



**Town Board
Meeting Supplement
November 18, 2019**

Added Consent Agenda Item:

- 5.E. Special Town Board Meeting** – Call a Special Town Board Meeting for Wednesday, December 4, 2019, Beginning at 6:00 p.m. at Heritage Hall, to Attend a Neighborhood Meeting Regarding 2020 Street Improvements.
- 5.F. Improvement 2019-3 Road Improvements Tree Removals** – Accept Quotes & Approve Quote to Precision Landscape & Tree in the Amount of \$7,550.00 for Removal of Trees to Facilitate Road Improvements.
- 5.G. MDA Noxious Weed Grant Funds** – Based on Public Works Director Review & Recommendation Authorize the Township to Join in on the Noxious Weed Grant Funds Memorandum of Understanding & Submit a Letter of Support Regarding the Ramsey County Cooperative Weed Management Area

Supplemental Information:

- 8.B. Lift Station #10 Rehabilitation** – Authorize Final Payment of Lametti & Sons.

Revised Town Engineer Memo

- 8.C. Auditor Service Agreement** – Approve.

Revised Finance Officer Memo



Public Notice

Special Town Board Meeting

Wednesday, December 4, 2019

Beginning at 6:00 p.m.

**at Heritage Hall
4200 Otter Lake Road
White Bear Township, MN 55110**

- ◆ Neighborhood Meeting Regarding 2020 Street Improvements

**Town Board
Meeting Supplement
November 18, 2019**

Added Consent Agenda Item:

Agenda Number: 5.F

Subject: Improvement 2019-3 Road Improvements Tree Removals – Accept Quotes & Approve Quote to Precision Landscape & Tree in the Amount of \$7,550.00 for Removal of Trees to Facilitate Road Improvements

Documentation: Staff Memo w/ attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Accept Quotes & Approve Quote to Precision Landscape & Tree in the Amount of \$7,550.00 for Removal of Trees to Facilitate the 2019 Road Improvements

MEMORANDUM

Date: November 14, 2019

To: Town Board

From: Peter Tholen, Field Maintenance Supervisor; Dale Reed, Public Works Director

Re: Tree Removals

Public Works trimmed and removed trees that were dead and/or a hazard before the Hobe Lane Area Mill and Overlay project started this fall. There were many trees, which Public Works could not remove due to their size and the proximity to adjacent powerlines. Public Works received 3 quotes for the removal of the remaining trees along with an additional tree at well 6.

Quotes were received from the following vendors below:

1. Precision Landscape & Tree (PLT) - \$7,550.00
2. SavATree - \$8,700.00
3. Hugo Tree Care - \$11,300.00

The tree removal work will be funded by the Road and Bridge and Water Operating Budgets.

Town Board action is to accept the quotes and approve the quote from Precision Tree for \$7,550.00.



PRECISION
LANDSCAPE & TREE

PROPOSAL

Generated uniquely for
White Bear Township
Please sign and return
to the office.

50 S Owasso Blvd East Little Canada, MN 55117
651-484-2726 | www.precisiontreemn.com

White Bear Township 20191008

Wednesday, October 09, 2019

White Bear Township
Pete Tholen
1281 Hammond Rd
White Bear Lake, MN 55110
Phone: 651-747-2776
Email: Pete.Tholen@whitebeartownship.org

Estimator: Paul Pinkalla | Consulting Arborist
Precision Landscape & Tree, Inc.
Cell: 651-295-8535
Email: paul@precisiontreemn.com

Worksite: 1281 Hammond Rd
White Bear Lake, MN 55110

All work is done in accordance to ANSI tree care standards.

#	Item	Description	Qty	Cost	Initial
1	Cottonwood	Tree Removal 5795 Hobe Lane - Cottonwood behind the mailbox Remove to with in 4" of the ground. Haul all debris.	0		_____
2	Cottonwood	Tree Removal 5811 Hobe Ln. Cottonwood 75' west of the mailbox. Remove to with in 4" of the ground. Haul all debris. *Not on original list*	0		_____
3	Cottonwood	Tree Removal 5811 Hobe Lane - Cottonwood east of the mailbox on the south side of the road Remove to with in 4" of the ground. Haul all debris.	0		_____
4	Cottonwood	Tree Removal 5821 Hobe Lane - Cottonwood Remove to the height of the mail box post. Haul all debris.	0		_____
5	Cottonwood	Tree Removal 5827 Hobe Ln. Cottonwood 75' west of the mailbox. Remove to with in 4" of the ground. Haul all debris. *Not on original list*	0		_____
6	Willow	Tree Removal 5827 Willow 15' west of the mail box Remove to with in 4" of the ground. Haul all debris.	0		_____
7	Cottonwood	Tree Removal	0		_____



Our arborists are always ISA certified:
Josh Hielsberg Certification # MN4556A
Paul Pinkalla Certification # WI0653A



5826 Hobe Lane - 2 Cottonwoods north of the driveway
 Remove to with in 4" of the ground. Haul all debris.

8	Maple	Tree Removal 5875 Hobe Lane - Maple south of the driveway Remove to with in 4" of the ground. Haul all debris.	0	
9	Cottonwood	Tree Removal 5891 Hobe Lane - Cottonwood South of the driveway Remove to with in 4" of the ground. Haul all debris.	0	
10	Elm	Tree Removal Elm 100' east of Bald Eagle Blvd. Remove to with in 4" of the ground.	0	
11		Group Price Price for items in lines 1-10. Price valid if all items are ordered together.	0	\$6,250.00

Subtotal: \$6,250.00
 Tax: \$0.00
 Total: \$6,250.00

Any and All private lines ran underground are the responsibility of the home owner to have marked, flagged, & mapped out. Any damage caused to unmarked lines are not the responsibility of Precision Landscape and Tree.
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

		Subtotal: \$6,650.00
		Tax: \$0.00
Signature	Date	Total: \$6,650.00
	10/08/2019	
Paul Pinkalla	Date	



Our arborists are always ISA certified:
 Josh Hielsberg Certification # MN4556A
 Paul Pinkalla Certification # WI0653A





PRECISION
LANDSCAPE & TREE

PROPOSAL

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White Bear Township

Please sign and return
to the office.

50 S Owasso Blvd East Little Canada, MN 55117
651-484-2726 | www.precisiontreemn.com

White Bear Township 201910081

Tuesday, October 08, 2019

White Bear Township
Pete Tholen
1281 Hammond Rd
White Bear Lake, MN 55110
Phone: 651-747-2776
Email: Pete.Tholen@whitebeartownship.org

Estimator: Paul Pinkalla | Consulting Arborist
Precision Landscape & Tree, Inc.
Cell: 651-295-8535
Email: paul@precisiontreemn.com

Worksite: 2525 Buffalo St
White Bear Township, MN 55110

All work is done in accordance to ANSI tree care standards.

#	Item	Description	Qty	Cost	Initial
1	Cottonwood	Tree Removal Marked cottonwood west of the west driveway. Remove to with in 4" of the ground. Haul all debris.	0	\$1,300.00	
				Subtotal:	\$1,300.00
				Tax:	\$0.00
				Grand Total:	\$1,300.00

Notes: Thank you for choosing Precision Landscape and Tree.

Any and All private lines ran underground are the responsibility of the home owner to have marked, flagged, & mapped out. Any damage caused to unmarked lines are not the responsibility of Precision Landscape and Tree.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Subtotal: \$1,300.00

Tax: \$0.00

Total: \$1,300.00

Signature

Date

Paul Pinkalla

10/08/2019

Date



Our arborists are always ISA certified:
Josh Hielsberg Certification # MN4556A
Paul Pinkalla Certification # WI0653A



Pete Tholen

From: Molly Gienau <mgienau@savatree.com>
Sent: Wednesday, November 13, 2019 12:17 PM
To: Pete Tholen
Subject: SAVATREE ESTIMATE

Caution: This email originated outside our organization; please use caution.

Hi Pete,

Highlighted below is the estimate that Mike had for the trees on Hobe Ave. Please let us know if you have any questions or concerns. If you would like to go ahead with any or all of the work reply to this email with your approval and we can get you on the schedule.

Thank you and have a great day!
Molly

Thank you for choosing SavATree. We are committed to 100% client satisfaction. If for some reason your customer experience did not meet your expectations, please contact me or my manager right away.

Molly Gienau | Arborist Assistant | SavATree | Afton Office
T# (715) 749-3475 | mgienau@savatree.com

Deanna Lindahl | Office Manager | SavATree | Afton Office
T# (715) 749-3475 | dlindahl@savatree.com

Who do you know that could benefit from working with us on their trees, shrubs and lawn?
SavATree Referral Program

Date = 11/13/2019
Prepared for: Tom Riedesel White Bear Township
Service Address: 5335 Oakwood Drive, White Bear Lake, MN 55110
Account Key: 1027254



Arbor Care Proposal

All landscapes need ongoing care to maintain optimal health and reach their full potential. This proposal contains recommendations based on the variety of species present at 5335 Oakwood Drive, the health of those species, and your landscape priorities.

General Tree Care

General Tree Care \$7,800.00

Takedown the following trees tagged with ORANGE spray paint as low as possible

5795 Hobe Lane -
17" Cottonwood AND
double stem Cottonwood (26,18)

5811 Hobe Lane - 22" Cottonwood

***5821 Hobe Lane - 24" Cottonwood growing with mailbox - cut at orange line

5827 Hobe Lane -
22" Cottonwood AND
18" Cottonwood

***5795 Hobe COURT front left corner of the driveway
12" Cottonwood AND
19" Willow

5875 Hobe Lane - 22" maple front left corner of the driveway

5892 Hobe Lane - 28" Cottonwood

5989 Hobe Lane - ACROSS THE STREET 16" Elm

Haul away debris

Hazard: Electrical wires
Hazard: Loose bark
Hazard: Pedestrians
Obstacle: Narrow Roadway

PROGRAM NOTES

(No additional notes at this time)

Ever-Green Clause: To help maintain a vibrant and healthy landscape, your program is considered CONTINUOUS. This means that your program will automatically renew each year, ensuring on-going professional care for your property. You can, of course, CANCEL AT ANY TIME by contacting us. Thank you for your continued confidence.

AUTHORIZATION

I authorize the work described above and agree to the following terms and conditions.

TERMS AND CONDITIONS

Thank you for choosing SavATree! The following terms and conditions, together with the terms, prices, and specifications outlined on your estimate, proposal, and/or services agreement and Plant Health Care and/or Lawn Care Datasheet ("Datasheet"), if applicable for your state, constitute your entire agreement with SavATree, LLC d/b/a SavATree, SavaLawn, Swingle Lawn, Tree and Landscape Care, Mountain High Tree Service, Thrive, 404-CUT-TREE, Mike's Tree Surgeons, Integrity Tree Service, DeerTech, Clear Cut Tree, Red Cedar Arborists and Landscapers, and Pauley Tree and Lawn Care (collectively referred to as "SavATree.")

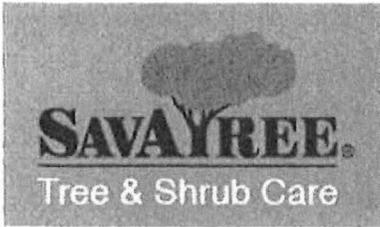
Performance by SavATree

Our Plant Health Care and Lawn programs are designed to manage and not eradicate weeds, insects, mites, disease and deer browsing. Horticulturally tolerable levels of insects, mites, disease and deer browse may still be present after treatments. Epidemic infestations may require additional visits at additional cost to you, pending your approval.

Each time we are on your property, an evaluation card will be left or emailed indicating the service(s) performed and, if necessary, any additional recommendations. Remeasurement of your lawn, trees or shrubs may also be done if there is a discrepancy between the original estimate and the actual square footage or product(s) required. You will be notified of any price adjustments for future services.

Work crews will arrive at the job site unannounced unless otherwise noted herein. The Datasheet provides approximate and alternate dates of our service. SavATree shall not be liable for damage or losses due to delays for weather or causes beyond our control. By accepting this agreement and engaging our services, you accept that every day during the agreement's term is a day on which applications may be applied, and you are continuously on notice that SavATree will perform applications on any day during the term of this agreement if any other day becomes unnecessary or infeasible for performance (due to weather, scheduling conflicts, or weed, insect, mite and disease cycles) in which case you waive SavATree's performance on such a day. Absent extraordinary circumstances, you request that SavATree not further contact you concerning dates of application as such further contact would be a burden to you.

You understand that, in connection with rendering our services to you, SavATree may be required to bring trucks and other heavy equipment onto your driveway and other parts of your property. SavATree operates under the assumption that any and all parts of your property onto which we must bring such equipment can sustain the presence, weight, and movement of that equipment, and you hereby hold SavATree harmless for, and agree not to bring any claims against SavATree as a result of, any damage or degradation to



SavATree
 12450 Hudson Road S., Afton MN 55001
 P: 651-964-4001 F: (715) 749-3465
 E: afton@savatree.com

Estimate # 384351 Prepared By Michael Sombrio

ISA Certified Arborist
msombrio@savatree.com

Estimate for
 Tom Riedesel White Bear Township
For Service At:
 5335 Oakwood Drive, White Bear Lake MN 55110
Account Key: 1027254

Recommendations

General Tree Care

General Tree Care \$900.00

Across the street from 2500 Buffalo St at pump house
 3 stem Cottonwood tag with orange paint take down as low as possible
 Haul away

Hazard: Communication Lines
 Hazard: Deadwood
 Hazard: Electrical wires

General Tree Care	\$900.00
Recycling	\$0
Cabling & Bracing	\$0
Special Work / Special Equipment	\$0
Stump Grinding	\$0
Permit(s)	\$0
Plant Health Care	\$0
Lawn Care	\$0
Irrigation	\$0

This proposal has been provided to you on a confidential basis. We kindly request that neither this proposal nor any of its contents be reproduced or shared with any competitor without the prior written consent of SavATree.

Sales tax, if applicable, will be added to the amounts of this estimate per your local and state tax jurisdiction. If you wish to pay via credit card, please enter deposit amount and click button to pay. A deposit of 50% may be required prior to the commencement of General Tree Care work. Thank you!

Note: Included in this program is 1 service for a total of \$900.00.

OUR UNCONDITIONAL GUARANTEE

Should our service fall short of your expectations, please contact us immediately and we will do everything we can to make it right! Rev.11-11-2019 aso-pdf

Fully Licensed & Insured

Tree Care Industry Accredited



Testimonials

www.savatree.com

[VIEW FULL TERMS AND CONDITIONS](#)

Pete Tholen

From: Hugo's Tree Care <quickbooks@notification.intuit.com>
Sent: Monday, October 7, 2019 3:34 PM
To: Pete Tholen
Subject: Estimate 1749 from Hugo's Tree Care
Attachments: Estimate_1749_from_Hugos_Tree_Care.pdf

Caution: This email originated outside our organization; please use caution.

To: White Bear Township.

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Hugo's Tree Care

----- Estimate -----

14728 Irish Ave N
Hugo, MN 55038 US
651-429-4705

Estimate #: 1749
Date: 10/02/2019
Exp. Date: \$11,300.00

Address:

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

Ship To:
road project - soon
Removals - trees only

Sales Rep: Harry Olsen

Date	Description	Amount
10/02/2019	5891 Hobe Ln: marked Cottonwood, south of drive	1,500.00
10/02/2019	5875 Hobe Ln: marked Maple, south of drive	875.00
10/02/2019	5826 Hobe Ln: 2 marked Cottonwoods, north of drive	1,500.00
10/02/2019	5821 Hobe Ln: marked Cottonwood growing around	1,200.00

	mailbox post - cut above post	
10/02/2019	5811 Hobe Ln: marked Cottonwood 75' east of mailbox on south side of road and 1 Cottonwood marked 75'	2,200.00
10/02/2019	5795 Hobe Ln: marked Cottonwood behind mailbox	400.00
10/02/2019	2525 Buffalo St: SW of building is Buckthorn and a Cottonwood	2,525.00
10/02/2019	5976 Hobe Ln: Marked Elm tree west of drive near power poll	1,100.00
10/02/2019	Remove Hobe Ln trees for \$5500 total for all trees listed above if awarded whole project.	0.00

	Total:	\$11,300.00

Stump grinding not included in removal price. Stump grinding does not include clean-up! Not responsible for hidden hazards such as irrigation, dog fencing etc.

**Town Board
Meeting Supplement
November 18, 2019**

Added Consent Agenda Item:

Agenda Number: 5.G

Subject: **MDA Noxious Weed Grant Funds** – Based on Public Works Director Review & Recommendation Authorize the Township to Join in on the Noxious Weed Grant Funds Memorandum of Understanding & Submit a Letter of Support Regarding the Ramsey County Cooperative Weed Management Area

Documentation: E-mail w/ attached Information

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Director Review & Recommendation Authorize the Township to Join in on the Noxious Weed Grant Funds Memorandum of Understanding & Submit a Letter of Support Regarding the Ramsey County Cooperative Weed Management Area

Patti Walstad

From: Dale Reed
Sent: Thursday, November 14, 2019 3:27 PM
To: Pat Christopherson
Cc: Patti Walstad; Pete Tholen
Subject: RE: MDA noxious weed grant funds-Letter of support needed

Patrick,

That would be correct...

Dale

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

From: Pat Christopherson <Pat.Christopherson@whitebeartownship.org>
Sent: Thursday, November 14, 2019 2:57 PM
To: Dale Reed <Dale.Reed@whitebeartownship.org>
Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>; Pete Tholen <Pete.Tholen@whitebeartownship.org>
Subject: RE: MDA noxious weed grant funds-Letter of support needed

Dale

Is that a Public Works recommendation?

PC

From: Dale Reed <Dale.Reed@whitebeartownship.org>
Sent: Thursday, November 14, 2019 1:57 PM
To: Pat Christopherson <Pat.Christopherson@whitebeartownship.org>
Cc: Patti Walstad <Patti.Walstad@whitebeartownship.org>; Pete Tholen <Pete.Tholen@whitebeartownship.org>
Subject: FW: MDA noxious weed grant funds-Letter of support needed

Patrick,

See attached. I think we should at least complete a letter of support for Ramsey County. They have eradicated weeds within the Town's boundaries in the past. We may want to consider having the Town Board sign the MOU also? The only City to sign the MOU to date is Maplewood.

Dale

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

From: Townsend, Justin D <justin.townsend@CO.RAMSEY.MN.US>

Sent: Thursday, November 14, 2019 1:24 PM

To: Robbins, Adam (CI-StPaul) <adam.robbs@ci.stpaul.mn.us>; Ryan Johnson <Ryan.Johnson@cityofroseville.com>; Heather Butkowski <Heather.Butkowski@lauderdalemn.org>; Anna Eleria <aeleria@capitolregionwd.org>; Dawn Tanner <dawn.tanner@vlawmo.org>; Ellen Brenna <ebrenna@shoreviewmn.gov>; Fiedler, Chuck <Chuck.Fiedler@CO.RAMSEY.MN.US>; Carole Gernes <carole.gernes@rwmwd.org>; Emily Dunlap <emily.dunlap@maplewoodmn.gov>; Keith Stachowski <Keith.Stachowski@northstpaul.org>; Sander, John (DOT) <john.sander@state.mn.us>; Simba Blood <simba.blood@rwmwd.org>; Connie Taillon <ctaillon@whitebearlake.org>; Pete Tholen <Pete.Tholen@whitebeartownship.org>; Dale Reed <Dale.Reed@whitebeartownship.org>

Subject: MDA noxious weed grant funds-Letter of support needed

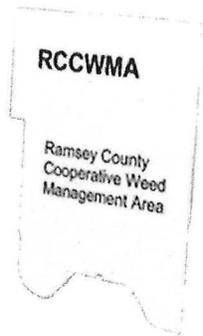
Caution: This email originated outside our organization; please use caution.

Good afternoon,

The Minnesota Department of Agriculture's 2020 noxious weed grant application is due November 26th by 4 PM. With thanksgiving approaching **please return these no later than November 22, 2019**. This year there is a level II option that is a 2 year grant cycle. This requires letters of support or better yet signatures on the Ramsey County Cooperative Weed Management Area MOU. Many of you are signatory's to the MOU already. If that is the case please provide a letter of support to meet the requirements of this grant. If you have not signed onto the RCCWMA MOU I encourage you to do that. At minimum I do need this letter of support.

Thank you for your time,

Justin Townsend | Env. Specialist I
Ramsey County
Parks and Recreation-Soil and Water Division
1425 Paul Kirkwold Drive
Arden Hills, MN 55117
651-266-7277
www.ramseycounty.us



Memorandum of Understanding

Among the following agencies

- City of Maplewood
- Great River Greening
- H.B. Fuller/Willow Lake Nature Preserve
- Minnesota Department of Agriculture
- Minnesota Department of Natural Resources
- Minnesota Department of Transportation
- National Park Service
- Ramsey County Parks and Recreation Department (including the former Ramsey Conservation District)
- Ramsey County Public Works
- Ramsey-Washington Metro Watershed District
- Rice Creek Watershed District
- Vadnais Lakes Area Water Management Organization

(Hereinafter referred to as Partners)

I. Background and Objectives

Invasive species have significant environmental, social, and economic impacts on natural areas, parks, and open spaces. Invasive species are a leading threat to the native species of the United States, second only to habitat destruction. Invasive plants consume approximately three million acres of land each year. Invasive plants threaten both entire ecosystems and individual species. They negatively impact ecosystems through competition, suppression, and displacement of native species and can alter ecosystem functions. Ramsey County contains a myriad of groups including governmental agencies, non-profit organizations, private business, and private citizens and landowners that give the county the unique opportunity to manage invasive plants in a cooperative manner.

The purpose of this Memorandum of Understanding (MOU) is to encourage and formalize the cooperative relationship necessary for effective management, coordination, and implementation of invasive terrestrial and aquatic plant species programs among the above mentioned Partners.

Other organizations or individuals may, at any time, join as Partners of the RCCWMA. Partners will agree to offer funding or in-kind service to the RCCWMA. Various other organizations or individuals may choose to participate informally as Cooperators with the RCCWMA. These Cooperators will be required to sign a signatory page stating that they will voluntarily participate under the applicable guidelines in this MOU. Cooperators are listed in Appendix A.

Definition of terms

- a. Introduction- the intentional or unintentional escape, release, dissemination, or placement of a species into an ecosystem as a result of human activity.
- b. Ecosystem- the complex of a community of organisms and its environment.
- c. Native species- a plant species that historically occurred in Ramsey County, not as a result of an introduction.
- d. Local Ecotype Native Seed- seed originating from the ecoregions found in Ramsey County. Seed used in the RCCWMA must be Local Ecotype Native Seed, and must originate from as close to the given project as possible. "Yellow tag" certified seed should be used whenever possible.
- e. Non-native species-with respect to a particular ecosystem, any plant species, including its seeds, spores, or other biological material capable of propagating that species, that has been introduced to that ecosystem by means other than natural processes.
- f. Invasive plant or weed- a plant species, typically non-native, that has competitive advantages and can become established in natural plant communities and wild areas and replace native vegetation. They may alter the ecosystem and may cause economic, environmental, and/or social harm and may also negatively affect human health.
- g. Noxious weed- a plant determined to be problem by a governmental agency. This can be on a county, state, or national level. They are mandated by law as pest species, and the law calls on all citizens for the destruction of the species.
- h. RCCWMA- Ramsey County Cooperative Weed Management Area- geographically defined as the lands and waters within the geopolitical boundaries of Ramsey County. A cooperative effort to manage invasive plants in Ramsey County.
- i. RCCWMA Board – signing Partners, the foundation of the RCCWMA. The RCCWMA Board appoints the Steering Committee.
- j. RCCWMA Steering Committee- made up of both Partners and Cooperators, the RCCWMA Steering Committee organizes members, provides direction, holds regular meetings, and generally furthers the common goal of cooperative invasive plant management. Each Partner and Cooperator will be directly or indirectly represented on the Steering Committee.

II. Legislative Authority

For the National Park Service, the legal authority for entering into this agreement is the National Park Service Organic Act (16 U.S.C. §§ 1-3). This is a general management authority for entering into a memorandum of understanding to document mutually agreed upon policies, procedures, objectives, and/or assistance relationships that do not involve funding.

This MOU is neither a fiscal nor a funds obligation document. Any action involving contribution of funds or reimbursement between parties to this MOU will be handled in accordance to applicable laws, regulation, and procedures including those for Government procurement and

printing. These actions will be outlined in separate agreements between parties and will be authorized by the appropriate statutory authority. This authority does not provide such authority, nor does it establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

III. Statement Of Work

The intent of this MOU is to enhance the success of the Cooperative Weed Management Area for Ramsey County by encouraging sharing of resources, information, expertise, and effort on a willing and cooperative basis on both public and private lands and waters. This MOU is not intended to establish legal authorities or mandates where they do not currently exist.

The undersigned parties mutually agree to the following:

- a. Participate and/or cooperate in the development of the Ramsey County Cooperative Weed Management Area (RCCWMA).
- b. Share information among Partners and Cooperators and provide assistance and expertise regarding invasive plant management activities on their lands and waters.
- c. Provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management planning and education on lands and waters within the Ramsey County Cooperative Weed Management Area (RCCWMA).
- d. Utilize the Ramsey County Parks and Recreation Department-Soil and Water Conservation Division as the fiscal administrator for any grants or financial support received by the RCCWMA.
- e. Review this MOU and make revisions and updates as necessary to meet the purpose of the agreement. Amendments shall become effective upon approval by all Partners.

This MOU in no way restricts any of the Partners or Cooperators from participating in similar activities with other public or private agencies, organizations, or individuals.

IV. Term of Agreement

This MOU will become effective upon signature of each of the Partners and fully effective upon the day all partners have signed. It expires 5 years from the fully effective date at which time it will be subject to review, renewal, or expiration. If the Partners mutually agree to continue cooperation, a new agreement shall be executed.

V. Modification and Termination

Modifications to this MOU shall be made by the issuance of a unanimously approved modification prior to any changes being performed. Any Partner may withdraw from this agreement at any time before the date of expiration by providing 30 days written notice to all signatories.

VI. Additional Parties to the MOU

Additional parties may, and are encouraged to, be added to the MOU as Partners or Cooperators, at anytime. All Partners will be notified of any additional party and will be given 30 days after the notification to determine if there is a conflict of interest. If a conflict of interest is identified the Partner may choose to withdraw from the MOU. If the Partner does not withdraw, then the additional party with the conflict of interest may not be added to the MOU.

VII. Key Officials and Signatures

A separate page will be included for each of the Partners and Cooperators designating the key official to this MOU and the signature for the person authorized to enter into this agreement.

Memorandum of Understanding (#013)

Between

City of Maplewood
Great River Greening
H.B. Fuller/Willow Lake Nature Preserve
Minnesota Department of Agriculture
Minnesota Department of Natural Resources
Minnesota Department of Transportation
National Park Service
Ramsey County Parks and Recreation Department (including the former Ramsey Conservation District)
Ramsey County Public Works
Ramsey-Washington Metro Watershed District
Rice Creek Watershed District
Vadnais Lakes Area Water Management Organization

VII. Key Official and Signatures (continued)

Name, Title:

Agency/Organization:

Address:

Phone:

E-mail:

Key Official Signature:

**Town Board
Meeting Supplement
November 18, 2019**

Supplemental Information:

Agenda Number: 8.B

Subject: Lift Station #10 Rehabilitation – Authorize Final Payment of Lametti & Sons

Documentation: Revised Town Engineer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Approve the Final Revised Payment to Lametti & Sons in the Amount of \$20,268.75, Which Brings the Total Construction Amount to \$285,675.00



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

November 13, 2019

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: Lift Station #10 Rehabilitation
White Bear Township, Minnesota
TKDA Project No. 16627.005

Dear Board Members:

Lift Station #10 located at 2545 Buffalo Street east of Highway 61 has been completed. All work has been reviewed and approved by Public Works staff and TKDA. All documents including the Operation & Maintenance Manuals have been received.

All salvaged and required control panel components have been received by Public Works. The lift station is functioning without any issues.

The existing 6" force main was cleaned and televised. It was in good shape and didn't have to be lined. This is the reason the project is significantly under budget. The forcemain pipe runs along the north side of Buffalo Street.

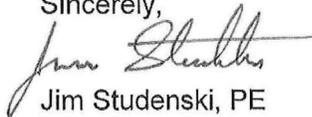
The Final Pay Estimate #6 and Compensating Change Order are attached. The final project costs have come in at \$285,675.00 which is \$44,625.00 under the bid amount.

Recommendation

We recommend that you make the final payment to Lametti & Sons in the amount of \$20,268.75, which brings the total construction amount to \$285,675.00.

The one-year warranty has started. Please contact me with any questions.

Sincerely,



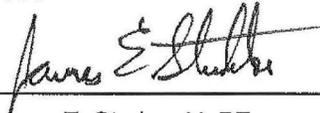
Jim Studenski, PE
Town Engineer

Attachments



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

PERIOD ENDING: NOVEMBER 6, 2019

Cert. No.	6 (Final - R1)		
Project No.	16627.005		
To	White Bear Township, Minnesota	Owner	
This Certifies that	Lametti & Sons, Inc.	Contractor	
For	Lift Station #10 Rehabilitation		
Is entitled to	Twenty Thousand Two Hundred Sixty Eight Dollars and 75/100		
	(\$ 20,268.75)		
	being	6th	estimate for partial payment on contract with you dated June 18, 2018
Received payment in full of above Certificate.		TKDA	
			
		James E. Studenski, PE	
Contractor			

	CONTRACT PLUS EXTRAS	PAYMENTS	CREDITS
Contract price plus extras	\$ 330,300.00		
All previous payments		\$ 265,406.25	
All previous credits			
Change Order No. 1 - Compensating, Revision 11/13/19	\$ (44,625.00)		
" "			
Credit No.			\$ -
" "			
" "			
AMOUNT OF THIS CERTIFICATE		\$ 20,268.75	
Totals	\$ 285,675.00	\$ 285,675.00	\$ -
Credit Balance		\$ -	
There will remain unpaid on contract after payment of this Certificate		\$ -	
	\$ 285,675.00	\$ 285,675.00	\$ -

TKDA
 PERIODICAL ESTIMATE FOR PARTIAL PAYMENTS
 ESTIMATE NO. 6 (FINAL - R1)
 11/13/2019

PERIOD ENDING: NOVEMBER 6, 2019

<u>Project No.</u>	<u>16627.005</u>
<u>Contractor</u>	<u>Lametti & Sons, Inc.</u>
<u>Original Contract Amount</u>	<u>\$330,300.00</u>
<u>Project</u>	<u>Lift Station #10 Rehabilitation</u>
<u>Location</u>	<u>White Bear Township, Minnesota</u>

Total Contract Work Completed		\$ 285,675.00
Total Approved Credits		<u>\$ -</u>
Total Approved Extra Work Completed	\$ -	
Approved Extra Orders Amount Completed (CO No.1)		<u>\$ -</u>
 Total Amount Earned This Estimate		 <u>\$ 285,675.00</u>

Less Approved Credits		<u>\$ -</u>
Less	<u>0 % Retained</u>	<u>\$ -</u>
Less Previous Payments		<u>\$ 265,406.25</u>
Total Deductions		<u>\$ 265,406.25</u>

Amount Due This Estimate		<u>\$ 20,268.75</u>
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Contractor	<hr/>
Engineer	<u>James E Studenski</u> James E. Studenski, PE

Date	<hr/>
Date	<u>11-13-2019</u>

WHITE BEAR TOWNSHIP, MN
LIFT STATION #10 REHABILITATION
TKDA PROJECT NO. 16627.005
PAY ESTIMATE NO. 6 (FINAL - R1)

11/13/19

PERIOD ENDING: NOVEMBER 6, 2019

ITEM NO.	ITEM	UNIT	CONTRACT QTY	QTY TO DATE	UNIT COST	AMOUNT TO DATE
1	MOBILIZATION	LS	1	1	\$ 16,000.00	\$16,000.00
2	TRAFFIC CONTROL	LS	1	0.25	\$ 2,500.00	\$625.00
3	SILT FENCE	LF	250	250	\$ 3.00	\$750.00
4	BASE BID LIFT STATION NO. 10 IMPROVEMENTS	LS	1	1	\$ 38,410.00	\$38,410.00
5	TEMPORARY CONVEYANCE	LS	1	1	\$ 18,200.00	\$18,200.00
6	REMOVE & DISP. BIT. DRIVEWAY INCL. SAWCUT	SY	200	200	\$ 4.00	\$800.00
7	8-INCH CONCRETE DRIVEWAY	SY	200	200	\$ 70.00	\$14,000.00
8	REMOVE & REPLACE TOP SLAB	EA	2	2	\$ 3,500.00	\$7,000.00
9	REMOVE & REPLACE MH CASTING	EA	1	1	\$ 800.00	\$800.00
10	REMOVE AND REPLACE FORCEMAIN BENDS	EA	2	1	\$ 6,000.00	\$6,000.00
11	CLEAN & TELEWISE FORCEMAIN	LF	500	150	\$ 5.00	\$750.00
12	CLEAN 2-INCH PVC	LF	10	10	\$ 10.00	\$100.00
13	CLEAN VALVE VAULT, DISPOSE OF DEBRIS	LS	1	1	\$ 1,500.00	\$1,500.00
14	6-INCH CIPP LINING, 5 MM THICKNESS	LF	500		\$ 40.00	\$0.00
15	CAST IN PLACE CONCRETE	CF	10	10	\$ 50.00	\$500.00
16	EPOXY LINER	SF	1010	1010	\$ 24.00	\$24,240.00
17	HATCH	EA	2	2	\$ 3,000.00	\$6,000.00
18	ANTENNA POLE	EA	1	1	\$ 5,000.00	\$5,000.00
19	SITE RESTORATION	LS	1	1	\$ 6,000.00	\$6,000.00
20	KSB VORTEX STYLE SUBMERSIBLE PUMP	EA	2	2	\$ 20,000.00	\$40,000.00
21	4-INCH STAINLESS STEEL VENT PIPE	EA	1	1	\$ 1,500.00	\$1,500.00
22	6-INCH PLUG VALVE	EA	2	2	\$ 1,000.00	\$2,000.00
23	6-INCH CHECK VALVE	EA	2	2	\$ 1,000.00	\$2,000.00
24	6-INCH DUCTILE PIPE	LF	50	50	\$ 70.00	\$3,500.00
25	CONTROL PANEL WITH ETHERNET RADIO, YAGI ANTENNA AND RADAR LEVEL TRANSMITTER	EA	1	1	\$ 70,000.00	\$70,000.00
26	ELECTRICAL AND INSTRUMENTATION INSTALLATION	EA	1	1	\$ 20,000.00	\$20,000.00
27	ENGINEER DIRECTED WORK ALLOWANCE	LS	1		\$ 15,000.00	\$0.00
TOTAL						\$285,675.00

CHANGE ORDER

TKDA
Engineers-Architects-Planners

Date November 13, 2019 Project No. 16627.005 Compensating Change Order – R1

To Lametti & Sons, Inc.

for Lift Station No. 10 Rehabilitation Project

for White Bear Township, Minnesota

You are hereby directed to make the following change to your contract dated June 18, 2018. The change and the work affected thereby is subject to all contract stipulations and covenants. This Compensating Change Order will (~~increase~~) (decrease) (~~not change~~) the contract sum by Forty Four Thousand Six Hundred Twenty Five Dollars and 00/100 (- \$ 44,625.00)

COMPENSATING CHANGE ORDER – R1

This compensating change order shows the quantity difference from the bid amount (see attached itemization):

NET CHANGE =	\$ (44,625.00)
Amount of Original Contract	\$ 330,300.00
Additions approved to date	\$ -
Contract amount to date	\$ 330,300.00
Amount of this Compensating Change Order (Add) (Deduct) (No Change)	\$ (44,625.00)
Revised Contract Amount	\$ 285,675.00

Approved _____

TKDA

By White Bear Township, Minnesota

By 
James E. Studenski, P.E.

Approved _____

White - Owner
Pink - Contractor
Blue - TKDA

By Lametti & Sons, Inc.

LIFT STATION NO. 10 REHABILITATION PROJECT
 WHITE BEAR TOWNSHIP, MINNESOTA
 TKDA PROJECT NO. 16627.005

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	QUANTITY TO DATE	UNIT PRICE	AMOUNT TO DATE	NET CHANGE	CONTRACT AMOUNT
BASE BID:								
1	MOBILIZATION	LS	1	1	\$ 16,000.00	\$ 16,000.00	\$ -	\$ 16,000.00
2	TRAFFIC CONTROL	LS	1	0.25	\$ 2,500.00	\$ 625.00	\$ (1,875.00)	\$ 2,500.00
3	SILT FENCE	LF	250	250	\$ 3.00	\$ 750.00	\$ -	\$ 750.00
4	BASE BID LIFT STATION NO. 10 IMPROVEMENTS	LS	1	1	\$ 38,410.00	\$ 38,410.00	\$ -	\$ 38,410.00
5	TEMPORARY CONVEYANCE	LS	1	1	\$ 18,200.00	\$ 18,200.00	\$ -	\$ 18,200.00
6	REMOVE & DISP. BIT. DRIVEWAY INCL. SAWCUT	SY	200	200	\$ 4.00	\$ 800.00	\$ -	\$ 800.00
7	8-INCH CONCRETE DRIVEWAY	SY	200	200	\$ 70.00	\$ 14,000.00	\$ -	\$ 14,000.00
8	REMOVE & REPLACE TOP SLAB	EA	2	2	\$ 3,500.00	\$ 7,000.00	\$ -	\$ 7,000.00
9	REMOVE & REPLACE MH CASTING	EA	1	1	\$ 800.00	\$ 800.00	\$ -	\$ 800.00
10	REMOVE AND REPLACE FORCEMAIN BENDS	EA	2	1	\$ 6,000.00	\$ 6,000.00	\$ (6,000.00)	\$ 12,000.00
11	CLEAN & TELEWISE FORCEMAIN	LF	500	150.00	\$ 5.00	\$ 750.00	\$ (1,750.00)	\$ 2,500.00
12	CLEAN 2-INCH PVC	LF	10	10	\$ 10.00	\$ 100.00	\$ -	\$ 100.00
13	CLEAN VALVE VAULT, DISPOSE OF DEBRIS	LS	1	1	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
14	6-INCH CIPP LINING, 5 MM THICKNESS	LF	500		\$ 40.00	\$ -	\$ (20,000.00)	\$ 20,000.00
15	CAST IN PLACE CONCRETE	CF	10	10	\$ 50.00	\$ 500.00	\$ -	\$ 500.00
16	EPOXY LINER	SF	1,010	1,010	\$ 24.00	\$ 24,240.00	\$ -	\$ 24,240.00
17	HATCH	EA	2	2	\$ 3,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
18	ANTENNA POLE	EA	1	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
19	SITE RESTORATION	LS	1	1	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
20	KSB VORTEX STYLE SUBMERSIBLE PUMP	EA	2	2	\$ 20,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
21	4-INCH STAINLESS STEEL VENT PIPE	EA	1	1	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
22	6-INCH PLUG VALVE	EA	2	2	\$ 1,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
23	6-INCH CHECK VALVE	EA	2	2	\$ 1,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
24	6-INCH DUCTILE PIPE	LF	50	50	\$ 70.00	\$ 3,500.00	\$ -	\$ 3,500.00
	CONTROL PANEL WITH ETHERNET RADIO, YAGI							
25	ANTENNA AND RADAR LEVEL TRANSMITTER	EA	1	1	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 70,000.00
26	ELECTRICAL AND INSTRUMENTATION INSTALLATION	EA	1	1	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
27	ENGINEER DIRECTED WORK ALLOWANCE	LS	1		\$ 15,000.00	\$ -	\$ (15,000.00)	\$ 15,000.00
TOTAL						\$ 285,675.00	\$ (44,625.00)	\$ 330,300.00

**Town Board
Meeting Supplement
November 18, 2019**

Supplemental Information:

Agenda Number: 8.C

Subject: Auditor Service Agreement - Approve

Documentation: Revised Finance Officer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Finance Officer Review & Recommendation Approve the MMKR & Company P.A. Audit Service Agreement for Audit Services for a Term of Five Years

Consideration Approval of Audit Service Agreement. (TK)

A. REFERENCE AND BACKGROUND:

The Town has used CliftonLarsonAllen (CLA) for audit services since at least 1987, maybe longer, although they have had some name changes over that period. Also over that period, we have had numerous principals overseeing the Town’s audit. This past year the audit, the firm tried performing more of the audit functions remotely and spent less time on site. There were problems with the auditors receiving information Town staff had sent using this process. The audit was completed and presented to the Board after the June 30th deadline. In addition, the auditors made some corrections to previous years audits (prior period adjustments were needed). The audit costs continue to increase each year, with the 2018 audit costing \$31,000.00 compared to \$29,850 and \$29,000 for 2017 and 2016 respectively.

Because of the difficulties this past year and because the Town has not completed a RFP for audit services and a very long time, staff sent out a RFP to 7 Audit Firms who specialize in governmental audits, including CLA. Of the 7 firms, 5 have offices in the Metro Area and 2 in the St Cloud Area. The Town received 5 proposals. The table below outlines the estimated hours to complete the audit and the cost for each firm.

							2019 Average Hrly Audit Costs
Firm Name	Hours	2019 Audit Cost	2020 Audit Cost	2021 Audit Cost	2022 Audit Cost	2023 Audit Cost	
Conway Deuth & Schmiesing PLLP	No Response						
Schlenner Wenner & Co	No Response						
Abdo Eick & Meyers LLP	182	\$26,948.00	\$27,500.00	\$28,100.00	\$28,700.00	\$29,300.00	\$148.07
MMKR & Co. P.A.	235	\$29,950.00	\$30,300.00	\$31,000.00	\$31,700.00	\$32,500.00	\$127.45
BerganKDV	260	\$30,450.00	\$31,000.00	\$31,600.00	\$32,200.00	\$32,800.00	\$117.12
Clifton Larson Allen	234	\$31,880.00	\$32,800.00	\$33,800.00	\$34,900.00	\$36,000.00	\$136.24
Redpath and Company	240	\$32,000.00	\$33,000.00	\$34,000.00	\$35,000.00	\$36,000.00	\$133.33

The big difference between the proposals is the staff time to complete the audit and the level of staff working those hours as shown in the table below.

	Staff Accountants	Supervisory Senior Assoc	Managers	Partners	Support Staff	Total
Abdo Eick & Meyers LLP	115	0	40	17	10	182
MMKR & Co. P.A.	90	65	35	25	20	235
BerganKDV	100	80	40	30	10	260
Clifton Larson Allen	110	60	44	20	0	234
Redpath and Company	105	0	105	18	12	240

Staff will be conducting interviews in the next week before making any final recommendation but based on costs proposals and staff assigned to complete the audit staff feels MMKR & Co. P. A. or Bergan KDV would provide the best value. MMKR’s total hours appear to be in range with most of the other proposals, whereas, Bergan KDV’s hours are higher than the other proposals and Abdo Eick & Meyers is much lower. MMKR and Bergan KDV has more upper level staff time dedicated to completing the audit than Abdo Eick & Meyers also.

A1. Budget Impact: The budget impact would be too incorporated the audit costs into future budgets.

A2. Staff Workload Impact: The project would have no or little staff impact, as staff is already working with the current auditors to complete the audit and would continue to do so.

B. ALTERNATIVE ACTIONS:

1. Approve MMKR & Co. P. A. audit service agreement for audit services.
2. Approve one of the other firms audit service agreement for audit services.
3. Table and discuss at the Town Board Executive meeting on November 22nd.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative #1 to Approve MMKR & Co. P. A. audit service agreement for audit services.

D. SUPPORTING DATA:

RFP for Audit Services.
Copies of Proposals available on request.