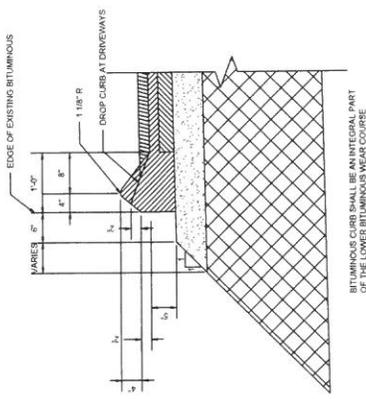


REV	DESCRIPTION	R.W.C.	DATE
1	REVISED ALIGNMENT AND PROFILE	RM	06-03-2019

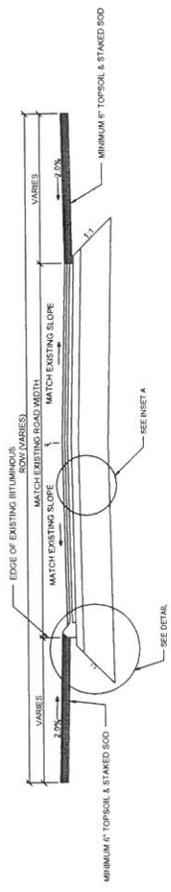
CITY OF BIRCHWOOD VILLAGE
 WHITE BEAR TOWNSHIP, MINNESOTA
EMERGENCY LIFT STATION BYPASS PLAN AND PROFILE
 DRAWN BY: R.W.C. DATE: 06-03-2019
 HORIZONTAL SCALE: 1" = 40'
 VERTICAL SCALE: 1" = 4'
 CHECKED BY: **German Surveying, Inc.**
 400 BARBER AVE. SUITE 100
 WISCONSIN, WI 53090
 414-224-4200 FAX 414-224-4210
 SHEET NUMBER: 19-405
 SHEET: 2 OF 3

I HEREBY CERTIFY THAT THESE PLANS AND PROFILES WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 THATCHER ENGINEERING, INC.
 MINNESOTA LICENSE NO. 14501.

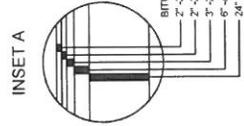

Thatcher
 engineering + environmental solutions



6" SHOE FORMED BITUMINOUS CURB



ROAD SECTION



- BITUMINOUS TACK COAT BETWEEN BIT COURSES MNDOT SPEC. 3357
- SP-19.5 BITUMINOUS WEARING COURSE MIXTURE (SPW6B40F)
- 7\"/>
- 3\"/>
- 6\"/>
- 24\"/>



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

STEVEN THATCHER PE
MINNESOTA LICENSE NO. 1491

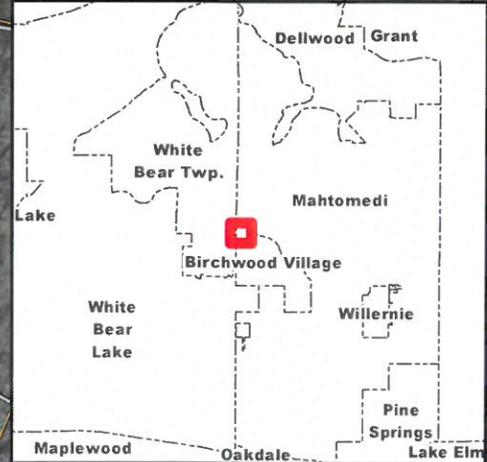
DATE

REV	REVISED ALIGNMENT AND PROFILE	R.W.C.	DATE
1	DATE: 05/23/2019	BY: MATTIARUBI	DATE: 05/23/2019
CITY OF BIRCHWOOD VILLAGE			
EMERGENCY LIFT STATION BYPASS DETAILS			
Gorman Surveying, Inc.		DRAWN BY: R.W.C.	DATE: 05-03-2019
10000 1/2\"/>		PROJECT NUMBER: 19-035	SHEET: 3 OF 3
CHECKED BY: DATE: 05/23/2019		SCALE: 1\"/>	

Birchwood Village

EXHIBIT B

Properties at Birchwood Village Served by Birchwood Lane FM



- City Sanitary
- Forcemain
- Gravity
- LS City Lift Station
- Private Property
- Served Properties
- 10 Foot Elevation Contours (Hypsography)
- City & Township Boundaries
- Parcels - Washington County



Patti Walstad

From: Tobin Lay
Sent: Wednesday, July 10, 2019 6:04 PM
To: Dale Reed
Cc: Patti Walstad; Lynette Olinger; Alan Kantrud; Steve Thatcher (sthatcher@thatcher-eng.com)
Subject: RE: Exhibits A & B for the JPA
Attachments: Exhibit B 5.14.19.pdf; Exhibit A 6.6.19.pdf

Dale,

The two exhibits to the JPA are attached. The technical drawing in Exhibit A may be adjusted once both Counties have approved the final design.

Lynette – the following Birchwood addresses from attached Exhibit B are the 13 homes that will move to WBT sewer:

- 10 Birchwood Lane
- 11 Birchwood Lane
- 15 Birchwood Lane
- 19 Birchwood Lane
- 23 Birchwood Lane
- 27 Birchwood Lane
- 30 Birchwood Lane
- 31 Birchwood Lane
- 35 Birchwood Lane
- 39 Birchwood Lane
- 101 Wildwood Avenue
- 109 Wildwood Avenue
- 117 Wildwood Avenue

If I got anything wrong or if you have any additional questions, let me know. Thanks.

Tobin Lay
City Administrator-Clerk
City of Birchwood Village, MN
office: (651) 426-3403
fax: (651) 426-7747
email: tobin.lay@cityofbirchwood.com
website: <http://www.cityofbirchwood.com/>



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From: Dale Reed <Dale.Reed@whitebeartownship.org>
Sent: Monday, July 8, 2019 10:11 AM
To: Tobin Lay <Tobin.Lay@cityofbirchwood.com>
Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Subject: Exhibits A & B for the JPA

Tobin,

Could you please send the referenced subject exhibits? I am not sure that I have received the official exhibits to date?

Thanks again.

Dale

Public Works Director
White Bear Township
Office phone 651-747-2777



**Town Board Meeting
July 15, 2019**

Agenda Number: 8F – New Business

Public Works Director Item:

Subject: 800 MHZ Radio Replacement:
1. Receive Quotes
2. Approve Quote

Documentation: Public Works Staff Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Review & Recommendation:

- 1) Receive Quotes
- 2) Approve Quote for Replacement of the Eight 800 MHZ Radios to the Lowest Responsible Company, ANCOM, in the Amount of \$18,380.65 With Funding from the Capital Equipment Fund

Minutes
Town Board Meeting
July 1, 2019

800 MHZ RADIO REPLACEMENT – RECEIVE QUOTES – AWARD QUOTE: The Public Works Director summarized that the current radios Staff are using daily are 5 years old and were obtained with a grant through Ramsey County. These radios are now at the point where they cannot be upgraded and have loss of support for current model. The plan is to use the old radios seasonally if needed, for example on Township Day perhaps. With these radios Staff can communicate locally, regionally, and state wide, in case of emergency. Quotes have been received from Ancom for \$18,380.65, Motorola Solutions for \$21,963.63, and R&D Communications Inc. for \$22,399.00. Funding for the 800 MHZ radio replacement will come from the Capital Equipment Fund, which has \$18,710.00 budgeted.

There was a discrepancy in the name and email of the proposal. It appeared to be from Motorola Solutions, which was bid number two, but the email on the proposal was from Ancom, the first bid. It was also brought up that the Building Inspector uses these radios as well, so staff would need 8 or 9, maybe more, this will need to be determined and that may change the price. The Public Works Director will check into the number of radios needed and clarify any discrepancy in the proposal to ensure the Township gets the lowest bid.

Ruzek moved to Continue discussion to the July 15th Town Board Meeting. McCune seconded. Ayes all.

MEMORANDUM

Date: July 10, 2019

To: Town Board

From: Paul Peltier, Public Works Lead; Dale Reed, Public Works Director

Re: Replacement of Eight - 800 MHZ Radios

Public Works has in the CIP this year to upgrade eight (8) of the 800 MHZ radios, due to the loss of support for the current models from Motorola. These radios are used daily for communications between staff. They have been a very important part of our operations from water main breaks to jetting sewers to snow removal. In addition, they provide a safety measure for staff out in the field while working on their own is to have the ability to contact multiple other staff members if needed in an emergency. We also can use them in the event of a local, regional or State emergency to communicate with other governmental agencies.

During the July 1st, 2019 meeting there were a couple of questions regarding the purchase. One related to the amount of radios replaced. The 8 proposed replacements will update the remaining Public Works staff who have not been upgraded the most current model. Over the last two years, the Field Maintenance Supervisor, the Mechanic and the Administration received upgraded radios. The Building Official will have a vehicle-mounted radio installed later this summer. Another community gave the radio to Public Works. The other question was regarding the proposal from Motorola Solutions. Since the P.O. for the purchase from the low quote vendor, Ancom, was made out to Motorola Solutions, why did they also provide quote? The Town typically prefers to have three (3) quotes on purchases. Even if we have State contract pricing that is very competitive. The quotes we received directly from Motorola Solutions and R&D Communications are not State contract pricing. They are direct purchase pricing.

The State Contract vendor for Motorola radios is Motorola Solutions. The contract is #119587. Under the contract, there are nine (9) authorized distributors and services centers located around the State. Of the nine, Ancom is the closest authorized distributor and service center.

Funding for the 800MHZ radio replacement will come from the Capital Equipment Fund. Which has \$18,710.00 budgeted.

Quotes were received from three vendors:

1. Ancom \$18,380.65.
2. Motorola Solutions \$21,963.63
3. R&D Communications Inc. \$22,399.00

Town Board action is to receive the quotes and approve the quote from ANCOM for \$18,380.65.

CONTRACT VENDOR	CONTRACT NO.	TERMS	DELIVERY
MOTOROLA SOLUTIONS John Zidar/Corporate VP 11086 Dogwood Court Woodbury, MN 55129	119587	NET 30	7 – 30 DAYS

VENDOR NO: 0000203508

Chris Meier
Sales Representative
PHONE: 612.581.7308
EMAIL: chris.meier@motorolasolutions.com

MANUFACTURER: Motorola
Offering UHF/VHF & 800MHz radios

PRICING PAGES: [http://www.mmd.admin.state.mn.us/pdf/R-651\(5\)MotorolaPricing.pdf](http://www.mmd.admin.state.mn.us/pdf/R-651(5)MotorolaPricing.pdf)

AUTHORIZED DISTRIBUTORS & SERVICE CENTERS:

Alpha Wireless
1115 Cross Street
North Mankato, MN 56001
507.625.6720
Vendor No: 0000202184

Midstates Wireless
55 North 3rd Street
Fargo, ND 58102
701.293.9561
Vendor No: 0000234258

Com-Tec (Service Only)
101 1st Avenue SW
Glenville, MN 56036
507.448.3717
Vendor No: 0000287001

Granite Electronics
535 North 31st Avenue
St. Cloud, MN 56303
320.252.1887
Vendor No: 0000198493

Sioux Falls Two Way Radio
700 East 3rd Street
Sioux Falls, SD 57103
605.334.9816
Vendor No: 0000387015

Duluth-Superior Communications
711 Hammond Avenue
Superior, WI 54880
715.392.2911
Vendor No: 0000217084

Rogers Two Way Radio
102 Lincoln Street
Bemidji, MN 56601
218.751.3077
Vendor No: 0000205741

West Central Communications
612 Industrial Drive
Willmar, MN 56201
605.342.7885
Vendor No: 0000194434

Ancom Technical Center
1800 East Cliff Road, Suite 17-A
Burnsville, MN 55337
612.808.0033
Vendor No: 0000248879

DATE: 6/13/2019

CUSTOMER: White Bear Lake Township
1281 Hammond Road
White Bear Lake Township, MN

CONTACT: Mr. Paul Peltier
PHONE: 651.402.5898

Sales: Dean R. Daninger
Phone: 763.755.3377

Fax: 952.808.0034
Email: dean.daninger@ancom.org

MN State Contract Pricing 119587

Quantity	Description	List	Discount	Contract	Extended
Motorola APX900 Model 2 Digital Portable Radio					
8	H92UCF9PW6 N APX900 700/800 Portable radio	\$ 1,597.00	25%	\$ 1,197.75	\$ 9,582.00
8	QA04096 ENH: P25 TRUNKING	\$ 1,070.00	25%	\$ 802.50	\$ 6,420.00
8	H122 PMAF4022 ADD: 1/4 Wave 7/800 GPS Stubby Antenna	\$ 9.00	25%	\$ 6.75	\$ 54.00
8	QA06765 ADD: LIION Impres 3000 MAH	\$ 85.00	25%	\$ 63.75	\$ 510.00
8	H885 ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	\$ 90.00	0%	\$ 90.00	\$ 720.00
Accessories					
6	PMMN4069 IMPRES Remote Speaker Microphone	\$ 133.00	25%	\$ 90.75	\$ 544.50
0	XXXX Wireless Remote Speaker Mic	\$		\$ 275.00	\$ -
2	PMPN4174 APX IMPRES Charger	\$ 76.00	25%	\$ 51.95	\$ 103.90
Options					
0	NNTN8525A Travel Charger	\$ 95.00	25%	\$ 71.25	\$ -
0	NNTN7616 IMPRES Vehicular Charger	\$ 380.00	25%	\$ 285.00	\$ -
1	PMPN4284 Multi Unit Charger	\$ 655.00	25%	\$ 446.25	\$ 446.25
Total					\$ 18,380.65

Purchase order is made out to: Motorola Solutions
500 West Monroe
Chicago, IL 60661

Please include on the purchase order: Payment per State contract.
Net 30 days State Bid Contract Number: 119587
Email copy of Purchase order to: dean.daninger@ancom.org

Quotation for:

Customer: White Bear Township
Address: 1281 Hammond Road
 White Bear Lake Township, MN
City/State/Zip:
Contact: Paul Peltier
Phone / Fax:
Quotation Date: 6/13/2019

Prepared by
R & D Communications Inc.
 PO Box 421
 Rogers, MN 55374
 Phone: (763) 428-7884
 Fax: (763) 428-7886
 Representative: Randy Beach

Qty	Part Number	Description	List	Customer Cost	Extended Cost
8		Motorola APX900 Portable Radios Includes all standard options Stubby antenna, P25 Trunking 3000MAH battery 2 year additional warranty		\$2,600.00	\$20,800.00
6		Remote Speaker Microphone		\$129.00	\$774.00
2		Desk Chargers		\$75.00	\$150.00
1		Multi Unit Charger		\$650.00	\$650.00
<p>**This quotation is valid for thirty (30) days from today's date.</p>					

FOB: Shipping Point - Rogers, MN U.S.A.
Payment Terms: C.O.D., VISA, MasterCard or Net30 (upon approval)

Subtotal	\$22,374.00
Freight	\$25.00
Sale Tax	exempt
Grand Total	\$22,399.00

Please feel free to call Randy at 763-428-7884 with any questions regarding this proposal or any other item you need assistance with.

Internal Use Only
 Management Approval

 Initials Date

 Authorized Representative Customer Acceptance Date

The information contained within this quotation is considered confidential, and is for customer use only.



Quote Number: QU0000480613
 Effective: 13 JUN 2019
 Effective To: 12 AUG 2019

Bill-To:
 WHITE BEAR TOWNSHIP
 1281 HAMMOND RD
 WHITE BEAR LAKE, MN 55110
 United States

Ultimate Destination:
 WHITE BEAR TOWNSHIP
 1281 HAMMOND RD
 WHITE BEAR LAKE, MN 55110
 United States

Attention:
 Name: Mr. Paul Peltier
 Phone: 651.402.5898

Sales Contact:
 Name: Dean Daninger
 Email: dean.daninger@ancom.org
 Phone: 7637553377

Contract Number: 21629 --- National Convenience
 Freight terms: FOB Destination
 Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	8	H92UCF9PW6AN	APX 900 7/800 MHZ MODEL 2 PORTABLE	\$1,597.00	\$1,437.30	\$11,498.40
1a	8	QA06765AA	ALT: IMPRESS LI-ION 3000MAH	\$85.00	\$76.50	\$612.00
1b	8	QA04096AA	ENH: P25 TRUNKING	\$1,070.00	\$963.00	\$7,704.00
1c	8	H885BK	ADD: 3Y ESSENTIAL SERVICE	\$90.00	\$90.00	\$720.00
1d	8	H122BY	ALT: 1/4- WAVE 7/800 STUBBY (PMAF4022A)	\$9.00	\$8.10	\$64.80
2	6	PMMN4069A	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	\$133.00	\$113.05	\$678.30
3	2	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	\$76.00	\$64.60	\$129.20
4	1	PMPN4284A	CHARGER DESKTOP MULTI-UNIT IMPRES 2 1 DISPLAY EXT PS 100-240VAC US/NA	\$655.00	\$556.75	\$556.75

Total Quote in USD

\$21,963.45

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE



**Town Board Meeting
July 15, 2019**

Agenda Number: 8G – New Business

Public Works Director Item:

Subject: 2019 I & I Project – Approve Cleaning & Televising

Documentation: Public Works Staff Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Director Review & Recommendation Approve the Cleaning & Televising Portion of the Original Bid Approved on June 3, 2019, to Ritter & Ritter Sewer Service, Inc., for \$60,974.00.

**Minutes
Town Board Meeting
June 3, 2019**

2019 I & I PROJECT – RECEIVE BIDS – AWARD CONTRACT: 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 summarized the project and the bidding process for these updates. The Township did advertise twice in the newspaper legal section. Reed explained that the only bid from Ritter and Ritter is sufficient. Both Hydro-Klean, Inc. and Visu-Sewer were companies who could have bids, but they were either booked for the summer or didn't have the necessary tools.

McCune motioned based on Public Works Director review & recommendation receive bid from Ritter & Ritter in the amount of \$32,275.00. Ruzek seconded.

McCune motioned based on Public Works Director review & recommendation award the contract to the low bidder, Ritter & Ritter in the amount of \$32,275.00 noting funding from the Storm Water Utility Fund. Ruzek seconded. Ayes all.

MEMORANDUM

Date: July 9, 2019

To: Town Board

From: Dale Reed, Public Works Director

Re: Approval of the Cleaning and Televising portion of the 2019 I/I Project

The Town has been actively reducing Infiltration/Inflow for the past 5 years. To continue this reduction in flow to the Metropolitan Council Interceptor, the Town requested sealed bids to complete the pipe joint sealing first identified in the 2016 televising. The focus area of the quote is the sanitary sewer lines constructed of vitreous clay tile around Bald Eagle Lake within the Township. The lines have ground water leaking into the sanitary sewer system at various pipe joints.

The project was advertised twice in the White Bear Press, once on May 15th and again on May 22nd. Bid packages were emailed to the following three regional contractors for this type of work, Hydro-Klean, Inc., Ritter and Ritter, and Visu-Sewer, Inc. Of the three contractors, only one, Ritter and Ritter Sewer Service, Inc. was able to provide a bid for \$32,275.00. Visu-Sewer did not provide a bid because of their schedule is filled for 2019 season and Hydro Klean responded that they did not have the equipment to seal a 21" pipe joint so they declined to bid.

At the June 3rd Town Board meeting you approved the bid for \$32,275.00 which was the Grand Total Bid on the excel spreadsheet. On July 4th I received an email from Ritter and Ritter, the contractor awarded the work stating that the Grand Total Bid line had an error in it. After reviewing the excel spreadsheet I did find an error with my formula for the Grand Total Bid line. The error did not include the total column, in the Grand Total Bid line, for Cleaning and Televising only rows.

The cleaning and televising is a larger part of this total project. I am recommending that the Town Board approve the larger cleaning and televising portion of this project for \$60,974.00. The cleaning portion of the project allows staff to perform other activities that are equally important to the Township.

Funding for the cleaning and televising project will be derived from the Sanitary Sewer Fund and Capital Equipment Fund.

Town Board action is to approve the Cleaning and Televising portion of the original bid approved at the June 3rd, 2019 Town Board meeting to Ritter and Ritter Sewer Service, Inc. for \$60,974.00.



**Town Board Meeting
July 15, 2019**

Agenda Number: 8H – New Business

Town Engineer Item:

Subject: Improvement 2019-3 – Street Improvement:

1. Receive Bids.
2. Award Contract.
3. Authorize Construction Observation

Documentation: Town Engineer Correspondence w/attachments
Resolution Receiving Bids /
Resolution Awarding Contract

Action / Motion for Consideration:

Report at Meeting / Discuss

Based Town Engineer Review & Recommendation:

- 1) Adopt **Resolution Receiving Bids for Improvement 2019-3**

Ruzek – Moves

Second – McCune

- 2) Award the Contract to the Lowest Responsible Bidder, T.A. Schifsky & Sons, Inc., in the Amount of \$1,037,544.00 & Adopt **Resolution Awarding Contract for Improvement 2019-3**

Ruzek – Moves

Second - McCune

- 3) Authorize TKDA to Perform the Construction Observation in an Amount not to Exceed \$55,500.00.

Noting Funding for the Project will be Through the Water Utility Fund,
Sewer Utility Fund, Stormwater Fund, Improvement Fund &
Assessments

Minutes
Town Board Meeting
June 17, 2019

IMPROVEMENT 2019-3 – UPDATE: The Town Engineer summarized the information in the packet regarding plans to continue with the 2019 street improvement schedule. Studenski explained that this next step will be to approve plans and specifications and authorize advertisement for bids, open and approve bids. Once the Town has the bids, there will be more information regarding assessments and there is a possibility that the assessment could rise or fall based on the bids and completion of the bids. The \$3,000 estimated assessment is a good picture of what the final project will look like. If all goes according to plan, construction will begin end of July and will be completed in October.

The streets that will be improved this year are Hobe, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, White Bear Parkway (Oakmede Lane to Otter Lake Road), and Gilfillan Court. He also stated that this isn't the final approval, but staff is glad to be moving along, as summer is moving along. In order to keep moving forward, approval for bid is necessary for tonight's meeting.

There was some concern that the project wouldn't be able to get done in time for it to set well. There was discussion on some contractors sending out multiple crews. If 4 crews did the work, it would be done fairly quickly, verses if 1 crew just did the work.

Based on Town Engineer review & recommendation, Ruzek moved to Adopt Resolution Approving Plans & Specifications for Improvement 2019-3. McCune seconded. Ayes all.

Based on Town Engineer review & recommendation, Ruzek moved to Adopt Resolution Ordering Advertisement for Bids for Improvement 2019-3, noting the bid opening date of Wednesday, July 10, 2019 at 9:00 a.m. at the Township Administrative Offices, noting funding from the Improvement Fund 505. McCune seconded. Ayes all.



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

July 10, 2019

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

Re: 2019 Street Improvements Project
Town Project No. 2019-03
TKDA Project No. 17127.003
Summary of Bids

Dear Honorable Chairman and Town Board:

On July 10, 2019, two bids for the referenced project were received. The lowest bid was submitted by T.A. Schifsky & Sons, Inc. Listed below is a summary of bids received, and a complete Tabulation of Bids is enclosed for your information.

<u>Contractor</u>	<u>Base Bid</u>
T.A. Schifsky & Sons, Inc.	\$1,037,544.00
Bituminous Roadways, Inc.	\$1,243,986.02
Engineer's Estimate	\$939,075.00

We have reviewed the bids and talked with the contractors. Based on the current good bidding conditions regarding oil prices, gas prices, concrete prices and the amount of work contractors will have as carryover into next year, we don't see a savings to delay this work until next year.

Also, the current good financing conditions is a benefit to this year's project.

The original total project cost was estimated at \$1,151,824. Based on the bid results, engineering, legal and financing we are estimating the total project cost to be \$1,250,000.

We will work with T.A. Schifsky, Township staff and the residents to reduce work and costs associated with this project.

Recommendation

We recommend that you receive all bids submitted and award the Contract to the lowest responsible bidder, T.A. Schifsky & Sons, Inc., for the Base Bid of \$1,037,544. TKDA will perform the construction observation for an amount not to exceed \$55,500.

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

2019 Street Improvements
July 10, 2019
Page 2

The funding for the project will be through the Water Utility Fund, Sewer Utility Fund, Stormwater Fund, Improvement Fund and assessments.

Please contact me with any questions or comments.

Sincerely,



Larry Poppler, PE
Principle in Charge

Enclosure

TABULATION OF BIDS
 2019 STREET IMPROVEMENTS
 WHITE BEAR TOWNSHIP, MINNESOTA
 TOWN PROJECT NO. 2019-03
 TKDA PROJECT NO. 17127.003



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		T.A. SCHIFSKY & SONS, INC.		BITUMINOUS ROADWAYS, INC.	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION	1	LS	\$30,000.00	\$ 30,000.00	\$ 80,000.00	\$ 80,000.00	\$ 73,518.00	\$ 73,518.00
2	TRAFFIC CONTROL	1	LS	\$10,000.00	\$ 10,000.00	\$ 67,000.00	\$ 67,000.00	\$ 27,570.00	\$ 27,570.00
3	INLET PROTECTION	33	EA	\$ 150.00	\$ 4,950.00	\$ 80.00	\$ 2,640.00	\$ 169.00	\$ 5,577.00
4	STREET SWEEPER	10	HR	\$ 200.00	\$ 2,000.00	\$ 135.00	\$ 1,350.00	\$ 186.00	\$ 1,860.00
5	SAWCUT PAVEMENT (FULL DEPTH, ALL TYPES)	695	LF	\$ 3.00	\$ 2,085.00	\$ 2.50	\$ 1,737.50	\$ 5.10	\$ 3,544.50
6	REMOVE CONCRETE CURB & GUTTER	5,880	LF	\$ 5.00	\$ 29,400.00	\$ 5.65	\$ 33,222.00	\$ 8.60	\$ 50,568.00
7	REMOVE BITUMINOUS PAVEMENT	3,640	SY	\$ 5.00	\$ 18,200.00	\$ 3.85	\$ 14,014.00	\$ 5.30	\$ 19,292.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	630	SY	\$ 6.00	\$ 3,780.00	\$ 7.00	\$ 4,410.00	\$ 9.00	\$ 5,670.00
9	REMOVE CONCRETE DRIVEWAY PAVEMENT	360	SY	\$ 6.00	\$ 2,160.00	\$ 9.00	\$ 3,240.00	\$ 18.00	\$ 6,480.00
10	REMOVE CONCRETE WALK	982	SY	\$ 1.50	\$ 1,473.00	\$ 10.00	\$ 9,820.00	\$ 13.00	\$ 12,766.00
11	SUBGRADE CORRECTION	2,220	CY	\$ 15.00	\$ 33,300.00	\$ 5.00	\$ 11,100.00	\$ 20.00	\$ 44,400.00
12	GRANULAR BORROW	1,785	CY	\$ 27.00	\$ 48,195.00	\$ 5.00	\$ 8,925.00	\$ 28.50	\$ 50,872.50
13	AGGREGATE BASE CLASS V	1,045	TN	\$ 30.00	\$ 31,350.00	\$ 18.00	\$ 18,810.00	\$ 21.50	\$ 22,467.50
14	REMOVE CASTING (CB)	1	EA	\$ 246.00	\$ 246.00	\$ 250.00	\$ 250.00	\$ 122.00	\$ 122.00
15	SALVAGE & REINSTALL CATCH BASIN CASTING W/ NEW RINGS	36	EA	\$ 450.00	\$ 16,200.00	\$ 400.00	\$ 14,400.00	\$ 507.00	\$ 18,252.00
16	SALVAGE & REINSTALL MANHOLE CASTING W/ NEW RINGS	33	EA	\$ 450.00	\$ 14,850.00	\$ 750.00	\$ 24,750.00	\$ 617.00	\$ 20,361.00
17	CASTING ASSEMBLY (CB)	1	EA	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 797.00	\$ 797.00
18	ADJUST GATE VALVE	40	EA	\$ 450.00	\$ 18,000.00	\$ 325.00	\$ 13,000.00	\$ 452.00	\$ 18,080.00
19	LOCATE AND ADJUST GATE VALVE	13	EA	\$ 1,350.00	\$ 17,550.00	\$ 365.00	\$ 4,745.00	\$ 113.00	\$ 1,469.00
20	GATE VALVE BOX & COVER	2	EA	\$ 450.00	\$ 900.00	\$ 400.00	\$ 800.00	\$ 127.00	\$ 254.00
21	COMMON EXCAVATION	50	CY	\$ 14.00	\$ 700.00	\$ 36.40	\$ 1,820.00	\$ 21.00	\$ 1,050.00
22	SUBGRADE PREPARATION	1,070	SY	\$ 0.50	\$ 535.00	\$ 5.00	\$ 5,350.00	\$ 1.10	\$ 1,177.00
23	MILL BITUMINOUS SURFACE (1.0")	4,260	SY	\$ 3.50	\$ 14,910.00	\$ 1.50	\$ 6,390.00	\$ 1.20	\$ 5,112.00
24	MILL BITUMINOUS SURFACE (1.5")	7,400	SY	\$ 3.75	\$ 27,750.00	\$ 1.50	\$ 11,100.00	\$ 1.50	\$ 11,100.00
25	MILL BITUMINOUS SURFACE (2.0")	5,770	SY	\$ 4.00	\$ 23,080.00	\$ 1.50	\$ 8,655.00	\$ 1.30	\$ 7,501.00
26	MILL BITUMINOUS SURFACE (2.5")	9,450	SY	\$ 4.25	\$ 40,162.50	\$ 1.50	\$ 14,175.00	\$ 2.00	\$ 18,900.00
27	TYPE SP 9.5 WEARING COURSE MIX (2,B)	1,795	TN	\$ 70.00	\$ 125,650.00	\$ 73.57	\$ 132,058.15	\$ 66.00	\$ 118,470.00
28	TYPE SP 9.5 WEARING COURSE MIX (2,C)	100	TN	\$ 70.00	\$ 7,000.00	\$ 88.00	\$ 8,800.00	\$ 85.00	\$ 8,500.00
29	TYPE SP 9.5 NON WEARING COURSE MIX (2,B)	85	TN	\$ 60.00	\$ 5,100.00	\$ 85.57	\$ 7,273.45	\$ 72.50	\$ 6,162.50
30	TYPE SP 12.5 WEARING COURSE MIX (2,B)	715	TN	\$ 70.00	\$ 50,050.00	\$ 71.50	\$ 51,122.50	\$ 70.00	\$ 50,050.00
31	TYPE SP 12.5 WEARING COURSE MIX (3,B)	1,460	TN	\$ 70.00	\$ 102,200.00	\$ 71.85	\$ 104,901.00	\$ 65.00	\$ 94,900.00
32	TYPE SP 12.5 NON WEARING COURSE MIX (2,B)	100	TN	\$ 60.00	\$ 6,000.00	\$ 80.10	\$ 8,010.00	\$ 69.50	\$ 6,950.00
33	TYPE SP 12.5 NON WEARING COURSE MIX (2,C)	135	TN	\$ 60.00	\$ 8,100.00	\$ 87.93	\$ 11,870.55	\$ 86.50	\$ 11,677.50
34	HYBRID BITUMINOUS CURB	125	LF	\$ 10.00	\$ 1,250.00	\$ 15.00	\$ 1,875.00	\$ 33.50	\$ 4,187.50
35	BITUMINOUS MATERIAL FOR TACK COAT	2,110	GAL	\$ 2.00	\$ 4,220.00	\$ 0.01	\$ 21.10	\$ 4.10	\$ 8,651.00
36	6" CONCRETE PEDESTRIAN RAMP	1,245	SF	\$ 10.00	\$ 12,450.00	\$ 14.50	\$ 18,052.50	\$ 15.00	\$ 18,675.00
37	4" CONCRETE WALK	1,050	SF	\$ 8.00	\$ 8,400.00	\$ 5.85	\$ 6,142.50	\$ 11.50	\$ 12,075.00
38	TRUNCATED DOMES	160	SF	\$ 45.00	\$ 7,200.00	\$ 60.00	\$ 9,600.00	\$ 61.00	\$ 9,760.00
39	DRILL & GROUT REINF BAR (EPOXY COATED)	97	EA	\$ 18.00	\$ 1,746.00	\$ 25.00	\$ 2,425.00	\$ 21.00	\$ 2,037.00
40	7" CONCRETE VALLEY GUTTER	55	SY	\$ 80.00	\$ 4,400.00	\$ 126.00	\$ 6,930.00	\$ 120.00	\$ 6,600.00
41	CONCRETE CURB & GUTTER DESIGN B612	600	LF	\$ 16.00	\$ 9,600.00	\$ 26.15	\$ 15,690.00	\$ 40.00	\$ 24,000.00
42	CONCRETE CURB & GUTTER DESIGN B618	2,160	LF	\$ 21.00	\$ 45,360.00	\$ 27.65	\$ 59,724.00	\$ 48.00	\$ 103,680.00
43	CONCRETE CURB & GUTTER DESIGN D412	3,035	LF	\$ 16.00	\$ 48,560.00	\$ 26.50	\$ 80,427.50	\$ 45.00	\$ 136,575.00
44	SURMOUNTABLE CURB	90	LF	\$ 16.00	\$ 1,440.00	\$ 27.65	\$ 2,488.50	\$ 45.00	\$ 4,050.00
45	3" BITUMINOUS DRIVEWAY PAVEMENT	630	SY	\$ 35.00	\$ 22,050.00	\$ 24.00	\$ 15,120.00	\$ 20.50	\$ 12,915.00
46	3" BITUMINOUS WALK	245	SY	\$ 35.00	\$ 8,575.00	\$ 28.00	\$ 6,860.00	\$ 13.50	\$ 3,307.50
47	6" CONCRETE DRIVEWAY PAVEMENT (MNDOT 3F52)	360	SY	\$ 40.00	\$ 14,400.00	\$ 82.50	\$ 29,700.00	\$ 105.00	\$ 37,800.00

TABULATION OF BIDS
 2019 STREET IMPROVEMENTS
 WHITE BEAR TOWNSHIP, MINNESOTA
 TOWN PROJECT NO. 2019-03
 TKDA PROJECT NO. 17127-003



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		T. A. SCHIFSKY & SONS, INC.		BITUMINOUS ROADWAYS, INC.	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
48	8" CONCRETE DRIVEWAY PAVEMENT	45	SY	\$ 50.00	\$ 2,250.00	\$ 87.00	\$ 3,915.00	\$ 115.00	\$ 5,175.00
49	TOPSOIL BORROW	715	CY	\$ 30.00	\$ 21,450.00	\$ 20.00	\$ 14,300.00	\$ 60.50	\$ 43,257.50
50	SODDING TYPE SALT TOLERANT	2,175	SY	\$ 5.00	\$ 10,875.00	\$ 19.00	\$ 41,325.00	\$ 17.00	\$ 36,975.00
51	FIELSTONE ROCK	15	CY	\$ 40.00	\$ 600.00	\$ 135.00	\$ 2,025.00	\$ 243.00	\$ 3,645.00
52	4" SOLID YELLOW LINE - MULTI COMP.	425	LF	\$ 0.50	\$ 212.50	\$ 0.70	\$ 297.50	\$ 1.30	\$ 552.50
53	4" DOUBLE SOLID YELLOW LINE - MULTI COMP.	2,525	LF	\$ 1.00	\$ 2,525.00	\$ 1.40	\$ 3,535.00	\$ 2.50	\$ 6,312.50
54	CLEAN PIPE CULVERT	3	EA	\$ 1,500.00	\$ 4,500.00	\$ 1,500.00	\$ 4,500.00	\$ 8,931.00	\$ 26,793.00
55	RANDOM RIPRAP CLASS III	60	CY	\$ 65.00	\$ 3,900.00	\$ 125.00	\$ 7,500.00	\$ 151.00	\$ 9,060.00
56	SEDIMENT CONTROL LOG TYPE COMPOST	650	LF	\$ 2.00	\$ 1,300.00	\$ 5.00	\$ 3,250.00	\$ 5.60	\$ 3,640.00
57	SILT FENCE TYPE MS	1,325	LF	\$ 2.50	\$ 3,312.50	\$ 1.85	\$ 2,451.25	\$ 4.50	\$ 5,962.50
58	SEEDING	0.27	AC	\$ 1,000.00	\$ 270.00	\$ 10,000.00	\$ 2,700.00	\$ 5,626.00	\$ 1,519.02
59	SEED MIXTURE 25-151	40	LB	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00	\$ 39.50	\$ 1,580.00
60	HYDRAULIC STABILIZED FIBER MATRIX	950	LB	\$ 1.50	\$ 1,425.00	\$ 10.00	\$ 9,500.00	\$ 3.40	\$ 3,230.00
61	FERTILIZER TYPE 1	55	LB	\$ 0.50	\$ 27.50	\$ 10.00	\$ 550.00	\$ 1.10	\$ 60.50
TOTAL BID				\$	\$ 939,075.00	\$	\$ 1,037,544.00	\$	\$ 1,243,986.02

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

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

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

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION RECEIVING BIDS
FOR IMPROVEMENT 2019-3**

WHEREAS, the following have on July 10, 2019, submitted sealed bids for Improvement 2019-3, in accordance with the Advertisement for Bids duly published:

Bidder's Name	Total
T.A. Schifsky & Sons, Inc.	\$ 1,037,544.00
Bituminous Roadways, Inc.	\$ 1,243,986.02

AND WHEREAS, said bids were on said date publicly opened and read aloud and referred to the Engineer to tabulate and analyze and report back to this Board with respect therewith at the next regular or special meeting of the Town Board.

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

Said report was received by the Town Board on July 15, 2019.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the Town held on the 15th day of July, 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 Improvement 2019-3.

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

TOWN CLERK, TOWN OF WHITE BEAR, MINN.

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

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

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

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION AWARDING CONTRACT
FOR IMPROVEMENT 2019-3**

WHEREAS, the following have on July 10, 2019, submitted sealed bids for Improvement 2019-3 in accordance with the Advertisement for Bids duly published:

Bidder's Name	Total
T.A. Schifsky & Sons, Inc.	\$ 1,037,544.00
Bituminous Roadways, Inc.	\$ 2,243,986.02

AND WHEREAS, said bids were on said date publicly opened and read aloud and referred to the Engineer to tabulate and analyze and report back to this Board with respect thereto at the next regular or special meeting of the Town Board,

AND WHEREAS, said report was received by the Town Board on July 15, 2019.

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

That the bid of T.A. Schifsky & Sons, Inc. in the amount of \$1,037,544.00 is the lowest responsible bid, and the same is hereby accepted, and the Chair of the Town Board and the Town Clerk are hereby authorized and directed to enter into a contract with said bidder. The Town Clerk is authorized and directed to return



**Town Board Meeting
July 15, 2019**

Agenda Number: 8I – New Business

Town Engineer Item:

Subject: GIS Implementation Step 4 – Authorize Data Gathering & Data Management

Documentation: Town Engineer Correspondence w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based Town Engineer Review & Recommendation Authorize TKDA to Proceed with Step 4 for 2019 GIS & Asset Management Implementation for an Amount not to Exceed \$42,900.00 With Funding from the Utility Fund



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

July 10, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: GIS and Asset Management – Step 4
White Bear Township, Minnesota
TKDA Project No. 17127.007

Dear Board Members:

On June 17th, 2019 The Town Board authorized the purchase of a GPS receiver for use in locating and mapping Township assets. It is now appropriate to begin Step 4 of the GIS and Asset Management Implementation by collecting field data for use in the GIS database (Please see the attached April 10th overview).

Step 4 includes field data gathering and data management. The GPS receiver recently purchased will be used to collect information about specific assets to be added to the GIS database. Specific information collected will include: updating the location, condition assessment, pictures, elevations, material confirmation, and other notes. Field data will be entered using the new GPS receiver. This collected data will be immediately available in the GIS database.

Considering the Township has over 12,000 assets, data collection will take multiple years. For efficiency purposes, it is recommended that specific categories of assets be collected instead of assets by area. To start the field data collection process, it is recommended that storm sewer asset information be collected first. Updated GIS information for storm sewer will assist with citizen inquiries and Minnesota Pollution Control Agency MS4 documentation.

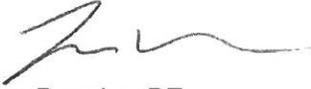
Field personnel completing the field data gathering may need to access easement areas in back yards. Field personnel will wear retro-reflective gear and have picture identification visible at all times. The Township website will alert the community about the work and include a description of the activities.

Based on Staff recommendation, authorize TKDA to proceed with Step 4 for 2019 of GIS and Asset Management implementation for a not to exceed amount of \$42,900. A newly hired and properly trained engineering intern would be utilized for a significant amount of this work. TKDA has been coordinating all GIS activities with Public Works Staff and will continue to involve them in the process. As Public Works Staff are available they will be trained in utilizing the equipment and software. Funding for this work would come from the Utility Fund. The initial three steps for GIS and Asset Management are on schedule and under budget.

GIS and Asset Management
July 10, 2019
Page 2

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', with a long horizontal flourish extending to the right.

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.

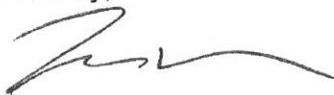
General Setup and Mapping Conversion - TKDA maintains CAD mapping of White Bear Township water, sanitary sewer, and storm sewer assets and can convert this data to Arc GIS software. It is recommended that the following steps be completed to begin this conversion.

- 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
July 15, 2019**

Agenda Number: 8J – New Business

Town Engineer Item:

Subject: Portland Woods Storm Sewer Replacement:

1. Receive Quotes
2. Approve Quote
3. Authorize Construction Observation

Documentation: Town Engineer Correspondence w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation:

- 1) Receive Quotes
- 2) Approve Quote to Penn Contracting in the Amount of \$49,652.00 for the Portland Woods Storm Sewer Replacement
- 3) Authorize TKDA to Perform Construction Observation in an Amount not to Exceed \$3,450.00



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

July 12, 2019

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

Re: Portland Woods Storm Sewer Replacement
TKDA Project No. 17127.008
Summary of Quotes

Dear Board Members:

At 3:00 pm on July 10, 2019, quotes were received for the Portland Woods Storm Sewer Replacement (plan attached). This project has a high importance because the culvert has failed and the driveway has gravel placed in it to address the void from the pipe collaping. Public Works has to pump down the pond every time the water level gets too high. The only quote was received by Penn Contracting.

We received several calls from contractors stating the difficulty of the project and they are not able to perform the work at this time. This site is small, ithe driveway is the only access to the property, it is on a County Road and there is a lot of water to deal with to start the project and to perform the work.

Listed below are the contractors asked to quote and Penn Contractings quote is attached.

<u>Contractor</u>	<u>Total Quote</u>
Penn Contracting	\$49,652.00
Jon Bell	No Quote
Mike Capra	No Quote
Olson Sewer	No Quote
Joe Jeanetta & sons	No Quote
Forest Lake Contracting	No Quote
C. W. Houle	No Quote

We will work with the contractor and Public Works to reduce the project costs.

The project will be expedited as much as possible to get the culvert functioning and the driveway useable. We want to eliminate as much pond pumping by Public Works due to high water levels.

White Bear Township, Minnesota
Portland Woods Storm Sewer Replacement Project
July 12, 2019
Page 2

Recommendation:

Receive quotes and authorize Penn Contracting, Inc. in the amount of \$49,652.00, to perform the work. TKDA will work with Public Works and perform the construction observation for an amount not to exceed \$3,450.00. The project is funded Storm Water Utility Fund. The culvert will be installed by August 9th and the remaining work completed by August 30th.

Please contact me with any questions.

Sincerely,

James E. Studenski, PE
Town Engineer

Enclosures



QUOTE FOR PORTLAND WOODS STORM SEWER REPLACEMENT

WHITE BEAR TOWNSHIP, MINNESOTA
PROJECT No.17127.008

By Penn Contracting, Inc.
July 10, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

We have examined the site of the work and are familiar with the plans and specifications, and propose to furnish all labor, materials, skills and facilities which are necessary for **PORTLAND WOODS STORM SEWER REPLACEMENT** in accordance with the Plans, Specifications, and Addenda Nos. , , and thereto, prepared by TKDA, Engineers and Architects, 444 Cedar Street, Saint Paul, MN 55101-2140, for the respective unit and lump sum prices set forth hereinafter.

ITEM NO.	ITEM	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
1	CLEAR AND GRUB	1	LS	4500 ⁻	4500 ⁻
2	REMOVE 18-INCH CMP W/ FLARED ENDS	1	LS	5000 ⁻	5000 ⁻
3	INSTALL 15-INCH RCP W/ FLARED ENDS	36	LF	582 ⁻	20,952 ⁻
4	REMOVE & INSTALL NEW WEIR	1	LS	5000 ⁻	5000 ⁻
5	EXCAVATION	110	CY	20 ⁻	2200 ⁻
6	TOPSOIL & GRADING FILL	110	CY	40 ⁻	4400 ⁻
7	SODDING	80	SY	20 ⁻	1600 ⁻
8	REMOVE AND REPLACE DRIVEWAY	30	SY	200	6000 ⁻

TOTAL (Items 1-8) \$ 49,652.00

We agree that the Owner intends to award all of the work shown in the Quote Form to one responsible bidder in the best interest of the Owner.

The Owner reserves the right to reject any or all quotes, to waive any informalities in any quote, and to omit any part of the above work.

We have examined the site of the work and are acquainted with all conditions affecting the construction of the work.

Where there appears a discrepancy between the unit price and the extension (total) of a unit price, the amount in the unit price shall govern.

Penn Contracting, Inc. Respectfully Submitted,

Please Note:

I could get the new culvert installed by August 9th.
The remainder of the work by August 30.

Thanks,



Firm Name

Signed by

Address

Phone Number

cell

Dean Long, Pres.

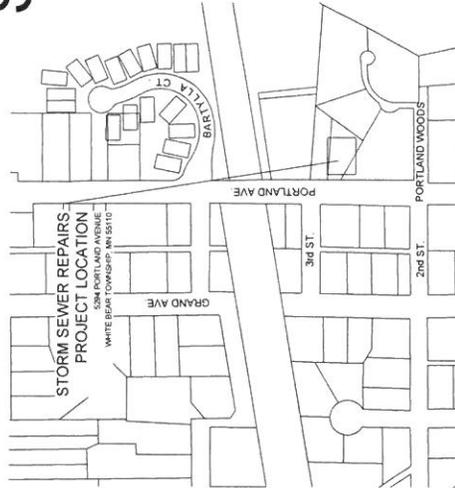
13025 Central Avenue
Blaine, MN 55434

763-767-2141

612-868-9462

ISSUED FOR QUOTES PORTLAND WOODS STORM SEWER REPLACEMENT

WHITE BEAR TOWNSHIP, MINNESOTA



PROJECT PERSONNEL

JIM STURDINK TOWN ENGINEER
PHONE: 651-292-4503
EMAIL: JAMES.STURDINK@TODA.COM

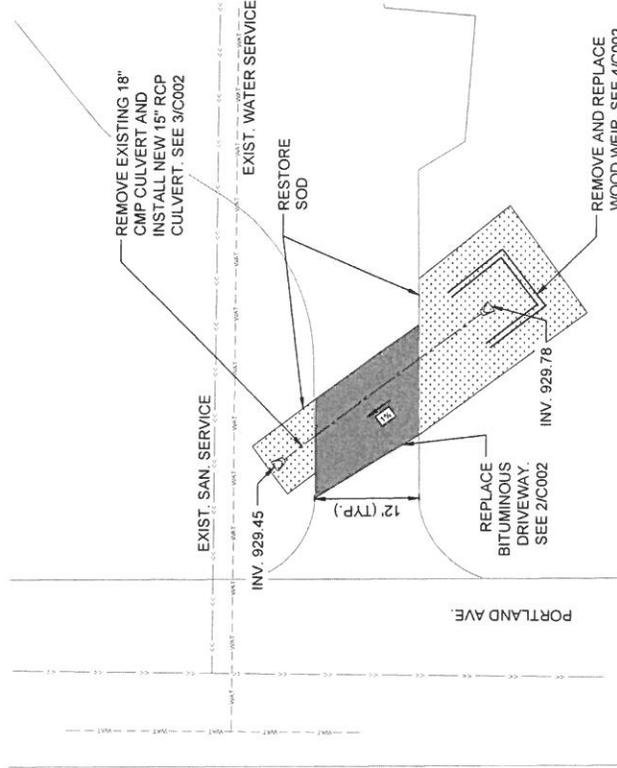
AMY PATTERSON WATER/WASTEWATER ENGINEER
PHONE: 651-292-4473
EMAIL: AMY.PATTERSON@TODA.COM

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	QTY	UNIT
1	CLEAR AND GRUB	1	LS
2	REMOVE 18-INCH CMP W/ FLARED ENDS	1	LS
3	INSTALL 15-INCH RCP W/ FLARED ENDS	36	LF
4	REMOVE & INSTALL NEW WEIR	1	LS
5	EXCAVATION	110	CY
6	TOPSOIL & GRADING FILL	110	CY
7	SODDING	80	SY
8	REMOVE AND REPLACE DRIVEWAY	30	SY

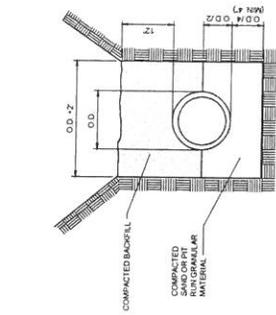
GENERAL PROJECT NOTES

- THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES USING GROUND PENETRATING RADAR (GPR) PRIOR TO CONSTRUCTION. ALL IN PLACE UTILITIES MAY NOT BE SHOWN ON THIS PLAN & THOSE THAT ARE SHOWN MAY NOT BE SHOWN IN THE EXACT LOCATIONS.
- THE SURFACE UTILITY INFORMATION IN THIS PLAN SET IS UTILITY QUALITY LEVEL "D" AS SHOWN IN THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, DIVISION 114, AND ALL ADDENDUMS THERE TO. SUPPLEMENTAL SPECIFICATIONS AND THE STANDARD UTILITIES SPECIFICATIONS FOR THE STATE OF MINNESOTA, 2013 EDITION, SHALL APPLY AS PROVIDED BY THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA.
- CONFIRM ALL ELEVATIONS WITH ENGINEER PRIOR TO CONSTRUCTION.
- PROTECT ALL EXISTING UTILITIES FROM DAMAGE.
- CONTRACTOR TO PERFORM WORK WHEN THERE IS NO ANTICIPATED STORM SEWER FLOW.
- CONTRACTOR TO PROVIDE EROSION CONTROL PLAN TO ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.
- CONTRACTOR TO PLACE TEMPORARY EROSION CONTROL PRIOR TO COMMENCING ANY WORK.
- ALL AREAS DRINKING TO THE EXISTING WETLAND SHALL HAVE TWO LAYERS OF BROWN CONTROL.
- CONTRACTOR TO PROVIDE DISPOSAL PLAN IN ACCORDANCE WITH SAMPLING REPORT FOR ALL REMOVED MATERIAL. ENGINEER APPROVAL REQUIRED PRIOR TO ANY WORK.
- CONTRACTOR TO PROVIDE A CONSTANT SLOPE FROM THE OUTLET OF THE WEIR TO THE EXISTING CURB LINE.
- APPROPRIATE EROSION CONTROL SHALL BE PROVIDED AS ALL PAVED AREAS OF CONSTRUCTION. EROSION CONTROL DEVICES SHALL BE MAINTAINED OR REPLACED BY THE CONTRACTOR AT THE DISCRETION OF THE ENGINEER.
- ALL DISTURBED NON-PAVED AREAS SHALL BE RESTORED TO EXISTING GRADE OR AS DIRECTED BY THE ENGINEER. ALL NON-PAVED AREAS SHALL BE FINISHED WITH 4" OF SALVAGED TOPSOIL AND 2" OF SOD.
- ANY PRIVATE PROPERTY REMOVED OR DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED AT THE SOLE COST OF THE CONTRACTOR TO EXISTING OR BETTER CONDITION.
- CONTRACTOR SHALL NOTIFY AND COORDINATE WITH ALL IMPACTED PROPERTIES, INCLUDING BUT NOT LIMITED TO HOMEOWNERS AND TOWNSHIP.
- CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS INCLUDING BUT NOT LIMITED TO TOWNSHIP PERMITS AND WATERSHED DISTRICT PERMITS.

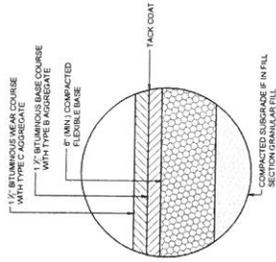


1 PROPOSED MODIFICATIONS
NO SCALE

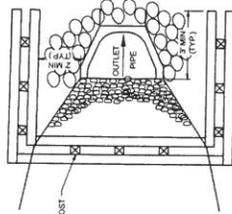
ALL CONTRACTORS AND SUBCONTRACTORS SHALL MEASURE AT THE BUILDING AND/OR SITE PER THE DRAWING SCALE ACCURACIES. PROJECT NO. 1127.008 DRAWING NO. C001	
SITE PLAN	
PORTLAND WOODS STORM SEWER REPLACEMENT	
444 Cedar Street, Suite 1500 Saint Paul, MN 55101 651.292.4400 tda.com	
DESIGNED: _____ DRAWN: _____ CHECKED: _____ DATE: 07/20/19 BY: _____	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR SUPERVISION AND THAT I AM A LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNATURE: _____ NAME: JAMIE E. STURDINK LIC. NO.: 2327



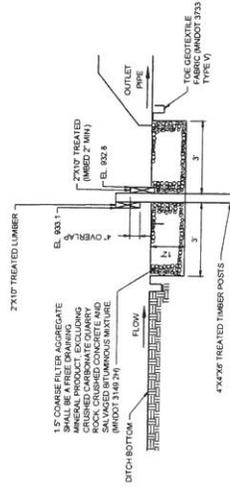
1 TYPICAL BITUMINOUS SECTION
NO SCALE



2 TYPICAL BITUMINOUS SECTION
NO SCALE



3 PIPE BEDDING DETAIL
NO SCALE



4 WEIR DETAIL
NO SCALE



1 EXISTING SITE PLAN
NO SCALE

ALL CONTRACTORS AND SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS BY MEASUREMENT AT THE EXISTING JOB SITE ON THIS DRAWING ADJUST SCALES ACCORDINGLY. PROJ. NO. 17127.008 DRAWING NO. C002	
EXISTING PLAN & DETAILS	
PORTLAND WOODS STORM SEWER REPLACEMENT	
444 Cedar Street, Suite 1500 Saint Paul, MN 55101 651.292.4400 teds.com	
DESIGNED: [] DRAWN: [] CHECKED: [] DATE: []	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. SIGNATURE: JAMES E. STICKERSON DATE: 7/2/13 LIC. NO.: 29397



**Town Board Meeting
July 15, 2019**

Agenda Number: 8K – General Business

Subject: Computer Replacement – Approve Purchases

Documentation: Finance Officer w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Finance Officer Review & Recommendation Approving Replacing Eight Computers & the Rounds Truck Laptop Computer at a Cost not to Exceed \$9,200.00, With Funding From the Capital Equipment Fund

Consideration of Approving Replacement of Computers. (TK)

A. REFERENCE AND BACKGROUND:

The Town has six computers that were purchased between 2011 and 2013 that need to be replaced. There is also a computer that was purchased in 2015 that either need to be replaced or upgraded. These computers are operating on Windows 7, which is no longer supported. Staff recommends replacing all seven of these computers this year. There are two computers that are operating on Windows 7, but those two computers are no longer needed as one was used by the retired Clerk-Treasurer and the other was kept as backup for the SCADA system.

The new computers would be smaller, faster, and have the latest software versions on them. Staff has worked with Roseville IT to coordinate the replacement of these computers and Roseville IT has provided the Town with a price quote to replace all seven computers. Three of the computers can be replaced with a Dell Optiplex 7060 MFF computers. The four computers in public works will need additional processing speeds so that they can run ArcGIS in the future and would be replaced by Precision Tower 3630 computers. The price quote also includes the latest Micro Soft Office software version. Of course three of the monitors are also old and will no longer connect to the new computers so we need three new monitors. The total cost to replace the seven computers and three monitors is \$7,032.16.

The rounds truck laptop also needs replacing. This computer is moved in and out of the rounds truck and tends to be jarred and occasionally dropped as it moves from the truck to office and/or other vehicles. For this reason, Roseville IT and staff recommend the purchase of a Toughbook 54 laptop computer. The cost will depend on memory need but should be around \$2,000.00

A1. Budget Impact: The Town's 10-year Capital Improvement Plan included \$8,750 for computers/monitors replacement and \$7,000 for software upgrades to be funded from the Town's Capital Equipment Fund.

A2. Staff Workload Impact: The staff impact is minimal for approving this request.

B. ALTERNATIVE ACTIONS:

1. Approve replacing eight computers and rounds truck laptop.
2. Approve the replacement some of the computers.
3. Do not approve replacement of computers and rounds truck laptop.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative #1 for the approval of replacing eight computers and the rounds truck laptop computer at a cost not to exceed \$9,200.00.

D. SUPPORTING DATA:

Email price quote and computer information from Jen Nguon of Roseville IT.

Tom Kelly

From: Jen Nguon
Sent: Monday, July 8, 2019 2:52 PM
To: Tom Kelly
Subject: RE: Windows 7 Computer Upgrades and Replacements

Hello Tom,

I have made a note that WBTWS101 and WBTWS301 will be eliminated. Please let me know when you'd like this to happen and I can start tickets for them. Our preferred deadline is by the end of 2019.

For the computers requiring additional processing speeds, I'd recommend the Precision Tower 3630 that we've customized for the Roseville engineers that run ArcGIS. The cost is \$1,227.55 per computer.

I called Paul to discuss the laptop replacement that you mentioned. He told me that he and possibly someone on our Network team (possibly Aaron) had discussed purchasing a Toughbook 54 to replace the current take home laptop – I will find that individual and discuss with them further but I wanted to give you estimate. If it is Aaron, he will be out of the office until next week. Just briefly looking at that model, without knowing the specifications needed, they are approximately \$2,000. I can get you more details as soon as possible. I also talked to Paul about his laptop. He informed me that he does not need a laptop because he never takes his current one out of the office. If this is the case and he will also be running ArcGIS, I would recommend a Precision Tower 3630 for him as well.

I checked our scanned data to review the monitors connected to each computer. New computers are coming out with Display Cable ports as their monitor connection and I wanted to ensure proper cabling would be available when the computers get deployed.

- WBTM501, WBTWS306: These two computers appear to already have the correct ports and cabling needed for the new computers
- WBTWS302, WBTWS304, WBTWS305: These monitors have newer Display Ports but are currently using old analog cables. Display cables will need to be purchased to connect to the new computers. (3 needed)

https://www.amazon.com/DisplayPort-Benfei-Gold-Plated-Supports-Compatible/dp/B077BPW8XJ/ref=sr_1_1_sspa?keywords=display+cables&qid=1562614604&s=gateway&sr=8-1-spons&psc=1

- WBTWS103, WBTWS303: These monitors are older and will need adapters or cables with two different heads because they do not have the correct ports. (3 needed)

https://www.amazon.com/Benfei-DisplayPort-Display-Gold-Plated-Lenovo/dp/B01GPMRYNM/ref=sr_1_4?keywords=vga+to+displayport&qid=1562614398&s=gateway&sr=8-4

Please review the list below and make any changes you think necessary. Please also feel free to respond to this email or give me a call with questions. Thanks!

Previous Comp	New Comp	Description	Type of Computer
WBTM501		(WBT) Public Works - Paul Peltier	Precision T3630
WBTWS101		(WBT) Public Works - SCADA	Eliminate
WBTWS103		(WBT) Finance - Judy Moll	MFF
WBTWS301		(WBT) Administration - Bill Short	Eliminate
WBTWS302		(WBT) Finance - Parks Office (PW Building)	Precision T3630
WBTWS303		(WBT) Public Works - GT Magnuson	Precision T3630

WBTWS304		(WBT) CommDev - Tom Riedesel	MFF
WBTWS305		(WBT) PW Garage - Pete Tholen	Precision T3630
WBTWS306		(WBT) Front Reception Counter	MFF

MFF: 573 x 3 = + \$1,719.00

Precision: 1,227.55 x 4 = \$4,910.20

Total: \$6,629.20

Jen Nguon



IT Service Desk Representative

651-792-7431

jen.nguon@cityofroseville.com

Please visit <https://support.metro-inet.us/SitePages/Home.aspx> for additional support resources.

From: Tom Kelly <Tom.Kelly@whitebeartownship.org>
Sent: Monday, July 8, 2019 9:56 AM
To: Jen Nguon <Jen.Nguon@cityofroseville.com>
Subject: RE: Windows 7 Computer Upgrades and Replacements

Thanks. On the list there are two computers that can be deleted or removed from service. They are WBTWS101 Public Works – SCADA and WBTWS301 Administration – Bill Short. Also in replacing the computers in public works they should have additional processing speeds to run ArcGIS as the Town is starting or will use this software in the future. The Computers being replaced that would need this are WBTM501, WBTWS302, WBTWS303, and WBTWS305. The other can all be the MFF model and no monitors are needed.

Finally, Paul Peltier said he was working with you to replace their laptop computer with a Toughbook 54 laptop computer. Do you have any pricing on that?

I putting these computer purchases on the July 15th Town Board agenda for approval. Thanks for your help.

Tom Kelly
 Finance Officer
 White Bear Township
 1281 Hammond Road
 White Bear Township, MN 55110
 (651)-747-2760

From: Jen Nguon <Jen.Nguon@cityofroseville.com>
Sent: Wednesday, July 3, 2019 8:51 AM
To: Tom Kelly <Tom.Kelly@whitebeartownship.org>
Subject: FW: Windows 7 Computer Upgrades and Replacements

Here you go, Tom! Let me know if you have questions.

Jen Nguon



IT Service Desk Representative

651-792-7431

jen.nguon@cityofroseville.com

Please visit <https://support.metro-inet.us/SitePages/Home.aspx> for additional support resources.

From: Jen Nguon
Sent: Wednesday, May 22, 2019 4:03 PM
To: Tom Kelly <Tom.Kelly@whitebeartownship.org>
Subject: Windows 7 Computer Upgrades and Replacements

Hello Tom,

I put together a list of White Bear Township’s current Windows 7 computers. One computer is listed to be upgraded. Terre may have discussed this with you or added the upgrade plan on his own because that computer is the newest Win 7 computer on your list and should be able to handle the upgrade to Windows 10. The other computers are all over 5 years old.

These are my recommendations:

Any Desktop computer requiring a CD/DVD Drive should be replaced with a Dell Optiplex 7060 **SFF**.

Any Desktop computer that does Not require a CD/DVD drive should be replaced with a Dell Optiplex 7060 **MFF**. The CD drive is the primary difference between the two computers.

Any computer that requires a laptop replacement should choose from either the Elitebook **840 G5** or Elitebook **850 G5**. The primary difference between the two is that the 840 G5 is a 14” while the 850 G5 is a 15” with a 10-key numeric keyboard.

If you have any computers that run software requiring additional processing speeds, please let me know and we can find something more sufficient for it. An example would be programs that run ArcGIS.

Costs:

SFF: \$625.00

MFF: \$573.00

Elitebook 840 G5: \$1385.00

Elitebook 850 G5: \$1385.00

Docks: \$210.00

Monitors (23” standard Dell): \$132.34

Depending on the replacement selection for each computer, I can make replacement recommendations for monitors that are older and should be replaced because of port incompatibility. If replacement is not an option I can send links for adapters that would allow older monitors to work with newer computers.

All the computers listed below have an Office 2013 license. It is not necessary to replace the licenses at this time (unless you’d prefer to do so) as Office 2013 is supported until the year 2023. We can consider upgrading the licenses when we get closer to that date.

DateAcquired	ModelNumber	SystemName	ModelName	PCType	AssignedUser	OfficeVersion_Installed	Win10Project_Upg
9/18/2015	G8S00AV	WBTM501	EliteBook 840 G2	NB3	(WBT) Public Works - Paul Peltier	Microsoft Office Professional Plus 2013	Upgrade
8/10/2011	VA206AV	WBTWS101	Z400 Workstation	PC2	(WBT) Public Works - SCADA	Microsoft Office Standard 2013	
11/2/2011	XL508AV	WBTWS103	8200 Elite CMT	PC1- SFF	(WBT) Finance - Judy Moll	Microsoft Office Standard 2013	

DateAcquired	ModelNumber	SystemName	ModelName	PCType	AssignedUser	OfficeVersion_Installed	Win10Project_Upg
9/26/2013	QV996AV	WBTWS301	8300 Elite SFF	PC1-SFF	(WBT) Administration - Bill Short	Microsoft Office Standard 2013	
9/26/2013	QV996AV	WBTWS302	8300 Elite SFF	PC1-SFF	(WBT) Finance - Parks Office (PW Building)	Microsoft Office Standard 2013	
9/26/2013	QV996AV	WBTWS303	8300 Elite SFF	PC1-SFF	(WBT) Public Works - GT Magnuson	Microsoft Office Standard 2013	
9/26/2013	QV996AV	WBTWS304	8300 Elite SFF	PC1-SFF	(WBT) CommDev - Tom Riedesel	Microsoft Office Standard 2013	
9/26/2013	QV996AV	WBTWS305	8300 Elite SFF	PC1-SFF	(WBT) PW Garage - Pete Tholen	Microsoft Office Standard 2013	
9/26/2013	QV996AV	WBTWS306	8300 Elite SFF	PC1-SFF	(WBT) Front Reception Counter	Microsoft Office Standard 2013	

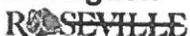
This chart is for you to fill in the replacement option of your choice.

Previous Comp	New Comp	Description	Type of Computer
WBTM501		(WBT) Public Works - Paul Peltier	
WBTWS101		(WBT) Public Works - SCADA	
WBTWS103		(WBT) Finance - Judy Moll	
WBTWS301		(WBT) Administration - Bill Short	
WBTWS302		(WBT) Finance - Parks Office (PW Building)	
WBTWS303		(WBT) Public Works - GT Magnuson	
WBTWS304		(WBT) CommDev - Tom Riedesel	
WBTWS305		(WBT) PW Garage - Pete Tholen	
WBTWS306		(WBT) Front Reception Counter	

Please feel free to call or email me with questions. I look forward to working with you on the Windows 7 upgrades for White Bear Township!

Thank you,

Jen Nguon



IT Service Desk Representative
651-792-7431
jen.nguon@cityofroseville.com

Please visit <https://support.metro-inet.us/SitePages/Home.aspx> for additional support resources.



**Town Board Meeting
July 15, 2019**

Agenda Number: 9 – 10- 11 - 12

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

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